Create & Customize Widgets in Notification Center

Introduction

The MacBook Air's Notification Center has the ability to quickly and easily show customizable widgets. Widgets present important content and information from a variety of macOS applications.

Getting Started

1. Navigate to the **top right corner** of the MacBook Air's screen.
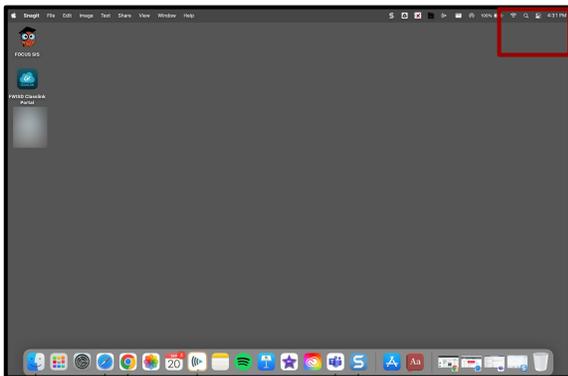
2. Click on the **Clock** (located at top right corner of the menu bar) to easily access the Notification Center. Click on the **Edit Widgets** button to choose and customize the MacBook widgets.
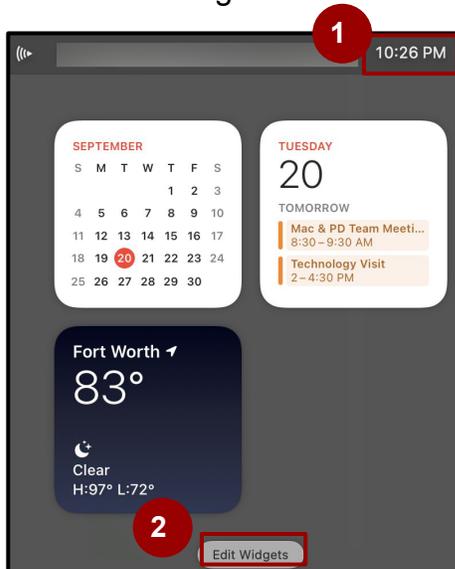
Customizing the Widgets

3. Select the **application** in order to add/edit from a variety of widgets for that application (ex: Select Calendar).
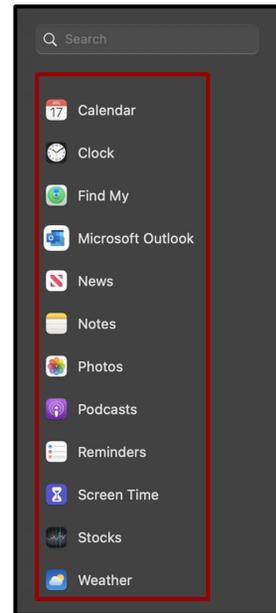
Notice that the Calendar app has three different widget types (List, Month, Up Next). The **Up Next** widget size can be customized (small, middle, large).
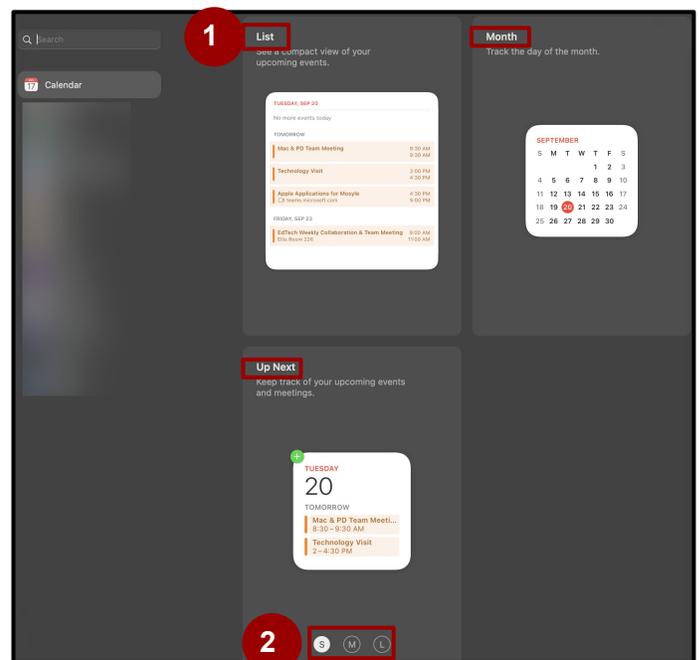
Create & Customize Widgets in Notification Center

Adding / Removing Widgets

4. To add a widget, click on the **desired size** (if applicable), hover over the **widget** with the mouse (a green circle with a plus sign will appear), and simply click on the **widget** itself.

5. To remove a widget, click on **Edit Widget,** and then, click on the ⊖ at the top left corner of the widget.
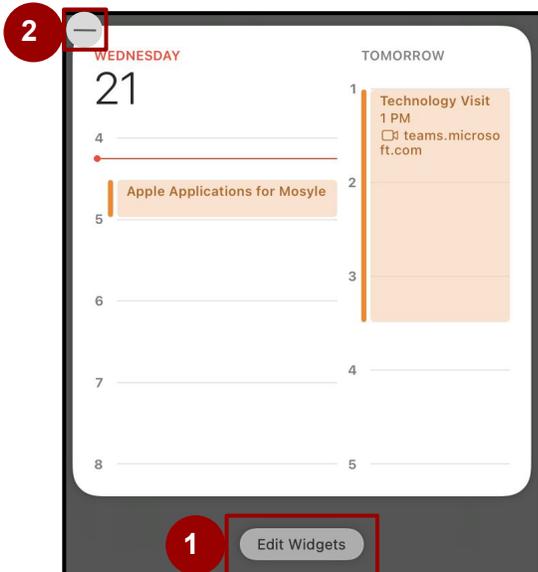
Organizing Widgets

Widgets can also be arranged and organized in the Notification Center. Simply click and drag the widget to a different place on the right side of the screen. Notice how the Weather widget is being moved to a new location in the Notification Center.