

GET STARTED WITH CLAUDE

5 MUST DO'S

Five settings, one sitting. Do these before you type a real prompt, and it stops feeling like every other chatbot.

WHY THIS ORDER

Settings get you a Claude that already knows you. What you say next is still on you.

1 WORK IN THE DESKTOP APP

claude.com/download, install, sign in. Two minutes. It can reach the files already on your computer instead of you copying and pasting them in.

2 WRITE YOUR PROFILE INSTRUCTIONS

Settings, then the field asking what Claude should consider in every response. **150 to 400 words:** who you are, how you want it to work, what to never do.

3 PICK THE RIGHT MODEL FOR THE JOB

Opus 5 for the hardest, highest-stakes work. **Sonnet 5** for everyday. **Haiku 4.5** for quick stuff. **Fable 5**, if you see it, for the best on something big.

4 CONNECT THE TOOLS WHERE YOUR WORK LIVES

Sidebar, Customize, Connectors. Gmail, Drive, Calendar, Notion. It signs in through the app itself and never sees your password.

5 CREATE A PROJECT, TURN ON MEMORY

One folder per area of your life, with its own instructions and files. Memory carries details forward between chats inside it.

THE STEP PEOPLE SKIP

Starting every conversation inside the project. Skip it and you're back to explaining yourself from zero.

*the point is
not repeating
yourself*