

Time Zone

By using the Time Zone option, you obtain complete access to the time zone information used by your operating system. While the Time/Date option allows you to select your local time zone, the Time Zone option gives you access to the internal names of the standard and daylight zones, the bias of each period, and the dates that each period begins.

It is important that your system date and time are always accurate. Be sure that you have selected the correct time zone before setting the date and time on your system.

Choose one of the following buttons for information about the Time Zone dialog box:

- Local Bias
- Standard Name
- Daylight Name
- Automatically Adjust...
- Begin Daylight Time
 - Date
 - Time
 - Bias
 - Calc
- Resume Standard Time
 - Date
 - Time
 - Bias
- Calc

Standard Name

► The Standard Name is an appropriate text label for the standard time period in your time zone. This information is available to applications running on your computer, but it is not used by the operating system.

Local Bias

► The Local Bias expresses the difference in minutes between local time and Universal Time.

Daylight Name

- ▶ The Daylight Name is an appropriate text label for the daylight saving time period in your time zone. This information is available to applications running on your computer, but it is not used by the operating system.


Automatically Adjust for Daylight Saving Time

▶ Your computer's operating system can automatically adjust the local time on your computer when daylight saving time is in effect. Check this box to select this option. When selected, you will have access to the lower controls on the dialog that specify when daylight saving time begins and ends.


Begin Daylight Time

► This section defines the parameters used to determine when your system will adjust to daylight saving time. Select the appropriate date and time for your location.


Resume Standard Time

 This section defines the parameters used to determine when your system will adjust to daylight saving time. Select the appropriate date and time for your location.


Date

 This control is used to enter the date that the system should adjust the local time. The edit control will accept many abbreviated date entries and expand them when you tab or mouse out of the control. Or, select the drop-down mode using the arrow button or by pressing Alt and the down arrow on your keyboard. This allows the date to be conveniently selected from a perpetual calendar control.


Time

 This control is used to enter the time of day that the system will adjust your local time. It accepts time entries in the format that you have defined for your Windows configuration. For example, if your system is configured to 24 hour time, you may enter 2:00 or just 2. If you are using a 12 hour clock, you may enter 2:00 AM or just 2A. Local time adjustments are commonly made at midnight (or 2:00 AM to accommodate neighborhood taverns).

Bias

 This control is used to enter the local time difference during this period. This value is normally set to negative sixty for Daylight Saving Time and zero for Standard Time.

Calc

 This drop down control is used to specify whether the setting of the Date control specifies an exact date or a day of the month for the time change. For example, you can select the first Sunday in April as a day of the month and your system will compute the date for future time changes based on this information.

