NOTION HOW-TO

How to use toggle headings

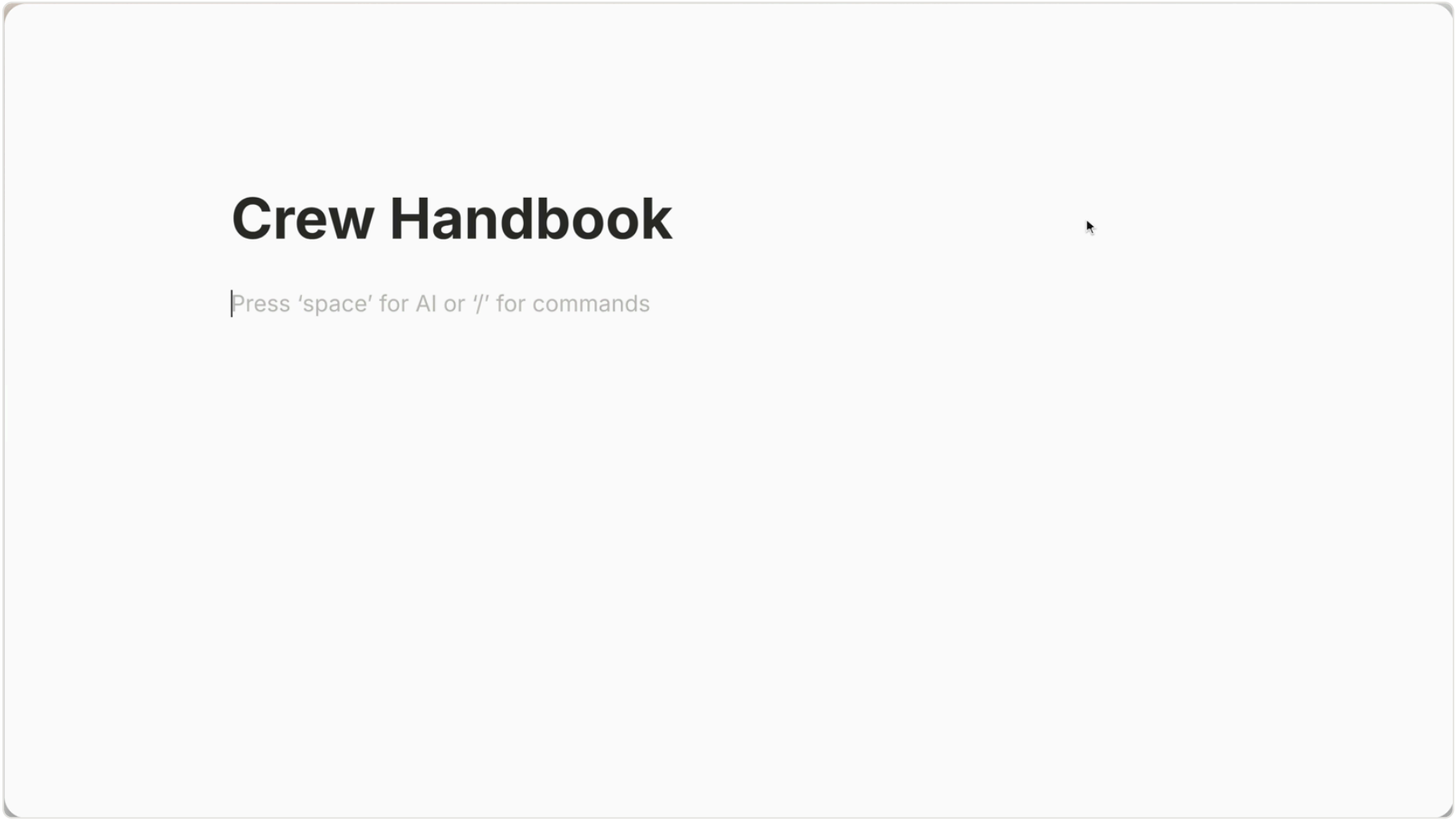
1. Click below the page title
2. Type /toggle heading and pick a size
3. Click the arrow to open it
4. Click inside and add the section
5. Click the arrow to fold it

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

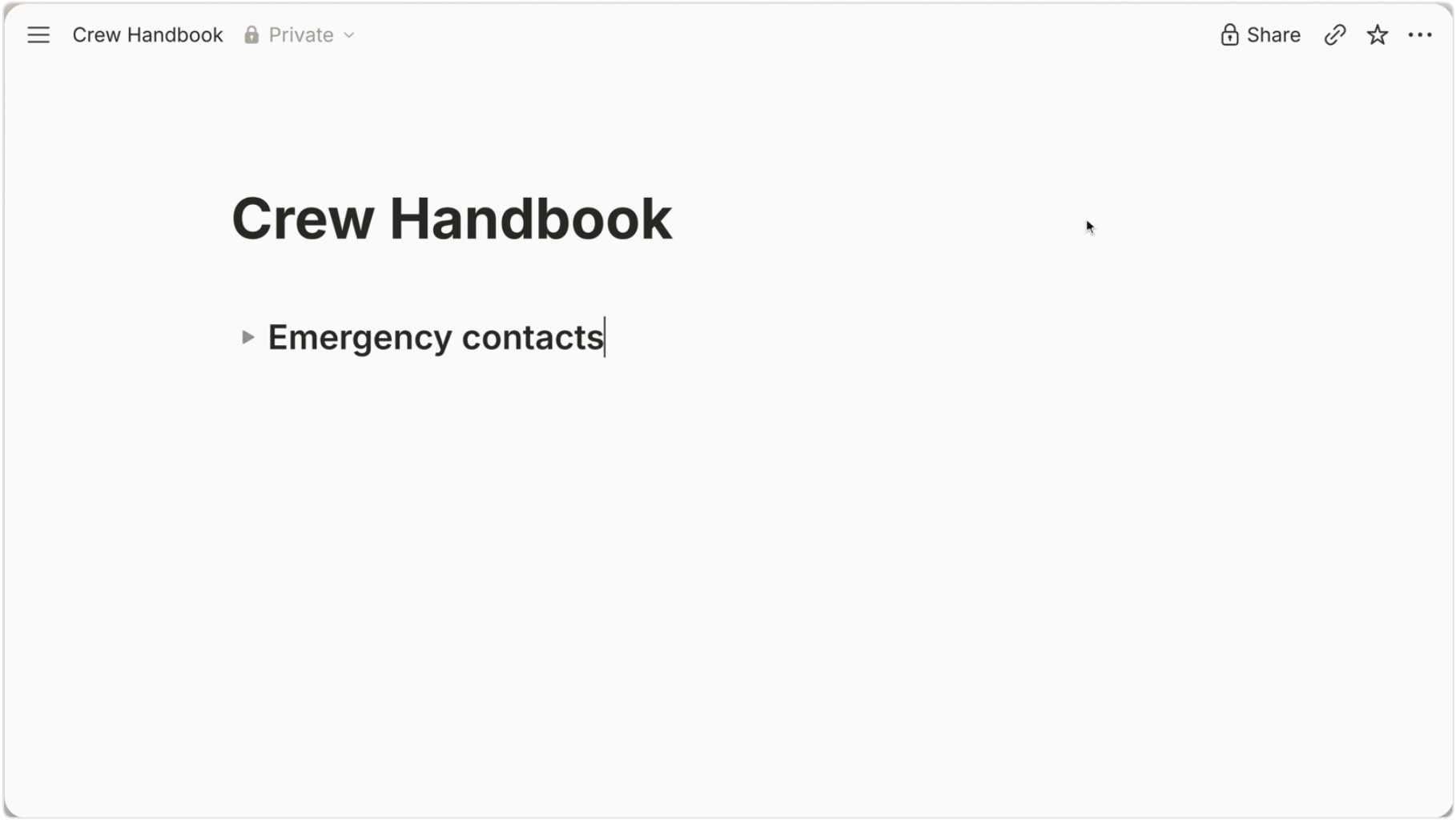
Put your cursor on the empty line where it should go.



Step 2 of 5

Type /toggle heading and pick a size

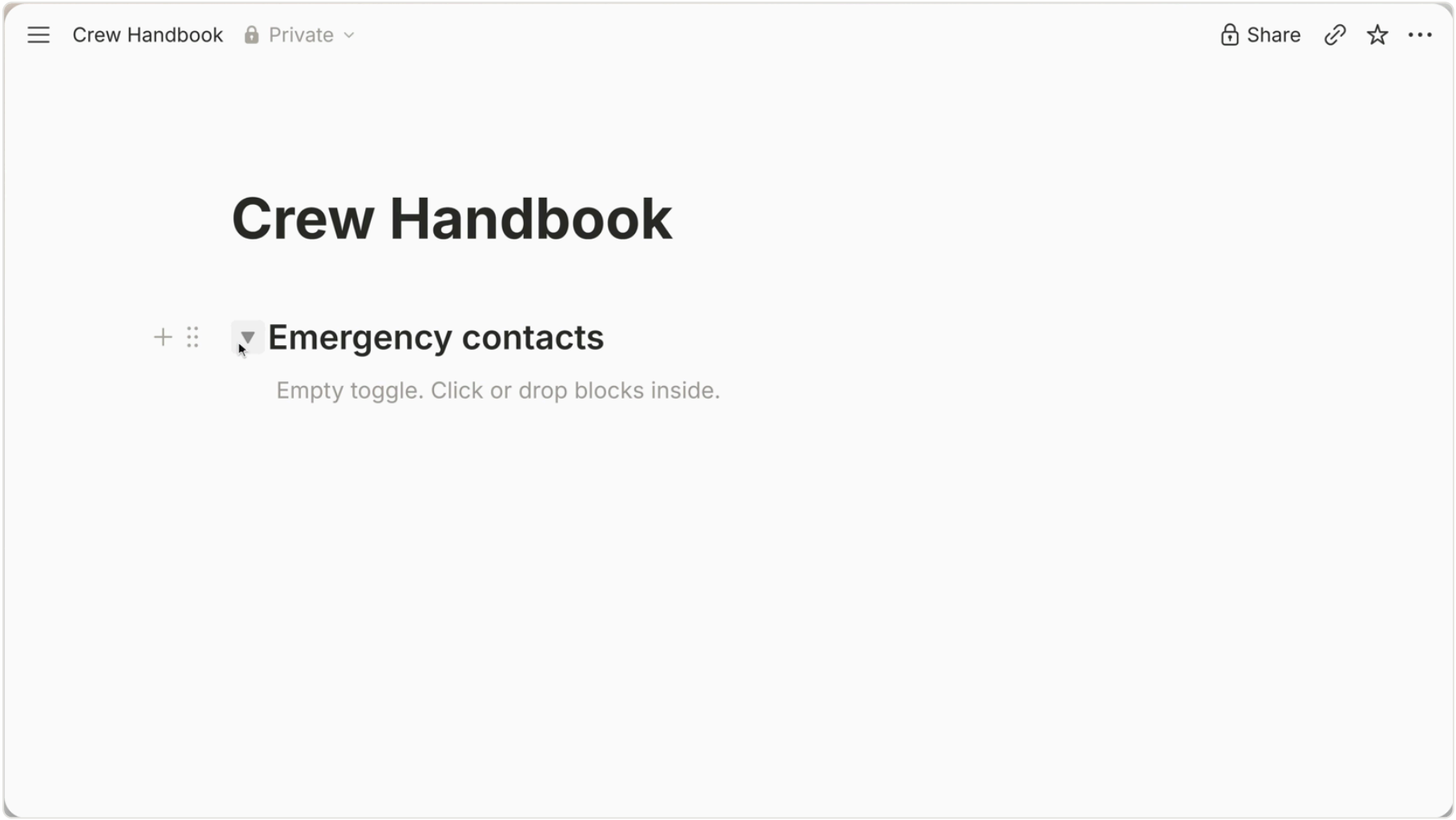
It looks like a heading, with an arrow that opens and closes it.



Step 3 of 5

Click the arrow to open it

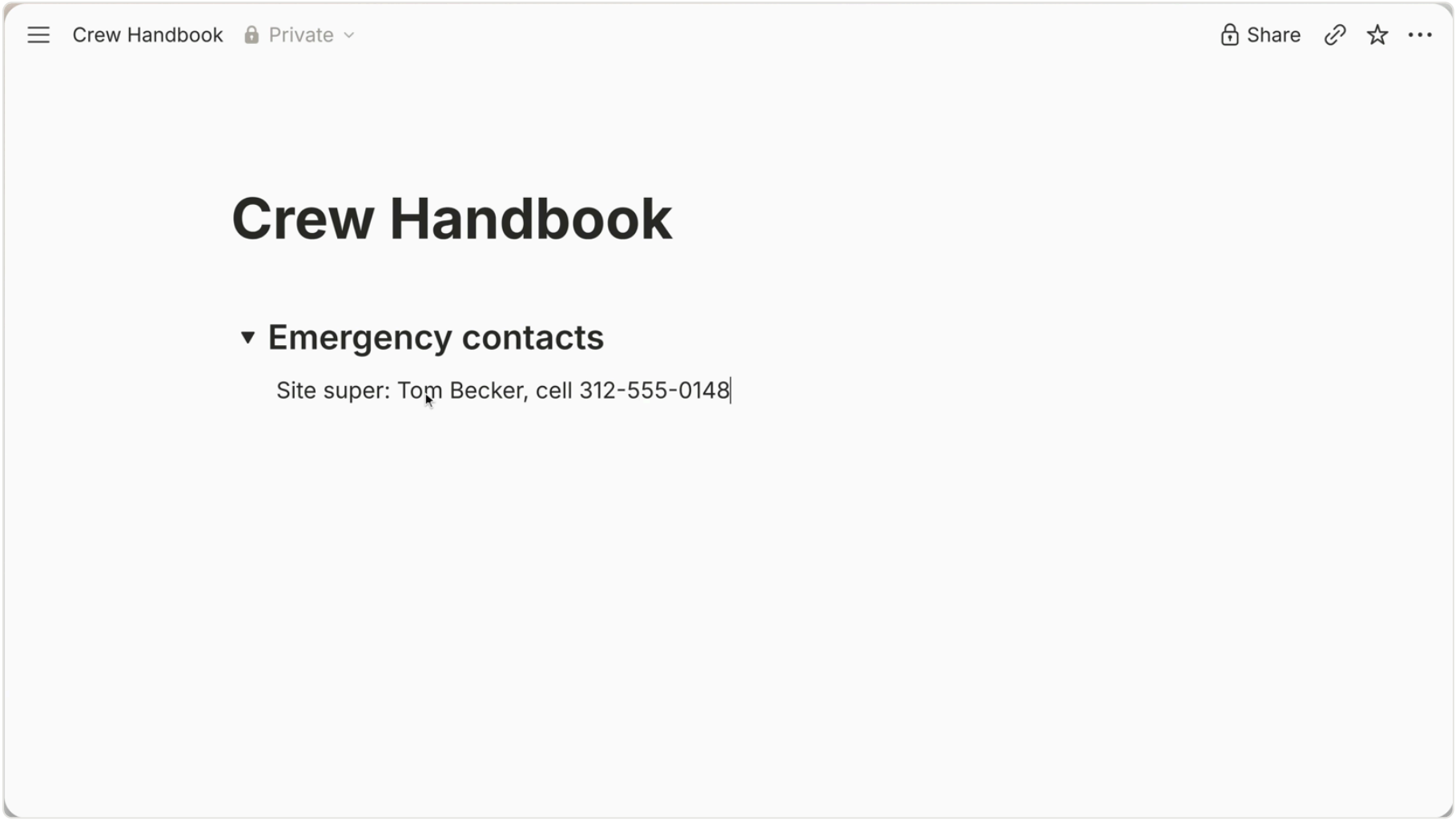
A new toggle heading starts closed.



Step 4 of 5

Click inside and add the section

Everything inside folds away with the heading.



Step 5 of 5

Click the arrow to fold it

Readers see the headings first and open only what they need.

