

Deleting Internet Cookies, Temp Files & Offline Files Quick Reference Card

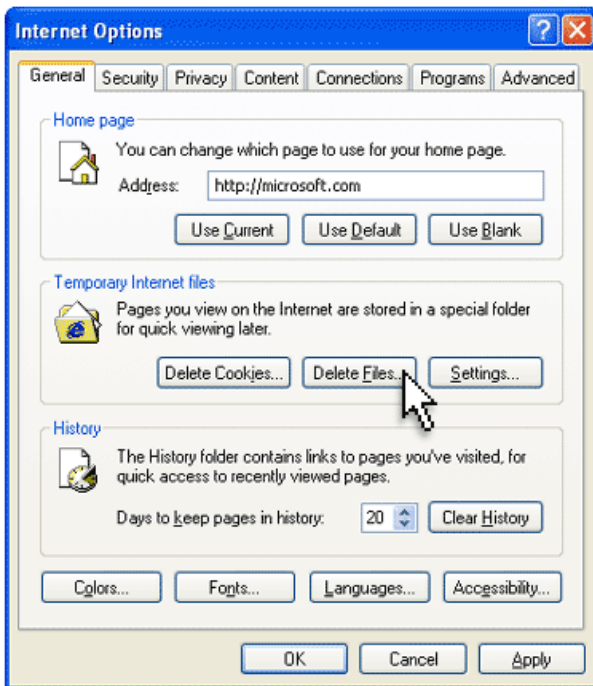
How and Why to Clear Your Cache

Often referred to as the **cache**, the Temporary Internet Files folder contains a kind of travel record of the items you have seen, heard, or downloaded from the Web, including images, sounds, Web pages, even cookies. Typically these items are stored in the Temporary Internet Files folder.

Storing these files in your cache can make browsing the Web faster because it usually takes your computer less time to display a Web page when it can call up some of the page's elements or even the entire page from your local Temporary Internet Files folder.

All those files stored in your cache take up space, so from time to time, you may want to clear out the files stored in your cache to free up some space on your computer. This is called clearing the cache.

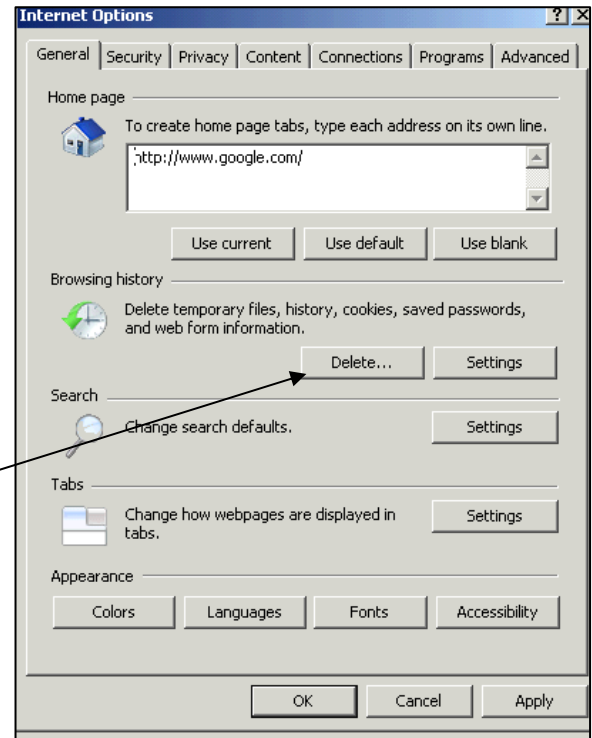
1. Use **Main Menu** in Internet Explorer. Select **Tools** ► **Internet Options**.
2. **Internet Options (version 6)** dialog box. Select the **General** tab.



3. In the **Temporary Internet Files** section, click the **Delete Cookies...** and **Delete Files...** button below "Pages you view on the Internet are stored in a special folder for quick viewing later".
4. Click **OK** button when complete.

OR

5. **Internet Options (version 7)** dialog box. Select the **General** tab.



6. In the **Browsing history** section, click the **Delete...** button below "Delete temporary files, history, cookies, saved passwords and web form information."

Note: If you have not done this recently, it may take up to a few minutes for your mouse pointer to re-display.

7. Click **OK** button when complete.