

# Introducing the Dock

The Dock is one of the main organizational elements of macOS. Its main function is to help organize and access apps, folders and files. In addition, with its background and icons, it also makes an aesthetically-pleasing addition to the Desktop. The main things to remember about the Dock are:

- It is divided into two: apps go on the left of the dividing line; all other items, and open apps, go on the right.



- It can be customized in several different ways.

By default, the Dock appears at the bottom of the screen:



Apps go here

Dividing line Open items

By default, the two icons to the right of the dividing line are:

**Downloads.** This is for items that you have downloaded from the web. The items can be accessed from here, and opened or run.



**Trash.** This is where items can be dragged to if you want to remove them. It can also be used to eject removable devices, such as flashdrives, by dragging the device's icon over the Trash. It cannot be removed from the Dock.



The Dock is always displayed as a line of icons, but this can be orientated either vertically or horizontally.



Items on the Dock can be opened by clicking on them once, rather than having to double-click them. Once they have been accessed, the icon bobs up and down until the item is available.



The Downloads icon can be displayed as a folder or a Stack To set this, **Ctrl + click** on the Download icon and select either **Folder** or **Stack** under the **Display as** option.

# Apps on the Dock

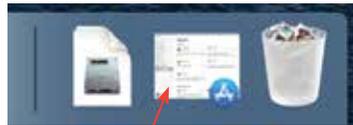
## Opening apps

When you open apps they appear on the Dock and can be worked with within the Dock environment.

- 1 Click once on an app to open it (either on the Dock, in the Finder Applications folder or the Launchpad). Once an app has been opened, it is displayed on the Dock with a black dot underneath it



- 2 When windows are opened within the app, they are displayed to the right of the dividing line



- 3 Click on an icon to the right of the dividing line to maximize it: it disappears from the Dock and displays at full size

- 4 If a window is minimized by clicking on this button, it goes back to the right-hand side of the dividing line on the Dock



- 5 Press and hold underneath an open app to view the available windows for the app (this will differ for individual apps, as some operate by using a single window)



- 6 To close an open app, press and hold on the black dot underneath its icon on the Dock and click on the **Quit** button (or select its name on the Menu bar and select **Quit**)



Apps can be opened from the Dock, the Finder or the Launchpad.



Some apps such as Notes, Reminders and Calendar will close when the active window is closed. Others such as Pages, Keynote and Numbers will remain open even if all of the windows are closed: the recently-accessed documents will be displayed as in the context menu in Step 5.

# Setting Dock Preferences

As with most elements of macOS, the Dock can be modified in numerous ways. This can affect both the appearance of the Dock and the way it operates. To set Dock preferences:

- 1 Select **System Preferences > Dock**



- 2 The Dock preferences allow you to change its size, orientation, the way icons appear with magnification, and effects for when items are minimized

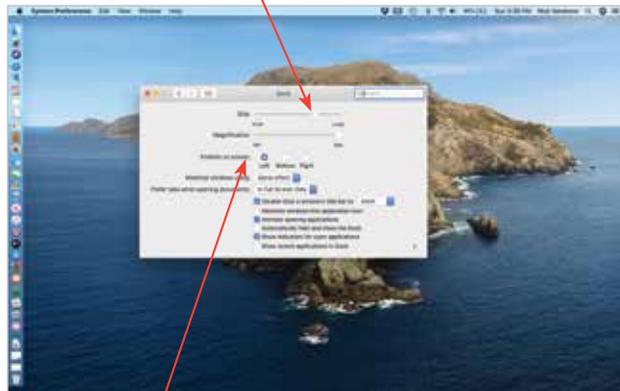


The Dock cannot be moved by dragging it physically; this can only be done in the Dock preferences window.

- 3 Drag the Dock **Size** slider to increase or decrease the size of the Dock



You cannot make the Dock size so large that some of the icons would not be visible on the Desktop. By default, the Dock is resized so that everything is always visible.



The **Position on screen** options enable you to place the Dock on the left, right or bottom of the screen

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- 4 Click on the **Magnification** box and drag the slider to determine the size to which icons are enlarged when the cursor is moved over them



Move the cursor over an icon on the Dock to see the magnification effect.



- 5 The **Genie effect** under the **Minimize windows using** option shrinks the item to be minimized, like a genie going back into its lamp



Open windows can also be maximized and minimized by double-clicking on the Title bar (the area at the top of the window, next to the three window buttons).

## Manual resizing

In addition to changing the size of the Dock by using the Dock preferences dialog box, it can also be resized manually:

- 1 Drag vertically on the Dock dividing line to increase or decrease its size



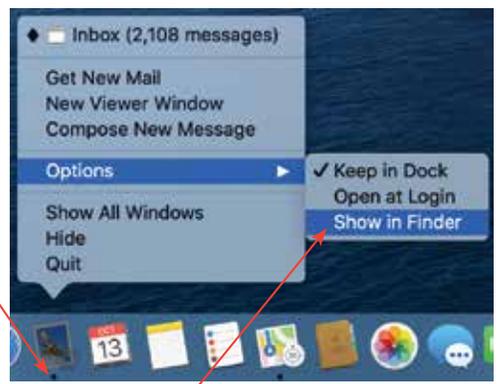
# Dock Menu

One of the features of the Dock is that it can display contextual menus for selected items. This means that it shows menus with options that are applicable to the item that is being accessed. This can only be done when an item has been opened.

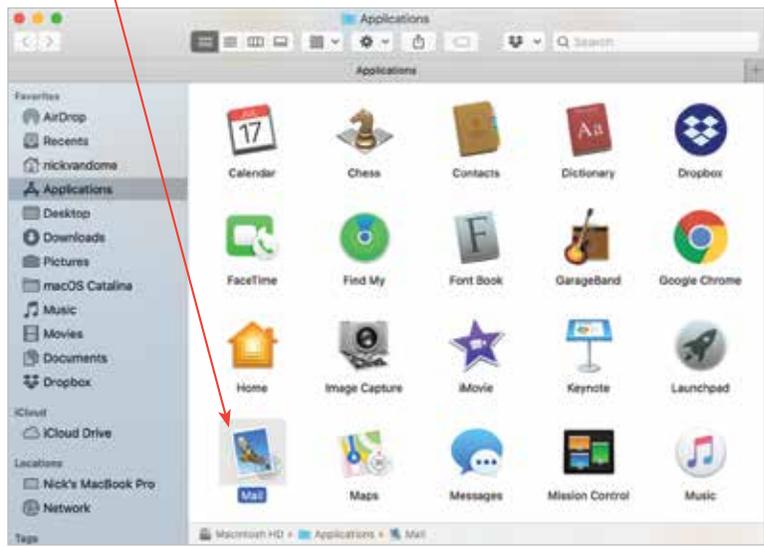


Click on **Quit** on the icon's contextual menu to close an open app or file, depending on which side of the dividing bar the item is located.

- 1 Click and hold on the black dot underneath an item's icon to display the item's individual context menu



- 2 Click on **Show in Finder** to see where the item is located on your computer

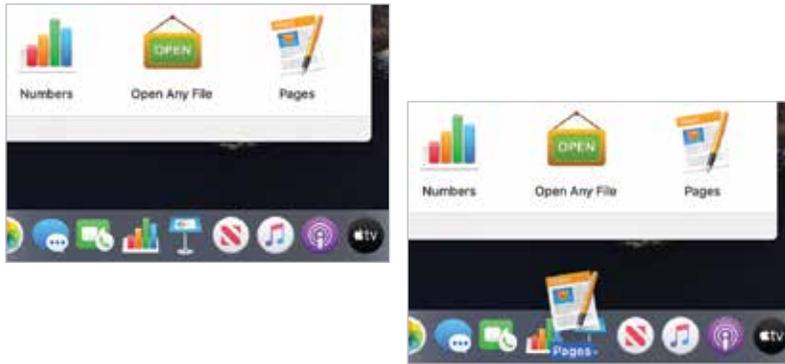


# Working with Dock Items

## Adding items

Numerous items can be added to the Dock; the only restriction is the size of monitor on which to display all of the Dock items. (The size of the Dock can be reduced to accommodate more icons, but you have to be careful that all of the icons are still legible.) To add items to the Dock:

- 1 Locate the required item in the Finder and drag it onto the Dock. All of the other icons move along to make space for the new one



## Keep in Dock

Every time you open a new app, its icon will appear in the Dock for the duration that the app is open, even if it has not previously been put in the Dock. If you then decide that you would like to keep it in the Dock, you can enable this as follows:

- 1 Click and hold on the black dot underneath an open app's icon
- 2 Select **Options** > **Keep in Dock** to ensure the app remains in the Dock when it is closed



If you are upgrading to macOS Catalina (rather than buying a new Mac), the Dock setup will be the same as the one used with the previous version of the operating system.



Icons on the Dock are shortcuts to the related item, rather than the item itself, which remains in its original location.



You can add numerous items to the Dock, but it will automatically shrink to display all of its items if it becomes too big for the available space.

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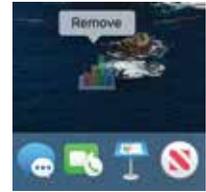
### Removing items

Any item on the left of the dividing line, except the Finder, can be removed from the Dock. However, this does not remove it from your computer; it just removes the shortcut for accessing it. You will still be able to locate it in its folder in the Finder and, if required, drag it back onto the Dock. To remove items from the Dock:



When an icon is dragged from the Dock, it has to be moved a reasonable distance before the **Remove** alert appears.

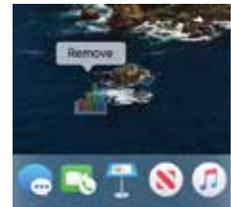
- 1 Drag the item away from the Dock until it displays the **Remove** tag. The item disappears once the cursor is released. All of the other icons then move up to fill in the space



### Removing open apps

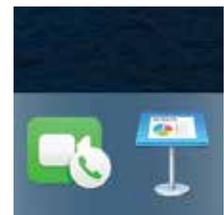
You can remove an app from the Dock, even if it is open and running. To do this:

- 1 Drag an app off the Dock while it is running. Initially, the icon will remain on the Dock because the app is still open



If **Keep in Dock** has been selected for an item (see page 35) the app will remain in the Dock even when it has been closed.

- 2 When the app is closed (click and hold on the dot underneath the item and select **Quit**) its icon will be removed from the Dock



# Trash

The Trash folder is a location for placing items that you do not need anymore. However, when items are placed in the Trash, they are not removed from your computer. This requires another command, as the Trash is really a holding area before you decide you want to remove items permanently. The Trash can also be used for ejecting removable disks attached to your Mac.

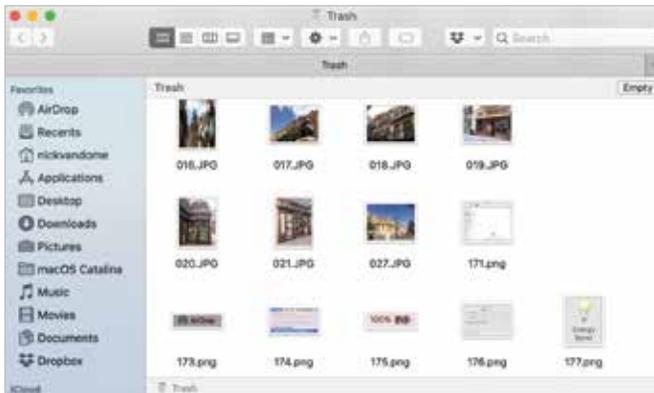
## Sending items to the Trash

Items can be sent to the Trash by dragging them from the location in which they are stored.

- 1 Drag an item over the **Trash** icon to place it in the Trash folder



- 2 Click once on the **Trash** icon on the Dock to view its contents



Items can also be sent to the Trash by selecting them in the Finder and then selecting **File > Move to Trash** from the Menu bar.



All of the items within the Trash can be removed in a single command: select **Finder > Empty Trash** from the Menu bar to remove all of the items in the Trash folder.