

# Fix Slow Open/Save Windows – Disable Cortana

## What

Fix how slow that Open or Save as windows open by disabling Cortana. Cortana is disabled by the addition of a registry key.

## Why

Cortana works in the background monitoring all functions of File Explorer to respond if used. This background monitoring is what causes a delay when open an Open or Save as window before you can use the window to open or save a file. If you don't use Cortana (which applies to most users) then disabling Cortana will save you time.

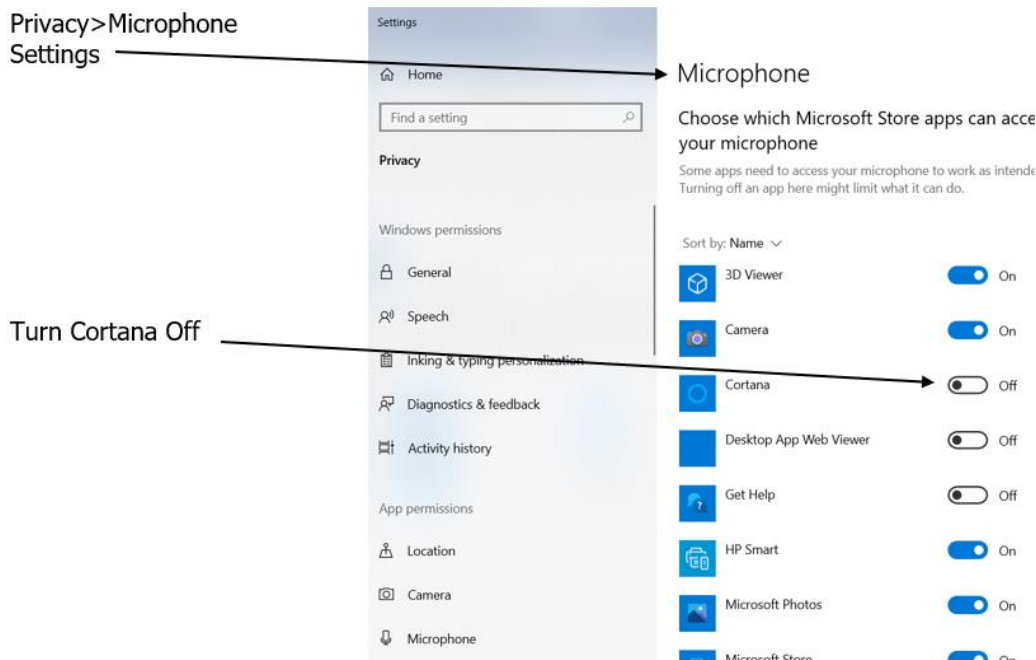
## How

Cortana is disabled by turning off one setting AND adding a new registry key to the Registry.

### Step 1 – Turn Cortana Microphone Off

Open the Settings page to turn Off Cortana's access to the microphone by opening a Run box (WinKey +R), enter **ms-settings:privacy-microphone**, and press the *Enter* key.

Scroll down the page and turn the switch for Cortana to Off as shown below.



Close the settings page when finished.

### Step 2 – Disable Cortana Registry Key

Always back up the branch of the Registry you are going to change so if you don't like the change you can apply the backup and return as you were.

*To backup for this key:*

- Open the Registry Editor by opening a Run box (WinKey + R), enter **regedit**, press the Enter key, and *Yes* to the UAC query box.
- When the Registry Editor opens use the left navigation pane to open the branches to open the following branch. Select the last branch (**Windows**) so it is highlighted.

HKEY\_LOCAL\_MACHINE\SOFTWARE\Policies\Microsoft\**Windows**

- With the **Windows** branch highlighted, select *File>Export* from the top menu. This will open a save windows with the branch selected. Select a name and a location for this backup reg file.

Once you have backed up that registry branch, close the Registry Editor.

The easiest and most accurate way to add the Registry key that will Disable Cortana is to make a registry patch by copying the lines below and merge that patch into the Registry.

*To Make the Registry Patch:*

- Copy the lines of text below without adding any blank lines above the text.

#### **Windows Registry Editor Version 5.00**

**[HKEY\_LOCAL\_MACHINE\SOFTWARE\Policies\Microsoft\Windows\Windows Search]  
"AllowCortana"=dword:00000000**

- Paste the text into a blank NotePad document such that **Windows** of the first line of text is in the top left corner of the document.
- Select *File>Save as* to open the *Save as* window. Select a location to save the file. Click the box next to *Save as type:* and select *All Files (\*.\*)*. Enter **DisableCortana.reg** for the file name (the .reg must be part of the name you enter). Press *Save* to save your registry patch.

*To Add Registry Patch:*

Right click **DisableCortana.reg** and select **Merge**. Click OK to allow the patch to be merged past Windows standard warnings. Windows will notify you that the registry key has been added to the Registry.

You will need to reboot for the changes to take effect.

Once you reboot, try an open or Save window and see how much faster that windows loads and why this is a good tip.