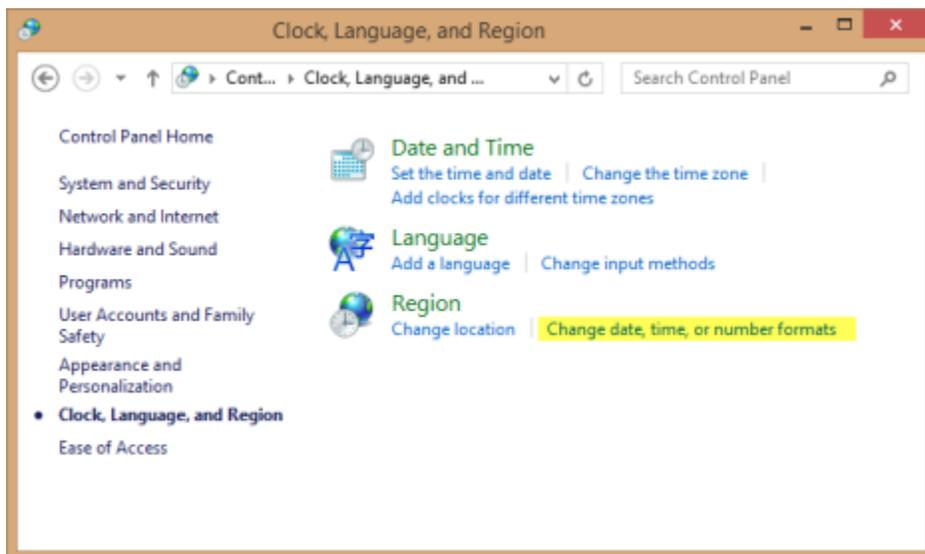


Changing the Dates, Times & Currency Settings in Windows 8 & 7

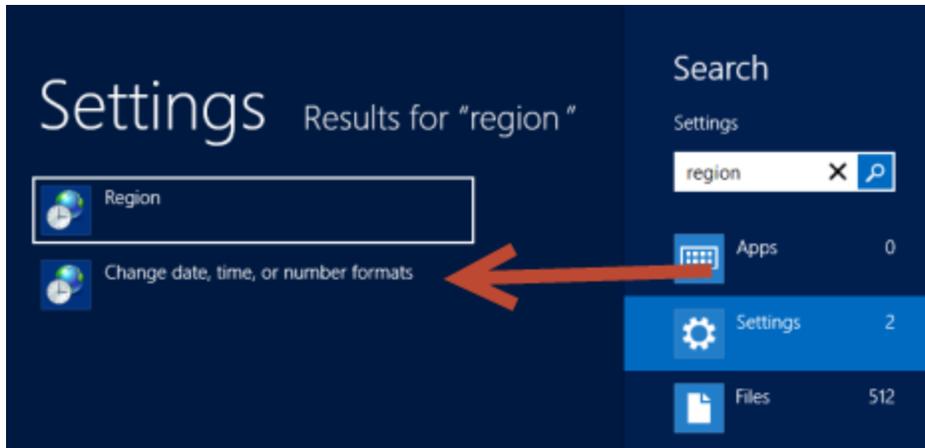
Both Windows 7 and Windows 8 give you the ability to set, in detail, the format used for displaying dates, times, your local currency and the measurements system used by the operating system. If you would like to know how to change all these settings and more, don't hesitate to read this step by step guide.

Where to Find the Dates, Times & Currency Settings in Windows 8

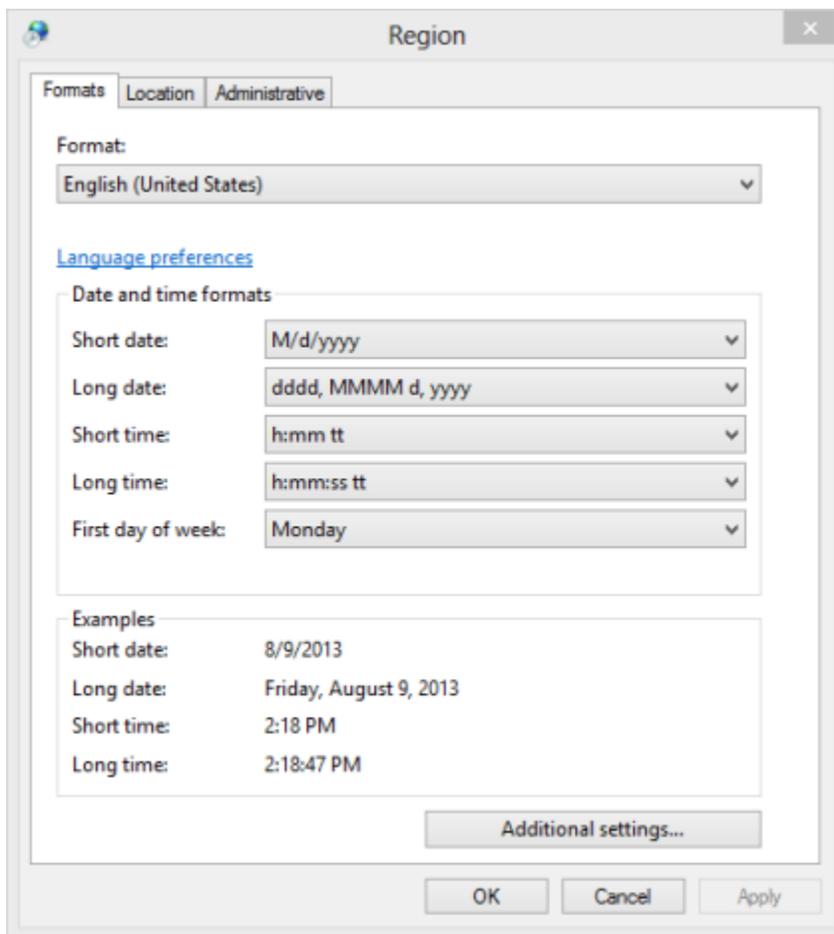
Let's start by showing where to find these settings in Windows 8: open the *Control Panel* and go to "*Clock, Language, and Region*". There, look for *Region*. Beneath it, you will find a link that says "*Change the date, time, or number formats*". Click or tap on it.



Another way to go about this is to search for *region* on the *Start* screen, filter by *Settings* and click or tap "*Change date, time, or number formats*".

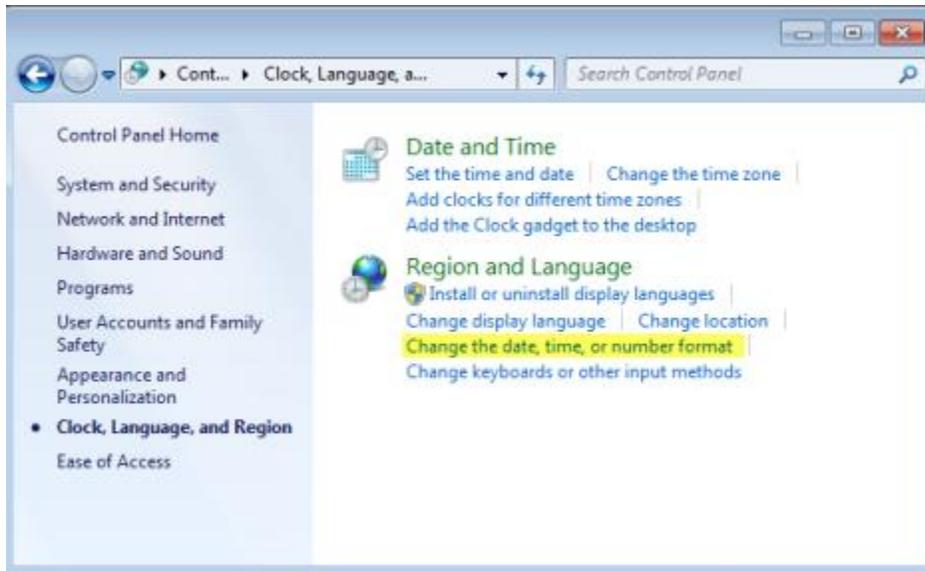


The *Region* window opens and looks similar to screenshot below.

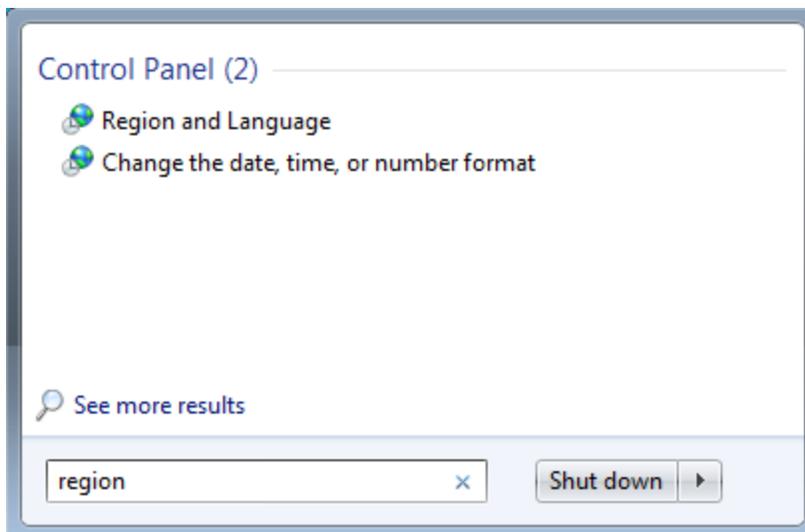


Where to Find the Dates, Times & Currency Settings in Windows 7

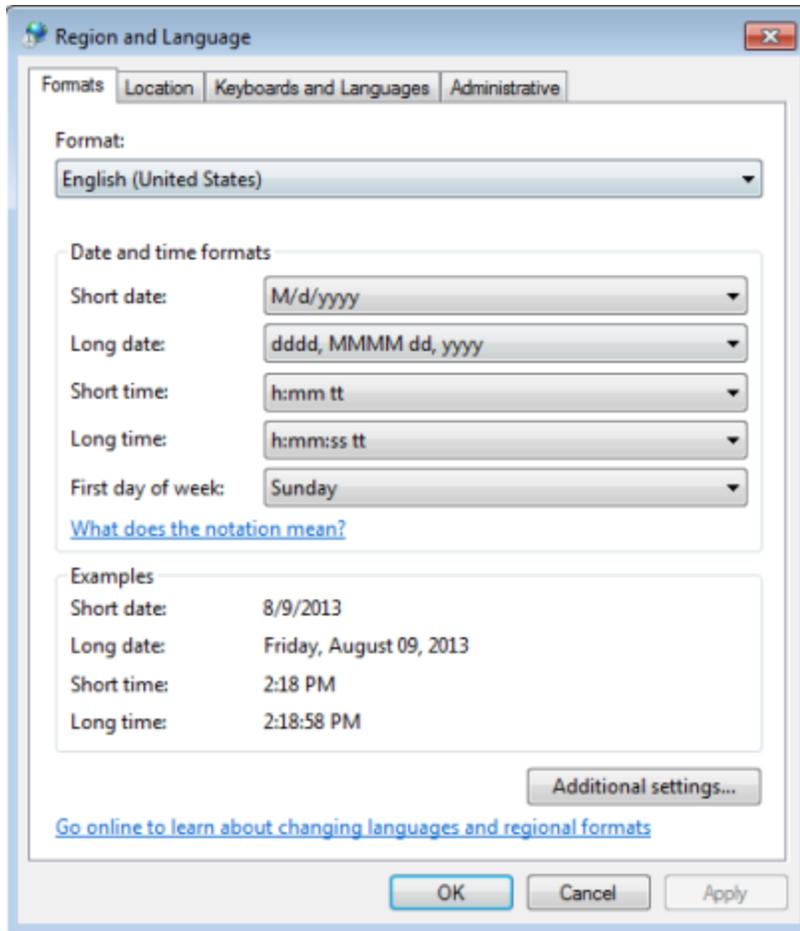
In Windows 7, the procedure is similar: open the *Control Panel* and go to "*Clock, Language, and Region*". There, look for *Region and Language*. Beneath it, you will find a link that says "*Change the date, time, or number format*". Click on it.



Another method is to search for *region* on the *Start Menu* and click the "*Change date, time, or number format*" search result.



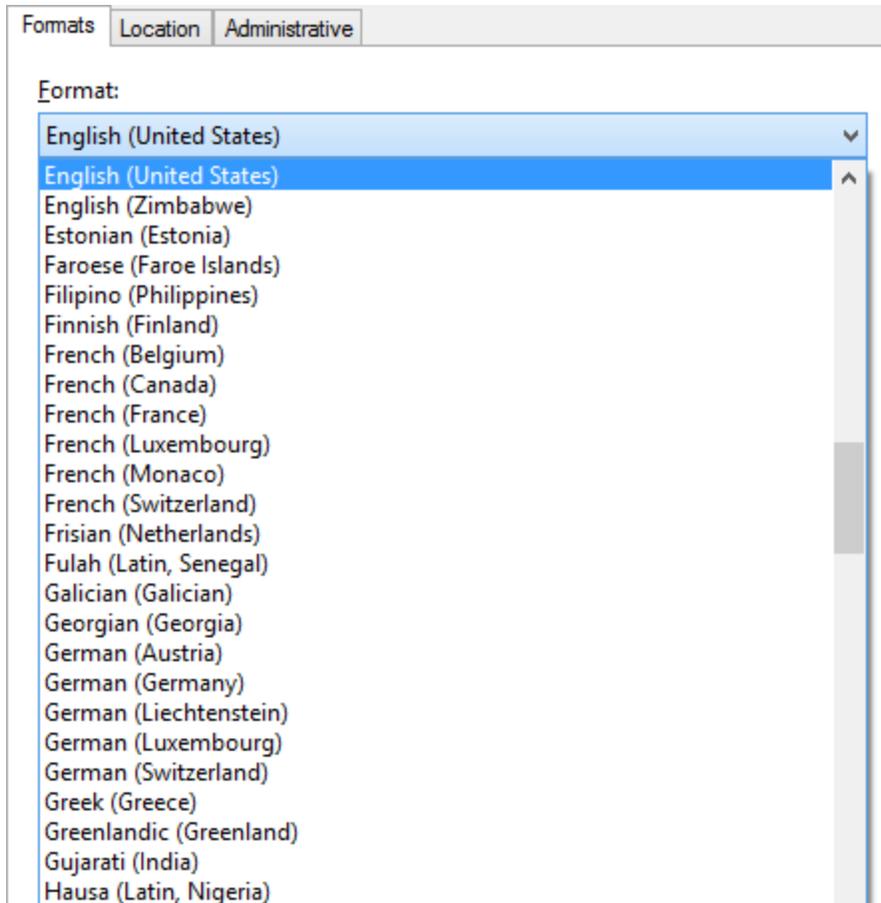
The *Region and Language* window opens and looks similar to screenshot below.



As you can see, windows have slightly different names in Windows 7 and Windows 8. Also, in Windows 7 there is an additional tab named *Keyboard and Languages*. However, we will be working only in the *Formats* tab and the instructions show below are the same for both Windows 7 and Windows 8.

How to Change the Format for Dates and Times in Windows 7 & Windows 8

The format for dates and times can be changed from the *Formats* tab. The easy way to change these settings is to first choose your country in the *Format* drop-down list.



Once done, Windows will automatically populate the date and time fields with the formats specific to your country. If you are not satisfied with the defaults, you can customize each of the date and time fields and pick the formats you desire.

Format:

English (United States) ▼

[Language preferences](#)

Date and time formats

Short date:	M/d/yyyy ▼
Long date:	M/d/yyyy M/d/yy
Short time:	MM/dd/yy MM/dd/yyyy
Long time:	yy/MM/dd yyyy-MM-dd
First day of week:	dd-MMM-yy

Examples

Short date:	8/9/2013
Long date:	Friday, August 9, 2013
Short time:	2:18 PM
Long time:	2:18:47 PM

[Additional settings...](#)

When you make a change, Windows will show how things will look like, with your current settings, in the *Examples* section, beneath "Date and time formats".

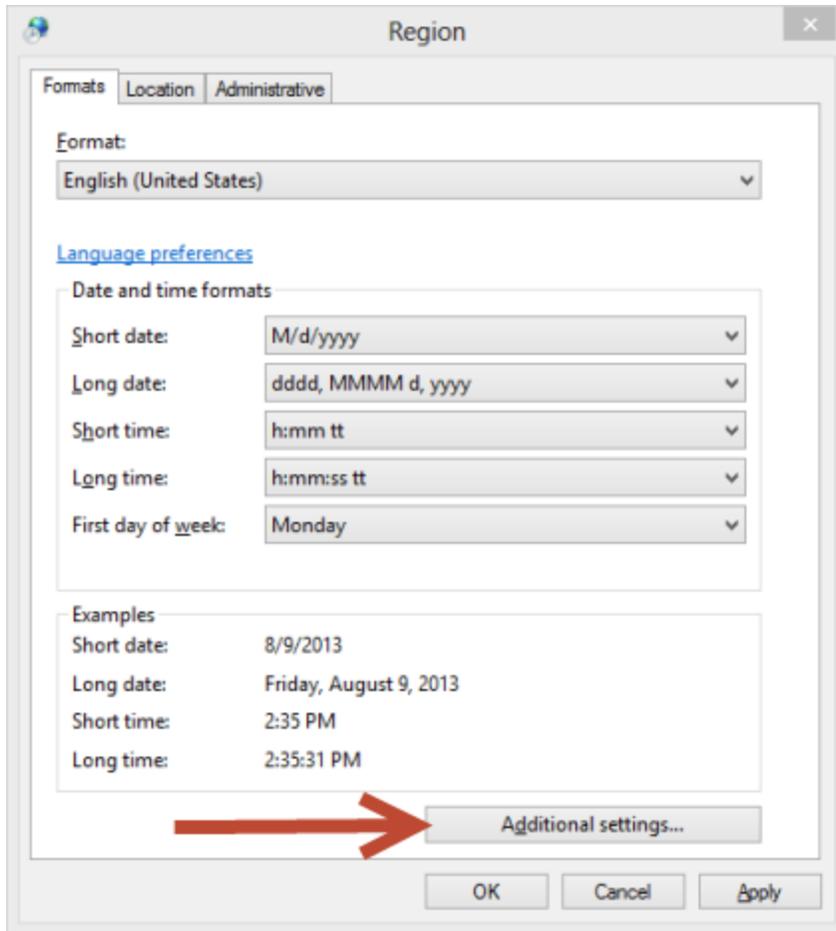
If you are like me, you may want to also change the first day of the week. Why? Well... I generally use the formats valid for the United States but I am from Romania. In Romania, the first day of the week is Monday, not Sunday.

First day of week: Monday ▼

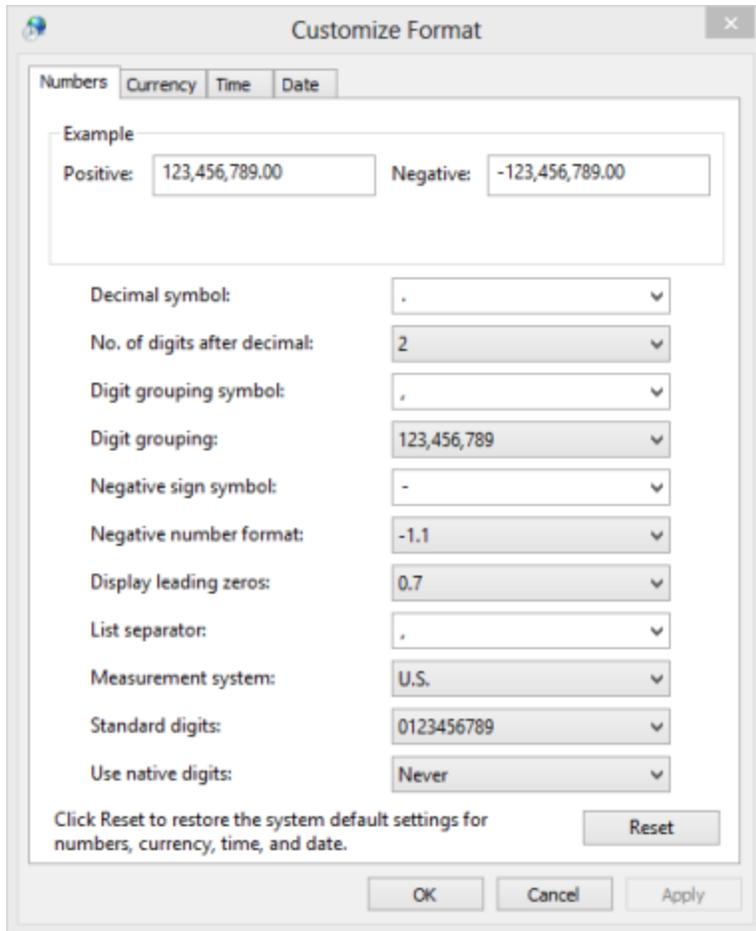
Play with all the available settings until you get it right and, when done, click or tap *OK*.

How to Change the Format for Numbers & Currency

You can also change the way numbers are displayed and the default currency used for your user account. To have them changed, keep the *Format* tab open and click or tap the *Additional settings* button.

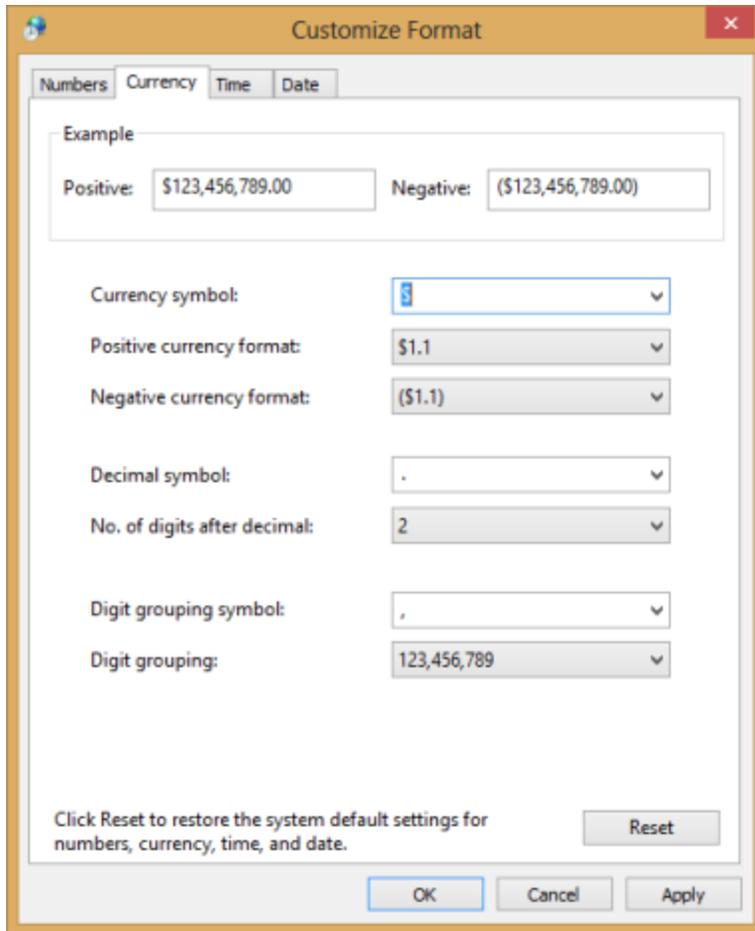


The *Customize Format* window opens. In the *Numbers* tab, you can change how numbers are displayed by Windows: from the decimal symbol to the format for negative numbers and the default measurement system (US or Metric). Play around with the settings until you get them right.



If you don't like the settings you've made, you can always click or tap *Reset*, on the bottom-right of the window.

In the *Currency* tab, you access all the settings related to the default currency used by Windows for your user account. The currency is specific to the country and format you've set earlier. You can change the symbol, the format, grouping symbol, etc. Play with the available settings until you achieve the desired effect and, when done, click or tap *OK*.



Again, you can use the *Reset* button if you don't like the changes you've made.

Additional Settings for Time & Date

In the *Customize Format* window there are also tabs for *Time* and *Date*. You can find detailed information about how to change the settings available in these tabs, here: [How to Customize Date, Time & Related Settings in Windows 7 & Windows 8.](#)

Conclusion

As you can see from this tutorial, changing the settings related to the display of dates, time, currency and numbers is not very difficult. However, the configuration windows are not that well optimized and some of the settings are redundant, showing up in more than one place, creating a bit of clutter instead of simplification. If you have any questions on this topic, don't hesitate to use the comments form below.

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ABOUT THE AUTHOR: **CIPRIAN ADRIAN RUSEN**

I love technology and I work in IT for more than a decade. I am the co-founder of Digital Citizen and its chief editor. Alongside my work as an editor, I am also an author. I have written and published 7 books, most of them about Microsoft products and technologies. They are translated into more than 12 languages. In 2014, I have been recognized by Microsoft for my technical expertise and involvement in the community with the title of Microsoft MVP - Windows Consumer Expert.