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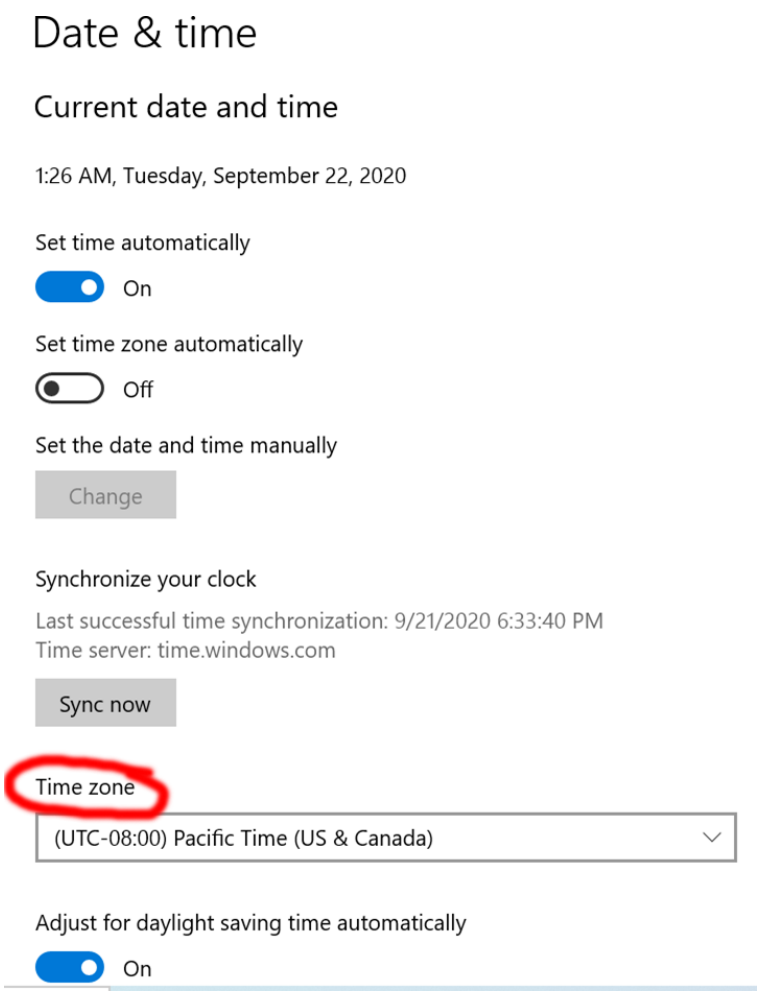
Setting the correct Region, Language and time on your computer.

Some computers, especially those manufactured by Dell, are set up mostly for use in the USA. This doesn't help if you bought the computer in the UK, of course.

Several functions need to be changed to set up your new machine with the correct regional, United Kingdom, settings.

In Windows 10, click the Start Button and then the "gear cog" icon to access Settings, (or press the Windows Logo key on the keyboard and the "i" key.)

This brings up the Date & Time page and, as you can see, the Time Zone may be incorrect. Reset by choosing your time zone from the list.



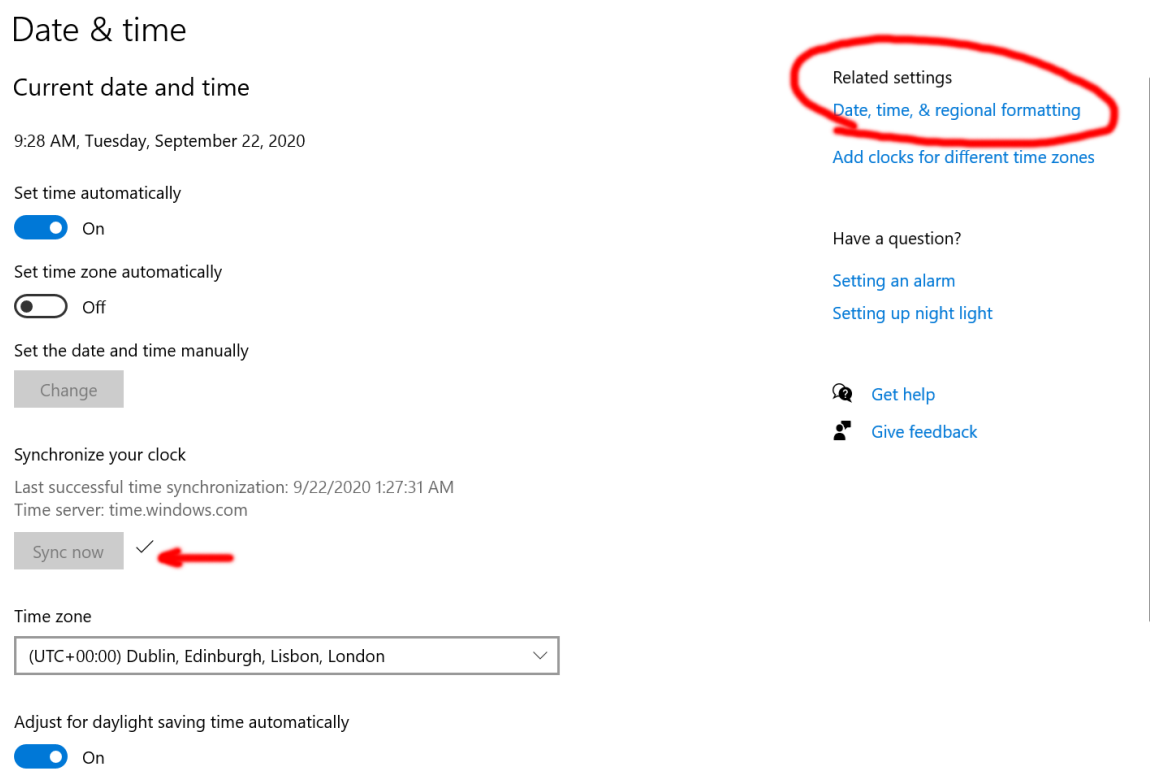
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On the same Date & Time screen, once the Time Zone is set, click “Sync Now” and Windows should update itself with the correct time.

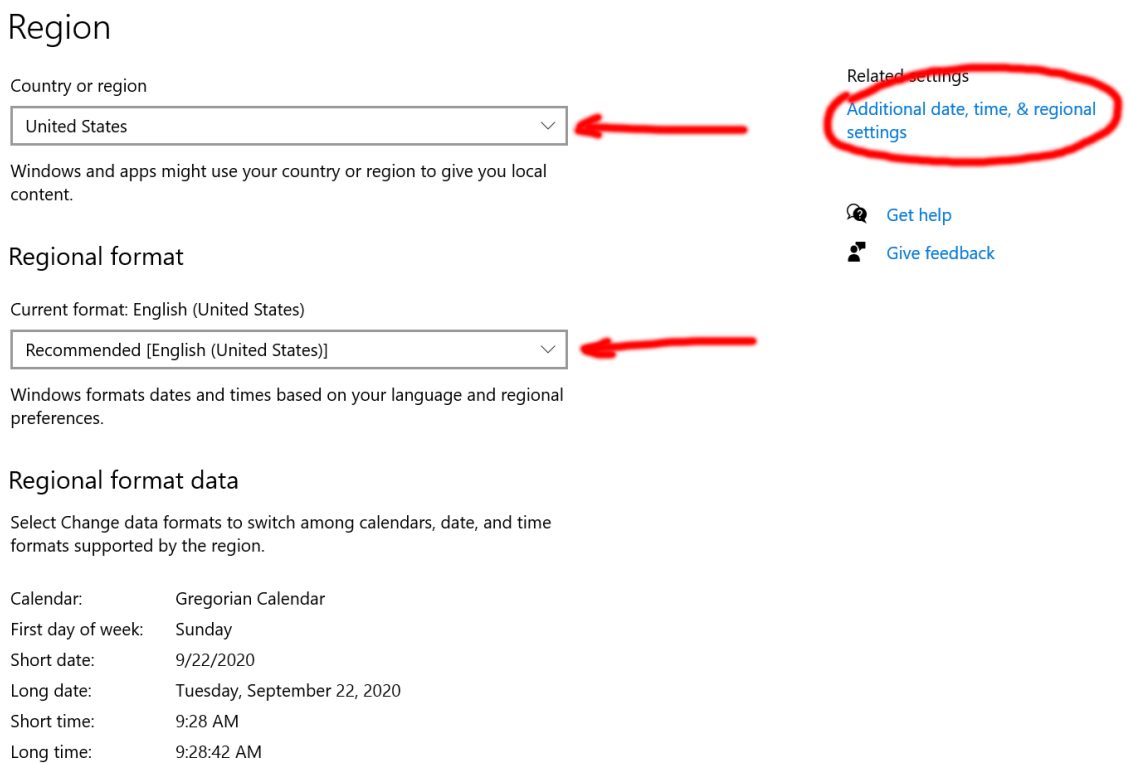
Then click the link at the top right of that same screen, “Date, time & regional formatting”



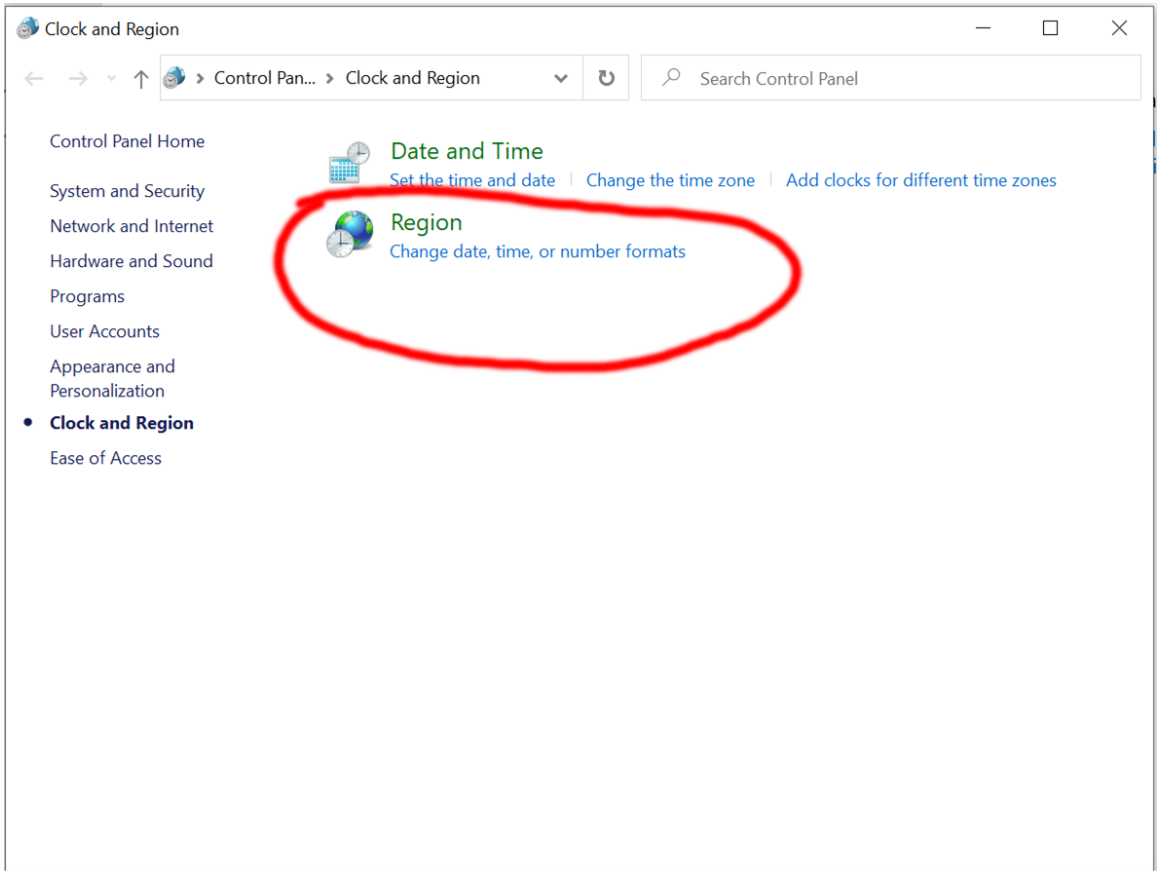
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That takes us to this next screen where the Region may be set. Choose the region that you wish from the drop down menu.

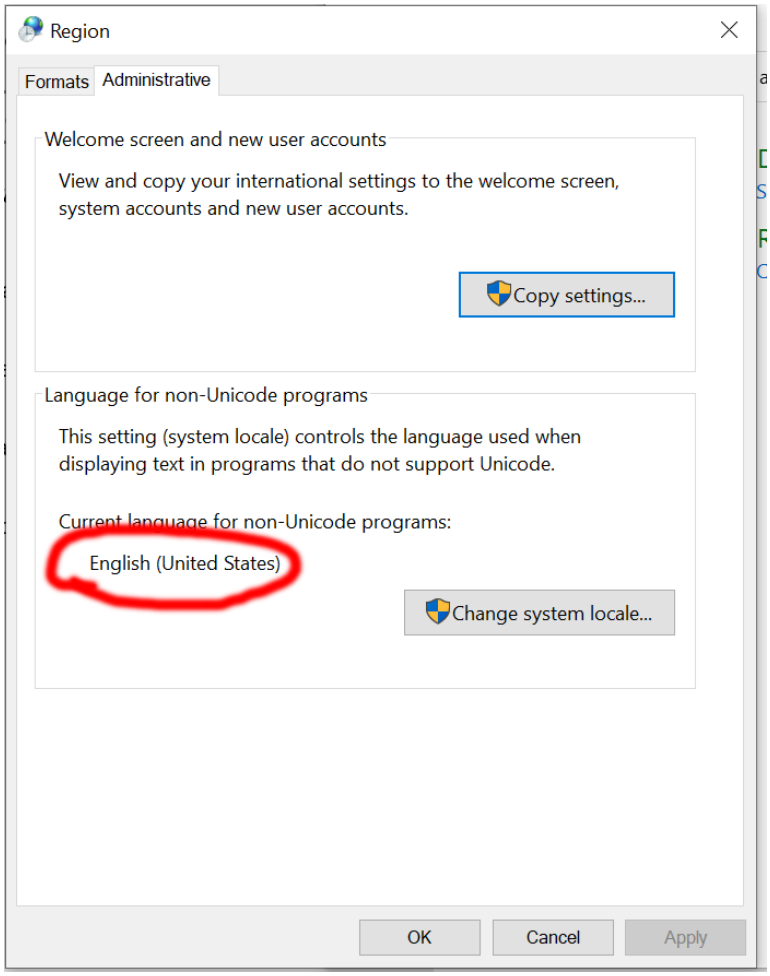


Once that has been done, click the “Additional date, time & regional settings” link, to see this next screen. Click the “Region” link:

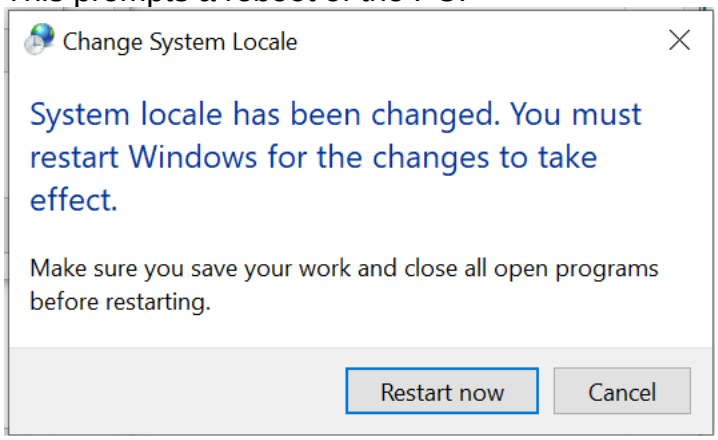


In the Region screen first click the “Administrative” tab at the top of the page.

In this example we need to change the “System Locale”.



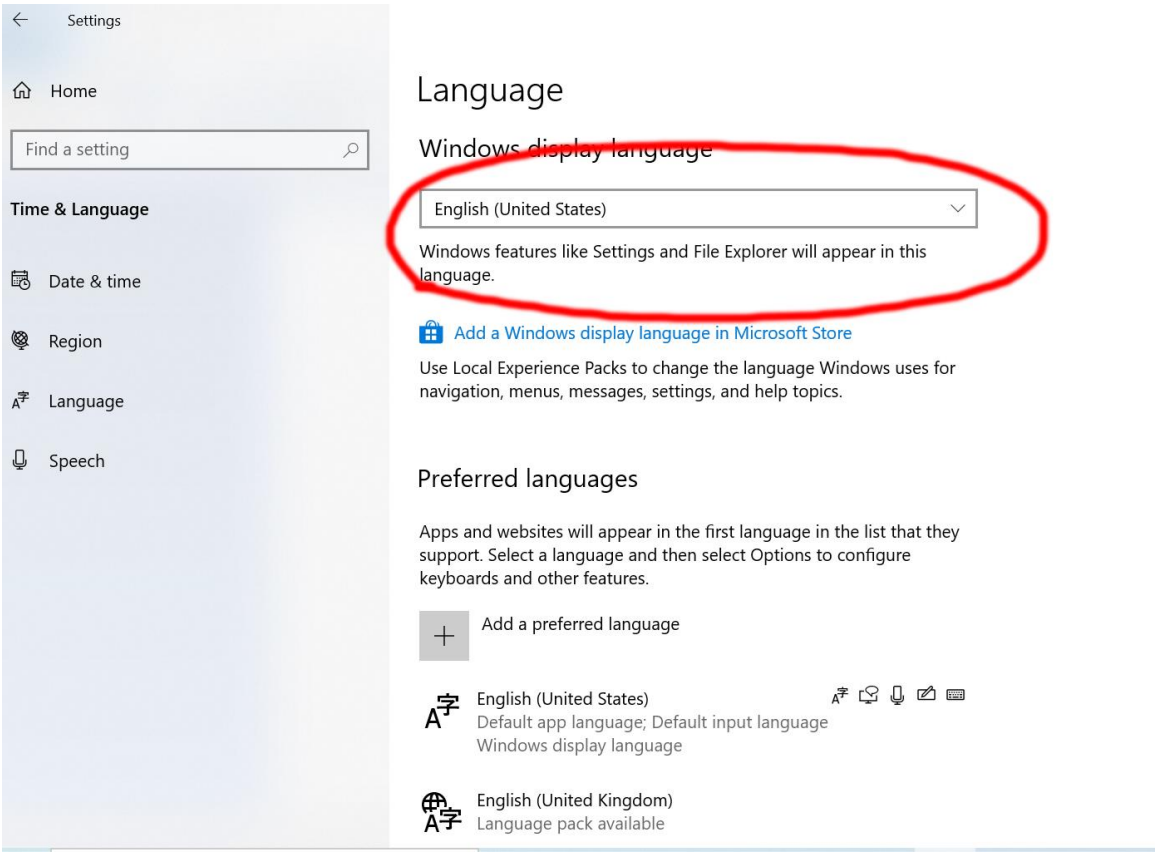
This prompts a reboot of the PC.



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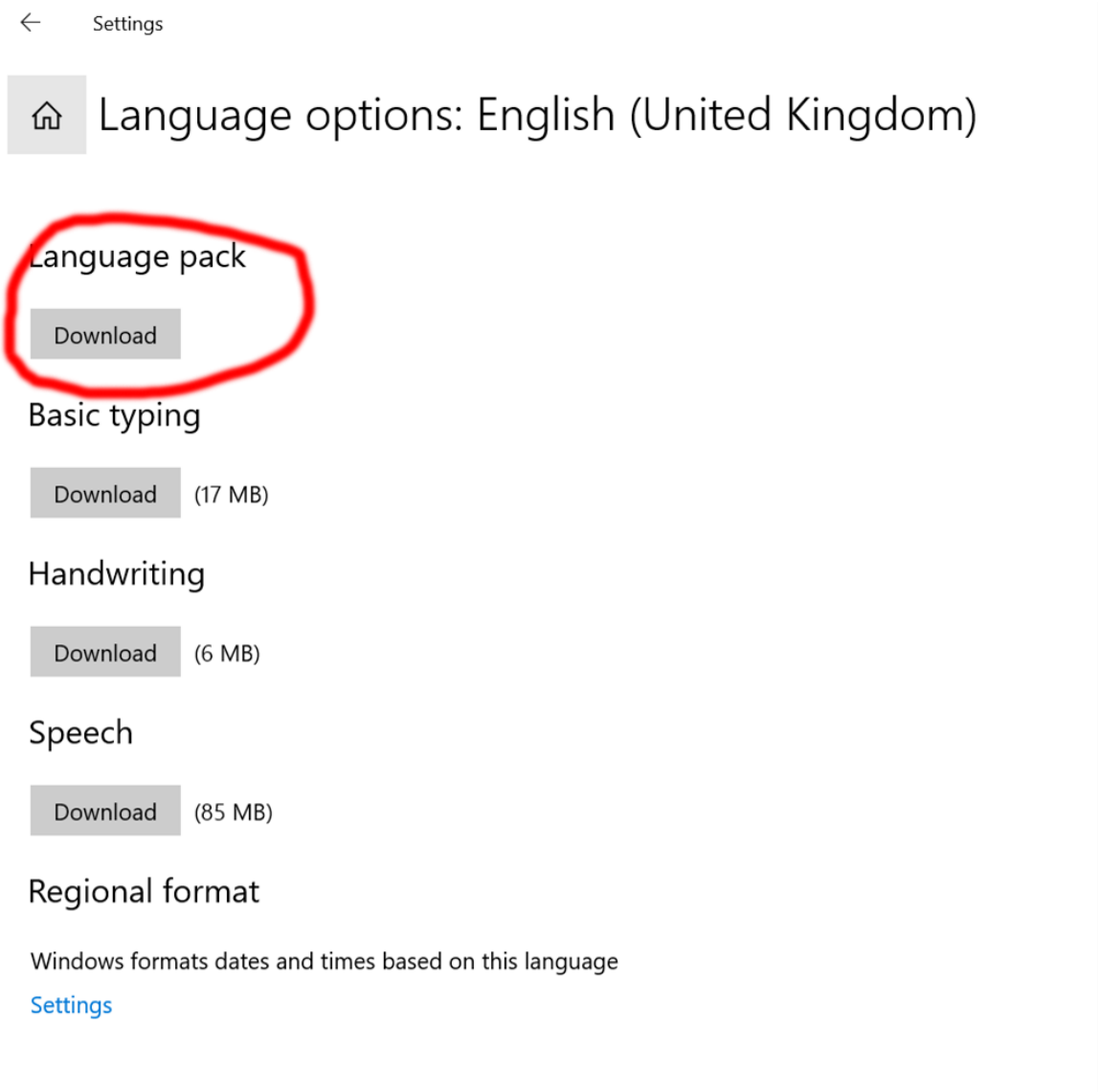
Once the computer has restarted type “Language” into the search box, just beside the Start button, to bring up the Language screen.

If the Display Language is incorrect change it here.



It is likely that you are unable to change it. At the bottom of the screen it may show “Language Pack Available” for United Kingdom. If so, click that to be taken to a screen where you can download the UK Language Pack. If not, click “Add a preferred language” and choose “English (United Kingdom)”

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Once the Language pack has been installed you can return to the previous screen to change the Display Language. This will prompt you to sign out of Windows.

Once you are signed back in return to the “Region / Administrative” screen and click “Copy Settings”. All settings for the Current User should be set to English (United Kingdom”. If not then you have missed a step.

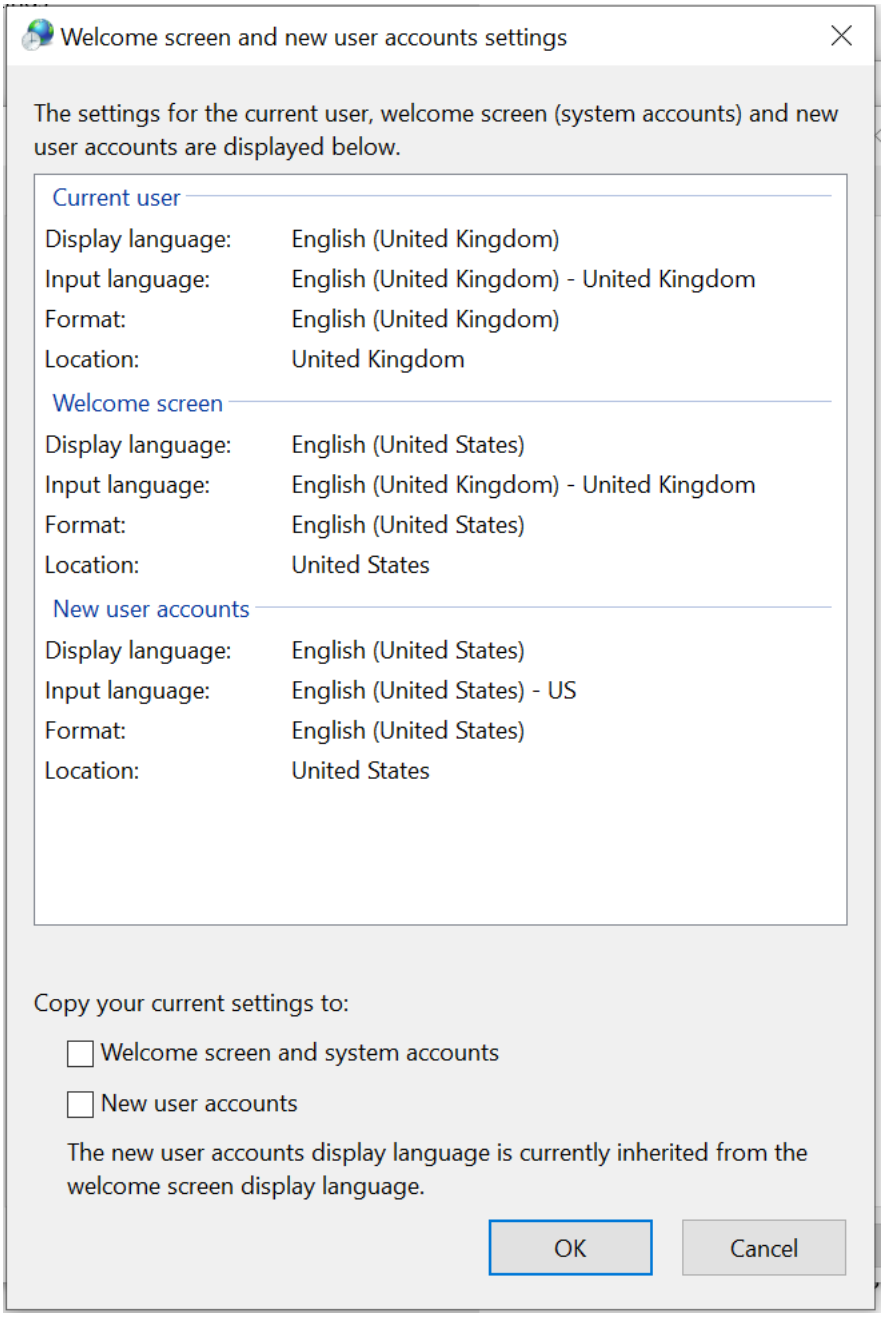
If they are correct then check both boxes for “Copy your current settings to”, so that these settings take effect for all new users added to the PC in future.

You can also return to the Language screen, where the Display Language was set, and remove “English (United States)” from the computer altogether. (Except it doesn’t uninstall US English from Microsoft Office! That’s a whole new ball game!)

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Good luck!

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