



[1] CLICK "FILE" TOWARD THE LEFT SIDE OF THE TOOL BAR.  
FROM THE DROPDOWN MENU, SELECT "SETTINGS"  
IN THE POP UP YOU WILL SEE "TIME ZONE"  
FROM THE DROPDOWN MENU, SELECT "GMT +00.00 GMT (NO DAYLIGHT SAVING)"

WHEN NECESSARY, CHANGE THE TIME DISPLAY BY SELECTING THE APPROPRIATE TIME ZONE  
FROM THIS CELL'S DROPDOWN MENU.

"DST" REPRESENTS DAYLIGHT SAVINGS TIME" , EST, CST, MST, PST ALL REPRESENT STANDARD  
TIME.