NOTION HOW-TO

How to format text: bold, italic, underline

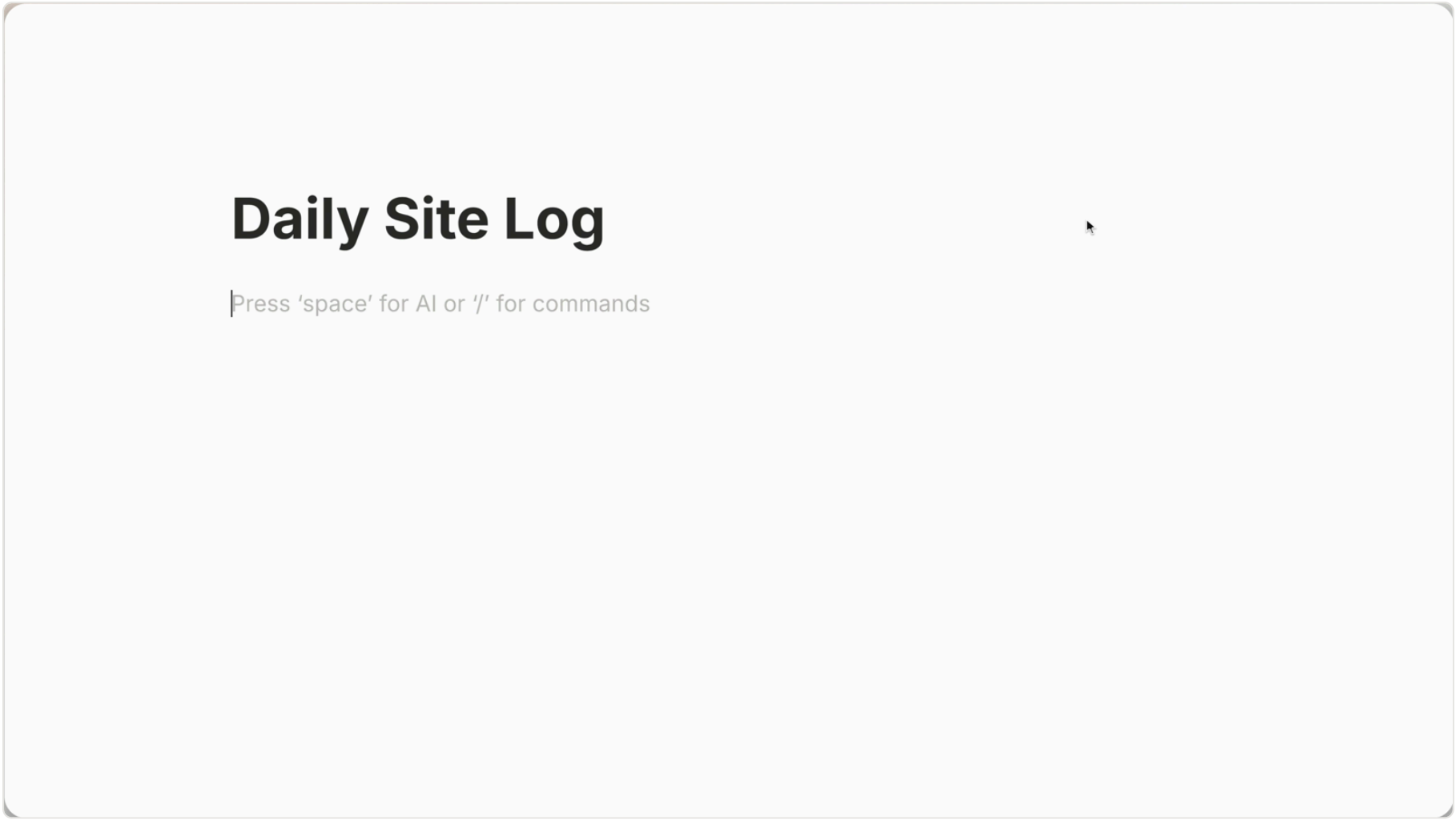
1. Click below the page title
2. Write the sentence first
3. Select a word and press Ctrl+B for bold
4. Select the next word, Ctrl+I for italic
5. Select the last words, Ctrl+U to underline

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

Step 1 of 5

Click below the page title

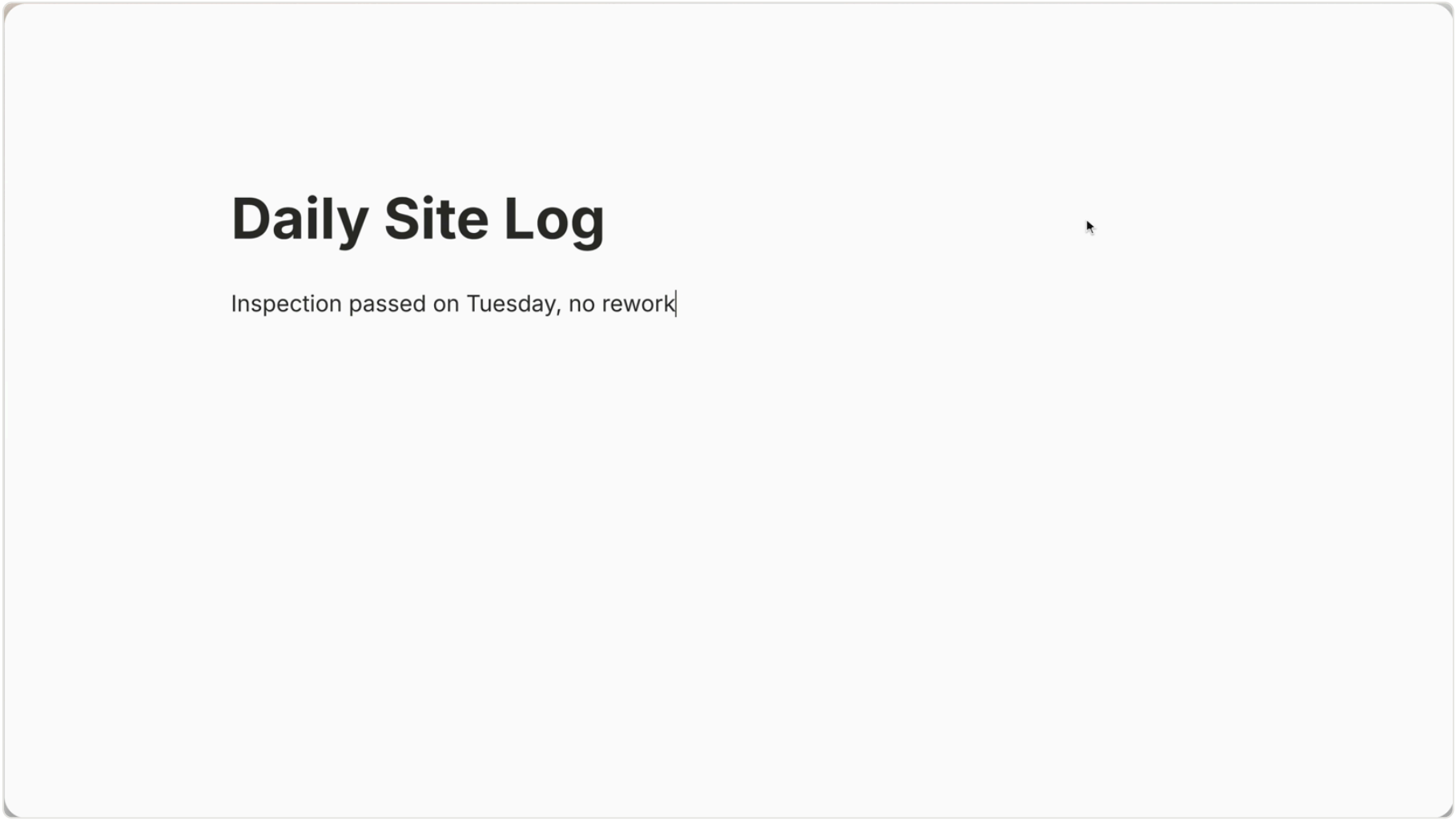
Put your cursor on the empty line where it should go.



Step 2 of 5

Write the sentence first

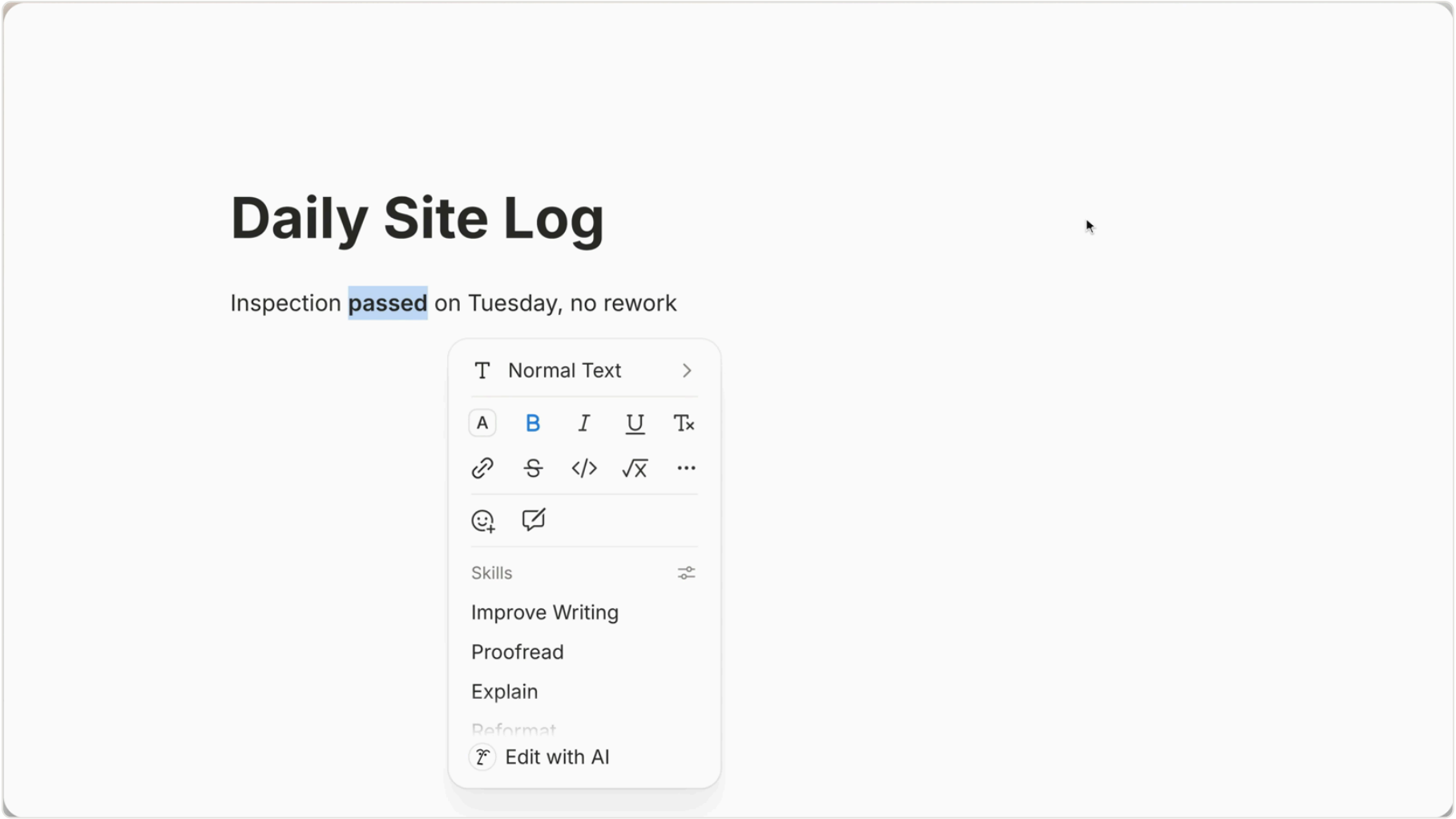
Then select the words to format. Formatting applies to what is selected.



Step 3 of 5

Select a word and press Ctrl+B for bold

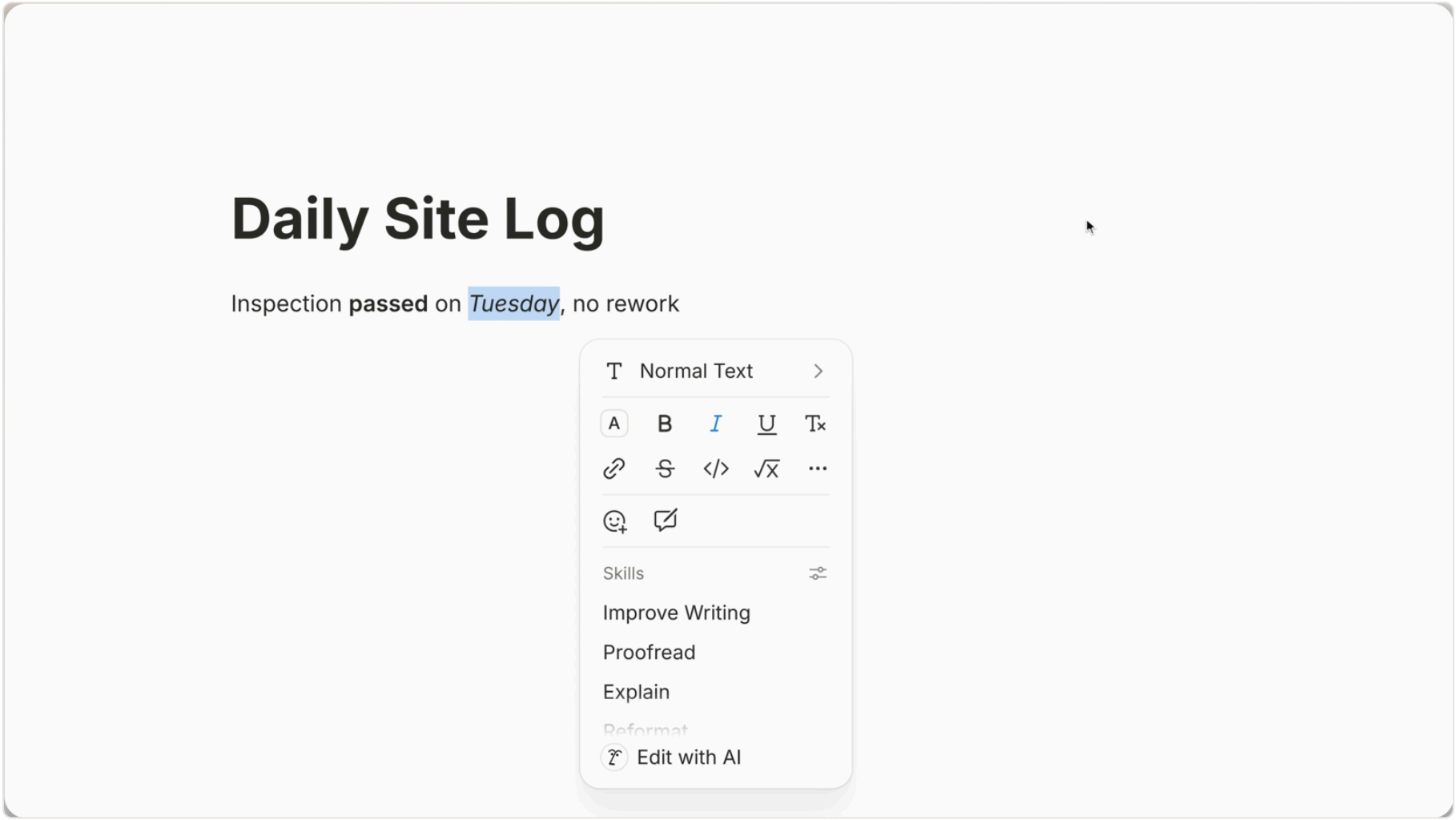
The toolbar that appears over a selection has the same buttons.



Step 4 of 5

Select the next word, Ctrl+I for italic

Italic is good for dates and names.



Step 5 of 5

Select the last words, Ctrl+U to underline

Press the same keys again to take a format off.

