

When you access a web page on the internet for the first time, a file is downloaded to your computer that contains the information displayed on your computer screen. This file is then saved in the cache memory of your computer. Depending upon how the preferences are selected for your browser, the next time you access that same web page, if the browser finds the file already in its cache memory, it will save time by displaying the file in the cache memory instead of downloading the file again. The problem with this is that if the file on the web site has been changed, your cache memory will still have the old file and your browser will display that one instead of the new version on the web site.

There are three ways to address this “problem”.

- 1) Whenever you access a new web page, hit “refresh” or “reload” on your browser tool bar which will force the browser to download a fresh copy of the file, regardless if the file already resides in your cache memory.
- 2) Clear the browser’s cache memory. This will delete all of the files stored in your cache memory which will force the browser to download the file when the web site is accessed.
- 3) Set the preferences of your browser so that it always compares the file in your cache to the file on the web page and automatically downloads a fresh copy of the file if required.

For the first option:

- In Netscape, click on VIEW on the toolbar and select RELOAD (or click on the RELOAD icon on the toolbar (which is a curvy arrow pointing up and to the left).
- In Microsoft Internet Explorer, click on VIEW on the toolbar and select REFRESH (or click on the REFRESH icon on the toolbar (which is a box with 2 curvy arrows rotating in a circle).

For the second option:

- In Netscape, click on EDIT on the toolbar and select PREFERENCES. Click on ADVANCED and then click on CACHE. To clear the cache memory, click on the box “clear cache”.
- In Microsoft Internet Explorer, click on TOOLS and select INTERNET OPTIONS. Under the GENERAL TAB, in the TEMPORARY INTERNET FILE section, click on “delete files”.

For the third option:

- In Netscape, click on EDIT on the toolbar and select PREFERENCES. Click on ADVANCED and then click on CACHE. Where it says: “Compare the page in the cache to the page on the network”, choose the option “Every time I view the page”.
- In Microsoft Internet Explorer, click on TOOLS and select INTERNET OPTIONS. Under the GENERAL TAB, in the TEMPORARY INTERNET FILE section, click on SETTINGS. Where it says: “Check for newer versions of stored pages”, choose the option “every visit to page”.