

Windows 10

Change the format & functionality of the Search box on the Task bar

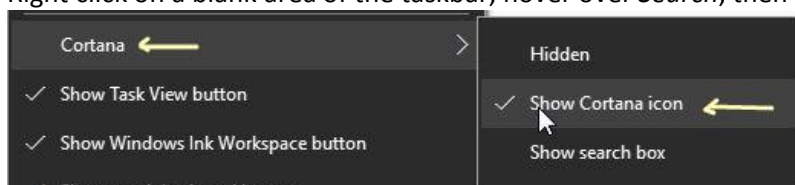
The search box (now called “Cortana”) consumes a fair bit of the task bar.



You can change this and either make it smaller or hide it completely.

Change the large Search box to a smaller Search icon

Right click on a blank area of the taskbar, hover over *Search*, then left click on *Show Cortana icon*



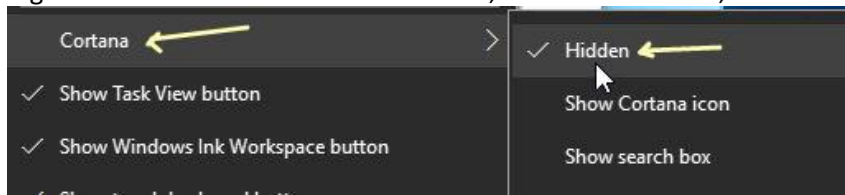
Then the Search box becomes an icon you can click on



See next page – how to hide the icon

Hide the Search box or Search icon

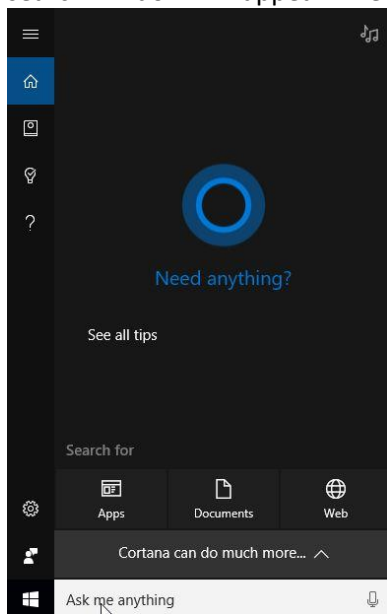
Right click on a blank area of the taskbar, hover over *Search*, then left click on *Hidden*



The Search box or search icon disappear from the Task bar



Then you can still use search but you first need to click on the Start button and start typing. The search window will appear when you type the first letter.



Changing the Search options

Click the gear icon in the Search window to see the Search (Cortana) options

