

Mac Essential Class

Understanding the Dock

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October 6, 2012

About This Mac



Mac OS X

Version 10.6.8

Software Update...

Processor 2.66 GHz Intel Core 2 Duo

Memory 4 GB 1067 MHz DDR3

Startup Disk Macintosh HD

More Info...

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10.8

Mountain
Lion



10.7

Lion



10.6

Snow
Leopard



10.5

Leopard



Terabyte

(1024 GB)

Gigabyte

(1024 MB)

Megabyte

(1024 KB)

Kilobyte

(1024 Bytes)

Byte

(8 Bits)

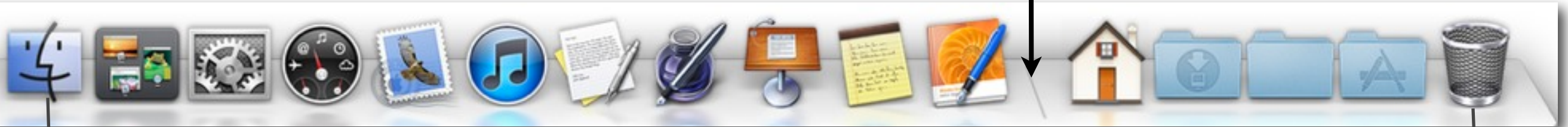
Bit

Customizing The Dock

Dividing Line

Applications or programs you can use to do things with

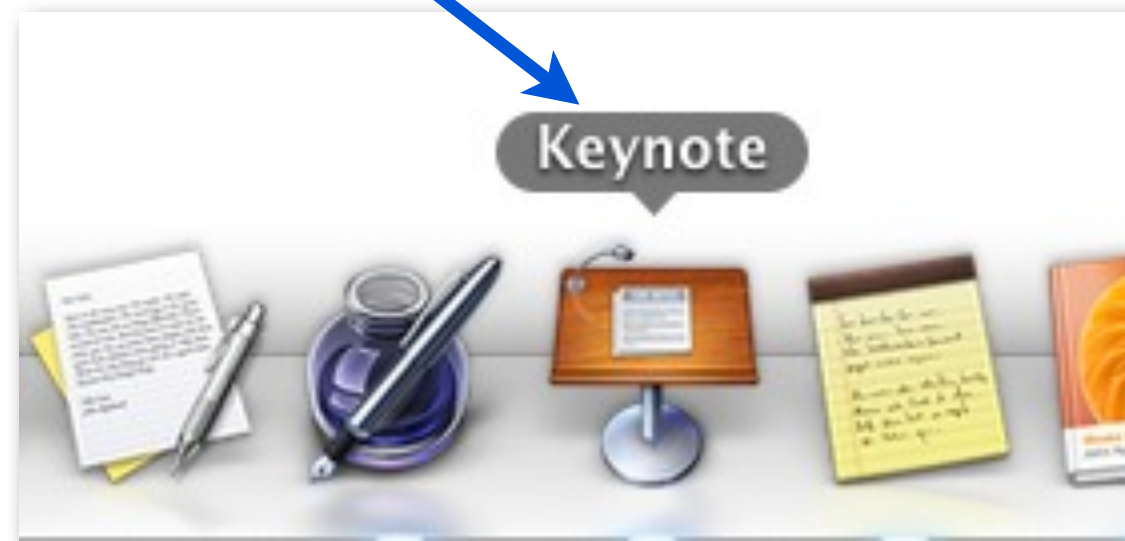
Your own files, Stacks
and minimized windows



Finder

Trash

You can **“hover”** your mouse over an icon in the Dock and a little tool tip appears to tell you the name of the item.



Hold the button down and additional menus appear which vary with each application and Stack.



Mission Control

There are also variations from **Snow Leopard** to **Lion** and **Mountain Lion**

MAGIC

- Atomic_Prizes.txt
 - cats and buttered bread
 - iPad brochure.txt
 - Poster project aimed at helping hungry teens.rtf
 - Words.txt
 - Untitled.rtf
 - test.rtf
 - test copy.rtf
 - Easter_Bunnies.rtf
 - Hi.rtf
- Options
- Show Recents
- Open



Text Edit

MAGIC



- Options
- Show All Windows
- Hide
- Quit



iBooks Author



MAGIC



- Desktop
- Documents
- Downloads
- Dropbox
- Movies
- Music
- Pictures
- Public
- Sites
- Windows migration assistant
- Options
- Open in Finder

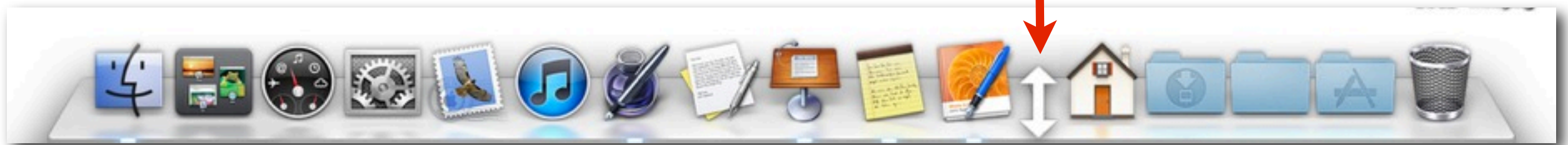


Selecting “Options” will open additional menus



To **Resize** the Dock

Position your mouse directly over the **dividing line** that is on the right side of the Dock.



The pointer will turn into a **double headed arrow**.
Hold the **mouse button down** and drag it slightly **up or down**.

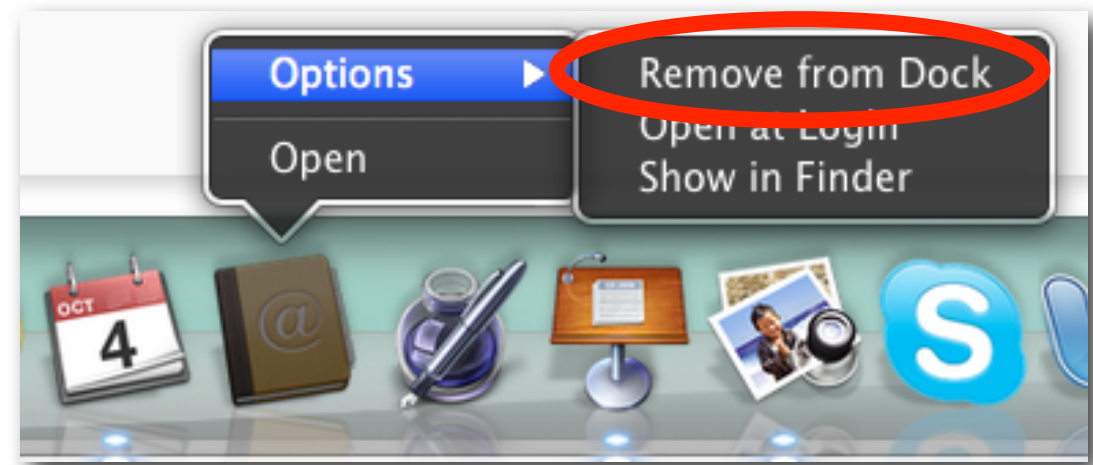
To **Reposition** an Icon in the Dock

Press on any icon in the Dock.

Without letting go, **drag it to the left or right** and let go of the mouse button when you like the position.

To **Remove** an Icon from the Dock

Move the icon from the dock to the desktop or pick “Remove from Dock” from the pop up menu.

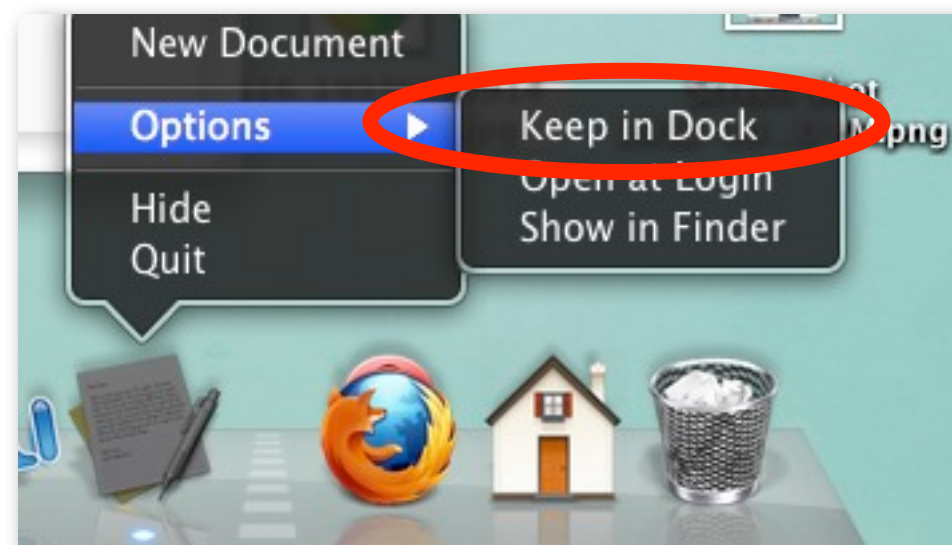


To **Add an Icon** to the Dock

Approach #1

Whenever you open an application the icon is automatically added to the Dock.

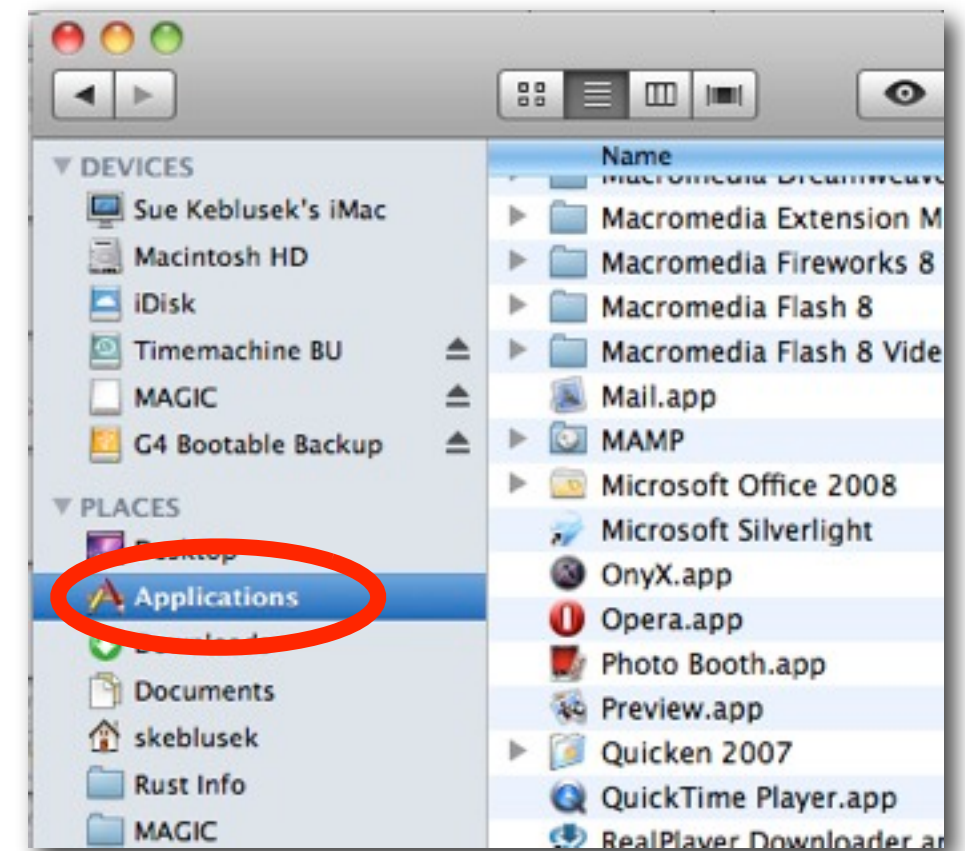
If you want to **keep it in the dock** choose this option in the pop-up menu.



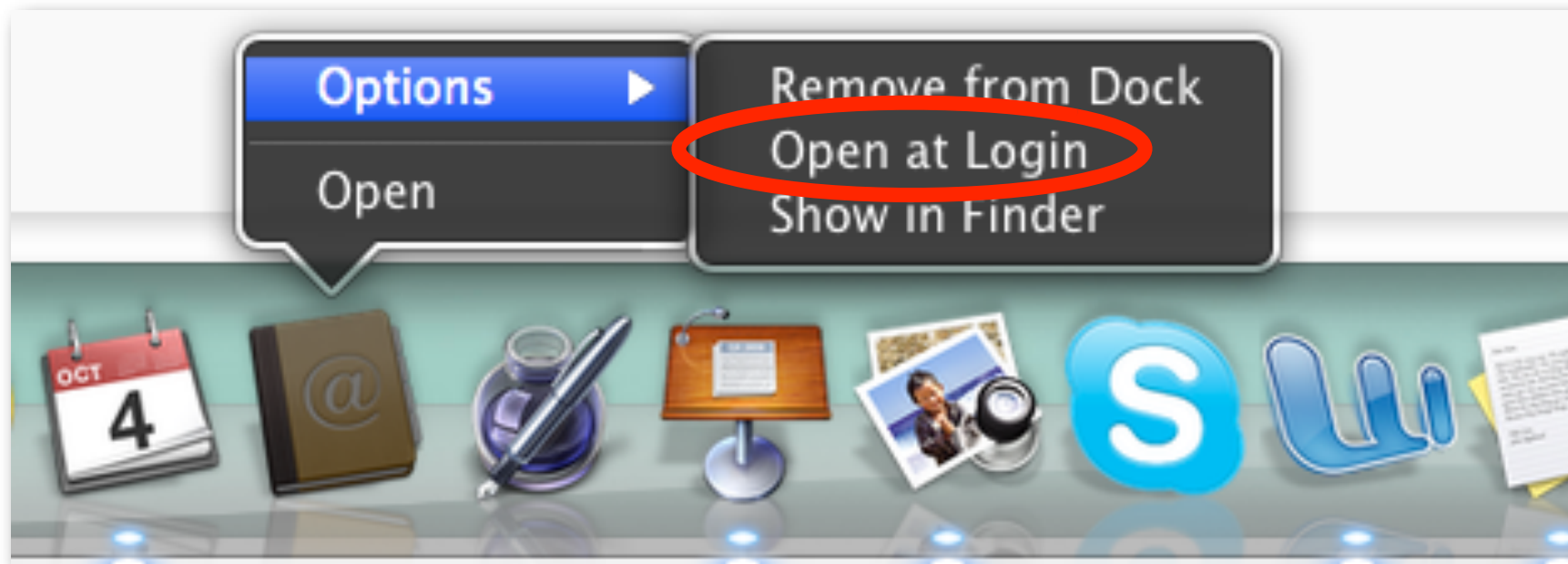
Approach #2

1. Single click on your **Finder icon** in the Dock to open the Finder Window.
2. Click on **Applications** in the sidebar of the Finder Window.
3. Find the application you want place on the dock.
4. **PRESS** the icon (don't click) and drag it down to the Dock.
5. Put it on the **LEFT** side of the dividing line.

Finder Window



If you wish to have the application **automatically open when you log into your computer**, choose this option in the pop-up menu.

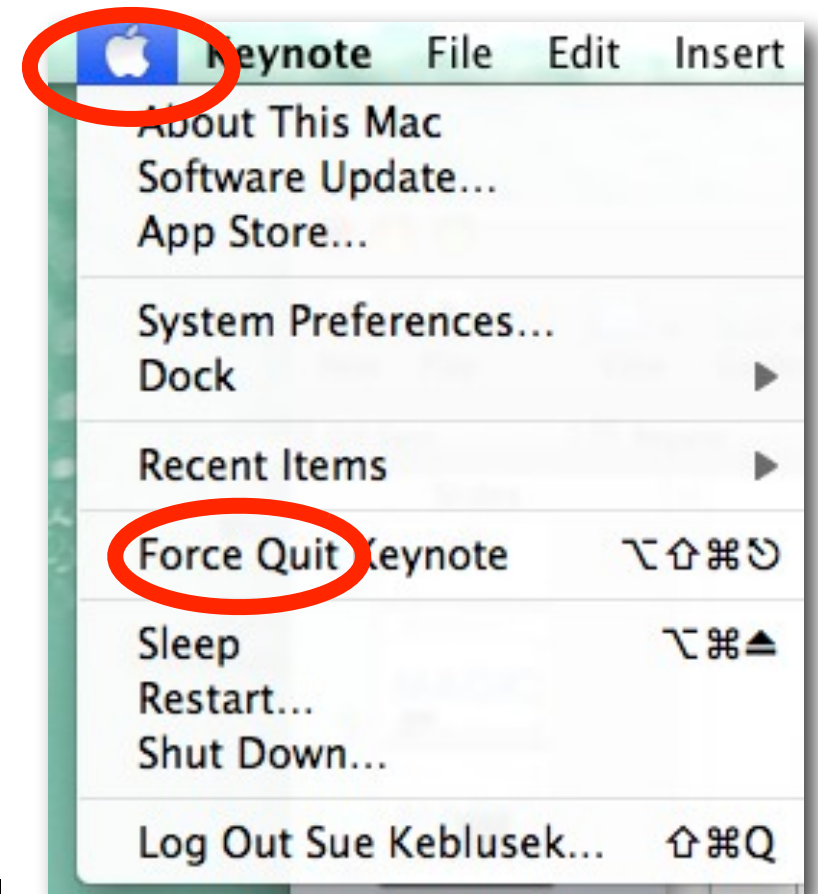




Force Quit an Application

If an application you're working on stops working or the little colored wheel is spinning forever, then you might have to force the application to quit. You have 3 choices:

1. You will also find "Force Quit" in the **Apple menu** or
2. There will be the "Force Quit" option on the pop-up menu of **Dock icon** for the program which will not close or
3. You can press **Command-Option-Shift-Escape** for three seconds.



Stacks

Stacks are an easy to organize Dock items and access the applications, folders and files you use most.

They also provide a way to keep the Dock a reasonable size.

OS X Lion is preconfigured with two stacks folders:
Documents and Downloads

Let's Create a Stack

Decide what you want to group:

For example:

Do you want all of your photography apps in the same folder?

Do you want all of your website design apps in the same folder for easy access?

Do you want all of your browsers in the same folder?

Do you want all your files for your current novel accessible on the Dock?

I want to put all of my browser icons in the same folder to create space on the Dock for other items.



1. Open the Finder Window
2. Open Applications
3. Create a Browser Folder in MAGIC HD
4. Move the Browser Folder to the Sidebar
5. Place all three icons in the File
6. Move the File to the Right Side of the Dock
7. Decide how I want to view the items

Eject

Press on desktop icon

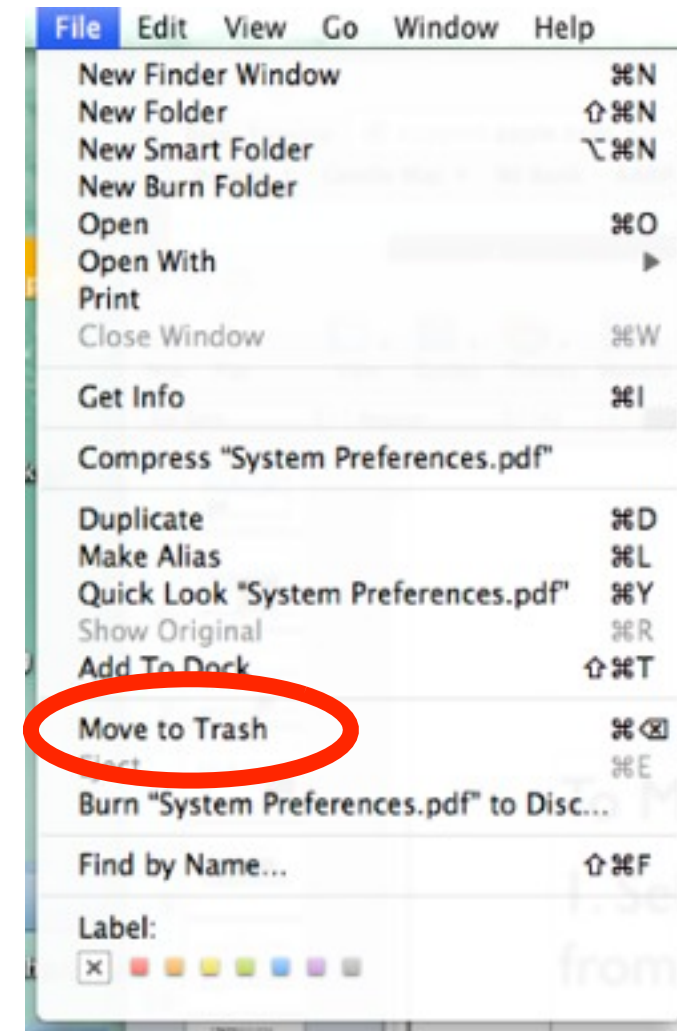


Click on Eject button in Finder next to its Name



Always eject a drive before removing it.

Trash



To Move Items to the Trash

1. Select the item and choose “Move to Trash” from the File Menu.
2. Select the item and press Command+Delete
3. Right click the item and choose “Move to Trash” from the menu.

To Empty the Trash

Hold down the mouse on the trash icon and choose “Empty Trash”