



DAY-1 MAC SETUP CHECKLIST

FOR NEW USERS SWITCHING FROM WINDOWS

SOFT SWITCH

Feel at Home Fast with Your New MacBook ✨

First-Time Setup

- Sign in / Create Apple ID**
On setup screen, enter your Apple ID (or create one). This is your Apple “key” that connects apps, notes, and photos across devices.
- Turn on iCloud**
In setup, tick iCloud. Later: System Settings > Apple ID > iCloud. Keeps your files and photos safe and instantly synced.
- Set up Touch ID**
Follow the setup prompt: place your finger on the silver power button until saved. Now you can log in with a tap.
- Adjust Basic Preferences**
During setup, just pick what feels useful (Siri, Screen Time, Location). You can always change later in System Settings.

Fix Beginner Struggles

- Mouse Keys Fix**
If your password won't type at login: press Option + Command + F5 → Accessibility → turn off Mouse Keys.
- Switch Apps with Command + Tab**
Hold Command, tap Tab to cycle through open apps.
- Quit Apps with Command + Q**
Click into the app, press Command + Q. Closing the red ✖ only hides windows.
- Delete Smarter**
Press Fn + Delete to delete forward. For files: select > Command + Delete to move to Trash.

Get Ready to Transfer Files

- Prepare Your Windows Laptop**
Move your important files into clearly labeled folders (Documents, Pictures, Videos). This makes them easier to find when transferring.
- Transfer with a USB Drive**
Plug a USB stick or external hard drive into your Windows laptop, copy your folders, then plug it into your Mac and drag the files across.
- Use the Cloud (Simple Option)**
Upload files to Google Drive, OneDrive, or Dropbox on your Windows laptop, then sign in on your

Mac and download them.

Migration Assistant (Optional)

Want to transfer everything at once? On your Mac go to Applications > Utilities > Migration Assistant and follow the steps.

Use AirDrop (If You Have iPhone)

On iPhone: Share → AirDrop → select your Mac. On Mac: Finder sidebar → AirDrop. Files transfer wirelessly in seconds.

Finder Setup (Top 3 Must-Do Settings)

Show Path Bar

Open Finder > top menu > View > Show Path Bar. Always see where your files live.

Customize Sidebar

In Finder, right-click sidebar > uncheck folders you don't use. Keep only essentials.

Use Your Home Folder

Finder > Go > Home. This is your personal "base" with Desktop, Documents, Downloads. Keep it tidy for peace of mind.

Personalize Your Mac

Choose a Wallpaper

System Settings > Wallpaper. Pick from Apple defaults, your own photo, or a Canva/Pinterest design.

Turn on True Tone

System Settings > Displays > True Tone. Makes colors softer and easier on your eyes.

Log into Google Chrome

Download Chrome > Sign in with Google. All passwords, bookmarks, and settings sync instantly.

Add Widgets to Desktop

Click the clock (top right) > Edit Widgets. Drag to Desktop. Style them Monochrome (minimal) or Full Color (playful).

Dock & Trackpad Setup

Place Dock

System Settings > Desktop & Dock > Position on screen (bottom/left/right).

Keep Only Essentials

Right-click app > Options > Keep in Dock. Drag unused apps out until you see "remove."

Adjust Size & Magnification

System Settings > Desktop & Dock > adjust sliders. Icons can stay small or zoom when hovered.

Set up Hot Corners

System Settings > Desktop & Dock > Hot Corners. Add Command/Shift modifier so they only trigger on purpose.

Explore Trackpad Gestures

System Settings > Trackpad. Try swipes, pinches, and taps to see what feels natural.

Bonus Power Features

Spotlight Search

Press Command + Spacebar. Open apps, search files, or do quick math.

Mission Control

Swipe up with three fingers or press Control + ↑. See all windows at once.

Multiple Desktops

In Mission Control, click + at top. Use three-finger swipe left/right to switch.

Top 3 Simple but Powerful Gestures

1. ***Three-Finger Swipe Up***

Opens Mission Control (all windows + Desktops).

2. ***Three-Finger Swipe Left/Right***

Switch between Desktops.

3. ***Pinch with Three Fingers***

Opens Launchpad (grid of all apps).

With this checklist + the bonus Keyboard Shortcuts Cheatsheet, you'll skip the overwhelm and feel at home fast with your new MacBook.

Every setup step is a little step closer to making your Mac feel like home.

Bonus! Keyboard Shortcuts ✨

Action	Windows Shortcut	Mac Shortcut
Copy	Ctrl + C	Command (⌘) + C
Paste	Ctrl + V	Command (⌘) + V
Cut	Ctrl + X	Command (⌘) + X
Undo	Ctrl + Z	Command (⌘) + Z
Redo	Ctrl + Y	Shift + Command (⌘) + Z
Select All	Ctrl + A	Command (⌘) + A
Find / Search	Ctrl + F	Command (⌘) + F
Print	Ctrl + P	Command (⌘) + P
Switch between apps	Alt + Tab	Command (⌘) + Tab
Quit an app	Alt + F4	Command (⌘) + Q
Delete forwards	Delete	Fn + Delete
Task Manager / Force Quit	Ctrl + Alt + Delete	Command (⌘) + Option (⌥) + Escape
Print Screen	PrtScn	Shift + Command (⌘) + 3 (full screen) Shift + Command (⌘) + 4
Lock Screen	Windows + L	Control (^) + Command (⌘) + Q

Switching doesn't have to be stressful — one shortcut at a time, you'll feel at home.