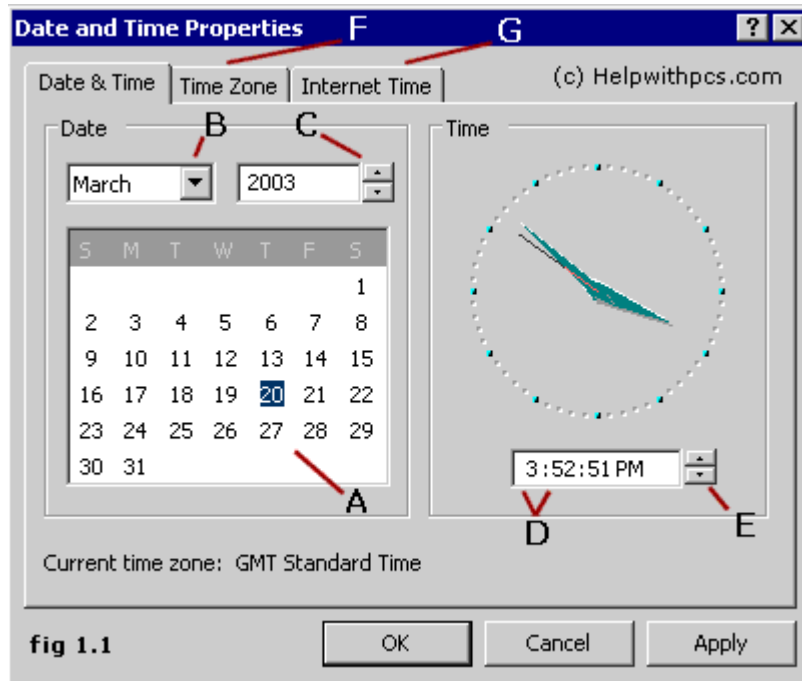


## Changing the date and time in XP, VISTA and Windows 7

The first thing to do is double click the clock on the taskbar, you will be presented with the Windows XP Date and Time Properties box.



In **fig 1.1** above you can see an example of a typical Windows XP Date and Time Properties box, we have pointed out the areas of interest.

To adjust the date use the monthly calendar (**A**) along with the month selector (**B**) and year selector (**C**).

To adjust the time, click on the part of the time you want to change (hour or minutes) **D** and then use the up and down arrows (**E**) to change it.

To adjust the time zone click on the **Timezone tab (F)** and then select your time zone from the selection tool provided.

The **Internet Time tab (G)** allows you to synchronize your PC's clock with an internet server.

## IN VISTA

Those of you who use Windows Vista may have noticed that the clock in your [system tray](#) displays time in the 24 hour format by default. If you prefer 12 hour format and is confused on how to do it, follow these steps:

1. Click the [Start button](#)
2. Click the Control Panel and then double-click **Regional and Language Options** if you are using [Control Panel](#) in Classic View OR click **Clock, Language, and Region** and then click **Regional and Language Options**
3. Click **Customize this format**
4. On the **Time** tab, Change **Time format** to **hh:mm:ss tt**

**Note:** Change **Time format** to **HH:mm:ss** to [switch](#)

back to 24-hour clock format.

This may sound simple, but believe me I never found the option to switch to 12 hour format until I googled and found [this](#) page.

## CHANGE TIME AND DATE IN WINDOWS VISTA

### OPTION ONE:

### Through Change date and time settings

1. Click on the clock on the taskbar. (See [screenshot](#) below)



2. Click on **Change date and time settings**. (See screenshot below)



**3.** Go to step 3 in **OPTION TWO** below.

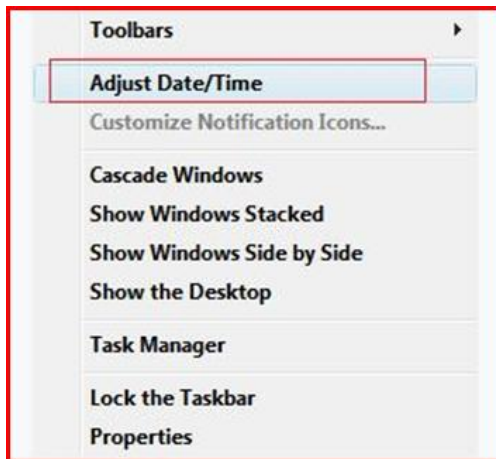
## **OPTION TWO:**

### **Through Adjust Date/Time**

**1.** Right click on the clock on the taskbar. (See screenshot below)



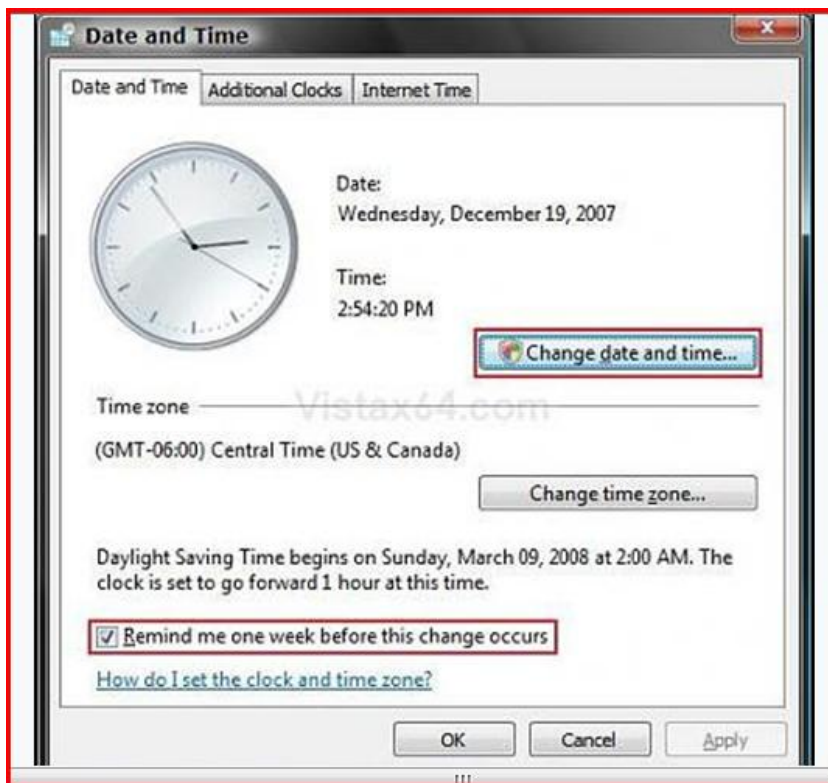
**2.** Click on **Adjust Date/Time**. (See screenshot below)



3. Click on the **Change date and time** button. (See screenshot below)

**NOTE:** Check the **Remind me one week before this change occurs** box to be reminded of the **Daylight Savings** time change with a notification pop-up when it happens.

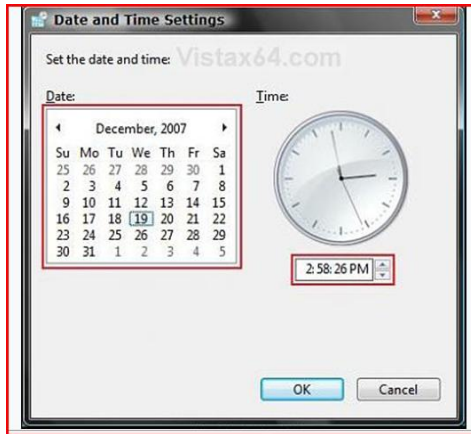
4. Click on **Continue** in the UAC prompt.



5. Change the date and time to the correct settings. (See screenshot below step 6)

**NOTE:** Click on the correct date, and either type in the time or click on the time and use the arrows to adjust it.


6. Click on **OK** to apply the changes.




7. Click on **OK**

## Set the clock IN WINDOWS 7

Your computer's clock is used to record the time whenever you create or modify files on your computer. You can change the clock's time and time zone.

Open Date and Time by clicking the **Start** button , clicking **Control Panel**, clicking **Clock, Language, and Region**, and then clicking **Date and Time**.

Click the **Date and Time** tab, and then click **Change date and time**.  If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

In the **Date and Time Settings** dialog box, do one or more of the following:

To change the hour, double-click the hour, and then click the arrows to increase or decrease the value.

To change the minutes, double-click the minutes, and then click the arrows to increase or decrease the value.

To change the seconds, double-click the seconds, and then click the arrows to increase or decrease the value.

When you have finished changing the time settings, click **OK**.

To change the time zone, click **Change time zone**.

In the **Time Zone Settings** dialog box, click your current time zone in the list, and then click **OK**.

### **Note**

If your time zone observes daylight saving time and you want your computer's clock to be adjusted automatically when daylight saving time changes, make sure the **Automatically adjust clock for Daylight Saving Time** check box is selected.