

Clearing Cache & Cookies Manual

To ensure compatibility with UCF portals, please use one of the supported browsers and the subsequent browser versions listed below

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(UCF IT Support Center, 2023)	

Explaining Cache & Cookies

Cache is data left on your device after visiting a website or app and accumulates as you surf the web. It is used to store resources used within the browser to decrease the website or app loading time when you visit it again. Cookies are very similar to cache in how they work except they are used to trace user preferences for a website or app.

When encountering browser issues, it is recommended to clear your cache and cookies to reset before visiting a website or app.

Safari

1. Open Safari and select the **Safari** button on the top left of the page to open the drop-down menu.



2. Select Preferences

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	Privacy Report Settings for This Website	UCF has taken extensive measures to help prevent the spread of COVID-19. We're in regular consultation with
	Clear History	we begin a gradual fetum to campus. Find more information about <u>COVID-19's impact at OCF</u> .

3. A new menu will open. Select the **Advanced** tab on the right and select the "Show Develop menu in the menu bar" checkbox.



4. Now select the Develop tab to display the drop-down menu and select Empty Cache

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Chrome

1. Open Google Chrome and select the three dots at the top right next to the URL.



2. From the drop-down, hover your mouse over More Tools and then select Clear Browsing Data.

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3. Select the checkboxes next to "Cookies and other site data" and "Cached images and files" along with any other items you would like to clear. When all are selected, press the **Clear data** button.

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Abou	Chrome	Cancel Clear data

Firefox

1. After opening Firefox, click on the upper right corner which looks like three horizontal lines, to open the menu.



2. From the menu dropdown, then select Options



3. On the left side panel, select **Privacy & Security**.



4. Scroll down until you see History and select Clear History.

🔆 General	
 Home Search Privacy & Security 	History Firefox will Remember history Firefox will remember your browsing, download, form, and search history. Clear History
Sync	Address Bar When using the address bar, suggest ✓ Browsing <u>h</u> istory ✓ Boo <u>k</u> marks ✓ <u>O</u> pen tabs Change preferences for search engine suggestions

5. A new window will appear. Ensure the radio buttons next to "Cookies" & "Cache" are checked. When all the checkboxes desired are selected, click **Clear Now**.

Clear	All History	×
Time range to clear: Everything		*
All history will be clear This action cannot be	ed. undone.	
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Edge

1. After opening Microsoft Edge, select the Menu which is the three dots on the top right of the browser and then select **Settings**.



2. After the Settings tab opens, select the **Privacy**, **search**, **and services** tab on the left-hand side of the window. Then scroll down to Clear browsing data and select the blue button **Choose what to clear**.



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3. A new window will appear. Select the downward facing carrot to expand the **Time range** and change the time range from "Last hour" to "All time."

Clear browsing data	×
Time range	
Last hour	Jhn
Last hour	U
Last 24 hours	
Last 7 days	
Last 4 weeks	
All time	
Cached images and file Frees up less than 182 MB. slowly on your next visit.	s Some sites may load more
Clear now	Cancel

4. Then select all the radio buttons you please, ensuring that the "Cookies and other site date" and "Cached images and files" buttons are selected as well. Once all the buttons are selected press **Clear now**.

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Internet Explorer

1. Open Internet Explorer and navigate to the "Tools" option by selecting the gear icon on the top right of the browser.



2. From the drop-down menu, select Internet Options.



3. A window will appear. From the default "General" tab, select **Delete** underneath **Browsing history**.

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4. Select all the necessary check boxes. The default settings that should be checked should include **Temporary Internet files and website files, Cookies and website data,** and **History**.

Delete Browsing History	×
Preserve Favorites website data Keep cookies and temporary Internet files that enable your favorite websites to retain preferences and display faster.	_
Temporary Internet files and website files Copies of webpages, images, and media that are saved for faster viewing.	
Cookies and website data Files or databases stored on your computer by websites to save preferences or improve website performance.	
History List of websites you have visited.	
Download History List of files you have downloaded. Form data Saved information that you have typed into forms. Passwords Passwords	
to a website you've previously visited.	
A list of websites excluded from filtering, data used by Tracking Protection to detect where sites might automatically be sharing detai about your visit, and exceptions to Do Not Track requests.	s
About deleting browsing history Delete Cancel	

5. You will be taken back to the Internet Options page. Select **OK** to finalize your selection.

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References

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