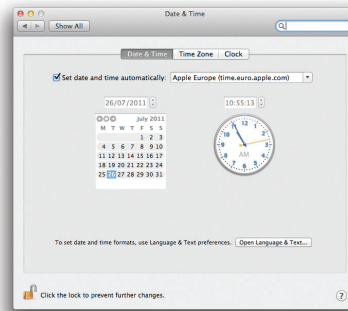


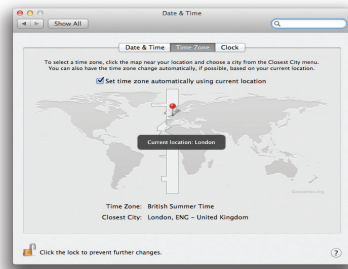
Date & Time

Your computer needs to be set to the correct date and time otherwise your files will be incorrectly dated, and keeping a diary using iCal will be impossible.

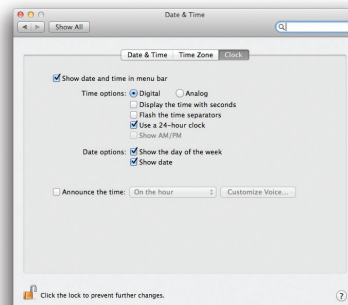
- 1 Go to **Apple menu > System Preferences > Date & Time**
- 2 Choose location, server (e.g. *Apple Europe time.euro.apple.com*), type of clock (12 hour, 24 hour etc)



Choosing the server.



Make sure the time zone is correct. You may need to enter this manually if Wi-Fi fails to identify your time zone.



Choose the style and location of your clock.