



# Notion User Guide

A Beginner's Guide to Notion

Version 1.0 | April 2024





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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 to gain a top-down understanding of Notion.

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

## 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. Using its [block](#) system, you can build more than 500 types of content, ranging from simple to-do lists to complex dashboards.

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. For more information, see [Get started](#).

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](https://www.notion.so/notion/media-kit).

All other images are screenshots taken by Hailey Tapia.



# Understand Notion's building blocks

Before you use Notion, it's important to understand how it works. Notion is a no-code tool inspired by building blocks. You can mix and match blocks 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 [Navigate 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:

- [Prepare pages for blocks](#)
- [Collaborate on pages and blocks](#)

## Blocks

Each piece of content you add to a page is a block. Notion offers 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 [Use blocks on pages](#).



## Get 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. Go to [www.notion.so/signup](https://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. Under **Verification code**, enter the 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

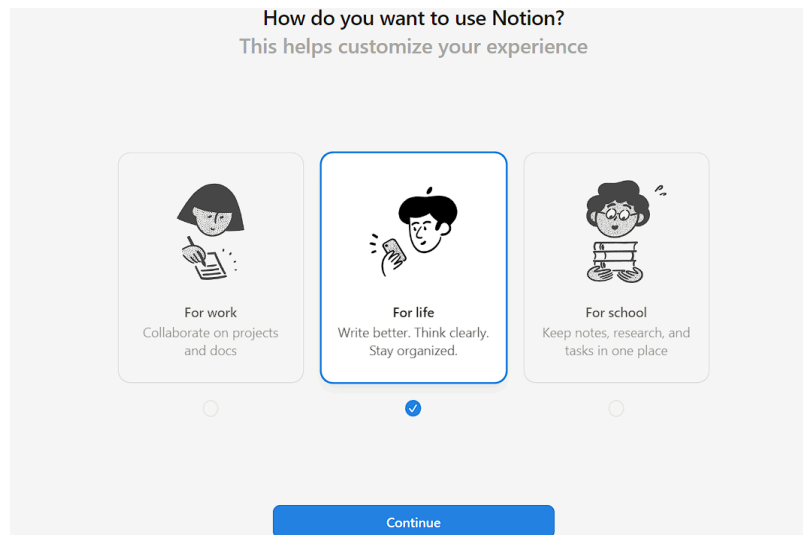
Set a password

[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**.

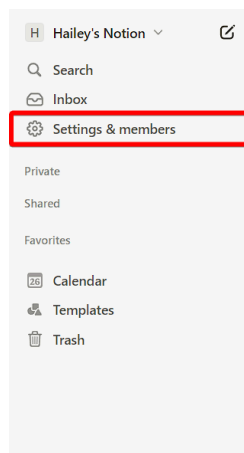


7. Select **Continue** to create your account and open your new workspace.

## Manage your account

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

1. From 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



The settings page opens.

## 2. Select **My account**.

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

People [Learn more](#)

Invite link

Enable a secret link for Workspace Owners and Membership Admins to invite new members. You can also [generate a new link](#)

[Copy link](#)

Members 1 Guests 1 Groups  [Add members](#)

User	Teamspaces	Groups	Role
Hailey ha596874@ucf.edu	My Team...	None	Workspace owner

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

- Profile photo
- Name

Account

Hailey  
ha596874@ucf.edu

**My account**

My settings

My notifications

My connections

Language & region

Workspace

Settings

People

Upgrade

Sites

Security

Identity & provisioning

Connections

**My profile**

Preferred name

[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. ☐

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

- Email
- Password
- Two-factor authentication settings



Account

H

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.



# Navigate 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 resize the workspace for greater flexibility.

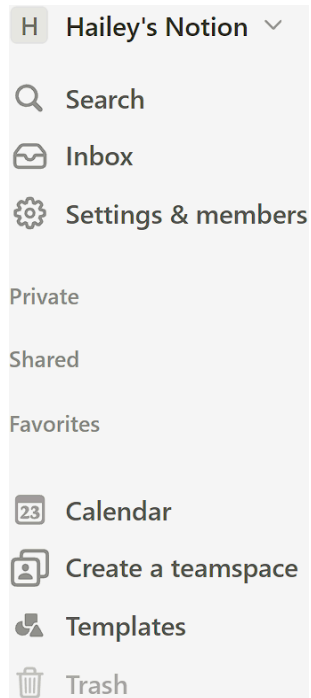
The workspace is divided into two sections:

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

## Sidebar

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

The sidebar contains the following tools:



**Switcher:** Switch between workspaces and accounts.

**Search:** Look for pages or blocks on pages.

**Inbox:** Stay notified of all activity in your workspace.

**Settings & members:** Edit your account and workspace.

**Private:** Pages only you can access (default).

**Shared:** Pages you've shared with other people.

**Favorites:** Pages you've favorited for quick access.

**Calendar:** Add your tasks and projects to a calendar.

**Create a teamspace:** Create a shared [teamspace](#).

**Templates:** Choose from hundreds of premade pages.

**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:** Add the page to the sidebar for quick access.

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

These tools disappear as soon as you start typing on a page, allowing you to write, plan, and brainstorm without interruption.

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



# Prepare pages for blocks

If the workspace is your binder, pages are the sheets inside. They contain text, images, and other blocks of content. 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

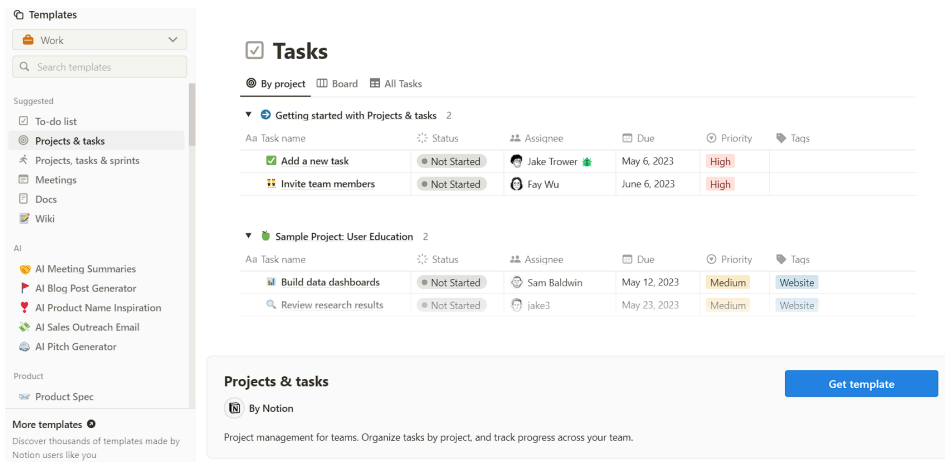
From the sidebar, select  **Create a new page**. Your new page is added to **Private** and opens in the editor.

### Template

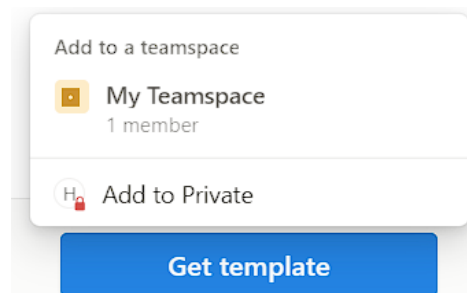
1. From the sidebar, select **Templates**.



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

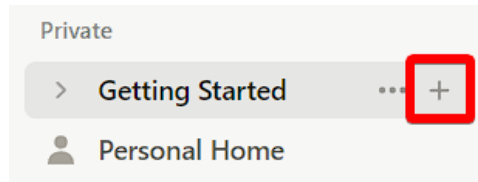
Subpages are nested pages that help you divide and organize information. They're useful for hierarchical structures, such as a company-wide knowledge base. You can create unlimited subpages for a single page.





To create a subpage:

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

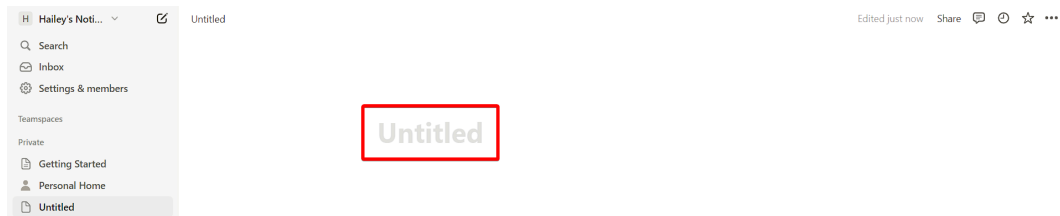


Your new subpage appears under the parent page and opens in the editor.

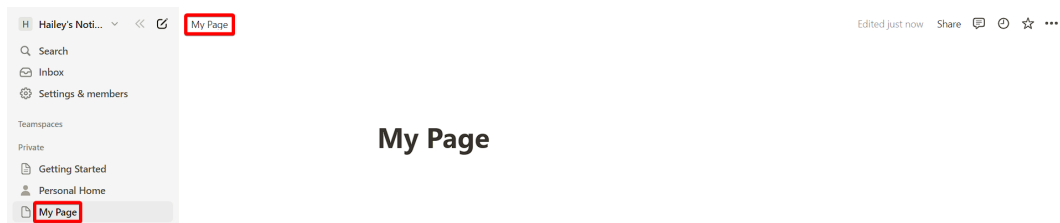
## Title your page

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 [Navigate your workspace](#), you can categorize your page as:

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

**Note:** From 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 other categories. 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. For more information, see [Collaborate on pages of content](#).

### Favorites

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

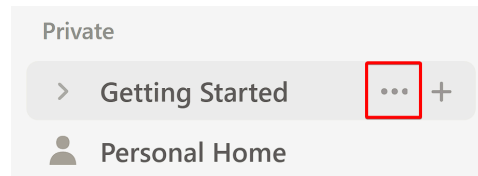
## Manage your page

With so much flexibility, pages can get messy. Perhaps you created a page by accident or want to give one a clearer title. Fortunately, Notion makes these

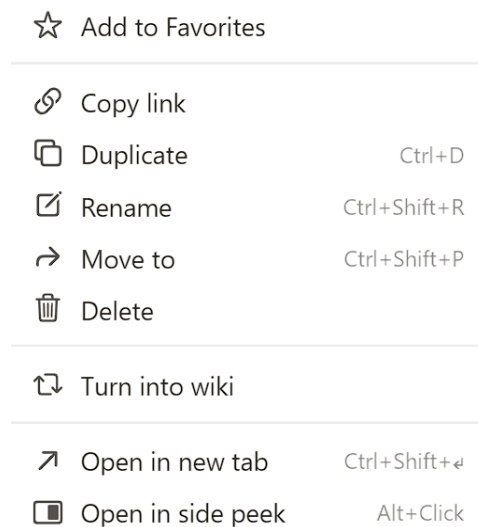
actions easy, so you can spend less time cleaning up and more time creating content.

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

1. From 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.



# Use blocks on pages

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

Blocks represent pieces of on-page content. 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 any section of the page after the title.

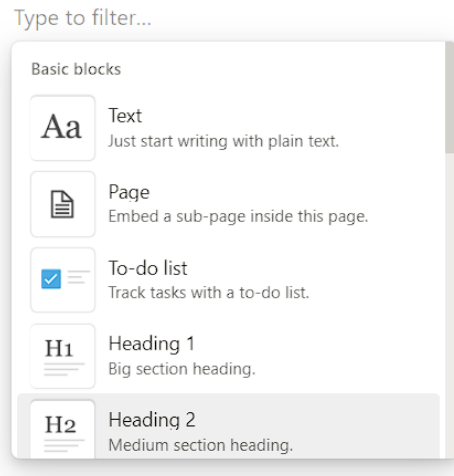
A block placeholder appears.



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 you create a 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](#)

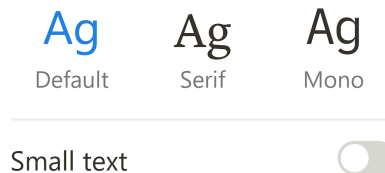
## Formatting

Highlight any text to access the following tools:

- B Bold:** Thicken the text.
- i* **Italicize:** Slant the text.
- U **Underline:** Add a line under the text.
- ~~S~~ **Strikethrough:** Draw a line through the text.
- <> **Mark as code:** Give the text a monospace font and gray background.
- $\sqrt{x}$  **Create equation:** Render the text as mathematical symbols.
- A Text color:** Edit the color of the 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. If the text is too large, downsize it by selecting the **Small text** toggle.

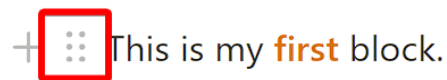
**Note:** These tools affect the font and size of all text on your page. You can't use them on specific blocks.

## Move your block

Blocks are dynamic. They're not anchored to where you created them, which allows you 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.

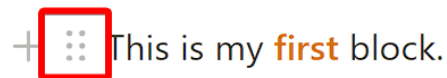
Your block moves without changing its content. If there are surrounding blocks, they move in the direction from which your block came.

## Manage your block

As your content grows, you might need to reuse, repurpose, or remove blocks. Just as it does with pages, Notion makes these actions easy.

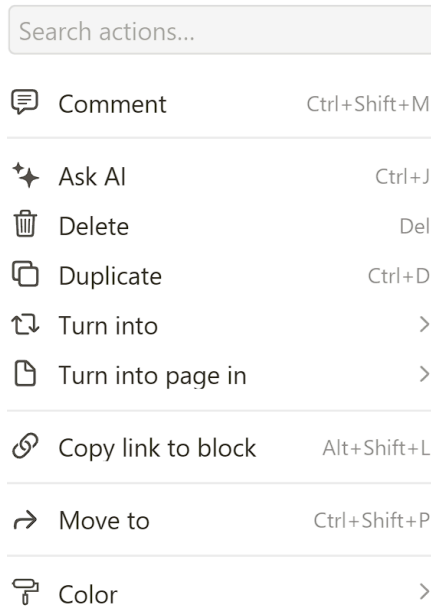
To duplicate, convert, delete, or otherwise manage your block:

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 block.





## Collaborate 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.

You can share a page with an unlimited number of people, who can then collaborate on the page in real time or asynchronously. For larger projects, create a teamspace to centralize joint content. Teamspaces eliminate the need to manually share individual 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 can't 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. Other people 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. For more information, see [Share your page](#).

## 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, or 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, or mention specific people or pages.

Add a comment...





## Create a teamspace

Sometimes, page-specific collaboration isn't enough. Use a teamspace to centralize your group work in one place. Teamspaces are similar to your personal workspace, so most of this manual applies to them.

To create a teamspace:

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

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

**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 can't 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"><li>• <a href="#">Understand Notion's building blocks</a></li><li>• <a href="#">Use blocks on pages</a></li></ul>
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"><li>• <a href="#">Understand Notion's building blocks</a></li><li>• <a href="#">Navigate your workspace</a></li></ul>
Page	A container for blocks, similar to documents in other software.	<ul style="list-style-type: none"><li>• <a href="#">Understand Notion's building blocks</a></li><li>• <a href="#">Prepare pages for blocks</a></li><li>• <a href="#">Use blocks on pages</a></li><li>• <a href="#">Collaborate on pages and blocks</a></li></ul>
Sidebar	The left half of the workspace. Use this panel to navigate your pages, accounts, and settings.	<ul style="list-style-type: none"><li>• <a href="#">Understand Notion's building blocks</a></li><li>• <a href="#">Navigating your workspace</a></li></ul>
Subpage	A page that's nested inside another page, creating a hierarchy.	<ul style="list-style-type: none"><li>• <a href="#">Understand Notion's building blocks</a></li><li>• <a href="#">Preparing pages for blocks</a></li></ul>
TeamSPACE	A shared workspace where you can collaborate with others on pages.	<ul style="list-style-type: none"><li>• <a href="#">Understand Notion's building blocks</a></li><li>• <a href="#">Collaborate on pages and blocks</a></li></ul>
Template	A pre-made page with blocks and formatting to streamline content creation.	<ul style="list-style-type: none"><li>• <a href="#">Navigate your workspace</a></li><li>• <a href="#">Prepare pages for blocks</a></li></ul>



Workspace	<p>The dedicated interface for creating, managing, and collaborating on pages and blocks.</p> <ul style="list-style-type: none"><li>• <a href="#">Understand Notion's building blocks</a></li><li>• <a href="#">Navigate your workspace</a></li></ul>
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