NOTION HOW-TO

How to tick a to-do with the keyboard

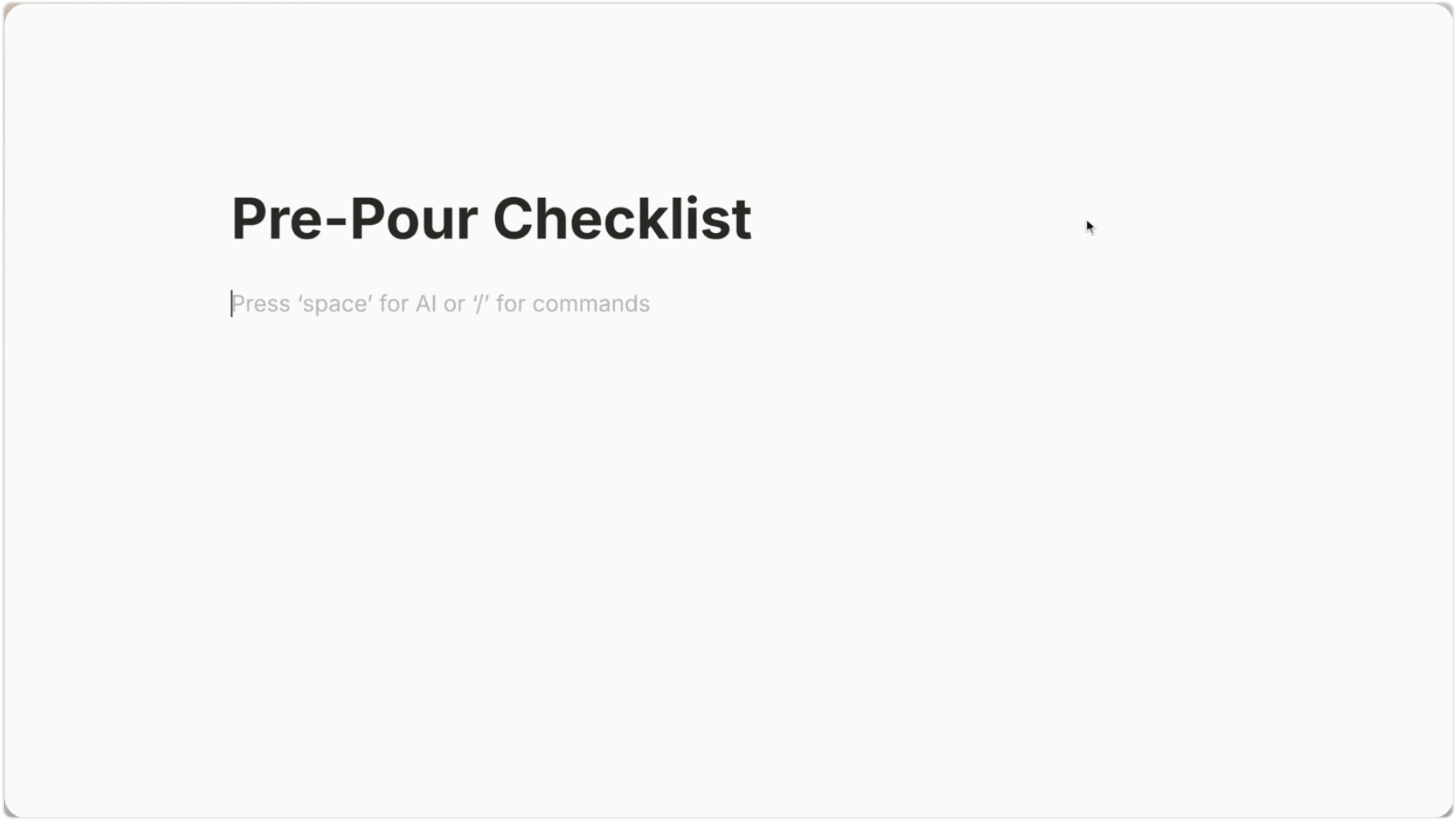
1. Click below the page title
2. Here is a to-do
3. Press Ctrl+Enter

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

Step 1 of 3

Click below the page title

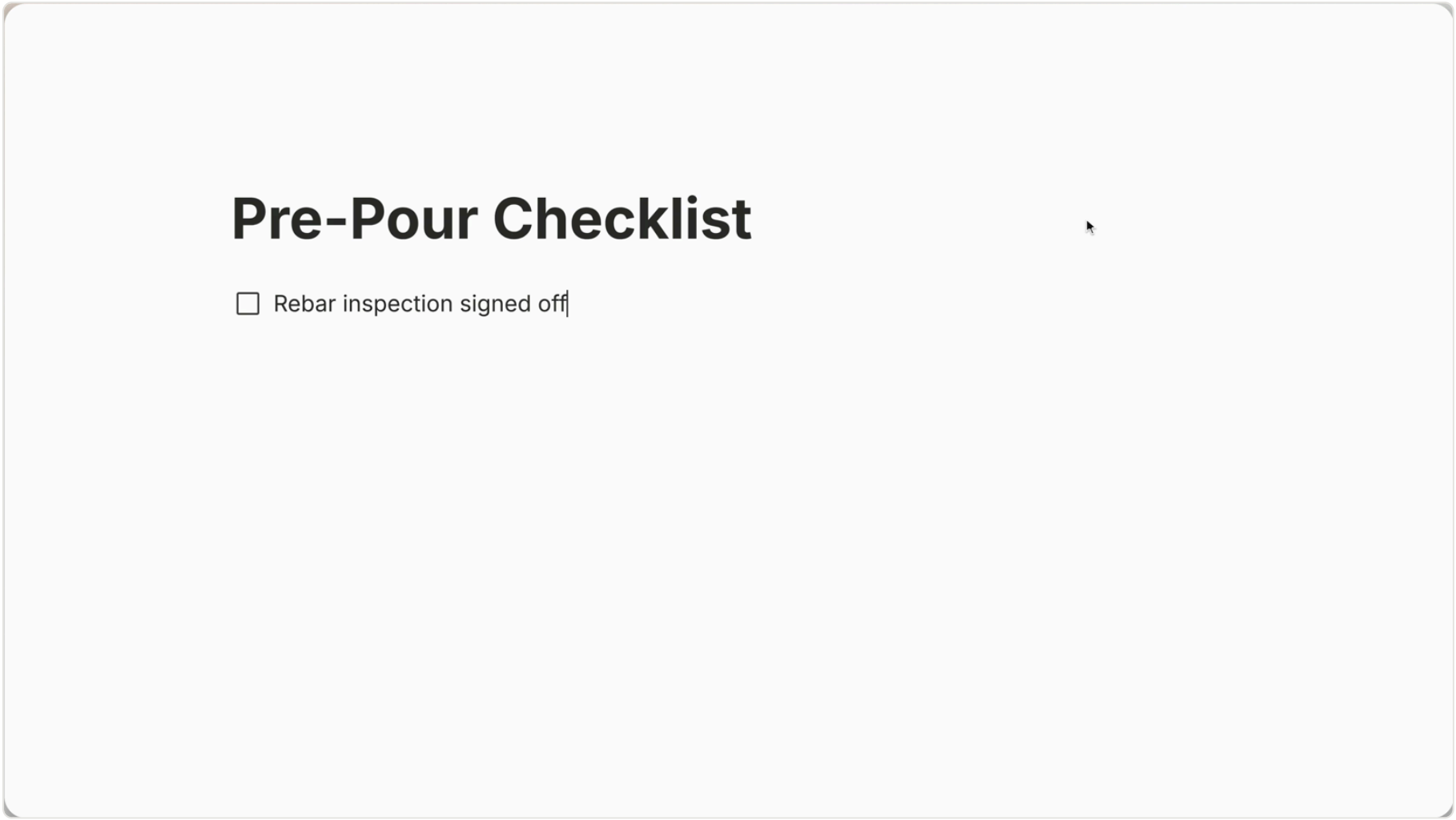
Put your cursor on the empty line where it should go.



Step 2 of 3

Here is a to-do

Your cursor is on the line.



Step 3 of 3

Press Ctrl+Enter

The box is ticked and the text is struck through. Press it again to untick.

