Clearing Cache

1. **Decision:** The process to clear cache depends on your browser:
   - Internet Explorer 6
     Go to step 2 on page 1
   - Internet Explorer 7
     Go to step 12 on page 2
   - Mozilla Firefox
     Go to step 20 on page 2
   - Mac -- Mozilla Firefox
     Go to step 25 on page 2
   - Mac -- Safari
     Go to step 33 on page 3
   - PC -- How to determine your browser
     Go to step 38 on page 3
   - Mac -- How to determine your browser
     Go to step 43 on page 4

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.

3. Click **Tools...**

4. ...then **Internet Options...**

5. Click the **Delete Cookies...** button.

6. Click the **OK** button in the DELETE COOKIES window.

7. Back in the INTERNET OPTIONS window, click the **Delete Files...** button.

8. Click the **Delete all offline content** checkbox.

9. Click the **OK** button in the DELETE FILES window.

10. Click the **OK** 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.

13. Click **Tools...**

14. ... then **Internet Options**.

15. Click **Delete...** under the **Browsing history** section of the **GENERAL** page.

16. Click **Delete all...**

17. Click **Yes**.

18. In the **INTERNET OPTIONS** window, click **OK**.

19. **End of Procedure.** Remaining steps apply to other paths.

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...**

23. At minimum, check the **Cache** and **Cookies** checkboxes; click the **Clear Private Data Now** button.

24. **End of Procedure.** Remaining steps apply to other paths.

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...**

27. ... then **Preferences...**

28. On the **PRIVACY** page, click **Clear Now...** in the **Private Data** section.
29. Now click **Show Cookies...**

30. Click **Remove All Cookies.**

31. Click **Close** (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...**

36. At minimum, check the **Empty the cache** and **Remove all cookies** checkboxes; click **Reset.**

   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, About Mozilla Firefox will appear instead.*

41. The version is one of the first pieces of information included on the ABOUT INTERNET EXPLORER window.

42. Click **OK** to close this window and return to the web page.
| 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 **Safari...**  
*Note: This selection will change based on your browser. If you are using Mozilla Firefox, for example, Firefox will appear instead.* |
| 45. | ... then **About Safari.**  
[About Safari](#) |
| 46. | The version is one of the first pieces of information included. |
| 47. | Click **Close** (red circle in upper left corner of the COOKIES window) to return to the web page.  
[Close](#)  
**Go to step 1 on page 1** |