



August 2009 Newsletter #19

Client Information page

To see all previous newsletters plus articles referenced, go to this page.

www.cobourginternet.com/webnewsletters.htm This page can also be accessed from the Cobourg Internet web site from the main menu. See also www.cobourginternet.com/support.htm for information you might need.

Out of Office replies

If you have email forwarded, this does not apply - but if you have a regular email account - I call them *Direct Pickup* - then you can manage the email when you are not able to pick it up.

If you are out of the office, you can do several things:

1. Leave them to accumulate - as long as the total accumulated does not exceed the quota you have set (usually 250MB), they will all be there for download when you get back.
2. Use web mail to pick them up - sign in from any Internet location and get your email. A bit like Hotmail or Gmail. For instructions, see Web mail on this page: www.cobourginternet.com/support.htm
3. Forward your mail to another address (e.g. your gmail account). If you do this and leave your current address alone, forwarding sends a copy of your email and the original stays in your mail box until you pick it up (per #1 above)
4. Set up an auto-responder. To do this, go into Cpanel, select auto-responder and follow instructions. (Choose *us-ascii encoding* for your character set). Full details are available here www.cobourginternet.com/support.htm under *Out of Office Responder*. Note that you may want to do both this and forwarding.

Refresh

I've mentioned this before - but it's one thing that drives me crazy. When I do an update for your site, you may not see it straight away - you may have to refresh (press F5) or even in some cases a over-ride refresh (CTRL F5) to see the new page or formatting. This is a characteristic of browsers - both Internet Explorer and Firefox. It helps speed up browsing when you don't have changes!

You can set your browser to always see the latest as follows;

1. **Internet Explorer 8** (similar for IE6 and IE7)
 - a. Go to Tools>Internet Options. Then go to General tab and under Browsing History, click Settings

- b. Under the heading *Check for newer version of stored pages*, the default setting is *Automatically* - change this to *Every time I open Internet Explorer*.
 - c. Click OK then OK to close
2. **Firefox** - this requires you to configure Firefox. In the URL address bar, type about:config
 - a. Scroll down to the entry browser.cache.check_doc_frequency
 - b. Once again the default is *Automatically* or *Check for a new version when the page is out of date*. In this case it's identified with the number 3. Change the 3 to 0 which means *Check for a new version of a page once per session*. To do this, right click over the line with browser.cache.check_doc_frequency. A box appears - change the 3 to 0.
 - c. Close the window and you are done.

If you are on dial-up, I recommend leaving the settings on their defaults but for everyone else, automatic refresh does not work well enough. It relies on a date change from when you last looked and even then doesn't always get it right - especially with formatting (CSS) files. Note that all this also applies to Macs as well although refresh does not use F5!

John Draper