NOTION HOW-TO

How to use bulleted lists

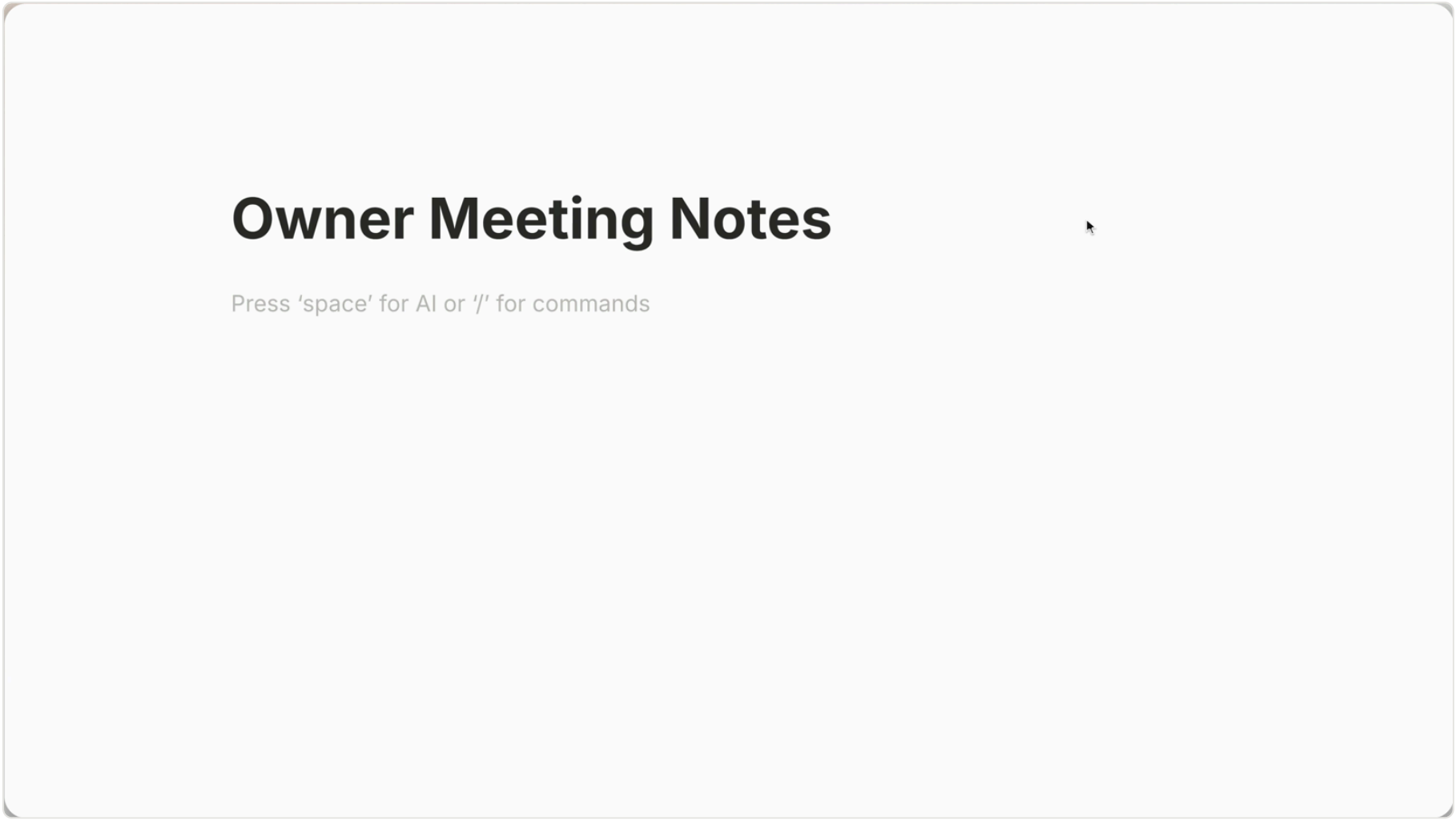
1. Click below the page title
2. Type /bullet and choose Bulleted list
3. Press Enter for the next point
4. Press Tab to nest a point

4 steps. Watch the video or a step's GIF for the motion; this guide holds each step's result.

Step 1 of 4

Click below the page title

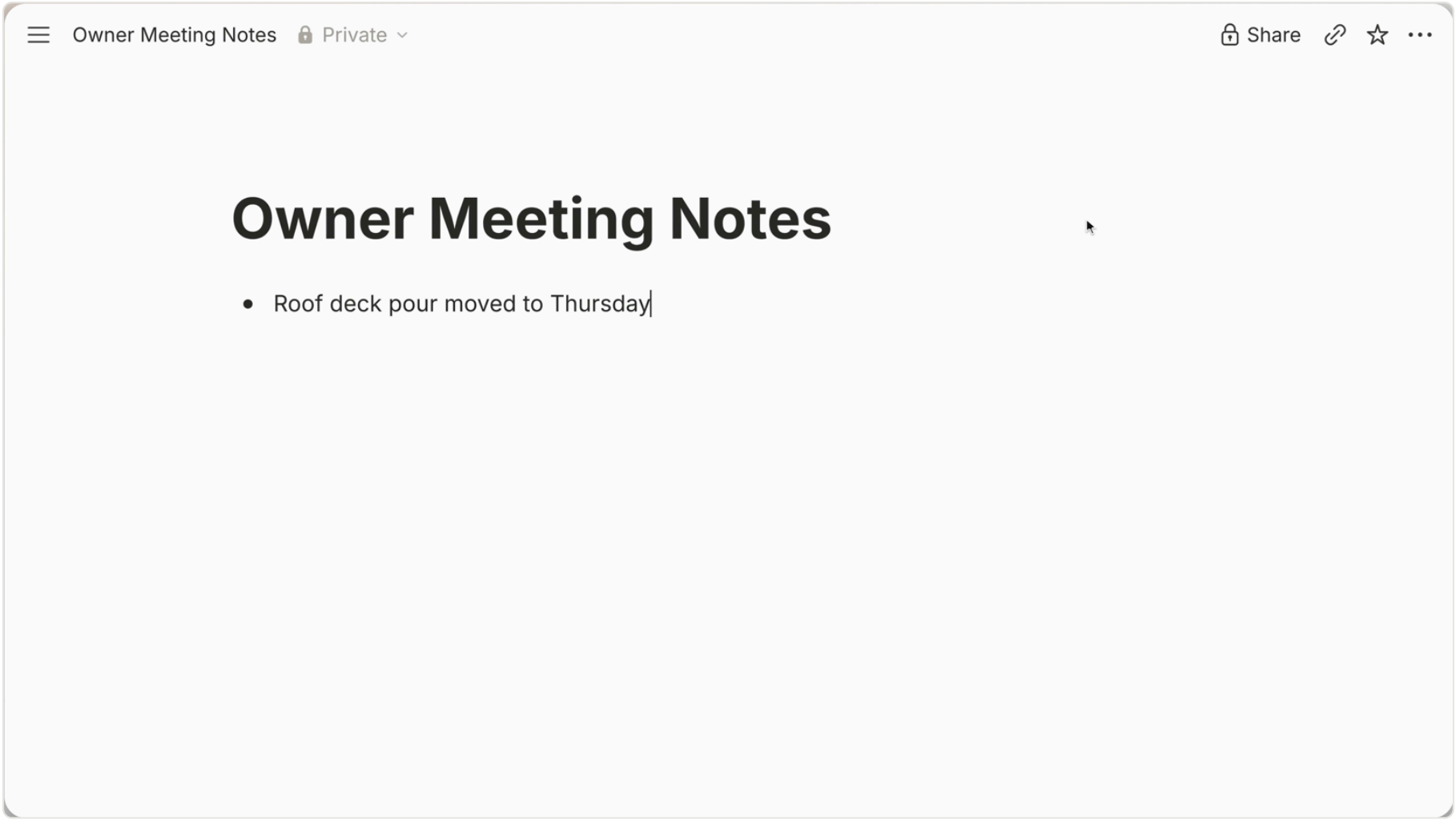
Put your cursor on the empty line where it should go.



Step 2 of 4

Type /bullet and choose Bulleted list

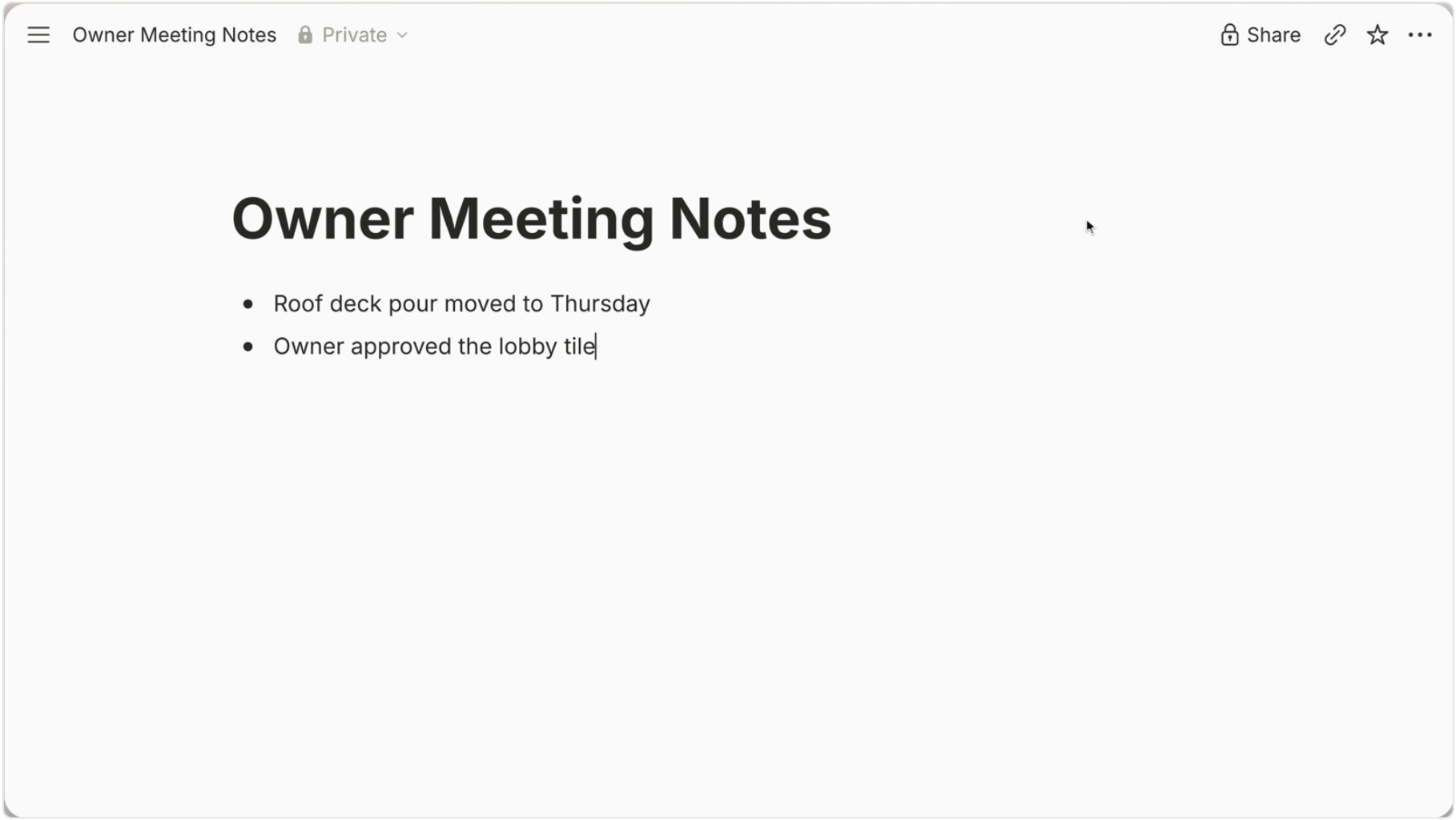
Shortcut: type a dash and a space to start a bullet.



Step 3 of 4

Press Enter for the next point

Each Enter starts a new bullet. Press Enter twice to stop the list.



Step 4 of 4

Press Tab to nest a point

Tab tucks a point under the one above it. Shift+Tab moves it back out.

