

## CONTANA, YOUR PERSONAL DIGITAL ASSISTANT

Cortana is your personal digital assistant. She gets to know you and helps you get things done, letting you interact with her in a way that's easy and natural. She can search the web, find things on your PC, show you the local news and weather, and provide reminders based on time or location. Just tell Cortana what you want, and she'll be there to help you out. *Note: You must have a microphone attached to your computer. (Most newer laptops have built-in microphones.)*

When you select the search box on the taskbar, Cortana will be there to suggest info that might interest you and help you get things done. The more she helps you out, and the more she learns about you, the better she gets. Use the search box to ask her a question (serious or not-so-serious).

If you turn Cortana off (right-click on the search box, click on Cortana, then uncheck *show Cortana icon*), you can still search. Enter what you're looking for in the search box on the taskbar. You'll get suggestions and answers to your questions about Windows—and the best search results available from your PC and the Internet.

After you enter a search term, select **Search my stuff** to find results for applications, settings, photos, videos, and music across your PC and OneDrive.

To use Cortana, just type a question in the search box on the taskbar, or select the microphone icon and talk to her. (Typing works for all types of PCs, but you need a mic to talk.)

Speak naturally to Cortana about anything. Cortana can chat, get info, and do things for you.

### **The Notebook**

How does Cortana know about you? One major way is through the Notebook. Cortana's Notebook is one aspect that differentiates her from Siri and Google Now. When members of the Microsoft staff were developing Cortana, they interviewed actual human personal assistants, and found that most of them kept notebooks of key data on their employers. Cortana's Notebook is where you set up your interests, calendar, and daily routine. Find the notebook by opening Cortana and then clicking on the three horizontal bars in the upper left corner.

**Cortana's Notebook** is where she keeps track of what you like and what you want her to do. Use it to tell Cortana about your interests, favorite places, and the "quiet hours" when you don't want to be disturbed. To access the Notebook, click on the search box, click on the 3-line "hamburger" icon in the left column, then on Notebook.

**Cortana's Settings** is where you can adjust battery, speech, search, and other settings. To access the Settings, click on the search box, then the 3-line "hamburger icon, then the Notebook, then Settings.

### **How to use and customize Cortana**

Cortana was specifically designed to have a personality and will answer sassy questions with witty retorts and even tell you a joke if you ask her to.

Cortana gives you control over what she knows about you. Cortana also becomes the default search on Windows 10 desktops.

You don't *have* to use your voice to use Cortana: You can also simply type your question into her text box. Cortana is more than just a question answering or reminder creation tool: Cortana pops up your Daily Glance, a digest that includes things like sports results for teams you follow, news stories based on your interests, and local weather.

### **"Hey Cortana" and other settings**

You can set up Cortana to respond hands-free to your voice. You do this by saying "Hey, Cortana." To enable this, click on Cortana's circle in the left side of the taskbar, then open the three-line "hamburger" icon, and choose the second choice (notebook), then Settings. From here, you can turn off Cortana completely if you want. You can also tell her what to call you and whether to call you by name.

Other options include allowing Cortana to scan your email to inform you about travel updates and shipped packages.

### **Cortana and Task View on the Taskbar**

The Windows taskbar has changed a bit. In Windows 8, Microsoft removed the Start button from the taskbar and you only saw icons for your programs here. In Windows 10, the Start button isn't just back — there's a "Search the web and Windows" field that launches Microsoft's Cortana assistant and a Task View

button that provides an overview of all your open windows and virtual desktop features.

Both of these features are enabled by default. If you'd like to disable them, you can just right-click the taskbar and choose to hide the Search and Task View options.