

## **Don't have the Taskbar's Search box add to the clutter.**

To change the Search tool from the wide search box to the smaller circle, right-click on the Search box that is showing, move up to Cortana, then over to *Show Cortana icon*.

If neither the search box nor search icon is showing, right-click on the Taskbar area immediately to the right of the Start button, move up to Cortana, and select Show Cortana icon.

If Cortana is enabled (which is the default), both the search box and the small circle will state either: *Ask me anything*. The small circle icon is replaced by a small magnifying glass icon when Cortana is disabled.

If Cortana is disabled, both the search box and the magnifying glass will state: *Search Windows*. Internet searches will be handled by your favorite browser and search engine.