

	Procedure Document	
Clear Cache Contents in Google Chrome	Owner of the Document: Robb Keele	Version Number: 1.0
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1.0 Purpose

The purpose of this document is to assist users with clearing the cache contents in their Google Chrome browser. In some circumstances, deleting the cache may fix certain problems or improve browser performance.

This procedure applies to:

Google Chrome

Microsoft Windows 10x

2.0 Scope

Who: This procedure applies to Google Chrome users working with Microsoft Windows 10x.

When: This procedure can be performed on a regular basis or any time the user wishes to clear their browser cache.

3.0 Requirements and responsibilities

This procedure requires no special access or skills.

3.1 Warnings


- ❖ Deleting cookies and other site data will sign you out of most websites.
- ❖ Clearing cached images and files may cause some sites to load more slowly on your next visit.

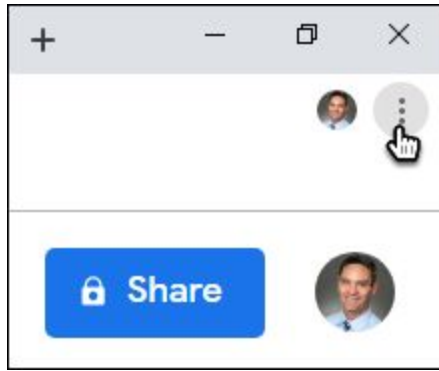
3.2 Special Equipment or software Required

Google Chrome running on Microsoft Windows 10x.

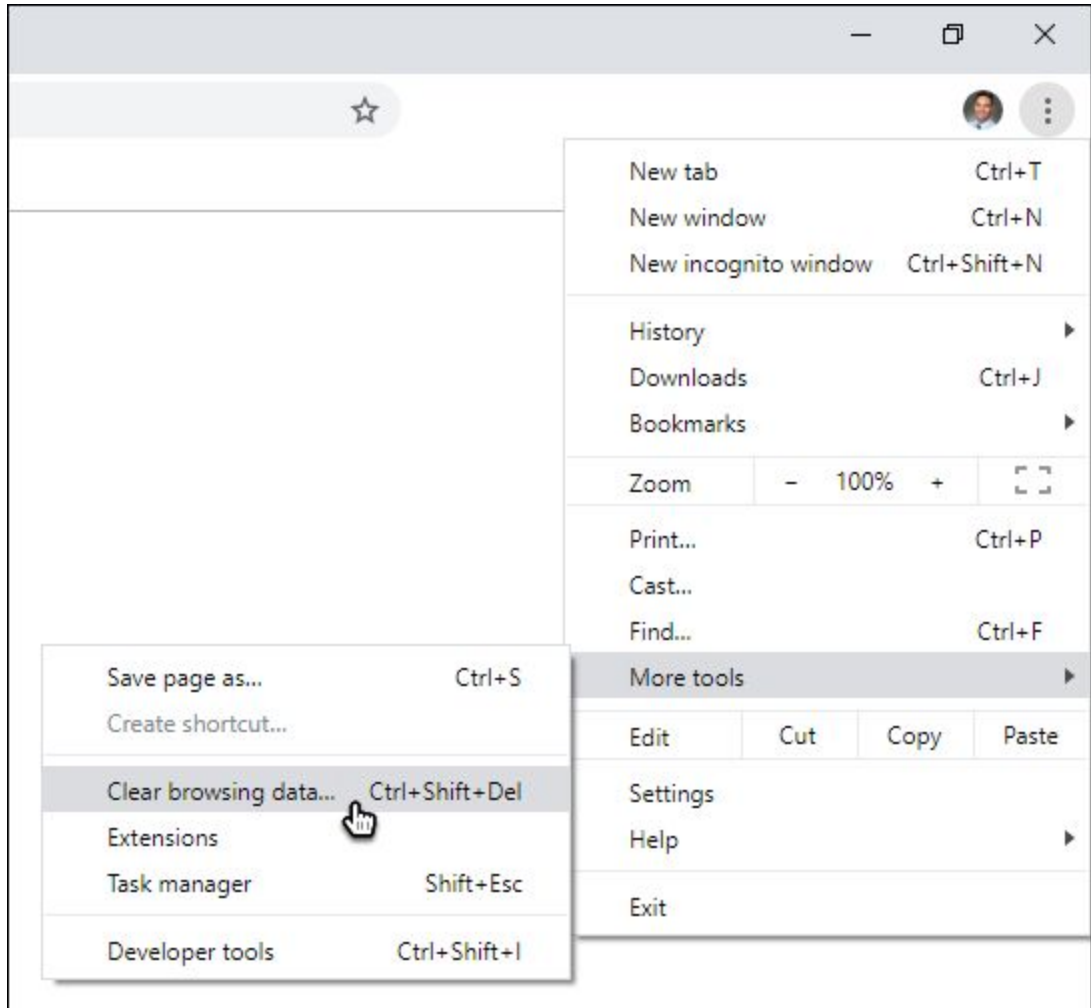
4.0 Procedure Description

In Windows

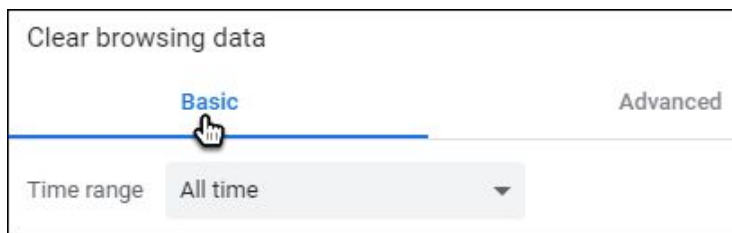
1. Open Google Chrome on your computer.
2. Click the **More**  icon in the upper right hand corner of your browser.



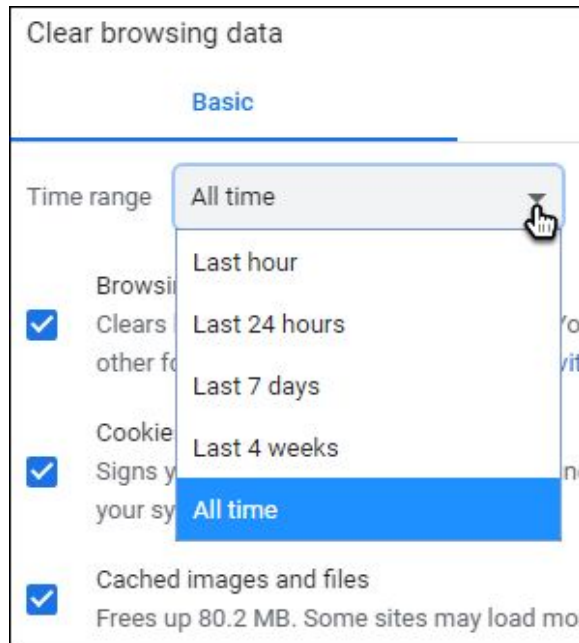
3. In the dropdown menu, click **More tools > Clear browsing data**.



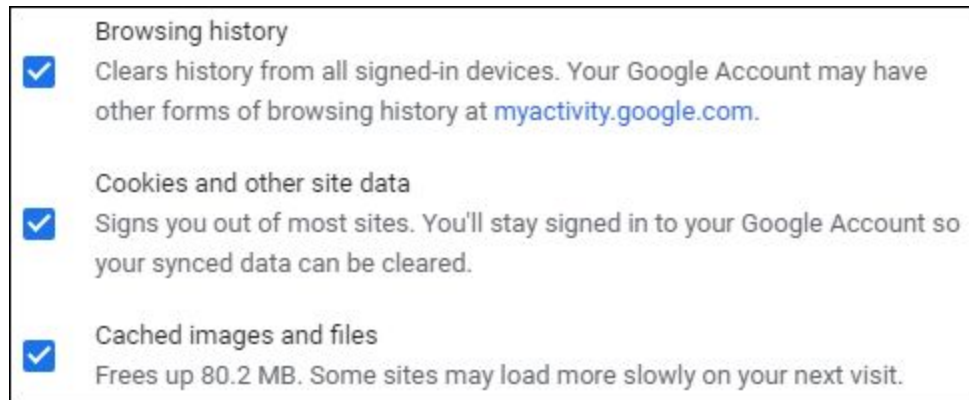
4. Click the **Basic** tab (*the **Advanced** tab offers additional features for users who want more control over their browsing data*).



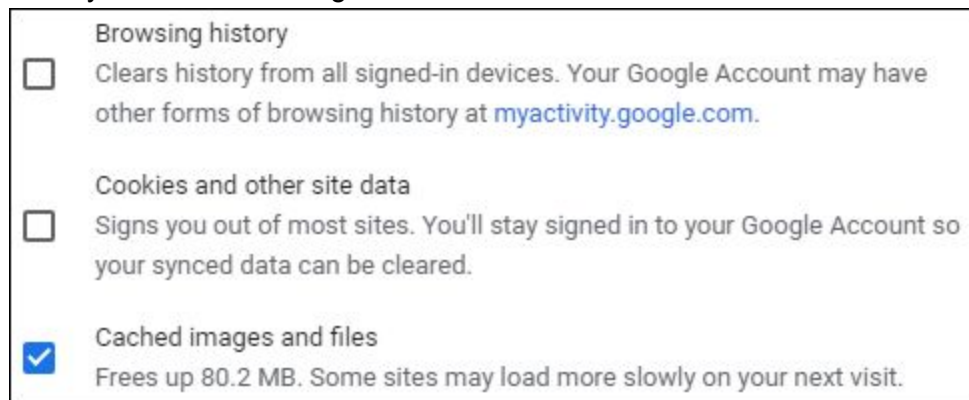
5. Select a time range from the menu at the top. Selecting **All time** will delete everything.



6. Check or uncheck the boxes for the types of data you wish to delete.



To only clear cached images and files



- a. Check the box next to **Cached images and files**.
 - b. Uncheck the boxes next to **Browsing history** and **Cookies and other site data**.
7. Click **Clear data**.



