

**Mac OS X** provides each user the ability to have his/her own personal, password protected work space. As a result, each user can customize their work space to suit his/her needs—for example, a user can add or remove application and folder icons (aliases) to/from the Dock, change its position on the desktop, magnify its icons, etc. In addition, the toolbar, that appears at the top of each Finder window, is easily customized to suit a user's preferred style of working.



### Check it out!

Need more information on what's new in OS X? See the Mac OS X Basics guide for a list of OS X's new features and tips on how to customize them to suit your needs.



### Reference!

The Dock and toolbar are new to OS X. The array of pictures in the Dock are actually aliases, which are created to represent the original application, file or even a folder full of files. Creating and using aliases is covered later in this guide.

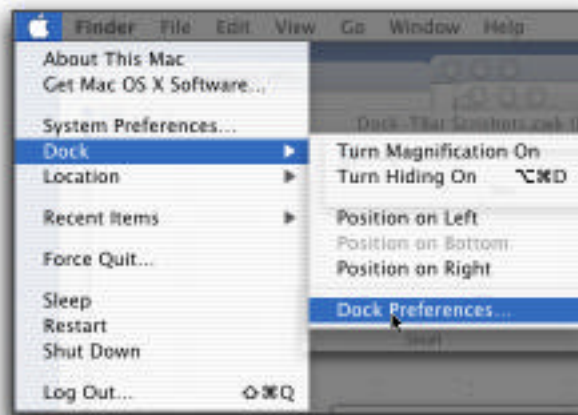


### Reference!

OS X provides three ways to access preferences for customizing the Dock. Choose the one that is easiest for you to use.

## Dock Preferences – Three Ways to Access

1. Click the System Preferences icon in the Dock—or go to the **Apple** menu and choose System Preferences... The system preferences pane is displayed. Click the Dock icon.
2. Click the System Preferences icon in the Dock—OR
3. Go to the **Apple** menu and choose Dock. Make the desired selection from the sub-menu—OR



4. Pass (not click) the mouse over the separator line in the Dock; the pointer changes to a double-headed arrow.
5. Press and hold the Control key; then press and hold the mouse button; a contextual menu appears. (The Control key may now be released.)
6. Slide the mouse up the menu to the desired choice.
7. Choosing Dock Preferences... displays the Dock pane shown on the next page.

