BASIC BROWSER MAINTENANCE

Contents

Table of Contents

Windows Basic Browser Maintenance ................................................................................................. 2
Internet Explorer 11 ............................................................................................................................ 2
Edge................................................................................................................................................... 2
Firefox (Current Version) ....................................................................................................................... 3
Google Chrome (Current Version) ...................................................................................................... 3
Mac Basic Browser Maintenance.......................................................................................................... 4
Safari 9 ................................................................................................................................................ 4
Firefox (Current Version) ..................................................................................................................... 4
Google Chrome (Current Version) ................................................................................................... 4

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**Windows Basic Browser Maintenance**

**Internet Explorer 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

**Edge**
1. Click on three-button icon ⬛️ in the upper right corner and click **Settings**
2. Click **Choose what to clear**, make sure **Cookies** and **Cache** boxes are checked
3. Click anywhere outside the menu to close it.
4. Close the Edge browser and re-open 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 **More 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 9
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 Custom icon (Customize and Control Google Chrome) in the upper right
2. Click More 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

[4]