NOTION HOW-TO

How to create and use toggle blocks

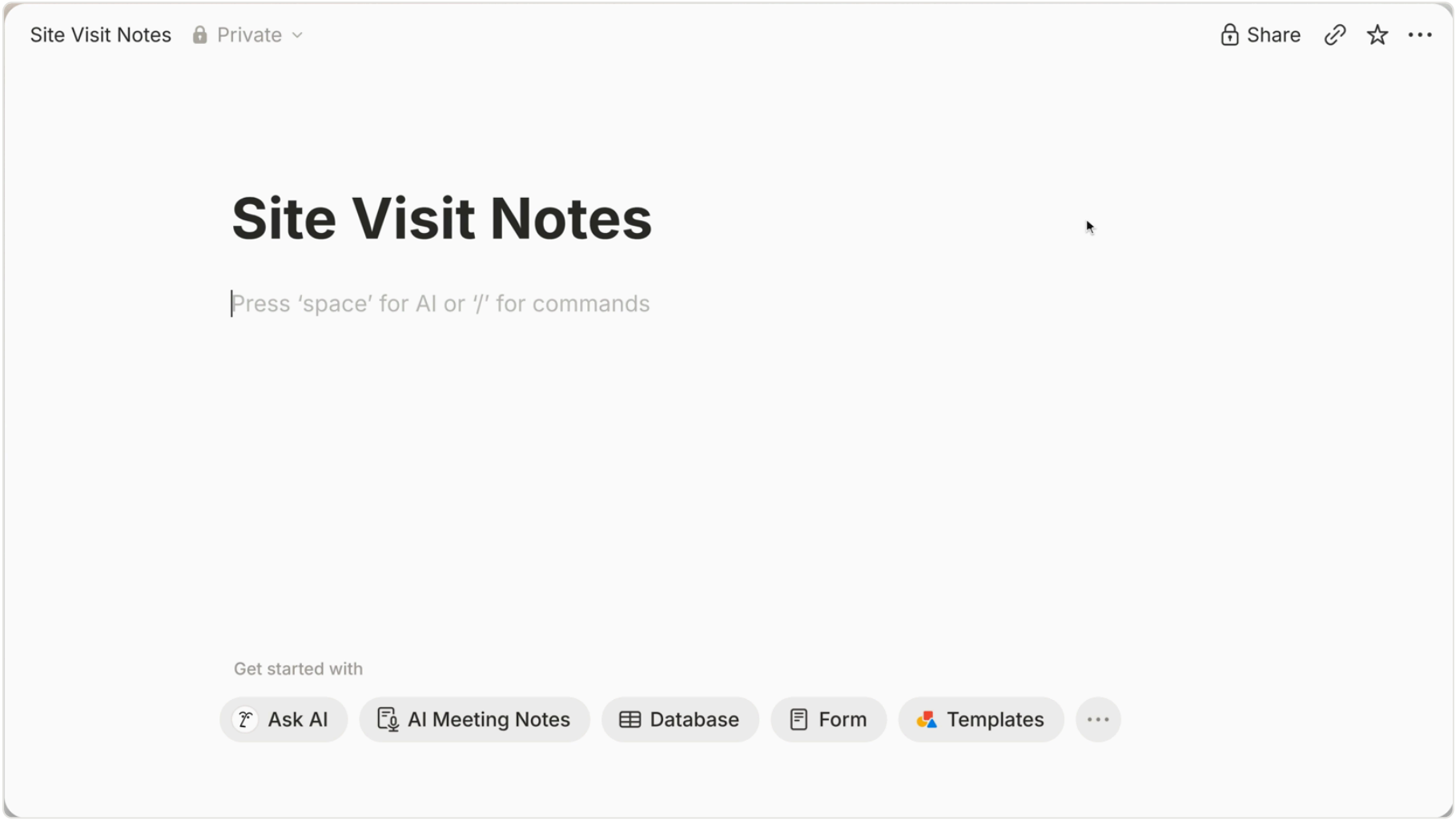
1. Click below the page title
2. Type /toggle and choose Toggle list
3. Name the toggle
4. Click the arrow to open the toggle
5. Click inside and add the details
6. Click the arrow again to hide the details

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

Step 1 of 6

Click below the page title

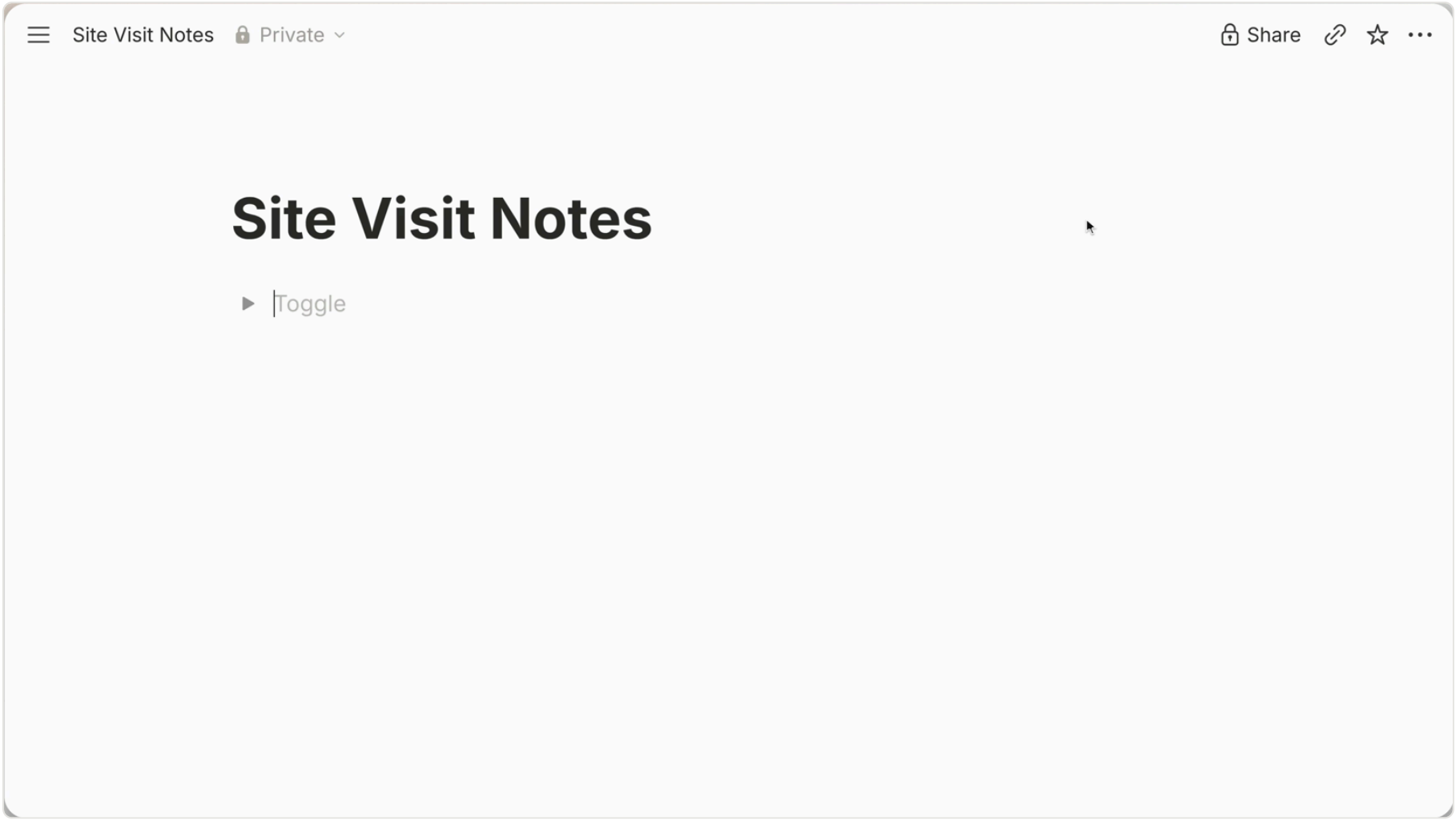
Put your cursor on an empty line where the toggle should go.



Step 2 of 6

Type /toggle and choose Toggle list

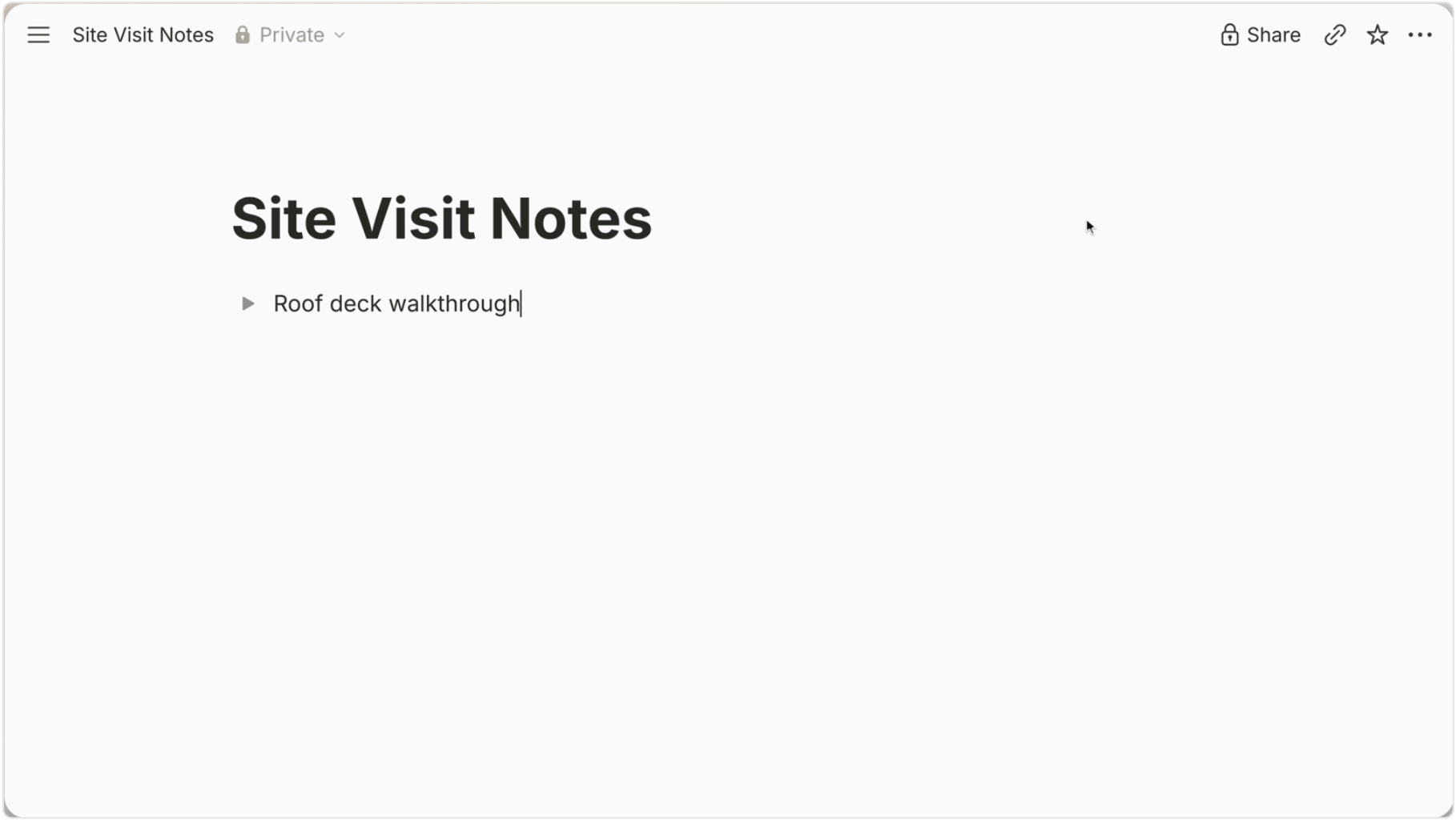
The slash menu filters as you type; Toggle list is the first match.



Step 3 of 6

Name the toggle

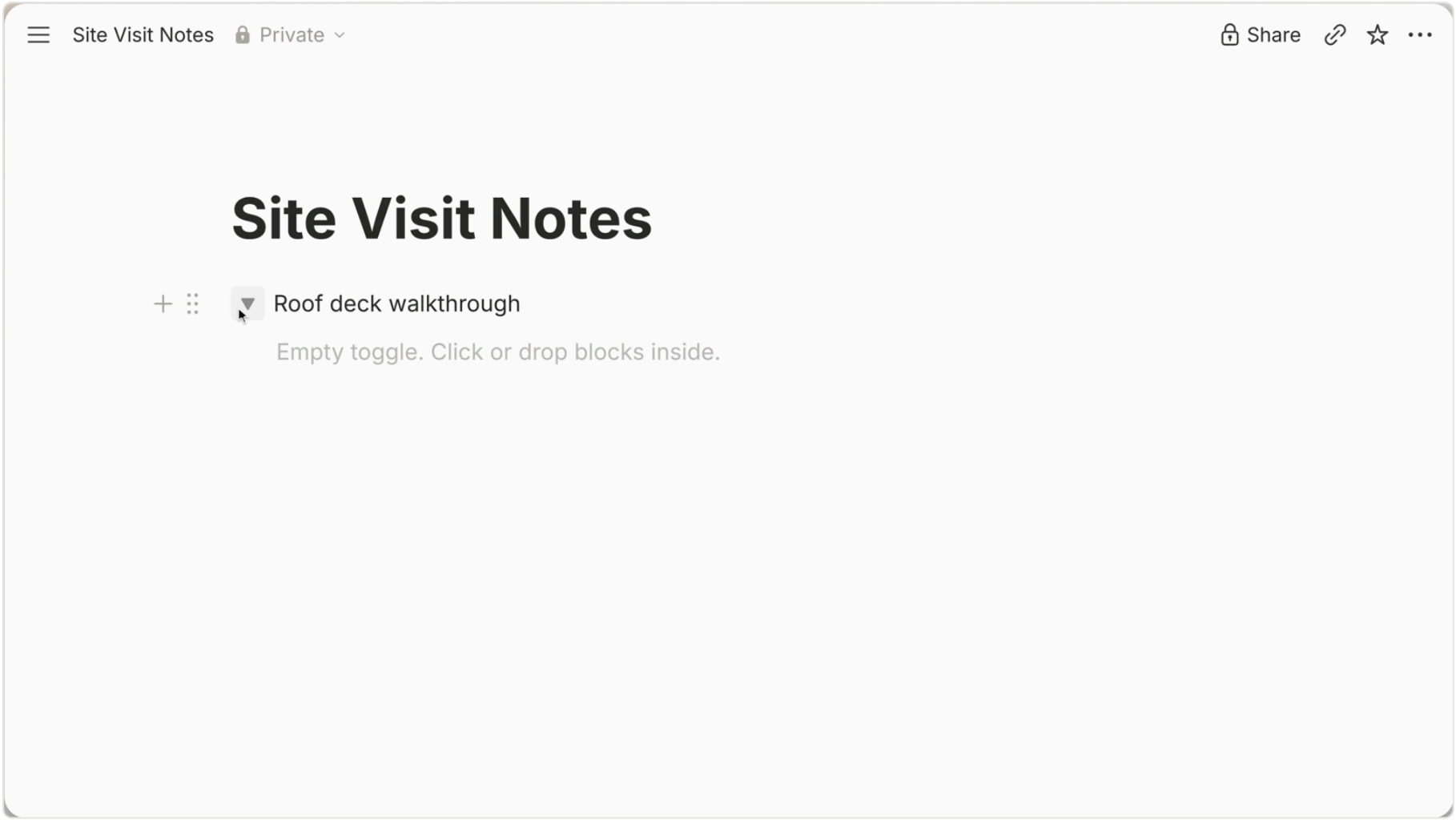
This line stays visible when the toggle is closed.



Step 4 of 6

Click the arrow to open the toggle

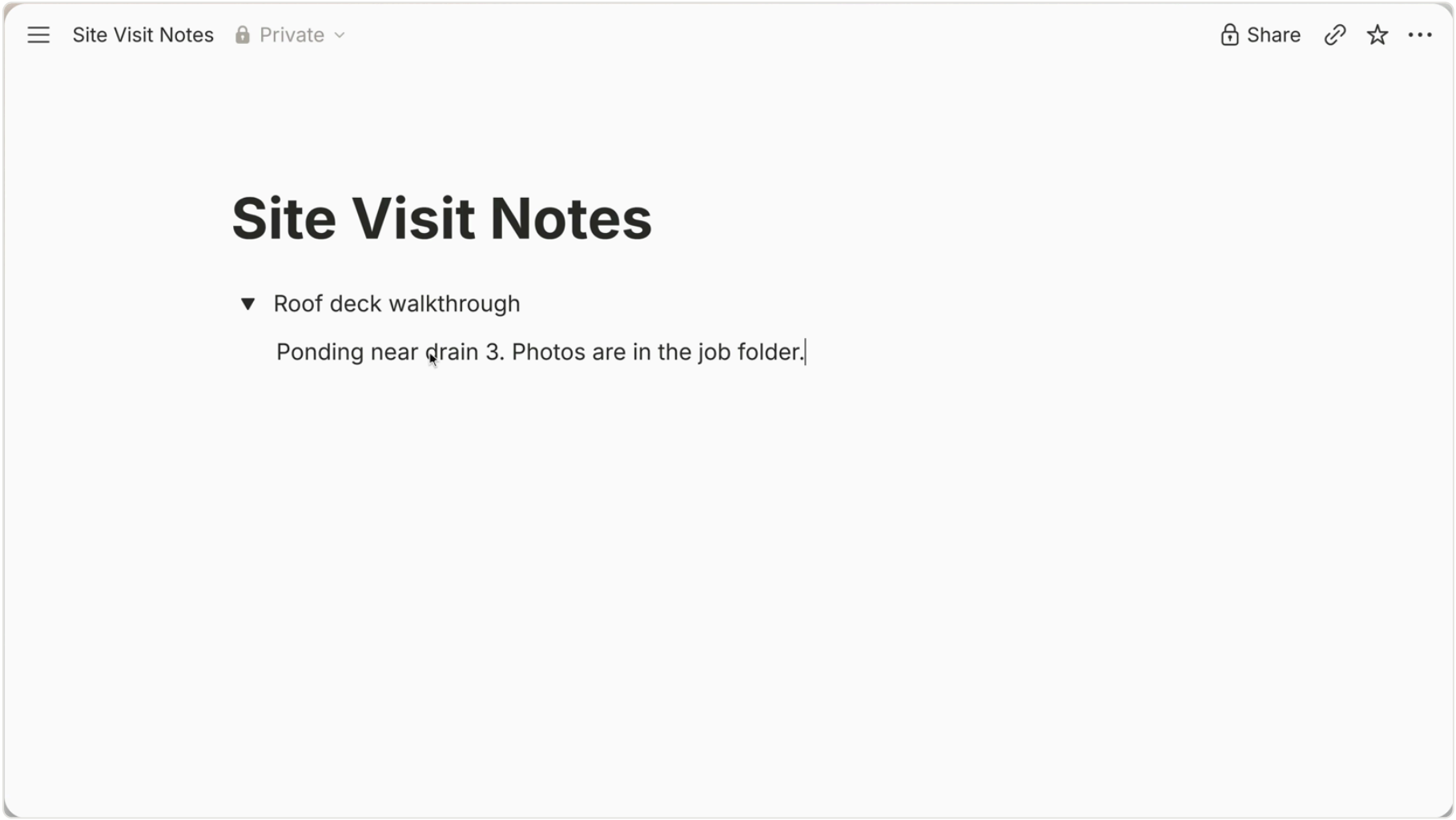
A new toggle starts closed. Open it to add what goes inside.



Step 5 of 6

Click inside and add the details

Everything inside the toggle hides with it.



Step 6 of 6

Click the arrow again to hide the details

Closed, the page shows one tidy line. Anyone can open it when they need it.

