

## The Dock

The Dock contains aliases (pointers or shortcuts) to corresponding applications, files, and folders. The icons are not the actual files. They provide a quick way of accessing the corresponding file. Click once on an icon in the Dock and the computer will locate and open the file on the hard drive.



A tiny triangle under an application icon indicates that it is open. Click and hold the icon to quit the application.

Application icons go to the left of this line, files and folders go to the right. Move the mouse over the line to get a double arrow. Drag the mouse up or down to resize the Dock.

### Customize the Dock

- Drag an icon of an application to the left of the dividing line to add it to the Dock
- Drag an icon of a file or folder to the right of the dividing line to add it to the Dock
- Drag an icon from the Dock to the desktop to remove it from the Dock
- Drag the dividing line up or down to resize the Dock
- Select Apple Menu/Dock/Dock Preferences to change the Dock's location, size, magnification, and minimize properties

### Dock Tips:

- Click and hold on an open application icon to quit
- Click and hold on the trash icon to empty the trash
- Add applications that you use often to the Dock
- Keep a folder containing your files in the Dock—click and hold the mouse down to quickly access all files and folders within
- Click and hold an icon to reveal its corresponding file location (reveal in finder)

