

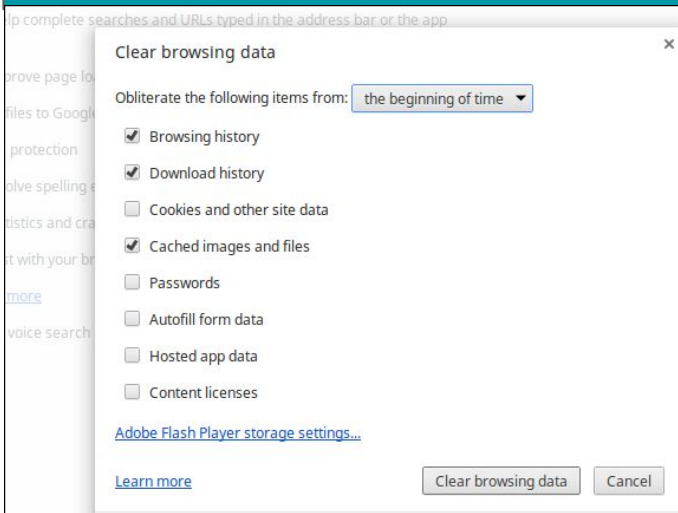
# DID YOU KNOW?



Have you been experiencing a slowdown in your chromebook? Has your internet browsing been sluggish or your apps opening slower than usual? Clearing browser caches and temporary files data can increase the browsing speed. Both of these tasks are simple steps you can take to insure the chromebook is operating the quickest it can.

## How to: Clear Browser Cache and Other Data

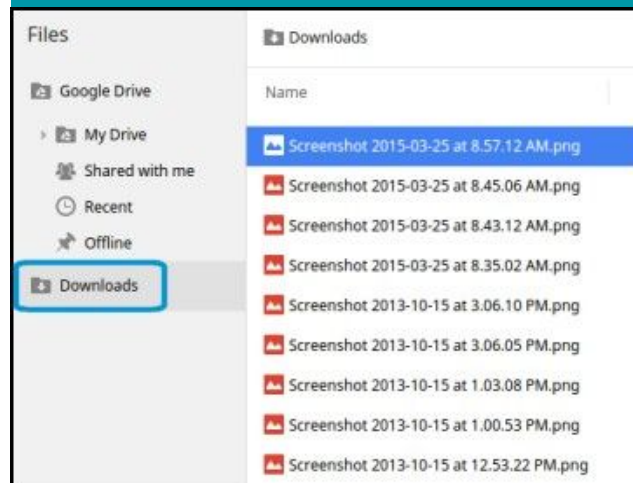
- Click the **Chrome menu** (3 lines, under the X)
- Point to **More tools** & choose **Clear browsing data**
- Choose the **beginning of time** & check every box
- Click **Clear Browsing Data**



Deleting cookies will undo any saved login information from a website but will speed up browsing. Some like to leave **Passwords** unchecked before clearing to help with this.

## How To: Clean Out Downloaded Files

- Open the Files app and select "Downloads" to view your downloaded files.
- Here you may delete old and unused files from the Chromebook.
- Keep in mind to save any needed files on a USB or the Drive, so your files are not permanently lost.



Quick Tip: sort your files by size by clicking on **Size** column.



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If you have any questions or comments please feel free to contact us at [wrmarion205@gmail.com](mailto:wrmarion205@gmail.com) or [mjacobson@galesburg205.org](mailto:mjacobson@galesburg205.org)