

Change How Names Display On Mailings

With this process, you can:

- Remove initials in mailing names, formal salutations, and/or informal salutations
- Change "M/M" to "Mr. & Mrs." or "Mr. and Mrs." in names, mailing names, and formal salutations
- Move middle names and initials to the Middle Name/Initial field

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

On the File menu, click **System Processes > Change Names**. Select the name change options you want, and click **Process**.