

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

The search box that is located near the far-left side of the Taskbar occupies an inordinate amount of valuable real estate. To change the Search tool from a wide box to a small circular orb, right-click on the Search tool that is showing, move up to *Search* (or Cortana), then over to *Show search (or Cortana) icon* or *Show search box*. By selecting the search icon over the search box, you can reduce the size of the search area down to a small circle or a small magnifying glass symbol. To access the traditional search box, simply click on the circle/magnifying glass.

If neither the search box nor search icon is showing (hidden), right-click on the Start button and then click on *search*. This action will bring up a search box that will close immediately after it has been used.

If Cortana is enabled (which is the default), both the search box and the small circle will state: *Ask me anything*.

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

There is a **Task View** button that provides an overview of all your open windows and virtual desktop features. When it is enabled, the Task View button will always appear to the immediate right of the search bar/icon on the Taskbar.

This feature is enabled by default. If you'd like to disable it, just right-click on a blank area of the taskbar and deselect (left-click) the *Show Task View button*.