

# TECHNOLOGY TIPS OF THE WEEK

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*“The secret of getting ahead is getting started”*

—Mark Twain

## Windows Tip—Sticky Notes

The Sticky Notes program is essentially a digital pad of paper—you can use it for to-do lists, grocery lists, phone numbers, etc.

1. Click the “Start” icon at the bottom-left screen.
2. In the search-bar on the pop-up menu, type in “Sticky Notes” - select the program that appears at the top.
3. The yellow note-pad will now appear in your screen—you may directly type in to it.
4. To create a new pad, click on the “+” (see right), and to delete the note click the top-right icon (see right).
5. Right-click the sticky note to set a new color.



- 1 New Note button
- 2 Delete Note button

## iPhone/iPad Tip—Scheduling Do Not Disturb

Do Not Disturb silences calls and alerts while the device is locked.

1. Open the “Settings” app from the home screen.
2. Select “Do Not Disturb” in the menu.
3. Click the tab next to “Manual” to leave Do Not Disturb on (see right). To only have Do Not Disturb for a certain time period, click on the tab next to “Scheduled” and choose the timings (see right).
4. You can also allow calls from certain people through Favorites or allow Repeated Calls.

