NOTION HOW-TO

How to create and format checklists

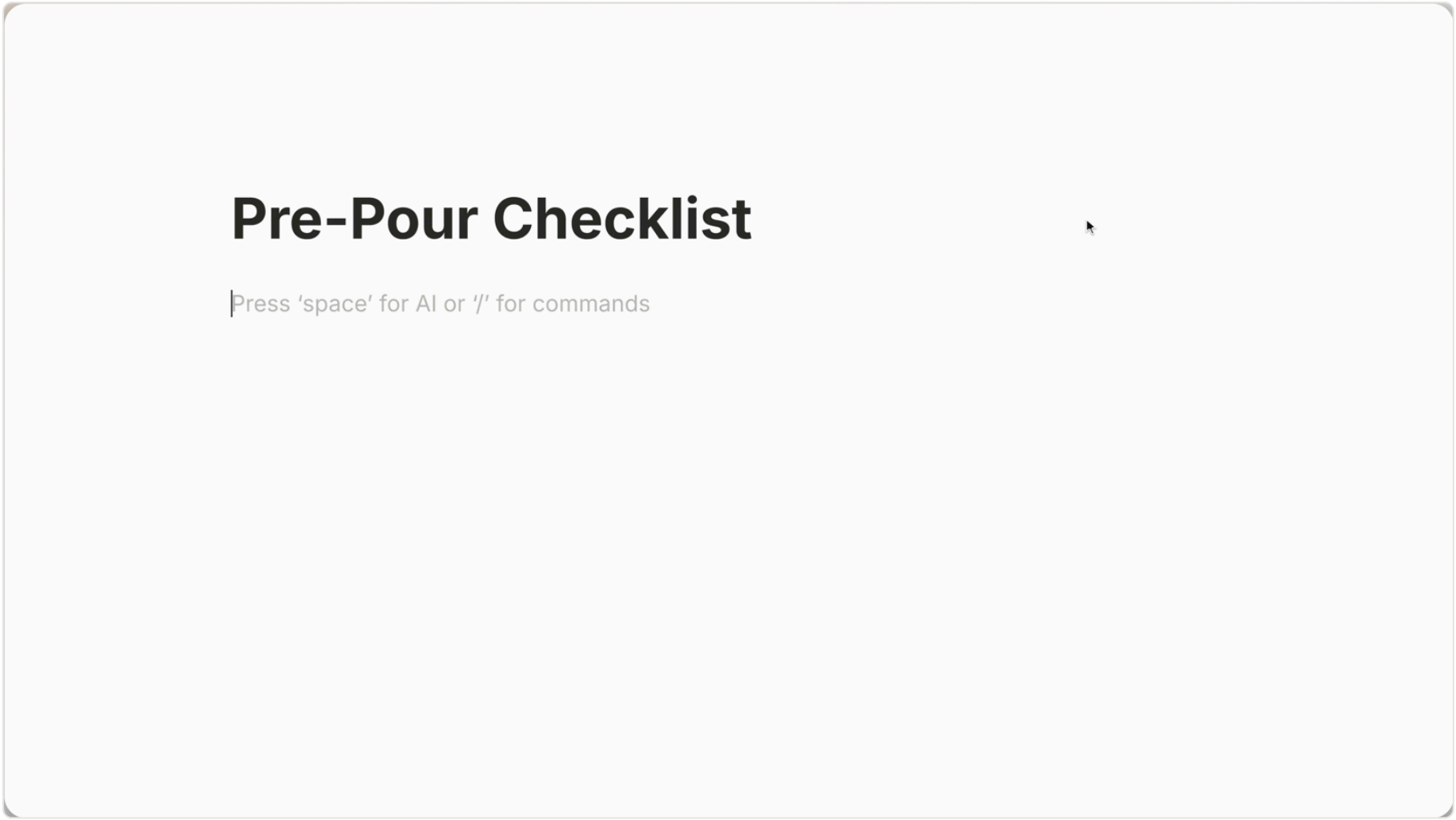
1. Click below the page title
2. Type [] and a space for a checkbox
3. Press Enter, then Tab for a sub-item
4. Shift+Tab to go back out

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

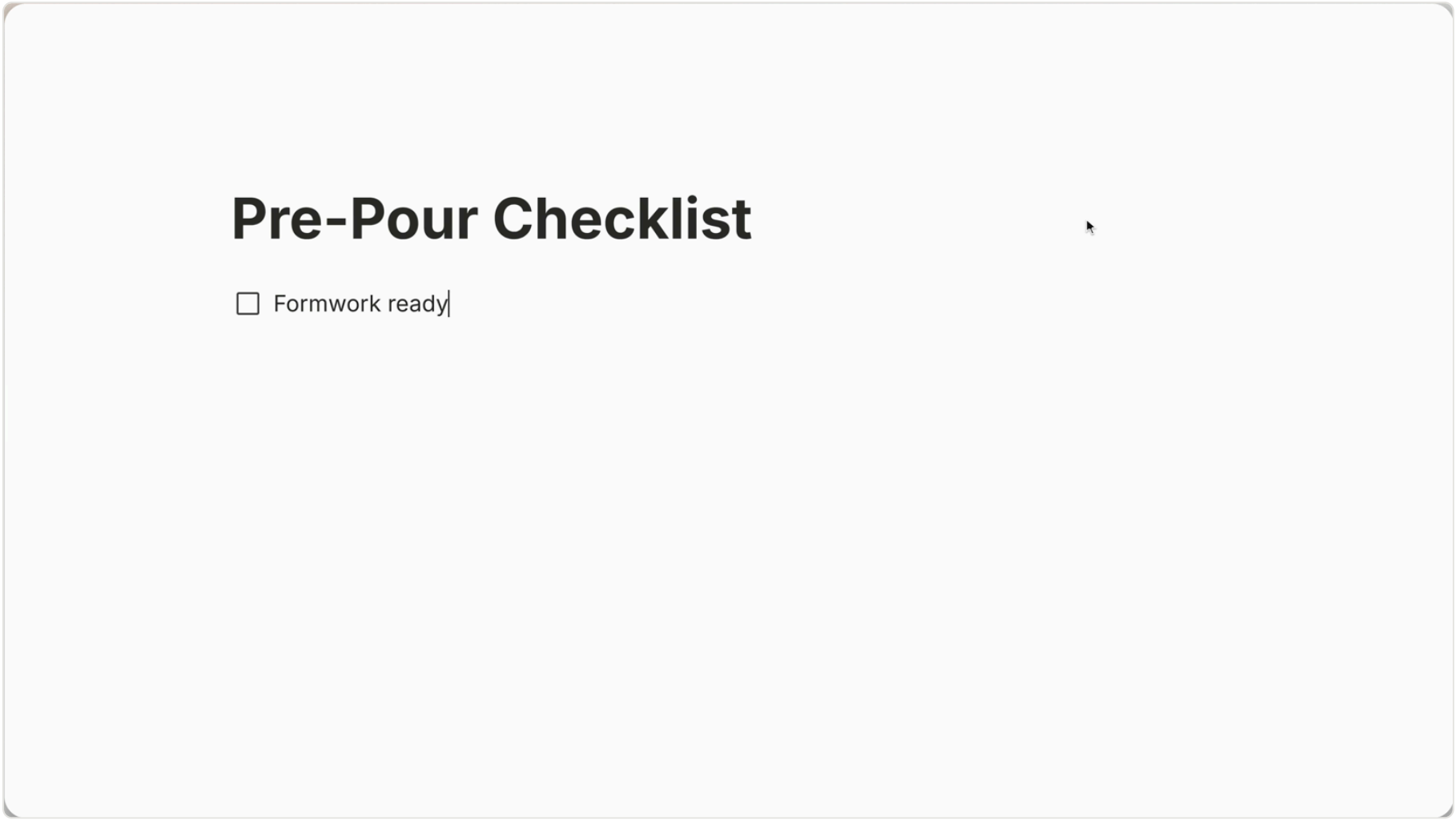
Put your cursor on the empty line where it should go.



Step 2 of 4

Type [] and a space for a checkbox

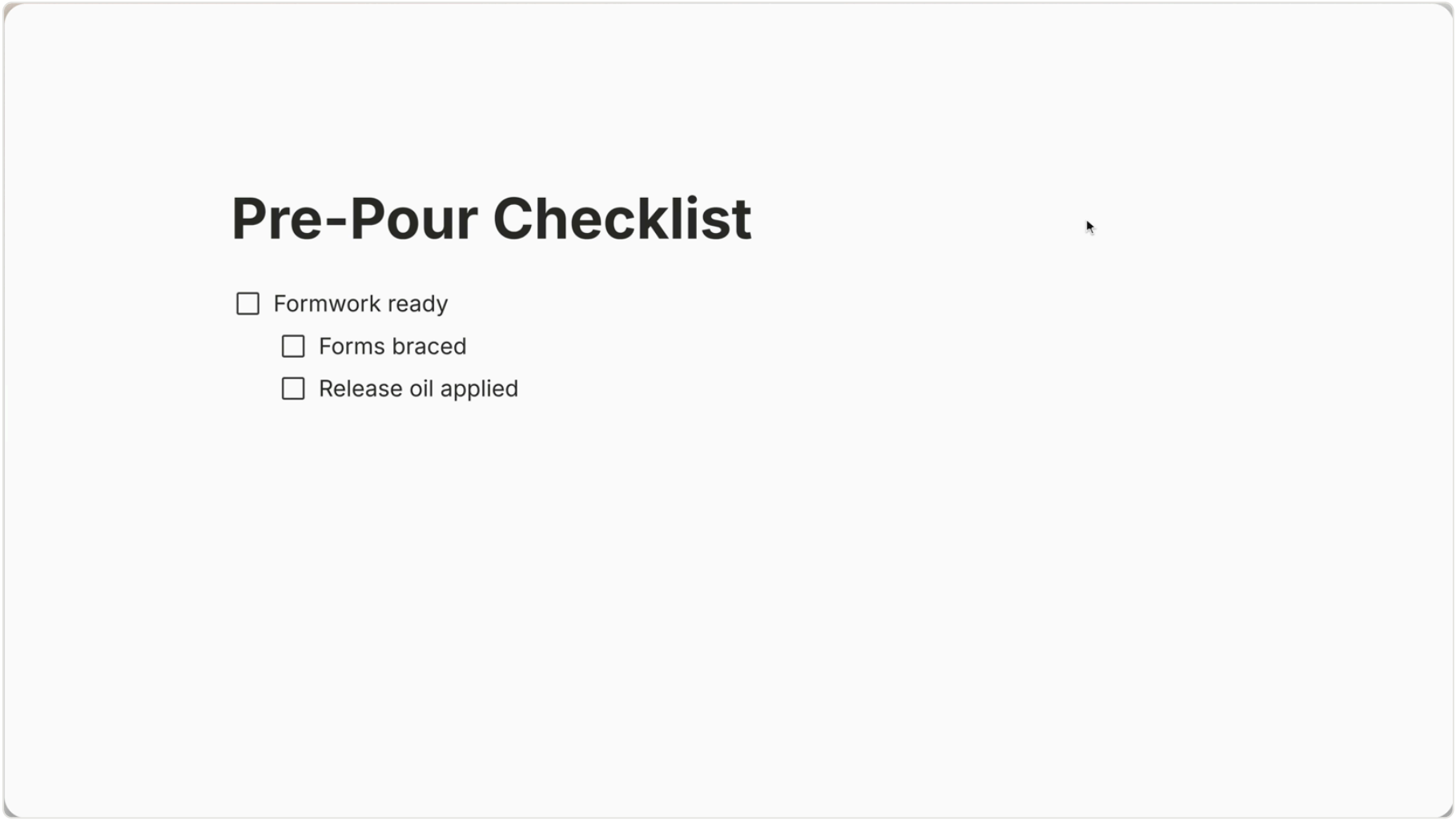
Two square brackets and a space turn the line into a to-do.



Step 3 of 4

Press Enter, then Tab for a sub-item

Tab tucks the item under the one above.



Step 4 of 4

Shift+Tab to go back out

Shift+Tab moves the next item back to the main list.

