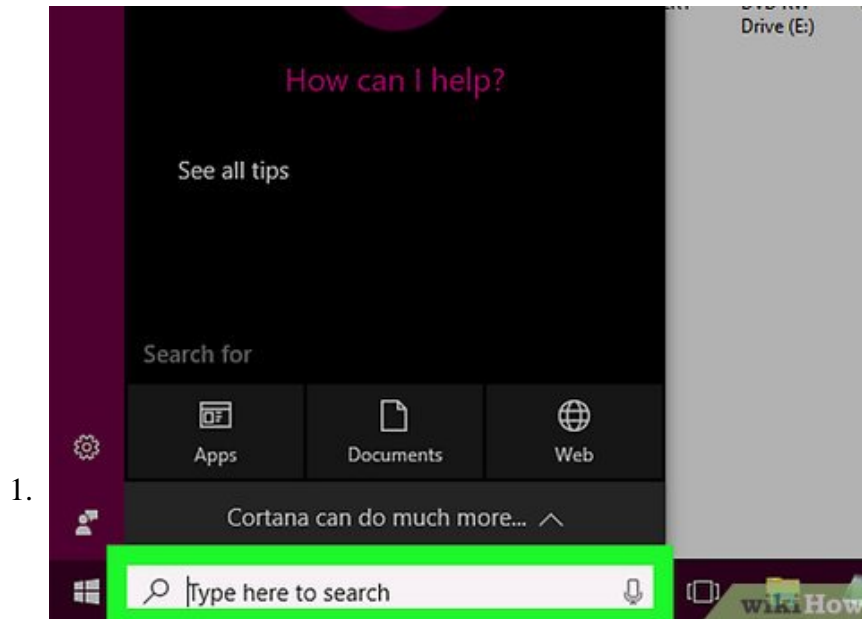


# How to Delete History on Your Computer

This wikiHow teaches you how to delete your computer's file history, which includes things like recently viewed files and search suggestions. You can do this on both Windows and Mac computers. To clear web-based history, you'll need to...

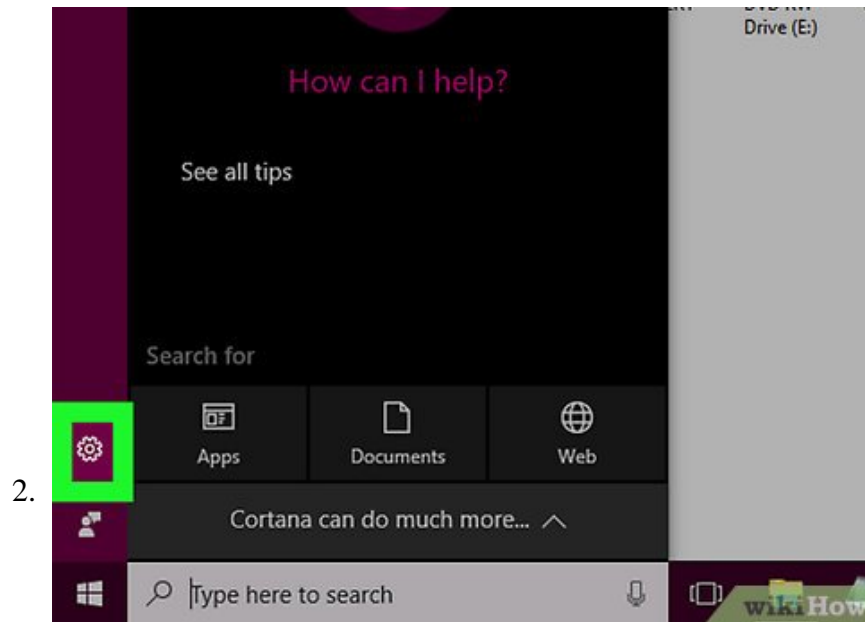
Method 1 of 4:

## Deleting Search History on Windows

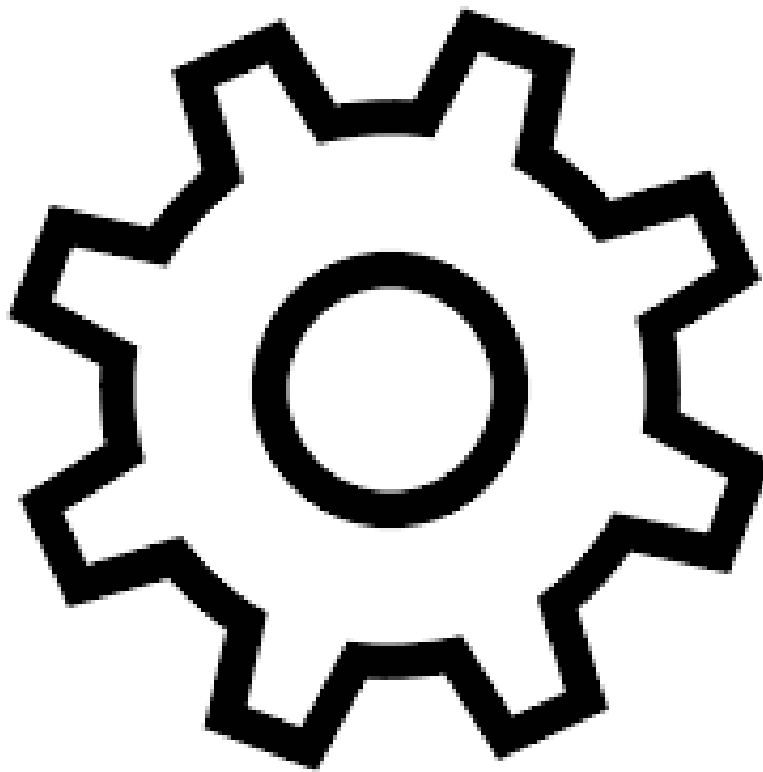


**Click Cortana's Search box.** It's on the left side of the taskbar, just right of the Windows logo. Doing so prompts the Cortana window to open.

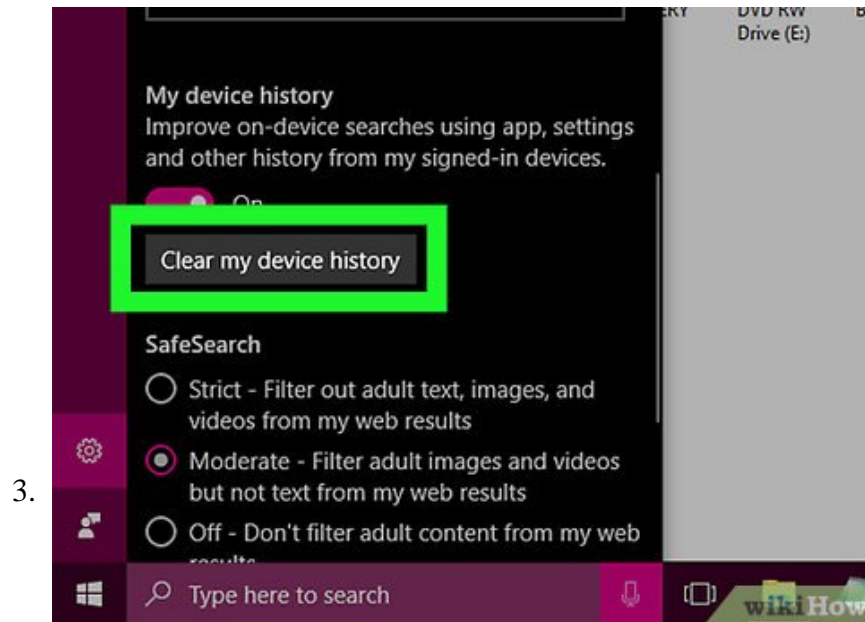
1. If you don't have this option: right-click the taskbar, select **Cortana**, and click **Show search box**.



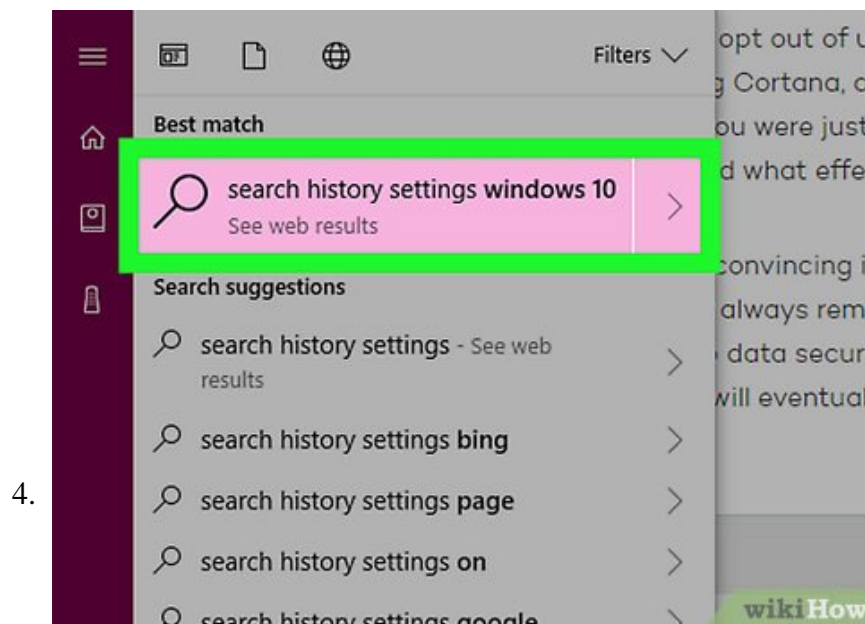
**Click Settings**



. It's on the left side of the Cortana window. This will open Cortana's settings in the window.

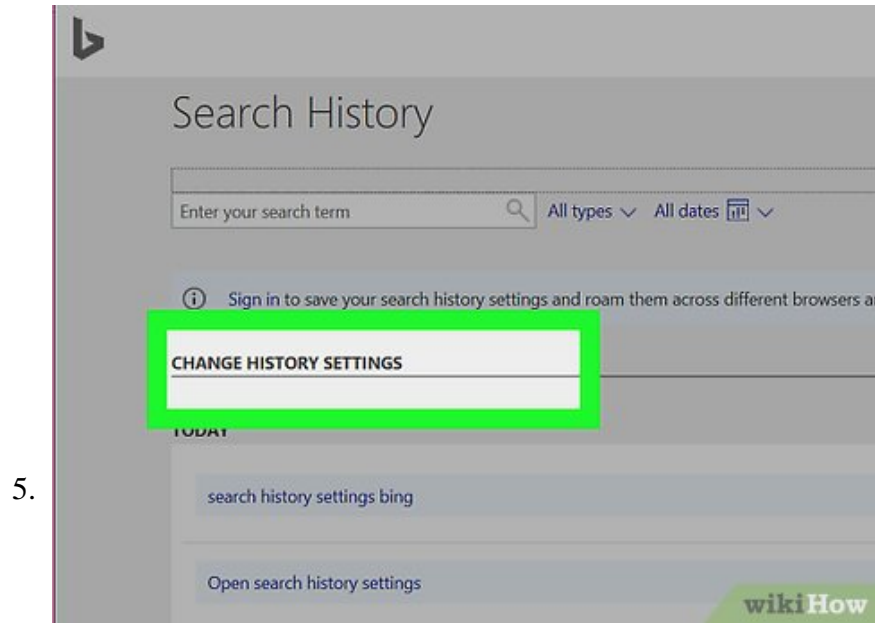


Scroll down and click **Clear my device history**. It's below the "My device history" heading. Doing so clears your on-device search history.

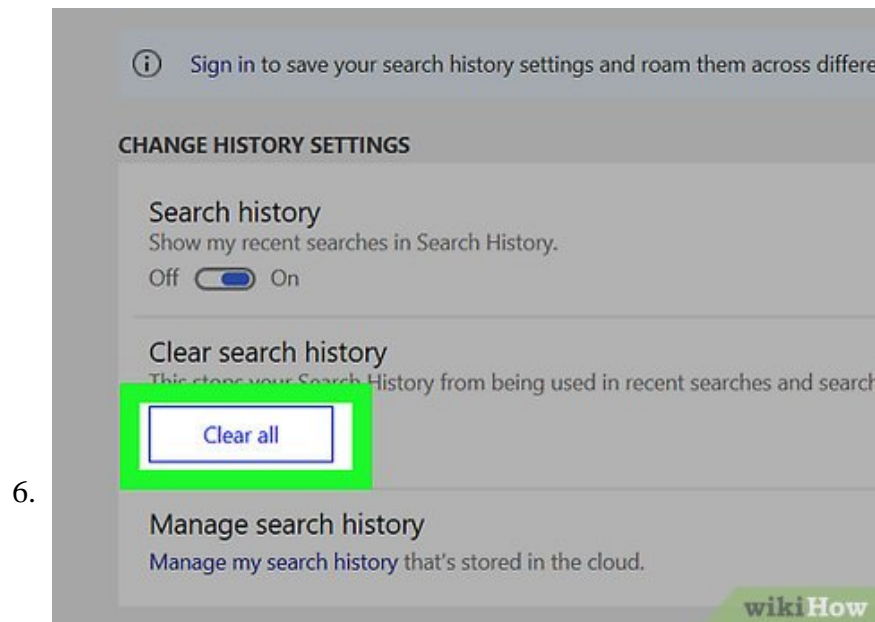


Click **Search history settings**. This link is below the "My search history" heading. Clicking this link opens a Bing page with all of your searches listed in chronological order.

1. If you aren't connected to the Internet, you won't be able to access this page.

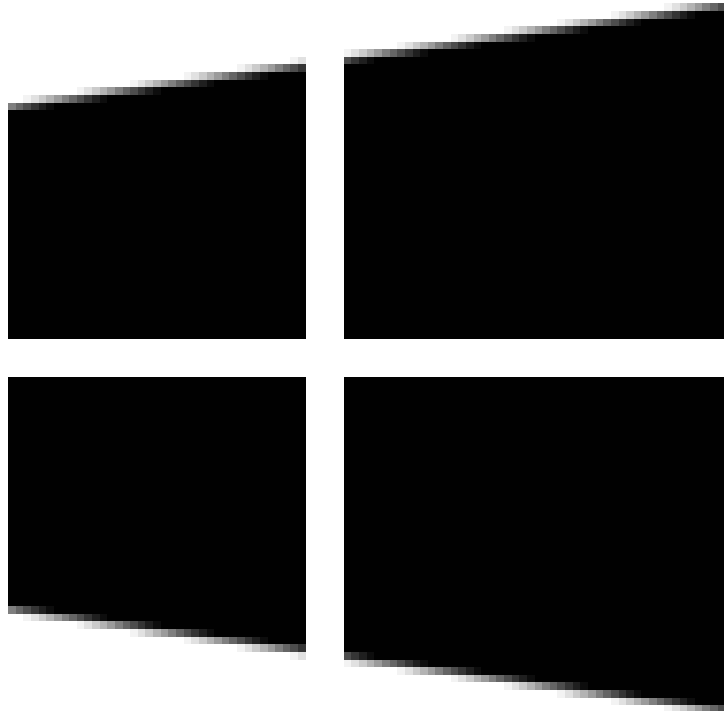


Click **CHANGE HISTORY SETTINGS**. This heading is toward the top of the Bing page. A menu will appear beneath it.



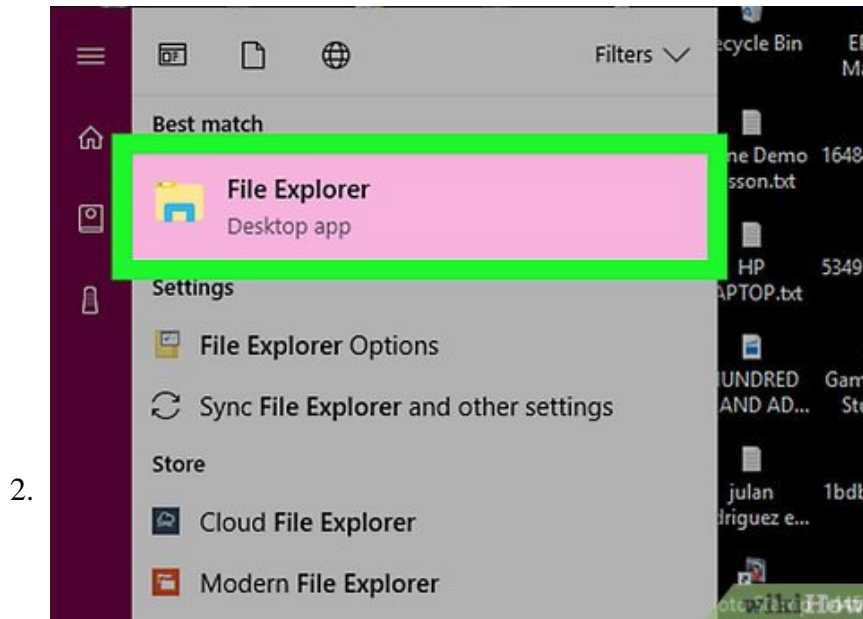
Click **Clear all**. It's in the "Clear search history" section of the menu.



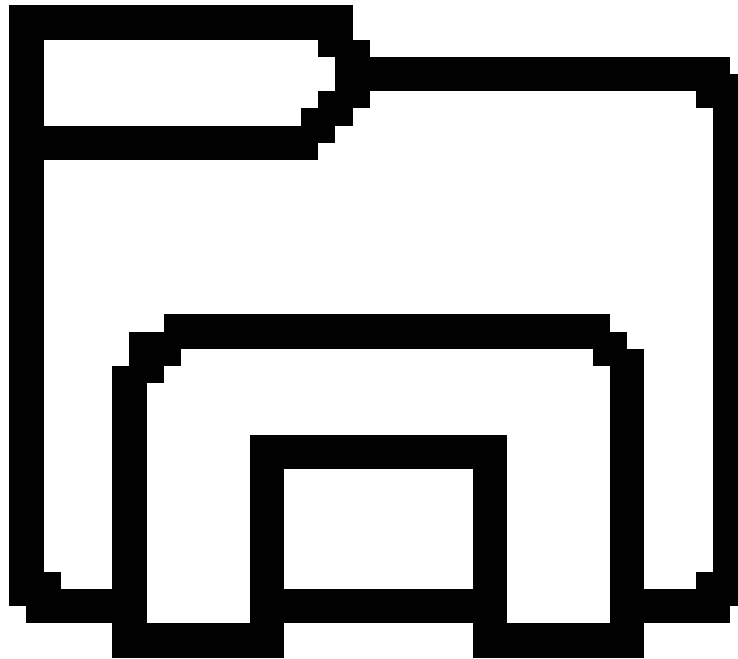


. Click the Windows logo in the bottom-left corner of the screen.

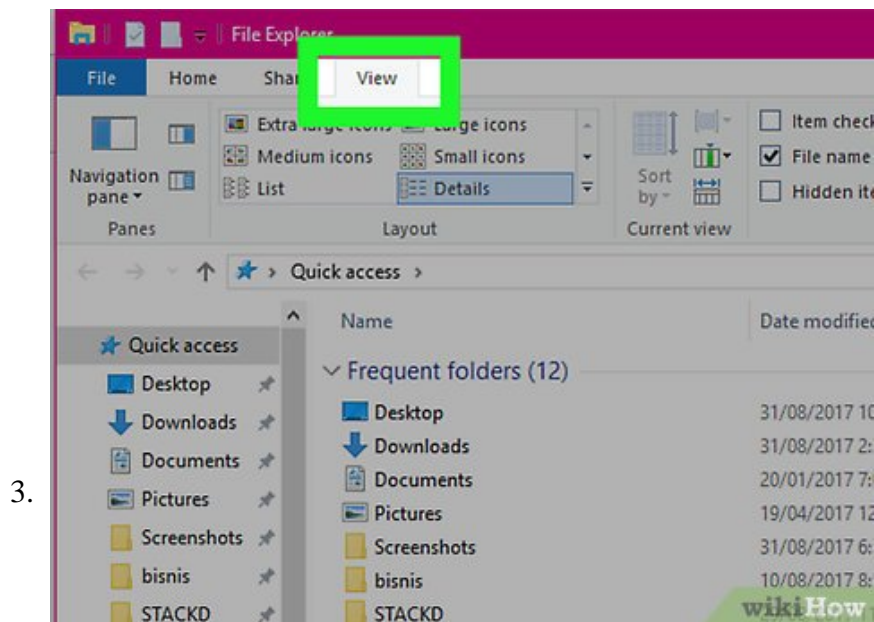
1. You can also press the **Win** key on your computer's keyboard.



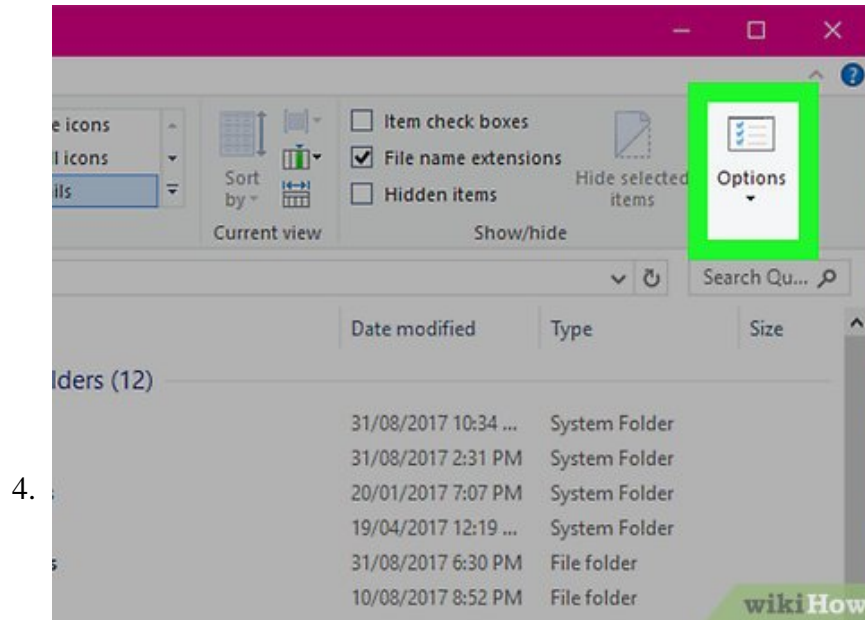
## Open File Explorer



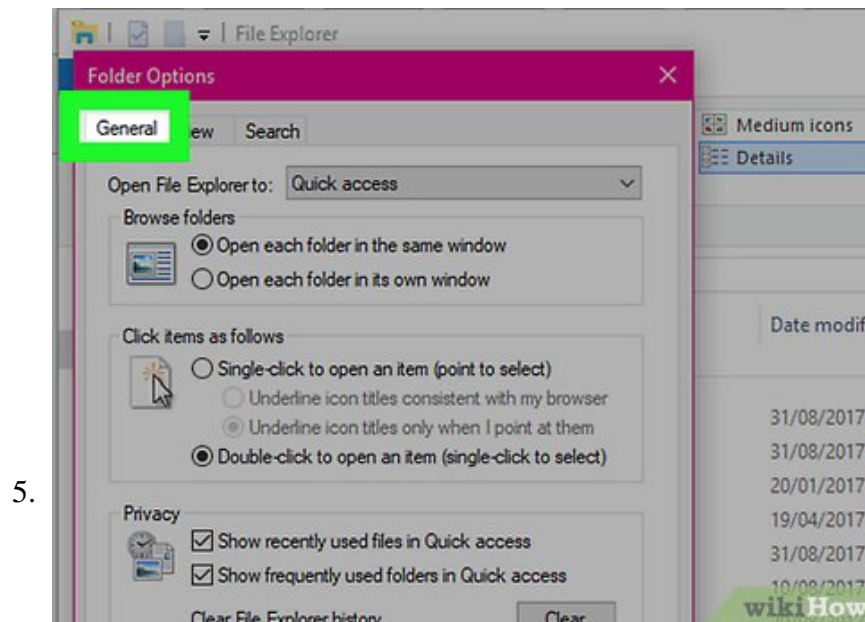
. Click the folder-shaped icon in the lower-left corner of the Start window.



Click **View**. It's a tab in the top-left side of the File Explorer window. A menu will appear below the **View** tab.

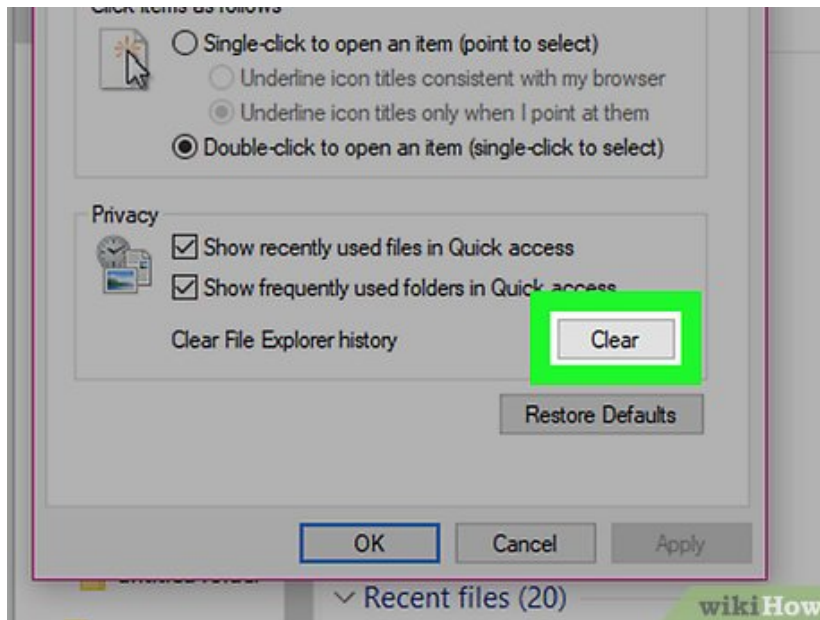


Click **Options**. It's a box-shaped icon on the far-right side of the **View** menu.



Click the **General** tab. It's in the upper-left corner of the Folder Options window.

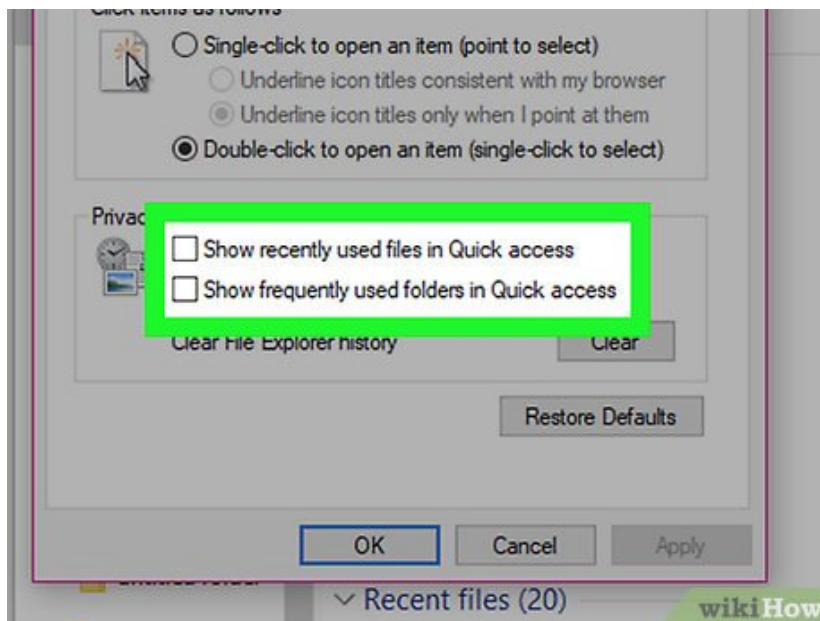
6.



Click **Clear**. This option is in the "Privacy" section toward the bottom of the window. Doing so will remove your recent searches from the File Explorer.

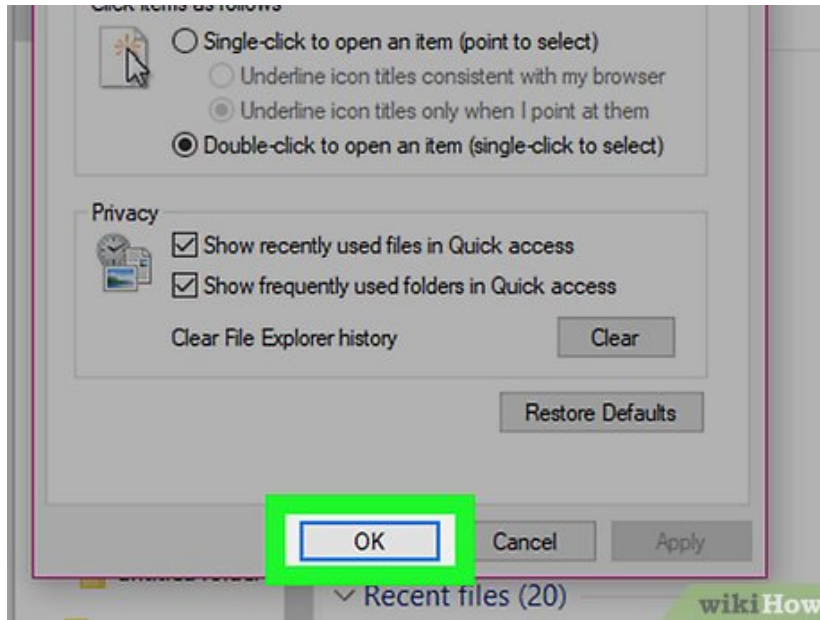
1. If you pinned any folders or files to the File Explorer, they won't be cleared.

7.



**Hide your future search history.** Uncheck both the **Show recently used files in Quick Access** and **Show recently used folders in Quick Access** boxes in the "Privacy" section. While optional, doing this will prevent searched items from appearing in the File Explorer search bar.

8.

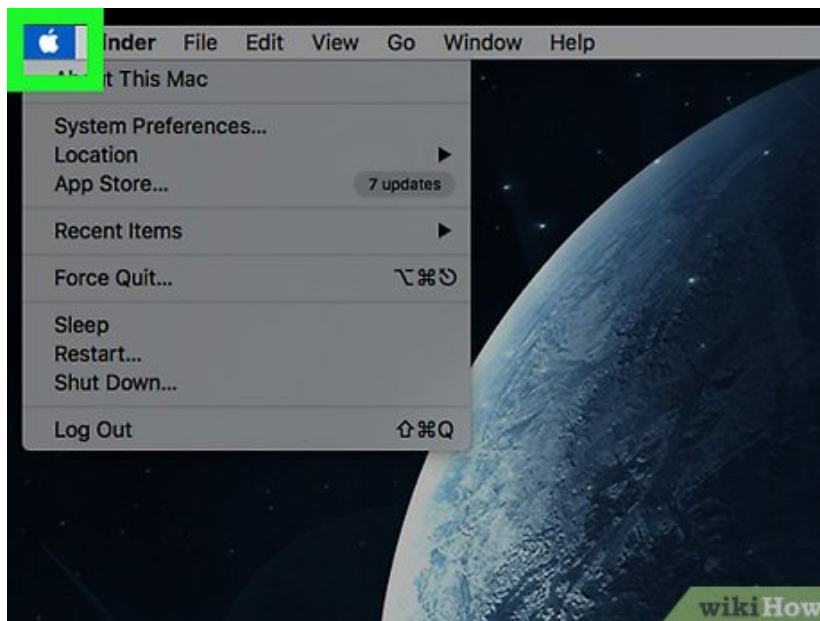


Click **OK**. It's at the bottom of the Folder Options window. Your File Explorer history should now be clear.

Method 3 of 4:

## Deleting File and App History on Mac

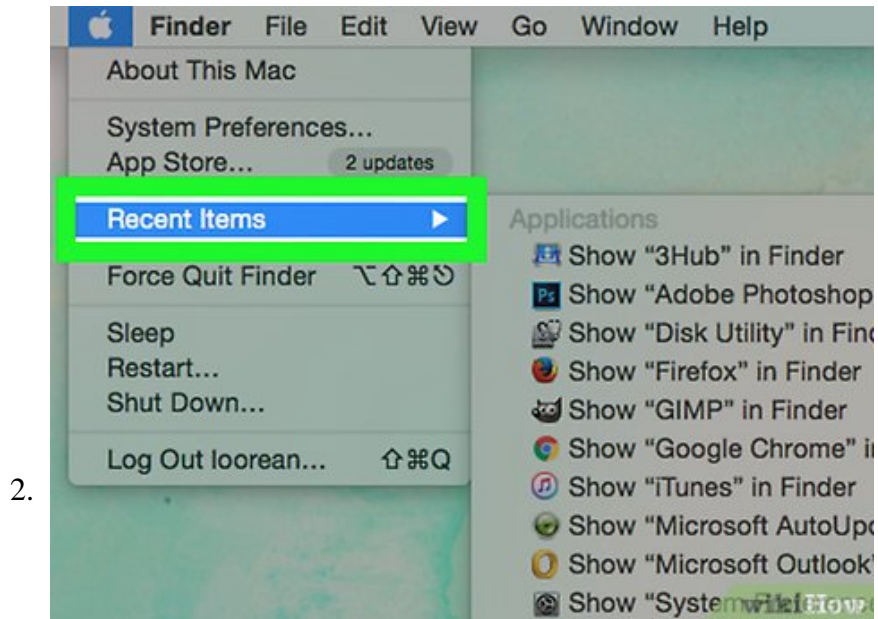
1.



Open the Apple Menu

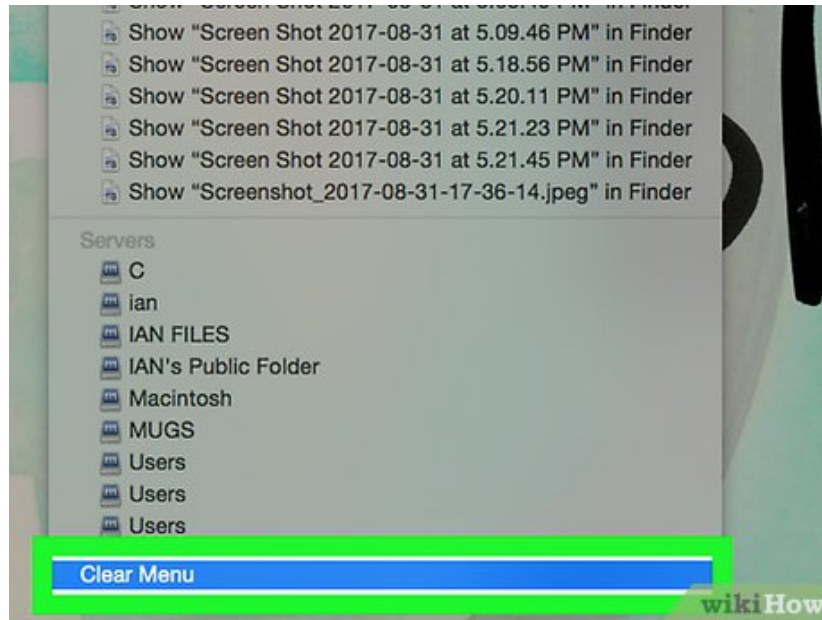


. Click the Apple logo in the top-left corner of the screen.



Select **Recent Items**. It's near the top of the Apple drop-down menu. A pop-out menu with a list of your recently opened apps and files will appear.

3.

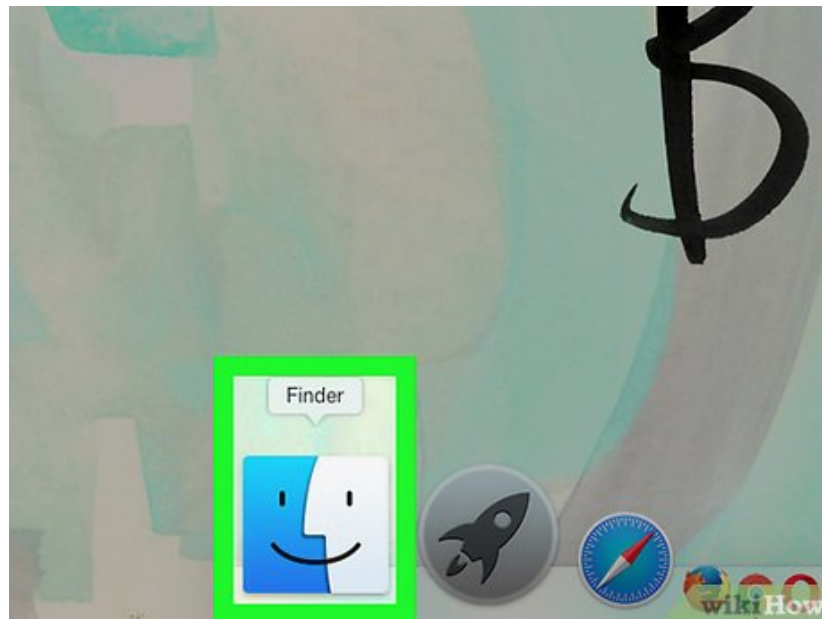


Click **Clear Menu**. This option is at the bottom of the pop-out list. Doing so will clear the pop-out menu's contents.

Method 4 of 4:

## Deleting Folder History on Mac

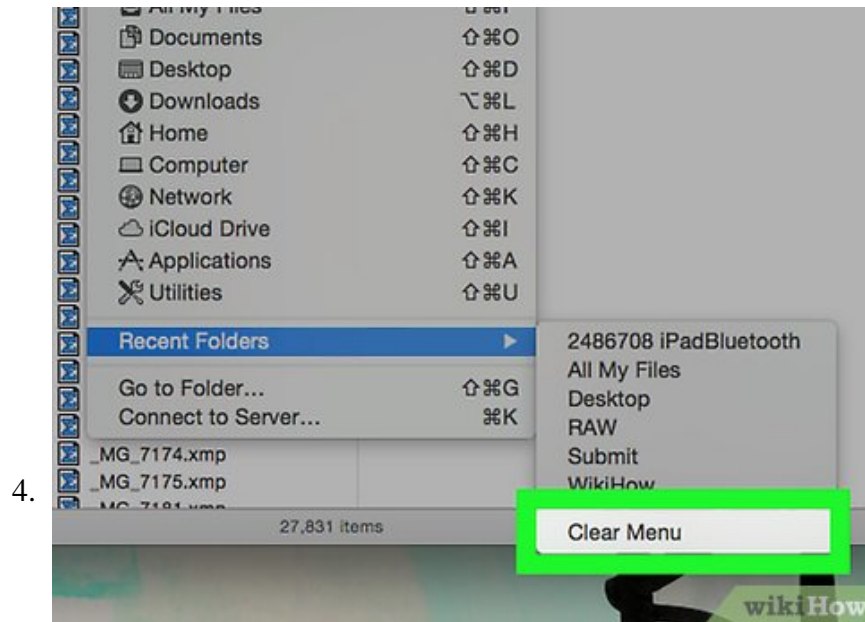
1.



**Open Finder.** It's a blue, face-like app in your Mac's Dock.

1. You can also just click your desktop.





Click **Clear Menu**. You'll see this button at the bottom of the pop-out menu. This will clear the list of recently visited folders.

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