

GENERAL INFORMATION ON HOW TO “CLEAR YOUR BROWSER CACHE”

To keep your links and files that are most often downloaded to your website current and fresh, it is a good idea to begin the habit of *clearing your cache/clearing your browser history/or clearing your cookies*. No matter what you call the process, it will do the following to keep your browser “healthy.”

- 1) Make certain that the information that is being downloaded is not outdated
- 2) Free up storage space on your computer
- 3) Improve overall performance of your computer by clearing corrupted or excessive cookies which will slow your computer down.

Depending upon your browser, you may be able to set recurring actions, request that only so many hours/days be cleared, or just clear the entire history. This will not harm or interfere with what you are doing on the browser. Yes, it might take a little longer for some things to load at first (hardly noticeable for most), but you will find that it is worth you taking a couple of extra steps to keep your computer up to date.

Google Chrome browsers via Windows OS



- Select three stacked dots in upper right hand corner of the browser page.
- In the dropdown menu select SETTINGS on your browser, look for and select PRIVACY/SECURITY.
- If you see the option, DELETE BROWSING HISTORY, or it might say clear cookies/ cache, select and *read the options* to clear your browsing history .
- Delete or Clear your browsing data.
- It won't hurt your computer or mess up any documents or whatever that you may have.
- If you are tech savvy, there are advanced options that will allow you to be more specific on what you wish to remove.

Safari on Mac iOS



- Start Safari from your dock or Applications folder.
- Choose Safari > Preferences > Privacy in the menu.
- Click on Manage Website Data....
- Select the sites that need tidying, then click Remove or Remove All.

Keep in mind that this is general information only. Depending upon your operating system and your browser of choice there may be other options or steps that you need to take. If either of these are not good options for you... check the internet for “How to clear my browsing history for [browser name]”