

MANUAL - FIX THE BUDGET TO PRINT THE LAST PAGE

1. Go to Control Panel

	Regard State	
Control F	Panel ▶	← 😽 Search Control Panel 🔎
<u>File Edit View T</u> ools	Help	
	Adjust your computer's settings	View by: Category 🔻
	System and Security Review your computer's status Back up your computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix problems Image: Computer Find and fix pr	User Accounts Change account type Appearance and Personalization Change the theme Change desktop background Clock, Language, and Region Change keyboards or other input methods Ease of Access Let Windows suggest settings Optimize visual display
	Get programs	

Control Panel 🕨	 Clock, Language, 	and Region			✓ Sec	rch Control Panel	Q
<u>Eile E</u> dit <u>V</u> iew <u>T</u> ools <u>H</u> elp							
Control Panel Home System and Security Network and Internet Hardware and Sound Programs User Accounts Appearance and Personalization O Clock, Language, and Region Ease of Access	Date Set the Add th Regic Chang	and Time time and date C e Clock gadget to th m and Languag e location Chang	Change the time zone Add c he desktop Je ge the date, time, or number fo	locks for different time zon	es s or other input method	5	
↓ ▼ ♪ Control Panel ↓ ile Edit View Tools Help Control Panel Home	Clock, Language,	and Region		22	• [49] [Sea	rch Control Panel	
Ontrol Panel Control Panel Control Panel Home System and Security Network and Internet Hardware and Sound Programs User Accounts Appearance and Personalization Clock, Language, and Region Ease of Access	Clock, Language,	and Region and Language Location Keyboar lat: lish (United States) re and time formats rt date: lg date: lg time:	rds and Languages Administrative W/d/yy iddd, MMMM dd, yyyy i:mm tt		√ 4y Sea	rch Control Panel Change 5 5 English (1	the format to United States)

Customize	e Format			×	
Numbers Cu	rrency Time Date				
Example				_	
Positive:	123,456,789.00	Negative:	-123,456,789.00		Click on the Date button

Type the **short date** as shown in the pic below.

🥭 Customize Format		>	<
Numbers Currency T	īme Date		
Example			
Short date:	2023/11/20		
Long date:	Monday, November 20, 2023		
Date formats			
Short date:	yyyy/MM/dd	~	
Long date:	dddd, MMMM d, уууу	~	

Click **Apply** button and then **OK** button.