



Internet Explorer 7

AutoComplete

OTS PUBLICATION: • REVISED 06-06-2008 • ©2008 TOWSON UNIVERSITY • OFFICE OF TECHNOLOGY SERVICES

=Shortcut =Advice =Caution

AutoComplete in Internet Explorer 7

Internet Explorer includes a feature called AutoComplete that keeps track of information such as URLs and information typed into a form. As you type new information, AutoComplete tries to anticipate what you are typing and offers possible matches. You save time because you don't have to type in the full information.

This document age demonstrates how to specify what information should be entered automatically into online forms. These instructions are for Internet Explorer 7.

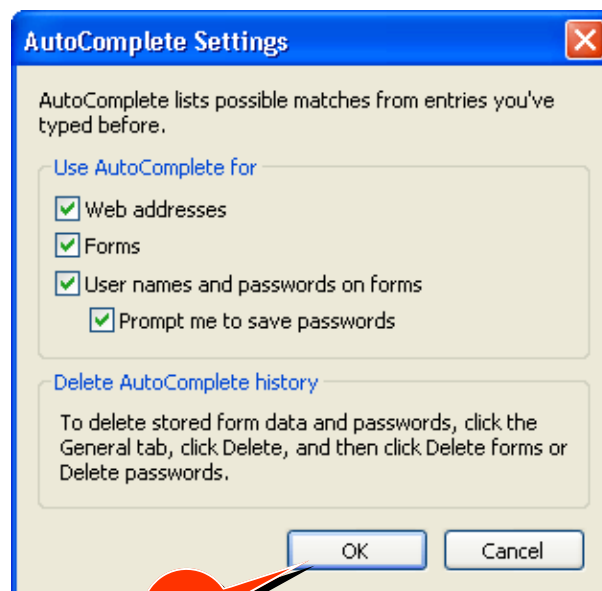
Process Summary

1. Turn on AutoComplete
2. Delete Information

Turn on AutoComplete

1. Start the Internet Explorer 7.
2. Select **Tools > Internet Options** from the menu bar.
3. Click the **Content** tab.
4. Under **AutoComplete**, click the **Settings** button.
5. Click the desired checkboxes to set the types of information you wish Internet Explorer 7 to retain.
6. When ready, click **OK (Fig 1,1)**.

Figure 1



Delete Information

To Delete Information Stored by Internet Explorer 7.

1. Start the Internet Explorer 7.
2. Select **Tools > Internet Options** from the menu bar.
3. Click the **General** tab.
4. Under **Browsing History**, click the **Delete** button (Fig 2, 1).
5. Click the buttons corresponding the details you wish to delete, or click the **Delete all...** button at the bottom of the **Delete Browsing History** dialog box, to remove everything (Fig 3, 1).

Figure 2

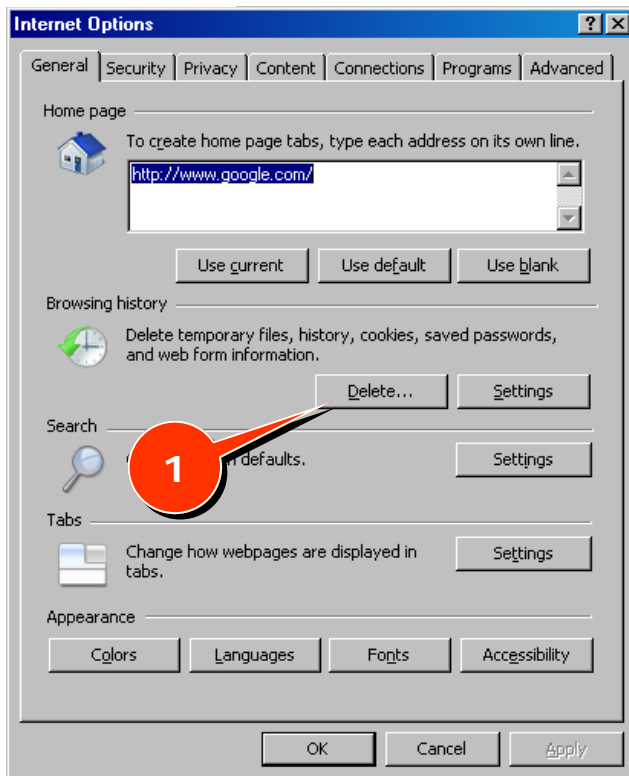


Figure 3

