

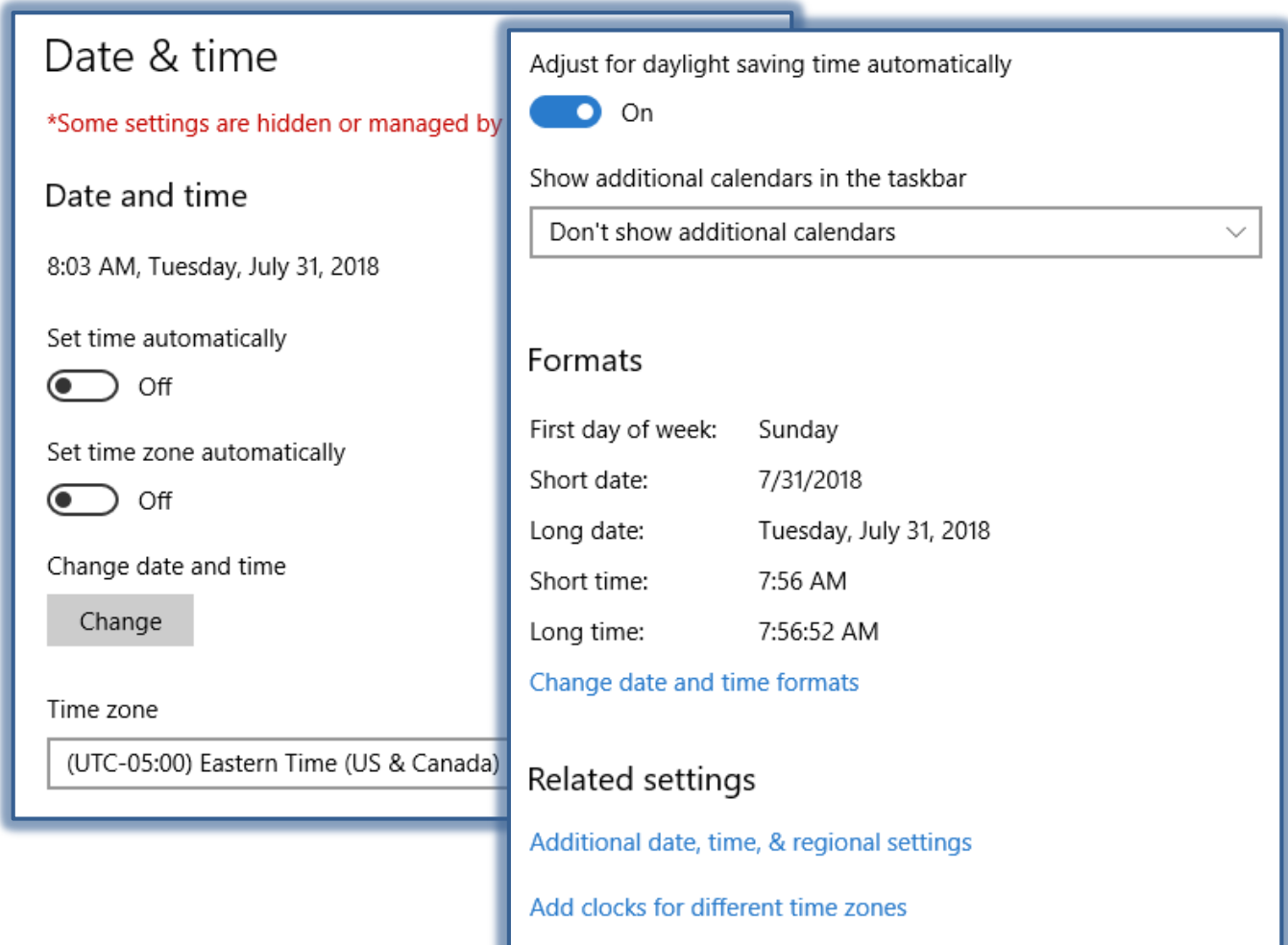
## Time and Language

### Time and Language

- ✦ In the **Search** box to the right of the **Start Button** input **Settings**.
- ✦ Click the **Settings** link at the top of the **Start Menu**.



- ✦ The **Settings** window will display.
- ✦ Click the **Time and Language** link.
- ✦ The **Date and Time** window will display.



- ✦ Select **On** or **Off** for **Set Time Automatically** or **Set Time Zone Automatically**.
- ✦ If the **Set Time Automatically** option is set to **Off**, click the **Change** button to open the **Change Date and Time** window.
- ✦ Make the changes in this window.

- ✦ Click the **Change** button to accept the changes and return to the **Date and Time** window.
- ✦ If the **Set Time Zone Automatically** option was set to **Off**, click the **Time Zone** list to select the desired time zone.
- ✦ Select whether or not the Date and Time are to be automatically adjusted for **Daylight Savings Time**.
- ✦ At the bottom of the **Formats** area, click the **Change Date and Time Formats** link.
- ✦ The **Change Date and Time Formats** window will display.
- ✦ Make the desired changes.
- ✦ Under **Related Settings**, click one of the two options:
  - ✦ Additional Date, Time, and Regional Settings.
  - ✦ Add Clocks for Different Time Zones.
- ✦ See the **Control Panel, Clock, Language, and Region** for additional information on these features.