

# WINDOWS VISTA

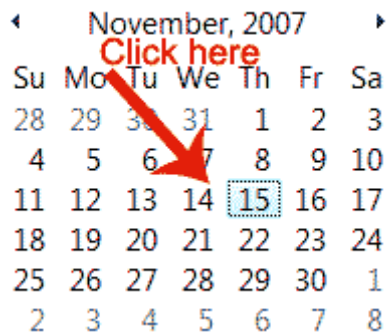
## Date and Time

### How do I change the date and/or time that displays on my computer?

You can use the Date and Time dialog box to change both the date and the time your computer displays.

1. Click the Start button. The Start menu appears.
2. Click Control panel. The Control Panel appears.
3. Click Clock, Language, and Region. The Clock, Language, and Region pane appears.
4. Click Set Time and Date. The Time and Date dialog box appears.
5. Click Change Date and Time. The User Account Control dialog box may appear, if so click Continue. The Date and Time Settings dialog box appears.

To change the day of the month:



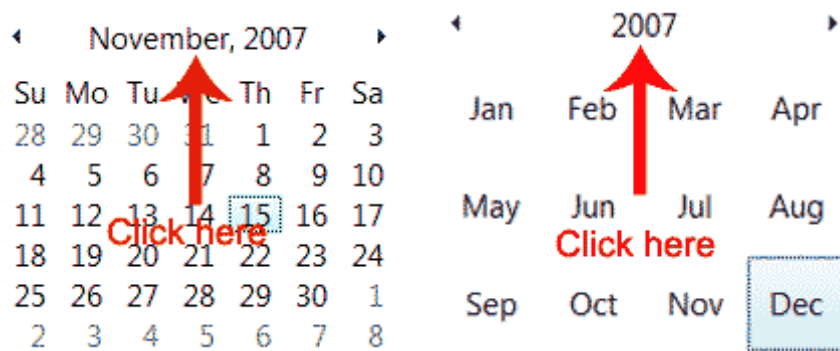
- Click the day of the month you want.

To change the month:



1. Click the month and year. All of the months of the year display.
2. Click the month you want. Vista changes the month.

To change the year:



1. Click the month and year. All the months of the year appear.
2. Click the year. A list of years appears.
3. Click the year you want. If you do not see the year you want, use the arrow keys on your keyboard to scroll forward or backward through the list.
4. Click OK.

## **How do I change my Time Zone?**

1. Click the Start button. The Start menu appears.
2. Click Control Panel. The Control Panel window appears.
3. Click Clock, Language, and Region. The Clock, Language, and Region dialog box appears.
4. Click Change the Time Zone. The Date and Time dialog box appears.
5. Click Change Time Zone.
6. Click the down-arrow on the Time Zone field and then select the correct time zone.
7. Click OK. The Time Zone Settings dialog box closes.
8. Click OK. The Date and Time dialog box closes. Vista changes the time zone on your computer.

If you want your computer to automatically adjust for daylight savings time, click the Automatically Adjust Clock for Daylight Savings Time checkbox.