

Training Session 4 - Macintosh Applications & Dock

Applications: With a blank screen, open a **New Finder Window** (\mathcal{N}) from the Finder **File** drop down menu. Click on **Applications** in the **Sidebar**. This will show a list of **all** the **Applications** on your **Hard Drive** in the first white column. (So you do not need to keep all the **Applications** you started with in your **Dock**, see below.)

At the bottom of the list of **Applications** there is a **Utilities** folder. Click to open it in the second white column. Here is another list, this time utilities to help you get more out of your Mac. One of the most useful is **Disk Utility** which I will be covered in a future Training Session. Another useful one I will cover soon is **Spaces**. Folders that have a gray triangle to the right indicate that the folder can be opened. Some folders have pictures on them. You can do this to your own folders/files (as well as using coloured **Labels**), see later. It is not a good idea to move **Applications** from their 'home' places.

I have created another '**Utilities 2**' folder ($\uparrow \mathcal{N}$) at the top of the list of **Applications**. This name has a leading space so it is sorted to the top of the list. I put miscellaneous applications, folders and files that are not native Mac in here. I sometimes put the date in front of the name of a folder/file. I use yearmonthday format (eg 110504) so the folders/files are sorted in date order rather than alphabetically. I find this helps me recognise out-of-date files I may safely delete, (see my CBA list).

If you double-click on the two vertical marks at the bottom of a column, the column width will expand to show the longest name in the column (it is a good idea to keep folder/file names as short as is still meaningful to you so as to keep column widths small). You can also click and drag these marks to adjust the column width to what you want. If there is not enough room for columns or column content, **Scroll Bars** may appear; you can click and drag these scroll bars.

You double-click an **Application** to open it (when you do this, the **Application** will be added to the **Dock** if not already there.)

Dock: The **Dock** is a convenient place to keep your frequently used **Applications**. It does not need to contain 'everything'. **Applications** that are 'running' have a glowing disk under their icons: they will open instantly. When clicked on, other **Applications** will bounce as they launch.

At the RH end of the **Dock** is a '**Dock separator line**'; this separates **Applications** on the left from other items in the **Dock**, including a **Documents** folder, a **Downloads** folder and the **Trash**. This part of the **Dock** is where folders/files go when their yellow button is clicked. Just click it in the **Dock** to re-open it.

Right click the **Dock separator line** and open **Dock Preferences...** These preferences can also be found under the **Apple** icon. The **Dock** preferences pane will open. The top slider sets the **Size** of the dock icons. The second slider adjusts the **Magnification** of the icons; as you pass your cursor over the icons they will enlarge. **Magnification** can be turned on or off. I find it annoying, especially when trying to drag something into the **Trash**.

Position on screen: can move the dock to the **Left**, **Bottom** or **Right** side of the screen. You can choose the way **Minimize windows using:** works; check out **Genie effect** and **Scale effect**. There are three further choices; I've ticked **Animate opening applications** (makes its icon bounce); and also **Automatically hide and show the Dock**. I keep my **Dock** hidden on the RH side of my screen so as to free up desktop space (you may find that the bottom dock position hides your work). It is easy to swipe the cursor to the RH edge of the screen to get the dock to appear. Close the **Dock Preferences** window.

All the **Applications** in your **Dock** are already in your **Applications** folder. This means you only need to keep your frequently used **Application** in the **Dock**. Simply drag the unwanted icons out of

the **Dock**; they will disappear in a puff of smoke. When you open an **Application** from the **Sidebar** of the **Finder** window, the icon will reappear in the **Dock**. So keep your **Dock** uncluttered.

It is a good idea to empty your **Trash** regularly, before you forget what is in there. That lets you check if there is anything there that you did not mean to trash.

Training Session 4 - Macintosh Applications & Dock © Ian Stringer 4 July 2011

T S 1 - Macintosh 'Finder' - March 2011

T S 2 - Macintosh Finder Features - April 2011

T S 3 - Macintosh Finder Menu Items - May 2011