# Launchpad

Even though the Dock can be used to store shortcuts to your applications, it is limited in terms of space. The full set of applications on your Mac can be found in the Finder but macOS Catalina has a feature that allows you to quickly access and manage all of your applications. These include the ones that are pre-installed on your Mac and also any that you install yourself or download from the Apple App Store. This feature is called Launchpad. To use it:
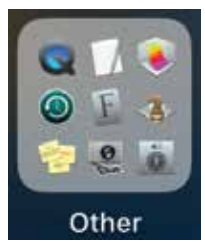
**1** Click once on this button on the Dock

**2** All of the apps (applications) are displayed



**3** Similar types of apps can be grouped together in individual folders. By default, the **Other** (**Utilities**) apps are grouped in this way

**Hot tip**

If the apps take up more than one screen, swipe from right to left with two fingers to view the additional pages, or click on the dots at the bottom of the window.

**Don't forget**

To launch an app from within Launchpad, click on it once.

**Hot tip**

One of the apps in Utilities is Boot Camp Assistant, which can be used to run Windows on your Mac, if required.
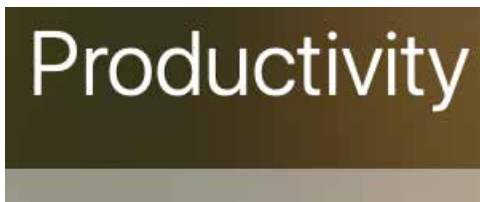
**4** To create a group of similar apps, drag the icon for one over another

**5** The apps are grouped together in a folder in Launchpad, with **Untitled** as the default name of the folder

**6** To change the name, click on it once and overtype it with the new name

# Productivity

**7** The folder appears within the **Launchpad** window

**8** To remove an app, click and hold on it until it starts to jiggle and a cross appears. Click on the cross to remove it

System apps – i.e. the ones that already come with your Mac – cannot be removed in the Launchpad, only ones you have downloaded.