

# My Windows® 10

SECOND EDITION



Katherine Murray

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# My Windows® 10

SECOND EDITION

Katherine Murray

**que**®

800 East 96th Street,  
Indianapolis, Indiana 46240 USA

# My Windows® 10, Second Edition

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## About the Author

After writing about technology for 35 years, Katherine Murray is still a computer geek. This is a fascinating time to be writing about technology. She has seen personal computing change from big, slow, cryptic desktop-hogging machines to small, sleek smart devices we easily can tap our way through. She has worked with every version of Microsoft Windows there's been, loving some versions (such as Windows 7) and loathing others. (Remember Windows Vista or, worse, Windows ME?) Katherine was part of the thumbs-up crowd when it came to Windows 8.1 but watched as Microsoft's vision tanked because users weren't quite ready for such a huge change in the way we work with our computers. Windows 10 Fall Creators Update represents the best of what Microsoft has learned about the balance of features, flashiness, and functionality, with even a little fun thrown in.

In addition to writing about technology, Katherine works as a hospice chaplain and pastors a Quaker church in Noblesville, Indiana.

## Dedication

*May the technology we use help us to create deeper, truer, kinder, and more creative connections with one another.*

## Acknowledgments

Thanks to all on the Que team for another great collaborative project. I appreciate all who were involved, from start to finish. Special thanks to Laura Norman for being so great to work with; to Charlotte Kughen for all her friendly help and great edits and questions along the way; and Laura Acklen, technical editor, for her good catches and funny notes.



This chapter shows you how Cortana can help personalize and streamline your computing experience by demonstrating these tasks:

- Getting started with Cortana
- Searching with Cortana
- Using Cortana's notebook
- Adding to Cortana's skills
- Setting tasks with Cortana
- Having Cortana find your phone
- Managing Cortana permissions

# 4

## Using Cortana: Your Personal Digital Assistant

Windows 10 Fall Creators Update has given Cortana a big boost. Although it first appeared as a functional assistant on Windows Phone, Cortana's early skills have been greatly expanded so that now it can help you find information, make connections, and save the things that interest you, no matter what app you are using or what kind of information you seek.

Cortana now does a whole lot more than it used to. You can simply talk to it and use voice comments to ask questions, such as, "Is the movie *Marshall* good?" Cortana will respond with the average rating for the movie (out of 10 stars) and give you links to more information, including directions to the nearest theater where the movie is playing.

Cortana also helps you schedule appointments, figure out a song you heard on the radio, decide whether to wear a coat today, and much more.

Cortana reduces the need to do a lot of typing as you look for information. You can simply say, "Hey Cortana!" and then ask the

question or give the command you want Cortana to help you with. If that sounds too good to be true, try it a few times. Here are some of the tasks Cortana can do for you:

- Open an app you want to use
- Give you the current weather
- Tell you the latest sports scores
- Read the headlines
- Find (and tell you about) top recipes
- Put your computer to sleep
- Locate the nearest Thai restaurant (and provide the directions to get you there)
- Tell you a joke
- Set an alarm so you can have a quick nap
- Remind you of an upcoming event
- Increase or decrease the volume of your PC or device
- Keep track of your Microsoft account and your profile information
- Store information about your favorite places (stores, restaurants, and more)
- Play a game with you (try saying, “Play movie game”)
- Tell you some trivia you can use to impress friends at a party
- Help you find the name of the song you like (just give it a few of the lyrics)
- Do quick number conversions
- Play a song in your Groove Music app
- Track packages that are being shipped to you

# Getting Started with Cortana

For the most part, Cortana works right off the bat without a whole lot of intervention from you. Your computer does need to have a microphone if you plan to use voice commands, of course, and if you want to wake Cortana up by calling its name, you need to change a setting so that can happen.

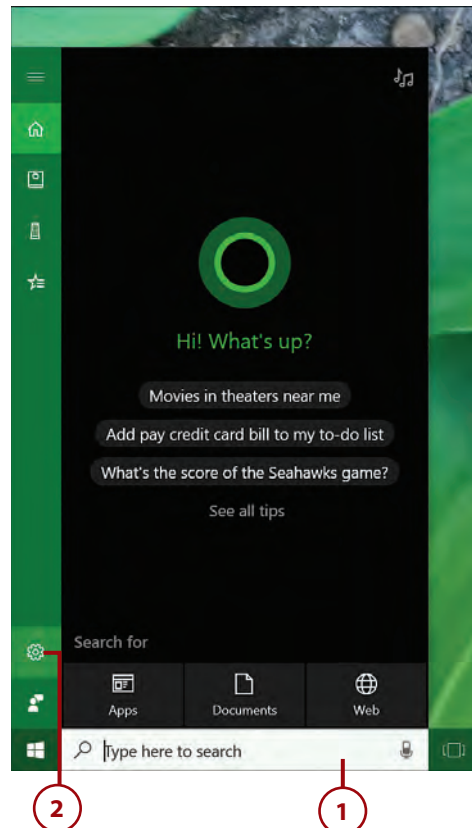
## Is This Thing On?

You can check to make sure Cortana will hear you by displaying Settings, choosing Cortana, and clicking Talk to Cortana. Click the Check the Microphone link at the top of the page. The Speech Wizard launches and walks you through a series of steps, including repeating a phrase so the microphone can check the function and sound level of your microphone. When Windows 10 tells you everything is working properly, you're ready to speak to Cortana.

## Leaving a Wake-up Call

Turn on the "Hey Cortana" feature so that Cortana hears you talking and activates the Search box to the right of the Windows 10 Start button.

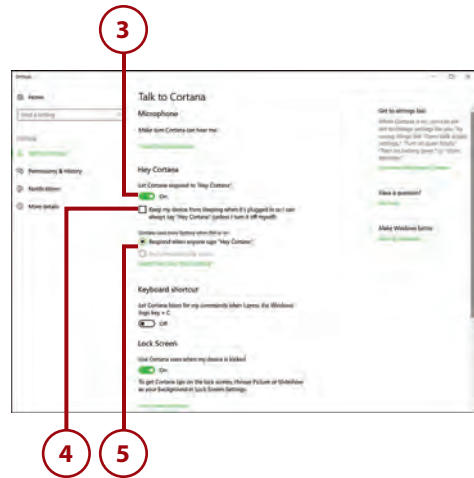
1. Click or tap in the Search box.
2. Click or tap Settings. The Talk to Cortana page of the Cortana settings appears.



3. Set the Hey Cortana setting to the On position.
4. If you want to be able to keep your computer from sleeping so you can use “Hey Cortana” whenever your computer is plugged in, click this check box.
5. Choose whether you want Cortana to respond to anyone who says “Hey Cortana” or only to you.

## Keys, Not Commands

If you'd rather use a shortcut key than a voice command to activate Cortana's abilities, slide the Keyboard Shortcut setting to the On position. This enables you to put Cortana into “listening mode” by pressing Windows+C.



## Cortana on Your New System

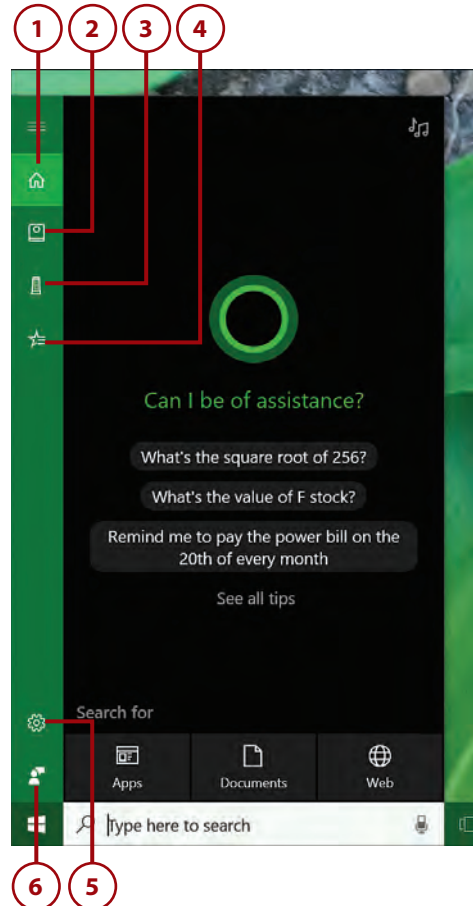
If you've just purchased a new computer or device that is running Windows 10 Fall Creators Update, Cortana is there to walk you through the process of setting up your system.

Cortana explains each step of the process and asks you to answer “Yes” or “No” as it sets up the various options to get you going. You can ask questions along the way, and Cortana responds in kind. If you'd rather not have your computer talking to you while you're going through the setup process, you can always click the sound icon to mute Cortana.

## Learning the Cortana Tools

When you click or tap in the Search box to the right of the Windows Start button, the Cortana panel opens. Along the left side of the panel, you see several tools. To learn the name of each of the tools, you can click the Expand tool at the top of the tools row.

1. Tap Home to see a mix of current information tailored to your local area, including weather conditions, top headlines, nearby restaurants, and more.
2. Tap Cortana's Notebook to see an overview of what you have planned for today, as well as favorite places, traffic conditions, restaurants, headlines, and more.
3. Tap Devices if you have an Invoke speaker designed specifically to work with Cortana. (Think of Amazon's Alexa speaker.) Cortana leads you through the setup process.
4. Tap Collections to see favorites you've saved in Books, Movies & TV, Recipes, Restaurants, and Shopping.
5. Tap Settings to see and change Cortana settings as needed.
6. Tap Feedback to send Microsoft your thoughts and suggestions about Cortana.



## Searching with Cortana

Once you've set up Cortana to hear you when you say, "Hey Cortana," you can ask for help in searching for anything. You can also ask a variety of other questions that can help you organize and manage your day. Phrase your question in a regular sentence-style question; Cortana asks for more information if it doesn't understand.

---

### So What Is Microsoft Listening In On?

The user agreement language for Cortana tells you that Microsoft needs your permission to collect and use your location information, as well as data about your contacts, your voice input, information from your email messages and texts, your browser history and search history, your calendar details, and other information. Surely they need your shoe size, too? In this day and age, collecting too much information makes some users wary, and that's understandable. But Microsoft is gathering usage data (and no doubt will be marketing products in a way that makes good use of that data), and if you don't mind the company being up front about it, click I Agree and start having fun with Cortana.

You can take a look at the information Cortana is collecting by clicking Settings in the navigation bar on the left of the Cortana panel and then clicking Permissions & History. Click the Change What Cortana Knows About Me in the Cloud link to review the interests, places, search history, and more information Cortana has collected and saved to personalize your experience.

---

### Seek and Find with Cortana

When you're ready to search for something, you can wake Cortana up by saying, "Hey Cortana!" Or, if you prefer (if someone is listening on the other side of the cubicle wall), you can click in the Search box and type the word or phrase you're looking for.

1. Say, "Hey Cortana!" or click the microphone icon on the right side of the Search box. (If Cortana doesn't respond to your voice, click the Settings tool in Cortana and make sure the Hey Cortana slider is set to On.)

## Speak up!

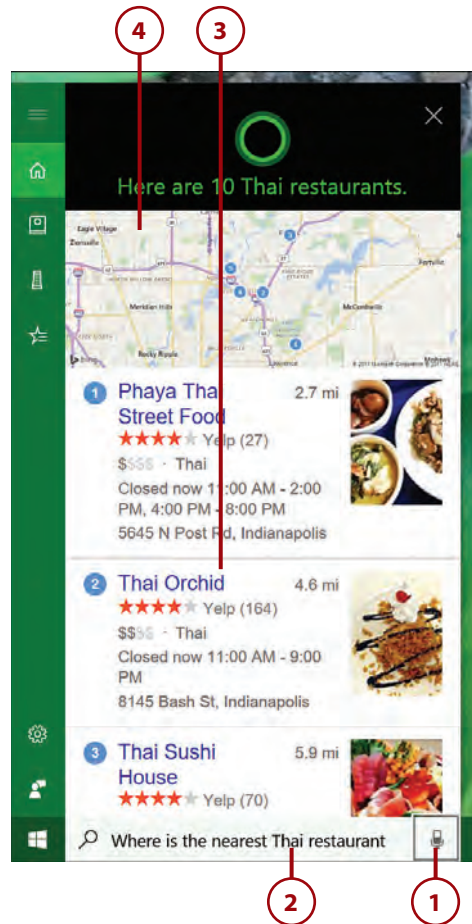
After you've turned on the Hey Cortana setting so the tool is able to respond to your voice commands, Windows might prompt you to set up your microphone. If you see the Set Up Your Mic message box, click Next, read the sentences the prompt displays, and click Finish to complete setting up your microphone. Cortana should now be ready for your voice commands.

2. When you see Listening displayed in the box, tell Cortana what to search for (for example, "Find a Thai restaurant nearby").

## What's That?

If Cortana isn't hearing you properly, click the small microphone tool on the right side of the Search box. This opens the Cortana tool, and you can tell Cortana what you're looking for.

3. Cortana instantly displays a results page with a selection of search results that match what you're searching for. Click the result that looks most promising.
4. Click the map if you want to use the Maps app to find the route to the location.



---

## Cortana: A Fount of Knowledge

You aren't limited with Cortana to searching for restaurants or looking for car reviews. You can ask Cortana what the weather will be like in Des Moines tomorrow afternoon, suggest that it find the best prices for mid-sized rental cars, or even ask it to find a new ringtone for your phone. Experiment with Cortana and find out how helpful it can be to you. After you get over the awkwardness of speaking to your computer screen, it's rather fun.

---

## Using Cortana's Notebook

The benefits of having a digital personal assistant like Cortana go beyond simply finding information on things you're curious about. Cortana also has a notebook in which it collects resources and data related to more than a dozen different topics. You'll find that you can locate and customize information gathered in each of the following topic areas:

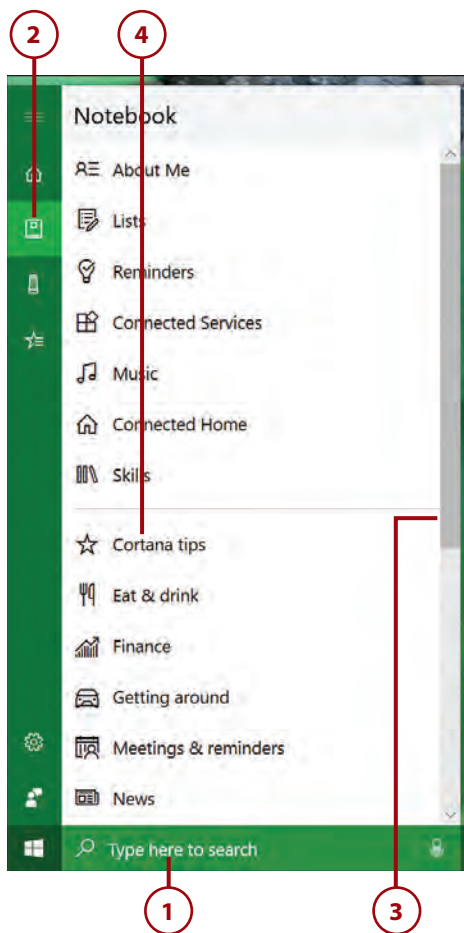
- About me
- Meetings & reminders
- Lists
- News
- Reminders
- Packages
- Collected services
- Pick up where I left off
- Music
- Shopping
- Connected home
- Special days
- Skills
- Sports
- Cortana tips
- Suggested reminders
- Eat & drink
- Travel
- Finance
- Weather
- Getting around



## Exploring the Cortana Notebook

The Notebook is in the Cortana tools along the left side of the Cortana panel.

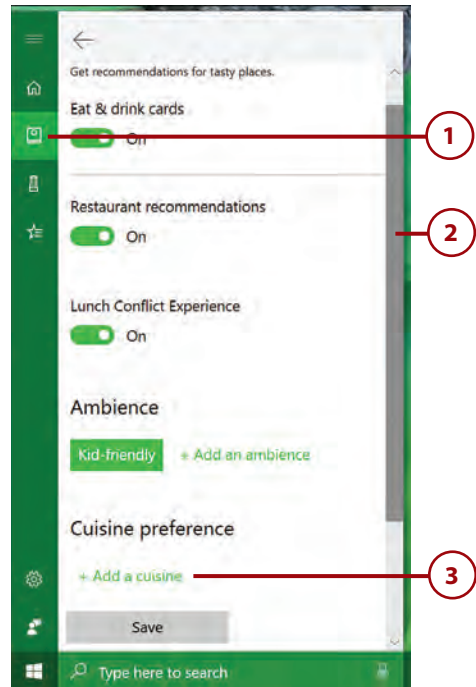
1. Click or tap in the Search box. The Cortana panel opens.
2. Tap the Notebook tool. A list of topics appears.
3. Drag the scrollbar to review the entire list.
4. Tap or click the topic you'd like to explore.



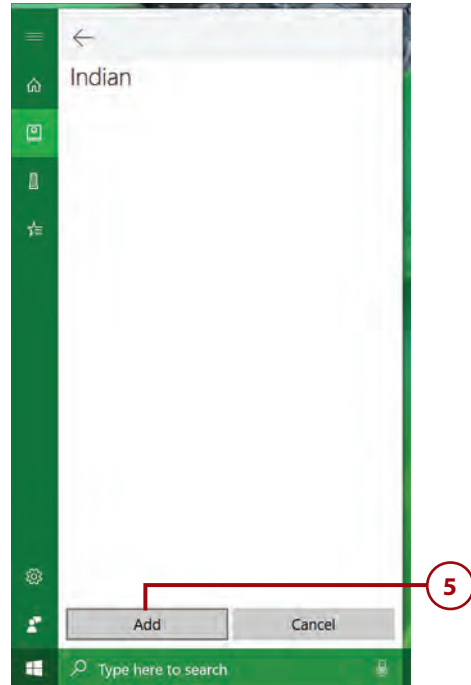
## Personalizing Cortana's Info

You'll notice that the various categories in the Cortana Notebook need more information from you before the results shown there will be very helpful. For example, if you click the Sports topic in the Notebook, you'll see the settings Cortana has in place for that choice as well as a link that invites you to add your own favorite teams so Cortana can track them for you.

1. Click in the Search box and tap Notebook to display Cortana's categories.
2. Click or tap the Eat & Drink category and scroll down.
3. Tap the Add a Cuisine link. A list of cuisine categories appears.
4. Tap or click the categories of cuisine you enjoy.



5. Tap the Add button, and Cortana adds the cuisine in the Cuisine Preferences area of the Eat & Drink category.



## Adding to Cortana's Skills

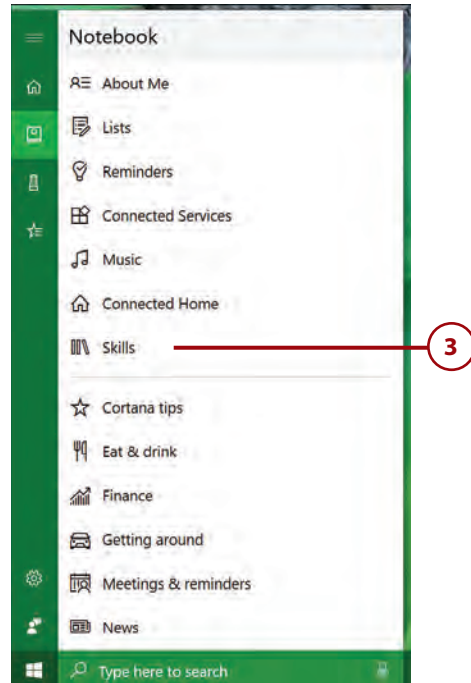
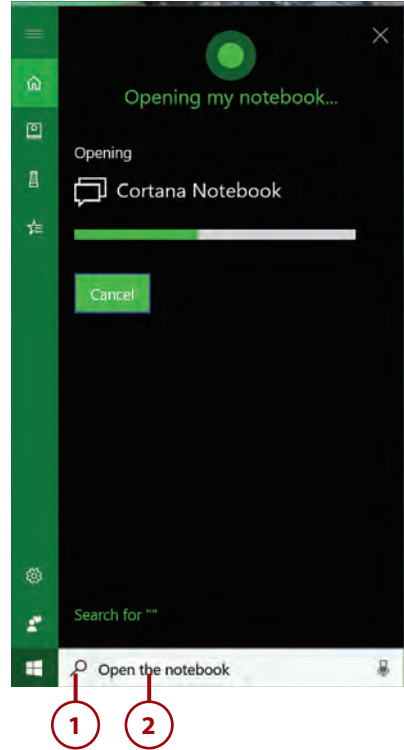
Cortana skills are new in Windows 10 Fall Creators Update, dramatically expanding what Cortana can help you do, and opening the door for developers all over the world to create voice apps and tasks that Cortana can incorporate.

The first skills available in Cortana had to do with travel, finance, and web-based mail—offered by company names you will recognize—but they were quickly followed by skills for music streaming, ticket purchasing, and restaurant reservations. The list of skills keeps growing. You can find a list of featured skills on the Microsoft website at [www.microsoft.com/en-us/cortana/skills/featured](http://www.microsoft.com/en-us/cortana/skills/featured).

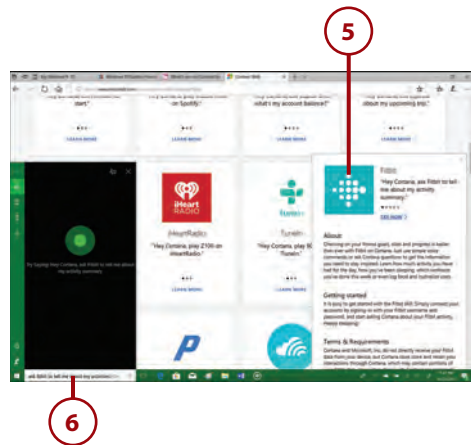
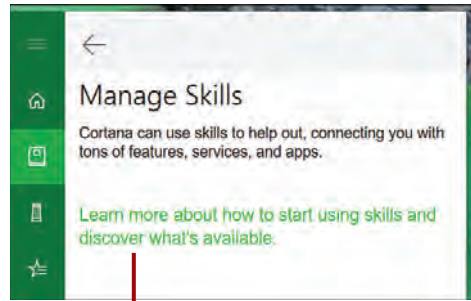
## Expanding Cortana's Skills

The skills are in Cortana's Notebook in the Cortana panel. To get started, you need to add at least one skill to Cortana's capabilities.

1. Click or tap in the Search box or say, "Hey Cortana."
2. Tap the Notebook tool or say, "Open the Notebook."
3. Tap or say, "Skills."



4. Click the Learn More About link. Windows 10 opens the Edge browser and displays a collection of skills you can install.
5. Click the name of a skill you'd like to add. A details panel opens about that skill to provide more information.
6. Say, "Hey Cortana" and read the text just beneath the skill name (in this case, "Ask Fitbit to tell me about my activity summary").



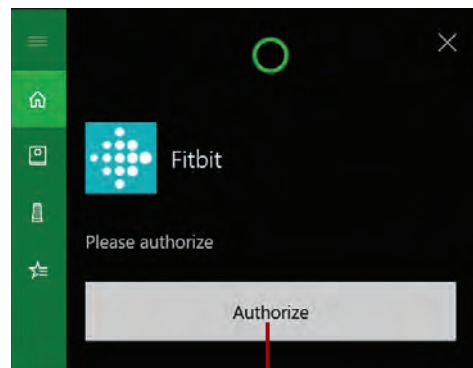
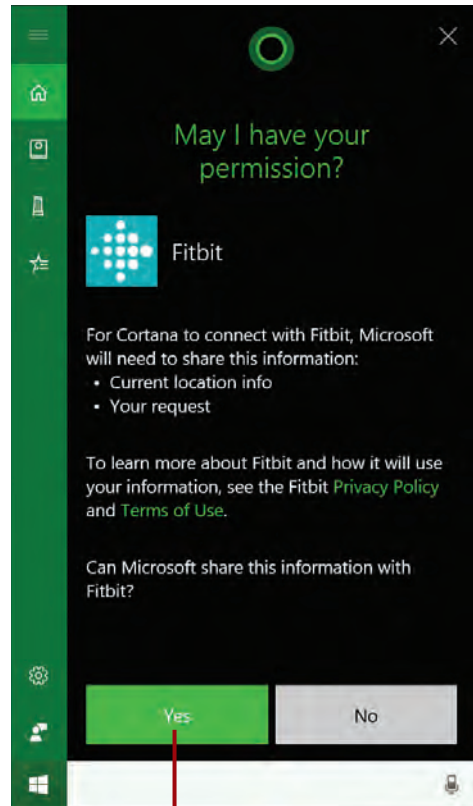
7. When Cortana asks for your permission to access data in the skill you've selected, say, "Yes" or click the Yes button.
8. When prompted, click the Authorize button (or say, "Authorize") to confirm the link between Cortana and the skill app. You can now receive information from that skill by simply asking Cortana about it. In this example, if I say, "Hey Cortana, ask Fitbit to tell me my activity summary," Cortana tells me how many steps I've walked, how many sets of stairs I've climbed, and how many calories I've burned so far today.

---

### New Skills All the Time

Microsoft is counting on developers to create a universe of voice apps for Cortana (and already you can find a healthy number of skills in many different categories, and the number increases continually). Click the link in Cortana skills to review new featured skills periodically for new additions.

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## Picking Up Where You Left Off with Cortana

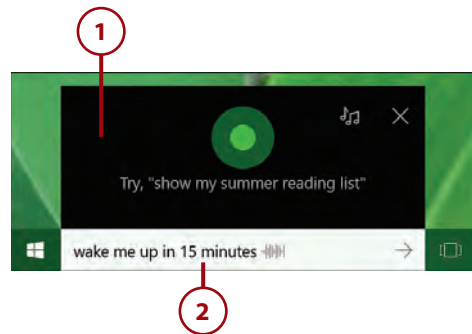
Another slick new Cortana feature in Windows 10 Creators Update enables you to start a task on one computer or device and finish it on another. This might come in handy when you're reading a major article for a presentation you'll be giving later this week, and you don't have time to finish it before it's time to leave.

If you've turned on Cortana's Help Me Pick Up Where I Left Off feature, you can finish the article when you get home (as long as you log into your home computer using the same Microsoft account you were using on the other computer or device). The article appears as a link in your Action Center, bookmarked to the place you left off.

## Setting Tasks with Cortana

As you can see, Cortana really is more than a glorified search tool. She is meant to be a personal digital assistant. She can help you with scheduling, research, and more—just like a human assistant might. You can ask Cortana to schedule tasks, create invitations, and more.

1. Click in the Search box or say, "Hey Cortana!" to let the tool know you have a request.
2. Speak the tasks you want Cortana to perform, such as, "Wake me up in 15 minutes."

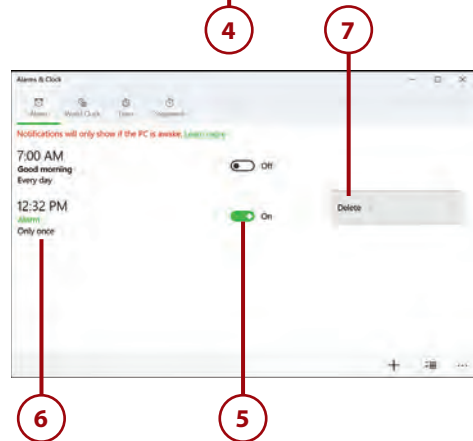
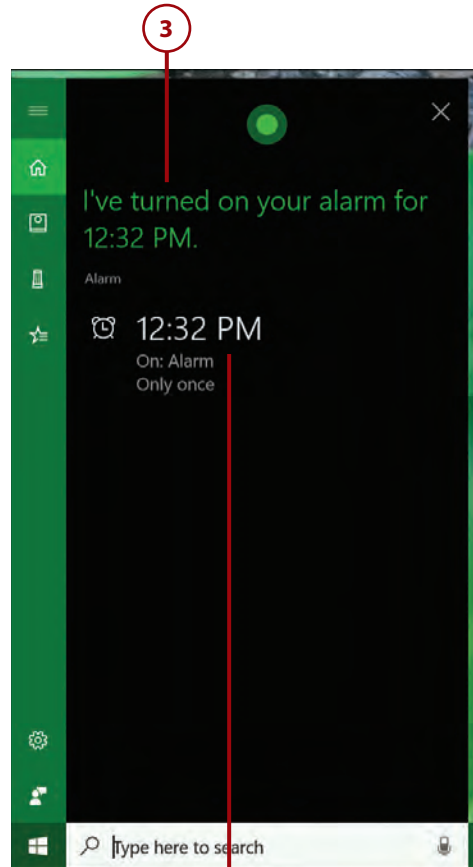


3. Cortana answers your request telling you what action she has taken.
4. You can edit the task created by clicking or tapping it.
5. Click or tap the slider to turn the alarm off.
6. Edit alarm settings by clicking or tapping the alarm.
7. Tap and hold the alarm to display a delete option; tap Delete to remove it.

## Cortana, Your Instant Assistant

Cortana is also available right on your Lock screen. So without even swiping open Windows 10 or typing in the password, you can simply ask, “Hey Cortana, when is my next appointment?” and the tool locates the information and tells you.

Cortana on the Lock screen gives you a number of rotating suggestions for the types of commands or questions you might want to offer. Also be sure to keep Cortana Tips turned on (you can set this in Cortana Settings and also in Cortana Tips in the Notebook) so you continue to get ideas on how to improve and expand the way you work with your personal digital assistant.

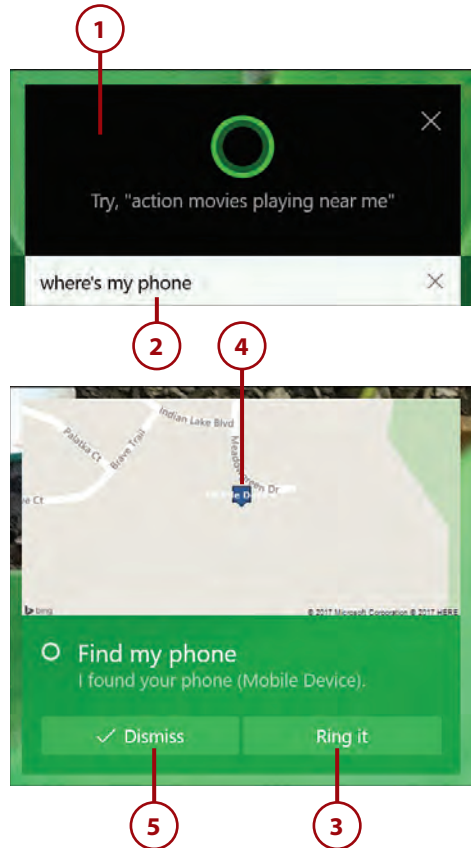




## Having Cortana Find Your Phone

Just like a real digital assistant who helps you locate your lost car keys or briefcase, Cortana can help you locate your phone when you lose it.

1. Say, "Hey Cortana!" The Search box becomes active and you see the Listening message.
2. Ask, "Where's my phone?" Cortana responds that it will attempt to find it for you. After a moment or two, you hear a message notification on your phone (if it is within earshot), saying, "Cortana is looking for this phone."
3. When the phone is located, a notification appears, telling you Cortana has found your phone. Click or tap Ring It to send a signal to your phone so that it will ring.
4. Tap or click the map at the top of the notification if you want to use the Maps app to get directions to where Cortana found your phone.
5. Click or tap Dismiss if you were able to find the phone with the notification sound and no longer need the ring signal sent.



## Managing Cortana Permissions

As you can imagine, with a personal digital assistant like Cortana, in order to provide you with information relative to your likes and dislikes, your location, and your interests, Cortana has to know a lot about you. In this day of cybersecurity concerns, you need to be able to manage how your information is stored and used.

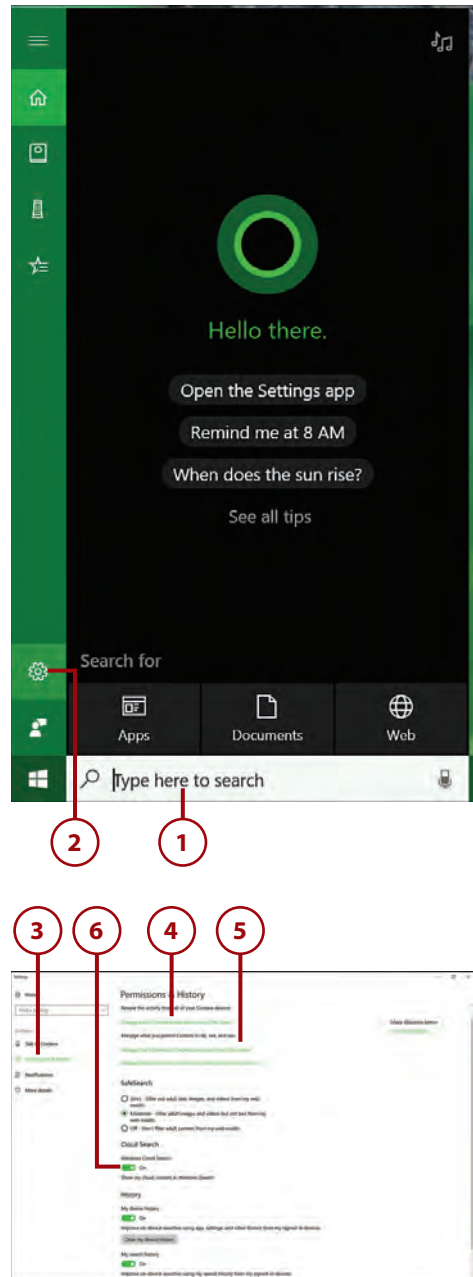
For that reason, you can choose how you want Cortana to gather information on you and manage how it is used. You do this using Cortana settings.

## Managing Your Permissions

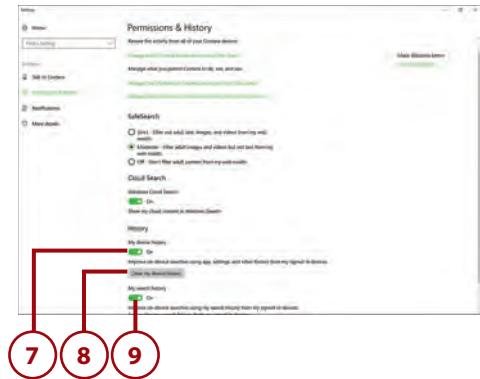
Microsoft has been working with a focus on security and privacy across the last several iterations of Windows 10, and the overall security effort is coalescing into an organized permissions-based system. Now your Cortana settings are organized as one part of a large Windows-wide security system designed to give you the flexibility you want to control your information while balancing that with the permissions you need to get to the information you seek.

You can view and change the permissions Cortana uses to search for, display, and update your information by choosing Settings in the Cortana panel.

1. Click in the Search box or say, "Hey Cortana." The Cortana panel opens.
2. Click Settings.
3. Click Permissions & History.
4. Click Change What Cortana Knows About Me in the Cloud to view and modify the types of information Cortana stores about you.
5. Click or tap Manage the Information Cortana Can Access from This Device to limit what Cortana will find and share about your location, communications, and browsing history.
6. Leave this set to on if you want Cortana to be able to display information you've stored in the cloud in searches.



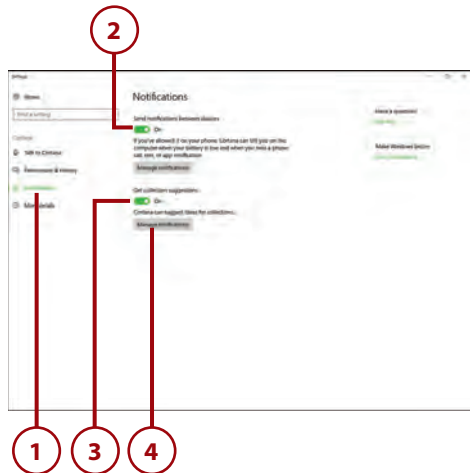
7. Leave My Device History set to On if you want Cortana to learn from past searches and questions on this device about the types of information and topics that interest you.
8. Click or tap Clear My Device History to erase past search data.
9. Set to Off if you want to stop Cortana from keeping a history of your searches.



## Setting Notifications

One of Cortana's strengths is that it can use notifications to remind you of things you want to be reminded about: upcoming appointments, grocery items, work tasks, and times for the kids' after-school practices. You can control how and when Cortana notifies you about various events in Cortana settings.

1. Display Cortana settings by clicking in the Search box and choosing the Settings tool. In the Settings window, click Notifications.
2. If you want Cortana to send notifications to all your Windows devices (tablet, computer, phone), leave this set to On.
3. If you want Cortana to make suggestions for items you might want to add to your collections (for example, when you search for a specific recipe), leave this set to On.
4. Click Manage Notifications if you want to leave notifications on for some items but turn them off for others. The collection choices are Books, Movies & TV, Recipes, and Shopping. By default, all are turned On.



## >>> *Go Further*

### LIMITING CORTANA

Because Cortana can potentially add so much to your computing experience—and because she is a seamless part of many of the apps you'll use every day—developers recommend that for the best use of Windows 10, you should let Cortana do what she does best.

But not everyone likes this sort of thing. Unfortunately, in the previous version of Windows 10 (Windows 10 Anniversary Update), Microsoft did away with the option to disable Cortana. So no matter what you do, it continues operating to some degree in the background.

But you can limit the permissions you give Cortana for gathering and storing information about your computing activities. To put a check and balance on Cortana's power, you make changes in Cortana Settings:

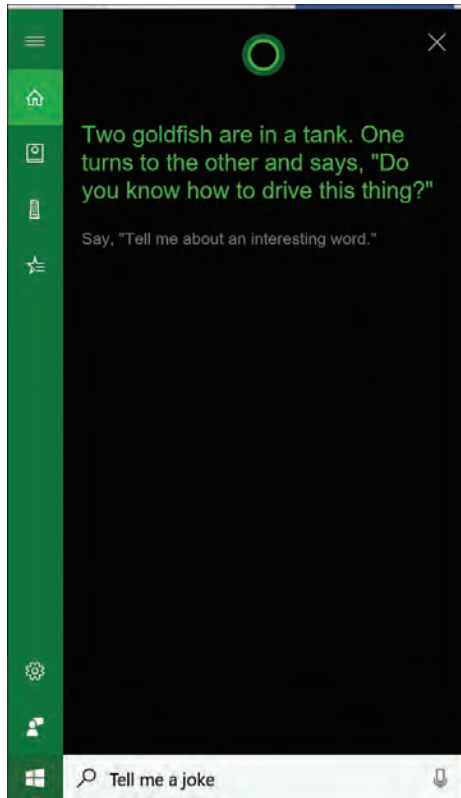
- In the Talk to Cortana category, set Hey Cortana to Off and the Lock Screen setting to Off.
- In the Permissions & History category, set Cloud Search, My Device History, and My Search History settings to Off. Click the Clear My Device History button to remove past search data.
- In the Notifications category, set Notification Between Devices and Category Notifications to Off.

You can reverse these settings at any time to restore Cortana to normal functionality. You can also provide feedback to Microsoft (by using the Feedback tool in the Cortana panel) if you want to weigh in on how Cortana stores and uses your information in future updates of Windows 10.

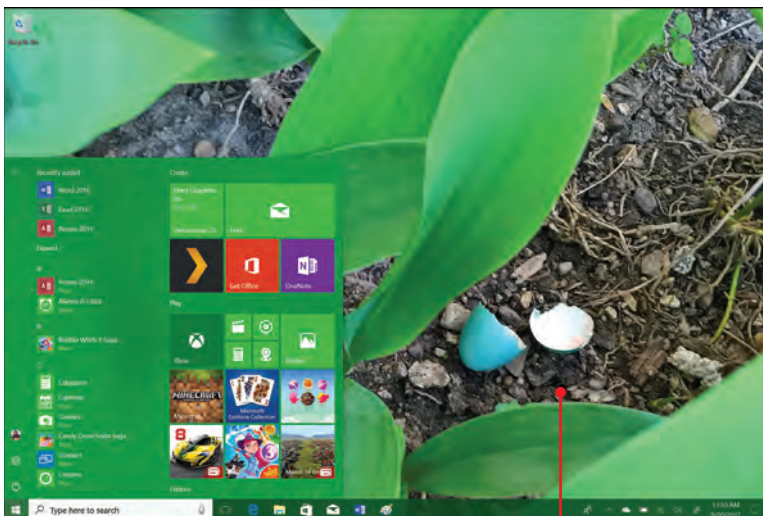
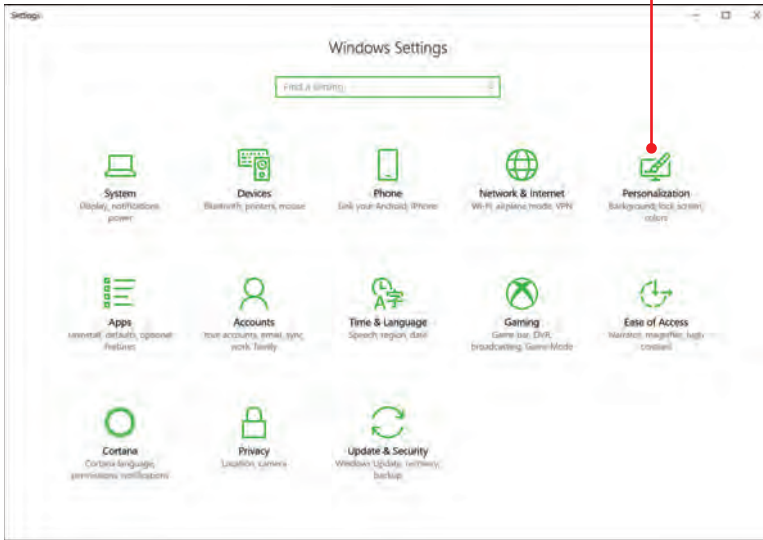
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## Free Time with Cortana

Like any good assistant, Cortana isn't all work and no play. In fact, you can play games with Cortana (just say, "Hey Cortana, play movie game"), ask Cortana to share some interesting trivia, or even ask it to tell you a joke. Here's the result when I said, "Hey Cortana, tell me a joke." Not bad.



Use Personalization settings to change the way Windows 10 looks and behaves.



Add a new background or create a slideshow using your own images.

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