The following are step by step instructions to clear your browser cache.

Clearing the cache - FireFox on a PC

- 1. Open the browser and click on "Tools" in the Menu.
- 2. Select "Options", the last item under "Tools."
- 3. Click on "Advanced", the last option on the right.
- 4. Click on the "Network" tab.
- 5. Under the section labeled "Cached Web Content," click on the "Clear Now" button on the right.

Clearing the cache - FireFox on a Mac

- 1. Open the browser and click on "Firefox" on the top bar.
- 2. Select "Preferences."
- 3. Click on the "Advanced" tab.
- 4. Under the section labeled "Cached Web Content," click on the "Clear Now" button on the right.

Clearing the cache - Internet Explorer

- 1. Open the browser and click on "Tools" in the Menu.
- 2. Click on "Internet Options."
- 3. Under "Browsing history," click on "Delete."



4. Put a "check mark" in the following "5" boxes, then click "Delete" at the bottom of the



5. Click "OK" to exit process.

Clearing the cache - Safari

- 1. Open the browser and click on "Safari" in the Menu.
- 2. Select "Empty cache" or use the keyboard short-cut of: Ctrl+Alt+E

Clearing the cache - Chrome

1. Open the browser and click on the "Customize and control Google Chrome" icon in the

upper right corner.

- 2. Click on "History"
- 3. Click on "Clear browsing data."
- 4. Place a "check mark" in the following <u>"4</u>" boxes.

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Clear browsing data		X
Obliterate the following items from: the beginn	ing of time 🔻	
Rowsing history		
Download history		
🕜 Cookies and other site and plug-in data		
Gached images and files		
Passwords		
Autofill form data		
Hosted app data		
Content licenses		
	Clear beauting data	Cancel
Learn more	Clear browsing data	Cancel

- Using the drop down arrow change the time frame setting to: "the beginning of time"
 Obliterate the following items from: the beginning of time
- 6. Click on the "Clear browsing data" button.

The following are step by step instructions to refresh your browser page.

Refresh page – Internet Explorer

- 1. Select "Tools"
- 2. Select "Internet Options"
- 3. Click on the "Settings" button that is shown in the "Browsing history" section
- 4. Select the radio button that says "Every time I visit the page"
- 5. Click "OK" to save changes
- 6. Click "OK" again to close Internet Options

Refresh page - Firefox

- 1. Enter about:config in URL location box in Firefox
- 2. Click "I'll be careful, I promise!"
- 3. Find browser.cache.check_doc_frequency and change the Value to 1