


Regional Settings

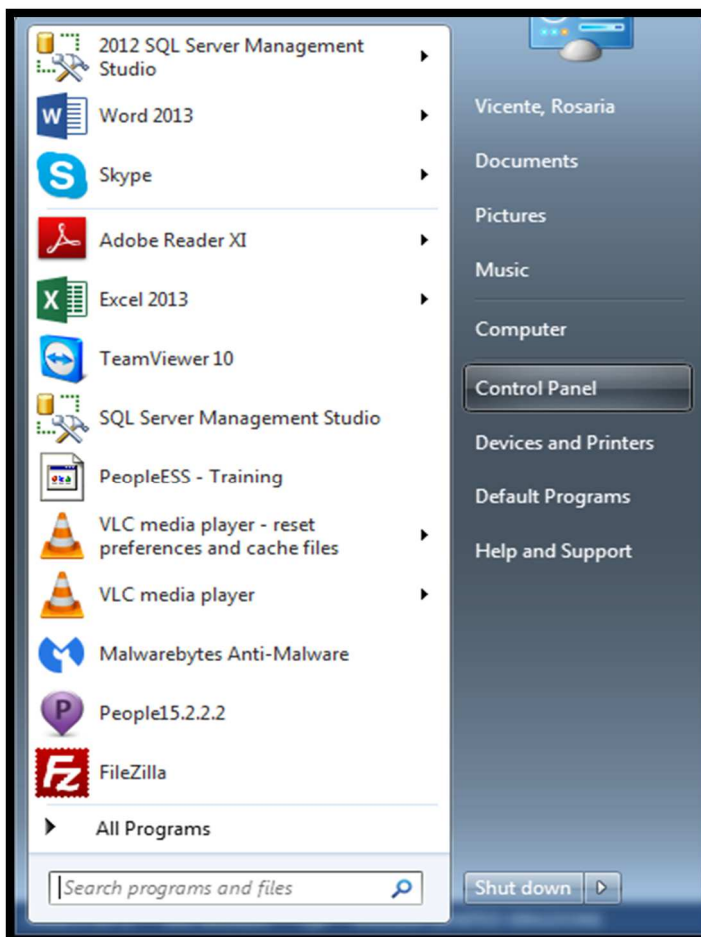
Your Microsoft Windows regional settings will influence how your date/time, numeric, and currency data types appear when you apply formatting options. Windows supports a variety of languages, plus currency and date/time formats for the countries/regions that use those languages.

For example, you might use forward slashes to enter a date value for a Date/Time field (for example, 8/29/2006), but when you apply the General Date display format, it may or may not display the forward slashes, depending on the regional settings for Windows.

This principle also applies to numeric and financial data. You can enter currency amounts that use the English pound symbol (£), but Access may display those values in euros, because that is the currency symbol selected for Windows.

Regional settings for People

Open Region and Language by clicking the **Start** button , clicking **Control Panel**, clicking **Clock, Language, and Region**, and then clicking **Region and Language**.



Formats tab:

The screenshot shows the 'Customize Format' dialog box with the 'Numbers' tab selected. The 'Example' section shows 'Positive: 123 456 789.00' and 'Negative: -123 456 789.00'. The settings are as follows:

Setting	Value
Decimal symbol:	.
No. of digits after decimal:	2
Digit grouping symbol:	
Digit grouping:	123 456 789
Negative sign symbol:	-
Negative number format:	-1.1
Display leading zeros:	0.7
List separator:	,
Measurement system:	Metric
Standard digits:	0123456789
Use native digits:	Never

Buttons: OK, Cancel, Apply, Reset. A 'Reset' button is also present with the text: 'Click Reset to restore the system default settings for numbers, currency, time, and date.'

- **Decimal symbol:** must be a full stop not a comma
- **Digit grouping symbol:** must be a space
- **Negative sign symbol:** must be a minus not anything else e.g. brackets used in United States
- **List separator:** must be a comma
- **Measurement system:** must be metric
- **Use negative digits:** must be never

Currency tab:

The image shows a 'Customize Format' dialog box with the 'Currency' tab selected. The 'Example' section shows 'Positive: R 123 456 789,00' and 'Negative: R-123 456 789,00'. The settings are as follows:

Setting	Value
Currency symbol:	R
Positive currency format:	R 1,1
Negative currency format:	R-1,1
Decimal symbol:	,
No. of digits after decimal:	2
Digit grouping symbol:	
Digit grouping:	123 456 789

At the bottom, there is a 'Reset' button and a note: 'Click Reset to restore the system default settings for numbers, currency, time, and date.' The 'OK', 'Cancel', and 'Apply' buttons are also visible.

Positive currency format and **Negative currency format**: must be as above. If the Negative currency amount is in brackets then the calculations in the People app does not work.