

Overview

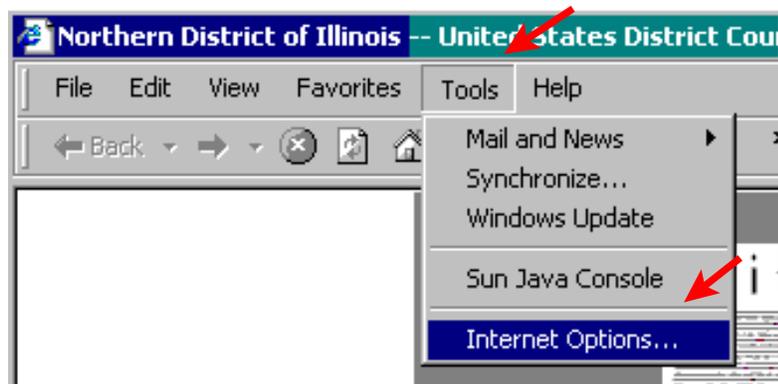
The *cache* (pronounced “cash”) is the place on your computer’s hard drive where the Internet stores temporary files. The files are automatically stored, and typically speed up processing time. But, if the computer has stored too many of these files, it gets overloaded and bogged down. If you notice that your response time is slow, then you need to clear the cache - delete these files.

At the same time that you clear the cache, you may want to delete the *cookies* that are stored on your computer. A cookie is a piece of data send by the Web Server as a way of collecting data about a user, such as login or registration information, online shopping cart information, user preferences, etc.

You can clear the cache and delete cookies using the toolbar that displays when you are on the Internet.

Procedure

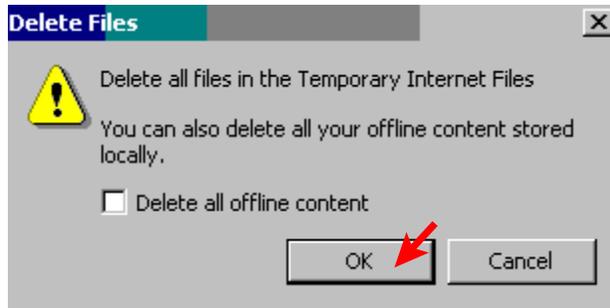
1. Click **Tools**.
2. Click **Internet Options**.



3. Click **Delete Files**.



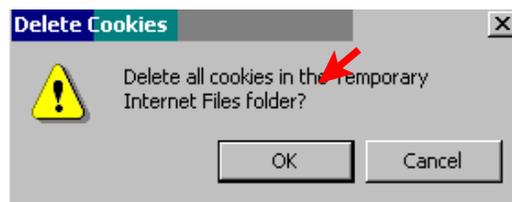
4. Click **OK**. The cursor will change to an hour glass. Wait for the cursor to change back to a bar |. This process may take several minutes.



5. Click **Delete Cookies**.



6. Click **OK**. The cursor will change to an hour glass. Wait for the cursor to change back to a bar |. This process may take several minutes.



Clear Cache

7. Click **OK** to close the options dialogue box and continue working.

