

## Lesson 5-2: Moving, Resizing and Hiding the Dock

**Figure 5-3**

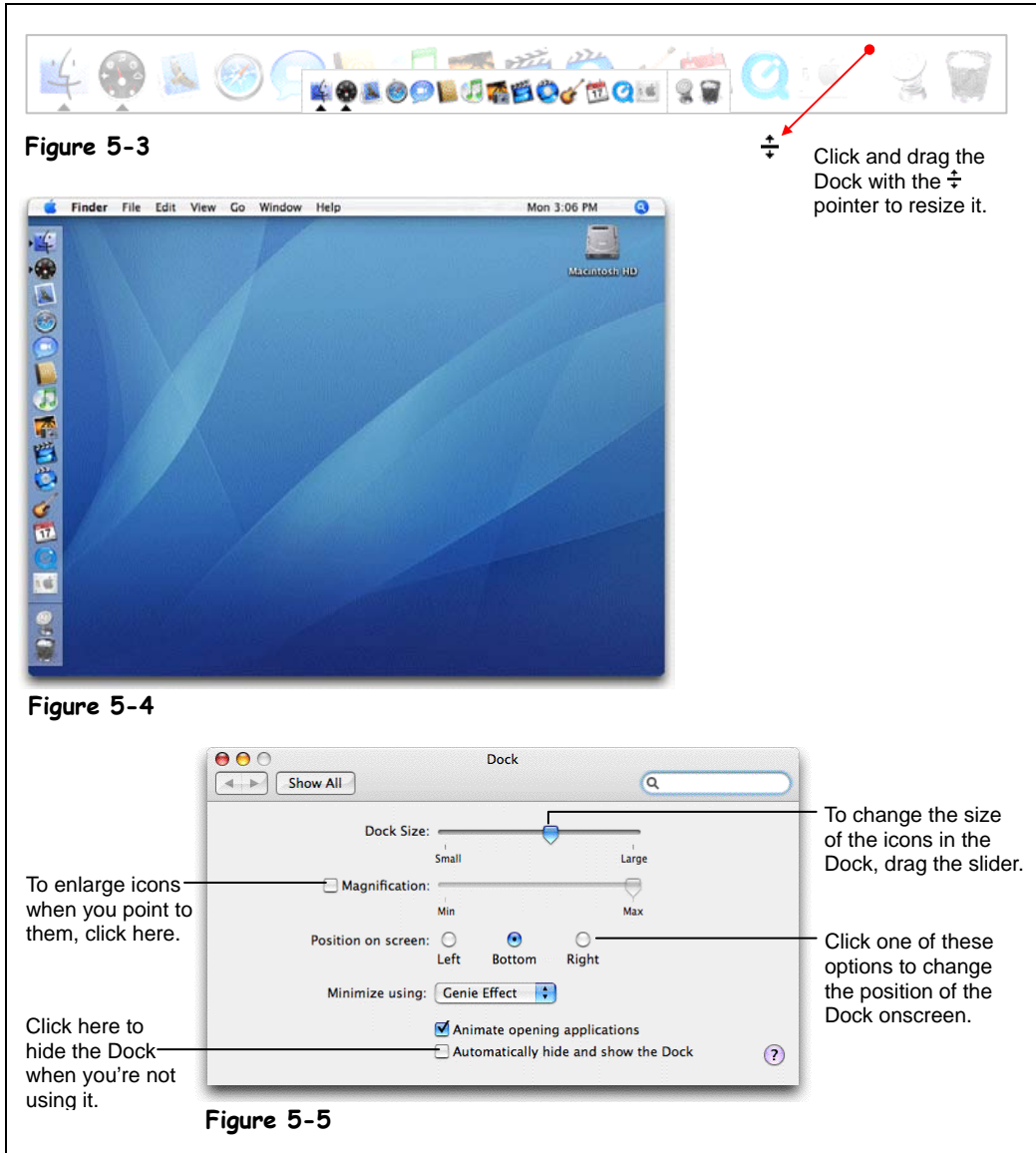
Resizing the Dock.

**Figure 5-4**

You can position the Dock so that it appears on the left side of the screen.

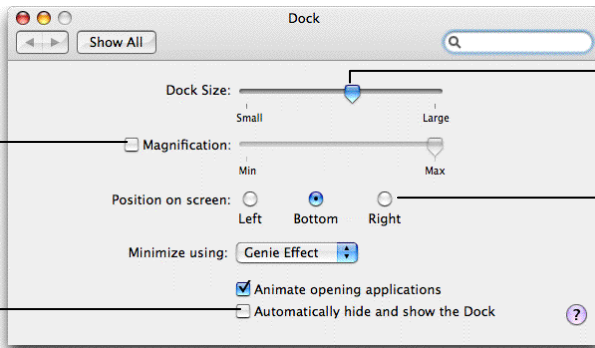
**Figure 5-5**

The Dock preferences.

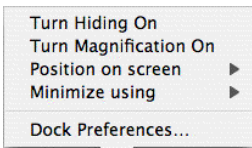


Click and drag the Dock with the pointer to resize it.

**Figure 5-4**



**Figure 5-5**



### Dock contextual menu



By default, the Dock rests along the bottom of the screen – ready for use. However, some people think the Dock should be located in a different, more convenient, location, and others don't like how it occupies a whole inch of valuable desktop space. This lesson will show you how to move the Dock to a new location on the screen, how to change the size of the Dock, and how to hide the Dock to give you more room on the screen.


- 1. Position the mouse pointer over the Dock divider, until the pointer changes to a .**

You want to make the Dock smaller in order to create more space on the desktop.

**2. Hold down the mouse button and drag downward.**

The Dock shrinks, as shown in Figure 5-3.

Wow – that’s tiny! Let’s bring the Dock back to its original size.

**3. Position the mouse pointer over the Dock divider, until the pointer changes to a , then hold down the mouse button and drag upward.**

The Dock returns to its original size.

Now let’s try moving the Dock to another location on the screen.

**4. Select **Apple** → **Dock** → **Position on Left** from the menu.**

The Dock jumps to the left-hand side of the screen, as shown in Figure 5-4.

You can also use the Dock divider to position the Dock.

**5. Control-click the Dock divider.**

A contextual menu appears, displaying several different options regarding Dock display.

We want to move the Dock back to the bottom of the screen, so...

**6. Select **Position on screen** → **Bottom** from the contextual menu.**

The Dock jumps back to the bottom of the screen.

If you’re working on something that requires optimum desktop space, you can hide the Dock completely.

**7. Control-click the Dock divider and select **Turn Hiding On** from the menu.**

The Dock disappears. Don’t worry – the Dock is still there, it’s just hidden.

Displaying a hidden Dock is even easier than hiding it...

**8. Move the mouse pointer down to the very bottom of the screen.**

The Dock reappears. When you move the mouse away from the bottom of the screen, the Dock will disappear again. Play around with displaying and hiding the Dock until you get the hang of how it works.

You can also use the Dock preferences window to control how the Dock is displayed.

**9. Make sure the Dock is displayed and click the **System Preferences** icon.**

The System Preferences window appears. We will talk more about this window in a later lesson.

**10. In the **Personal** section, click the **Dock** preferences icon.**

The settings for the Dock preferences appear, as shown in Figure 5-5. You can use these settings to move, resize, hide, and adjust the animation effects of the Dock.

**11. Click the **Automatically hide and show the Dock** check box.**

The Dock reappears on the screen.

**12. Click the Dock preferences **Close** button.**

Mac saves your selections and the Dock preferences window disappears.



**Dock icon**

### Quick Reference

To Resize the Dock:

- Position the mouse pointer over the Dock divider, press and hold down the mouse button, and drag upward or downward.

To Move the Dock:

- Select **Apple** → **Dock** → **Position on Left**, **Bottom**, or **Right** from the menu.

Or...

- Control-click the Dock divider, select **Position on screen**, and select an option from the submenu.

To Hide the Dock:

- Control-click the Dock divider and select **Turn Hiding On** from the menu.

Or...

- Press **<Option> + <⌘> + <D>**.

To Display a Hidden Dock:

- Move the mouse pointer to the very bottom of the screen.

Or...

- Press **<Option> + <⌘> + <D>**.

To Display the Dock Preferences:

- Control-click the Dock divider and select **Dock Preferences** from the menu.