NOTION HOW-TO

How to turn a line into a to-do

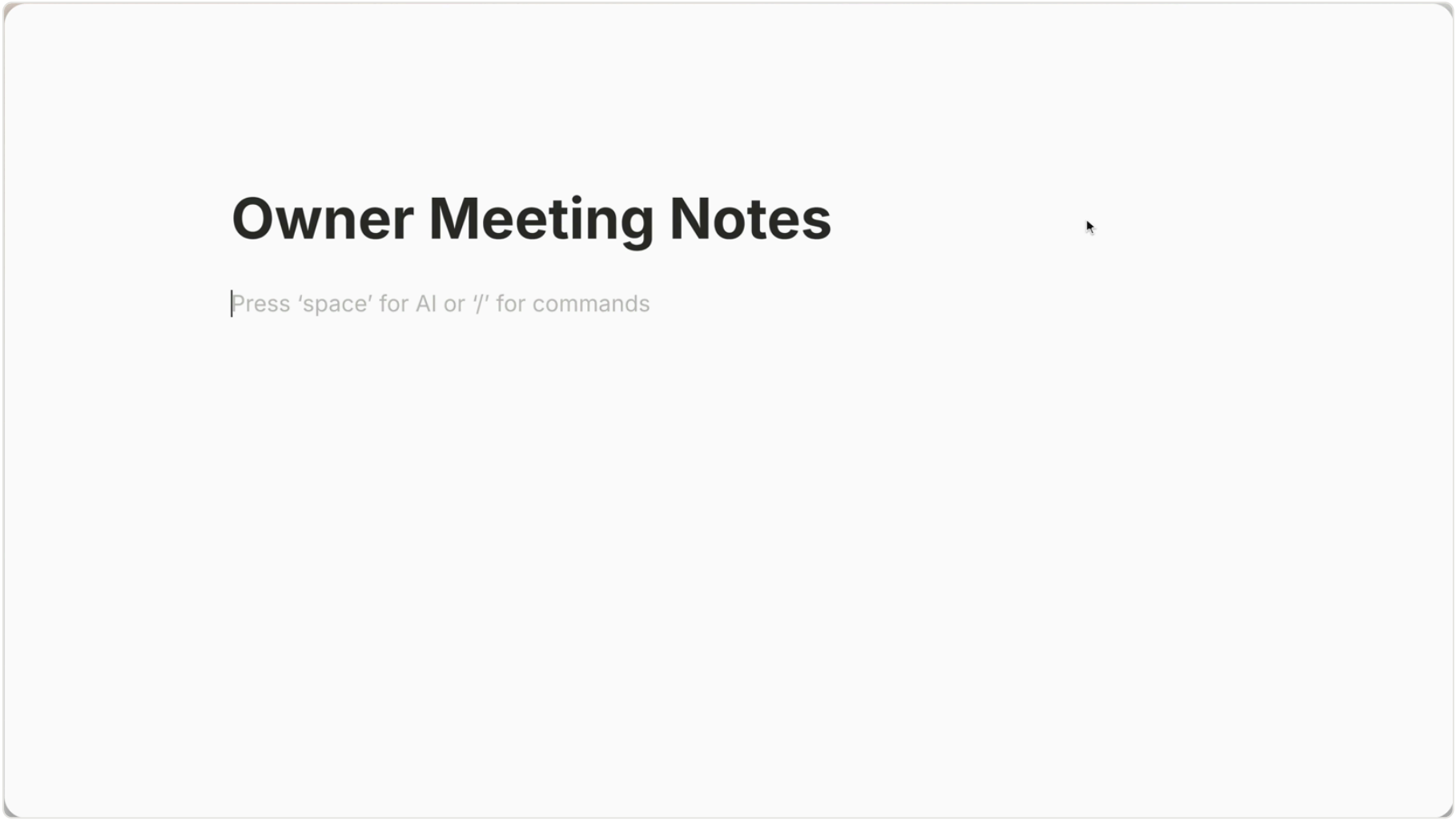
1. Click below the page title
2. Here is a line of text
3. Type /turn to-do and choose To-do list

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

Step 1 of 3

Click below the page title

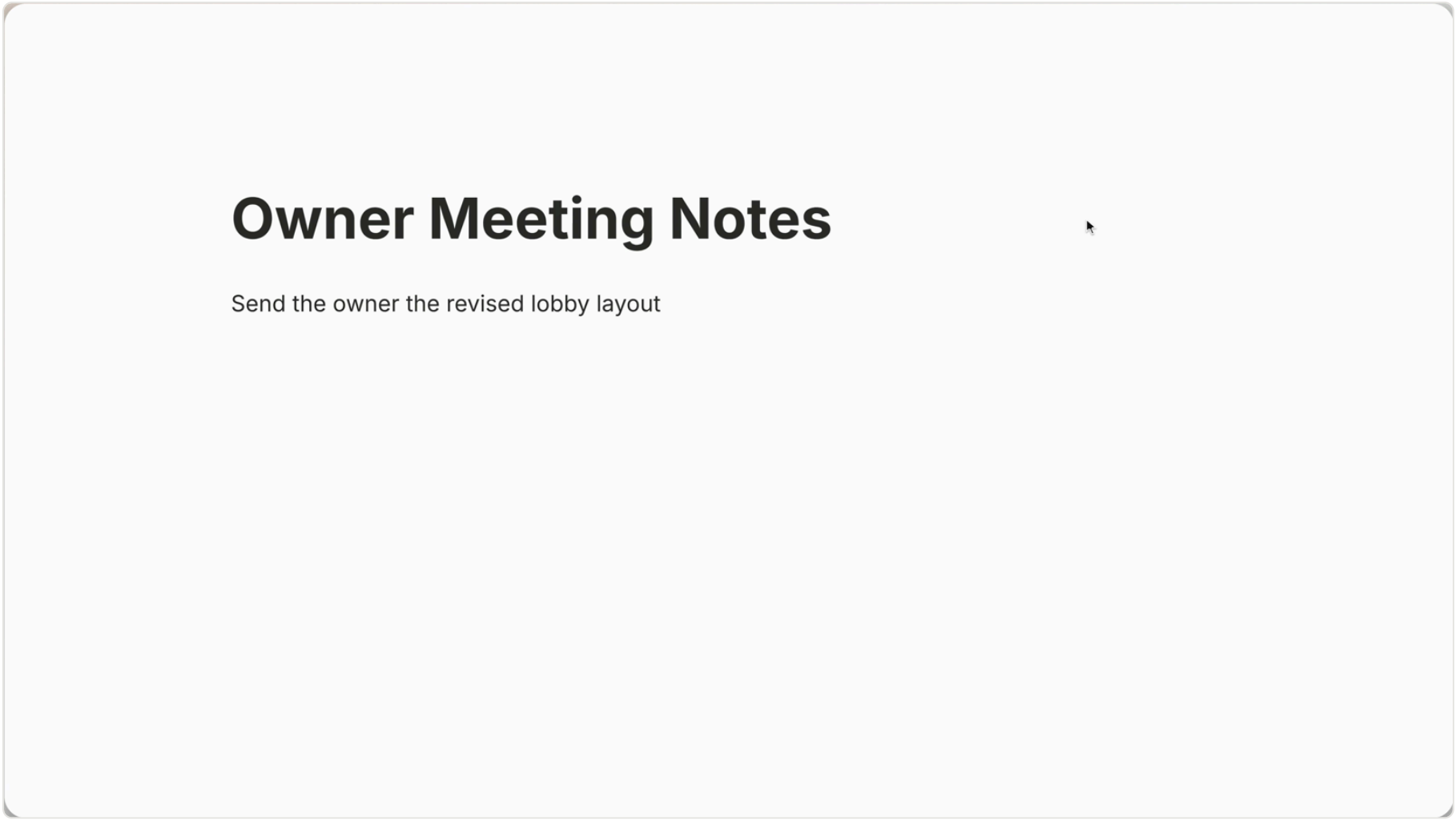
Put your cursor on the empty line where it should go.



Step 2 of 3

Here is a line of text

Any line can become a to-do without retyping it.



Step 3 of 3

Type /turn to-do and choose To-do list

The line gets a checkbox. The words stay as they were.

