

Helpsheet:

Managing cache and cookies files (Internet Explorer)

There are different files that are 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.

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 in managing these files.

Cache / temporary Internet files

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

Deleting temporary internet files

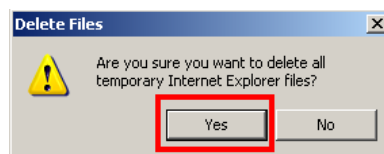
1. Start Internet Explorer
2. Click on **Tools > Internet options.**
3. Select the **General** Tab from the top of the window.
4. Click on **Delete** under the **Browsing history** section of the window.

This opens up the **Delete Browsing History** window, which then displays the types of files that can be deleted.

5. Click on the **Delete files** button in the **Temporary Internet Files** section.
6. You will then be prompted to confirm that you want to delete all these files.
Click **Yes** to proceed.



7. A start window will open up showing progress, and then you will be returned to the **Deleting Browsing History** window.



Cookies

Cookies are small files that are downloaded onto your computer while 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 your workstation response times because they may be sending and receiving internet data.

When you delete 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 browser cookies

1. Repeat steps 1 to 3 of the *Deleting temporary internet files* section.
2. Click on the **Delete files** button in the **Temporary Internet Files** section – this will delete all cookies.
3. You will be prompted to confirm that you want to delete the cookies, and then a status screen will appear.
4. Once deleted you will be returned to the **Deleting Browsing History** window.
5. Close down, then restart your browser window, to clear any currently active cookies.

