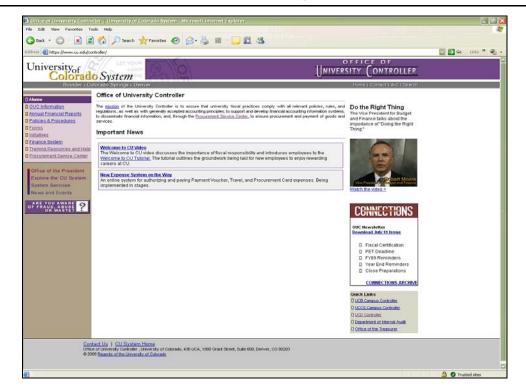
#### What is cache?

Cache is an area where data (webpages, images and cookies) is downloaded from recently accessed websites. Storing data in this manner speeds up the redisplay of visited webpages since it takes less time to retrieve data from cache than downloading again.

*Note:* On some websites, not clearing the cache can prevent the display of current information and proper function of web based applications.

Step	Action
1.	<ul> <li>Decision: The process to clear cache depends on your browser:</li> <li>Internet Explorer 6 Go to step 2 on page 1</li> <li>Internet Explorer 7 Go to step 12 on page 3</li> <li>Mozilla Firefox Go to step 20 on page 5</li> <li>Mac Mozilla Firefox Go to step 25 on page 6</li> <li>Mac Safari Go to step 33 on page 7</li> <li>PC How to determine your browser Go to step 38 on page 8</li> <li>Mac How to determine your browser Go to step 43 on page 9</li> </ul>
2.	To begin, open any website using Internet Explorer 6. This demonstration will use the Office of University Controller (OUC) website: www.cu.edu/controller.

General: Clearing Cache



Step	Action
3.	Click Tools
4.	then Internet Options

#### **Step-by-Step Guide** General: Clearing Cache



Step	Action
5.	Click the Delete Cookies button.
6.	Click the <b>OK</b> button in the DELETE COOKIES window.
7.	Back in the INTERNET OPTIONS window, click the <b>Delete</b> <b>Files</b> button.
8.	Click the <b>Delete all offline content</b> checkbox.
9.	Click the <b>OK</b> button in the DELETE FILES window.
10.	Click the <b>OK</b> button in the INTERNET OPTIONS window.
11.	End of Procedure. Remaining steps apply to other paths.
12.	To begin, open any website using Internet Explorer 7.
	This demonstration will use the Office of University Controller (OUC) website: www.cu.edu/controller.

General: Clearing Cache

Step	Action
13.	Click Tools
	Tools
14.	then Internet Options.
	Internet Options

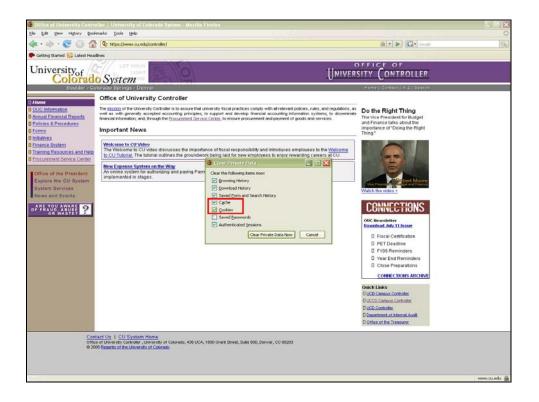


Step	Action
15.	Click <b>Delete</b> under the <i>Browsing history</i> section of the GENERAL
	page.
16.	Click Delete all
17.	Click Yes.
	Yes
18.	In the INTERNET OPTIONS window, click <b>OK</b> .
	OK
19.	End of Procedure. Remaining steps apply to other paths.

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General: Clearing Cache

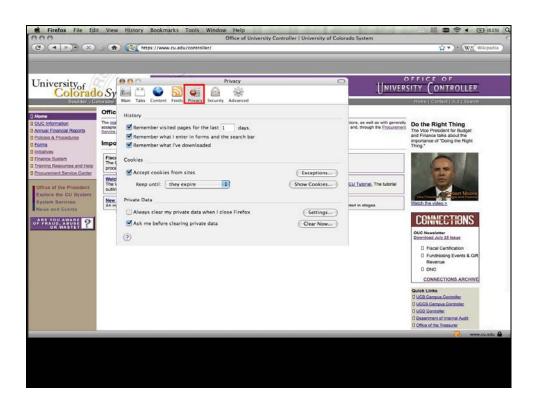
Step	Action
20.	To begin, open any website using Mozilla Firefox.
	This demonstration will use the Office of University Controller (OUC) website: www.cu.edu/controller.
21.	Click Tools
22.	then Clear Private Data Clear Private Data Ctrl+Shift+Del



Step	Action
23.	At minimum, check the <b>Cache</b> and <b>Cookies</b> checkboxes; click the <b>Clear Private Data Now</b> button.
24.	End of Procedure. Remaining steps apply to other paths.

General: Clearing Cache

Step	Action
25.	To begin, open any website using Mozilla Firefox on your Mac computer.
	This demonstration will use the Office of University Controller (OUC) website: www.cu.edu/controller.
26.	Click Firefox Firefox
27.	then <b>Preferences</b>



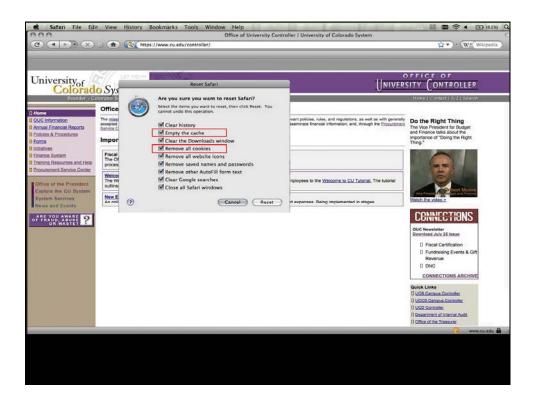
Step	Action
28.	On the PRIVACY page, click <b>Clear Now</b> in the <b>Private Data</b> section.
29.	Now click Show Cookies Show Cookies
30.	Click Remove All Cookies. Remove All Cookies

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General: Clearing Cache

Step	Action
31.	Click <b>Close</b> (red circle in upper left corner of the COOKIES window).
32.	End of Procedure. Remaining steps apply to other paths.
33.	To begin, open any website using Safari on your Mac computer. This demonstration will use the Office of University Controller (OUC) website: www.cu.edu/controller.
34.	Click Safari
35.	then Reset Safari



# **Step-by-Step Guide** General: Clearing Cache

Step	Action
36.	At minimum, check the <b>Empty the cache</b> and <b>Remove all cookies</b> checkboxes; click <b>Reset.</b>
	The RESET SAFARI window will close and you will be returned to your home page.
37.	End of Procedure. Remaining steps apply to other paths.
38.	To begin, open any website.
	This demonstration will use Internet Explorer 6 to open the Office of University Controller (OUC) website: www.cu.edu/controller.
39.	Click Help
40.	then About Internet Explorer.
	Note: This selection will change based on your browser. If you are using Mozilla Firefox, for example, <b>About Mozilla Firefox</b> will appear instead. About Internet Explorer

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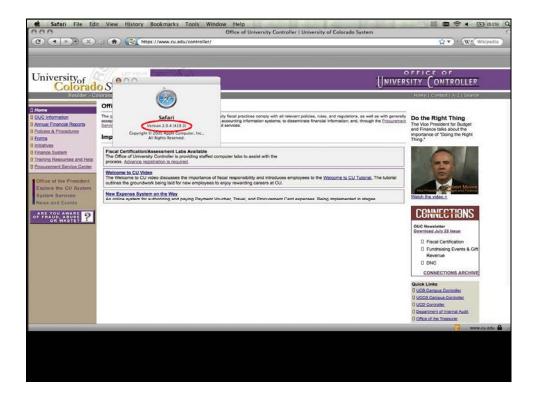
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General: Clearing Cache

Step	Action
41.	The version is one of the first pieces of information included on the ABOUT INTERNET EXPLORER window.
42.	Click <b>OK</b> to close this window and return to the web page. Go to step 1 on page 1
43.	To begin, open any website. This demonstration will use Safari to open the Office of University Controller (OUC) website: www.cu.edu/controller.
44.	Click <b>Safari</b> Note: This selection will change based on your browser. If you are using Mozilla Firefox, for example, <b>Firefox</b> will appear instead.
45.	then About Safari. About Safari



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# **Step-by-Step Guide** General: Clearing Cache

Step	Action
46.	The version is one of the first pieces of information included.
47.	Click <b>Close</b> (red circle in upper left corner of the COOKIES window) to return to the web page. Go to step 1 on page 1