

2. When the word **Listening** appears at the bottom of the Cortana pane, say **Find the [name of the document] document**. Wait for Cortana to list the document on the screen, and then select the document to open it.

Highlight a word to define it

Look up any word right from **Microsoft Edge**.

1. From the desktop, select the **Microsoft Edge** icon from the taskbar to open the browser, and then go to the online article you wish to read.
2. Touch the word you wish to define in the text.
 - Double-click the word you wish to define in the text.
3. Press and hold the highlighted word until a square appears, and then release.
 - The word highlights in blue. Right-click the highlighted word.
4. Select **Ask Cortana** from the options menu.
5. Notice that the Cortana pane opens at the right side of the screen and displays information about the word.

Ask Cortana to find online pictures

Cortana loves to get things for you. Ask her to search for pictures of things you'd like to see.

1. Select the microphone icon or move close to the device, and say **Hey, Cortana**.
2. When the word **Listening** appears, ask Cortana to show you a picture of something you'd like to see.
3. Cortana shows you pictures of what you requested.

Note: Cortana-dependent features are hardware dependent and currently available only in the United States, the United Kingdom, China, France, Italy, Germany, and Spain. Greater availability is expected through 2016. If user is not in market, the default experience is Bing search. Cortana-specific features like personal suggestions, reminders, and productivity scenarios will not function.

Additional resources

- Check out windows.com to learn more about Windows 10.
- Sign up for a Microsoft account today to get connected to the things you care about at windows.com/microsoftaccount.
- Learn more about security in Windows 10 at windows.com/security.
- Discover the Windows 10 Compatibility Center. Get device drivers, software downloads, and updates from windows.com/compatibility.
- Use the Help+Tips app in the Windows Store to learn the basics of Windows 10.
- Visit support.microsoft.com for help with Windows 10 or other Microsoft products.
- Download Photo Gallery at windows.com/photogallery or Movie Maker at windows.com/moviemaker
- Visit the Digital Workshop blog for articles, tips, and tricks, as well as access to Digital Workshop handouts at haldigitalworkshop.wordpress.com

Microsoft Edge helps you do more with page markup, sharing, and Cortana.

Mark up and share a webpage

Share your ideas by marking up and sharing webpages you visit.

1. From the desktop, select the **Microsoft Edge** icon from the taskbar to open the browser, and then go to the website you would like to highlight and share.
2. Select the **Web Note** icon on the right end the options bar across the top of the window to reveal the mark-up toolbar.
3. Select the **Pen** drop-down arrow to reveal the pen color options, and then select a color.
4. Write or draw on the page with your finger.
 - Write or draw on the page using your mouse.
5. Select the **Share** icon toward the right end of the Web Note bar to reveal the Share pane.
6. Select **OneNote** from the options, and then select **Send**.
7. Select **Exit** at the right end of the Web Note bar to exit the Web Note function.

Activate Reading view and share your Reading list

Eliminate distractions with the Reading view and your Reading list.

1. From the desktop, select the **Microsoft Edge** icon from the taskbar to open the browser, and then go to the online article you wish to read.
2. Select the **Reading view** icon at the right side of the address bar.
3. Select the **Add to favorites or Reading list** icon toward the right end of the options bar along the top of the window to open the **Add to** pane.
4. Select **Reading list**, and then select **Add** to add the article.
5. Select the **Start** button at the lower left corner of the screen to open the Start menu.
6. To read the article, either select the reading list icon in the **Microsoft Edge** browser, or select the **Reading List** tile to open the app, and then select the article to open it.

Set a reminder with Cortana

Get more done and stay organized with Cortana's reminders.

1. Select the microphone icon or move close to the device, and say **Hey, Cortana**.
2. When the word **Listening** appears at the bottom of the Cortana pane, say **Remind me to...** and tell Cortana what you want her to remind you of.

Note: If necessary, you can type the request into the Cortana text box at the bottom of the pane, instead of speaking the request.
3. Cortana asks you to confirm the reminder, and then select **Remind**.

Ask Cortana to find a document

Have Cortana find you what you need, when you need it.

1. Select the microphone icon or move close to the device, and say **Hey, Cortana**.