



# CLEARING BROWSER CACHE

## YOUR GUIDE TO USING EDESIGN

When you use a browser, it saves some information from websites in its cache and cookies. Clearing this information fixes certain problems, like loading or formatting issues on sites.

### CACHED DATA

#### WHAT IS CACHED DATA?

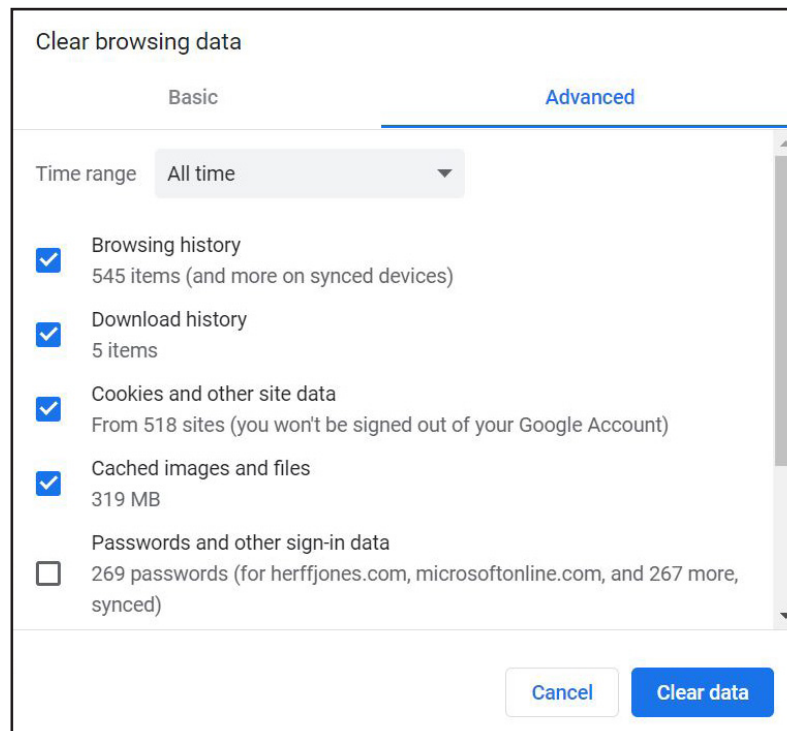
A cache is a reserved storage location that collects temporary data to help websites, browsers, and apps load faster. Your apps and web browser store bits of information to speed up your experience using them. Over time, your browser may collect a lot of files you don't really need. You can clear out the files to free up a little storage space on your device. Clearing the cache can also help with website behavior issues. If you delete the cache, the next time you visit a previously cached site, the site will be forced to download. This new download will result in a new cache being created. Actually, clearing cache and cookies can significantly improve the speed and performance of your browser.

#### WHAT ARE COOKIES?

Cookies are the information that the app or website takes from the user, such as your location, your activity on the page, and your preferences. You've likely seen a popup appear on websites that asks you to click "agree" to allow the website to collect cookies. A website might use cookies to keep a record of your latest visit. An online retailer, for example, may use cookies to keep track of what you already have in your cart so that the information isn't lost each time you click a new link.

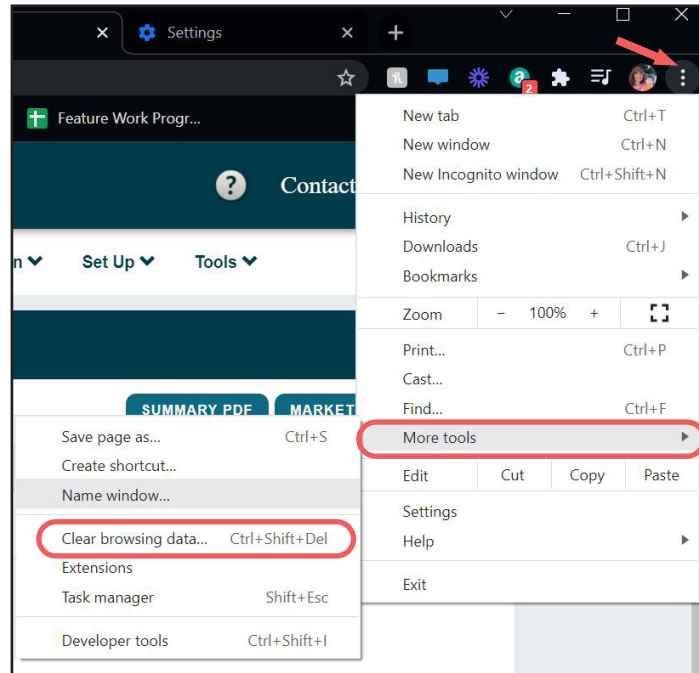
#### WHAT DATA IS DELETED WHEN THE CACHE IS CLEARED?

When you clear your data you have options about what data is removed. In the Chrome browser, you have the options of clearing your browser history, download history, cookies and other data, cached images and files, and passwords and other sign-in data. Only the options that you have selected will be removed when you select "Clear Data."

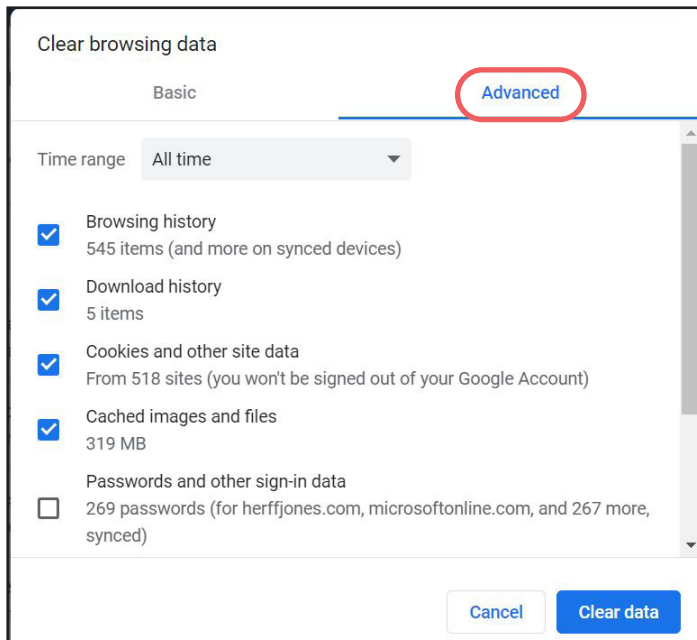


## HOW DO I CLEAR THE CACHE WITHOUT REMOVING THE DATA I WANT TO KEEP?

1. Open Chrome
2. At the top right, click the three vertical dots next to your Google user icon.
3. Click More Tools
4. Click Clear Browsing Data



5. Choose the Advanced tab and select a time range of cache that you would like to delete. Choosing "All time" will delete all of your cached data
6. Check the boxes next to "Cookies and other site data" and "Cached images and files." Optionally, if you would also like to delete your browsing and download histories those can also be selected. *DO NOT select Passwords and other sign-in data if you would like to retain your login information for the next time you log in.*
7. Click "Clear data."



- **Browsing History** - All of the websites that have been visited using this browser.
- **Download History** - A history of all the files that have been downloaded through this browser.
- **Cookies and Other Site Data** - Cookies and personal information that have been collected by this browser.
- **Cached Images and Files** - Images and files collected since the last time the cache was cleared.
- **Passwords and Other Sign-in Data** - Login Data that has been collected while browsing.