

# 5a - Delete Browser Cache and Import Favourites

## Default browsers - personal computers



Default browsers • **MS Edge Windows 10** • **Internet Explorer Windows 10**  
• **Safari** on MAC computers

You can also use **Google Chrome** or **Mozilla Firefox** if you prefer.

## How do I clear the browser cache?



**Internet Explorer** - Launch Internet Explorer, click on the "gear-shaped tools icon" in the upper right corner of the browser window and select "Internet options". This should bring up the General options window. In the Browsing history section, click on the "Delete" button. Check the boxes labelled "Temporary Internet files and website files" and "Cookies and website data". Click the "Delete" button



**Google Chrome** - Launch Google Chrome, click on the "Chrome menu icon" (represented by 3 horizontal bars) in the upper right corner of the browser window. Click "Settings". Click the blue "Show advanced settings" option at the bottom of the page. In Privacy settings, click the button "Clear browsing data". Check the box "Empty cache" and select "the beginning of time" option from the drop-down menu indicating how far back you wish to clear your cache. Click the "Clear browsing data button"



**Firefox** - Launch Mozilla Firefox, click the button with "three bars" in the upper Deright corner of the browser window and select "Options". A window will open, click on the "Advanced tab" and select the "Network tab". Click the "Clear Now" button, under the section labelled Cached Web Content. Click the "OK" button.



**New Edge** - Launch Microsoft Edge click the button with "three dots" in the upper right corner of the browser window and select "Settings". Under the heading Clear browser data, click the button labelled "Choose what to clear". A checklist will appear of things that you can clear. Check the box labelled "Cached data and files" and then click the "Clear" button.



**Safari** - Launch Safari, click "Safari" in the upper right corner of the browser window and select "Preferences". Click on the "Advanced" tab located in the top navigation bar. Check the box directly to the left of the Show Develop menu in menu bar option to add the menu Safari by default. Click the "Develop menu" near the middle of the main Safari menu bar and select the "Empty Caches option"

## How do I import favourites?



**Internet Explorer** - In the file menu select import and export. Select Import from another browser then click next. Place a tick in the browser and select import. Select Finish.



**Google Chrome** - Select the menu icon. Select Bookmarks then Import Bookmarks and Settings. Select the browser you would like to import the bookmarks from the drop-down menu and ensure only the Favourites / Bookmarks option is ticked. Select Import and Done.



**Firefox** - Select the tool icon from the toolbar. Click the Bookmarks button and select Show All Bookmaks to open the Library window. From the toolbar on the Library window, click Import and Backup and choose Import Bookmarks from HTML. In the Import Bookmarks File window that opens, navigate to the Bookmarks HTML file you are importing and select the file. Click the Open button. The Import Bookmarks File window will close. Close the Library window



**New Edge** - Click the button with "three dots" in the upper right corner of the browser window and select Settings. Click the Import favourites from another browser option. In the Import favourites list, select the browser from which you to want to import from and tap the Import button. Once the import is completed your favourite web sites will show.



**Safari** - On the menu bar. Click on the File menu and choose Import Bookmarks. Find the file you saved and click Import. Click on the Bookmarks menu to ensure all of your bookmarks have been successfully imported.

## IT Services Help Desk

✉ [helpdesk@warwick.ac.uk](mailto:helpdesk@warwick.ac.uk)  
💻 [warwick.ac.uk/its](http://warwick.ac.uk/its)

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