Ensuring Your Internet View is Current

Introduction

Because of cache, it is possible to return to a specific web page and actually be viewing an outdated version of that web page and its contents.

What is cache?

Cache (pronounced "cash") is a type of electronic memory. It is a mechanism for the temporary storage of web documents, e.g., pages and images, to reduce bandwidth usage and server load.

Generally, the first time you enter a web address, your browser goes to the Internet to get the information you are requesting and temporarily stores it in the cache. When you request information at the same address again, your browser goes to the cache first, rather than directly to the Internet, to retrieve the information. Retrieving data this way is generally quicker. However, the information stored in the cache may be outdated.

Why Clear Cache?

Even though pages on a site may have been updated, you may be viewing old information if your browser's cache is not being cleared as frequently as it should be. By clearing your cache, when you request information, your browser will go directly to the Internet to retrieve information, thus ensuring the most current information.

Use the following instructions to clear your Internet browser cache.

Note: The following instructions are for use with the CM/ECF recommended browsers. If you are using a different version or browser manufacturer, please refer to the appropriate documentation or Website for detailed information that the manufacturer may have provided on this topic.

Microsoft Internet Explorer

For Internet Explorer version 8.0 and higher:

STEP	ACTION
1	Click **Internet Options** on the Tools menu of your toolbar.

STEP	ACTION
2	Click the **General** tab.
3	Click **Delete** in the Browsing history area.
4	Check the following in the Delete Browsing History window: • **Temporary Internet Files** • **Cookies** • **History** Uncheck **Preserve favorites website data**.
5	Click **Delete**. NOTE: If you want Internet Explorer to do this automatically on exit, **Check** the "Delete browsing history on exit" box.)
6	You can also "override" cache by changing the settings in the Browsing history area. In that area (still under the General tab), click **Settings**.
7	In the Temporary Internet Files dialog box, choose an option for "Check for newer versions of stored pages," e.g., **Every time I visit the webpage** radio button.

For Internet Explorer version 7.0 and earlier:

STEP	ACTION
1	Click **Internet Options** on the Tools menu of your toolbar,
2	Click the **General** tab.
3	Click **Delete i**n the Browsing history area.
4	Click **Delete files...** and then **Yes** to confirm.
5	Click **Delete cookies...** and then **Yes** to confirm.
6	Click **Delete history...** and then **Yes** to confirm.
7	Click **Close**.
8	Click **OK**.

Mozilla Firefox

To clear cache in Firefox:

STEP	ACTION
1	Click **Options** on the Tools menu of your toolbar.
2	Select the **Privacy** tab.
3	Select **Use custom settings for history** from the "Firefox will" drop-down list.
4	Uncheck **Automatically start Firefox in a private browsing session** or **Always use private browing mode**.
5	Choose from options such as **Accept cookies from sites** and **Accept third-party cookies**.
6	Select **close Firefox** From the "Keep Until" drop-down list.
7	Click **OK**.
8	Close and reopen Firefox.

Google Chrome

Please be aware that Google Chrome is not certified for use with CM/ECF.

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