

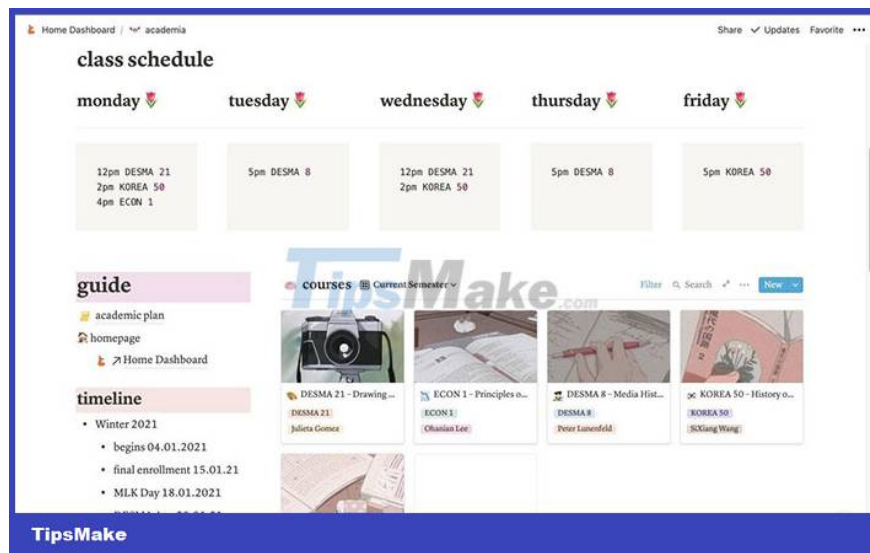
Tips for using Notion for beginners

Notion is a complete application capable of replacing many other applications such as Evernote, Google Docs, OneNote,...

Notion is not just limited to taking notes or writing documents. User can manage project, create task or any info database in this app.

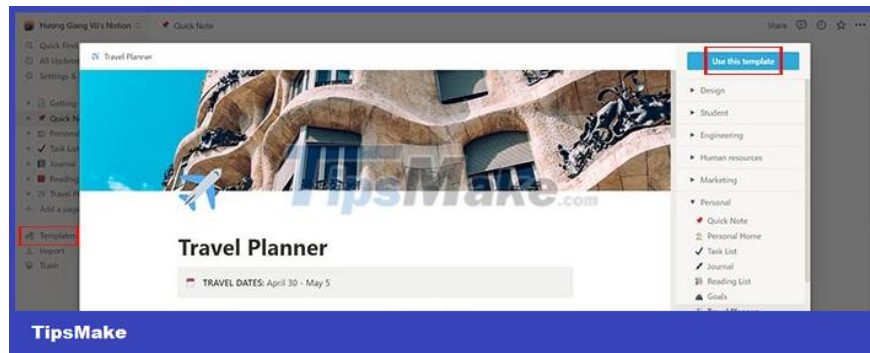
However, for beginners, it can be a bit complicated and can be overwhelming because it contains too many tools and features.

Here are some tips for beginners to use Notion, making it easier to control work, study and personal life with this app.



Use Notion's built-in templates

Similar to Google Docs and Microsoft Word, Notion offers a dedicated template library to get started. This sample library includes templates created by Notion and members of the Notion user community. It's a great way to start the Notion experience by duplicating a template and then customizing it however you want.

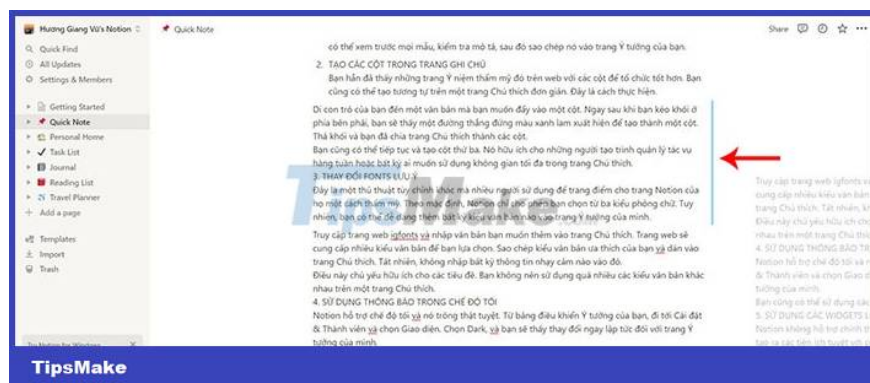


Template library provides categories like Startup, Blog, Student, Enterprise,. Everyone can preview every template, check the description, then copy it to their Notion site.

Create columns in Notion page

Everyone must have seen the beautiful and scientific Notion pages on the web with columns for better content organization.

To create columns for your Notion page, hover the pointer over the text you want to include in a column. Immediately after dragging that block of text to the right, everyone will see a vertical blue line appear to form a column. Release the mouse and finish dividing the content into columns.



Doing the same operation created more columns. It is useful for people who want to create a weekly task management page or anyone who wants to make maximum use of space in a Notion page.

Change the font

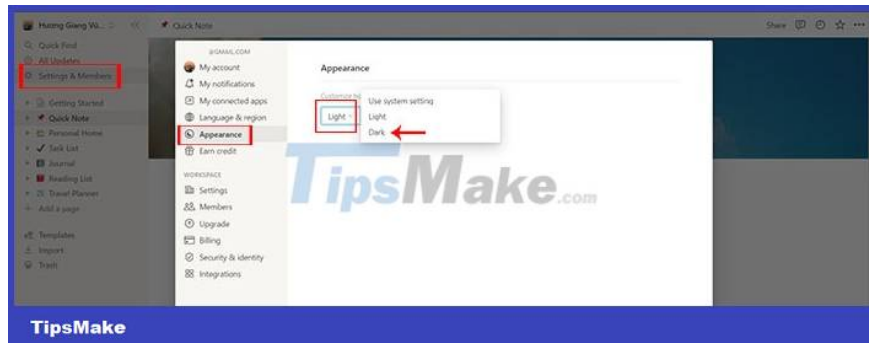
This is another custom trick that many people use to make Notion pages more beautiful. By default, Notion only allows you to choose from 3 font styles. However, users can easily add any text style to their pages.

Go to the igfonts website and enter the text you want to add to the Notion page. The site will provide a variety of text styles to choose from. Copy the preferred text style and paste it into Notion.

This tip is mainly to make headlines more eye-catching, so people should not use too many fonts because it will cause confusion.

Turn on Dark Mode

Notion supports dark mode and it looks amazing. From the Notion panel, go to Settings & Members > Appearance > Dark. People can also use the Command/Ctrl + Shift + L keys and switch between dark and light modes.



Use Notion's widgets

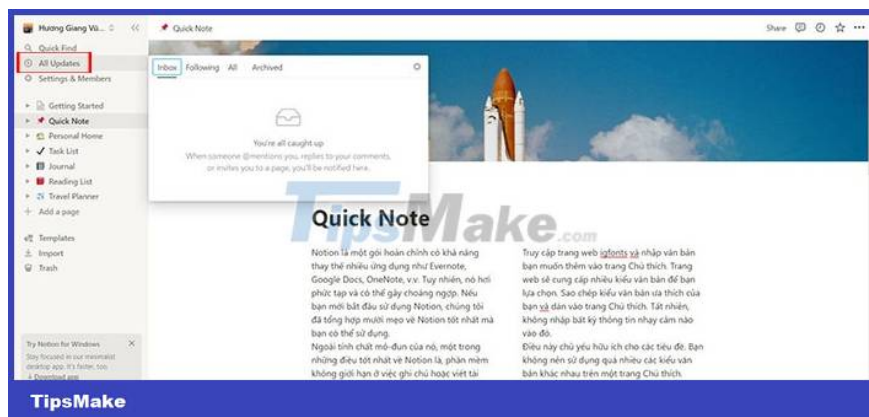
Notion does not officially support widgets. However, that doesn't stop developers from creating great third-party add-ons.

Users can add widgets for clock, progress bar, Spotify, weather, etc. Using them will make it easy to enhance the overall appeal of Notion site and recommend it to others on media. social media.

Indify and Apption are the most popular Notion widget download sites that people can use.

See page updates

Page Updates are useful to see specific information added to the Notion page. Users can view changes made by other team members on a single Notion page. Click the All Updates menu at the top and see more of the newly updated information.



Using sync block

Notion recently introduced a sync block feature to synchronize content between blocks. This is useful when everyone is using the same template on multiple Notion sites.

With this feature, after changing from a block, it will apply to all Notion pages. Right click > Turn into > Synced blocks and make changes to the content.



Connecting Notion pages

This is another neat feature that saves a lot of time in navigating Notion. People can copy a link to the Notion page and integrate it with keywords on another page.

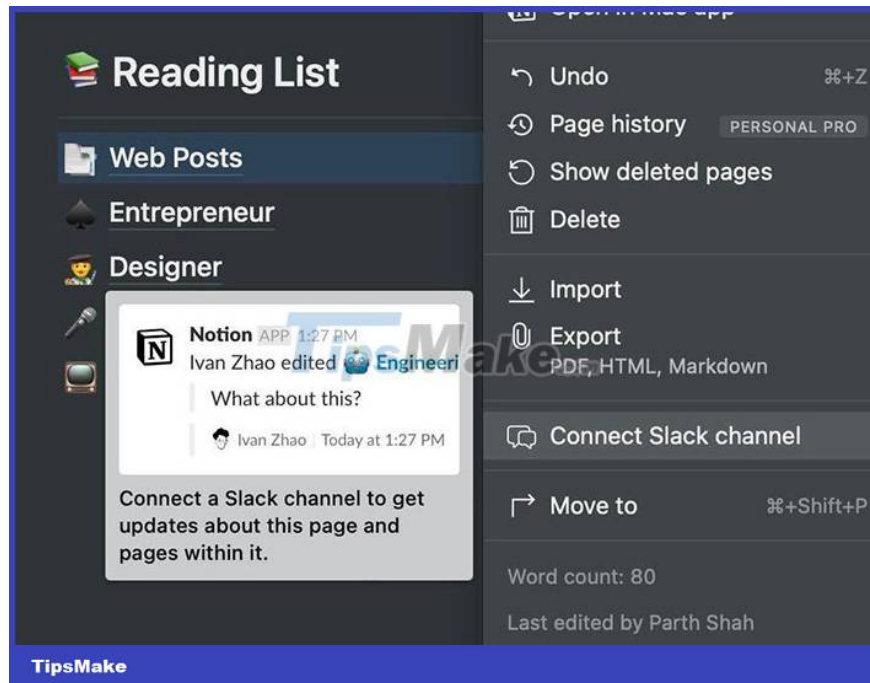
This allows navigating from one Notion site to another with a single click. First, open the Notion page you want to link, click the three dots at the top and select Copy link.

Go to another page and click a word you want to pin the copied page. Add the link using Command/Ctrl + K keys and paste the link.



Connect Slack channel

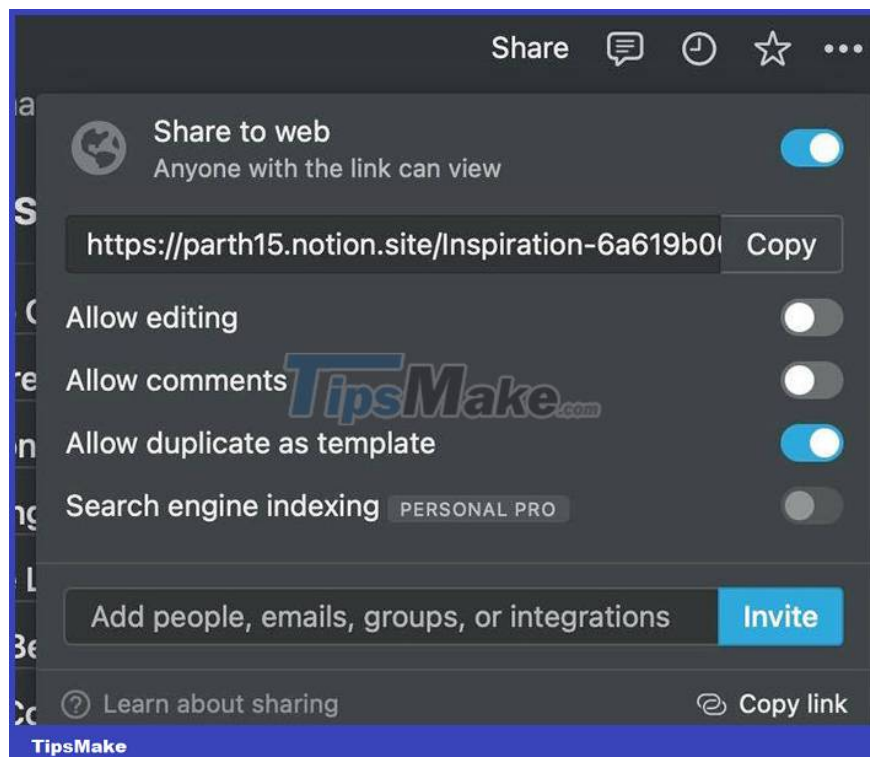
Notion is a great tool to use with third-party apps. Among them, Slack offers in-depth integration with Notion. From the Notion page, click the More menu and select Connect Slack channel.



After successful Slack authentication, the user will receive all the updates of the Notion page and inside the Notion page for the connected Slack channel.

Share Notion

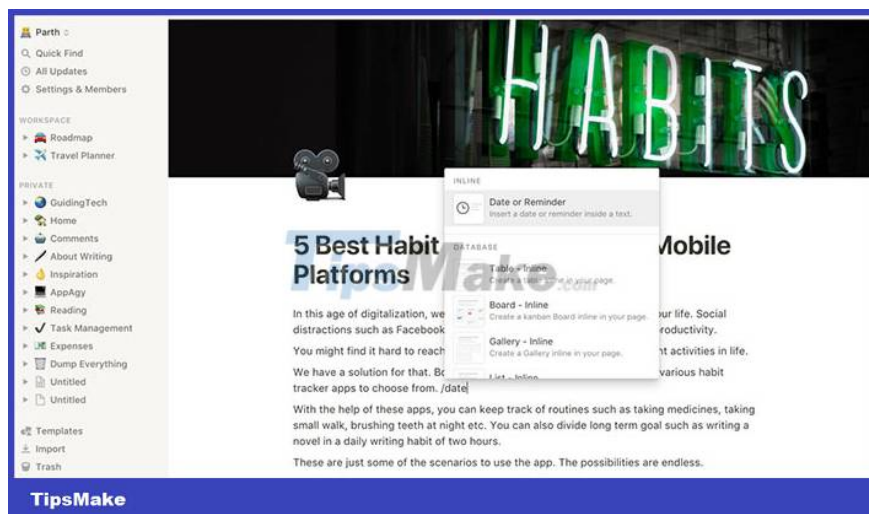
Similar to Google Docs, users can share their Notion pages and grant editing permission to others. This is a great way to collaborate and work as a team. After creating a perfect Notion page, people can click the Share button at the top and turn on the conversion.



This will expand the menu and allow editing or commenting only in everyone's Notion page. Users can also enable Search Engine Indexing, but it is limited to the paid plans. This feature can be useful for people who want to use Notion as a blog or website.

Add date to a block

This is very useful when users are involved in writing or making long-form reports. At any point, people can add a date to the end of the block by typing `/date` > pressing Enter > writing the date.



This helps keep track of exactly when people made the last changes to the Notion page, and it's much easier than checking the edit history in Google Docs.

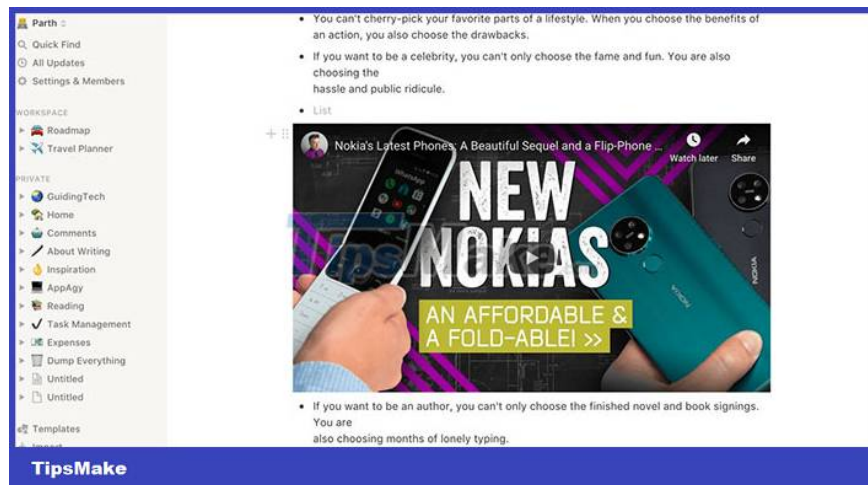
Add color to the block

OneNote and Evernote allow users to change the font color from the menu bar. Notion provides a better way to do that. At the end of a block, the user can type `/color` and choose from the available color options. Even typing `/red/`, people can add color to the font or change the background of the block to red.



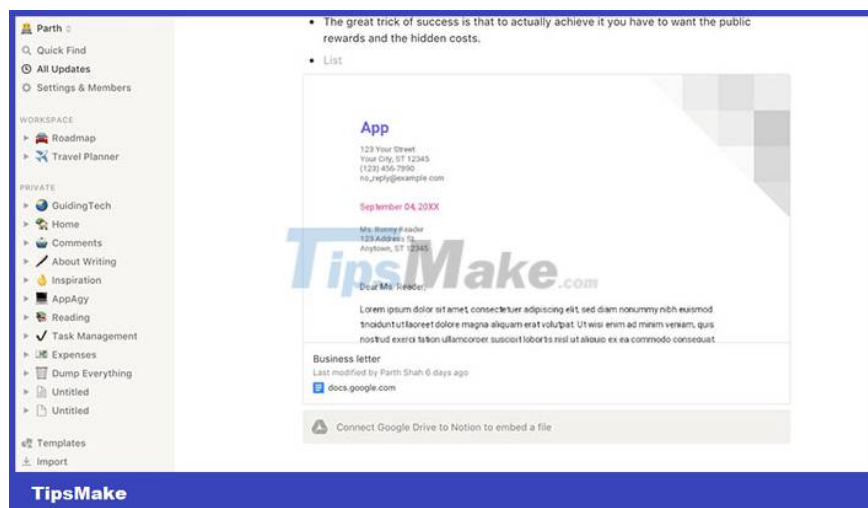
Social networking integration

Notion's biggest advantage is the way it presents the page visually. For example, people can type /video and add web links from YouTube, Twitter, and Vimeo. It will integrate the entire video in the page and everyone can watch it without leaving Notion.



Explore Google Drive integration

Google's suite of apps is useful for many areas, and Notion also offers tight Google Drive integration with it. Just type /Google and Notion will open Google Drive. Users can select a document file, sheet or even any photo from the cloud storage and add it right to Notion with beautiful structure and detail.



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