



How to Get Started with Notion to Take the Best Notes for Your Classes

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Introduction to Notion

“In the Introduction section, be sure to explain the software’s function and intended use; also briefly identify your intended readers. You should also point out any required hardware or software, software versions, or any other requirements prior to the reader getting started (Time? Online resources?...)”

How to make a workspace

A workspace is an electronic document that supports significant functionality and customization which can be used in a variety of ways. A workspace is the most basic item any user can make on Notion, and it offers a wide range of documents to be converted into. In this section we will learn how to:

- Create a workspace
- Write and edit the workspace
- Duplicate and delete the workspace
- Insert columns, tables
- Insert images or other media
- Style the workspace
- Insert code blocks

To begin **making a workspace**, ensure that:

- a) you have created an account with Notion,
- b) you are logged into Notion on either the webpage or the application,
- c) and you have an idea of what you want to do with this workspace

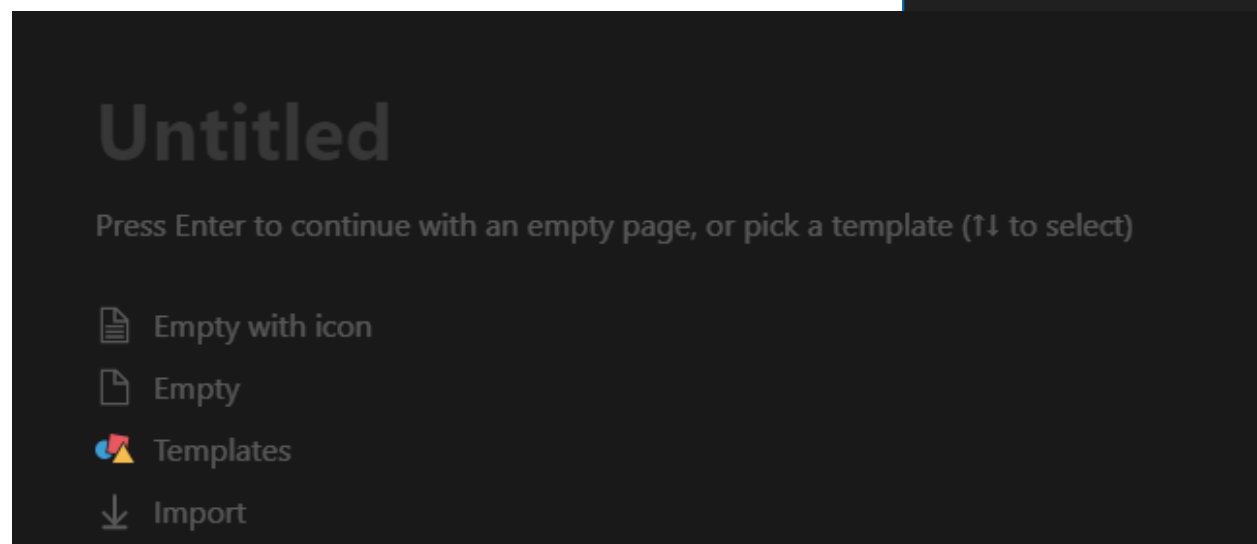
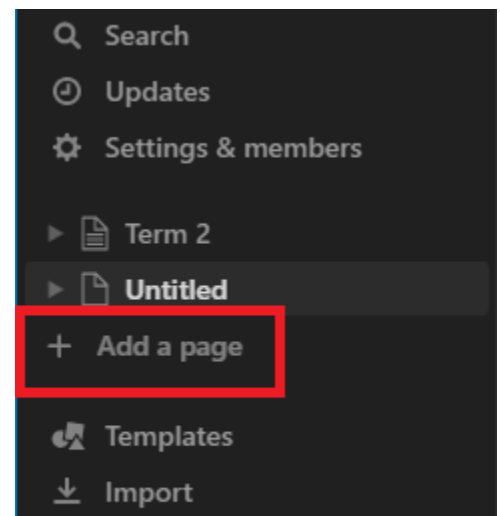
Once the above requirements are met start by:

1. **Clicking** on the “Add a page” button on the left sidebar panel. An untitled workspace should appear in the main section on the right.

*Note: If the “Add a page” button does not appear, expand the sidebar panel by **clicking** on the “>” button on the top left side of the website.*

2. Next, **click** on the “Untitled” title bar at the center of your screen. Now you can enter a suitable title for your new workspace.

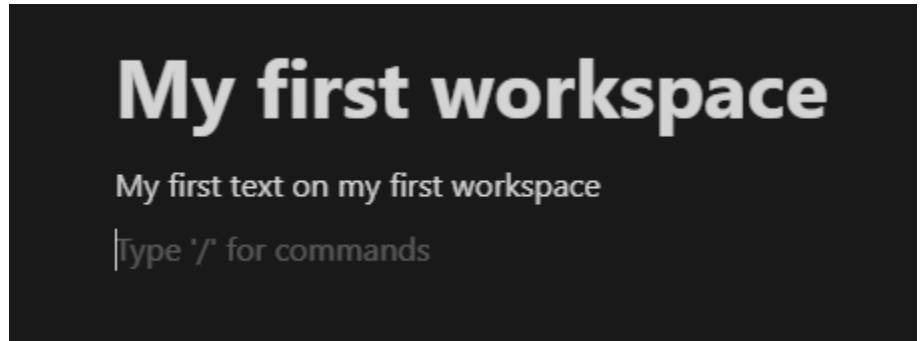
Congratulations. You have created a workspace!



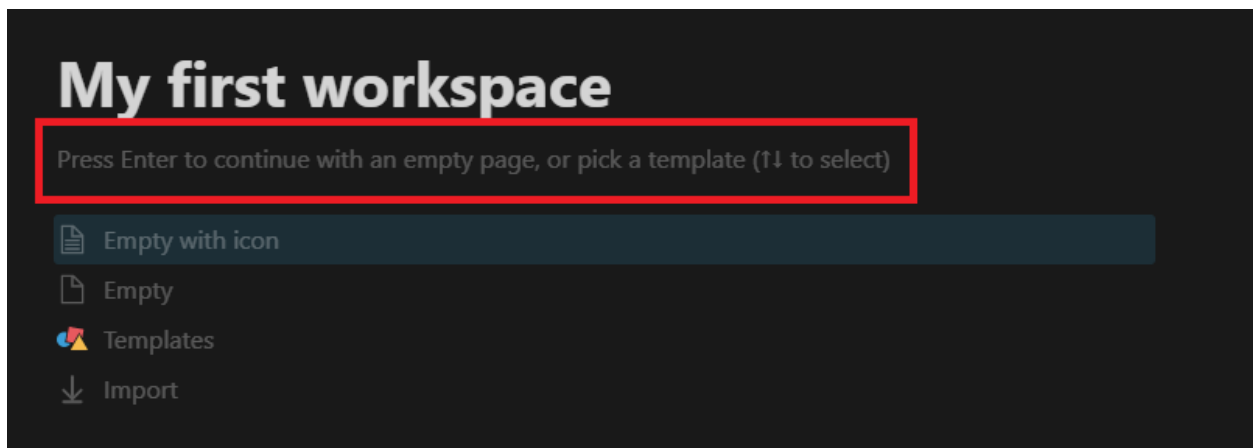
How to write in, edit and customize workspaces

Now that your new workspace has been created, we can begin modifying the workspace to meet our requirements. The simplest type of workspace is a text document. A text document is an electronic page that can store lines of characters.

To do this, simply **press** the “enter” key on your keyboard and begin typing. The words that you type should appear on a line below the title of your workspace in smaller font.



*Note: if nothing happens after pressing “enter”, **click** on the area of text that says “Press Enter to continue with an empty page, or click a template”*



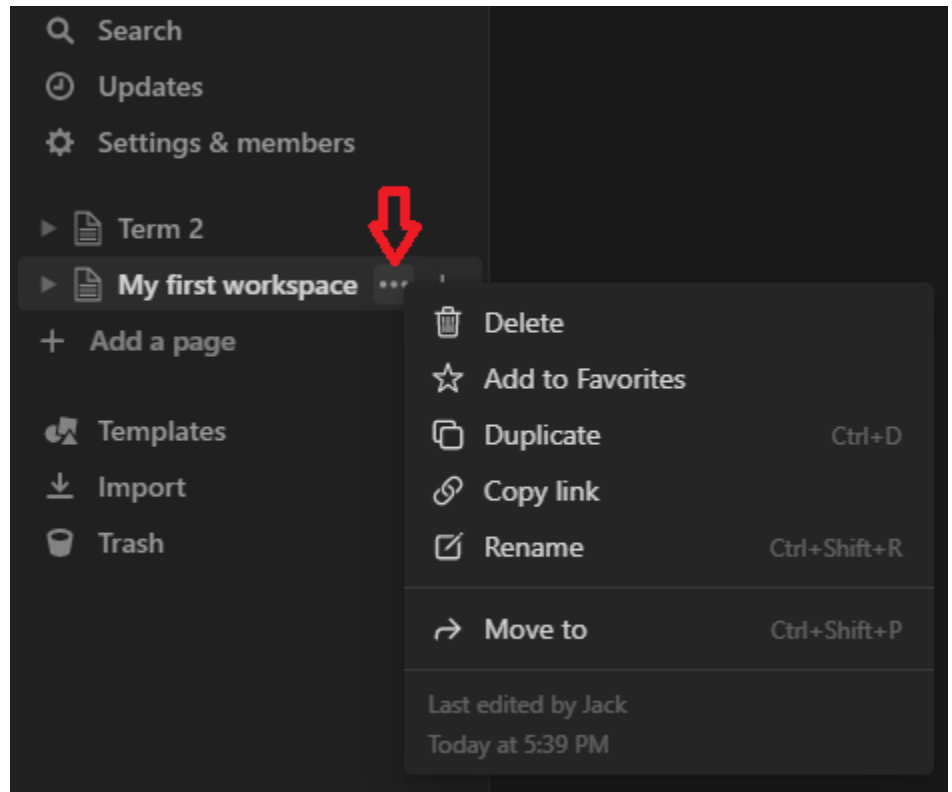
Deleting a workspace:

You may also notice that the sidebar now shows “My first workspace” above the “Add a page” button. **Clicking** on this will let you navigate to the page you just created should you exit the application or click on another workspace.

This is also where you can find the option to **delete** or **duplicate** the workspace. To do so begin by:

1. **Move** your mouse over to the workspace you want to delete
2. **Click** the **...** symbol to the right of the workspace
3. **Click** “delete” to delete the workspace or **click** “duplicate” to make a copy of the workspace

Caution: Deleting the workspace will move the workspace into the “Trash” folder. Deleted workspaces may be recovered, however not all workspaces are guaranteed to be recoverable.



In this dropdown menu you will also find options to “Add to Favorites” for easier access, “Copy link” for sharing, “Rename” to change the title of the workspace, and “Move to” to change the location of the workspace in the quick access bar. These options will be expanded upon later.

Now that there is some text in your workspace, you may want to introduce something more visually appealing such as a table or image. In the next section we will discuss how to do that.




Inserting tables, graphs and other media:

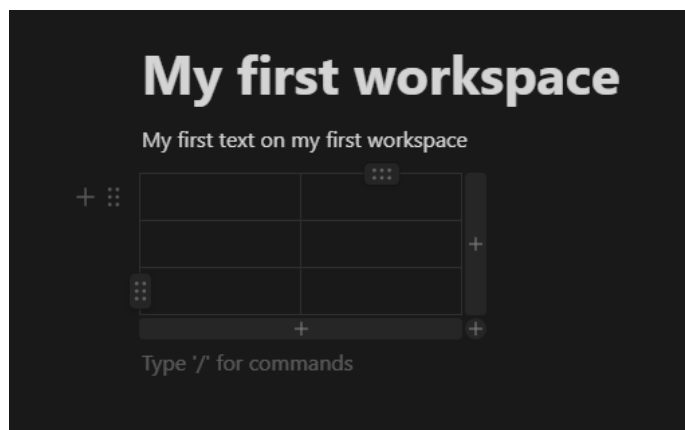
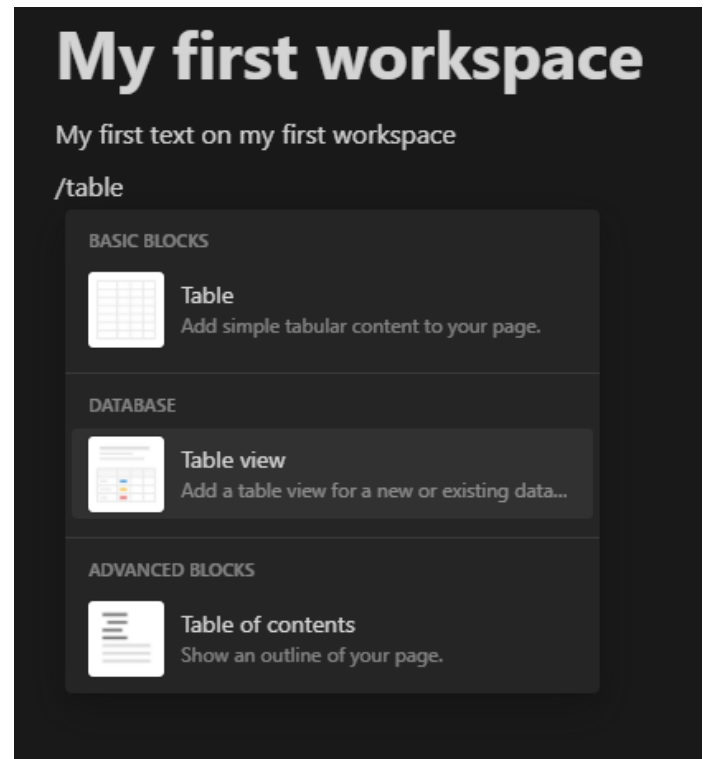
Graphics can be a helpful tool when trying to express a point or create a lasting image in someone's head. Notion gives its users the ability to **insert** their own **images**, **tables**, and **graphs** directly into their workspace. In this section, you will learn how to do just that.

Inserting a table

Beginning in the workspace you created:

1. Start a new line by **clicking** on the space slightly below the last text you typed. Text should appear where you clicked with the words "Type '/' for commands".
2. **Type** `/table` without quotation marks. You will see a dropdown menu with a few available options
3. To create a simple table, **click** on "BASIC BLOCKS > Table". A 2x3 table should now be inserted into your workspace.
4. The contents of the table can be added by **clicking** into each table and typing what you want to be in each cell.

*Note: Before typing, some options will appear above the cell of the table.  will expand the table horizontally so that it fills the entire width of the page.  will give you the ability to make **header columns** and **header rows** which will make them distinct and a different shade.  will give you the ability to **delete**, **duplicate**, **copy link**, **turn the table into a database**, or **move** the entire table.*



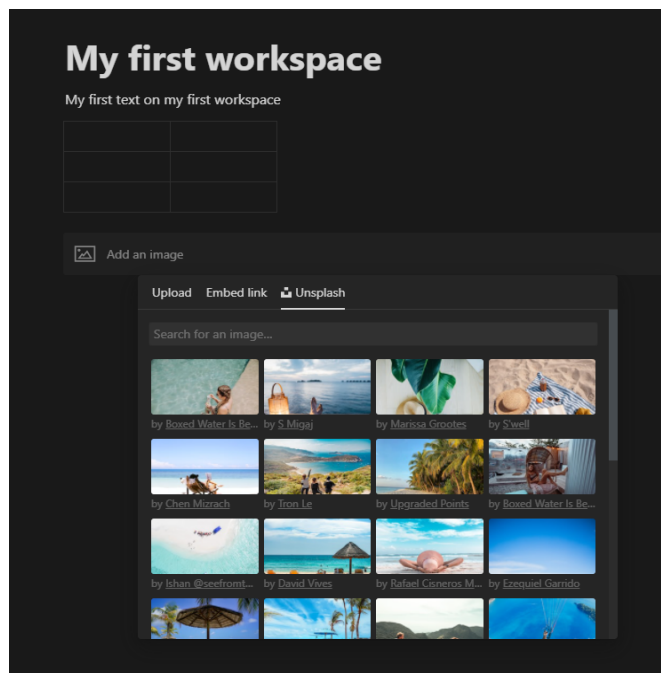
If a 2x3 table is not big enough, the number of **rows** or **columns** can be **expanded** by **clicking** and **dragging** the "**±**" symbol on the right or bottom of the cell away from the table. Additionally, both rows and columns may be **expanded** at the **same time** by **clicking** and **dragging** the "**±**" symbol in the bottom right corner of the table.

Inserting an image

If you do not need a table and would rather **insert** an **image** into the workspace, that can be done too. To do this:

1. Start a new line by **clicking** on the space slightly below the last text you typed. Text should appear where you clicked with the words “Type ‘/’ for commands”. This is the same step as inserting a table.
2. **Type** “/image” without quotation marks. A dropdown menu will appear.
3. **Click** on “Media > Image”
4. From here another menu will appear with some options for inserting an image.
 - a. If you want to **upload** an **image** from your **file storage**:
 - i. **Click** the “Upload” tab
 - ii. Then **click** the “Upload file” button
 - iii. **Navigate** by clicking into the folder where the image is located
 - iv. **Click** on the image
 - v. **Click** “open”
 - vi. The image you want to insert will appear in your workspace
 - b. If you want to **upload** an **image** from an **internet link**:
 - i. **Click** the “Embed link” tab
 - ii. While viewing the image or video on a web browser, **right-click** the image and **click** “copy link address”
 - iii. Return to Notion app and **right-click** in the text-box that says “Paste the image link...”
 - iv. **Click** “Paste” on the dropdown menu
 - v. **Click** “Embed image”
 - vi. The image you want to insert will appear in your workspace
 - c. A third option will appear in the “Add an image” dropdown menu called “Unsplash”. This option will give you a list of **Notion community curated images** which you can easily add to your workspace by:
 - i. **Clicking** “Unsplash”
 - ii. Then **click** on an image you want to insert
 - iii. The image will be inserted into your workspace

*Note: **Images** can be **deleted** by **right-clicking** the image and **clicking** the “Delete” button in the dropdown menu*



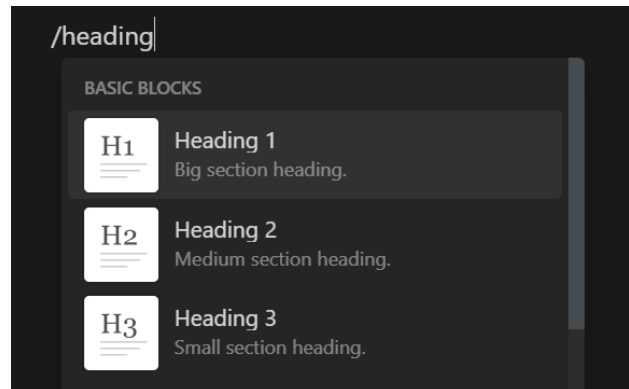
How to stylize and customize text:

You might want to stylize your text content to emphasize on important terms or divide your notes into different sections. There are several powerful features that allow you to stylize text content in your workspace. In this guide we will show you how to customize your text through the use of **markdown** and **commands**.


How to make Heading blocks

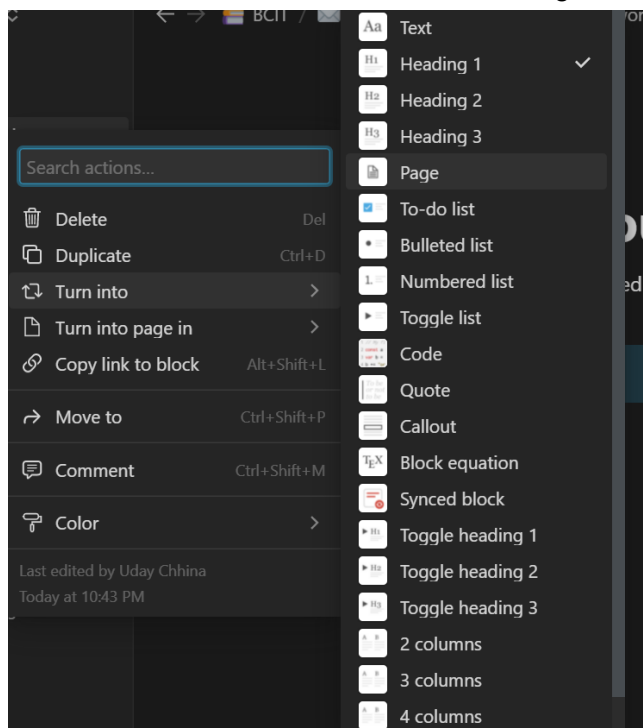
Option 1 - Using **commands**:

1. On a new content block, **type** a new **command**, “/heading”.
This will show a dropdown of available types of blocks you convert this content block to.
2. **Click** on the desired level of heading from the options
3. Now you can **type** your heading



Option 2 - Turning another block to a heading block

1. Hover over the block that you want to turn into a heading
2. Click the **block handle** (the  icon).
3. Click on “Turn into”
4. Click on the desired level of heading



Option 3 - Using Markdown

1. **Click** on an empty content **block**
2. **Type** '#' - then press the spacebar.
3. You can now start typing text in the heading block.

How format text

Make text **bold**:

1. **Type** '**' before the text you want to make bold.
2. **Type** the required text.
3. **Type** '**' after the text in question.

****bold****

bold

Make text *italicized*:

1. **Type** '*' before the text you want to italicize.
2. **Type** the required text.
3. **Type** '*' after the text.

italicize

italicize

Make the text inline-code:

1. **Type** '`' (backtick) before the code.
2. **Type** the code.
3. **Type** '`' (backtick) after the code.

``inline code``

`inline code`

Make text ~~strikethrough~~:

1. **Type** '~' before the text you want to strikethrough.
2. **Type** the required text.
3. **Type** '~' after the text.

~~~strikethrough~~~

~~strikethrough~~

*Tip: If the text doesn't get formatted, please delete ending symbol and re-type it. That should format the text as required.*

##### Make check boxes:

1. On an empty content block, **type** '[ ]'.
2. This will change the **empty** content block to a **to-do** block

☐ To-do

Make bulleted lists:

1. **Type** '\*', '-' or '+' and then **press** the spacebar. All three options will make a bulleted list block. You can now enter text in the list block.
2. **Press** enter to add a new block to the bulleted list.
3. **Press** enter on an empty list block to exit the list

- First block of the bulleted list
- Second block of the bulleted list

Make numbered lists:

1. **Type** '1.', 'a' or 'i' and then press the spacebar. All three options will create numbered list blocks with the desired beginning symbol. You can now add text to the numbered list block.
2. **Press** enter to add a list block to the numbered list.
3. **Press** enter on an empty list item to exit the numbered list block.

1. Numbered list with numbers

a. Numbered list with letters

i. Numbered list with roman numerals

Make a toggle list:

You can make toggle lists to make your notes cleaner by adding the ability to hide away and showing sections of the notes as required. To do this:

1. Type '>' and then press spacebar. This will create a toggle list block.
2. You can add any blocks inside of the toggle list. Here we can see another text block 'inside' the toggle block.

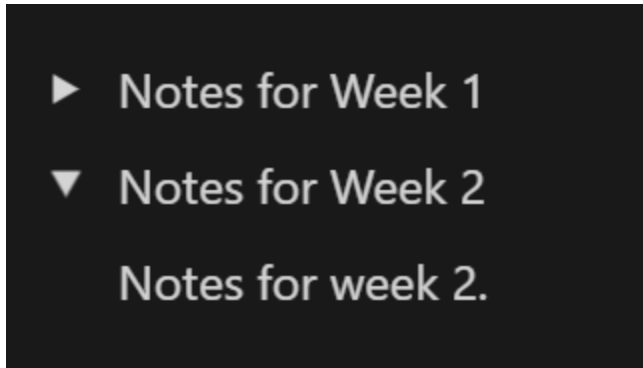
▼ Notes for Week 1

The notes from week 1 can be entered here. When they are not required, the block can be toggled which will hide it's contents.

▼ Notes for Week 2

Notes for week 2.

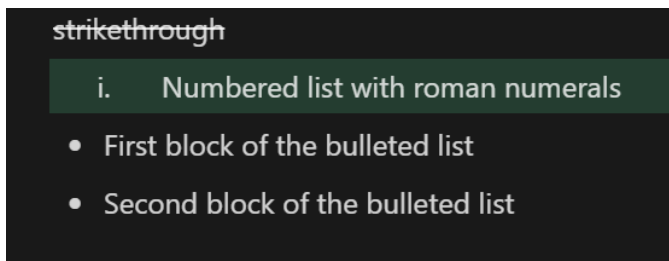
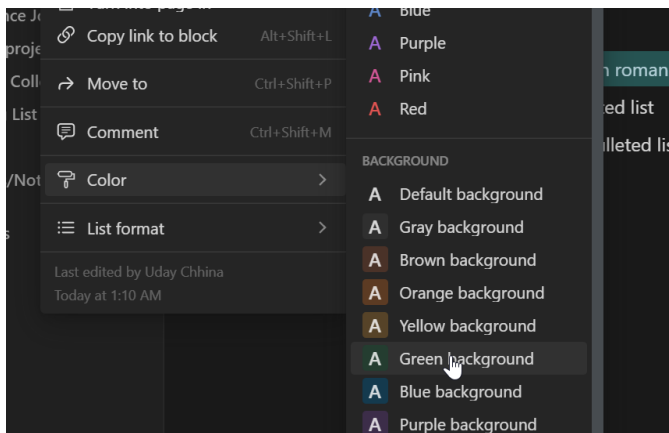
3. Click on the downward facing triangle  to toggle the list and hide away it's contents.



This way, you can hide the notes and text that is not required for the moment.

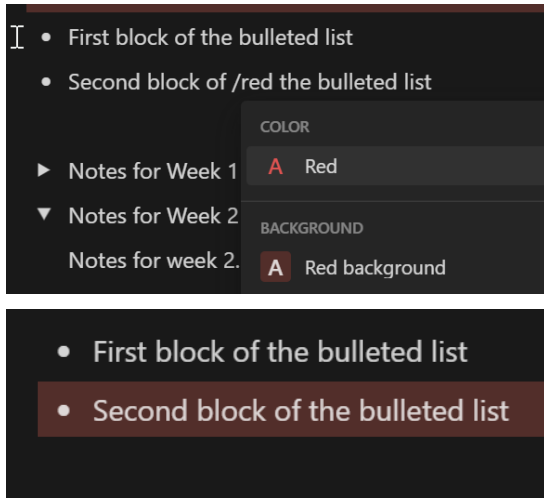
How to change color of a block:

1. Click the **block handle** (a 3x3 grid of dots) on the left side of the block that you want to change the color of.
2. Click 'Color'.
3. Under "BACKGROUND", click on the color that you want for the block. This will change the color of the block.



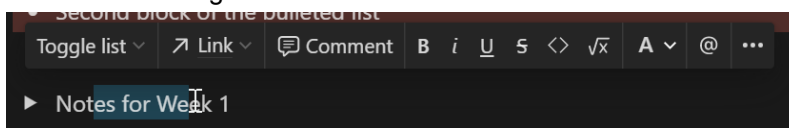
Another way this can be done is through **commands**:

1. Anywhere in a block, **type** `/[color]` (replace [color] with a color name).
2. From the dropdown, under "BACKGROUND", **click** on the desired color background.
3. **Press** "enter". This will change the color of the block.

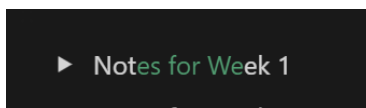
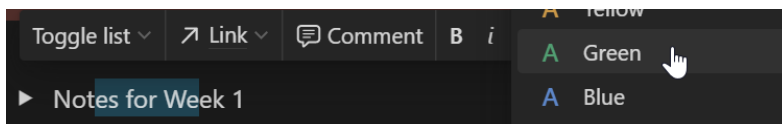


How to change the color text:

1. **Click** and **drag** the mouse over the text that you want to change the color of.
2. A hovering menu will show:



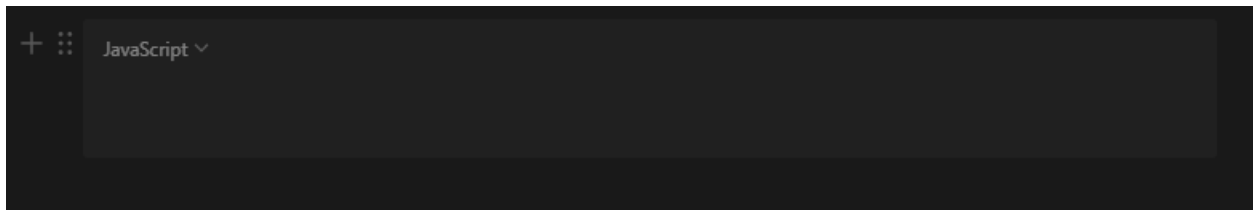
3. In this menu, click on the **A** icon.
4. From the dropdown menu, under “COLOR”, **click** on the desired color. This will change the color of the selected text.




### How to insert code block:

Being an IT student, you may want to insert pieces of code into your workspace so you can keep a **record** of **important code**. Although copying and pasting that code directly into a Notion workspace will work, you may want the code to look nice with **proper formatting** and have a distinguishable **color scheme**. Notion has the ability to **insert code-blocks** directly into your workspace. To insert a code-block:

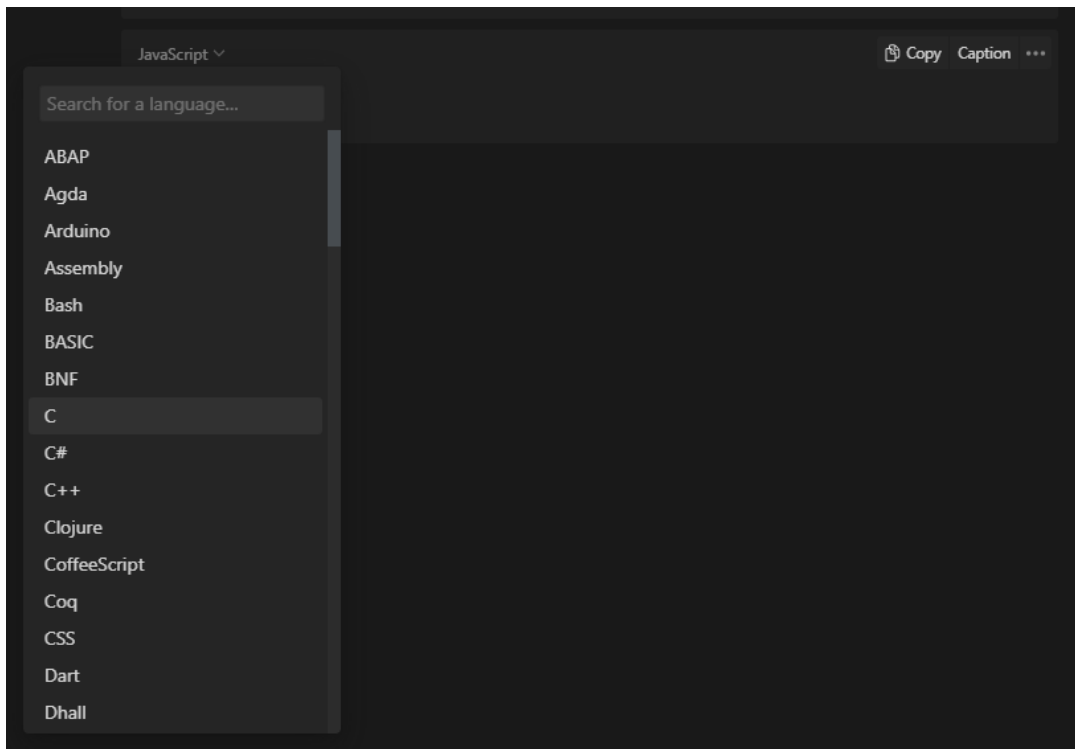
1. Start a new line by **clicking** on the area below where the last text was typed. “Type ‘/’ for commands” should appear where you clicked
2. **Type** “/code” without quotations. A dropdown menu should appear
3. **Click** “**MEDIA > Code**”. An empty gray box will appear. Code can be **typed** into or **copy** and **pasted** into this box.



Sometimes, the **language** that you are coding in may be **incorrect**. This can be changed by:

1. **Moving** the mouse over the top left corner of the box
2. **Clicking** on the dropdown menu button 
3. From the dropdown menu, **click** on the coding language you will be typing in the box

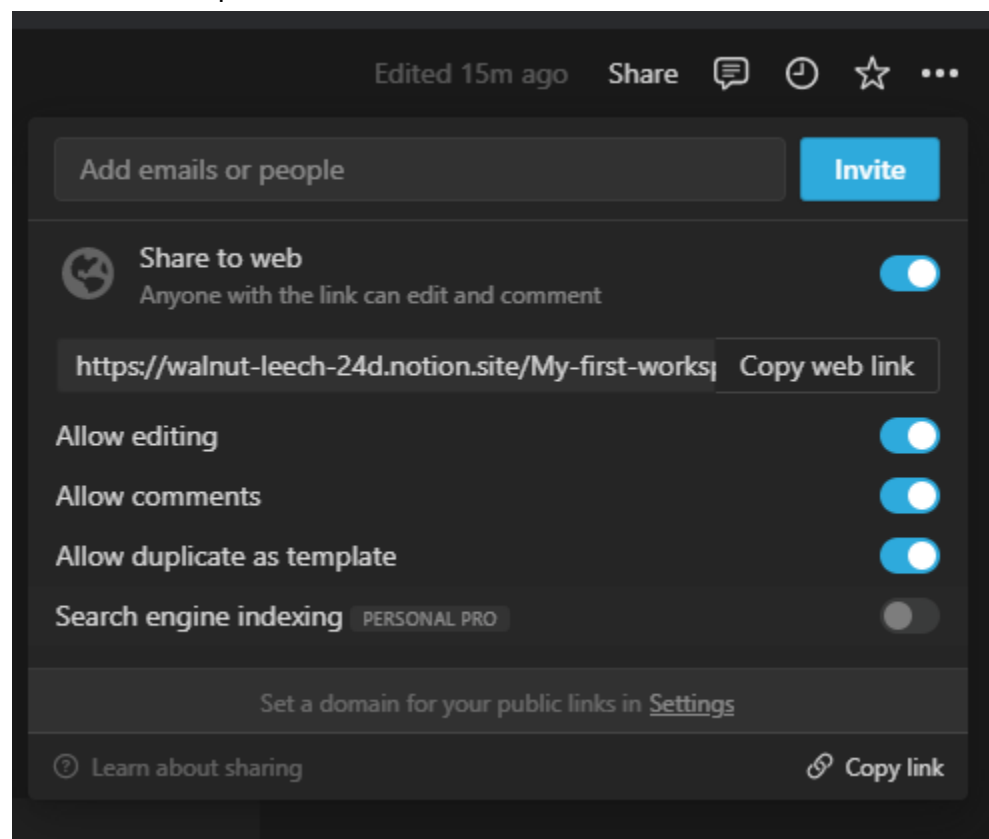
*Note: The menu can be moved up and down with the scroll wheel. Additional options can be found in the top right of the gray text box such as **copy to clipboard** or **add a caption**.*



## Sharing files

At some point you may want to **share a workspace** that you have created. Whether it is to hand in an assignment or to show your friend how cool your workspace is, sharing files in Notion is easy and straightforward. The user is given many useful options in how they want to share their workspace. To share a workspace first:

1. While on the workspace you want to share, **click** the “**Share**” button on the top right of the page
2. The dropdown menu has numerous ways of sharing the workspace
  - a. If you wish to send the workspace via **email** directly from notion
    - i. **Click** on “Add emails or people”
    - ii. **Type** the email addresses you wish to send the workspace to
    - iii. An email will be sent from the Notion account to the recipient
  - b. If you wish to send the workspace through a **shareable link**
    - i. **Click** “**Copy web link**” beside the web address
    - ii. The link to the workspace is now copied to your pc clipboard and can be pasted to any text document or communication application
  - c. In the same dropdown menu there are toggle switches to:
    - i. “**Allow editing**” so that those who have the link can alter the workspace
    - ii. “**Allow comments**” others can add pop up statements to items in the workspace
    - iii. “**Allow duplicate as template**” allow shared to users make a copy of your awesome workspace



How to make a Template

//TODO

How to make a database

//TODO

How to import content from third party software

//TODO