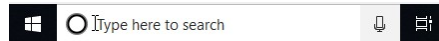


Using Cortana (Windows 10)

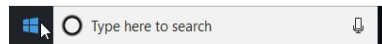
1. Cortana is an App included with Windows 10 which provides the facility to Search the device Apps and documents, and the web, for help in any areas, but in particular it is useful for help in using your device. Consider it as a personal virtual digital assistant which can be voice activated if required.



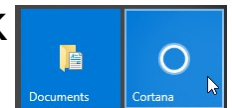
2. Cortana is accessed **Either** by left-clicking on the "Type here to search" box.



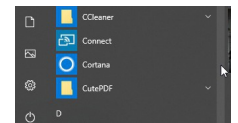
Or by left-clicking the Windows symbol at the bottom left of the screen



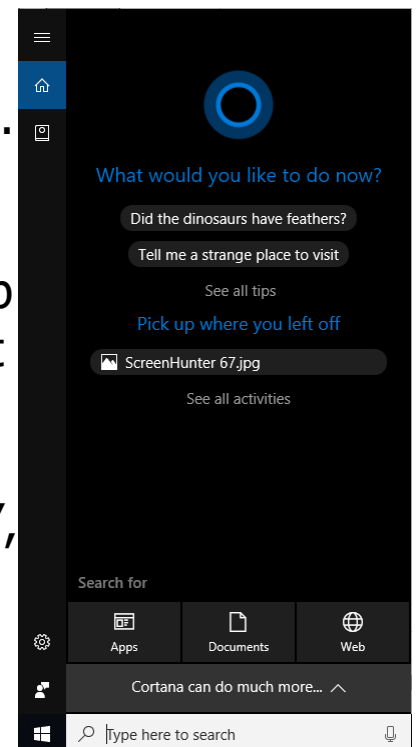
then **Either** find the tile for Cortana and left-click on it



Or scroll down the alphabetical list of Apps by sliding the slider on the right of the Apps to find Cortana and then left-click on it.

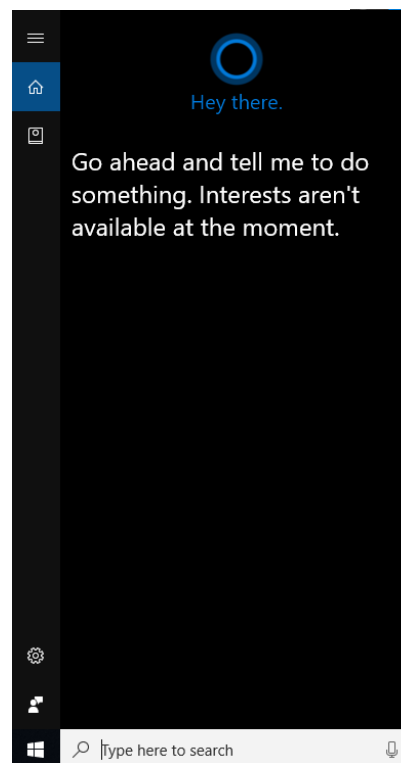


3. A screen something like this will appear. Here there are options as to what Cortana can help with, such as finding answers to random questions, Picking up where you left off, Searching in different areas, i.e. Apps, Documents or Web. You can see a full description by selecting "Cortana can do much more...", if this appears, which allows you to personalise your experience. Cortana then tracks your searches hopefully to give better results.

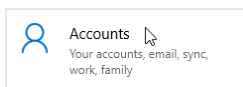


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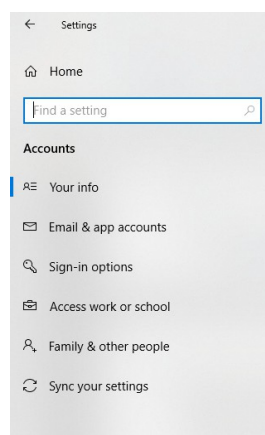
For most results you will need to be connected to the Internet otherwise you will get a display something like this and searches will be limited to what's on the device.



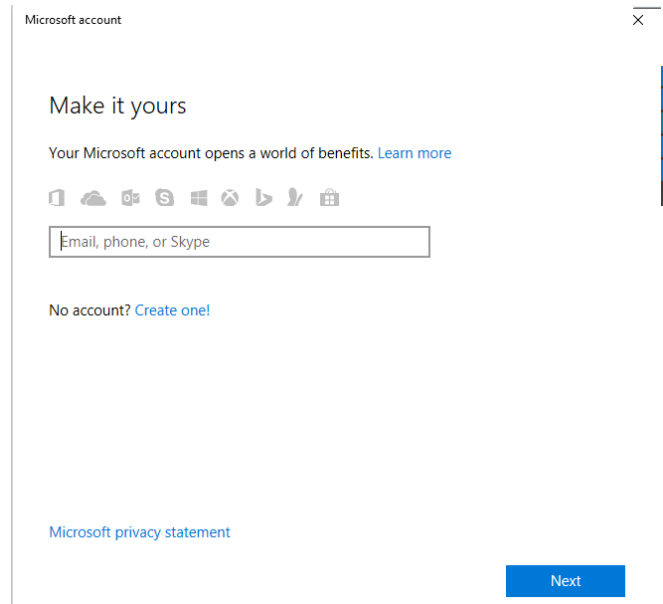
4. Also, to access all activities it is best to sign in to your Microsoft Account first, otherwise you will be restricted to a limited amount. For this, left-click on the Settings button then on "Accounts".



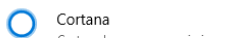


With "Your info" selected left-click on "Sign in with a Microsoft account instead"

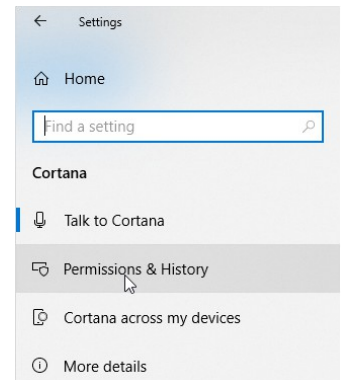


and then fill in the details, left-click on "Next" and follow it through with the password, various options and then left-click on "Sign in".



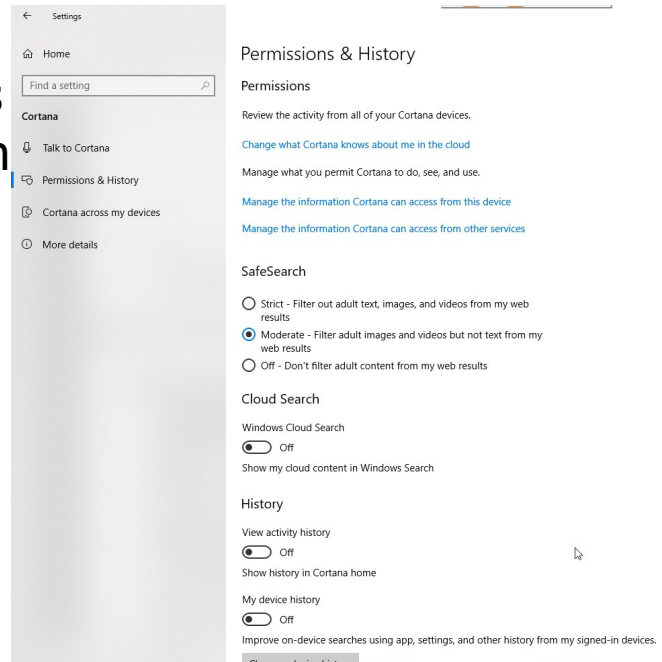
5. If you want to reset any of your Cortana permissions then left-click the Windows symbol  Type here to search  at the bottom left of the screen, left-click on the Settings button and then in the Windows Settings screen left-click Cortana. 

Then left-click "Permissions & History".



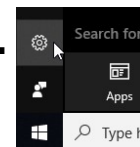
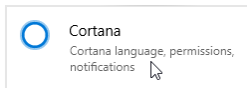
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6. Here is where you can manage what Cortana stores about you (by left-clicking on the appropriate phrase), SafeSearching and so on. You will be able to turn On and Off various options re Safety, Searches and History. Choose what's right for you by left-clicking on the right of any On/Off button to set it On.

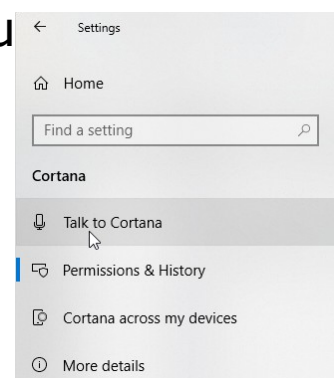


7. Cortana has the facility to respond to your spoken commands using the starting phrase "Hey Cortana" via a microphone rather than typing in the "Type here to search" box. You will need to make sure this is turned on. Left-click on the "Type here to search" box and then on the Settings button.

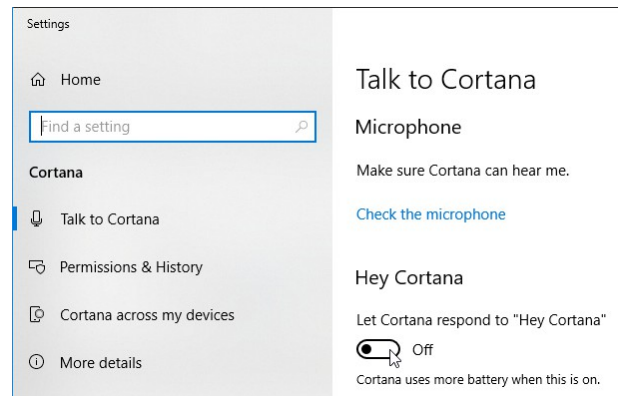
Left-click on Cortana.



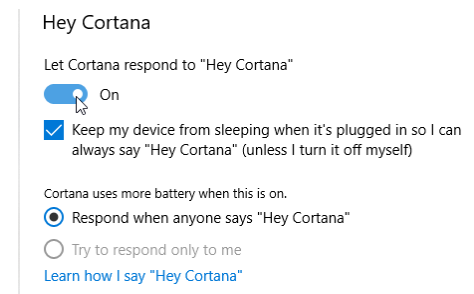
Then left-click on "Talk to Cortana" and you will see a screen which includes the setting of Sound.



8. Under the heading "Hey Cortana" make sure that the button "Let Cortana respond to "Hey Cortana"" is On by left-clicking on the right of the button to set it On



which then shows various options to select.



There are other settings available as well.

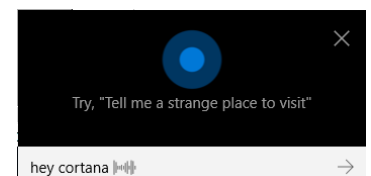
You can also tell the state by the microphone symbol in the "Type here to search" box  or On 

Left-clicking on this symbol is another way of accessing "Hey Cortana".

When you say "Hey Cortana" a message "Listening" shows up which allows you to start speaking your question.



Cortana may suggest a question to pose. The answers will either be shown in the Cortana pane or you will be redirected to a web address. If you don't give a response within a certain time it will close.

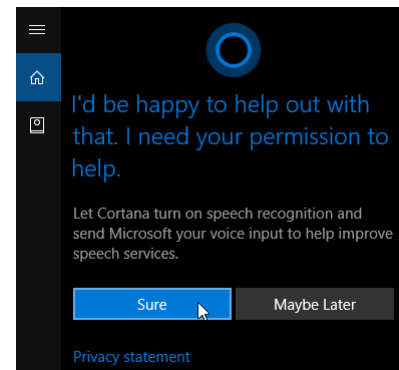


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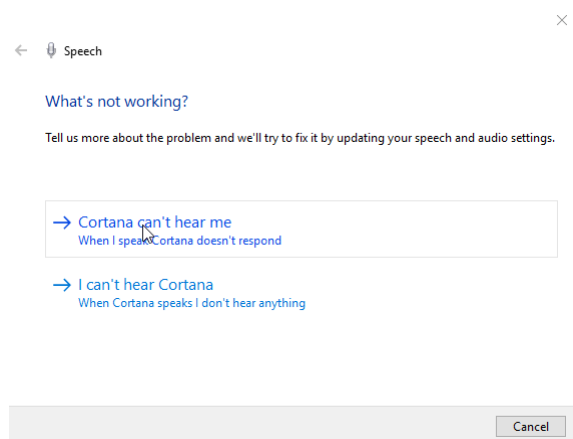
9. You are best to check the microphone first. First make sure you have a microphone plugged in (or an internal one) and left-click on "Check the microphone".

Microphone
Make sure Cortana can hear me.
Check the microphone

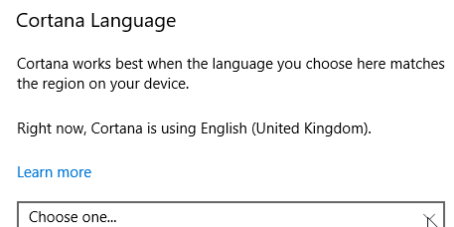
This may ask for permissions to set up speech recognition. Left-click on "Sure".



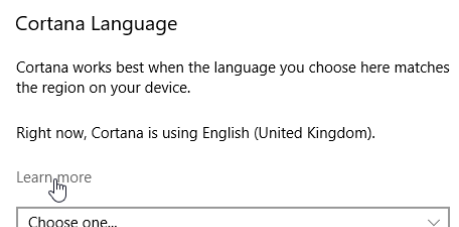
If it finds a problem it will give an error message which you can follow through by left-clicking on it.



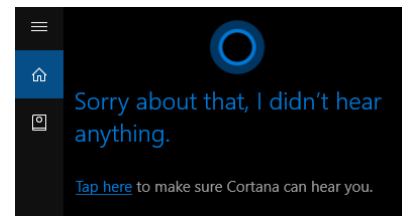
You can choose the language at the bottom of the screen by left-clicking on the menu arrow against "Choose one..." and then choose from the options by left-clicking on one.



You can find out more by left-clicking on "Learn more" which allows you to select a web browser to open information about what languages, other than in the drop-down menu, are available.



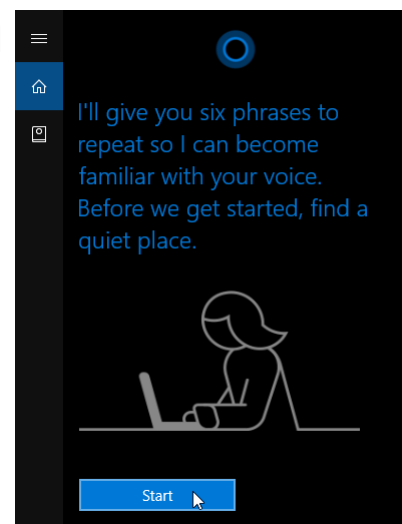
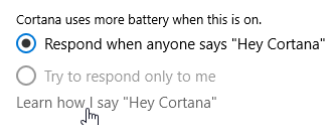
If there is a problem with the sound you will get messages, as above, which take you through setting up your microphone correctly.



You may have to left-click on the microphone symbol in the Task Bar to see the progress and follow the instructions.

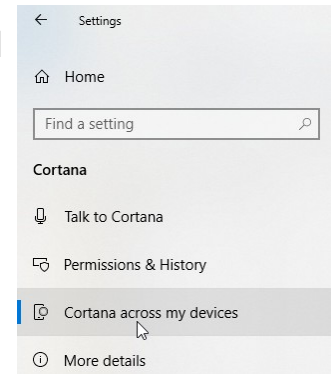


10. You can also check whether Cortana will only respond to your voice. Left-click on "Learn how I say "Hey Cortana"". Left-click on Start and Cortana asks you to speak phrases so it can recognise you. Follow this through.






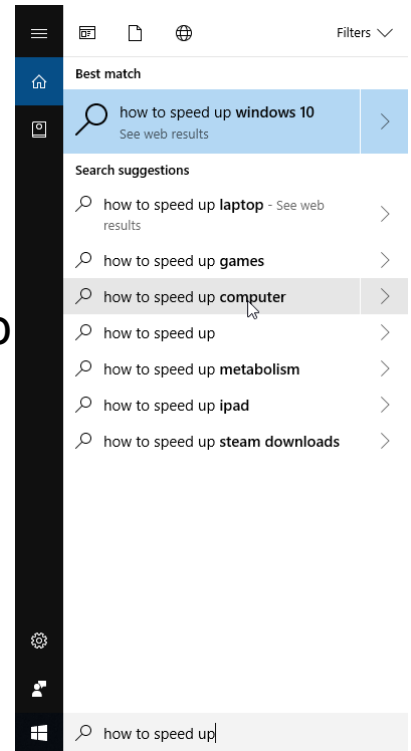
11. There are further Talk to Cortana Settings you can select as well, such as Keyboard Shortcut and Lock Screen.

12. Furthermore there are other Settings you can consider i.e. "Cortana across my devices" which links your phone or other devices,



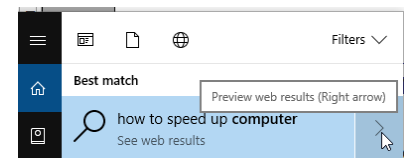
and "More details" which considers Privacy.

13. So now you are all set up, how is Cortana actually used? Let's assume you want to search for something like "how to speed up your computer". You start typing in the Search Box    "how to speed up..." and as you type suggestions will appear which you can left-click on to select if appropriate. You can say the words instead if you are using "Hey Cortana". Note that the "Best match" may not be what you are looking for at this stage.



14. The suggestions will be on the web, or on the device, or in the Store and may include Related topics. The web results from searches in Cortana will use Bing as the search engine in Microsoft Edge (unless you are using a screen reader such as Narrator when Internet Explorer will be used) and you will then have to select what you think is appropriate.

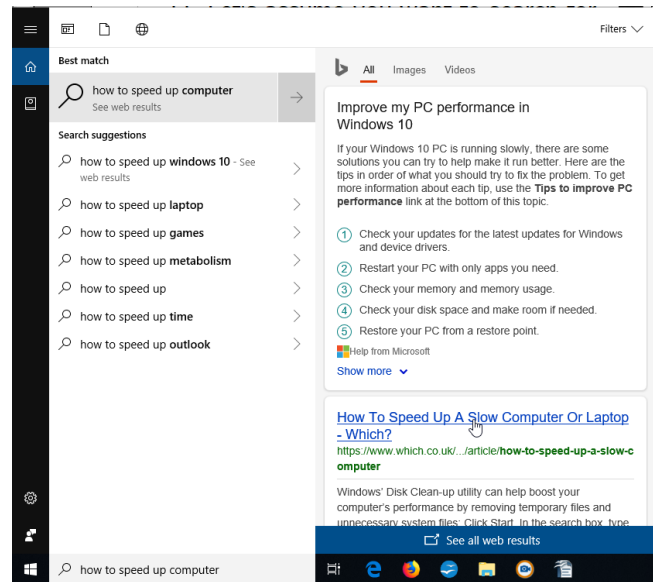
If you left-click on the little arrow at the right of the suggestion you will be shown a Preview of web results, where appropriate, which may include locations of where to purchase stuff, or videos, as well as the web links.



15. To select a link to get more information left-click on the heading. If you can't see what seems helpful try left-clicking on "See all web results" where Microsoft Edge is opened to show these.

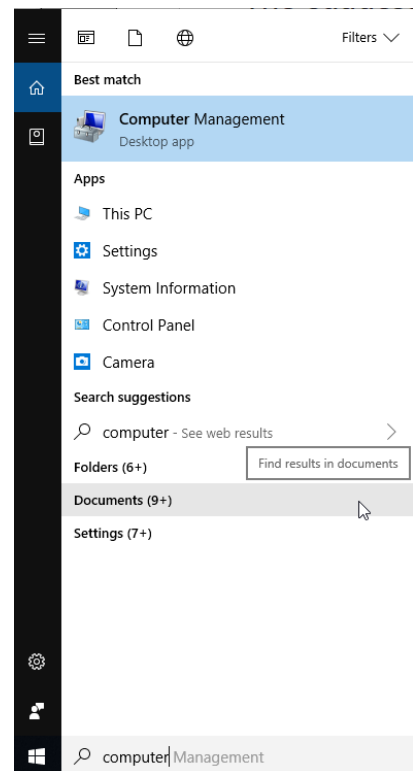
Note that, as here, if you type the same thing i.e.

"how to speed up..." a few times Cortana has assumed that what you selected is the Best Match.

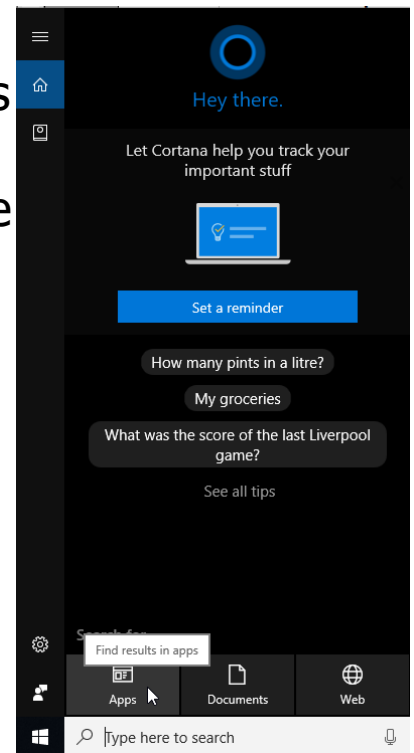


16. As an example of the wide variety of suggestion areas type in "computer". A typical response is shown.

As well as the Best match here there are suggestions in Apps, the web, and in the device Folders, Documents and Settings. By hovering the mouse pointer over the heading it gives a description of what's involved. You just follow through which you think is appropriate.



17. If you know the area you want to search you can narrow down the results by selecting whether from Apps, Documents or Web at the bottom of the screen by left-clicking on the appropriate one and then type your request.

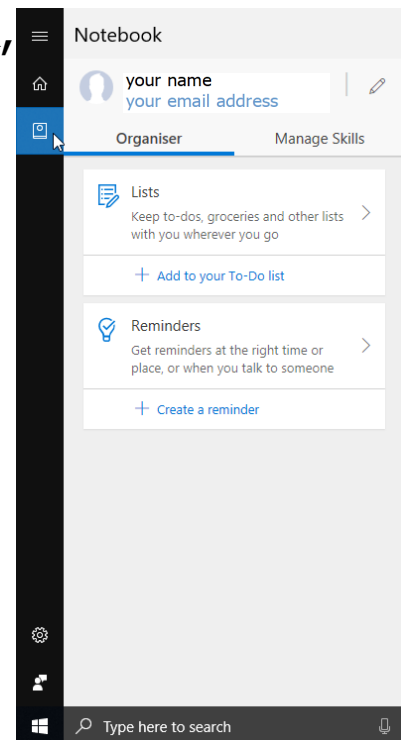
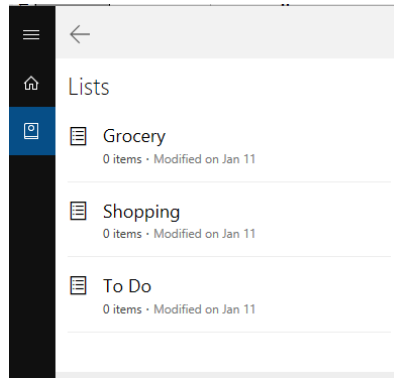


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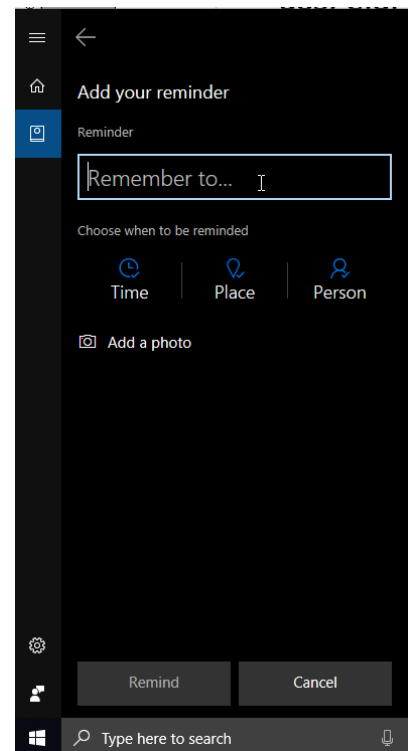
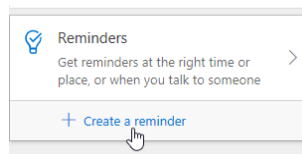
18. So far we've been looking at the Home part of Cortana.

There is another part, namely Notebook, selected as shown.

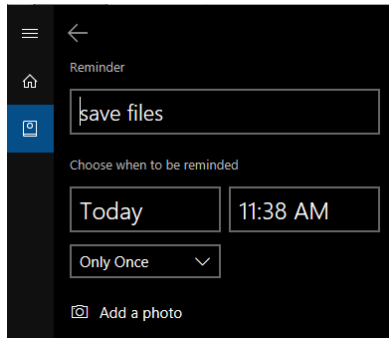
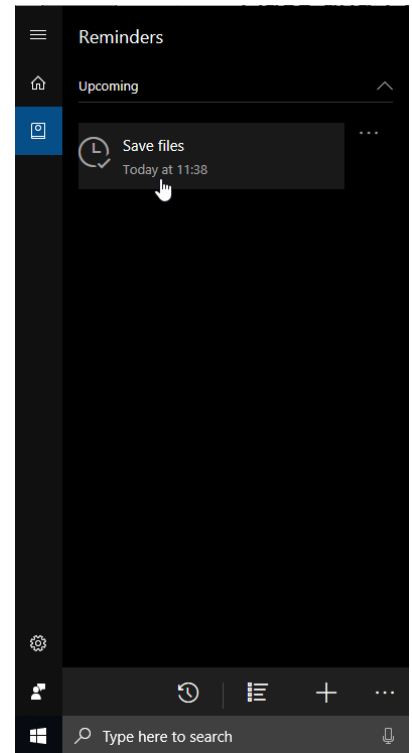
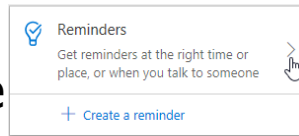
Here you can keep a note of Lists of to-dos, e.g. Shopping, and



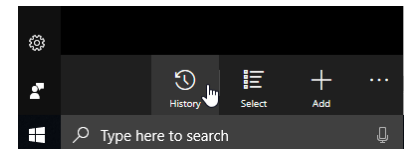
Reminders where you left-click on "+ Create a reminder" and then feed in a heading and Time, Place and Person information and left-click on "Remind".



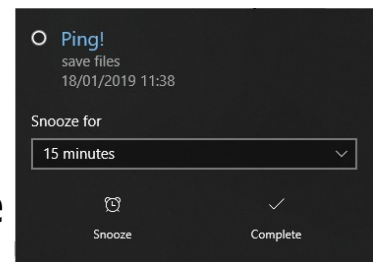
19. By left-clicking on "Reminders" you will see what has been set, if anything, and can find more information by left-clicking on the Reminder, where you have options to select/change.



Further information is available by left-clicking on the buttons at the bottom.



A display notification will appear at the set time. You can Complete it or Snooze it (to get another reminder at some selected time later) by left-clicking on the appropriate button.



If you missed actioning it, and wish to see it again after it disappears, left-click on the Notifications button in the bottom right hand corner of the screen.

So, have fun interacting with Cortana!

