

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." in mailing names
- 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**.

Related Topics

[Change Area Codes](#)

[Change the Case of All Information](#)

[Change the Format of Addresses](#)