



Opportunities  
FOR OTSEGO

## **VIOLENCE INTERVENTION PROGRAM**

24-Hour Hotline

607.432.4855  
collect calls accepted

## **Computer Safety Procedures**

### **Cache and History Cleaning and Erasing Cookies**

The following are step-by-step directions on how to protect your privacy, by cleaning the cache and history and erasing the cookies on your computer, so that others are not able to go onto your computer and check up on what you have been doing. The directions are operating system- and browser-specific, so make sure to pay attention to the relevant information for your computer.

#### **\*\* Important Note \*\***

**If you have any reason to suspect that someone may be tracking your computer usage, please think carefully about whether or not you will want to complete these privacy steps. If someone is tracking your computer usage, they may grow suspicious if all records of internet activity disappear.**

### **What is Cache?**

The cache is an area of the hard disc where web pages are stored when a page is downloaded from the internet. It allows for recently viewed pages to be viewed more rapidly or even offline.

### **What is History?**

A list of the different URLs (or websites) you have visited. This is what fills in the URL line for you when you are returning to a website you have visited before.

To see your history on a Mac, type Apple + H.

To see your history on a PC, type Control + H.

### **What Are Cookies?**

Cookies are storage files that collect personal information that you have provided to particular vendors on the internet (e.g., your name, address, phone number, things you have ordered, etc.). Only information you have provided is stored, and cookies are used to speed up the interactive process when you are online with a vendor. For instance, when you go to Amazon.com, you may notice that the advertisements seem to be relevant to your interests; that is because your reading and music preferences are stored in cookies, so that the web page can advertise specific deals that fit your taste.

### **Clearing the Cache and History**

#### ***Firefox for the MAC***

#### **Clearing the Cache**

1. Click on **Firefox** from the top menu.
2. Under Firefox, click on **Preferences**.
3. Click on **Privacy**.
4. Click on the tab labeled **Cache**.
5. Click on **Clear Cache Now** button.

#### **Clearing the History**

1. Click on **Firefox** from the top menu.
2. Under Firefox, click on **Preferences**.
3. Click on the **Privacy** icon.
4. Click on the tab labeled **History**.
5. Click on **Clear Browsing History Now** button.

#### **Erasing Cookies**

1. Click on **Firefox** from the top menu.
2. Under Firefox, click on **Preferences**.
3. Click on **Privacy** icon.
4. Click on the tab labeled **Cookies**.
5. Click on **Clear Cookies Now** button.

### **Firefox for the PC**

1. Select **Tools** from the top menu, and **Options** from the drop down list.
2. Click on the **Privacy** button in the left menu.
3. To clear the list of sites that you have visited, select **History** and then click the **Clear** button.
4. To clear your **Cookies** and **Cache** from the **Privacy** list, select both and then click the **Clear** button.

### **Internet Explorer 6.0 for the PC**

#### **Clear the Cache**

1. Select **Tools** from the top menu, and click **Internet Options**.
2. On the **Internet Options** window, click the **Delete Files...** button.
3. If you are prompted for confirmation, click **OK**.

#### **Erasing Cookies:**

1. After clearing your cache you can continue on to erase your cookies.
2. On the **Internet Options** window, click **Delete Cookies...** button.
3. If you are prompted for confirmation, click **OK**.
4. Click **OK** to return to Internet Explorer.

#### **Clear the History:**

1. Select **Tools** from the top menu, and click **Internet Options**.
2. Click on the **Clear History** button.
3. When you have completed the changes you wish to make, click **OK**.

### **Protecting Yourself from Keystroke Logging**

Keystroke logging is when someone has installed hardware or software onto your computer that tracks all typing that you do. This means that they can trace everything you do on your computer, from what you type, to tracking down usernames and passwords. For obvious reasons, this is a dangerous and aggressive form of tracking, and can be a difficult thing to trace. For more information on how to see if you have keystroke logging, and what possible options are for removal, visit the following article: [Privacy Watch: Don't Let Anyone Secretly Track Your Keystrokes](#)

### **Google Desktop Search**

Google Desktop Search is a popular tool that mimics the Google website search techniques on your personal computer, so that you can search for files in your computer in a new and faster way. While this may be a nice feature, and you may enjoy using it, it also poses a **security threat**, in that it can then save login names and passwords, save the web pages you go to (i.e., the Violence Intervention Program), and store information that you access about maintaining your safety or tips to flee the abuse.

Therefore, we suggest that if you have Google Desktop Search on your computer, you disable it so as to protect your private information.

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*The following has been adapted from RAINN*