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# WEBSITE COMPASS

## TUTORIAL:

# **DELETING YOUR TEMPORARY INTERNET FILES**

Using Internet Explorer 6 in Windows XP Home Edition

- STEP 1. With Internet Explorer open, click on the "Tools" menu and then select "Internet Options" from the drop-down menu.
- STEP 2. TO DELETE INDIVIDUAL TEMPORARY FILES: Under the "General" tab, click on the "Settings" button in the "Temporary Internet Files" section. Click the "View Files" button in the "Settings" window.
- STEP 3. Click on the name of the file(s) you want to delete and press the "Delete" key on your keyboard. Alternatively, you can rightclick on a file and select "Delete" from the drop-down menu.
- STEP 4. Close the "Temporary Internet Files" window.
- STEP 5. Click "OK" to close the "Settings" window.
- STEP 6. TO DELETE ALL TEMPORARY INTERNET FILES: Under the "General" tab and the "Temporary Internet files" section, click the "Delete Files" button.
- STEP 7. Click on the "OK" button in the "Delete Files" dialog box to delete all of your temporary Internet files.
- **STEP 8.** Click "OK" again to close the "Internet Options" window.

### TUTORIAL: CHANGING THE SIZE OF YOUR TEMPORARY INTERNET FILES FOLDER

Using Internet Explorer 6 in Windows XP Home Edition

- STEP 1. With Internet Explorer open, click on the "Tools" menu and then select "Internet Options" from the drop-down menu.
- STEP 2. Under the "General" tab in the "Temporary Internet Files" section, click on the "Settings" button.
- STEP 3. Click and drag the "Amount of disk space to use" slider to the left or right to increase or decrease the size of your Internet cache.
- STEP 4. Click "OK" to close the "Settings" window.
- STEP 5. Click "OK" to close the "Internet Options" window.

#### TUTORIAL: Changing the location of your temporary Internet files folder

Using Internet Explorer 6 in Windows XP Home Edition

- STEP 1. With Internet Explorer open, click on the "Tools" menu and then select "Internet Options" from the drop-down menu.
- STEP 2. Under the "General" tab in the "Temporary Internet Files" section, click on the "Settings" button.
- STEP 3. Click on the "Move Folder" button.
- STEP 4. Browse to the location where you want your temporary Internet files to be stored and then click the "OK" button.
- STEP 5. Click "OK" to close the "Settings" window. Click "OK" again to close the "Internet Options" window.

