

Change the Format of Addresses

With this process, you can:

- Add abbreviations to specific addresses
- Remove abbreviations from certain addresses
- Change the case of the addresses

Useful Information



The following items **do not** change when you run this process:

- State abbreviations in the City/State Names Keyword list and on all address fields. For example, AZ is not changed to Az.
- The Country Code, such as USA, in the City/State Names Keyword list.

This process alters data. We recommend backing up your data before proceeding.

On the File menu, click **System Processes > Change Addresses**. Select your format and case options and which addresses you want to change. When you're ready, click **Change Addresses**.

Related Topics

[Change Area Codes](#)

[Change the Case of All Information](#)

[Change How Users Enter Names](#)