

Instructions for Manual Time Zone Change Windows 95, 98, and 2000

1. Start up the tzedit program by double-clicking **tzedit.exe**.
2. In the "Windows Time Zone Editor" window, the time zone you are editing should be highlighted. For instance, for Chicago it should be "(GMT-06:00) Central Time (US & Canada)". (Note that tzedit only edits the settings for a time zone; it does not put any time zone into effect. You do that via Control Panel.)
3. Click the **Edit** button.
4. In the "Edit Time Zone" window:
 - Make sure that **Automatically set Daylight Saving Time** is checked.
 - Change the **Start Day** to **Second, Sunday, March, 02:00:00**
 - Change the **Last Day** to **First, Sunday, November, 02:00:00**
 - Don't change anything else. Click **OK** and **Close** to finish.

If this computer is moved between time zones, such as a laptop that is carried between Chicago and New York, repeat the above changes within the **tzedit** program for each time zone your computer might visit.

5. ***Do not skip these remaining steps, or your new changes will not take effect.***
Click **Start --> Settings --> Control Panel --> Date/Time --> Time Zone** (tab)
6. Select *some other* time zone besides yours, i.e. any time zone other than **(GMT-06:00) Central Time (US & Canada)**. Click **Apply**.
7. Now select *your* time zone again, i.e. **(GMT-06:00) Central Time (US & Canada)**. Click **OK**.