

Change the Case of All Information

With the Change Case of All Information process, you can change all the words in your data file to upper and lower case letters, or to all upper case letters.

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.
- The AM and PM associated with the time of day.
- The abbreviation RE for Religious Education.

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

On the File menu, click **System Processes > Change Case of All Information**. Select whether to change the case to upper and lower or to all upper case, and click **Yes** to process.

Related Topics

[Change Area Codes](#)

[Change How Names Display On Mailings](#)

[Change the Format of Addresses](#)