

Using Stacks

Stacks on the Dock

To save space, it is possible to add folders to the Dock, where their contents can easily be accessed. These are known as Stacks. To create Stacks on the Dock:



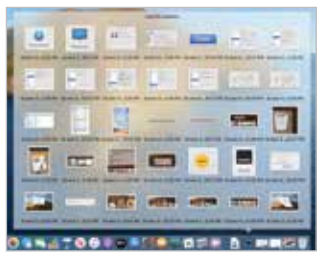
When the cursor is moved over an item in the Dock, the name of that item is displayed above it.

- 1 To create a new Stack, drag a folder onto the Dock. Stacked items are placed on the right of the Dock dividing line. Click on a Stack to view its contents



- 2 Stacks can be viewed as:

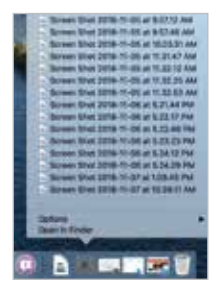
- A grid.



- A fan, depending on the number of items it contains.



- A list. Click on a folder to view its contents within a Stack, then click on files to open them in their relevant app.



Move the cursor over a Stack, then press **Ctrl + click** to access options for how that Stack is displayed.



Any new items that are added to the folder will also be visible through the Stack.

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Stacks on the Desktop

Stacks can also be created on the Desktop, to make it look less cluttered if a lot of files have been placed there. Stacks on the Desktop collate similar file types and create a single Stack for them, which can be expanded as required. To do this:

- 1 If files are placed on the Desktop they each appear as individual items, which can make the Desktop look untidy



- 2 Select **View > Use Stacks** from the Menu bar to stack all similar file types on the Desktop



- 3 Similar file types are stacked together with a single icon. Click on the icon to expand the Stack and view the individual files within it



If different file types are placed on the Desktop, they will all be placed into their own relevant Stacks, with a single icon; e.g. document files and image files.



- 4 Click on this button to contract the Stack back to a single icon

