

## Tech Tips - Week of April 14

### Organizing Your Dock

#### **Changing the Appearance of the Dock**

Click on the Apple Menu and drag down to “Dock”. From here you will see some quick choices:

- Turn hiding on and off
- Turn magnification on and off
- Change the position of the dock (left, bottom, or right)

#### **In System Preferences, you have a few more options:**

- Change the size of the dock.
- Change the size of the magnification.
- Change position on the screen
- Change minimizing effect (genie and scale)

#### **Other choices in System Preferences:**

- Double click a window’s title bar to minimize
- Minimize windows into application icon
- Animate opening applications
- Automatically hide and show the dock
- Show indicator lights for open applications

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#### **Adding an application icon to the dock:**

The quickest way is to open the application folder and drag and drop the icon onto the dock.

Another way is to do the following:

- Open the application and the icon will appear in the dock (only while the application is open)
- Click and hold on the application in the dock and you will get a pop up menu
- Go to options and select “Keep in Dock”

#### **Removing an application icon from the dock:**

The quickest way to remove an icon from the dock is to drag it off the dock. The application must be closed to do this. When you see the cloud appear, the can let go of the icon and it will be removed from the dock.

Another way is to do the following:

- Click and hold on the application in the dock and you will get a pop up menu
- Go to options and select “Remove from Dock”

#### **Adding a folder to the dock:**

You can add a folder to the right section of the dock by the trash can. This is a quick way to access folders you use often.

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#### **Other options you can access by clicking and holding on the icon in the dock are:**

- Open at login
- Show in finder
- Hide the application
- Assign to a desktop