NOTION HOW-TO

How to duplicate a block

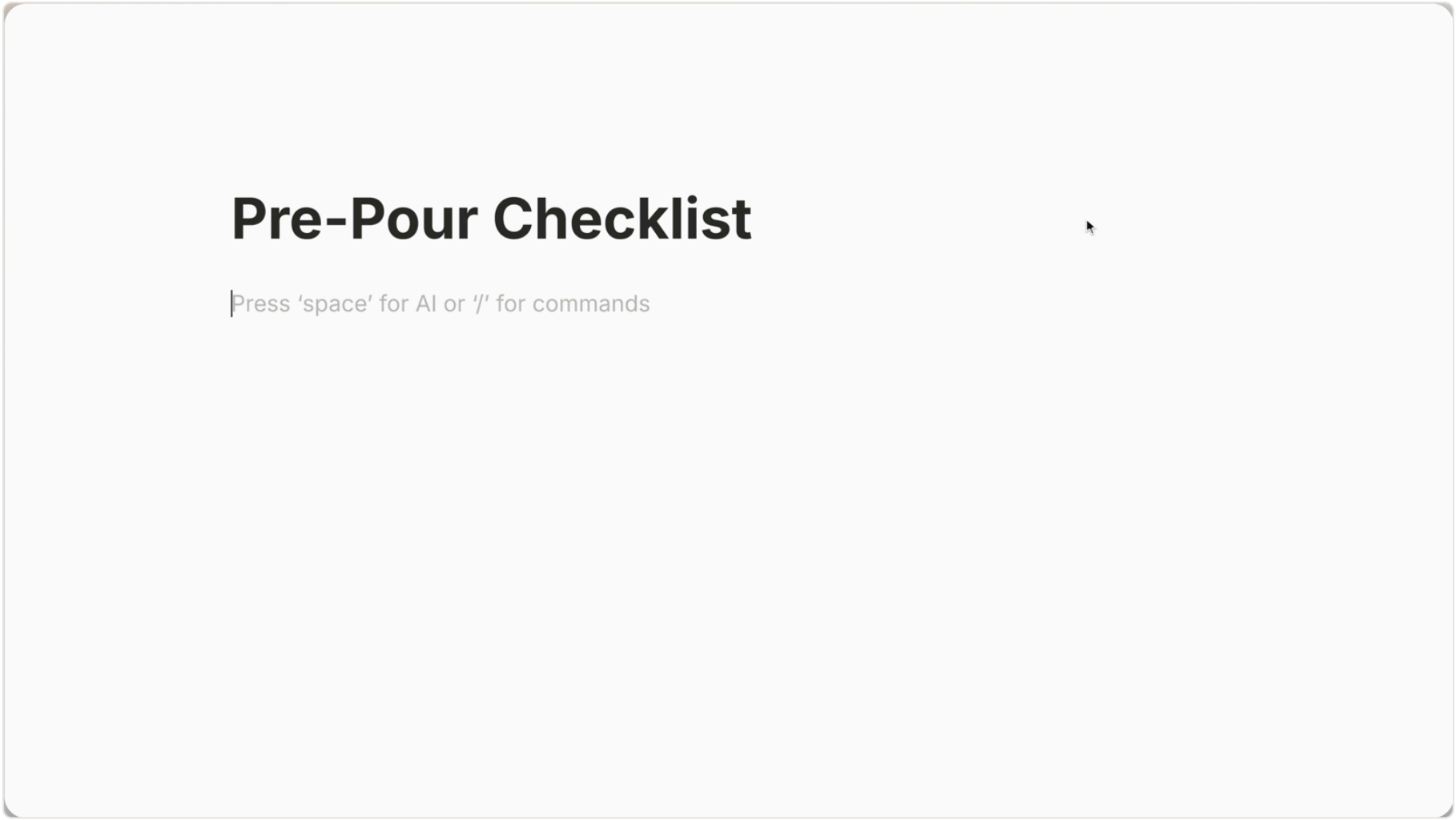
1. Click below the page title
2. Here is a to-do
3. Press Esc to select the block
4. Press Ctrl+D

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

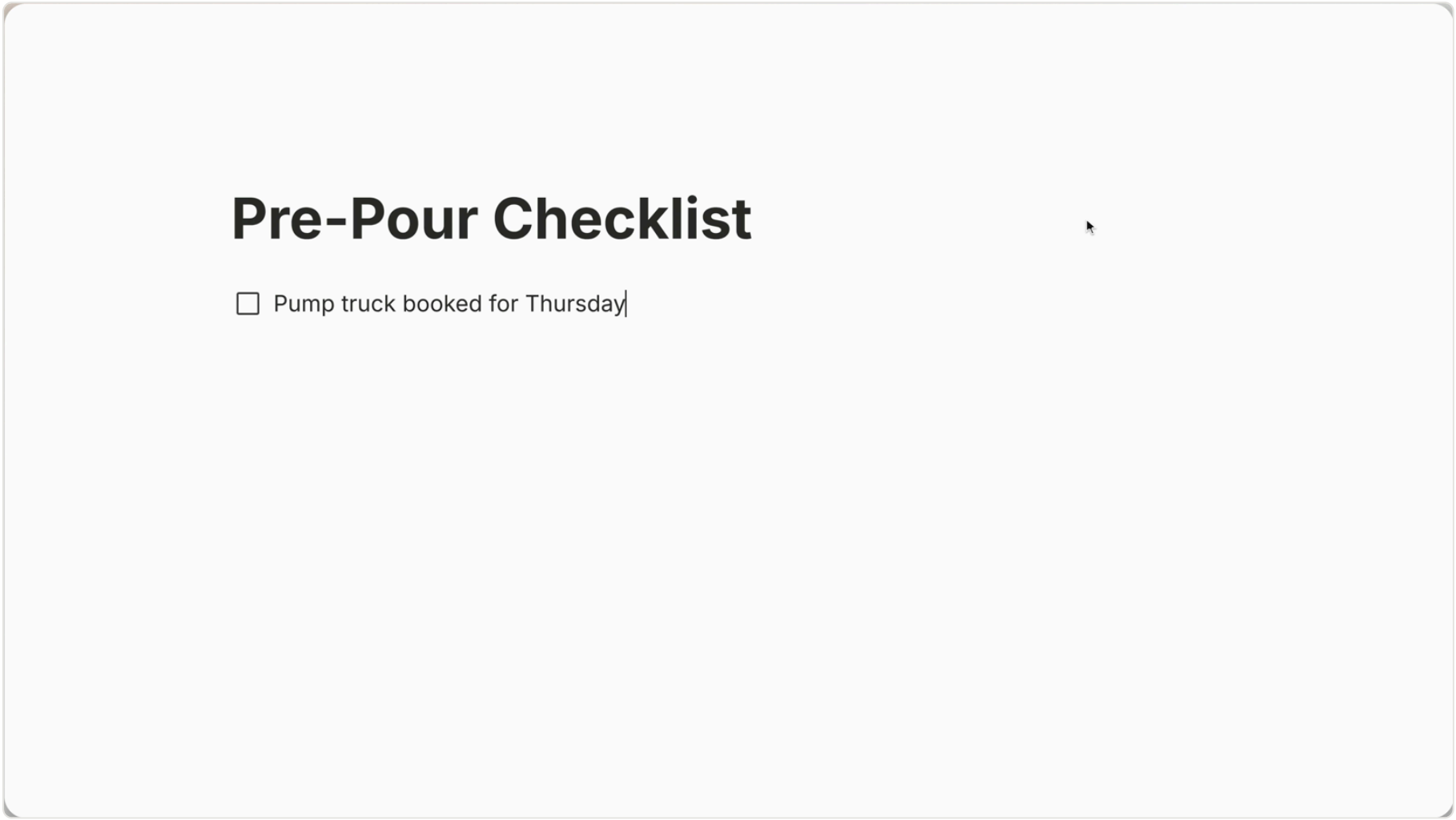
Put your cursor on the empty line where it should go.



Step 2 of 4

Here is a to-do

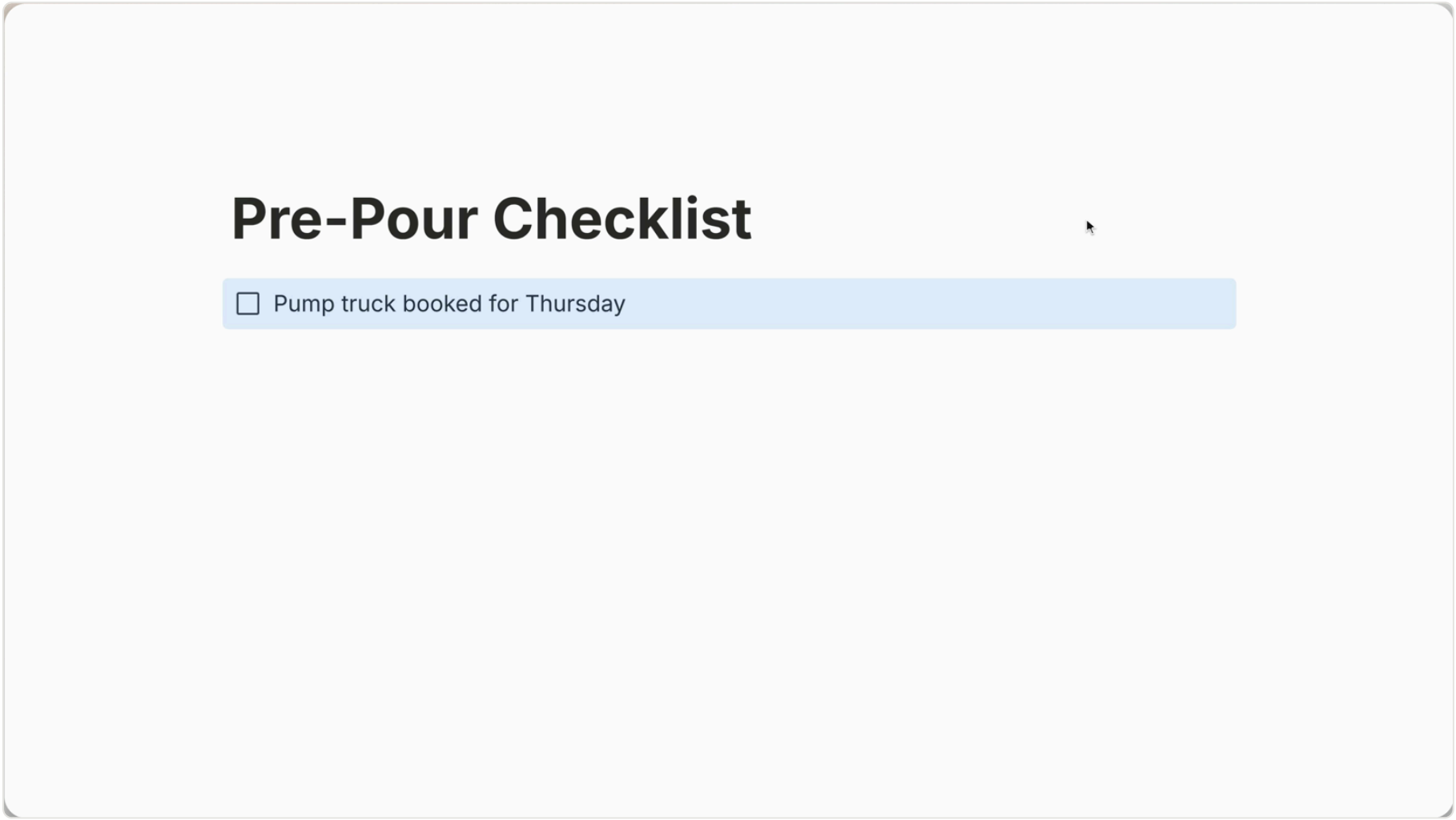
Any block can be duplicated.



Step 3 of 4

Press Esc to select the block

It turns blue.



Step 4 of 4

Press Ctrl+D

An exact copy appears right under it. Change what differs, like the day.

