



# Mac OS X Mountain Lion

## The Dock, Launchpad, and Mission Control

## The Dock and Launchpad

Two of the most useful features in Mountain Lion are the **Dock** and **Launchpad**. You'll use these features to open your apps and files, and customize your desktop so your favorite items are easy to access. The Dock is available in all versions of OS X, but Launchpad was introduced in Lion.

➤ Watch the video to learn how to use and customize the Dock and Launchpad.

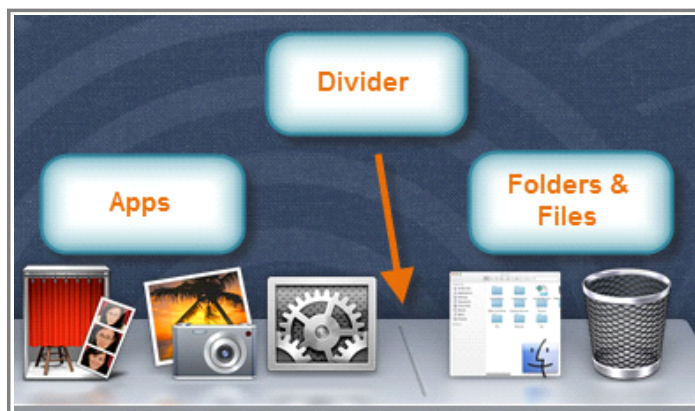


Watch the video (3:24). [Need help?](#)

## The Dock

The Dock houses shortcuts to your favorite **apps**, **files**, and **folders**, as well as the **Trash**. You can customize the Dock by **reorganizing** it, **adding** or **deleting** items, and **changing settings**.

The Dock contains a **divider** that looks like a solid line. Everything to the left of the divider is an app, and everything to the right is a file or folder. You'll need to keep this in mind when you reorganize the Dock.



*The Dock*

## To Reorganize the Dock:

1. Add any **apps**, **files**, or **folders** by simply dragging them onto the Dock. For apps, it may be easiest to open **Launchpad**, since it contains all of your apps.



*Adding an app to the Dock*

2. Remove any unwanted items from the Dock by dragging them onto the desktop. You cannot remove **Finder** or the **Trash** from the Dock.



*Removing an app from the Dock*

3. Finally, rearrange the items on the Dock by dragging them to the desired location.



*Rearranging the Dock*

Everything on the Dock is a shortcut, so you won't delete anything by removing it from the Dock.

## To Customize the Dock Settings:

1. Click the divider and **drag up or down** to change the size of the Dock.



*Resizing the Dock*

2. Right-click the divider to see a menu where you can change options like **Hiding, Magnification, Position on Screen** and **more**.



*Right-clicking the divider to change options*

## About Stacks

When you view a folder on the Dock, you may notice that it looks a little bit different from a "normal" folder. That's because the Dock uses a feature called **Stacks**, which displays the folder contents as a **Fan**, **Grid**, or **List**. Since Stacks are accessible directly from the Dock, they make it easier to open your important files.

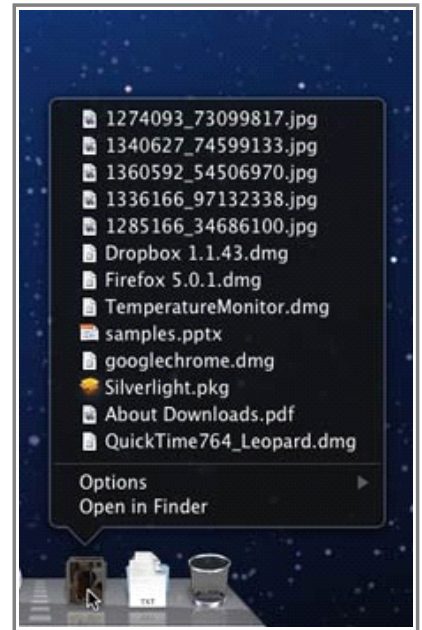




*Fan*



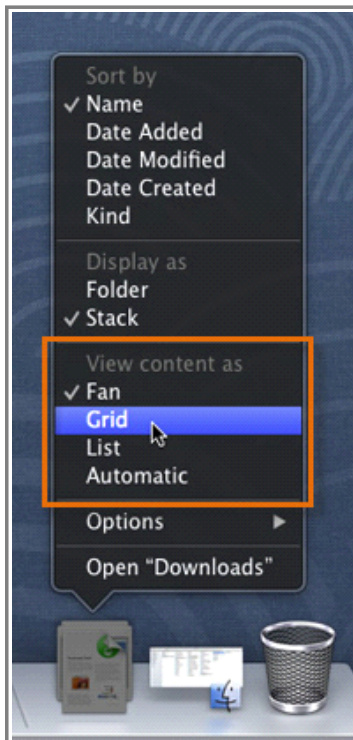
*Grid*



*List*

## To Change How Stacks are Displayed:

- Right-click the icon for the Stack that you want to change and select the desired view.



*Changing how the Stack is displayed*

## Launchpad

Launchpad displays all of the apps installed on your Mac. They are arranged into one or more "pages", and you can switch to a different page either by using the **arrow keys**, by **clicking and dragging** to the left or right, or by using a **swiping** gesture (if you have a Magic Mouse or trackpad).

To get the most out of Launchpad, you'll probably want to **reorganize** it. For example, you may want to move all of your favorite apps to the first page so that you can open them more quickly. You can also create **folders** in Launchpad to house similar apps.

### To Reorganize Launchpad:

1. Click the **Launchpad** icon on the Dock to open it. Alternatively, you can use a **thumb and three-finger pinch** (if you have a trackpad).



*Opening Launchpad*

2. You will see icons for each app that is installed on your computer. Click and drag an icon to change the ordering.

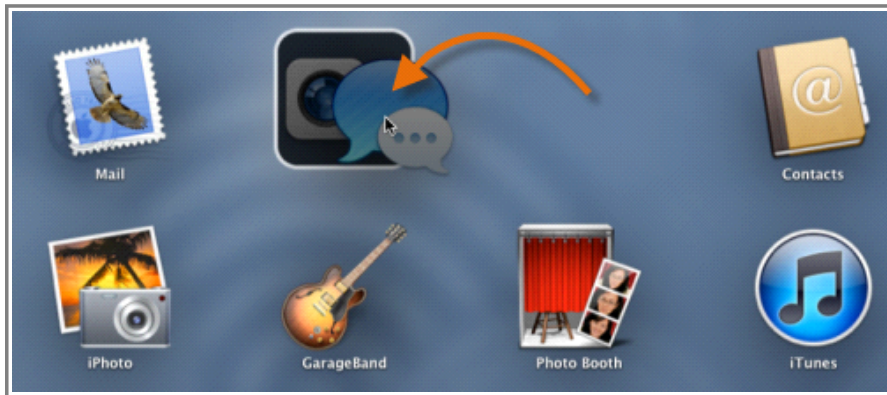


*Rearranging Launchpad*

You can move an icon from one page to another by dragging it to the right or left edge of the screen. The page will turn, and you can drop the icon on the new page.

## To Create a Folder in Launchpad:

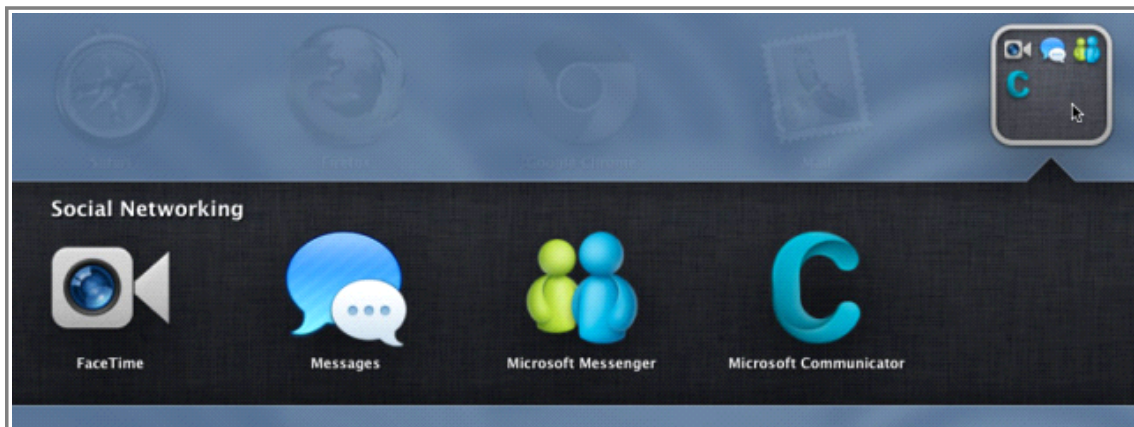
1. In Launchpad, click and drag an icon **directly onto another icon**. The two icons will be placed into a new folder. Once the folder has been created, you can drag more apps into it if you want.



*Creating a folder in Launchpad*

## To Remove a Folder in Launchpad:

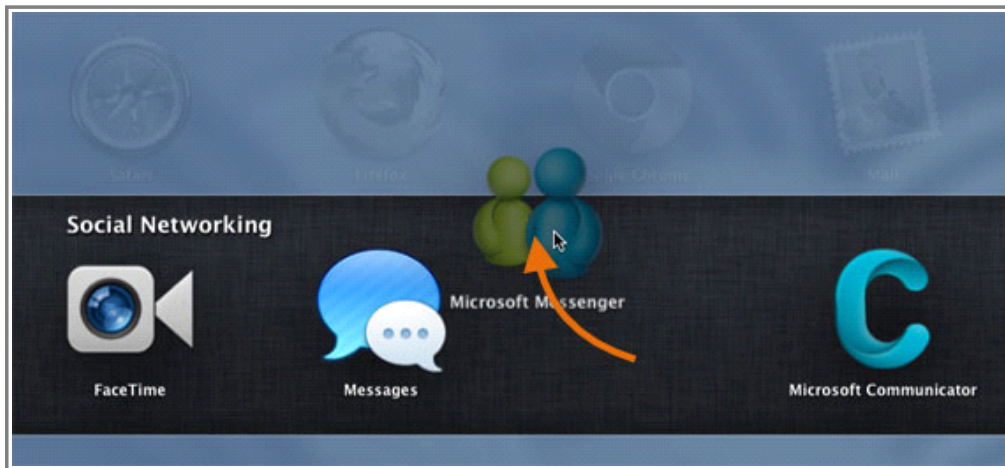
1. In Launchpad, click on the **folder** to open it.



*An open folder*

2. Click and drag the **apps** out of the folder area. Once the folder is empty, it will disappear automatically.





*Dragging an app out of the folder area*

## Mission Control and Desktop Spaces

OS X Mountain Lion has two features that help you keep open files and apps organized: **Mission Control** and **desktop spaces**. Mission Control allows you to see everything that you currently have open, so you can easily access the files or apps that you need. Desktop spaces are **virtual desktops** that you can use to organize your open files and apps. Instead of keeping everything open on the same desktop, you can **move some of your work to another desktop space** to get it out of the way.

➔ Watch the video to learn how to use Mission Control and desktop spaces.



*Watch the video (3:11). [Need help?](#)*

### To Switch to a Window with Mission Control:

1. Click the **Mission Control** icon on the Dock. Alternatively, you can use an **upward three-finger swipe** (if you have a trackpad) or **two-finger double-tap** (if you have a Magic Mouse).



*Opening Mission Control*

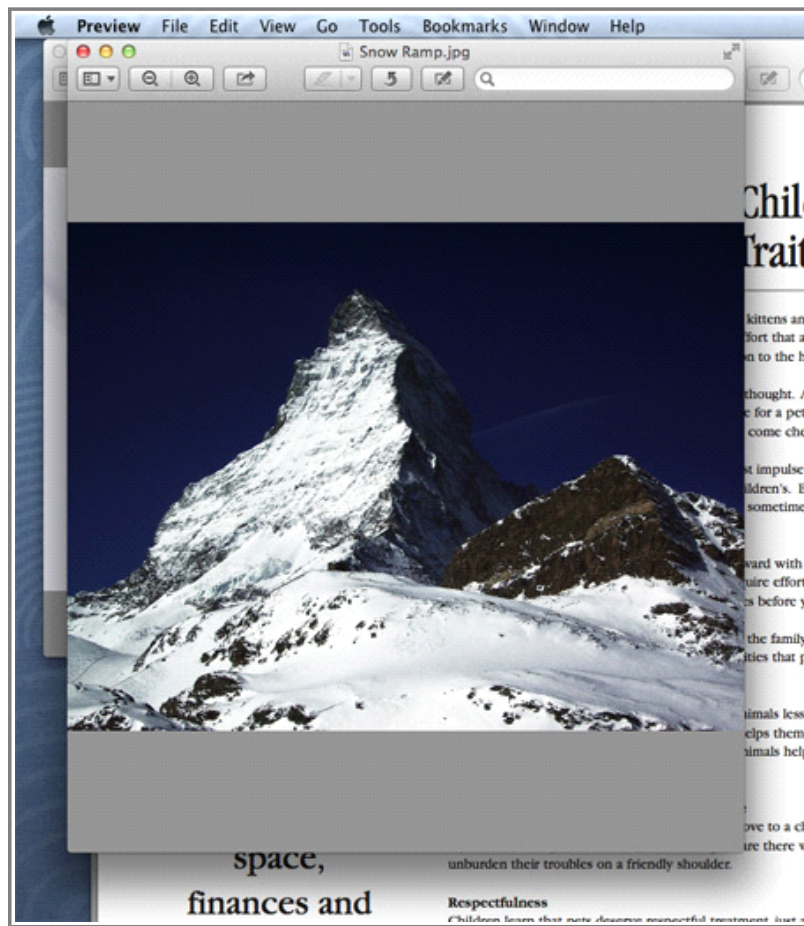
2. All of your open windows will **spread out** so that you can see exactly which **files** and **apps** are open. At the top of the screen will be your **desktop spaces** along with any **full-screen apps** that are open.



**Mission Control**

3. When you click on a window, it will switch to that window and exit Mission Control.



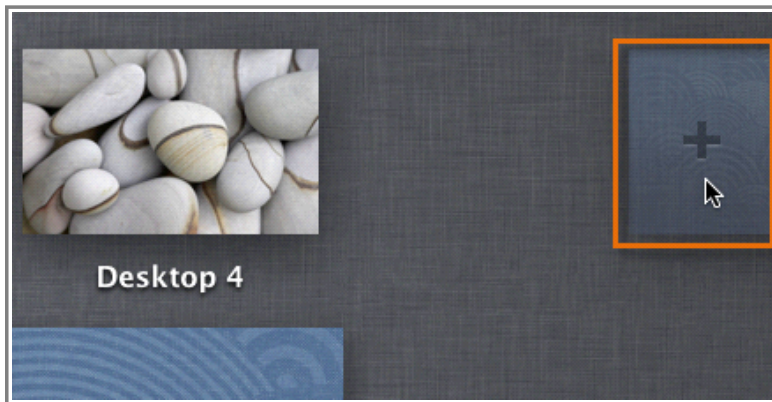


*Clicking on a window*

## Working With Desktop Spaces

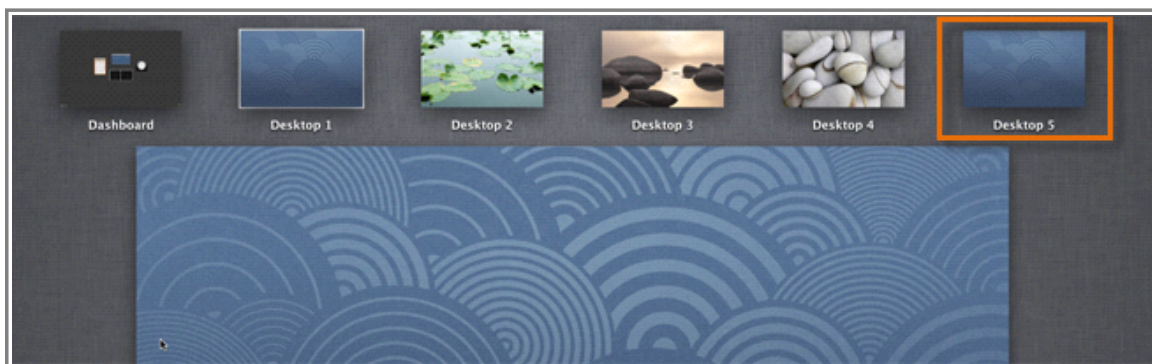
### To Create a New Desktop Space:

1. From Mission Control, hover the mouse in the **top-right corner** of the screen, and a tab with a **plus sign (+)** will appear.



*Creating a new space*

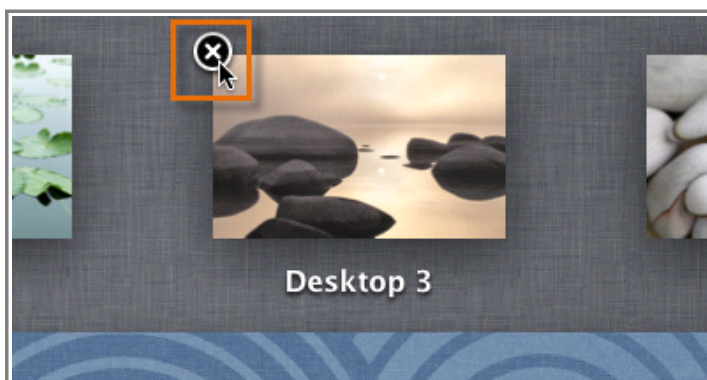
2. Click the tab to create a new desktop space. You can create **up to sixteen** desktop spaces.



*The new desktop space*

## To Delete a Desktop Space:

1. From Mission Control, hover the mouse over the **desktop space** that you want to delete, and an "x" will appear in the corner.
2. Click the "x" to delete the desktop space.

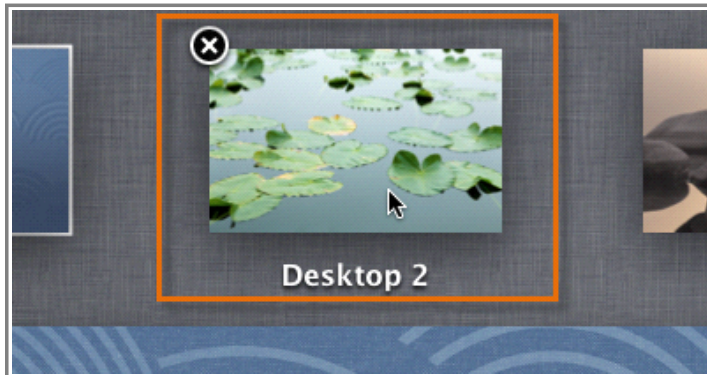


*Deleting a desktop space*

## To Switch to a Different Desktop Space:

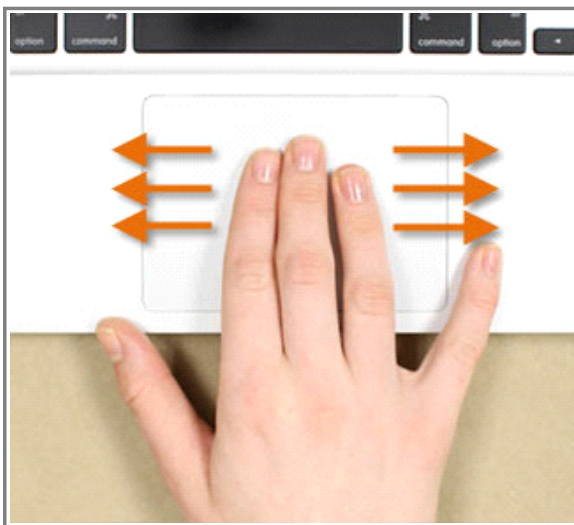
For convenience, there are a few different ways to switch between desktop spaces:

- From **Mission Control**, select the desired **desktop space** at the top of the screen.



*Selecting a space in Mission Control*

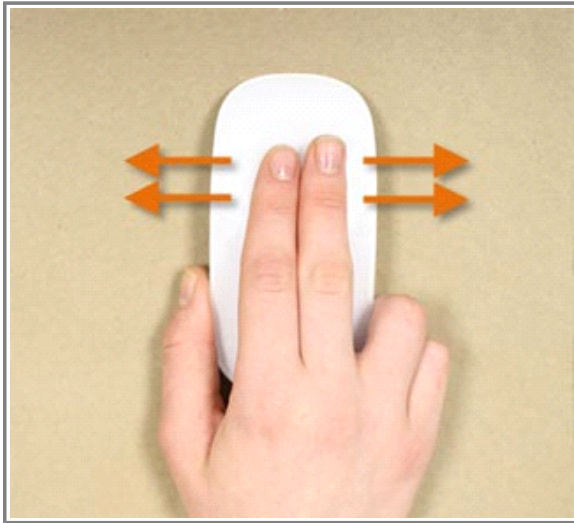
- While holding down the **Control** key, use the **left and right arrow keys** to switch to a different space.
- If you have a **Magic Trackpad** or a laptop with a **trackpad**, you can use a **three-finger swipe** to the left or right.



*Swiping with three fingers*

- If you have a **Magic Mouse**, you can use a **two-finger swipe** to the left or right.





*Swiping with two fingers*

## To Change the Desktop Background:

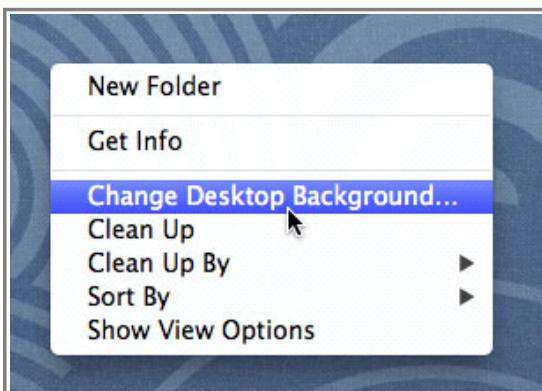
It may be helpful to have a different **desktop background** for each desktop space, so that you'll always know at a glance which one you're in.

1. From Mission Control, switch to the **desktop space** that you want to change.



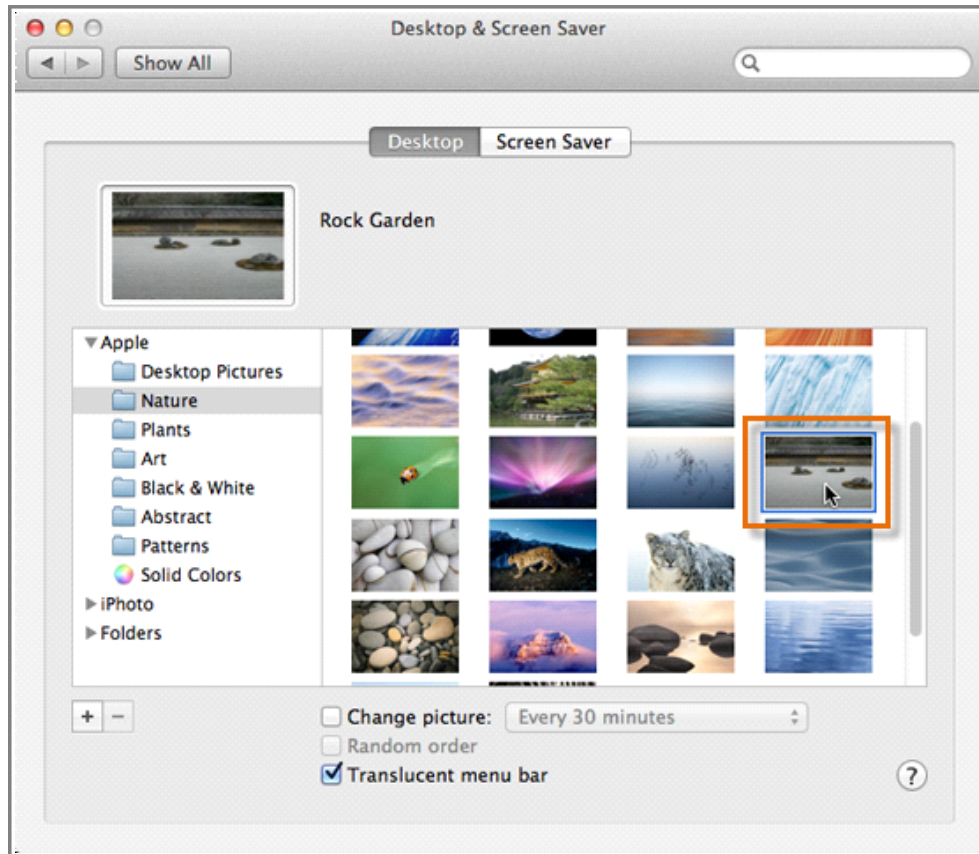
*Switching to a different space*

2. **Right-click** the **desktop** and select **Change Desktop Background**.



### *Changing the desktop background*

3. Select the desired **image**. It will become the background for the current desktop space. If desired, repeat these steps with all of the other desktop spaces, to give each one a unique image.

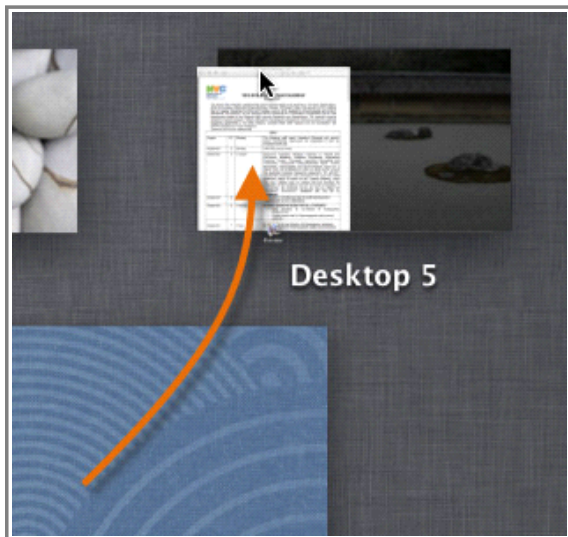


*Selecting a new background image*

## **To Move an Open Window to a Different Desktop Space:**

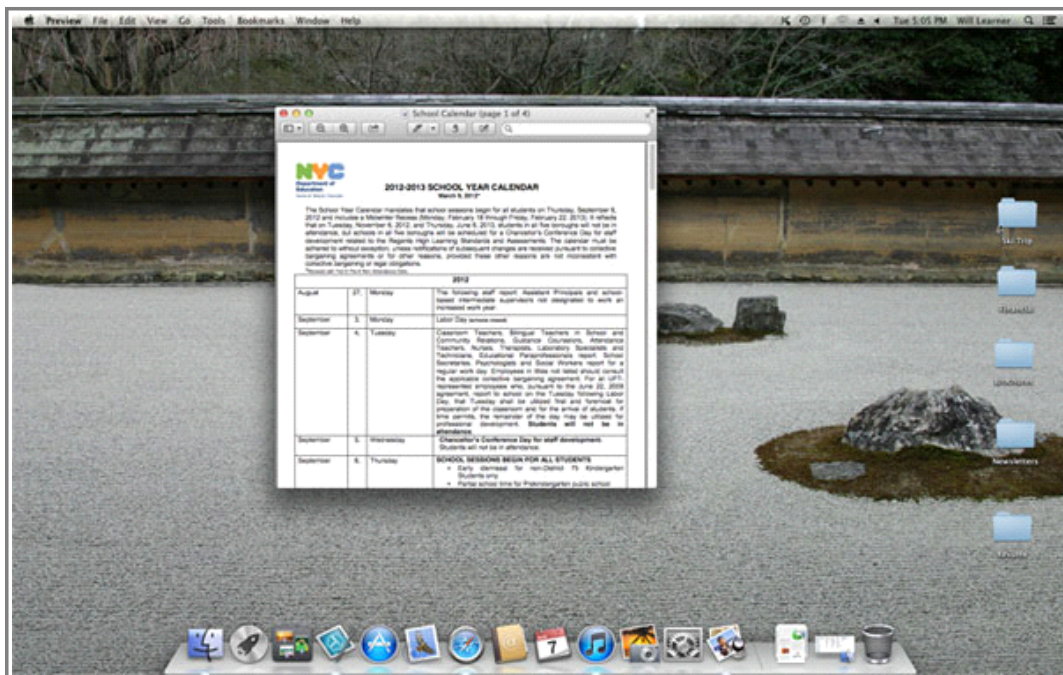
Sometimes, you may want to **move an open window to a different desktop space** to get it out of the way. Then, you can switch to that desktop space whenever you want to use the window.

1. From **Mission Control**, drag a window to the desired desktop space.



*Moving a window to a different space*

2. Now, when you want to use the window again, you can simply switch to the desktop space where it is located.



*The window in its new space*

If you want an app to always open in a specific desktop space, **right-click** the app in the Dock and then under **Options** select **This Desktop**.





*Assigning an app to a space*