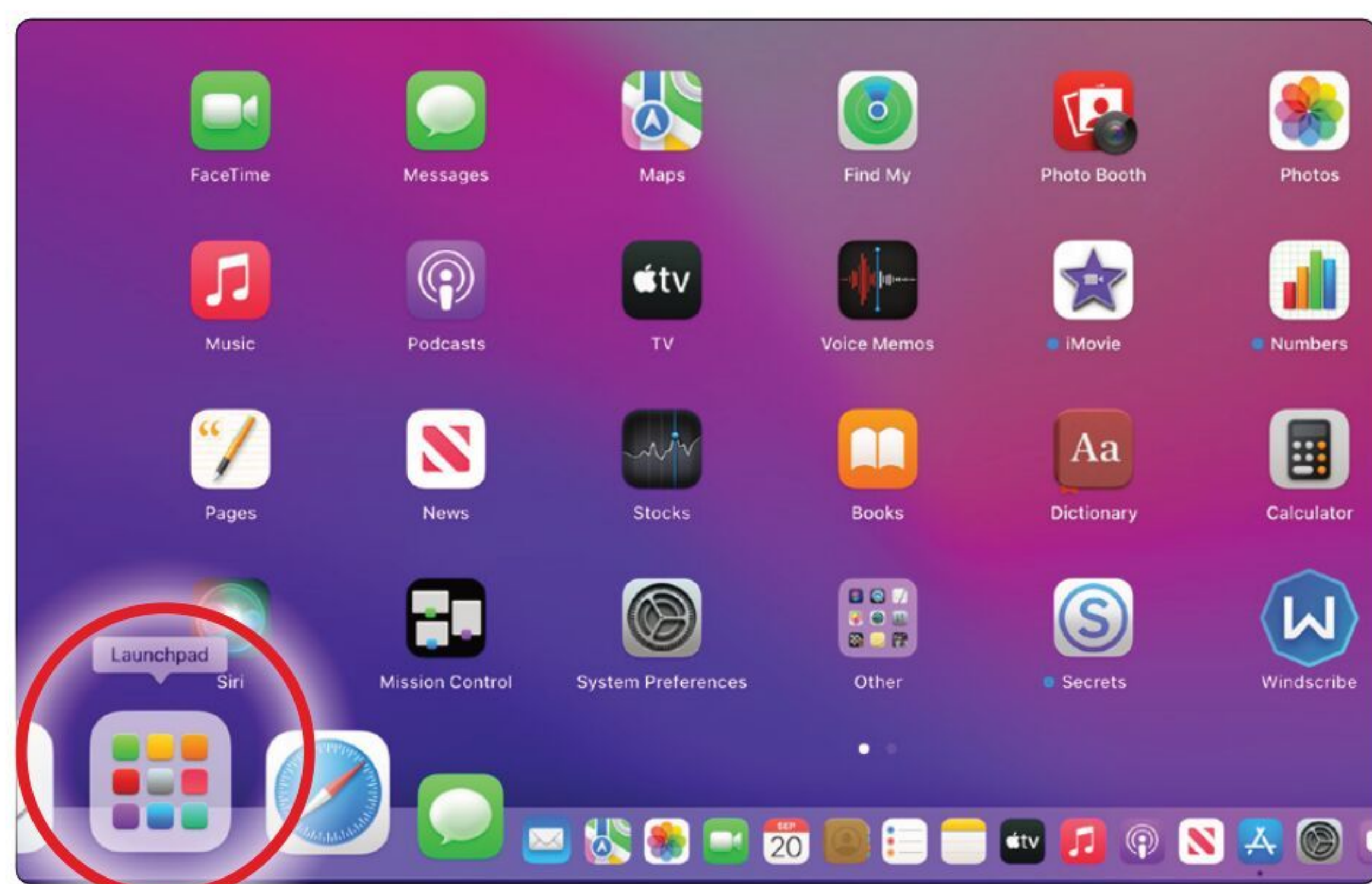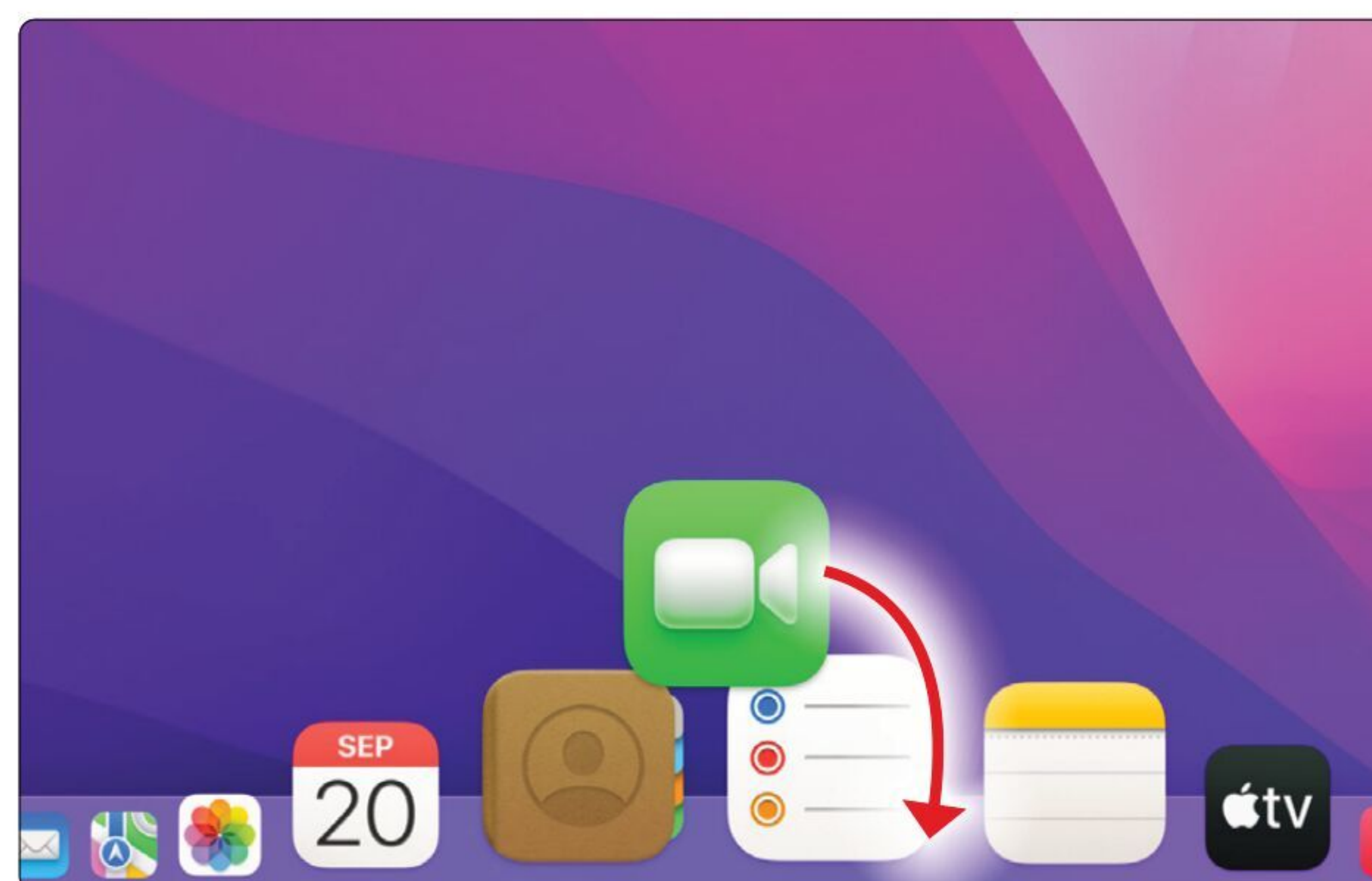# Monterey's Dock For Most-used Apps

The macOS Dock is a feature that greatly speeds your workflow. It's perfect for gaining quick access to the most relevant and frequently used applications, documents and folders. It's customisable too, which means you'll come to personalise your Dock to best fit your own unique needs. Here's how it works.

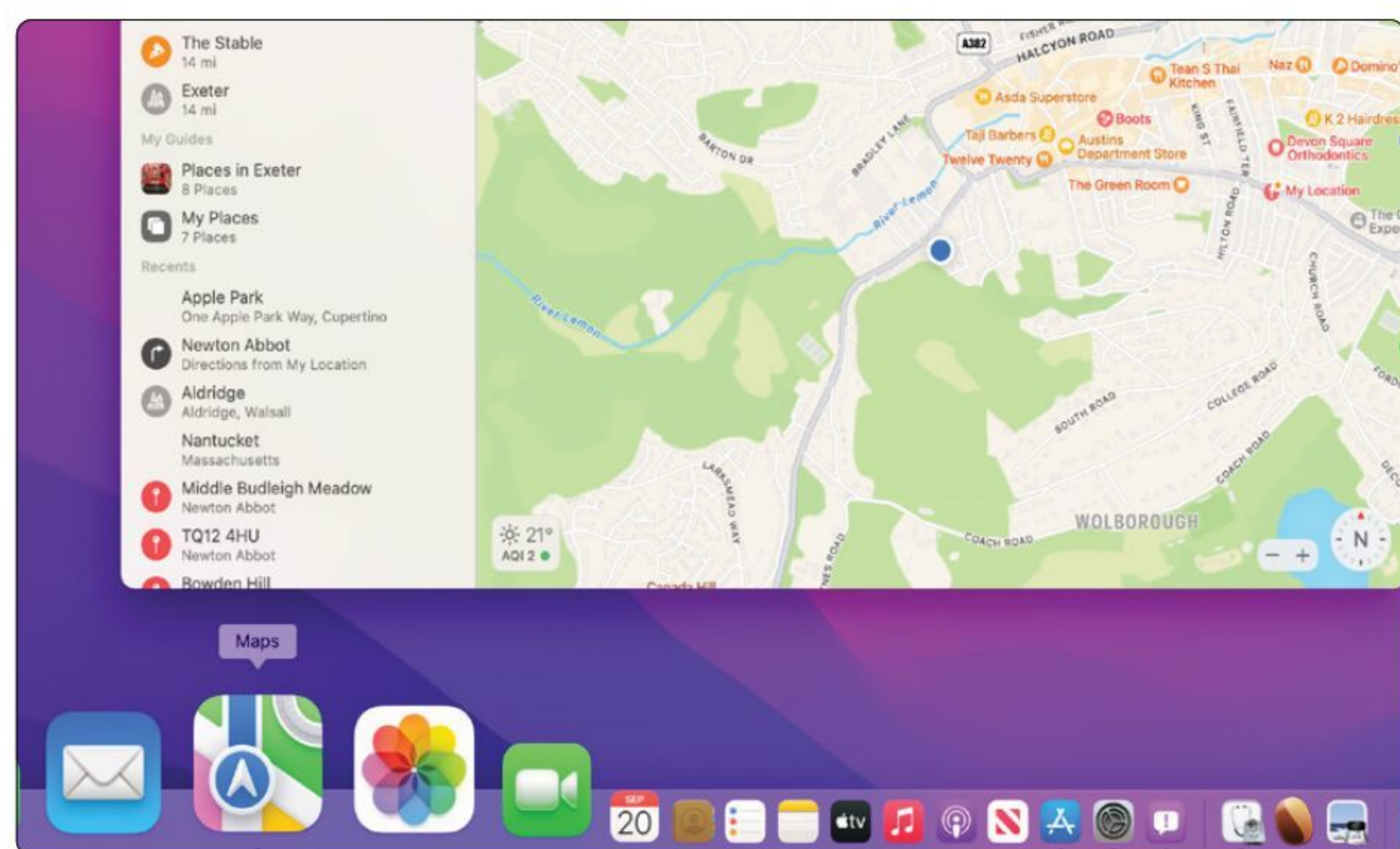## Accessing Your Applications from the Dock

Add or Remove an Application

To add an app, first click the icon filled with multicoloured boxes on the left-hand side of the Dock to bring up Launchpad. Then, click and drag the item you want onto the Dock. To remove it, just drag it out.
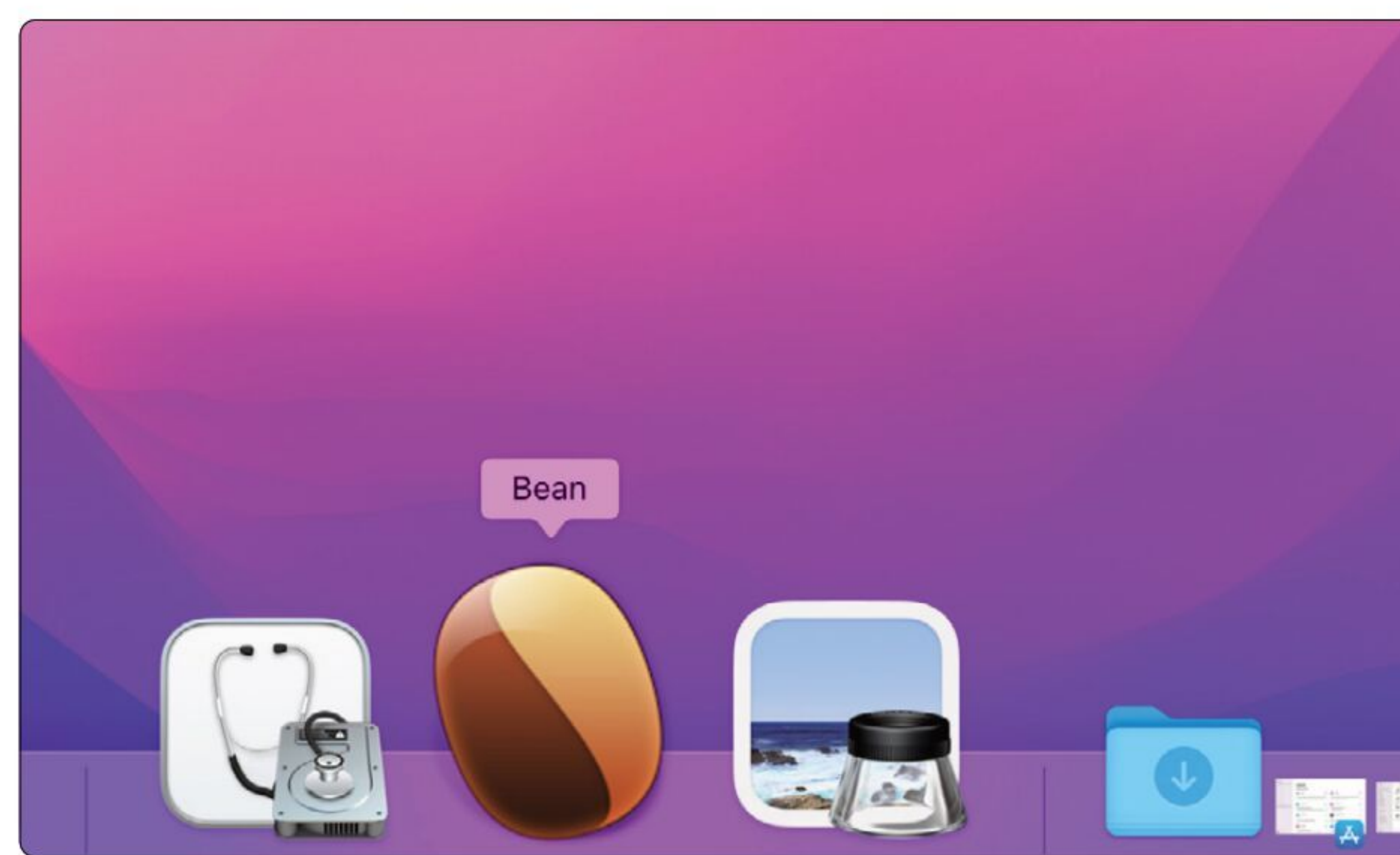

Move an Application

To move an item to a new location in the Dock, click and drag to the required position. As you move the item the adjacent applications will move aside to allow you to drop the icon into its intended place.
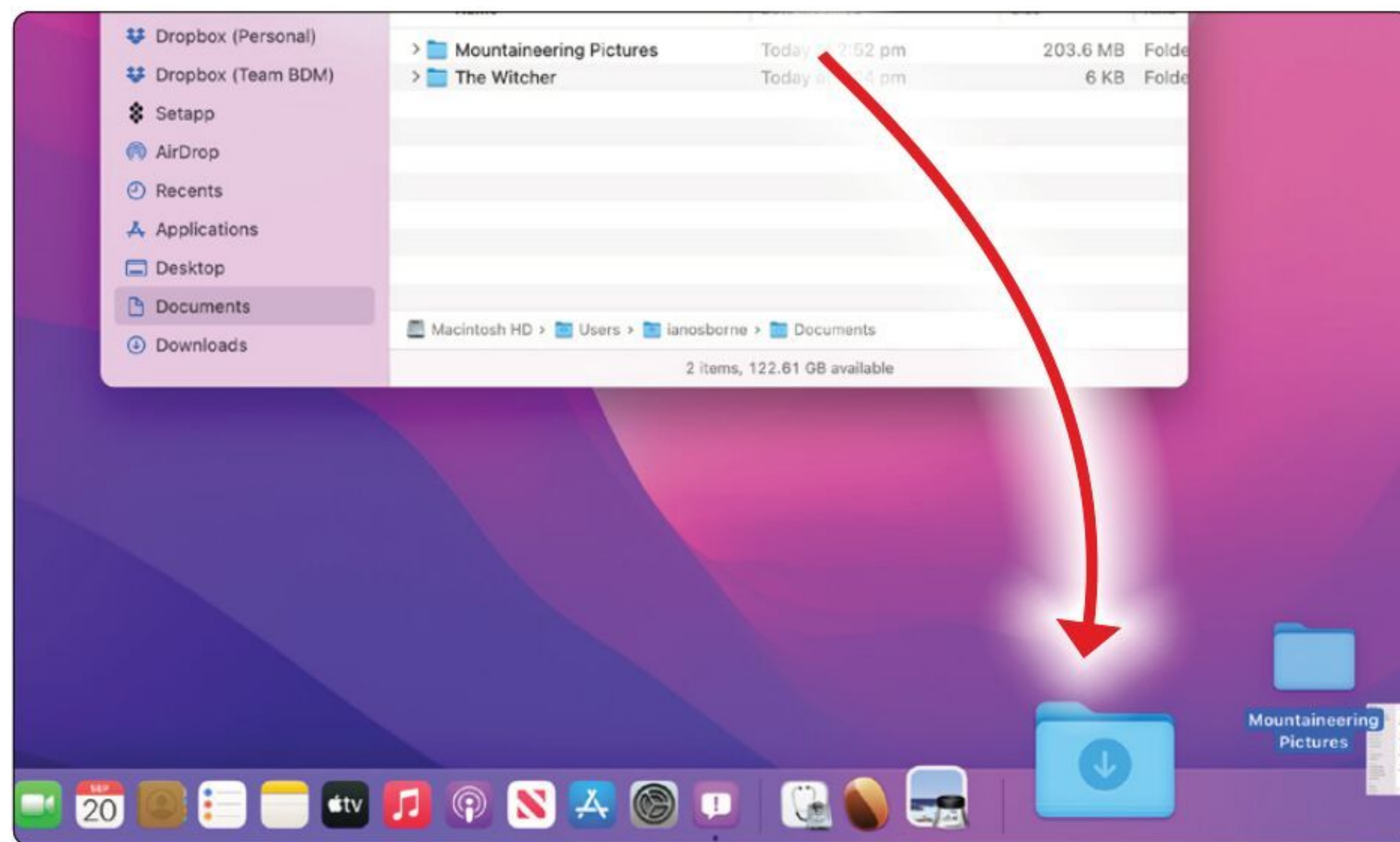

Open an Application

To open an application that's in your Dock, simply move the mouse pointer onto the Dock and click on its icon. Notice that the app icon slightly bounces as the application opens before the main app opens.
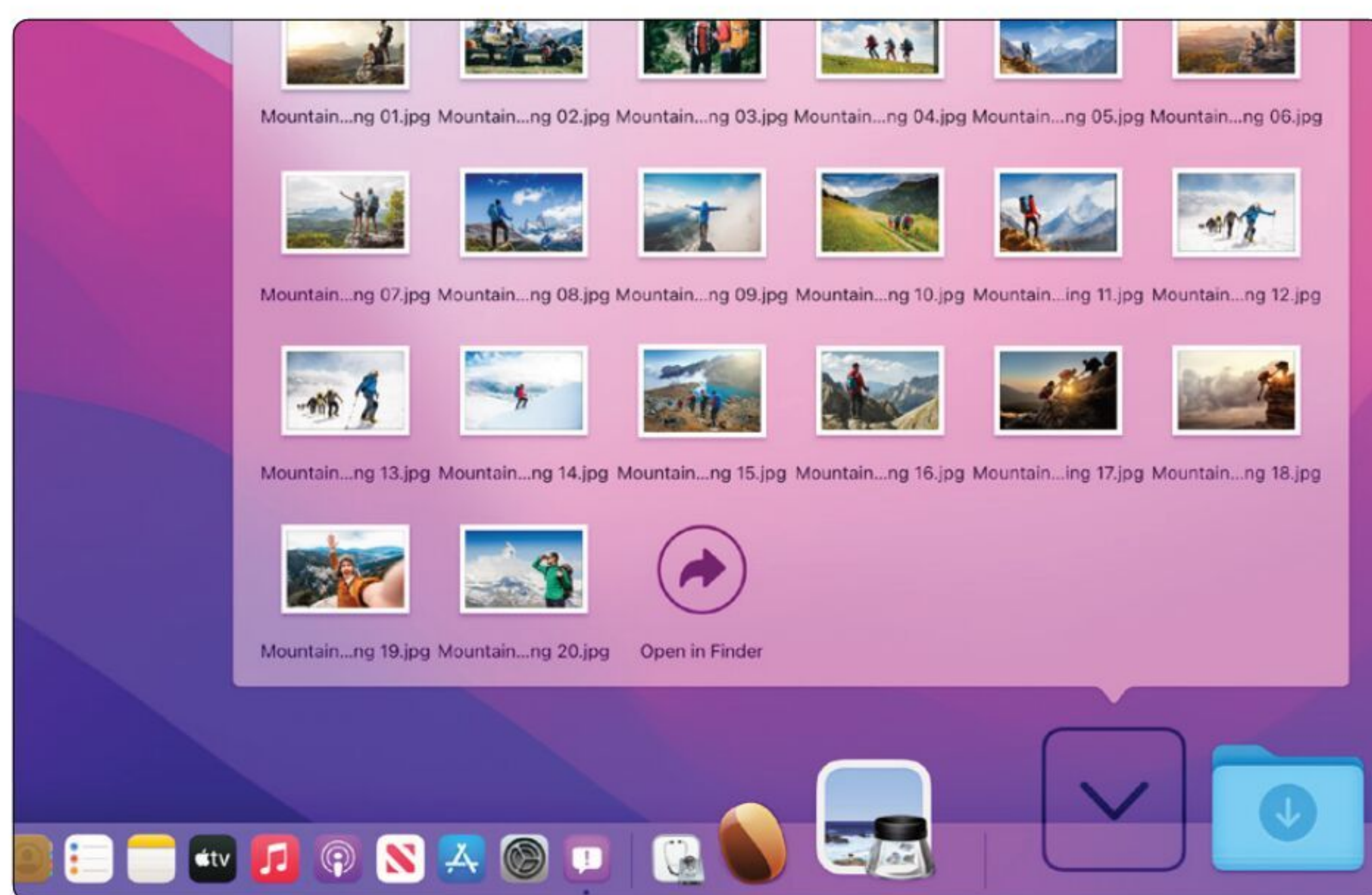

Recently Used Applications

Applications you've recently used are shown in their own section in the right-hand side of the Dock, from where they can be used like any other Dock app. A divider separates permanent and recent apps.
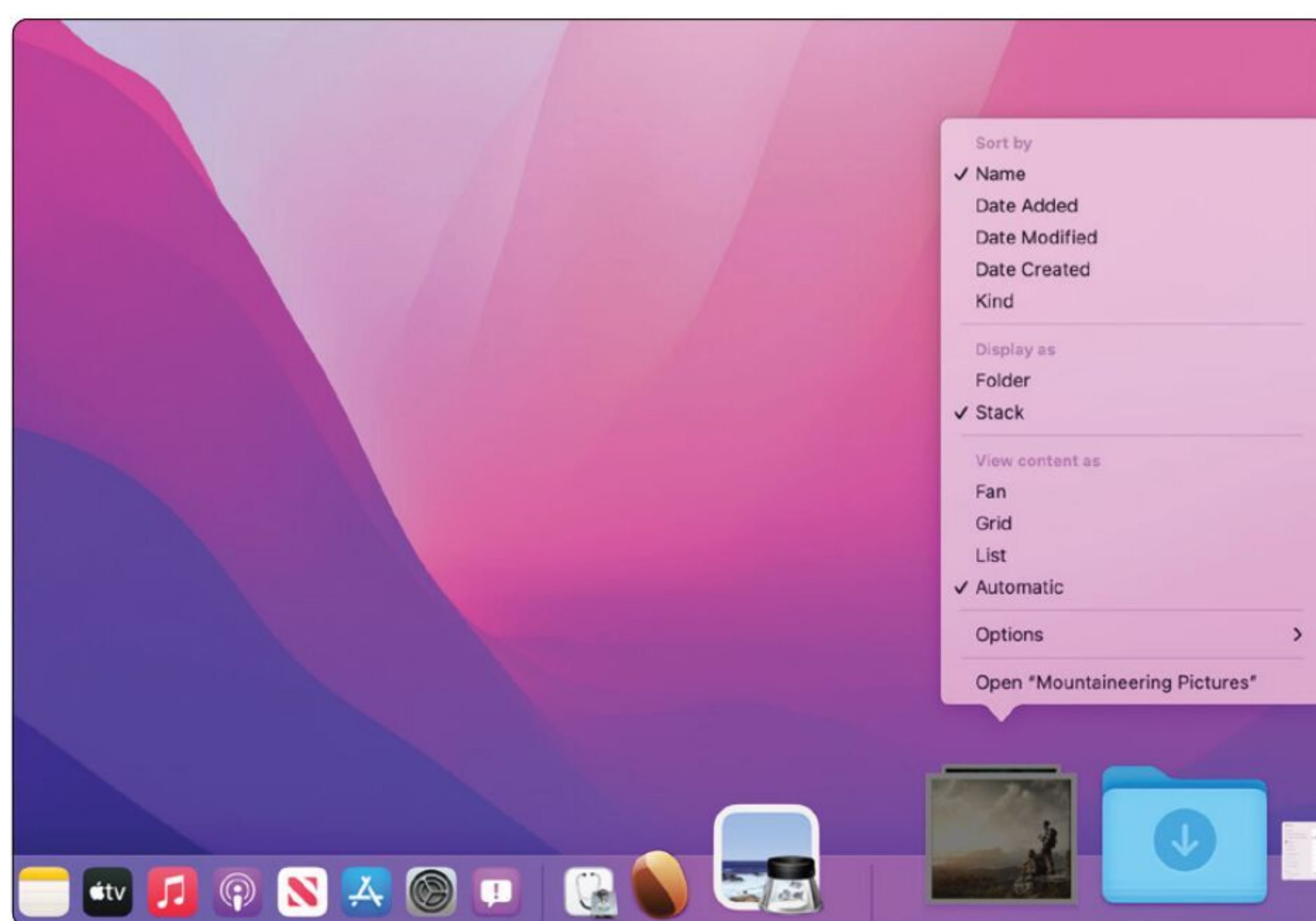
Adding and Removing Stacks

You can add, remove and move folders in your Dock, in the same way you do with apps. These sit to the right of the Dock's second divider and are called Stacks.

Accessing Stacks

To access the files and folders within a Stack, click on it to display the contents. Clicking on a document or image opens it with an appropriate application and clicking on a folder opens it in Finder.
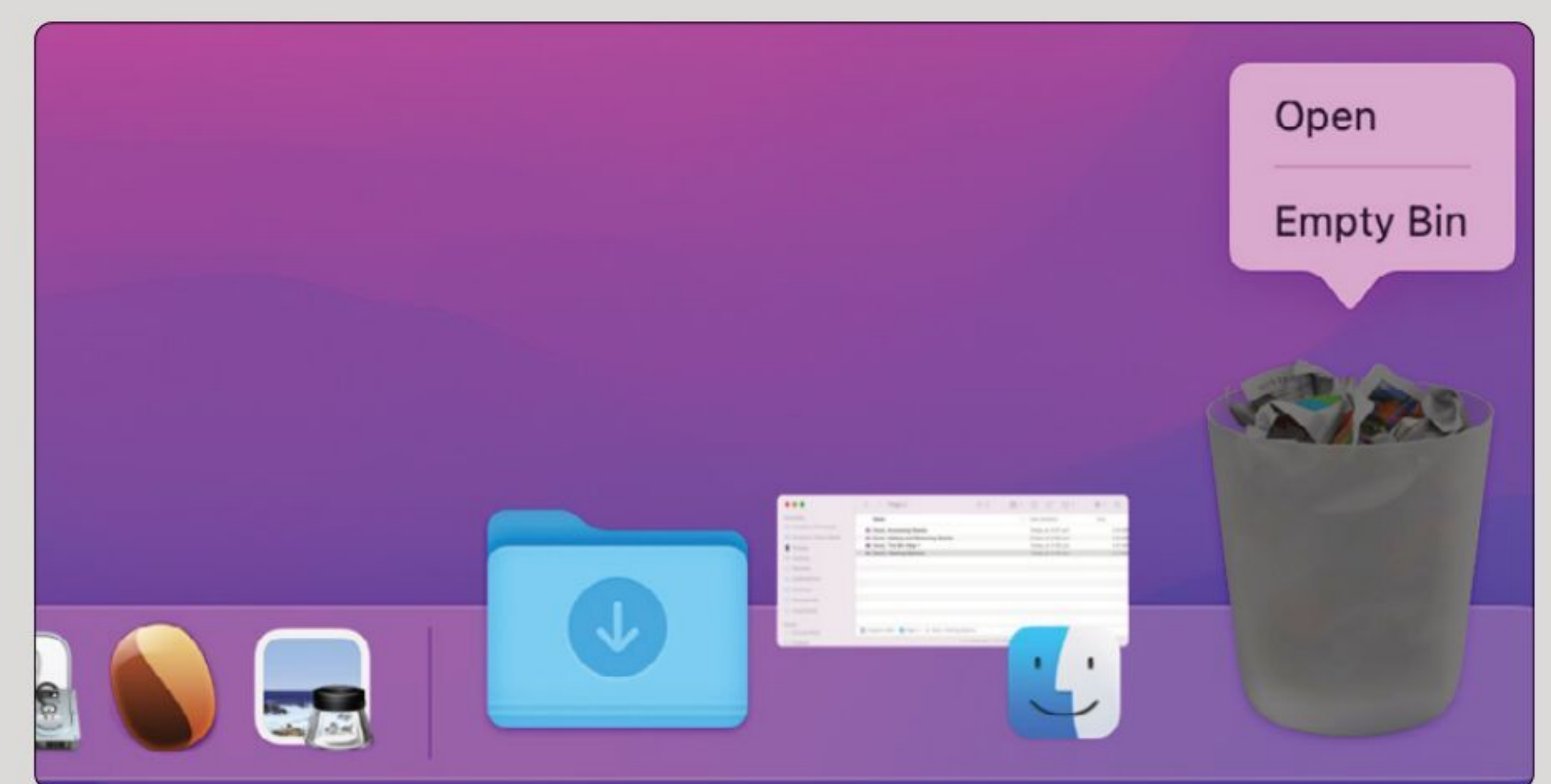

Viewing Options

Right-click or ctrl-click on a Stack for a pop-up menu with a range of options. You can show your files as a Stack (a pile of files) or as a folder. You can also choose how they're displayed when you click the Stack.

The Bin.

The Bin icon is located at the far right of the Dock and can be filled and emptied just like a real rubbish bin.

You can delete a file, folder or app by dragging it into the Bin on the right-hand side of the Dock. Alternatively, right-click or Ctrl-click on it and select Move to Bin from the contextual menu that appears.

To retrieve a file from Bin, click on the Bin icon in the Dock to open it in Finder, then drag the file out of the Bin window. To empty Bin, right-click on it and choose 'Empty Bin', or in the Bin window, click on the Empty button (top right).

Customising the Dock.

You can customise your Dock in System Preferences from the Apple menu and selecting Dock & Menu Bar. From here, you can place the Dock on the right, left or bottom of the screen, opt to show and hide it, change its size, change its magnification, choose a minimisation effect and more.