

## **CONSERVE SPACE ON THE TASKBAR WITH A SEARCH ICON**

You have two views for *search*, either a search box or a search icon. Clearly, the search box takes up much more room on the Taskbar than the search icon and is no better or faster at conducting a search.

Right-click on the one that is showing, move up to Search, then over to *Show search icon* or *Show search box*.

If neither the search box nor search icon is showing, right-click on an area of the Taskbar that is unoccupied, move up to Search, and select either the search box or the search icon.