NOTION HOW-TO

How to add a table of contents

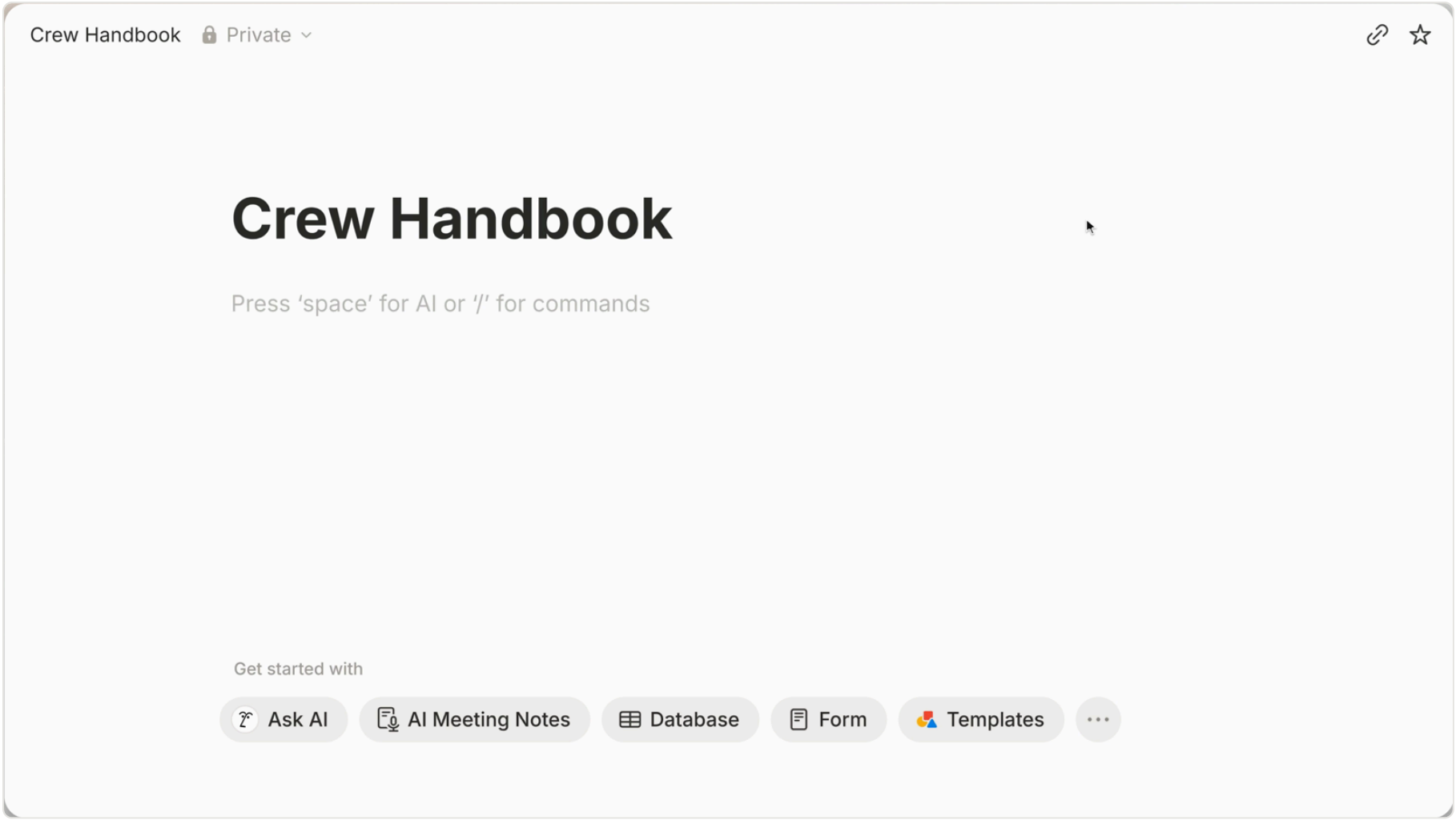
1. Click below the page title
2. Write the page with headings
3. Add the next heading
4. Click under the title and type /table of contents

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

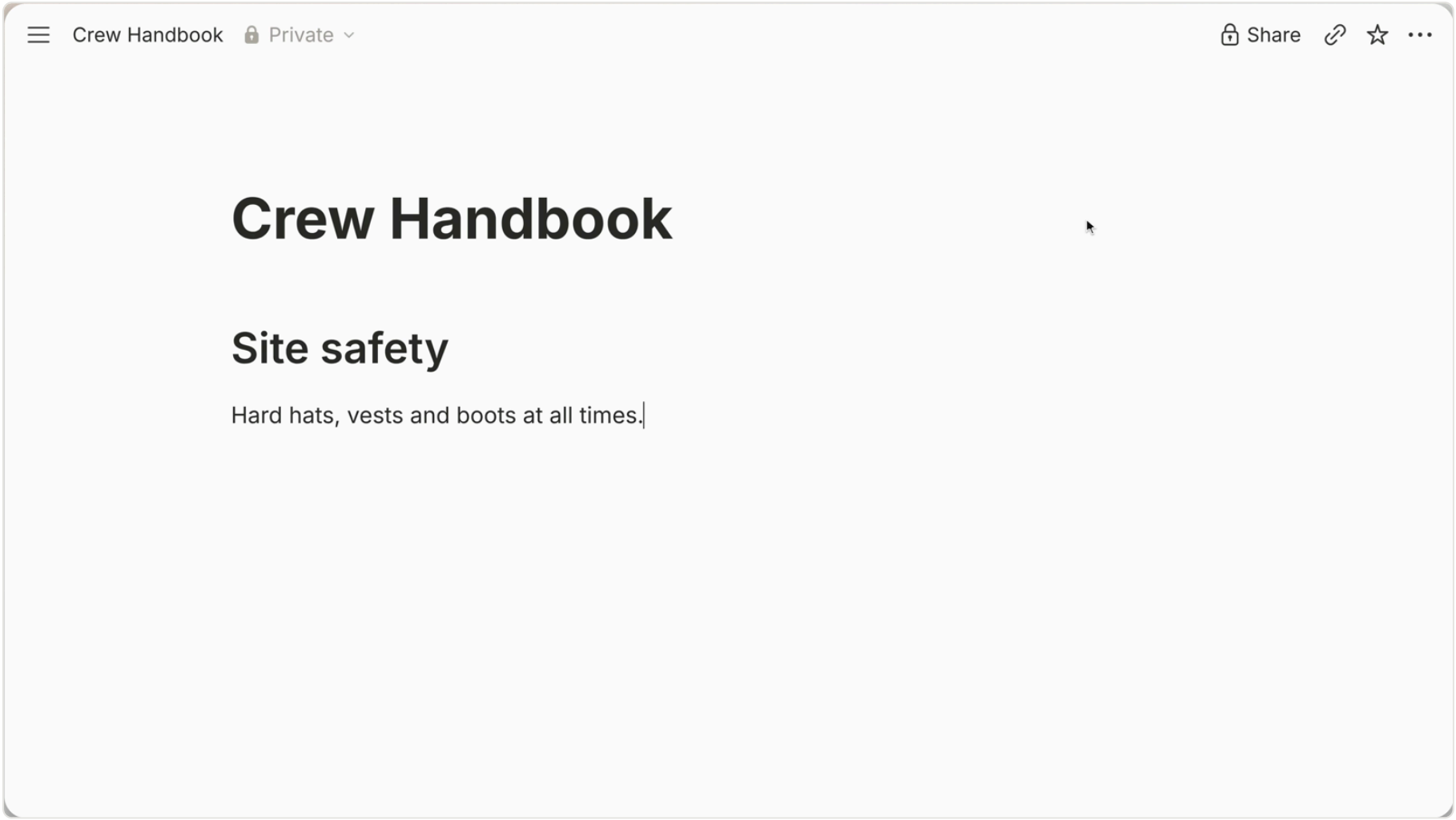
Put your cursor on the empty line where it should go.



Step 2 of 4

Write the page with headings

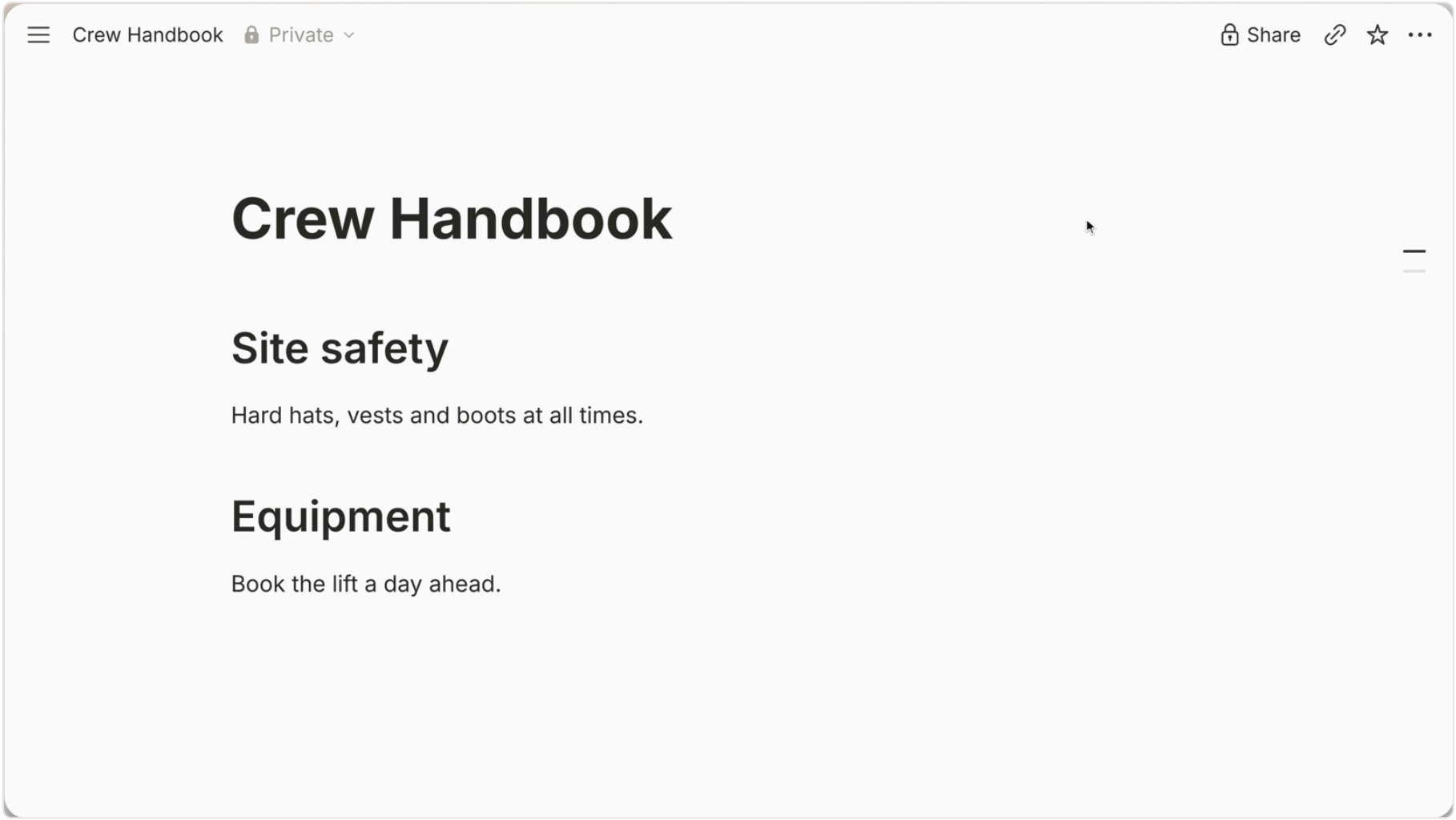
Type # and a space for a heading. The outline is built from these.



Step 3 of 4

Add the next heading

Every heading on the page becomes a line in the outline.



Step 4 of 4

Click under the title and type /table of contents

It lists every heading as a link, and updates itself when headings change.

