

PRINTABLE GUIDE

Get started with a Mac

A Mac has a desktop, a top menu bar and a Dock for apps. Begin with one small document. If Setup Assistant appears, finish its prompts before starting this exercise.

Mac | 2 min read | 6 steps

Before you start

- ☐ Connect power and have your Mac user-account password ready.
- ☐ For initial setup, have Wi-Fi and any Apple Account details you intend to use.

1. Wake or start and sign in

Open the lid or press power. Select your user account and enter its login password. First-time setup separately guides you through region, network and account choices.

- ☐ Done this step

2. Make text readable

On recent macOS versions, choose the Apple menu, System Settings, Accessibility, Display and Text size. Adjust it gently. Older versions offer different display controls; use the guide matching your software.

- ☐ Done this step

3. Find the desktop and apps

Locate the Apple menu at the top left and the Finder face in the Dock. Click Finder, then Applications to see installed apps rather than searching for downloads.

- ☐ Done this step

4. Open TextEdit

Double-click TextEdit in Applications. Click New Document if an opening dialog appears, or choose File, then New. Click inside the blank document.

☐ Done this step

5. Type and save your file

Type 'My practice note' and a short sentence. Choose File, then Save. Name it 'Practice note', choose Documents as its location and save. Reopen it from Finder's Documents folder.

☐ Done this step

6. Shut down normally

After saving, choose the Apple menu, then Shut Down and confirm. Wait until shutdown finishes before closing a laptop lid. Avoid holding the power button during ordinary shutdown.

☐ Done this step

Try it for yourself

Save a practice document in Documents and reopen it before shutting down.

☐ I tried the task.

My notes

Is my Mac login password my Apple Account password?

They are separate credentials and can be different. Use the password for the Mac user account at its login screen.

Official help and the online guide

Apple MacBook Air setup example - <https://support.apple.com/en-gb/guide/macbook-air/apd831707cb3/mac>

Apple readable Mac display settings - <https://support.apple.com/en-gb/guide/mac-help/mchlbc4c53ca/mac>

Apple TextEdit document creation and saving -
<https://support.apple.com/en-gb/guide/textedit/txtee6663a0e/mac>

Apple normal Mac shutdown - <https://support.apple.com/en-gb/guide/mac-help/mchlp2522/mac>

Read online: <https://plaintech-guides.pages.dev/guides/mac-first-steps/>