Clearing Cache/Temporary Files

If you are not able to retrieve the reserve but the status indicates the document is done, you will need to clear your cache if you are using Netscape or clear your temporary files if you are using Internet Explorer.

Clearing the Cache in Netscape

Click on the Edit option in the uppermost menu bar to retrieve a drop down menu.

Click on the Preferences option in the menu.



The Preferences menu box will appear.

Preferences		×
Category:		
Appearance Fonts Colors Navigator Languages Applications Smart Browsing Mail & Newsgroups Roaming Access Composer Offline Advanced	Navigator Navigator starts with Blank page Last page visited Home page Clicking the Home button will take yo Location: http://www.jsu.edu/depa	Specify the home page location ou to this page. rt/library/ Ise Current Page Browse
	History is a list of the pages you have Pages in history expire after: 2 c Location Bar History Clear the list of sites on the location ba	e previously visited. days <u>Clear</u> History ar: <u>Clea</u> r Location Bar
	OK	Cancel <u>H</u> elp

Click on the plus (+) sign next to the Advanced option to retrieve another menu.



Click on the Cache option to retrieve the commands for cache issues.

Preferences			×
<u>C</u> ategory:			
 → Appearance → Fonts → Colors → Navigator → Languages 	Cache Designate the size of the cache The cache is used to keep local copies of frequently accessed documents and thus reduce time connected to the network. The Beload button will always compare the cache document to the network.		
Applications Smart Browsing Mail & Newsgroups Roaming Access Composer Offline Advanced	and show the most re <u>M</u> emory Cache: <u>D</u> isk Cache: Disk Cache <u>F</u> older	Till C:\Program Files\Nets	Clear Memory Cache Clear Dis <u>k</u> Cache cape\Users\jpoe\cache
- Proxies - SmartUpdate	Document in cache is	s compared to document sion	Choose Folder
		ок с	ancel <u>H</u> elp

Click the Clear Memory Cache button to remove the files in the memory cache. When the command box appears, click the OK button.

Click the Clear Disk Cache button to remove the files in the disk cache. When the command box appears, click the OK button.

Clear Dis<u>k</u> Cache

Click the OK button to exist the Preferences options.

Clearing the Temporary Files in Internet Explorer

Click on the Tools option in the uppermost menu bar to retrieve a drop down menu.

Click on the Internet Options... option in the menu.



The General Tab should be the initial menu.

Internet Options				
General Security Privacy Content Connections Programs Advanced				
Home page				
Address: http://www.jsu.edu/depart/library/				
Use Current Use Default Use Blank				
Temporary Internet files Pages you view on the Internet are stored in a special folder for quick viewing later.				
Delete Cookies Delete Files Settings				
History The History folder contains links to pages you've visited, for quick access to recently viewed pages.				
Days to keep pages in history: 5 🚊 Clear History				
Colors Fonts Languages Accessibility				
OK Cancel Apply				

Click the Delete Cookies button to remove the cookies in the Temporary Internet Files folder on your computer. When the command box appears, click the OK button.

Delete Cookies...

Click the Delete Files button to remove all the files in the Temporary Internet Files on your computer. There will be a warning message about deleting your offline content stored locally. I would not click the box to select that option. When the command box appears, click the OK button.

Delete Files...

Click the OK button to exist the Internet Tools options.

J. Poe 2/6/2003