

## NOTIFICATIONS...

Apple Menu > System Preferences >  
Notifications

choose “notification” styles for various apps

none

banners

alerts

note other choices

Also note Notification Center available from  
icon in upper right corner of screen in Menu  
Bar

...click Edit to add more

...may add more stocks

...with click, price, capitalization,  
percentage, up/down change

...may add more weather locations

...click App Store (within Notification panel)  
to purchase more

## STICKIES...an application

...from Finder, click once on Launchpad in Dock to drag/drop Stickies app to Dock if not already there

With Stickies open...

Create - File > New Note-

...change note's color - Menu Bar > Color

...may choose font & size - Menu Bar > Fonts > Show Fonts

...create default template (all subsequent notes will use this font, unless changed within the note, or a new default template created) - Menu Bar > Note > Use As Default

...create List - click option/tab within Sticker

...to end list, click Return twice

...to indent, click Tab

...double click title bar of Sticker to open/close

...enlarge/reduce with edges - click, hold, drag

...arrange Stickies - Menu Bar > Window > Arrange By (also may reposition by click/drag on title bar

...hover cursor to see note's specs

...delete or save to other app (otherwise stays in Stickies) - double click left top corner

...may add image by drag/drop to Sticker

## MISSION CONTROL...

from Finder, click once on Launchpad in Dock to drag/drop Mission Control to Dock if not already there

Click once on Mission Control in Dock  
Click on + in upper right corner; this opens a new Desktop

- You now have 2 Desktops in which to work
- May slide between Desktops by gesture or Control right arrow/left arrow
- may choose different wallpapers for each Desktop in Apple Menu > System Preferences > Desktop & Screen Saver
- You may open specific apps in specific Desktops e.g. Mac Mail in Desktop #1; TextEdit in Desktop #2
- In Mission Control, may drag/drop open windows of app to other Desktop
- May delete extra Desktop any time using Mission Control, hovering, clicking appearing X
- Deleting a Desktop moves any open apps to other Desktop