

Using the Dock

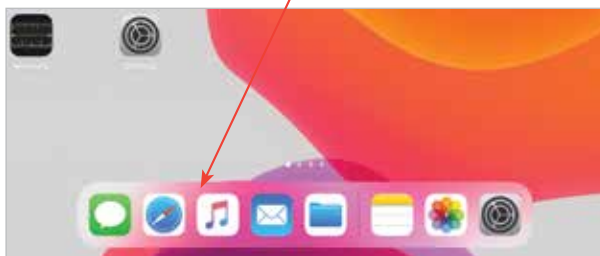
The Dock is an element that has been part of the iPad since it was introduced. The Dock has two separate sections: the standard Dock area for your most frequently-used apps; and a section for recently-used apps, or those open on another iPadOS or iOS device such as an iPhone. The icons that are displayed change as different apps are accessed on the iPad, or on the other device.



Just above the Dock is a line of small dots. These indicate how many Home screens of content there are on the iPad. Tap on one of the dots to go to that Home screen, or swipe to the left or right to move between them. The white dot indicates the position of the current Home screen being viewed.

Elements of the Dock

Standard apps (by default, these are Messages, Safari, Music, Mail, and Files) are displayed on the left-hand side.



Dynamic items that change each time a new app is opened, or certain apps opened on another iPad OS or iOS device (such as an iPhone) are displayed on the right-hand side.



The functionality of open apps on other Apple devices is known as **Handoff** and can be turned On or Off in **Settings > General > Handoff**.

If a compatible app is open on another Apple device – e.g. an iPhone – this label appears in the right-hand corner. Tap on the app to open the same item as it is displaying on the other



Apple device. Apps that operate in this way are those linked through iCloud, and include the web browser Safari, Mail, Messages, Reminders, Calendar, Contacts, and Notes.

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Adding and removing Dock items

The default items on the Dock can be removed and other apps added, as required. To do this:

- 1 Press on an item on the Dock and drag it onto the main area of the Home screen



- 2 Repeat the process for an app on the Home screen to drag it onto the Dock



Accessing the Dock

The Dock can also be accessed from any app, not just from the Home screen. To do this:

- 1 From within any app, use a short swipe up from the bottom of the screen to access the Dock



Up to 12 apps can be added to the left-hand side of the Dock. However, this reduces the size at which the apps' icons appear. There are only ever three items on the right-hand side of the Dock, and this changes each time a new app is opened or accessed (unless it is already in the main area of the Dock).



Press the **Home** button once to return to the Home screen, displaying the Dock, from any app.

