

# Change the Case of Information

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.

Keep in mind:

- Depending on the size of your database and the number of fields you're changing, this process may take a while to complete.
- Changes you make in this process apply to all programs sharing data.

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

On the File menu, click **System Processes > Change Case of All Information**. Each tab corresponds to the type of data you can change. You can change the case of all your data or just certain fields.

1. If you want to change the case for all fields on all tabs, click **Mark All Tabs**.
  2. If needed, you can clear the check box for any fields you don't want to change.
  3. Review all selected tabs and fields.
  4. At the bottom-right, click **Upper & Lower** or **Upper Case**.
- 
1. If you don't want to change the case for all fields on all tabs, click **Clear All Tabs**.
  2. On each tab, select the fields you want to change.
  3. Review all selected tabs and fields.
  4. At the bottom-right, click **Upper & Lower** or **Upper Case**.