



Notion User Manual

A Beginner's Guide to Notion

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Introduction

Welcome to Notion! This manual teaches you the basics of using Notion to create and manage content. Although no prior knowledge is required, we recommend reading it sequentially, so you can understand Notion from the top down.

If you encounter an unfamiliar term, consult the [Glossary](#). You can also jump to the definition if the term is hyperlinked.

What is Notion?

Notion is an all-in-one productivity suite. In a single [workspace](#), you can:

- Take notes
- Manage projects
- Create databases and wikis
- Collaborate with others
- And much more!

Notion is all about customization. You can use its [block](#) system to build more than 500 types of content, from simple to-do lists to complex dashboards. This means Notion adapts to your workflow, not the other way around.

Hailey's Notion

Getting Started

Edited 1m ago · Share · ⌵ · ☆ · ⋮

Getting Started

Welcome to Notion!

Here are the basics:

- ☐ Click anywhere and just start typing
- ☐ Hit / to see all the types of content you can add - headers, videos, sub pages, etc.
- ☐ Highlight any text, and use the menu that pops up to **style your writing** *however* you like
- ☐ See the ⋮ to the left of this checkbox on hover? Click and drag to move this line
- ☐ Click + **New page** at the top of your sidebar to add a new page
- ☐ Click **Calendar** in your sidebar to manage your time and work together.
- ☐ Highlight this entire list and **Ask AI** to "Continue writing" for more tips
- ☐ Click **Templates** in your sidebar to get started with pre-built pages
 - ▶ This is a toggle block. Click the little triangle to see a few useful links!




Prerequisites

This manual covers the free version of Notion, for which you must sign up using an email address. See [Getting started](#) for more information.

In addition to an email address, you need:

- An internet connection
- A desktop computer
- A supported web browser:
 - Chrome
 - Edge
 - Firefox
 - Safari

Credits

The  logo and cover art belong to Notion. Both are available as PNG files at www.notion.so/notion/media-kit.

All other images are screenshots taken by Hailey Tapia.



Understanding Notion's building blocks

Before using Notion, it's important to understand how it works. Notion is a no-code tool inspired by building blocks. You can mix and match them to turn static information into dynamic content, all with drag-and-drop functionality.

Notion consists of three building blocks:

- [Workspace](#)
- [Pages](#)
- [Blocks](#)

Note: These building blocks are hierarchical, with the workspace containing pages and pages containing blocks.

Workspace

The workspace is Notion's main interface. Use this self-contained area to create, manage, and collaborate on your content. The workspace includes a sidebar for navigation and an editor for content creation.

You can create multiple workspaces for different purposes, such as personal projects or client work. Unless you create them as [teamspace](#)s, these workspaces are private to you.

For more information, see [Navigating your workspace](#).

Pages

Inside your workspace, pages function as documents. They're the canvas on which you create content. You can keep pages private or share them with



others. You can also nest pages inside other pages (called [subpages](#)) to organize complex information.

For more information, see:

- [Preparing pages for blocks](#)
- [Collaborating on pages and blocks](#)

Blocks

Each piece of content you add to a page is a block. There are six types of blocks:

- **Basic:** Text, heading, list, table, quote, divider, callout
- **Media:** Image, audio, video, web bookmark, code snippet, file
- **Database:** Table, board, gallery, list, calendar, timeline
- **Advanced:** Table of contents, equation, button, breadcrumb, toggle
- **Inline:** Page or person mention, date, reminder, emoji
- **Embed:** Google Drive, GitHub, Zoom, and over 500 other applications

Although each one is unique, blocks are customizable in appearance and position. Use them to create content-rich pages that meet your needs.

For more information, see [Using blocks on pages](#).



Getting started

Unlike some applications, Notion stores everything in the cloud. This means you can access your data from any computer with an internet connection. To use Notion's cloud-based service, you must create a free account, which includes unlimited use of pages and blocks.

This section explains how to:

- [Create an account](#)
- [Manage your account](#)

Create an account

1. In your web browser, go to www.notion.so/signup.
2. Under **Work email**, enter your email address, and then select **Continue**.

Think it. Make it.
Create your Notion account

Continue with Google

Continue with Apple

Single sign-on (SSO)

Work email

me@email.com

Use an organization email to easily collaborate with teammates

Continue


Note: Despite the field name, you can use a personal email.


3. Check your email for a single-use code from Notion.




4. Enter the code under **Verification code**, and then select **Continue**.

Think it. Make it.
Create your Notion account

 Continue with Google

 Continue with Apple

 Single sign-on (SSO)

Work email

Use an organization email to easily collaborate with teammates

Verification code

We sent a login code to your inbox · [Resend](#)


[Continue](#)


The **Create a profile** page opens.

5. Enter your preferred name and password, and then select **Continue**.

Create a profile

This is how you'll appear in Notion



 Add a photo

Preferred name

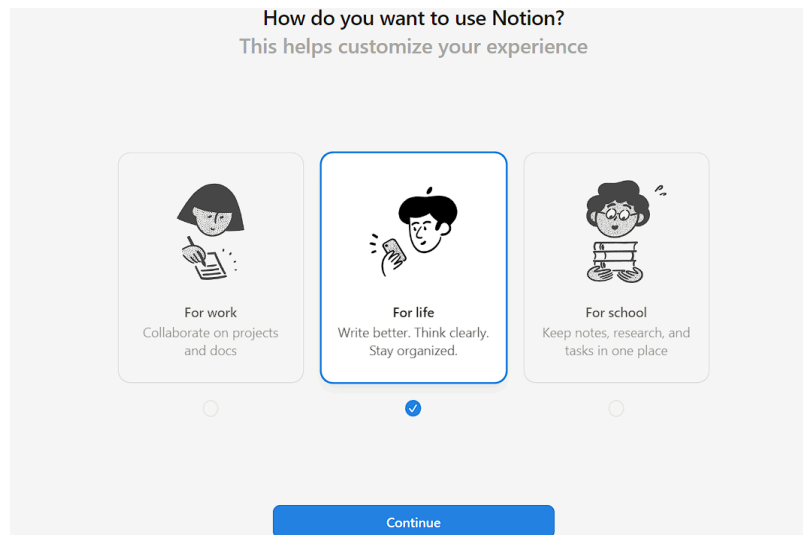
Set a password

[Continue](#)

The **How do you want to use Notion?** page opens.



6. Choose how you plan to use Notion: **For work**, **For life**, or **For school**.

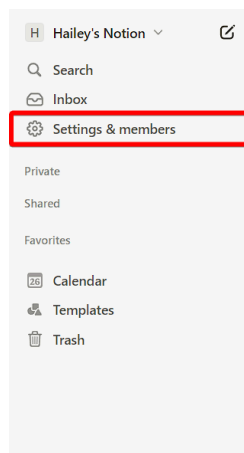


7. Select **Continue** to create your account and open your new workspace.

Manage your account

To edit your email, password, and other account details:

1. In the sidebar, select **Settings & members**.



Getting Started

Getting Started

Welcome to Notion!

Here are the basics:

- ☐ Click anywhere and just start typing
- ☐ Hit / to see all the types of content you can add - headers, videos, sub pages, etc.
- ☐ Highlight any text, and use the menu that pops up to **style your writing** however you like
- ☐ See the :: to the left of this checkbox on hover? Click and drag to move this line
- ☐ Click + **New page** at the top of your sidebar to add a new page
- ☐ Click **Calendar** in your sidebar to manage your time and work together.
- ☐ Highlight this entire list and **Ask AI** to "Continue writing" for more tips



A settings modal appears.

2. Select **My account**.

The screenshot shows the Notion settings modal. On the left, under the 'Account' section, 'My account' is highlighted with a red box. Other options include 'My settings', 'My notifications', 'My connections', and 'Language & region'. Under the 'Workspace' section, there are options for 'Settings', 'Teamspaces', 'People', 'Upgrade', 'Sites', 'Security', 'Identity & provisioning', and 'Connections'.

The main content area shows the 'People' section. It includes an 'Invite link' section with a toggle to enable a secret link and a 'Copy link' button. Below this is a table of members.

Members 1	Guests 1	Groups	
User	Teamspaces	Groups	Role ↓
Hailey ha596874@ucf.edu	My Team...	None	Workspace owner ▾

3. Under **My profile**, edit your:

- Profile photo
- Name

The screenshot shows the Notion settings modal with 'My profile' highlighted in the left sidebar. The main content area shows the 'My profile' section, which includes a profile picture placeholder and a 'Preferred name' field with the value 'Hailey'. Below this is the 'Account security' section, which includes fields for 'Email' (ha596874@ucf.edu) and 'Password', and a '2-step verification' toggle.

4. Under **Account security**, edit your:

- Email
- Password
- Two-factor authentication settings



Account

Hailey

ha596874@ucf.edu

My account

My settings

My notifications

My connections

Language & region

Workspace

Settings

Teamspaces

People

Upgrade

Sites

Security

Identity & provisioning

Connections

Import

My profile

H

Preferred name

Hailey

Add photo

Account security

Email

ha596874@ucf.edu

Change email

Password

Set a permanent password to login to your account.

Change password

2-step verification

Add an additional layer of security to your account during login.

☐

Support

Support access

Grant Notion support temporary access to your account so we can troubleshoot problems or recover content on your behalf. You can revoke access at any time.

☐

Notion automatically saves your updated account information.



Navigating your workspace

Everything you do in Notion happens in the workspace. Think of it as your digital binder, where you can create, organize, and manage pages and blocks however you want. You can also resize the workspace for greater flexibility.









The workspace is divided into two sections:

- [Sidebar](#)
- [Editor](#)

Sidebar

The left-hand sidebar is your workspace's mission control. Use it to navigate and organize your pages, manage your account, and access features that extend Notion's core functionality.

The sidebar contains the following tools:

 Hailey's Notion ▾	Your Notion: Switch between workspaces and accounts
 Search	Search: Look for pages or blocks on pages
 Inbox	Inbox: Stay notified of all activity in your workspace
 Settings & members	Settings & members: Edit your account and workspace
Private	Private: Pages only you can access (default)
Shared	Shared: Pages you've shared with other people
Favorites	Favorites: Pages you've favorited for quick access
 Calendar	Calendar: Add your tasks and projects to a calendar
 Create a teamspace	Create a teamspace: Create a shared teamspace
 Templates	Templates: Choose from hundreds of pre-made pages
 Trash	Trash: View pages you've deleted




To close the sidebar, hover over it and select **« Close sidebar**. You can still access it by hovering over the left side of your screen.


To open the sidebar, hover over the left side of your screen and select **» Lock sidebar open**.

Editor

The right-hand editor is where you create and manage individual pages. It contains the following tools:

Share **Share:** Share the page with others or publish it to the web

 **Comments:** View all comments on the page

 **Updates:** View who made what changes to the page and when

 **Favorites:** Favorite the page for quick access in the sidebar

 **More:** Customize the page's appearance and settings

As soon as you start typing on a page, these tools disappear. This lets you write, plan, and brainstorm without interruption.

To access these tools again, simply move your cursor in the editor.



Preparing pages for blocks

If the workspace is your binder, pages are the sheets inside. They're containers for your information, holding text, images, and other blocks of content. Just like loose or stapled sheets in a binder, pages can be independent or nested as subpages. You can also categorize, duplicate, or delete them to organize your workspace.

This section explains how to:

- [Create a page](#)
- [Create a subpage](#)
- [Title your page](#)
- [Categorize your page](#)
- [Manage your page](#)

Create a page

You can create two types of pages:

- [Blank page](#)
- [Template](#)

Note: For the purposes of this manual, we recommend creating a blank page instead of using a template. This lets you customize the page with your own blocks, as explained in the next section.

Blank page

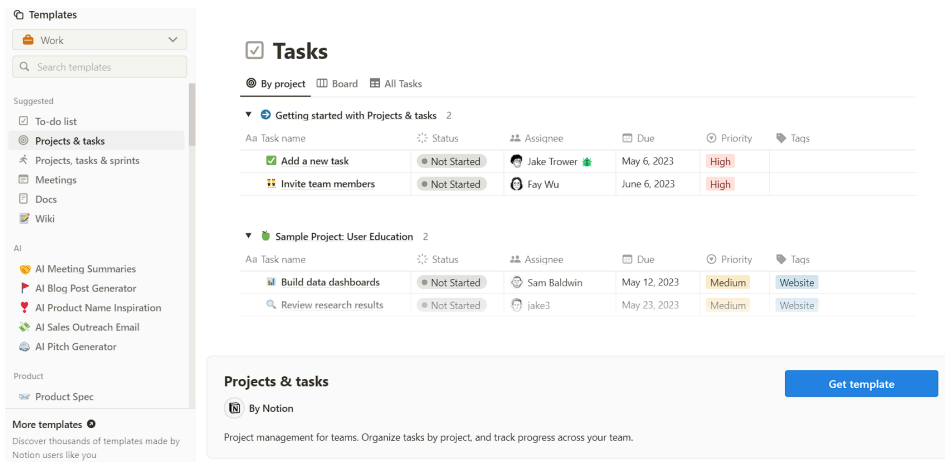
In the sidebar, select  **Create a new page**. Your new page is added to Private and opens in the editor.

Template

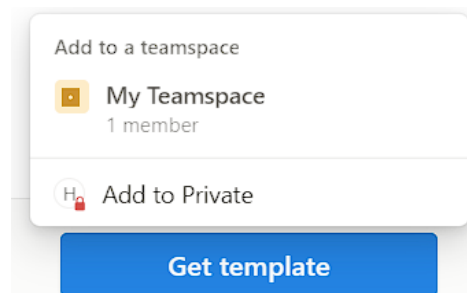
1. In the sidebar, select **Templates**.



The template picker opens.



2. Use the filter or search bar to browse the template library.
3. When you find a template you like, select **Get template**.
4. Choose where you want to add the page.



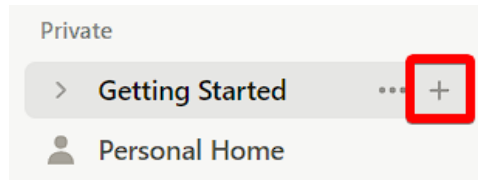
Your new page opens in the editor.

Create a subpage

Subpages are nested pages that help you divide and organize information. They're useful for hierarchical structures, such as a company-wide knowledge base. You can create unlimited subpages for a single page.

To create a subpage:

1. In the sidebar, find your desired parent page.
2. Hover over the page and select the + button.

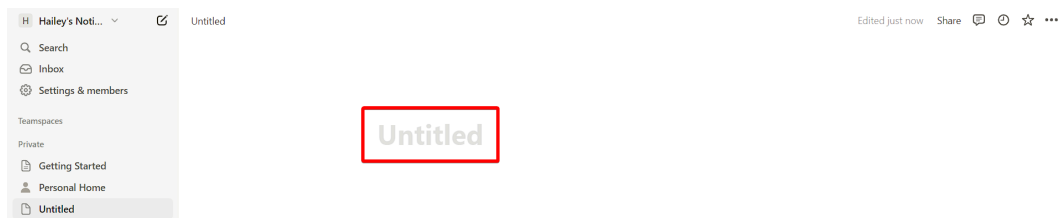


Your new subpage appears under the parent page and opens in the editor.

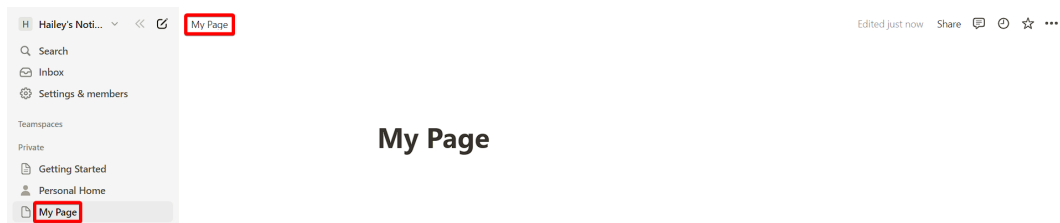
Title your page

All new pages are untitled. They appear as such in the sidebar, making them meaningless at a glance. Use descriptive titles to signal what your pages contain and organize your workspace.

To title your page, enter text in the **Untitled** placeholder.



The title is reflected in both the sidebar and the editor's breadcrumb.





Categorize your page

Disorganized pages are hard to use and even harder to find. As described in [Navigating your workspace](#), you can categorize your page as:

- [Private](#)
- [Shared](#)
- [Favorites](#)

Note: In the sidebar, you can reorder pages by dragging them within a category, but not between categories. The following subsections explain why.

Private

Private is the default page category and overrides all others. Even if you favorite your page, it stays here until you share it.

Shared

Shared pages are visible to you and others. To move your page here, you must send an invite to another person. See [Collaborating on pages of content](#) for more information.

Favorites

Favorite pages are pinned to the sidebar for quick access. To move your page here, select ☆ in the editor.

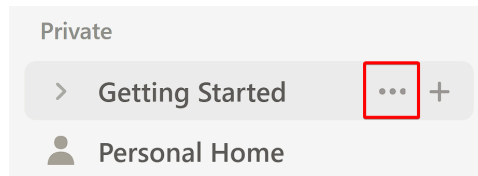
Manage your page

With so much flexibility, pages can get messy. Perhaps you accidentally created a page or want to give one a clearer title. Notion makes it easy to

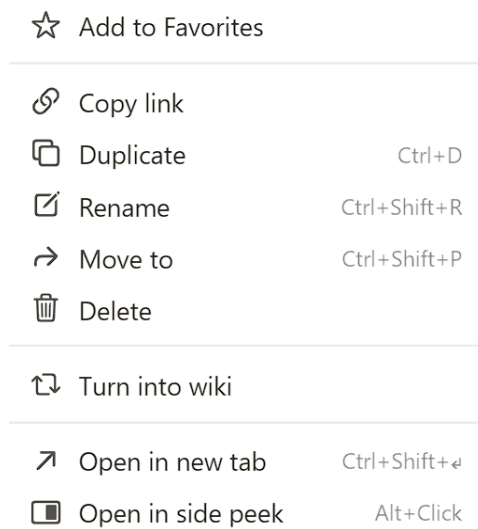
perform these actions, so you can spend less time cleaning up and more time creating content.

To rename, duplicate, delete, or otherwise manage your page:

1. In the sidebar, find your page.
2. Hover over the page and select the **...** button.



A menu with options for managing your page appears.



3. From the menu, choose your desired option.
4. Follow the prompts to manage your page.



Using blocks on pages

You now have a blank sheet (page) in your binder (workspace). To fill it with content, you must build blocks — literally. Think of them as your pens, stickers, and glue for creating and presenting information in Notion.

Blocks represent pieces of content on pages. They range from plain text to multimedia elements, with options for color, size, formatting, placement, and more. Whatever you want to express, there's probably a block for the job.

This section explains how to:

- [Create a block](#)
- [Customize your block](#)
- [Move your block](#)
- [Manage your block](#)

Create a block

1. In the editor, select anywhere under the page title.

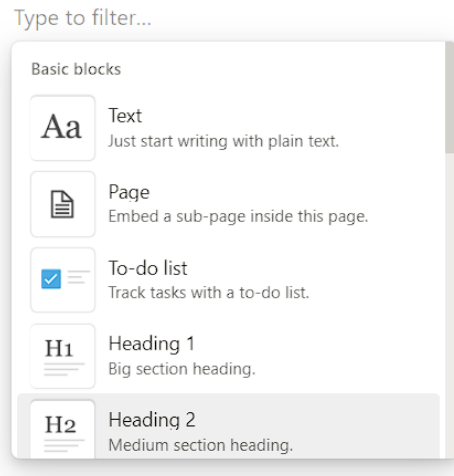
A block placeholder appears.



2. Hover over the placeholder and select the + button.



A menu with over 500 blocks appears.



3. From the menu, use the scroll or search bar to choose a block.

Notion replaces the placeholder with your block.

4. Follow the prompts to populate your block.

To create additional blocks, follow steps two through four, but hover over an existing block instead of the placeholder.

Customize your block

After creating your block, customize it to make your page visually appealing. Although each block has its own customization options, text styling is common to almost all blocks.

You can edit the following text properties:

- [Formatting](#)
- [Font and size](#)

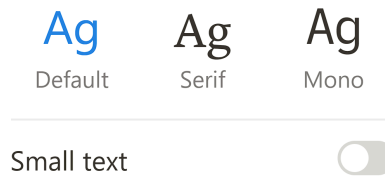
Formatting

Highlight any text to access the following tools:

- B Bold:** Thicken your text
- i* **Italicize:** Slant your text
- U **Underline:** Add a line under your text
- ~~S~~ **Strikethrough:** Draw a line through your text
- <> **Mark as code:** Give your text a monospace font and gray background
- \sqrt{x} **Create equation:** Render your text as mathematical symbols
- A Text color:** Edit the color of your text or its background

Font and size

In the editor, select the ... button to access the following tools:




Choose whichever font suits your writing mood. You can also downsize your text if you need more space or prefer the look.

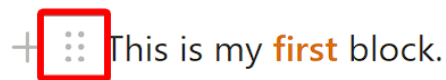
Note: These tools affect the font and size of all text on your page. You cannot use them on specific blocks.

Move your block

Blocks are dynamic, not static. They're not anchored to where you created them, giving you the freedom to experiment with page layouts. Arrange blocks however you want using Notion's drag-and-drop functionality.

To move your block:

1. Hover over it until the  button appears.




2. Drag the button to your desired location on the page.

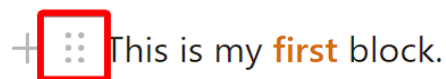
Your block moves without changing its content. If there are surrounding blocks, they move in the direction your block came from.

Manage your block

As your content grows, blocks can become roadblocks. You may want to reuse, repurpose, or remove them to meet your evolving needs. As with pages, Notion lets you perform these actions with ease.

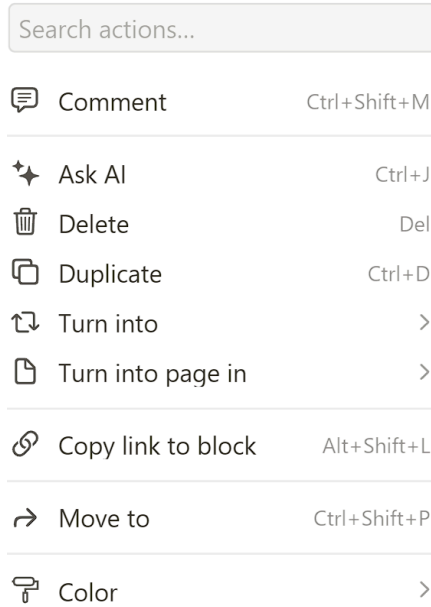
To duplicate, convert, delete, or otherwise manage your block:

1. Hover over it until the  button appears.



2. Select the button.

A menu with options for managing your block appears.



3. From the menu, choose your desired option.
4. Follow the prompts to manage your page.



Collaborating on pages and blocks

Your binder (workspace) is now complete with custom-made sheets (pages and blocks). Instead of putting it on the shelf, invite others to use it with you.

Notion lets you share pages with unlimited people, who can collaborate in real time or asynchronously on them. For larger projects, you can create a teamspace to centralize joint content. This means you don't have to manually share your pages.

This section explains how to:

- [Share your page](#)
- [Comment on your page](#)
- [Create a teamspace](#)

Share your page

Use shared pages to give specific people access to your content. You have complete control over the level of access, including viewing, commenting, editing, and sharing.

To share your page with others:

1. In the editor, select **Share**.

A menu with sharing and publishing options appears.

Share Publish


Email or group, separated by commas Invite

🔒 Invite only 🔗 Copy link

2. Under **Share**, enter the email address of your intended recipient.



3. Choose their access level: **Full access**, **Can comment**, or **Can view**.

- Full access
Can edit and share with others. ✓
- Can edit PLUS 
Can edit, but not share with others.
- Can comment
Can view and comment, but not edit.
- Can view
Cannot edit or share with others.

Note: Free accounts cannot grant edit-only access to collaborators.

4. Repeat steps two and three for all other recipients.

5. Select **Invite**.

Your page moves from Private to Shared in the sidebar. Notion also sends your recipients an email to accept the page invite.

To edit or revoke a person's access, return to this menu.

Comment on your page

Although Notion doesn't have a built-in chat feature, you can use comments to discuss your content. Others can reply to your comments, creating a thread for ongoing communication.

You can leave two types of comments on your page:

- [Top level](#)
- [Block](#)

Note: For others to leave or reply to comments on your page, you must grant them commenting access. See [Share your page](#) for more information.

Top level

Top-level comments are useful for giving or receiving general feedback about pages. They're easy to spot, appearing between the page title and the first block.

To leave a top-level comment, hover over the page title and select **Add comment**.

😊 Add icon 🖼️ Add cover 💬 Add comment

My Page

A comment box appears under the page title. Use it to write text, attach a file, and mention specific people or pages.

H Add a comment...



Block

To comment on a specific block, highlight any text and select **Comment**.

🔮 Ask AI Text ↗️ Link 💬 Comment B i U S <> √x A @ ...

This is my first block.

A comment box appears to the right of the block. Use it to write text, attach a file, and mention specific people or pages.

Add a comment...





Create a teamspace

Sometimes, page-specific collaboration isn't enough. Centralize your group work in one place with a teamspace. Teamspaces are similar to your personal workspace, so you can apply most of this manual to them.

To create a teamspace:

1. In the sidebar, select **Create a teamspace**.

The **Create a new teamspace** modal opens.

Create a new teamspace ×

Teamspace are where your team organizes pages, permissions, and members

Icon & name

T Acme Labs

Description

Details about your teamspace

Permissions

🌐 **Default**
Everyone at Hailey's Notion must be a member ▼

[🕒 Learn about teamspaces](#) Create teamspace

2. Give your teamspace a name, icon, and description.
3. Under **Permissions**, choose an access level: **Default**, **Open**, or **Closed**.

- 🌐 **Default**
Everyone at Hailey's Notion must be a member ✓
- 🏢 **Open**
Anyone can see and join this teamspace
- 👥 **Closed**
Anyone can see this teamspace but not join
- 🔒 **Private** BUSINESS
Only members can see that this teamspace exists

Note: Free accounts cannot create private teamspaces.



4. Select **Create teamspace**.

Your new teamspace is added to the sidebar.



Glossary

For definitions of Notion-specific terms, see the following table:

Term	Definition	Discussed in these sections
Block	Any piece of content on a page, including text, images, and videos.	<ul style="list-style-type: none">• Understanding Notion's building blocks• Using blocks on pages
Editor	The right half of the workspace. This is where you create and format content, similar to a word processor.	<ul style="list-style-type: none">• Understanding Notion's building blocks• Navigating your workspace
Page	A container for blocks, similar to documents in other software.	<ul style="list-style-type: none">• Understanding Notion's building blocks• Preparing pages for blocks• Using blocks on pages• Collaborating on pages and blocks
Sidebar	The left half of the workspace. This panel lets you navigate your pages, accounts, and settings.	<ul style="list-style-type: none">• Understanding Notion's building blocks• Navigating your workspace
Subpage	A page that's nested inside another page, creating a hierarchy.	<ul style="list-style-type: none">• Understanding Notion's building blocks• Preparing pages for blocks
Teamspace	A shared workspace where you can collaborate with others on pages.	<ul style="list-style-type: none">• Understanding Notion's building blocks• Collaborating on pages and blocks
Template	A pre-made page with blocks	<ul style="list-style-type: none">• Navigating your workspace



	and formatting to streamline content creation.	<ul style="list-style-type: none">• Preparing pages for blocks
Workspace	The dedicated interface for creating, managing, and collaborating on pages and blocks.	<ul style="list-style-type: none">• Understanding Notion's building blocks• Navigating your workspace