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# Change Names Process

If you have entered titles as M/M or Mr. & Mrs. you can use the Change Names process to change the Mailing Name and Formal Salutation to be as Mr. and Mrs.

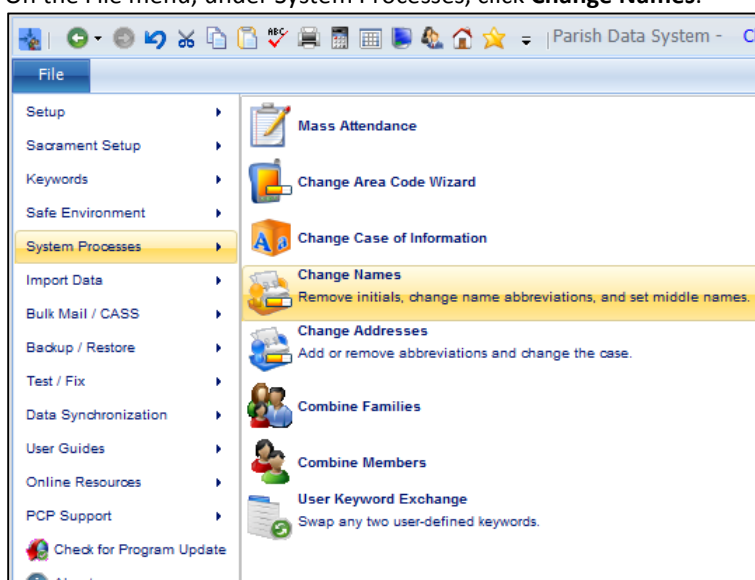


## Important Note

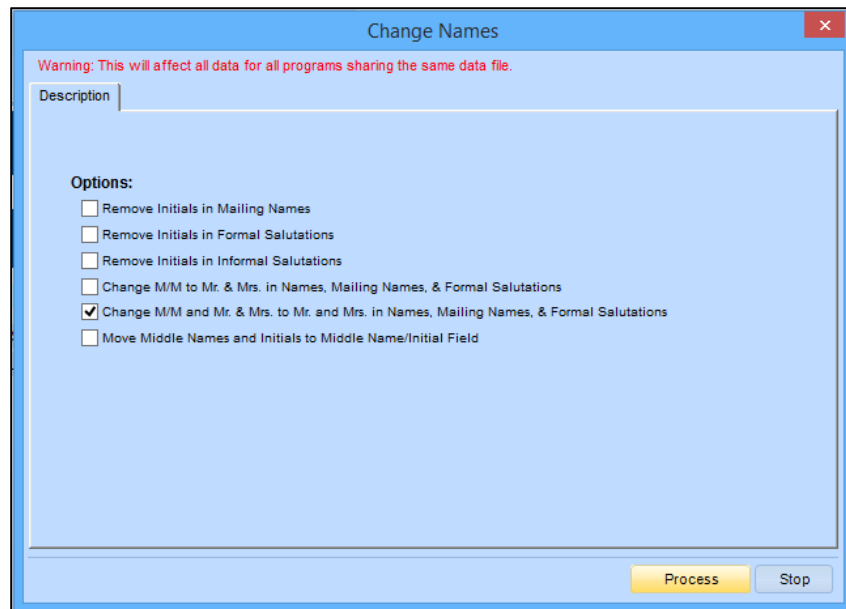
This process alters data. We recommend backing up your data before proceeding.

## To change Mailing Names and Formal Salutations to Mr. and Mrs.

1. On the File menu, under System Processes, click **Change Names**.



2. Select **Change M/M and Mr. & Mrs. to Mr. and Mrs. in Names. Mailing Names and Formal Salutations.**



3. Click **Process**.
4. Once the process is complete, click **OK**.

