



CAPELLA UNIVERSITY

Basic Browser Maintenance

Contents

Windows Basic Browser Maintenance	2
Internet Explorer 9	2
Internet Explorer 10 or 11.....	2
Firefox (Current Version)	3
Google Chrome (Current Version)	3
Mac Basic Browser Maintenance	4
Safari 5, 6, 7.....	4
Firefox (Current Version).....	4
Google Chrome (Current Version)	4

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Windows Basic Browser Maintenance

Internet Explorer 9

1. In Internet Explorer, click **Tools > Internet Options** (If no Tools tab showing, click gear icon, click **Safety** and click **Delete Browsing History** and skip to step 4)
2. Under **Browsing History**, click the **Delete...** button
3. On the next screen, only checkmark **Temporary Internet Files and Cookies**
 - a. Make sure **Preserve Favorites website data** is **unchecked**
4. Click **Delete**
5. Under **Browsing History**, click the **Settings** button and place the bullet next to **Every time I visit the webpage** and where it says **Disk space to use (8-1024MB)**, change the value to **8**
6. Click **OK & OK** again to close Internet Options
7. Exit Internet Explorer and reopen the application


Internet Explorer 10 or 11

1. In Internet Explorer, click **Tools > Internet Options** (If no Tools tab showing, click gear icon, click **Safety** and click **Delete Browsing History** and skip to step 4)
2. Under **Browsing History**, click the **Delete...** button
3. On the next screen, only checkmark **Temporary Internet Files and Cookies**


Make sure **Preserve Favorites website data** is **unchecked**
4. Click **Delete**
5. Under **Browsing History**, click the **Settings** button and place the bullet next to **Every time I visit the webpage** and where it says **Disk space to use (8-1024MB)**, change the value to **8**
6. Click **OK & OK** again to close Internet Options
7. Exit Internet Explorer and reopen the application

Windows Basic Browser Maintenance (continued)

Firefox (Current Version)

1. Click on three-bar icon  in the upper right corner and click **History**
2. Click **Clear Recent History**
3. Under Settings for **Clear All History**, make sure **Cookies**, **Cache**, and **Active Logins** boxes are checked
4. Click **Clear Now**
5. Click **OK** to close Options
6. Exit Firefox and reopen the application

Google Chrome (Current Version)


1. Click the  icon (*Customize and Control Google Chrome*) in the upper right
2. Click **Tools**
3. Click **Clear Browsing Data**
4. On the next page, checkmark **Cookies and other site and plug-in data** and **Cached images and files**.
5. Click the drop-down for **Obliterate the following items from:** and select **the beginning of time**.
6. Click the **Clear Browsing Data** button
7. Exit Google Chrome and reopen the application

Mac Basic Browser Maintenance


Safari 5, 6, 7

1. Click **Safari** on the menu bar, and then click **Reset Safari**
2. On the next screen, make sure the following options are check marked
 - a. **Remove all webpage preview images**
 - b. **Remove all website data**
 - c. **Reset all location warnings**
3. Click **Reset**
4. Click **Safari > Quit Safari**, then reopen the application

Firefox (Current Version)

1. Click on three-bar icon  in the upper right corner and click **History**
2. Click **Clear Recent History**
3. Under Details for **Clear Recent History**, make sure **Cookies**, **Cache**, and **Active Logins** boxes are checked
4. Set **Time range to clear** drop-down to **Everything**
5. Click **Clear Now**
6. Click **OK** to close Options
7. Click **Firefox > Quit Firefox** then reopen application

Google Chrome (Current Version)

1. Click the  icon (*Customize and Control Google Chrome*) in the upper right
2. Click **Tools**
3. Click **Clear Browsing Data**
4. On the next page, checkmark **Cookies and other site and plug-in data** and **Cached images and files**.
5. Click the drop-down for **Obliterate the following items from:** and select **the beginning of time**
8. Click the **Clear Browsing Data** button
9. Click **Chrome > Quit Chrome** then reopen application