



Memorandum

#13-016

TO: DSHS Regional Directors
WIC Local Agency Directors

FROM: Linda Brumble, Unit Manager
Nutrition Education/Clinic Services Unit
Nutrition Services Section

DATE: February 18, 2013

SUBJECT: WIC Catalog Issue

The State agency was notified recently that those viewing the online WIC catalog are not always seeing the most current materials when logging in. This is occurring because the catalog is updated frequently with large graphic files. To ensure you are seeing the most current version of materials each time you visit the catalog, please take the following steps to change a setting in your web browser.

- Open your internet browser
- Select "Tools" from the menu bar
- Click on "Internet Options"
- Under the "General" tab, under the heading, "Browsing History," click on "Settings"
- Select "Every time I visit the website"

Then, each time after logging into the catalog, press F5 on your keyboard to refresh your computer. Please share this information with all WIC staff that use the WIC catalog.

If you have questions or require additional information, please contact Debbie Roberts at Business Ink, at DRoberts@businessink.com.