

Helpsheet:

Managing cache and cookies files (Firefox)

There are different files placed on your workstation to improve your usage experience. These files are small, but may have an impact on the response of your computer, if not managed.

Two of the most common of these file types are cookies and cache (temporary) files. Firefox refers to these types of files as 'private data'.

It is 'good housekeeping' to clean out 'behind the scenes' web files regularly. This helps maintain response times as well as freeing up disk space.

This helpsheet helps you with managing these files.

Cache /temporary Internet files

These are copies of website files downloaded onto your computer to speed up use of the websites. They can be safely deleted without much impact – current copies will be downloaded again if (when) you next visit the site.

Cookies

Cookies are small files downloaded onto your computer while you are using the internet. They can be a mixed bag, ranging from useful (e.g. a cookie that enhances your visit to a regularly accessed website by keeping track of your data) to intrusive (e.g. a cookie that tracks your internet activity to send off to a marketing site).

Cookies can slow down your workstation response times.

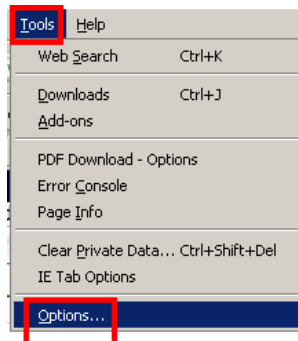
When you delete all cookies, you may need to re-enter information the next time you visit your website, or give approval again for some cookies to be downloaded.

Deleting private data files

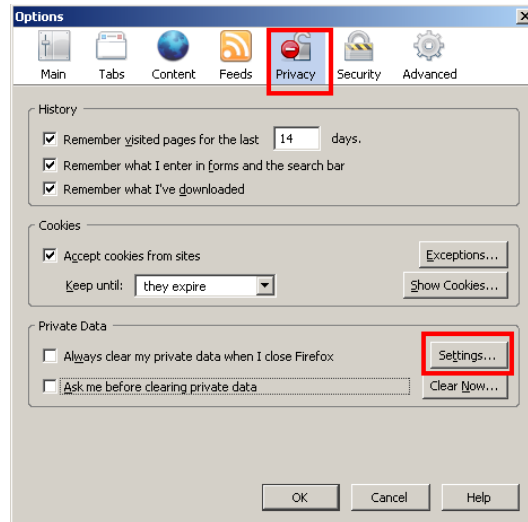
Firefox allows you to specify which private data you would like deleted, and how and when it will be deleted.

You can set up Firefox so that 'housekeeping' is done each time you log out without any input from you; or so that you are prompted before files are cleared; or so that it is all done manually.

1. Click on **Start > Mozilla Firefox**
2. Click on **Tools > Options.**



3. Click on **Privacy** from the tabs at the top of the **Options** window.
4. Check the current settings by clicking on the **Settings** button in the **Private Data** section.

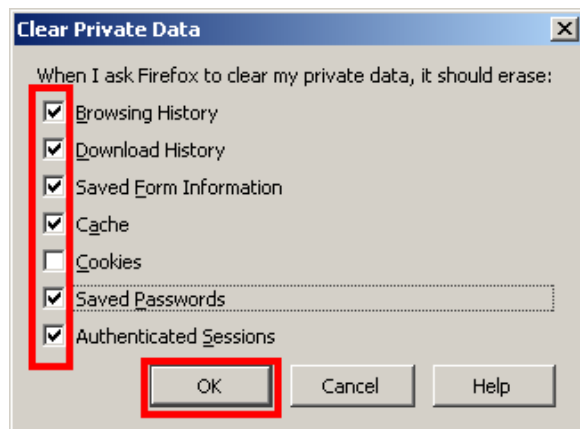


5. The files selected in the **Clear Private Data** window will be cleared (deleted) each time Firefox is told to clear private data.

Make sure that you select only the things you want to be removed.

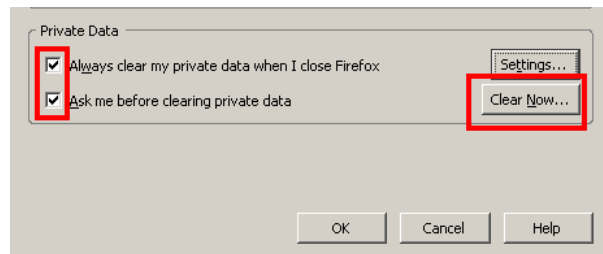
You can adjust this at any time.

Click **OK** once you have made your selection.



7. You will then be returned to the **Privacy** window.
8. You can set Firefox to routinely clear private data files each time you close it down, by clicking in the **Always clear my private data when I close** box.

You can set Firefox to always prompt before deleting files, by clicking in the **Ask me before clearing private data** box.



9. You can manually clear all private data by clicking on the **Clear Now** button. Click on the **Show Cookies** button to see what cookies are currently installed.

You can also specify how long to keep cookies by clicking on the down arrow in the **Keep until** box and choosing your option.

