INSTRUCTIONS ON HOW TO USE THE AUTO FILL OR AUTO COMPLETE… **ONLY TYPE IT ONCE!!!!**

Microsoft Internet Explorer users

1. Open Internet Explorer.
2. Click **Tools** in the upper right-hand corner. OR **ALT + T** on your keyboard.
3. Select **Internet Options** from the dropdown menu.
4. Under the **Content** tab, in the **Autocomplete** section, click the**Settings** button.
5. Within this window, you can select the fields in which you'd like to store Autocomplete data by using the checkboxes. This action turns Autoco    mplete **On** or**Off** based on what boxes are checked.
6. Once you have made your selections, click **OK**.

Mozilla Firefox users

1. Open Firefox.
2. Click **Menu** in the upper right-hand corner of the screen.
3. Select **Options** from the dropdown menu.
4. Under the **Privacy** tab, in the **History** section, click the **down arrow** in the box next to **Firefox will:** and select **Use custom settings for my history**.
5. A number of checkboxes should appear allowing you to customize what Firefox remembers from your browsing. The box labeled **Remember search and form history** toggles Autocomplete **On** or **Off**.
6. Once you have made you browsing privacy selections, click **OK**.

Chrome

1. Open Chrome.
2. Click **Menu** in the upper right-hand corner.
3. From the dropdown menu select **Settings**.
4. At the bottom of the Settings window, click **Show advanced settings...**
5. Next, locate the **Privacy** section.
6. The checkbox labeled **Use a prediction service to help complete searches and URLs typed in the address bar or the app launcher search box** toggles Autocomplete **On** or **Off**.
7. Under the **Passwords and forms** tab, you may also want to toggle the **Enable Autofill to fill out web forms in a single click** checkbox.
8. Close the **Settings** window when you are finished.

 Safari

1. Open Safari.
2. Choose the **"Safari" menu**.
3. Select **"Preferences"**
4. Click the **"Autofill"** tab\
5. Choose **"Edit"** next to the type of web form autofill details you wish to change or update:

- Using info from my Contacts card – this is what will autofill your address, location, name, etc
- User names and passwords – this is what autofills logins to websites
- Credit cards – autofilled payment information
- Other forms – miscellaneous autofill information for other web forms are stored here.

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