

# Edmonds School District #15

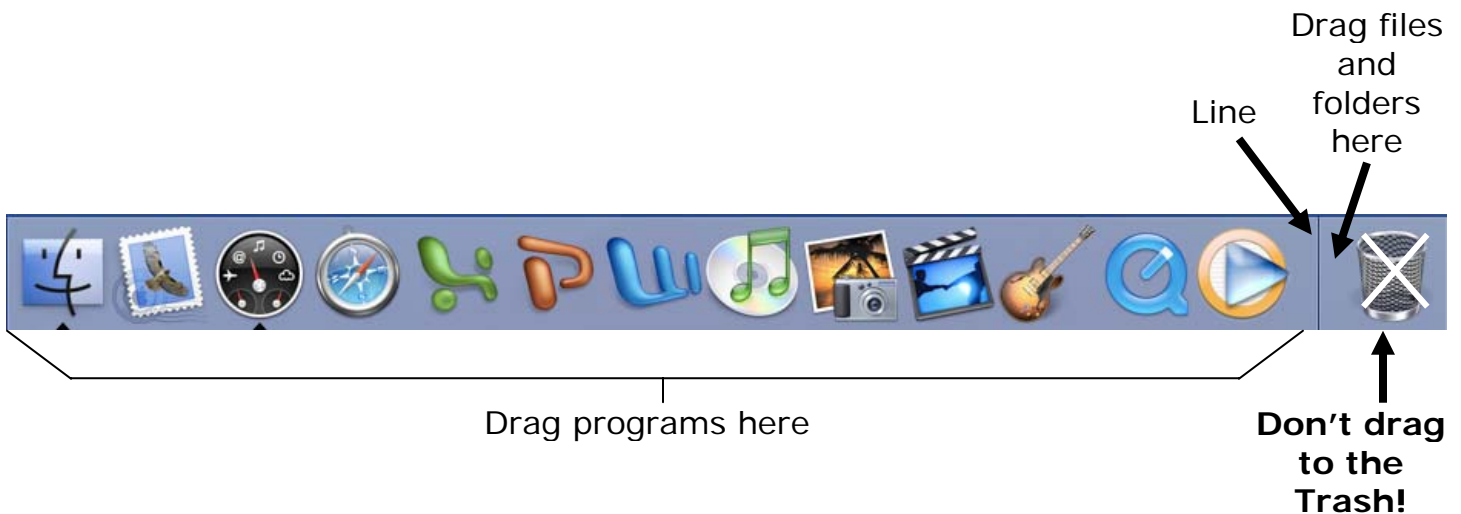
## Apple iBook Training

### Using the Dock

By default, the dock is located at the bottom of the screen. It can contain icons for programs, files, and folders you often use.

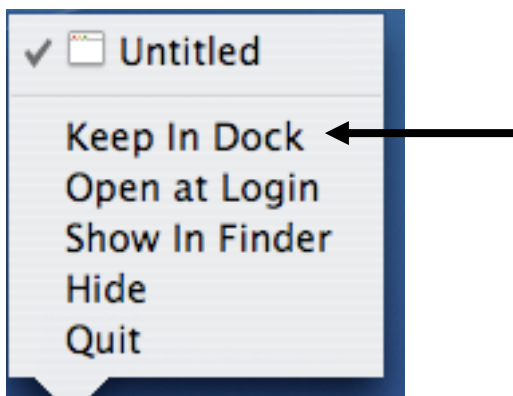
#### Add Icons To the Dock

Add programs to the dock by dragging them from Finder to the left of the line, and add files and folders by dragging them to the right of the line, **but not to the Trash!** If you drag to the trash, it will delete the file or program instead of adding it to the dock.



You can also add programs using the following steps:

1. Open the program
2. Ctrl+click on the program's icon in the dock
3. Choose **Keep In Dock**



#### Remove Icons From the Dock

To remove an icon from the dock, drag it off the dock.