

PMUG SIG Monday March 27, 2023  
Clean up your dock

Dock can be very useful and efficient if it is not too cluttered:

1. Remove apps you do not use often – at least 2 ways – still available as I will show later
  - Click and drag up until you see remove
  - Right click with your mouse > options > remove from dock
2. Add the apps that you use all the time
  - Open finder, go to applications folder, click and drag down to the dock, put them somewhere they make sense
  - Open an app > quit it – right click > include in dock
3. Use launchpad to launch apps that you use irregularly – at least 2 ways
  - Click and hold to get list of applications
  - Open launchpad > see it > or start typing name
  - KEEP LAUNCHPAD IN THE DOCK – I LIKE IT NEXT TO FINDER
4. Keep systems settings in the dock – makes sense to keep by launchpad
  - You can click and open system settings
  - click and hold and you get a list of the various functionalities
  - click and hold finder, system settings, launchpad
  - LOTS OF CONTROLS WITH THE 3 ITEMS TO THE LEFT
5. On the right of the dock you can see 2 apps that I've use today that are not normally in the dock. If you go to system settings and desktop/dock
  - You can toggle off show recent applications in the dock and they are gone
6. You can put a link to your documents folder in the dock
  - Click and hold and you see all your subfolders in icon style
  - Control click > list to get a list view of all your subfolders
  - Control click > select folder
  - Control click > sort by – let's say date modified so all your folders are accessible by date modified
7. Dock hiding
  - The dock takes up a lot of room on the bottom of the screen. My screen is 28" wide, but only 16" tall. So there are options to have the dock take up less space
  - First is dock hiding click/hold system settings, select desktop & dock, select automatically hide and show the dock – the dock is there if you need it, but does not take up any space. It is there when you bring your pointer to the bottom of the screen as when you use the dock.

8. Minimize function moves open applications output to the right side of the dock and it can take up a lot of space and make your dock applications smaller and smaller. There is a good option to organize open app windows
  - Click/hold system settings, select desktop and dock, toggle minimize windows into the application icon – so if you have 5 powerpoint slide decks open – as I often do when I'm developing a lecture to borrow from past lectures – they will all be listed under the powerpoint icon
9. Dock size and location
  - Desktop/dock can vary the size
  - Can also position on the right or left instead of the bottom
10. Reset dock
  - You can reset the dock to its default settings
  - Launch other> then terminal under utilities > defaults delete com.apple.dock; killall Dock
  - Your dock will return to its original settings

Until I wandered across a MacMost video on managing your dock, I never really thought much about all those things accumulating on the bottom of my computer screen. It does feel better to have less clutter and to have a strategy to access my apps more efficiently.