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Guidelines for Managing Google Chrome, Internet Explorer, and Download Settings

Browsing history, File cache, and Downloads folder

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Ontario
eHealth Ontario

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Guidelines for Managing Your Browsing History, File Cache, and Downloads Folder

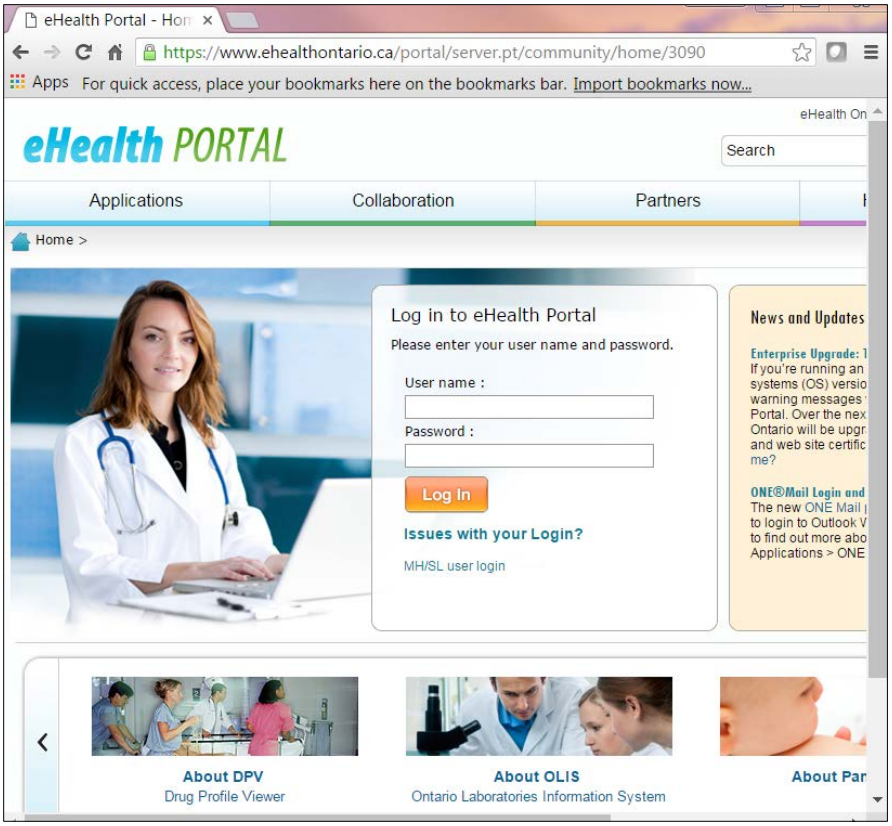
The internet browser history and file cache should be cleared on a regular basis, to minimize the security risk of leaving data with PHI on your personal computer. Your Downloads folder should also be cleared regularly to minimize this same risk. This page provides instructions on managing these items for Google Chrome and Microsoft Internet Explorer. If you are having problems or issues with any of these instructions, please contact your local technical support representative for assistance.

Google Chrome

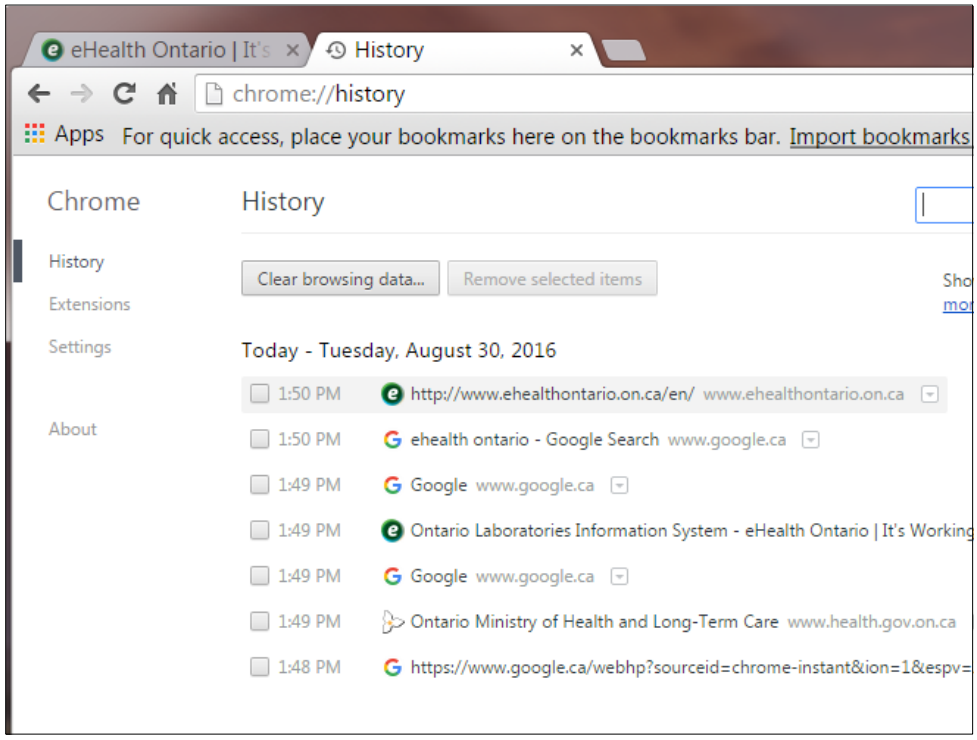
You should be clearing your browser cache whenever you exit Google Chrome; however, an alternative is to set up Google Chrome to always allow you to browse in what is known as *Incognito mode*. Incognito mode ensures that browsing history, cookie information, and browsed pages are not saved on your computer. Follow the steps below to clear your browsing cache and history, as well as set up your Google Chrome browser to always start in Incognito mode.

Enabling Google Chrome Browser History and Clearing File Cache

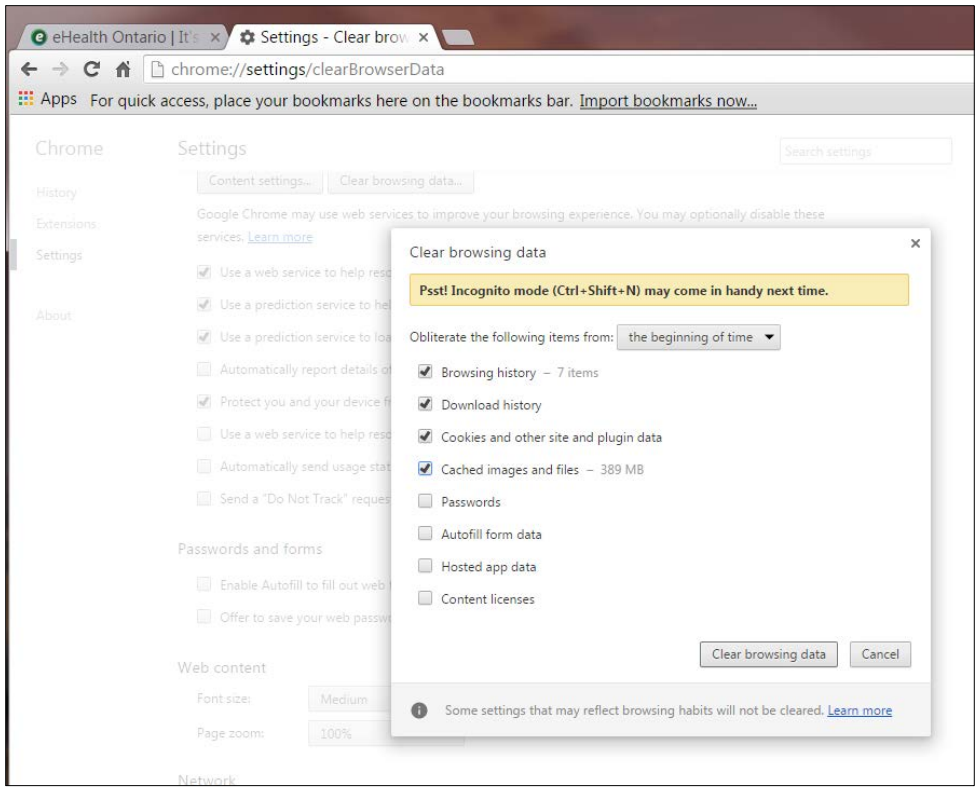
1. In the upper-right corner of your Google Chrome browser window, click the **Customize and control Google Chrome** icon ( ), and select **History** from the set of options.



2. The **History** window appears. Click the **Clear Browsing Data** button.



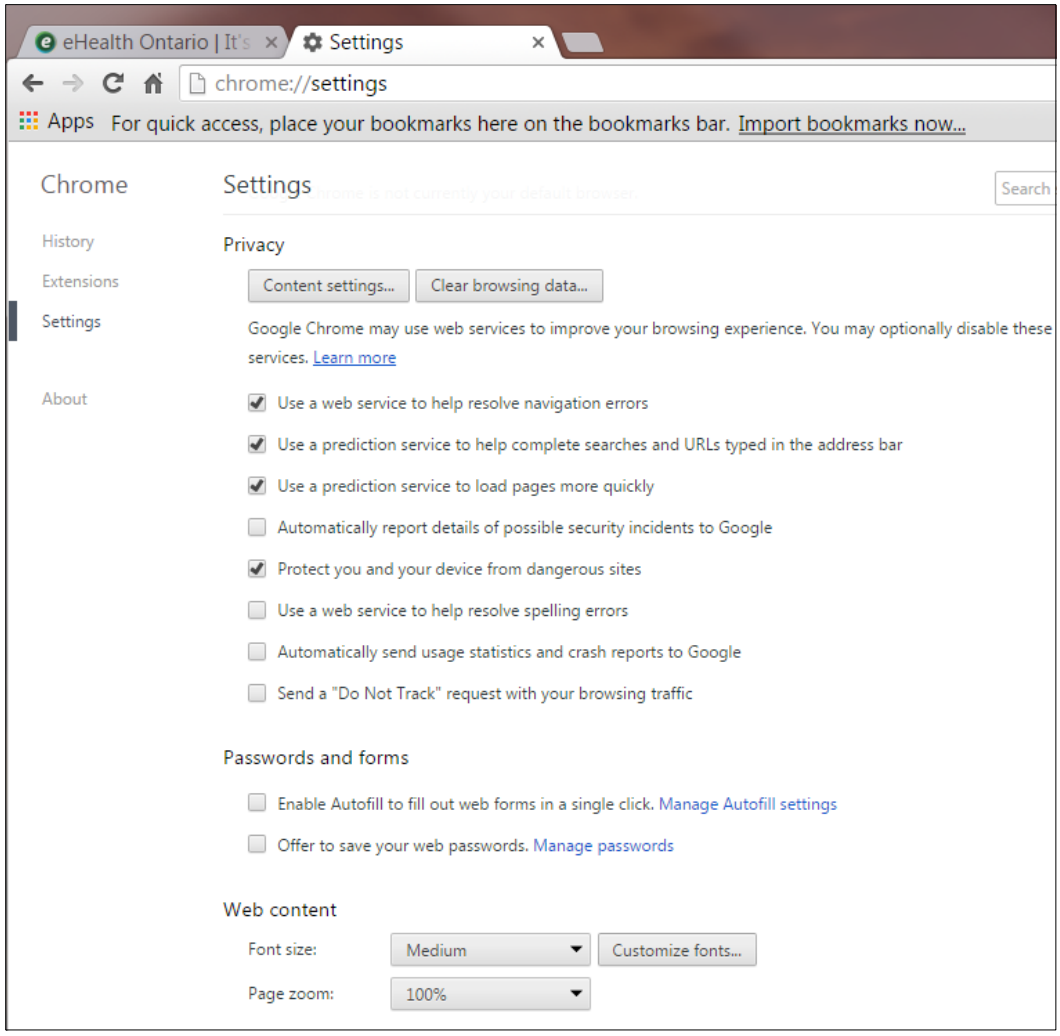
3. The **Clear browsing data** property sheet appears.



4. From the **Obliterate the following items from** drop down menu, select **the beginning of time** option.

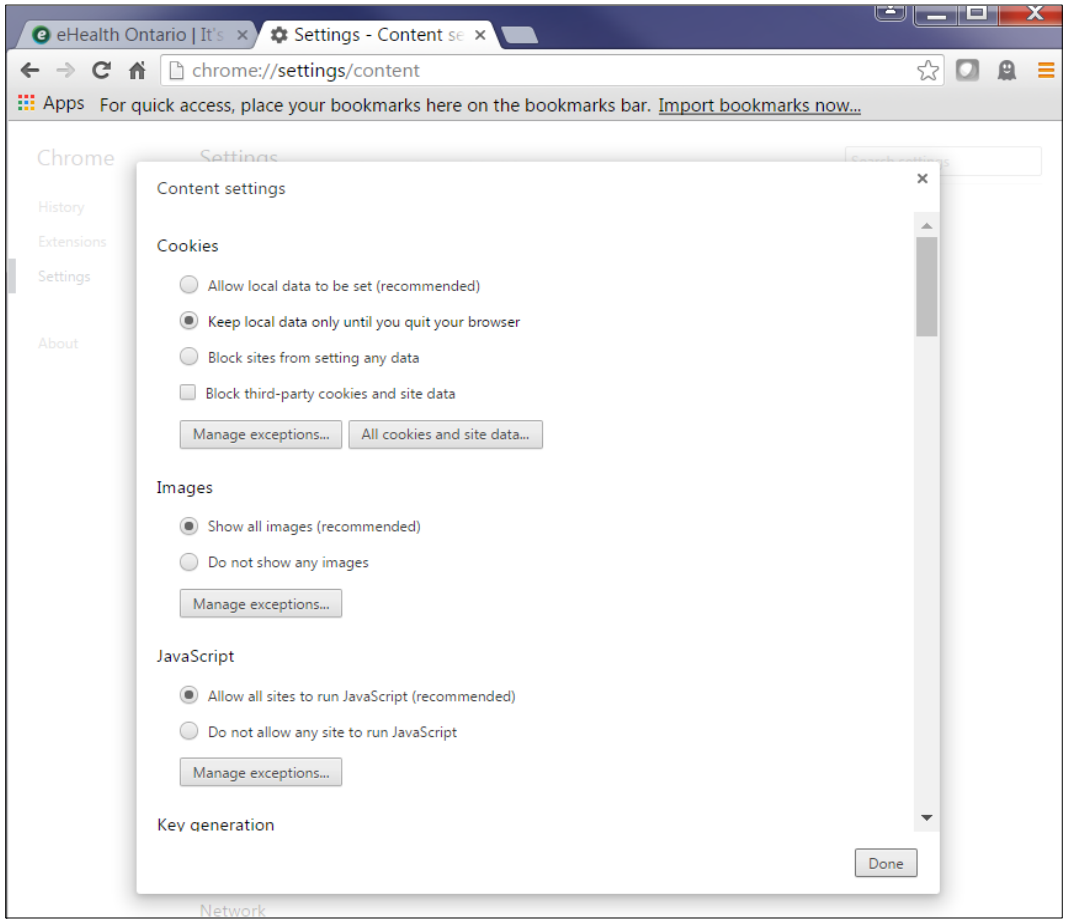
5. Select the **Browsing History**, **Download History**, **Cookies and other site and plugin data**, and **Cached images and files** checkboxes.

6. Click the **Clear Browsing Data** button. The **Settings** window returns.



7. Scroll to or locate the **Privacy** settings heading and click the **Content Settings** button.

8. Under **Cookies**, click the **keep local data only until you quit your browser** radio button.



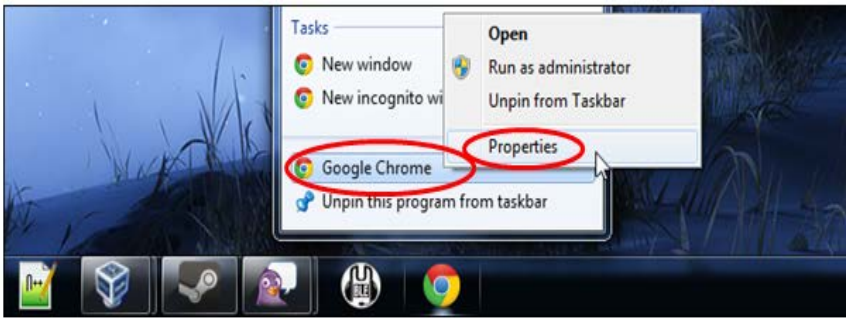
9. Click **Done**.

Enabling Google Chrome's Incognito Mode

Follow the steps below to add a command-line option to the Google Chrome shortcut and activate Incognito mode.

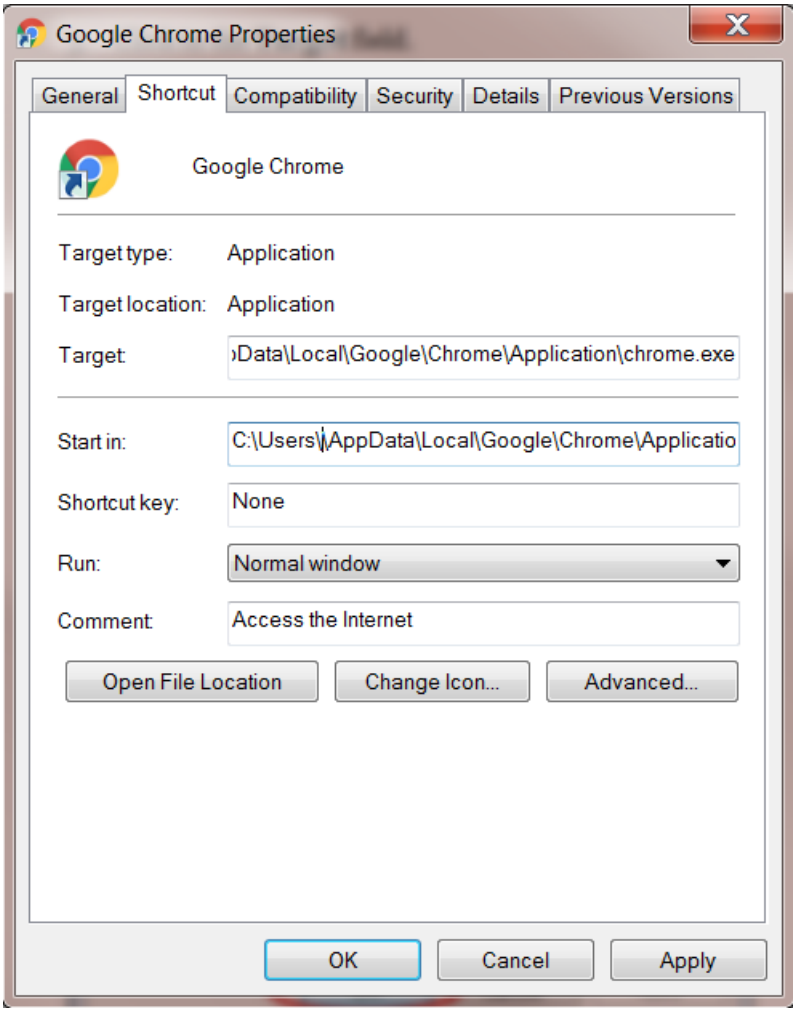
Note: Incognito mode is not the same as anonymous browsing. Websites and other sources can still track your activity and IP address information in this mode. This mode only specifically removes your browsing history, cached web pages, cookies, password, and auto-filled form data after your browsing session ends.

1. Right-click the shortcut you use to launch Google Chrome. It will either appear on your desktop, **Start** menu, or taskbar.



2. Select **Properties** in the menu that appears. For example, if you are using a taskbar shortcut on Windows 7 or 8, you will have to right-click the **Google Chrome** icon on your taskbar, right-click **Google Chrome** in the list, and select **Properties**.

3. Click in the **Target** field.



4. Move your cursor to the end of the path shown.

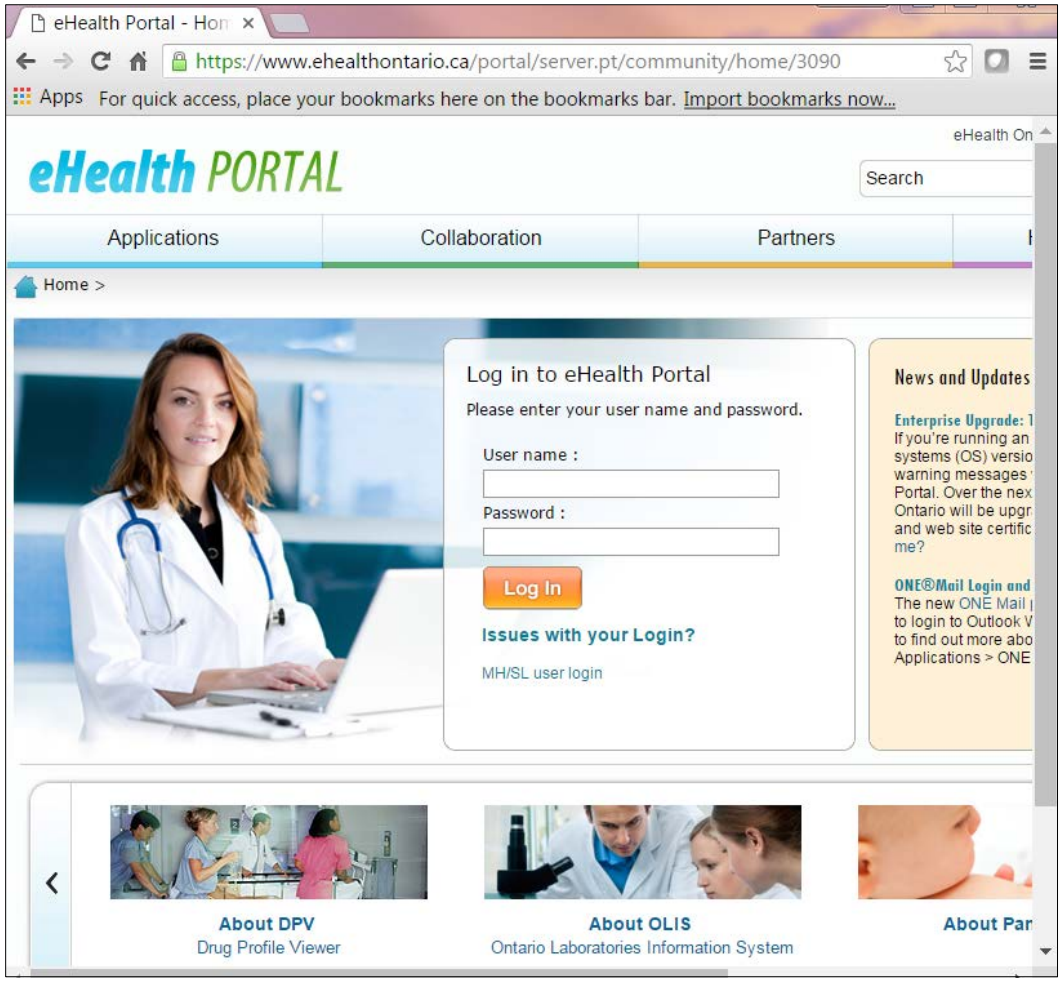
5. Type **<–incognito>** (that's a space character, a dash, and then the word incognito).

6. Click **OK** after adding this option. Google Chrome will now start in incognito mode when you launch it via this shortcut. If you use other shortcuts to launch Google Chrome, you will need to modify them, too.

Managing Your Google Chrome Downloads Folder

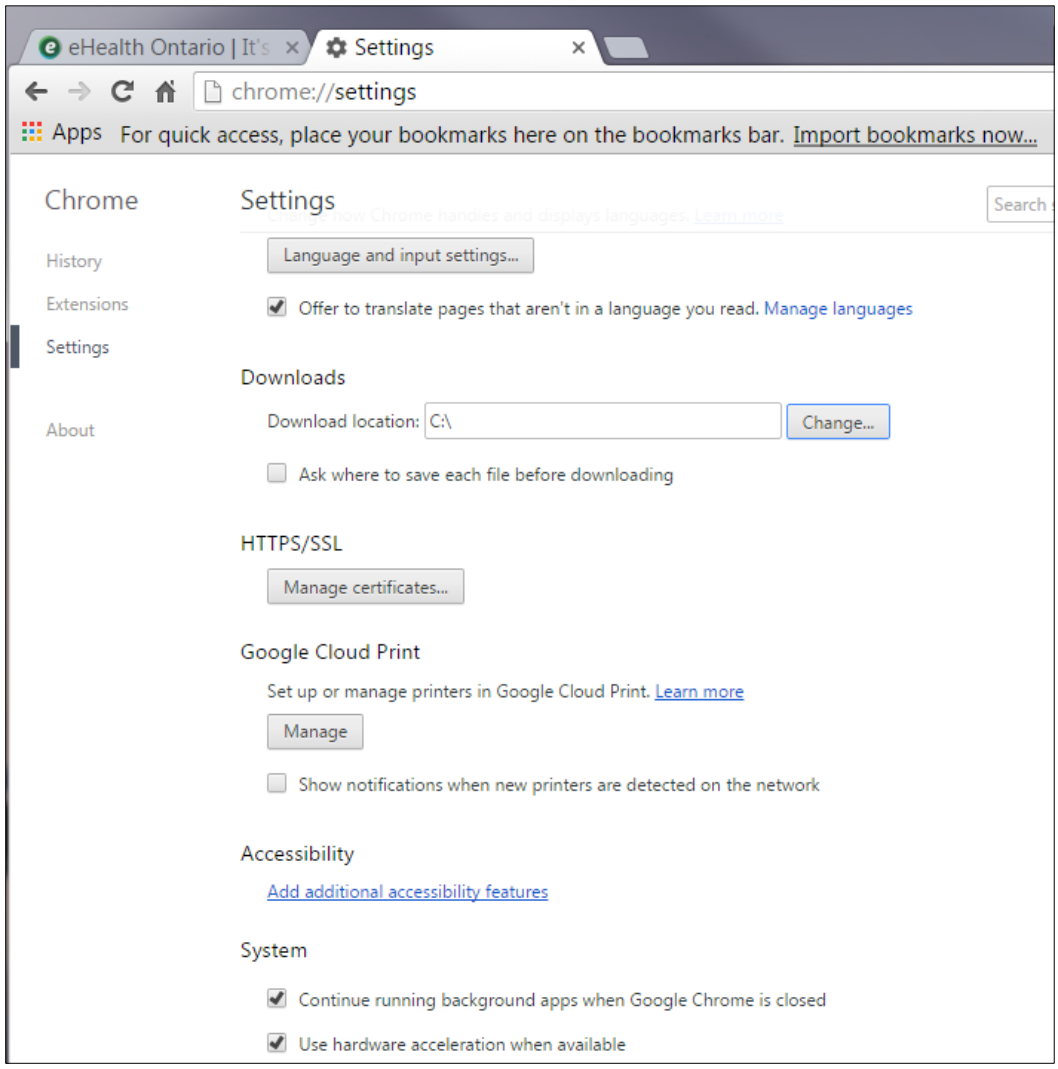
Follow the steps below to view, manage, and delete the contents of your Downloads folder.

1. Find your current **Downloads** folder. Click on the **Settings** icon ( ) in the upper-right corner your Google Chrome browser window.



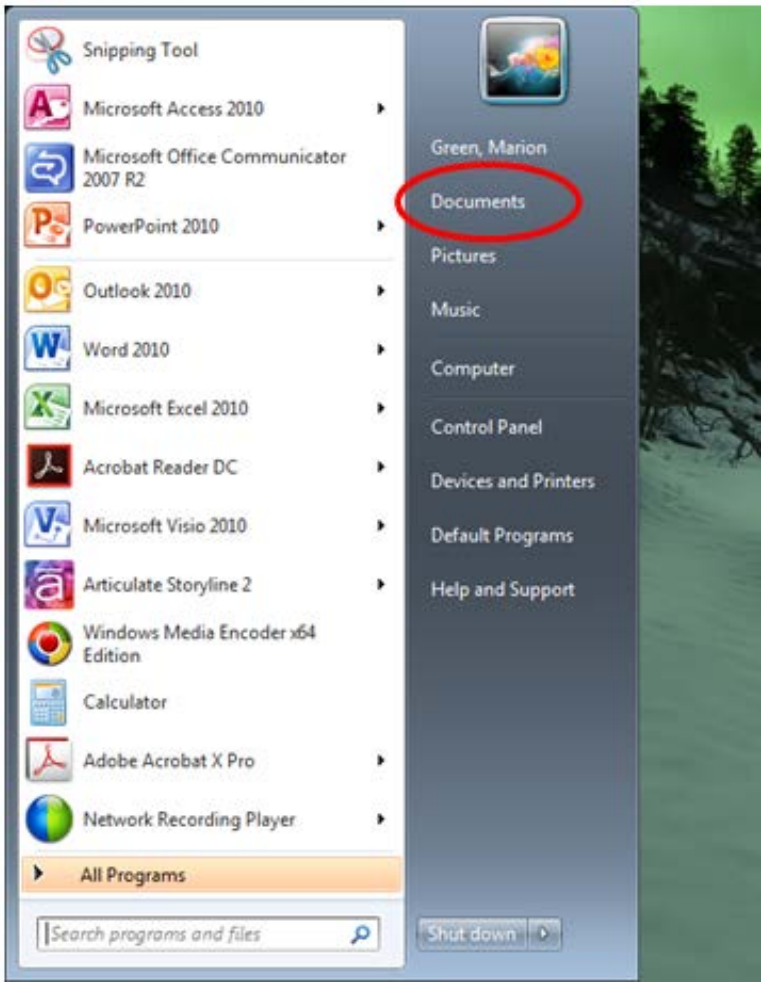
2. Scroll down to the **Downloads** settings. If you do not see **Downloads**, scroll down and click on **Settings** -> **Show advanced settings...**

3. Scroll down to **Downloads** and note (*Ctrl* + *C*) the download location that is displayed.

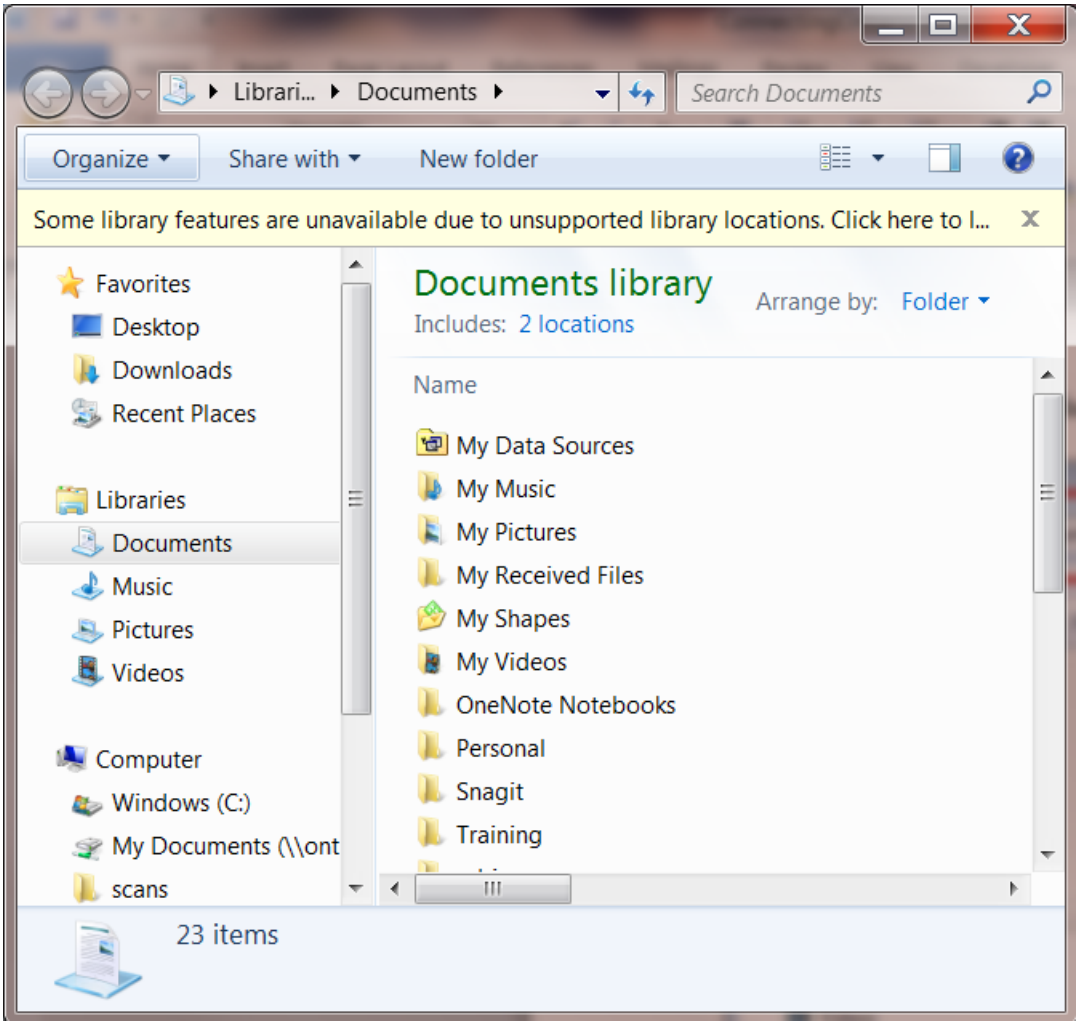


4. Click on the Windows **Start** icon at the left hand bottom of your desktop.

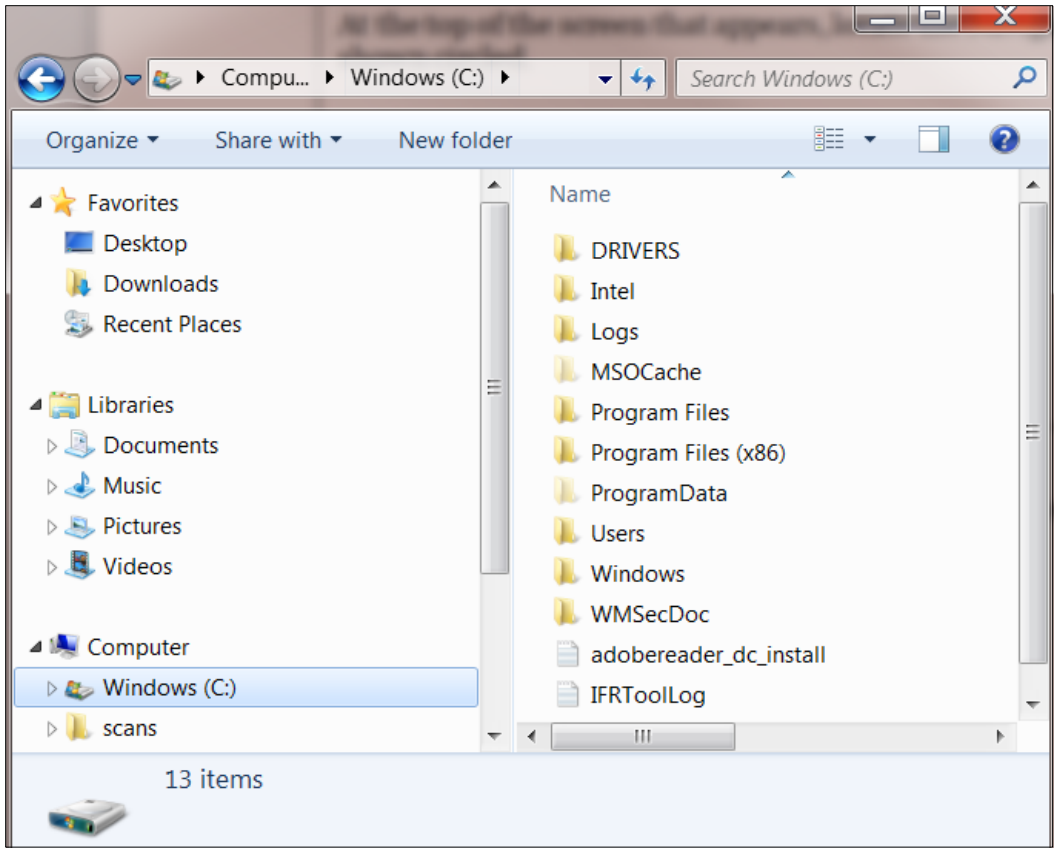
5. Click **Documents**.



6. At the top of the **Documents library** property sheet that appears, locate the Navigation bar, shown circled.

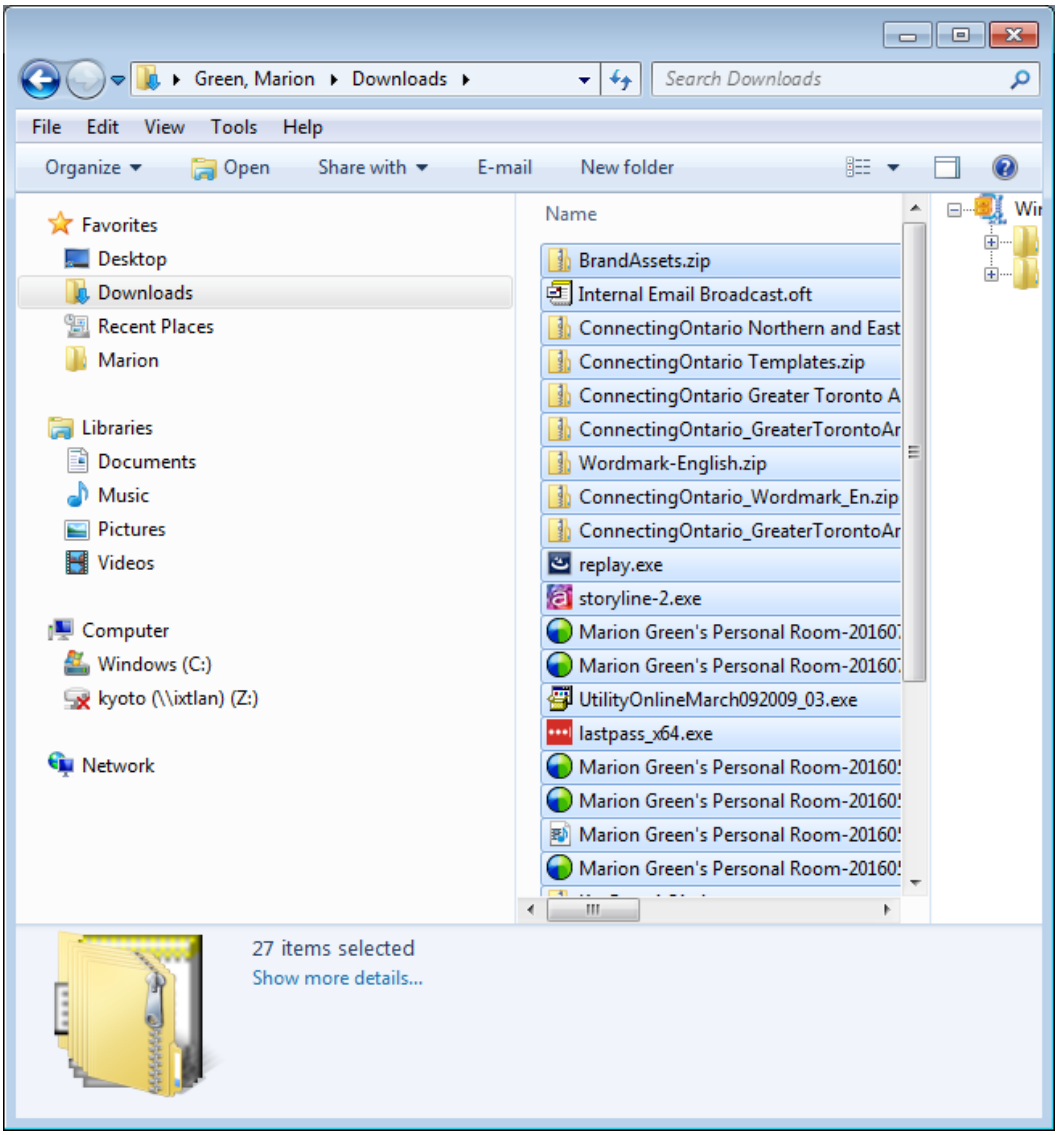


7. Clear the contents there and enter (*Ctrl* + *V*) the location you recorded for the **Downloads** location.

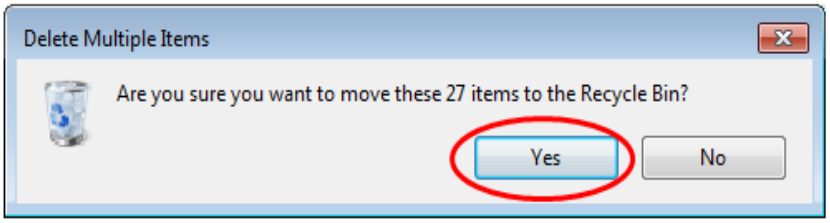


8. Press *Enter*. The contents of your **Downloads** folder will display.

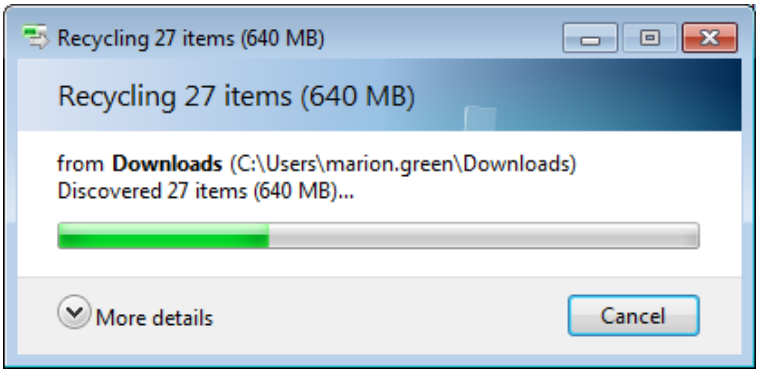
9. To select all files in the folder, click the **Edit** menu and select **Select All**.



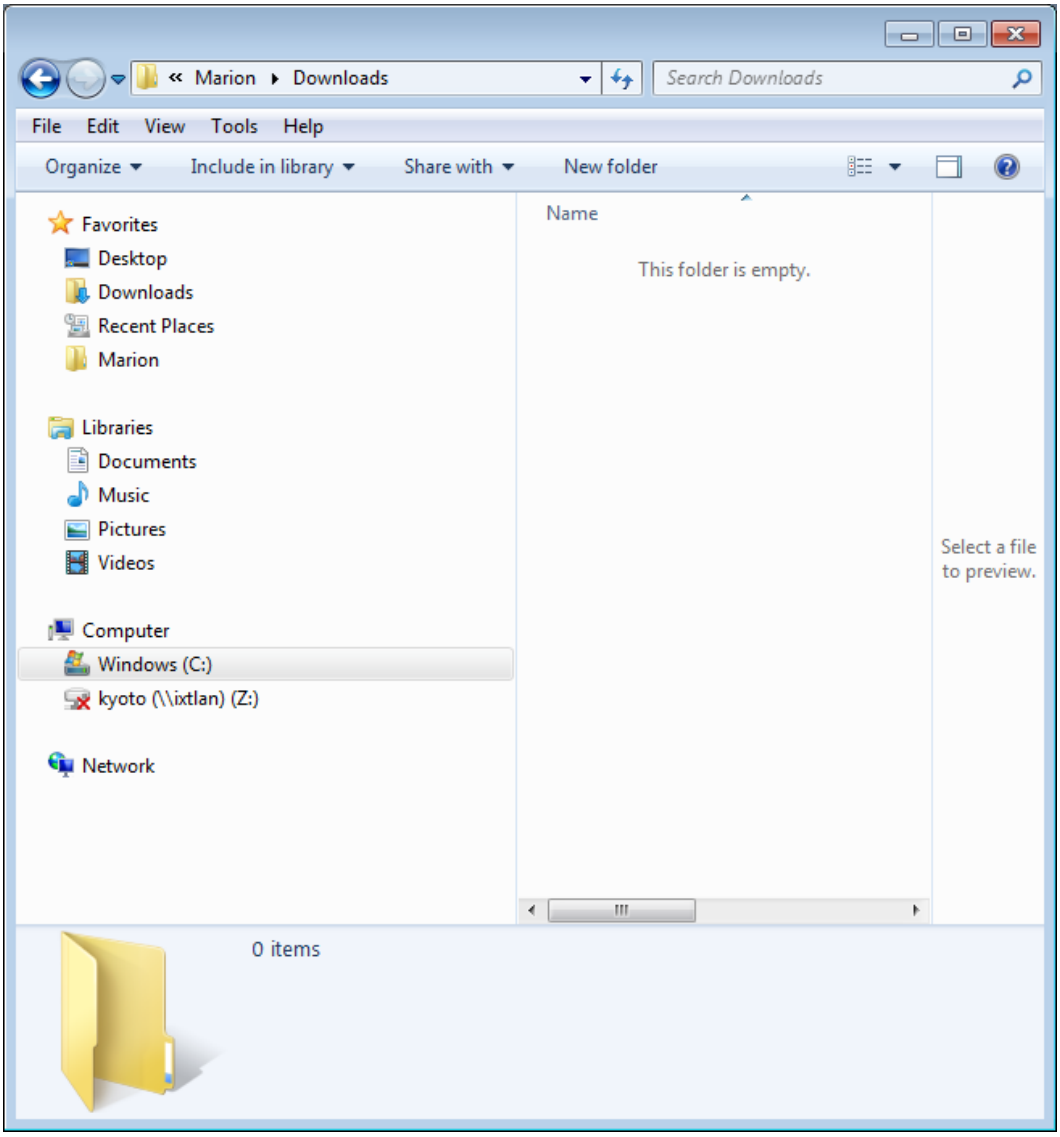
10. Click the **File** menu bar and select **Delete**. The **Delete Multiple Items** warning message appears.



11. Click **Yes**. Your files will be moved to the **Recycle Bin** (typically located on your desktop). A progress bar appears.

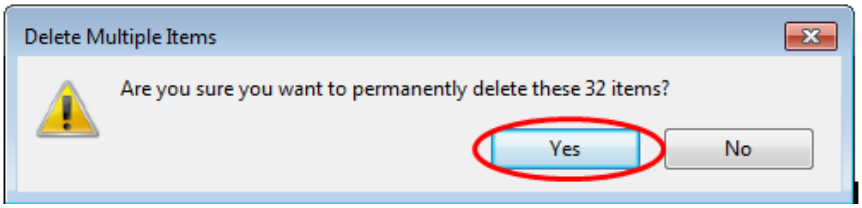


12. Check that the selected downloads folder is empty. If the "**This folder is empty**" message does not display, repeat steps 8 through 10 until the **Downloads** folder is empty.



13. On your desktop, right-click the **Recycle Bin** icon. Select the **Empty Recycle Bin** option.

14. On the **Delete Multiple Items** warning message, click **Yes**.



15. Open the **Recycle Bin** icon on your desktop. The contents of your Google Chrome **Downloads** folder are now removed.

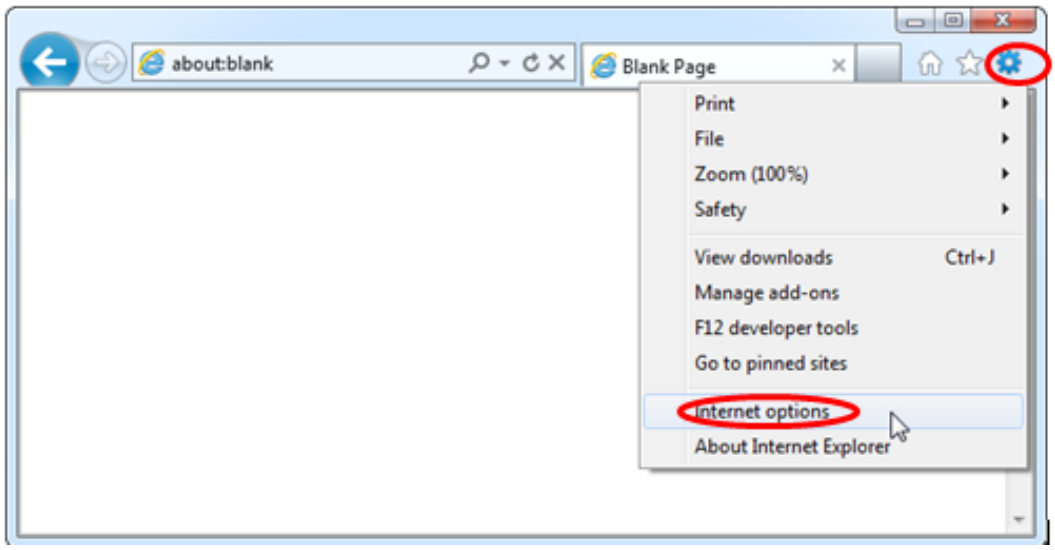
Microsoft Internet Explorer

You should be clearing your browser cache whenever you exit Microsoft Internet Explorer; however, an alternative is to set up Microsoft Internet Explorer to always browse in what is known as *Private mode*. Private mode ensures that browsing history, cookie information and browsed pages are not saved on your computer. By default, most browsers save these items. You should also be clearing the items in your **Downloads** folder on a regular basis. The instructions for these activities are described below.

Enabling Microsoft Internet Explorer Browser History and Clearing File Cache

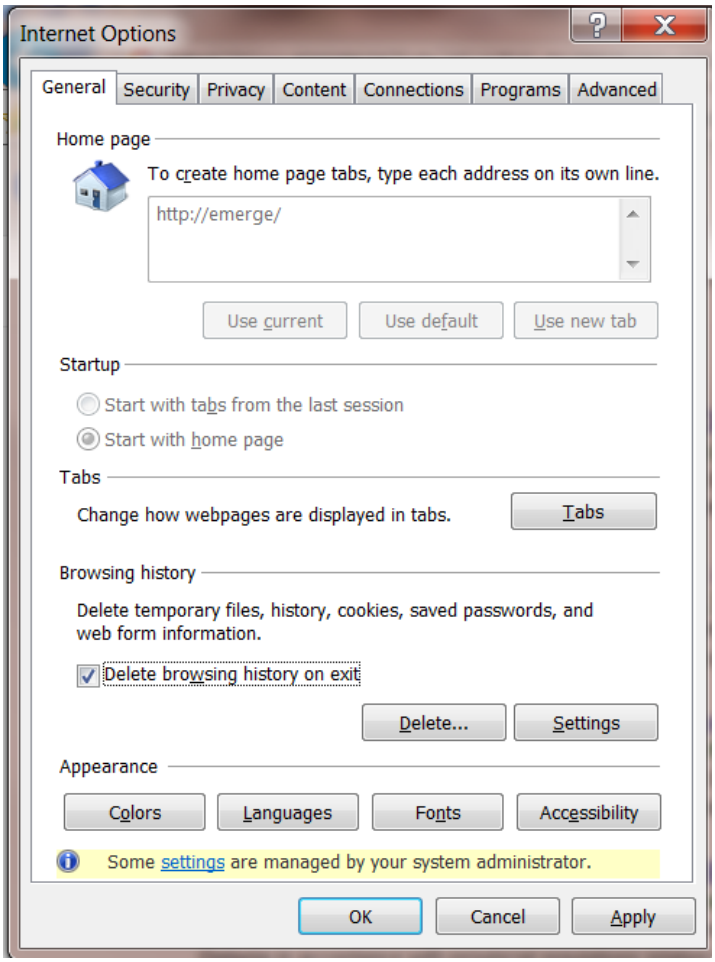
Follow the steps below to clear your browsing history and cache.

1. In your Microsoft Internet Explorer browser window, click the **Gear** icon ( ) and select **Internet options**.



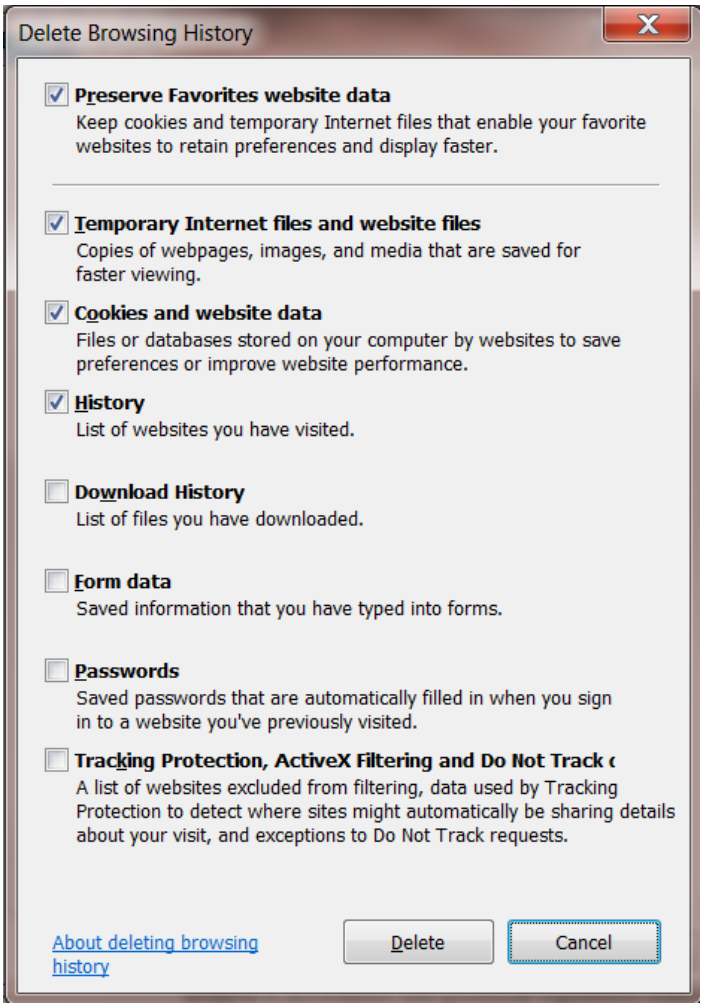
2. On the **Internet Options** property sheet that appears, click the **General** tab.

3. Click the **Delete browsing history on exit** checkbox.



4. Click **Delete**. The **Delete Browsing History** property sheet appears.

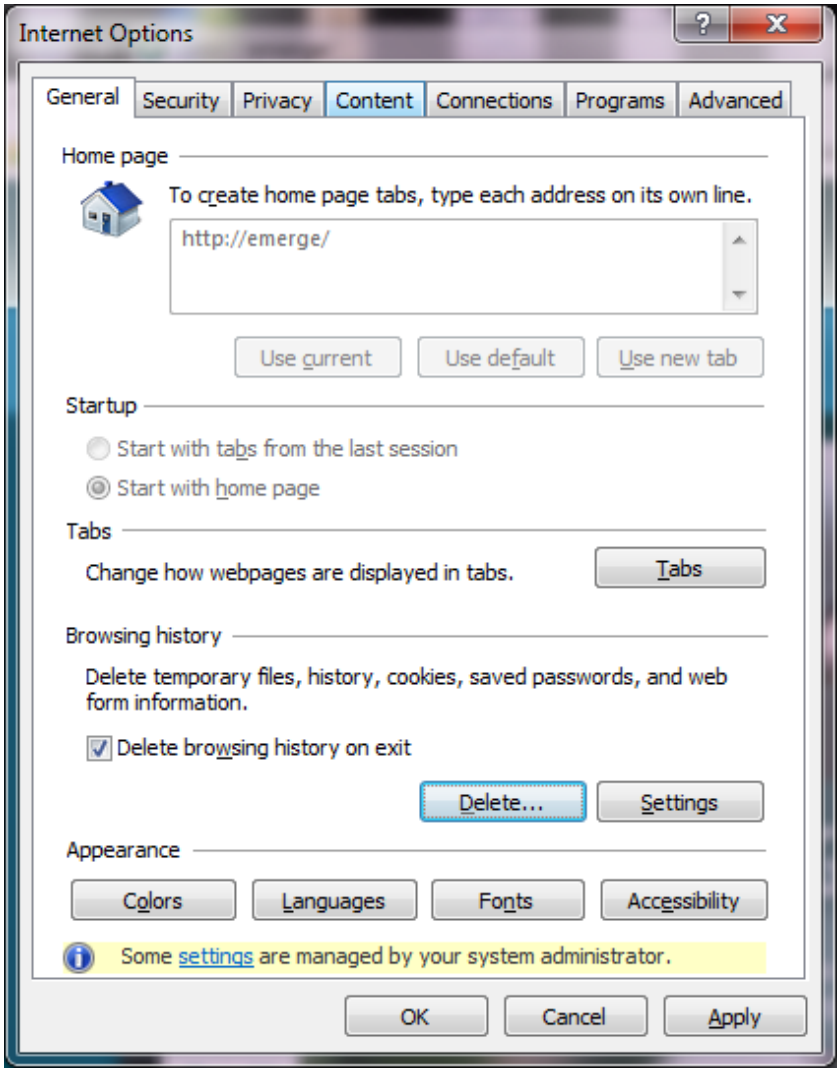
5. To customize which types of data Internet Explorer will clear, select only the check boxes shown in the **Delete Browsing History** property sheet below.



6. Click the **Delete** button. Internet Explorer will immediately clear your private data and then clear it each time you close your browser.

7. On the Internet Options property sheet, click **Apply**.

8. Click **OK**.

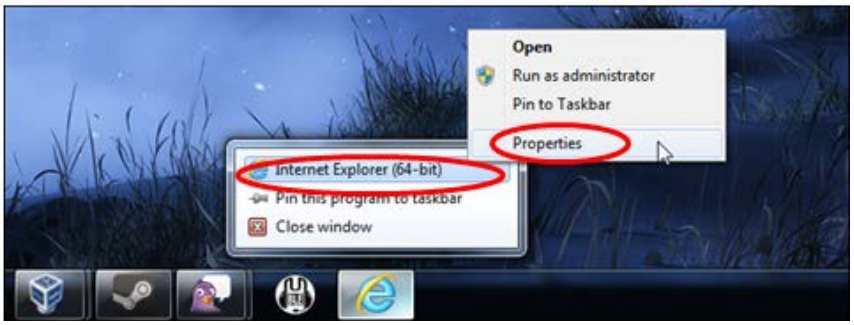


Enabling Microsoft Internet Explorer Private Browsing

To enable private browsing, you will need to add a command-line option to your Microsoft Internet Explorer shortcuts. This will activate *InPrivate* browsing by default. InPrivate browsing helps prevent your browsing history, temporary Internet files, form data, cookies, and usernames and passwords from being retained by the browser, leaving no easily accessible evidence of browsing or search history.

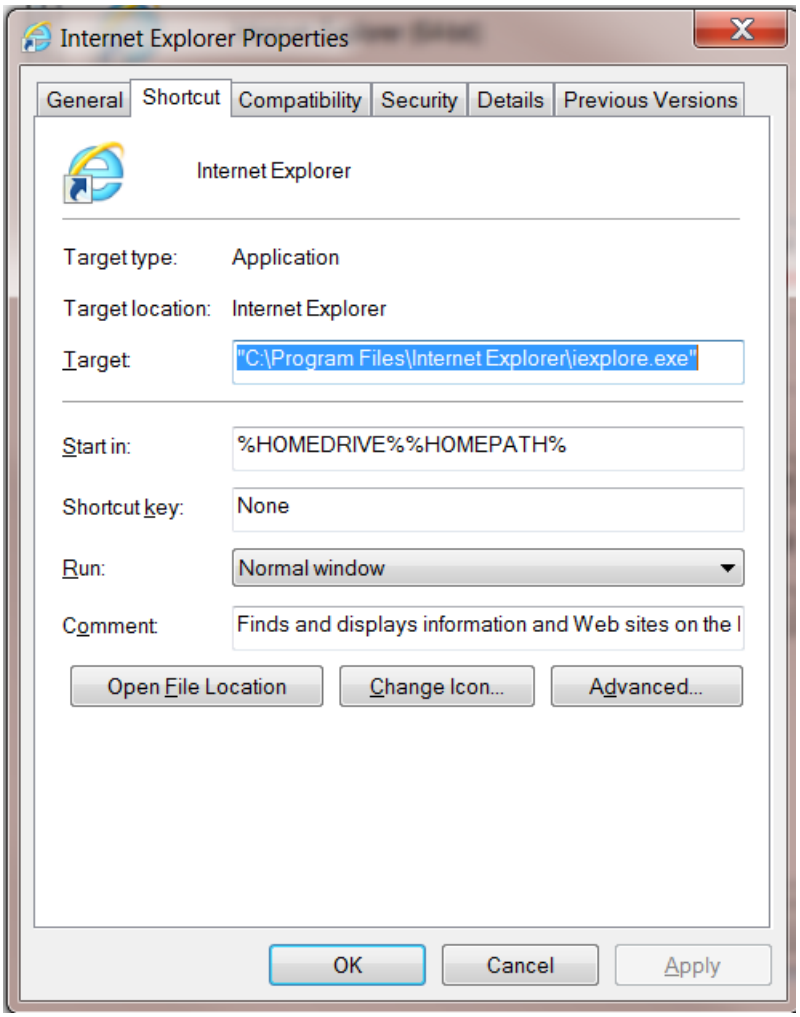
Note: Private browsing is not the same as anonymous browsing. Websites and other sources can still track your activity and IP address information in this mode. This mode only specifically removes your browsing history, cached web pages, cookies, password, and auto-filled form data after your browsing session ends.

1. Right-click the shortcut you use to launch Internet Explorer and select **Properties**.



2. In the **Internet Explorer Properties** property sheet below, type <–*private*> to the end of the **Target** box (that's a space, one dash, and then the word **private**). Click **OK**.

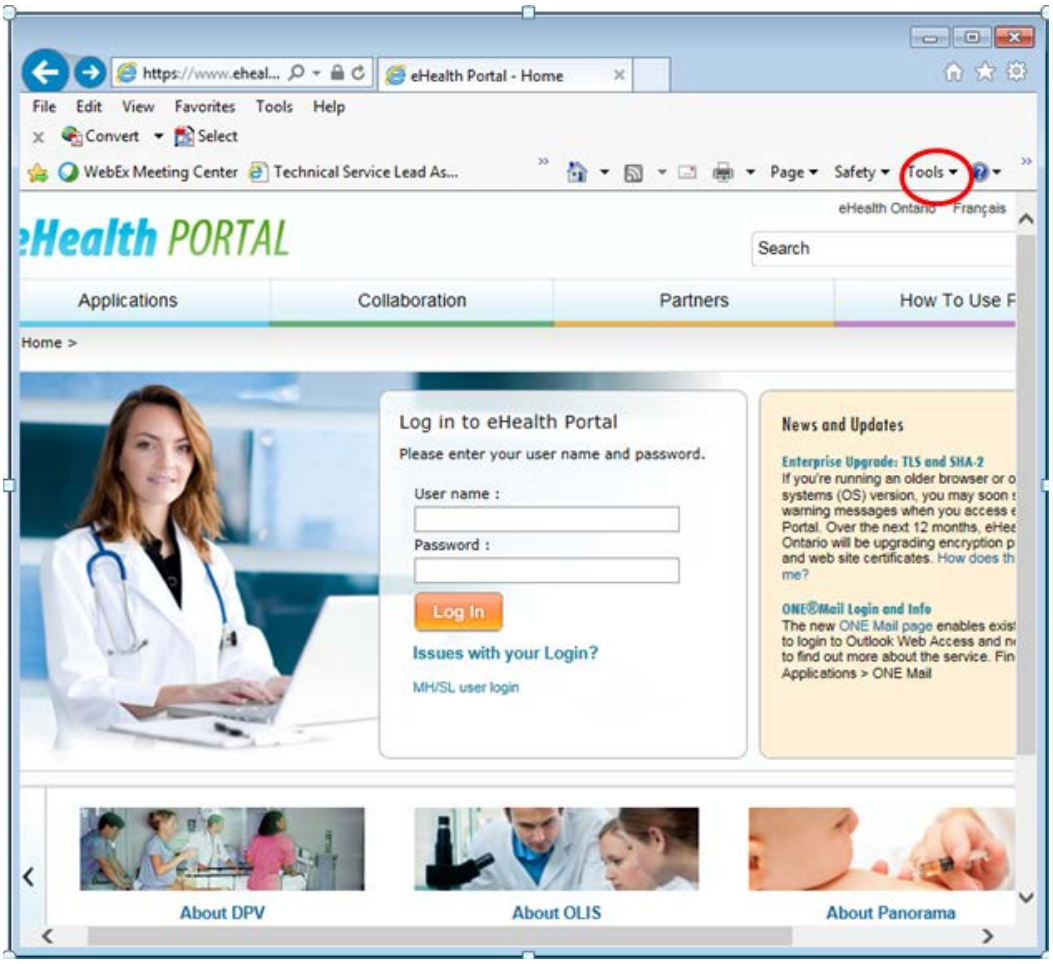
   When you use this shortcut, Microsoft Internet Explorer launches with *InPrivate* browsing enabled. If you use other shortcuts to launch Microsoft Internet Explorer, you will need to modify each one.


Internet Explorer Properties
General
Shortcut
Compatibility
Security
Details
Previous Versions
Internet Explorer
Target type:
Application
Target location:
Internet Explorer
Target:
"C:\Program Files\Internet Explorer\iexplore.exe"
Start in:
%HOMEDRIVE%%HOMEPATH%
Shortcut key:
None
Run:
Normal window
Comment:
Finds and displays information and Web sites on the I
Open File Location
Change Icon...
Advanced...
OK
Cancel
Apply

Managing your Microsoft Internet Explorer Downloads Folder

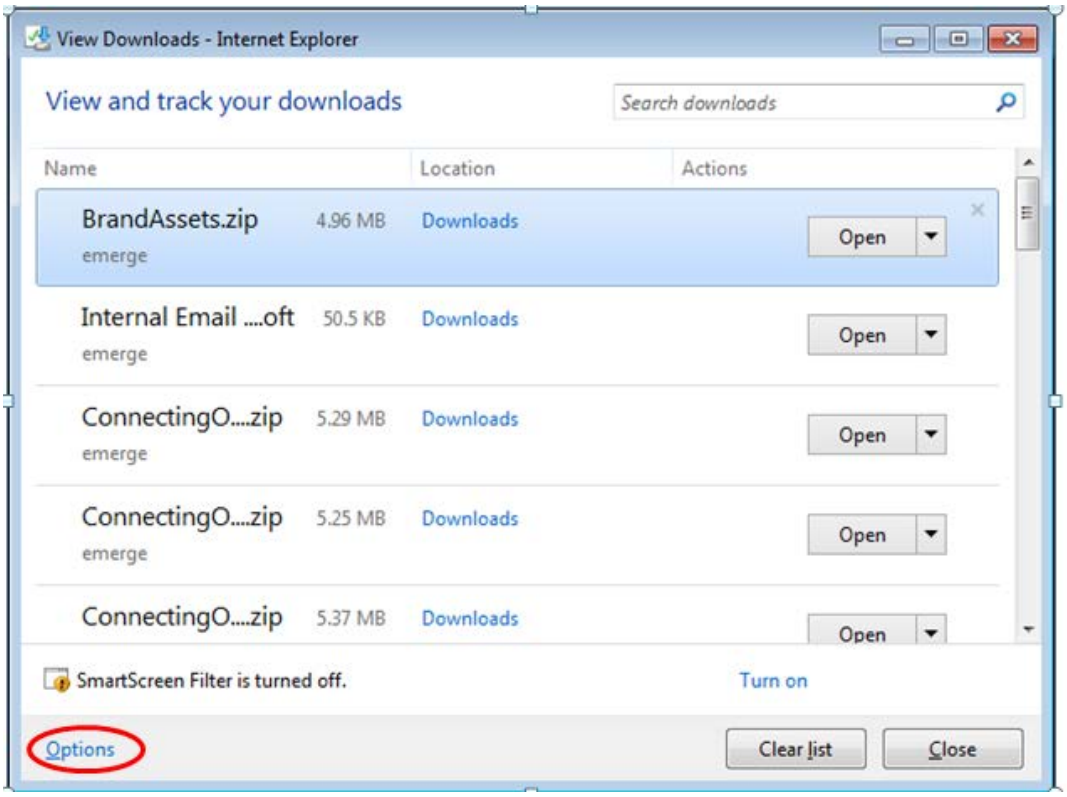
Follow the steps below to view, manage, and delete the contents of your **Downloads** folder.

1. To access your download history, find your current **Downloads** folder.

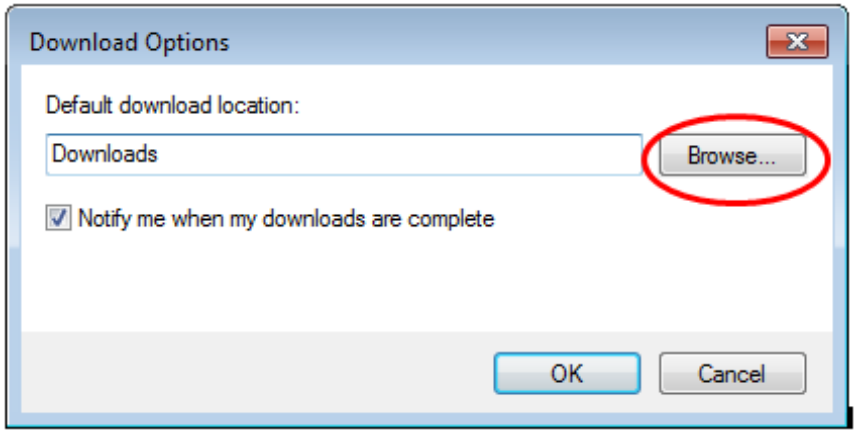


2. In your Microsoft Internet Explorer browser window, click **Tools,** shown circled, and select **View Downloads**.

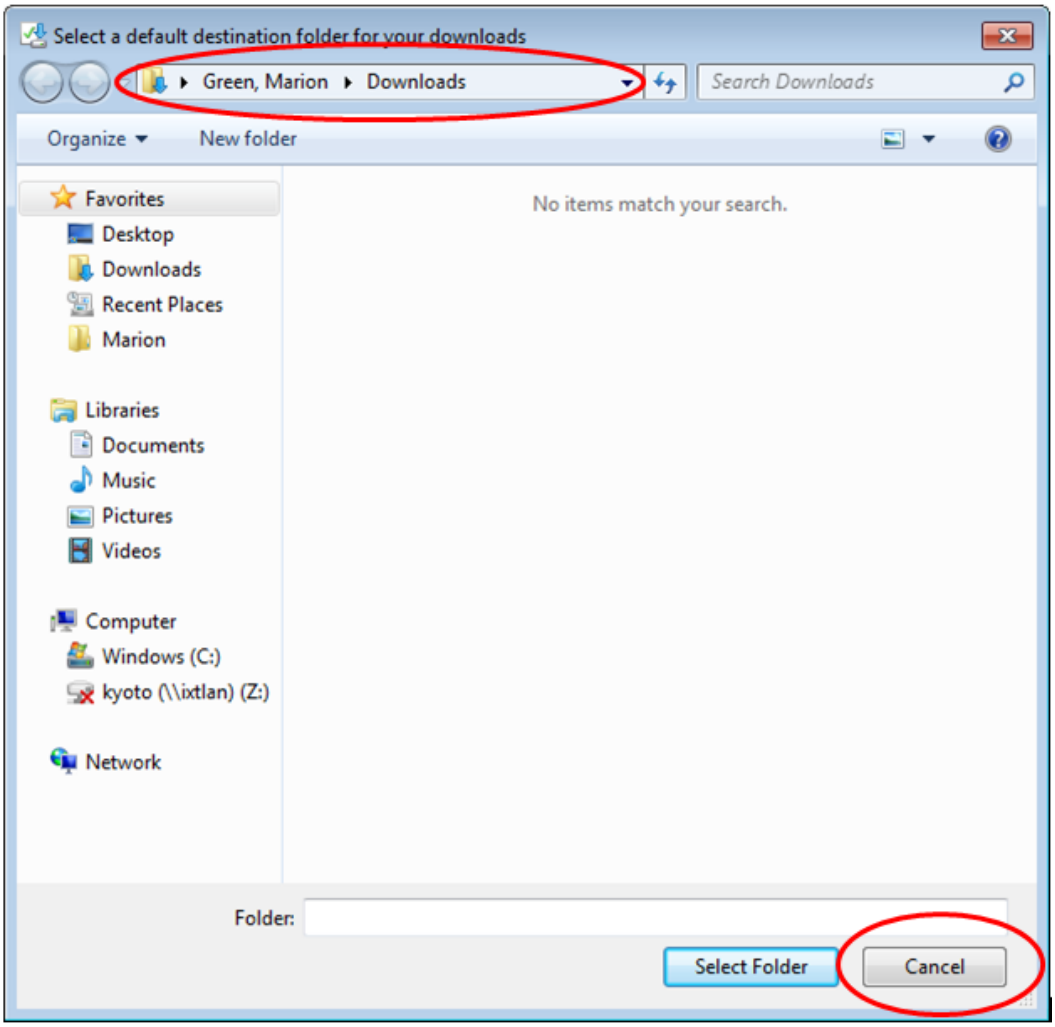
3. In the **View Downloads** window, click **Options**.



4. In the **Download Options** window, click **Browse**.



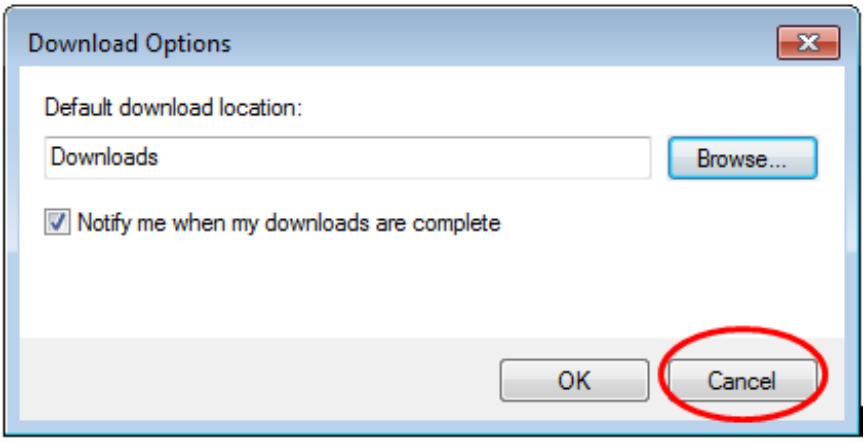
5. In the **Select a default destination folder for your downloads** property sheet, click the Navigation bar.



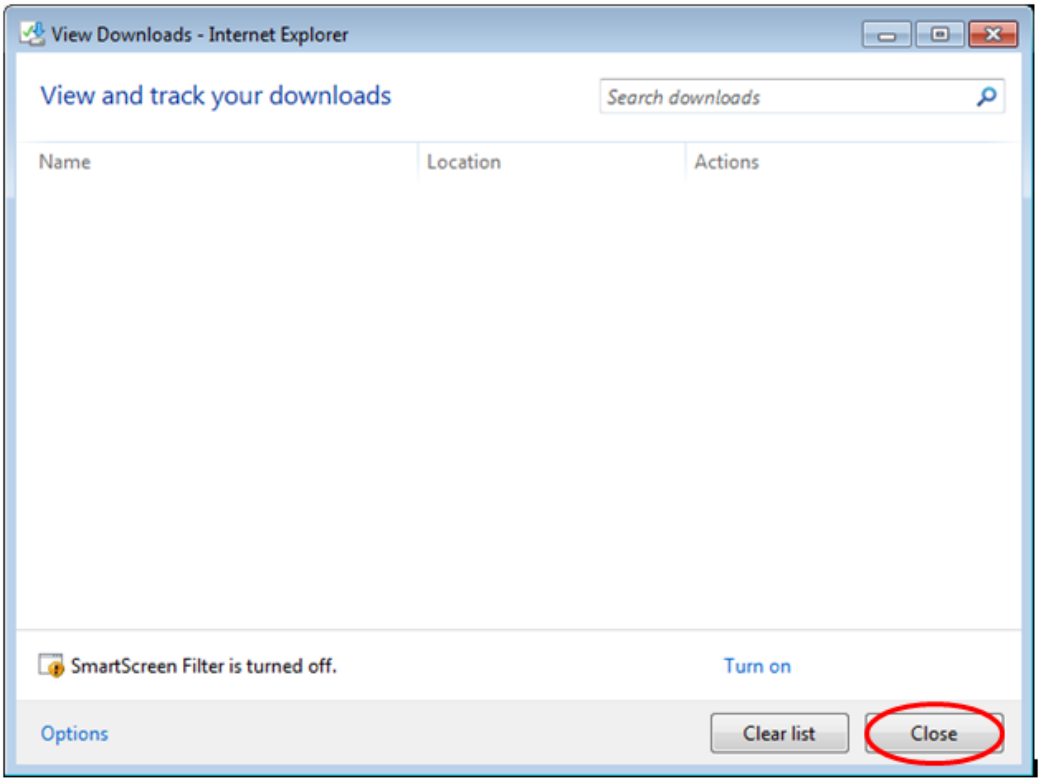
6. Copy the contents by pressing *Ctrl* + *C* (at the same time).

7. Click **Cancel**.

8. In the **Download Options** window, click the **Cancel** button.

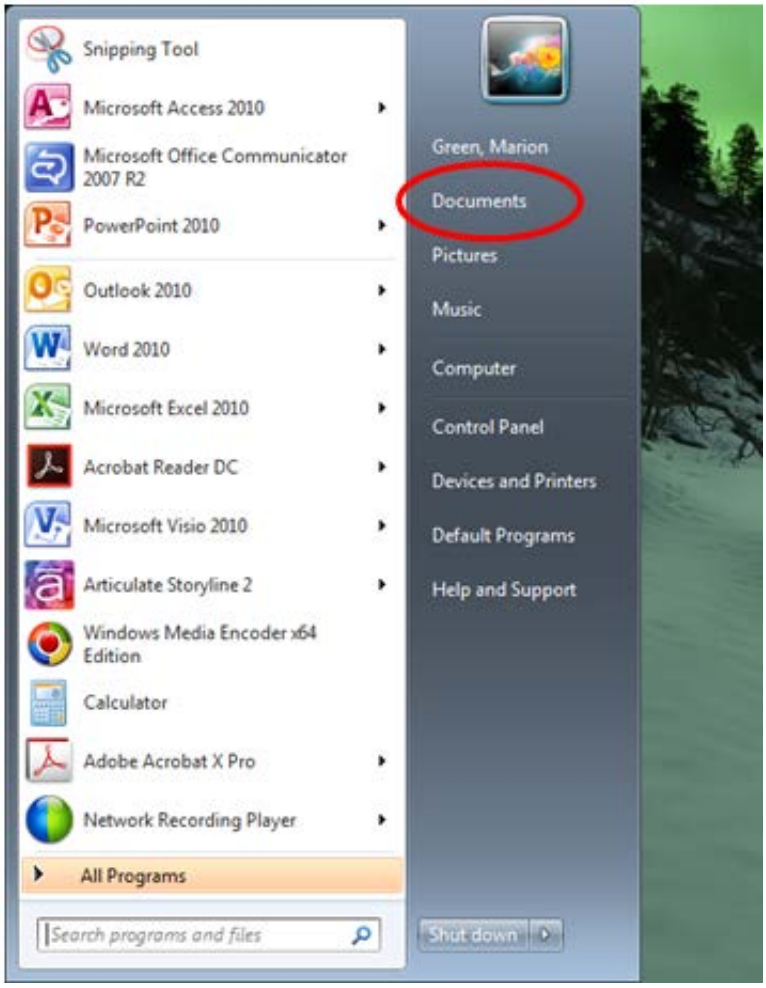


9. In the **View Downloads** window, click the **Close** button.

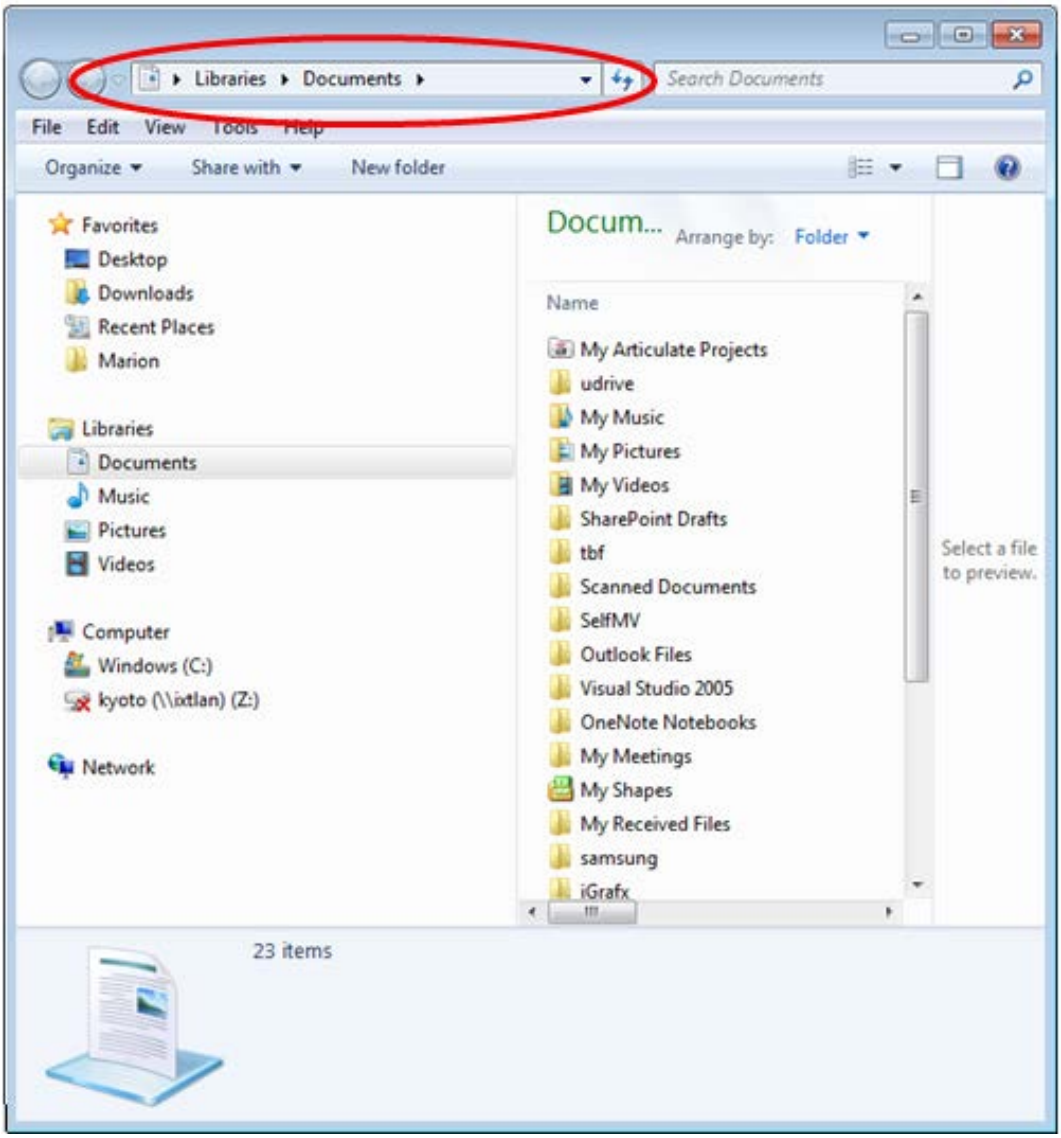


10. To open Windows Explorer on your desktop, click on the Windows **Start** icon in the lower-left area of your desktop.

11. Select **Documents**.

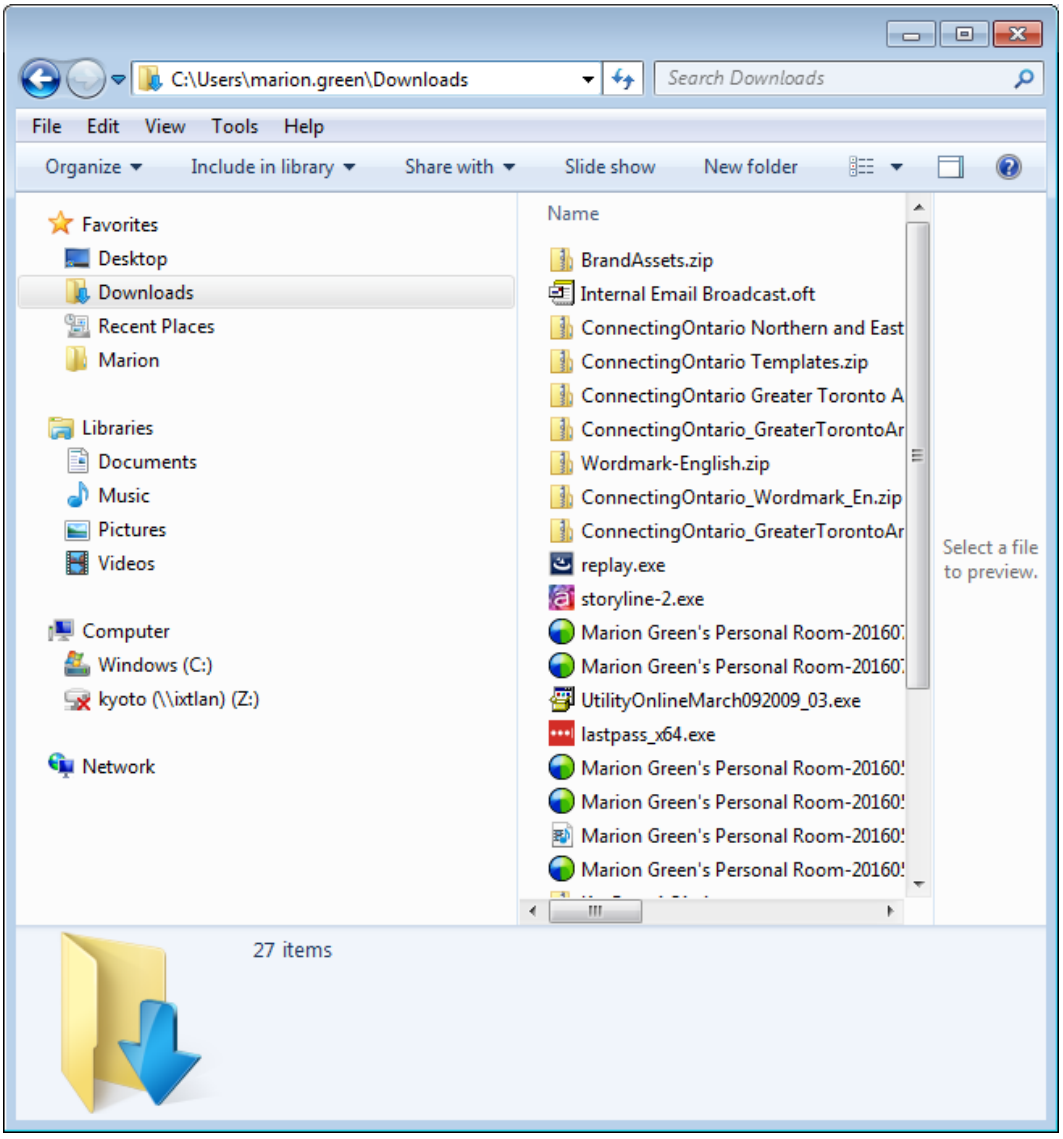


12. In the **Documents Library** property sheet, locate the Navigation bar.

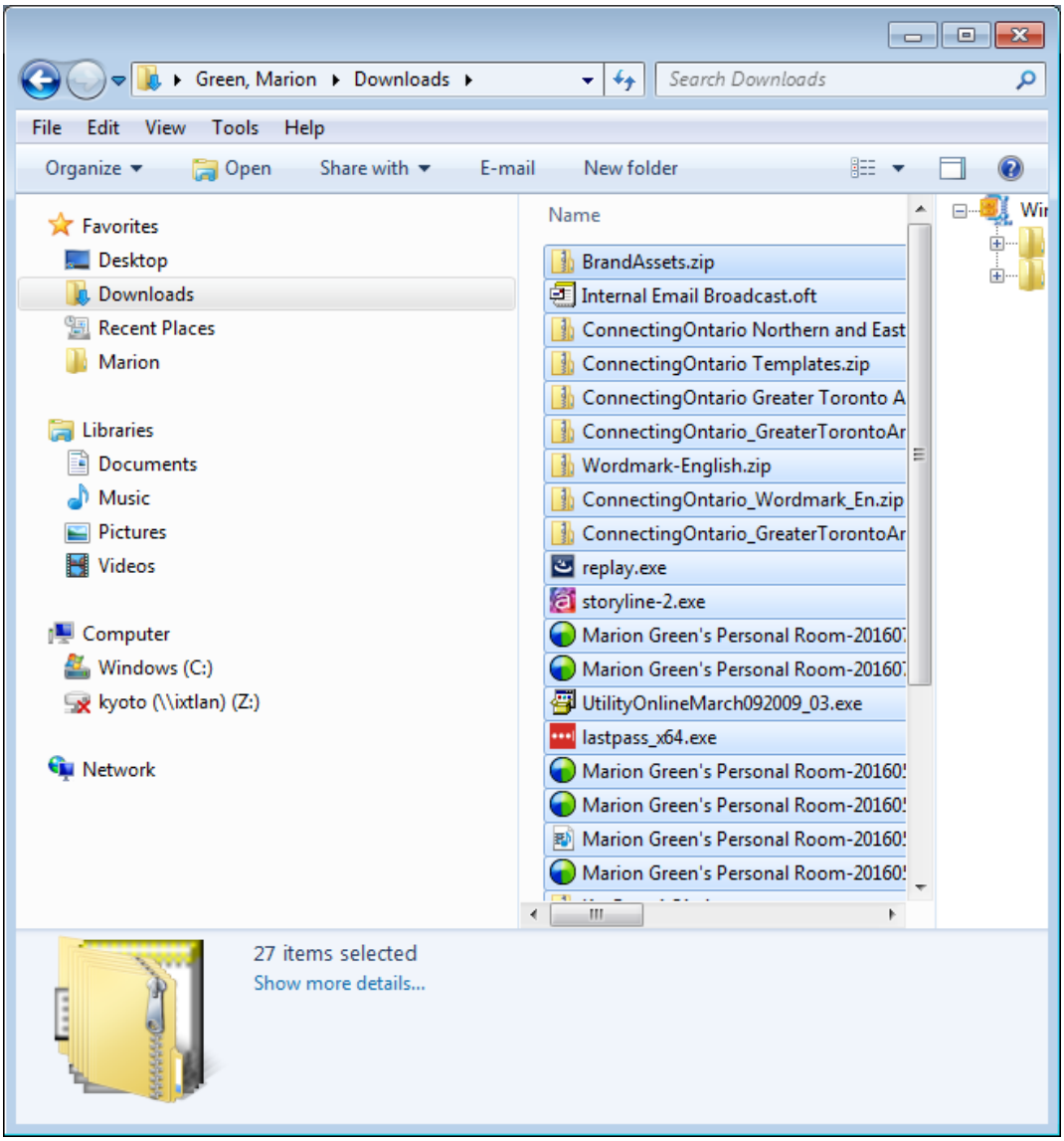


13. Clear the contents of the Navigation bar and paste (i.e., press *Control* + *V* at the same time) the location you have previously recorded (copied) for the Downloads location.

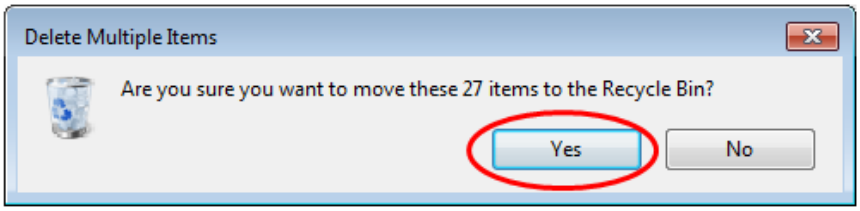
14. Press *Enter*. The contents of your **Downloads** folder will display.



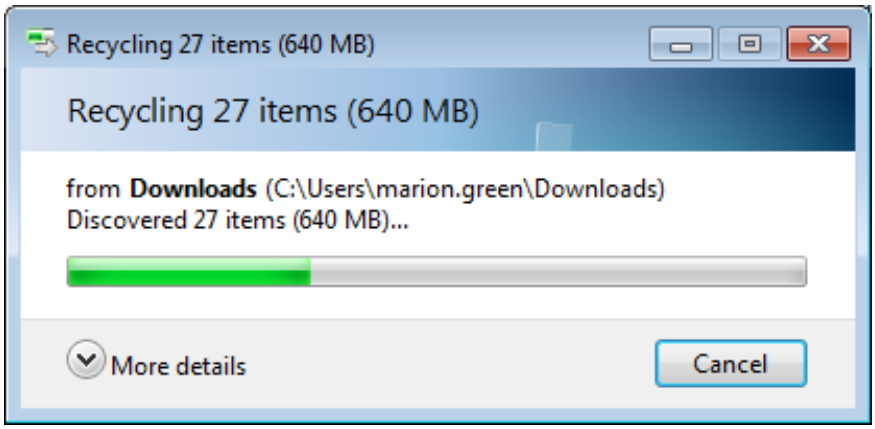
15. To select all files in the folder, click the **Edit** menu and select **Select All**.



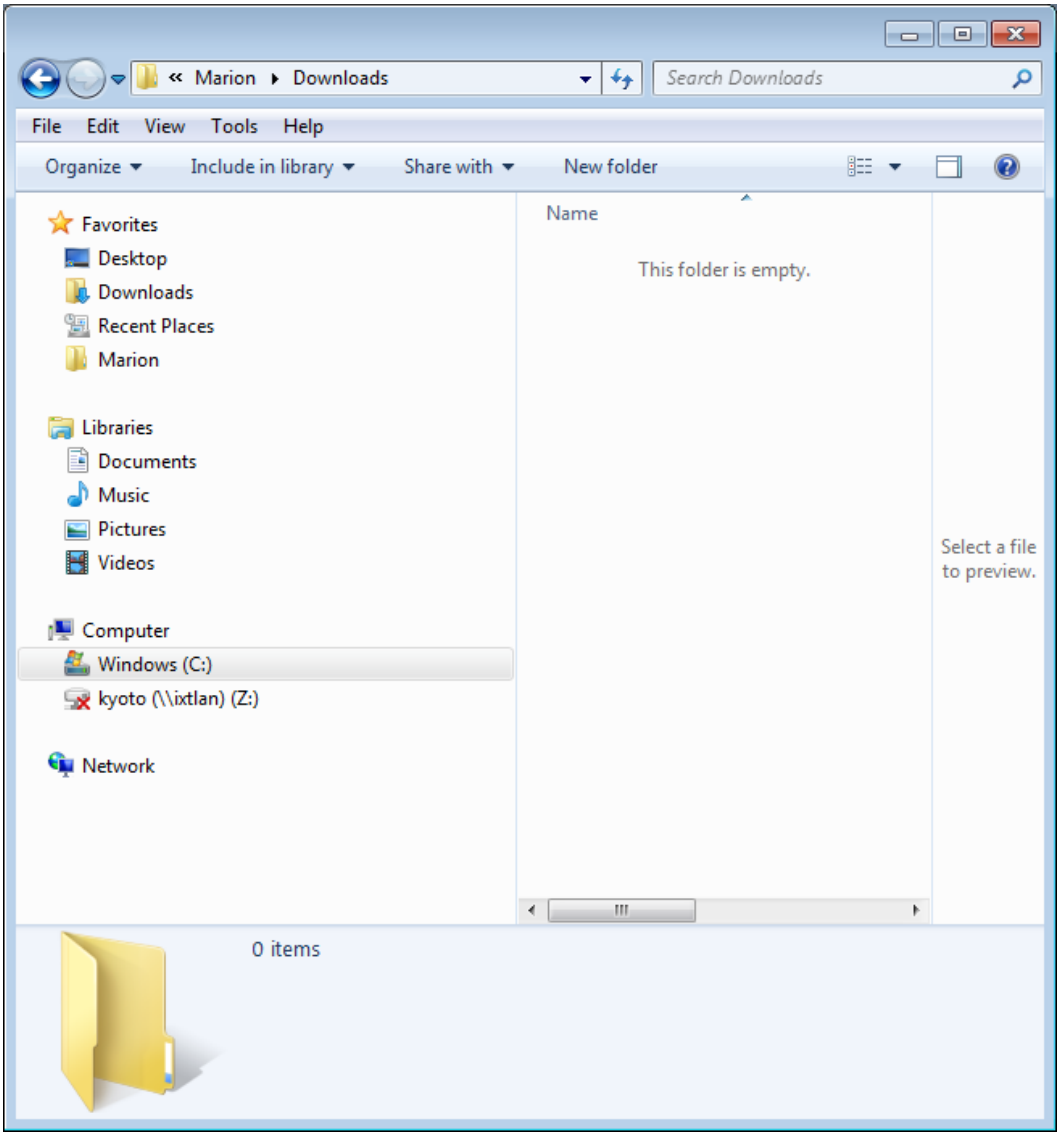
16. In the **File** menu, select **Delete**. The **Delete Multiple Items** warning message appears.



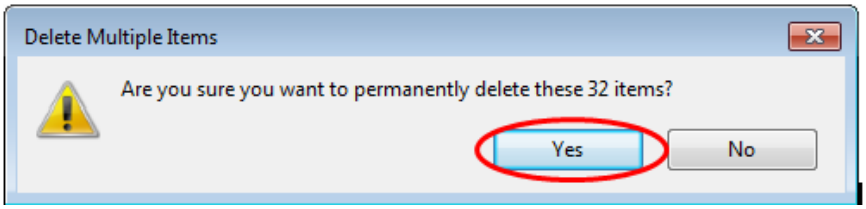
17. Click **Yes**. Your files will be moved to the **Recycle Bin** normally located on your desktop. A progress bar appears.



18. Check that the selected **Downloads** folder is empty. If the "**This folder is empty**" message does not display, repeat steps 8 through 10 until the **Downloads** folder is empty.



19. Right-click the **Recycle Bin** icon on your desktop and select the **Empty Recycle Bin** option. A warning message appears.



20. Right-click the **Recycle Bin** icon. The **Empty Recycle Bin** option should be greyed out. If it is not, repeat steps 15 through 17.

21. The contents of your Microsoft Internet Explorer **Downloads** folder are now removed.