

## ***Setting your browser to automatically clear Internet cache files***

The following instructions are for use with the CMECF recommended browsers. If you are using a different version or browser manufacturer, please refer to the appropriate documentation or web site for detailed information they may have provided on this topic.

### **Why do I need to clear my cache?**

Even though pages on a site may have been updated, you may be viewing old information if your browser's cache (pronounced "cash," a type of electronic memory) is not being cleared as frequently as it should be.

Generally, the first time you enter a Web address, your browser goes to the Internet to get the information you are requesting and temporarily stores it in the cache. When you request information at the same address again, your browser goes to the cache first, rather than directly to the Internet, to retrieve the information. For this reason, the information stored in the cache may be outdated.

We recommend that you set your browser so that the cache is automatically cleared out frequently and your system is always retrieving fresh information directly from the Internet.

### **How Can I Make Sure My Cache is Cleared Automatically When Using Microsoft Internet Explorer?**

For Internet Explorer **version 5.5 and higher**:

1. On the **Tools** menu of your toolbar, click **Internet Options**.
2. Click the **General** tab.
3. In the **Temporary Internet files** area, click **Delete** Files, then click **OK**.
4. In the **Temporary Internet files** area, click **Settings**.
5. Select the radio button for **Automatically**, then click **OK**.
6. Click **OK** to close Internet Options.

### **How Can I Make Sure My Cache is Cleared Automatically When Using Mozilla Firefox?**

1. Click the menu button  and select **Options**.
2. Select the Privacy & Security panel and go to the History section.
3. In the drop-down menu next to **Firefox will**, choose Use custom settings for history.
4. Select the check box for **Clear history when Firefox closes**.
5. Beside Clear history when Firefox closes, click the Settings... button. The Settings for Clearing History window will open.
6. In the Settings for Clearing History window, put a check mark next to **Cache**.
7. Click OK to close the Settings for Clearing History window.

### **How Can I Make Sure My Cache is Cleared Automatically When Using Google Chrome?**

1. Open the Chrome menu and select "Settings".
  2. Click the "Show advanced settings" link at the bottom of the Settings page.
  3. Click the "Content settings" button under the Privacy header.
  4. Under Cookies, select "Keep local data only until I quit my browser" and click "OK".
- When you close Chrome, it will now automatically clear your cookies.