Windows regional settings affecting the Jazzit templates (rounding, date presentation)

Note: This document is no longer being actively updated. Please see the following links for the most up to date information https://www.jazzitsupport.com/Downloads/DownloadSupport/9

Correct Windows regional settings ensures that the Jazzit templates appear and function correctly. Incorrect regional settings may cause issues with:

- **Rounding** - If the regional settings are not set correctly, it may cause the rounding to continually be in a recalculate position.
- **Date presentation** - The date in Jazzit letters will looks different than what is expected. Typically, the date is presented as month, day, and year (ex: September 30, 2017), however the date may appear differently (ex: September-30-17)
- **Negative values** - Negative numbers can be displayed in brackets or using a dash symbol. For example "$(50.00)" or "$-50.00". The default presentation for Jazzit templates is with brackets "$(50.00)".

Changing Long Date format

In **Windows 7** click Start button > Control Panel > Region and Language
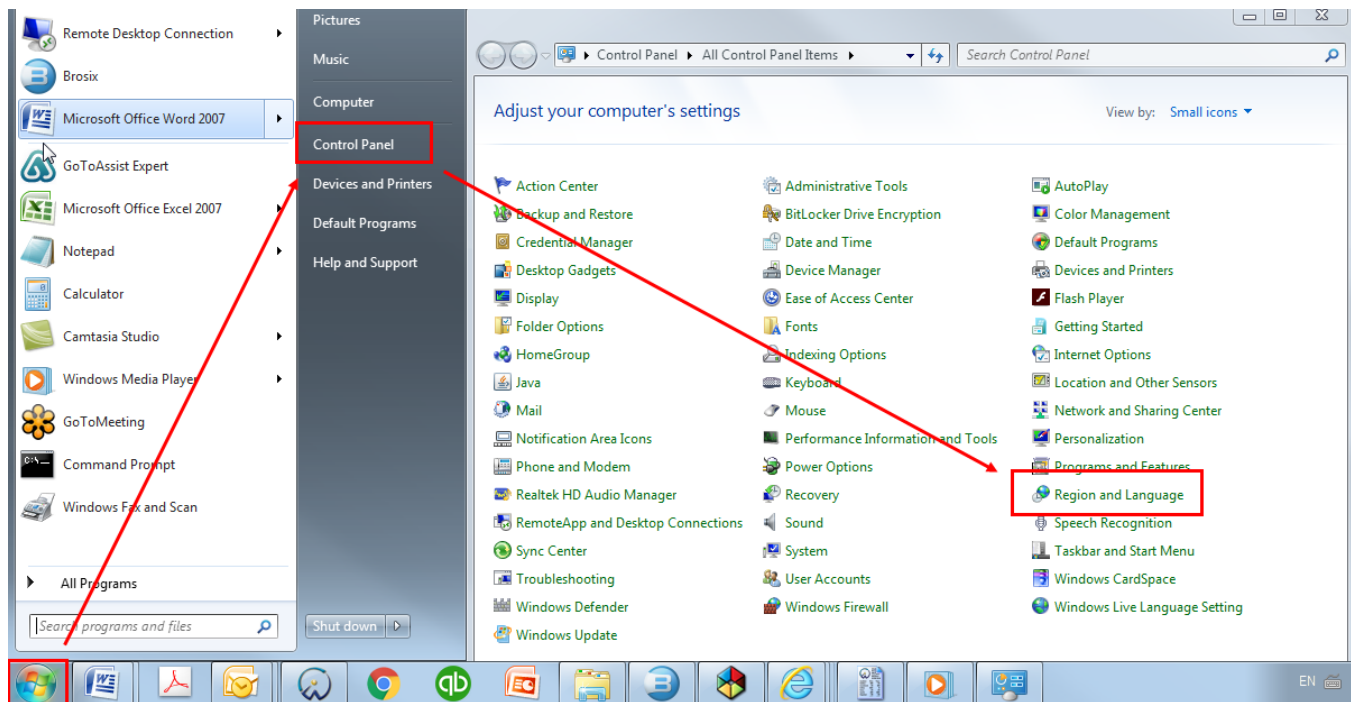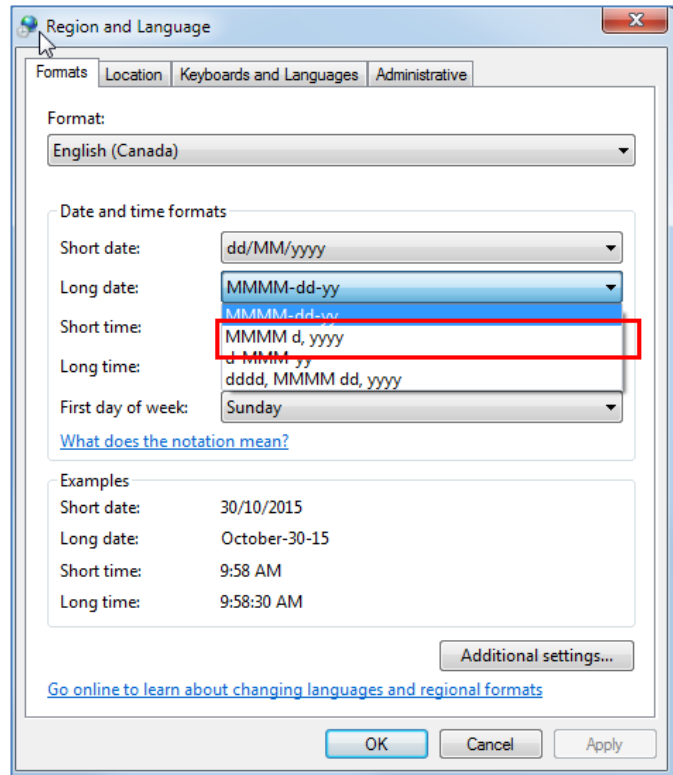
In **Windows 10** click Start button > Settings ⚙ > Time & Language > Region > Change data formats
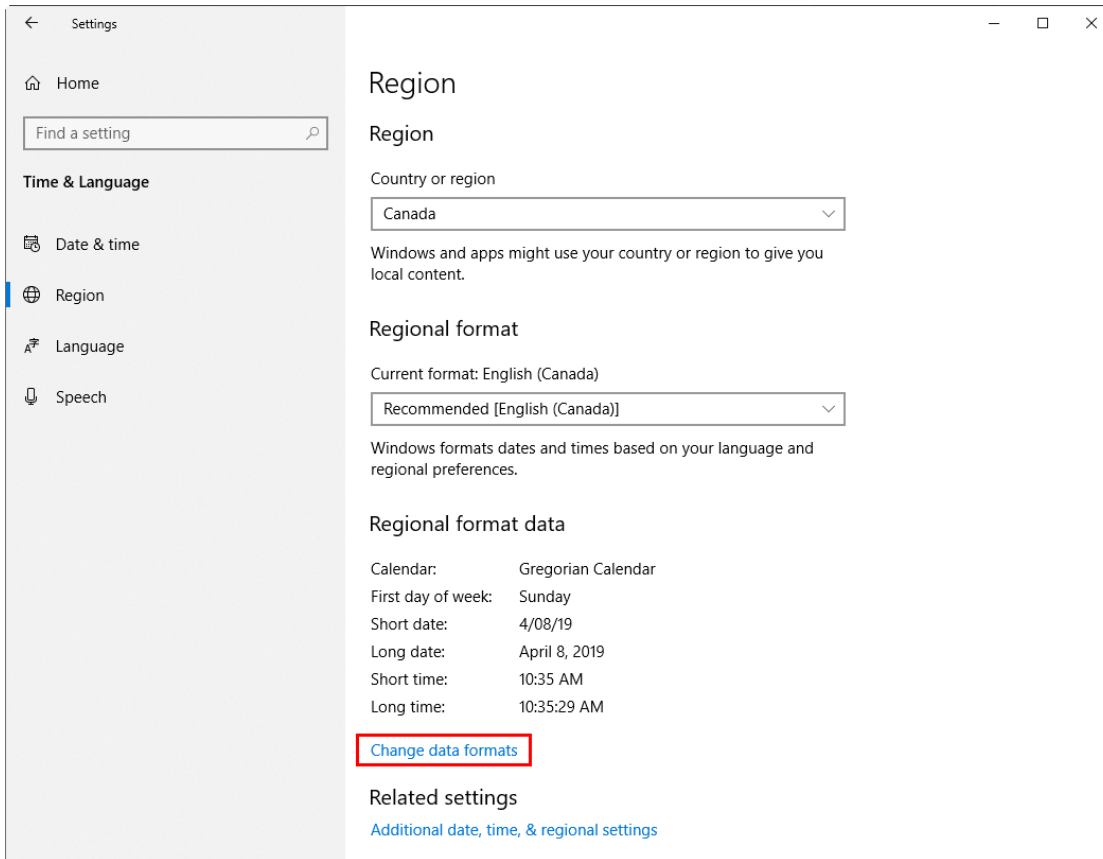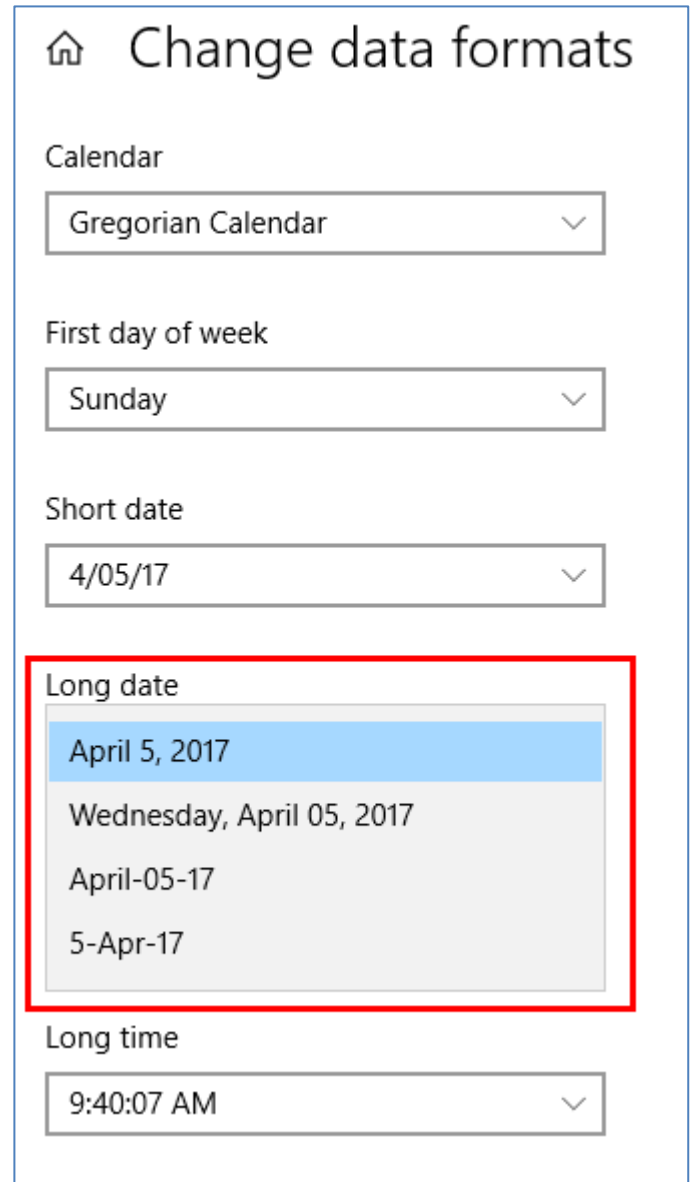
Set the Long date format to MMMM d, yyyy in Windows 7 or April 5, 2017 in Windows 10
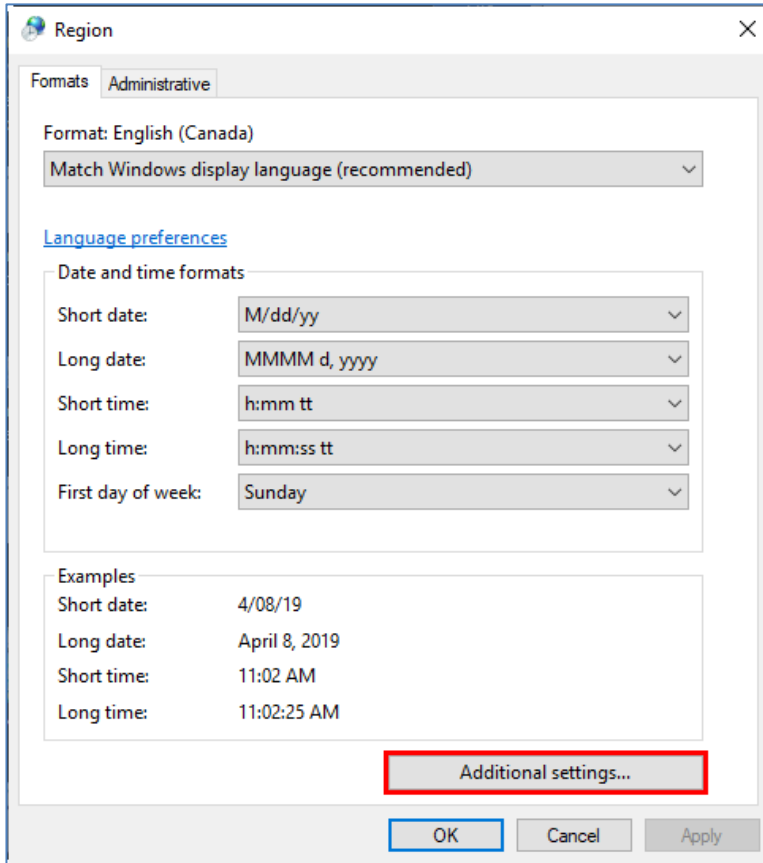
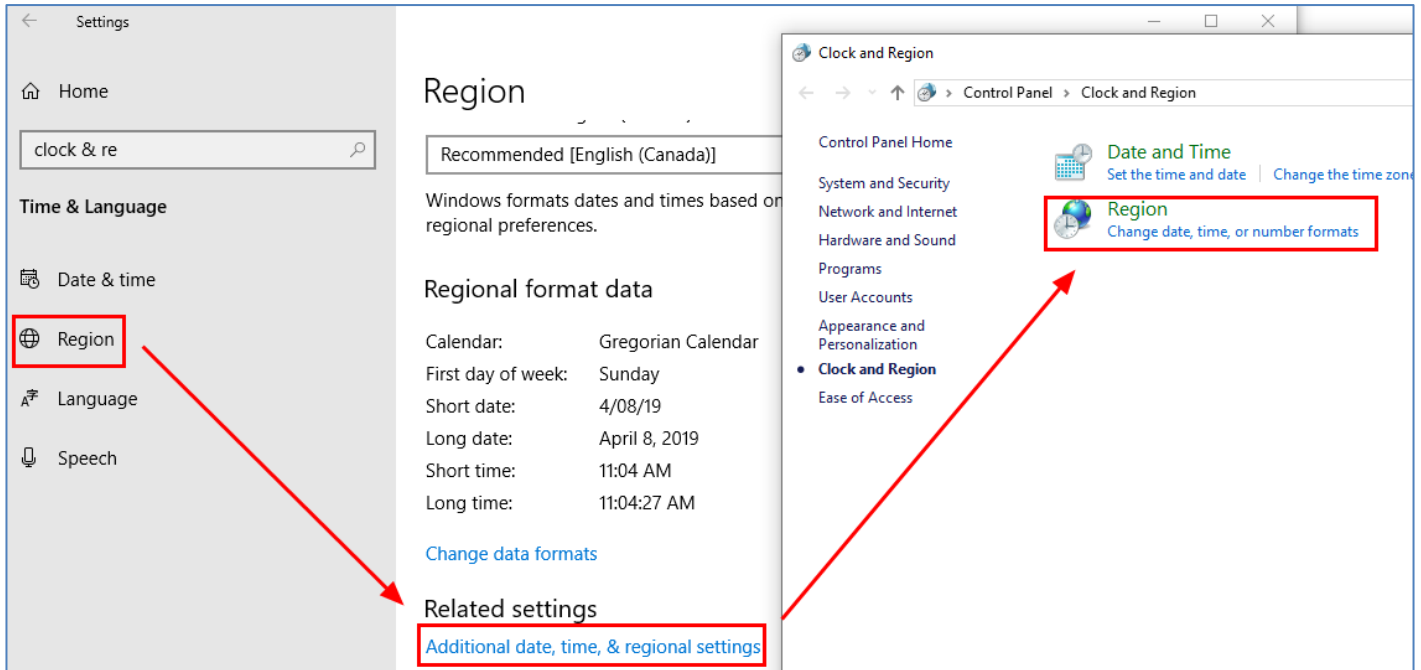| Date format in Windows 7	Date format in Windows 10

Changing Number and Currency format

In **Windows 7** click Start button > Control Panel > Region and Language > Additional settings…
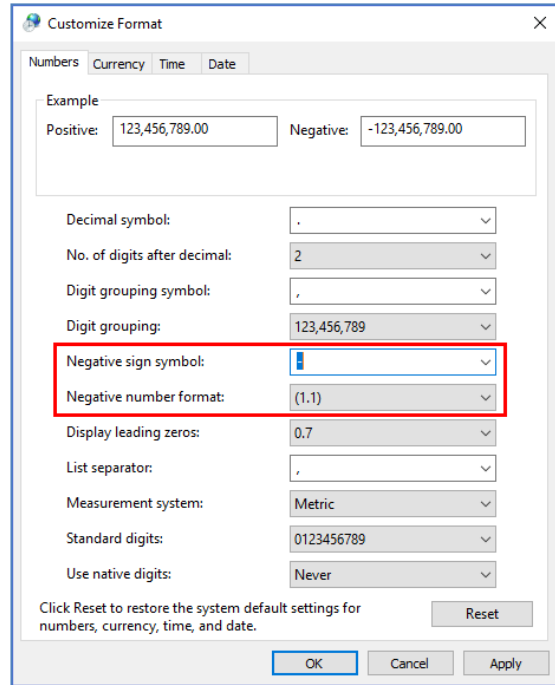
In **Windows 10** click Start button > Settings ⚙ > Time & Language > Region > Additional date, time, & regional settings > Region > Additional settings

Ensure the Numbers tab and Currency tab are using the settings below.

Numbers Tab	Currency Tab