

## ***Setting your browser to automatically clear Internet cache files***

The following instructions are for use with the CMECF recommended browsers. If you are using a different version or browser manufacturer, please refer to the appropriate documentation or web site for detailed information they may have provided on this topic.

### **Why do I need to clear my cache?**

Even though pages on a site may have been updated, you may be viewing old information if your browser's cache (pronounced "cash," a type of electronic memory) is not being cleared as frequently as it should be.

Generally, the first time you enter a Web address, your browser goes to the Internet to get the information you are requesting and temporarily stores it in the cache. When you request information at the same address again, your browser goes to the cache first, rather than directly to the Internet, to retrieve the information. For this reason, the information stored in the cache may be outdated.

We recommend that you set your browser so that the cache is automatically cleared out frequently and your system is always retrieving fresh information directly from the Internet.

### **How Can I Make Sure My Cache is Cleared Automatically When Using Netscape?**

For Netscape **version 4.7**:

1. On the **Edit** menu of your toolbar, click **Preferences**.
2. Click the **Advanced** category and select **Cache**.
3. Click the **Clear Disk Cache** button and the **Clear Memory Cache** button.
4. choose the radio button "**Change page every time**"
5. Click **OK**.

For Netscape **version 6.0, 7.0**:

1. On the **Edit** menu of your toolbar, click **Preferences**.
2. Click the **arrow** beside the **Advanced** category and select **Cache**.
3. Click the **Clear Disk Cache** button and the **Clear Memory Cache** button.
4. Choose the radio button, "**Every time I view the page**"
5. Click **OK**.

### **How Can I Make Sure My Cache is Cleared Automatically When Using Microsoft Internet Explorer?**

For Internet Explorer **version 5.5 and higher**:

1. On the **Tools** menu of your toolbar, click **Internet Options**.
2. Click the **General** tab.
3. In the **Temporary Internet files** area, click **Delete** Files, then click **OK**.
4. In the **Temporary Internet files** area, click **Settings**.
5. Select the radio button for **Automatically**, then click **OK**.
6. Click **OK** to close Internet Options.