

# Tutorial: Creating Dock Application Folders

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*Key symbol legend:*

⌘ Command    ⇧ Shift    ^ Control    ⌥ Alt/Option

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- 1) Open a Finder window
- 2) Navigate to Documents
- 3) Create a new folder within Documents (File → New Folder or ⌘N)
- 4) Name the folder (e.g. My Dock Apps) and hit Enter
- 5) Within this folder, create another folder
- 6) Title it according to the grouping of applications to be placed in it
- 7) Open a new Finder window (File → New Finder Window or ⇧⌘N)
- 8) Navigate to the Applications folder (or wherever the item is located) and locate the application
- 9) Highlight the application(s) (multiple applications at one time by holding ⌘ and clicking)
- 10) Drag the application(s) into the other Finder window – BUT, before dropping them into the group folder, press and hold ⌥ and ⌘, and then drop
- 11) Drag and drop the group folder to the right side of the dock
  - To change the way a folder displays, ^+click the folder in the dock and choose your preference under View content as...
  - To remove icons from your dock (that you've placed in a folder), ^+click the icon, hover over Options, and choose Remove from Dock.