Clearing cache, deleting cookies and resetting Internet Explorer

Note: Please ensure that all Internet Explorer Windows are closed prior to performing these maintenance steps.

Click on the Start button and then click on Control Panel.



On the *Control Panel* window, choose the Large Icons option on the View By: dropdown menu.



Then click on Internet Options.

🚱 💿 🗢 📴 🕨 Control Panel 🕨 All Contro	ol Panel Items 🕨		✓ 4 Search Control Panel
Adjust your computer's settings			View by: Large icons 🔻
Y Action Center	Administrative Tools	AutoPlay	Backup and Restore
RitLocker Drive Encryption	🛐 Color Management	Credential Manager	Date and Time
Default Programs	Desktop Gadgets	Device Manager	Devices and Printers
Jisplay Display	Ease of Access Center	F Flash Player (32-bit)	Folder Options
Fonts	Getting Started	📵 HD Audio Manager	🝓 HomeGroup
Indexing Options	Intel® HD Graphics	Intel® PROSet/Wireless Tools	s Intel® Rapid Storage Technology
Internet Options	Ceyboard Keyboard	Lenovo - Update and Drivers	Location and Other Sensors
Mail (32-bit)	💣 Mouse	Network and Sharing Center	Notification Area Icons
Performance Information and Tools	Yersonalization	Phone and Modem	Power Options
Programs and Features	Recovery	Region and Language	RemoteApp and Desktop Connections
Sound	Geech Recognition	Sync Center	🛃 System
Taskbar and Start Menu	Troubleshooting	🥵 User Accounts	Windows CardSpace
Windows Defender	Windows Firewall	Windows Update	

On the *Internet Properties* window, click on the **Delete** button.

The Internet Properties
General Security Privacy Content Connections Programs Advanced
Home page
To create home page tabs, type each address on its own line.
http://go.microsoft.com/fwlink/p/?LinkId=255141
· · · · · · · · · · · · · · · · · · ·
Use current Use default Use new tab
Startup
Start with tabs from the last session
Start with home page
Tabs
Change how webpages are displayed in tabs. Tabs
Browsing history
Delete temporary files, history, cookies, saved passwords, and web form information.
Delete browsing history on exit
Delete Settings
Appearance
Colors Languages Fonts Accessibility
OK Cancel Apply

On the *Delete Browsing History* window, ensure that all the checkboxes are checked, except the **Preserve Favorites website data**. If you save your passwords, you can leave the **Passwords** checkbox unchecked too. Then click **Delete**.

Callete 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.
Use of websites you have visited.
V Download History
List of files you have downloaded.
✓ Form data
Saved information that you have typed into forms.
✓ Passwords
Saved passwords that are automatically filled in when you sign in to a website you've previously visited.
Tracking Protection, ActiveX Filtering and Do Not Track A list of websites excluded from filtering, data used by Tracking
Protection to detect where sites might automatically be sharing details about your visit, and exceptions to Do Not Track requests.
About deleting browsing history Delete Cancel

Once the deletion process completes, click on the **Settings** button on the **Internet Properties** window.

😭 Internet Pr	operti	es			-	? ×
General Sec	curity	Privacy	Content	Connections	Programs	Advanced
Home page						
				type each add /fwlink/p/?Linl		
						~
		Use cu	rrent	Use default	Use n	ew tab
Startup —						
🔘 Start	with ta	bs from t	ne last sess	sion		
Start	with ha	me page				
Tabs						
Change ł	now we	bpages a	re displaye	d in tabs.	Ta	abs
Browsing h	istory -					
Delete te form info			story, cool	cies, saved pas	swords, and	d web
📃 Deleti	e brows	sing histor	y on exit			
			(Delete	Set	tings
Appearanc	e —					
Color	s	Lang	juages	Fonts	Acces	ssibility
			OK	Ca	incel	Apply

On the *Website Data Settings* window, click on the View Files button.

The Website Data Settings
Temporary Internet Files History Caches and databases
Internet Explorer stores copies of webpages, images, and media for faster viewing later.
Check for newer versions of stored pages:
Every time I visit the webpage
Every time I start Internet Explorer
Automatically
🔘 Never
Disk space to use (8-1024MB) 250 (Recommended: 50-250MB)
Current location:
C:\Users\joseph.george\AppData\Local\Microsoft\Windows\ Temporary Internet Files\
Move folder View objects View files
OK Cancel

On the *Windows Explorer* window that opens, you should see 0 items. If there are any files here, delete those files by using the following *multi-key* strokes. **CTRL + A** (both the **Ctrl** button and the **A** button have to be pressed simultaneously on your keyboard), to select all files and **Shift + Delete** (both the **Shift** button and the **Delete** button have to be pressed simultaneously on your keyboard), to delete all the files.



4

Once you have deleted any files, close the *Windows Explorer* window and click **OK** on the *Website Data Settings* window.

On the *Internet Properties* window, click on the **Advanced** tab and then click on the **Reset** button.

Thernet Properties
General Security Privacy Content Connections Programs Advanced
Settings
 Accelerated graphics Use software rendering instead of GPU rendering* Accessibility Always expand ALT text for images Enable Caret Browsing for new windows and tabs Move system caret with focus/selection changes Play system sounds Reset text size to medium for new windows and tabs Reset zoom level for new windows and tabs Browsing Always record developer console messages Close unused folders in History and Favorites* V Disable script debugging (Internet Explorer)
Disable script debugging (Other)
*Takes effect after you restart your computer
Restore advanced settings
Reset Internet Explorer settings
Resets Internet Explorer's settings to their default Reset
You should only use this if your browser is in an unusable state.
Some <u>settings</u> are managed by your system administrator.
OK Cancel Apply

On the *Reset Internet Explorer Settings* Window, if you save your passwords, leave the **Delete personal settings** box unchecked. If you do not save passwords, check this checkbox. Next click the **Reset** button.



Once the steps are complete, click on the **Close** button. You can also close your **Control Panel** window.



Note: Please shutdown your computer and wait for 20 seconds prior to starting up your computer.

Optional - Now Open Internet Explorer and then Right click on the blue area at the top of your window. Please select any or all of the first 4 items on the menu. The following page details the 4 bars that will be displayed based on your selections.

	Q	- C - Maryland Courts ×	Menu bar Favorites bar	
MARYLAN mdcourts.gov	D COURTS	Site Index Espai	Command bar Status bar Cock the toolbars Show tabs on a separate row Restore Move	
Courts *	Legal Help ▼ E-Se	rvices * Lawyers * Mee	Size Minimize Maximize x Close	Alt+F4
HOW TO	LEARN ABOUT			
Search Court Records	Waiving Filing Fees			
Register to E-File	E-Recording for Land Records	FIRE		
Pay a Traffic Ticket	Domestic Violence	Alles	Om	
Find a Court Form	Access to Court Records	PR		
File Pro Bono/IOLTA Report	Family Law Issues			
Complete Your Juror Qualification Form	Small Claims	Attorney Information Syst		
Request a Public Record	Mediation & ADR	The Maryland Judiciary is launching System (AIS), a new comprehensive information about Maryland attorne	database that brings together	
File a Complaint/Voice a Concern	Court Language Services	related agencies that support the Co regulating the legal profession in Ma	ourt of Appeals in its role	

6



A Status Bar