

Converting family names and address from ALL CAPS to Mixed Case

The information you are collecting has many uses provided it is entered in a specific way. For example, when the names and address of your parishioners is entered using ALL CAPS, this information cannot be readily transferrable to individualizing letters as it seems less personal in nature when received by the individual. Therefore, we are requesting that you consider inputting the data using Mixed Case and not ALL CAPS. This sometimes referred to as "Title Case". We want everyone to have the opportunity to make use of all of the reporting capabilities in PDS. Following this guideline, that will be possible.

Many of you entered the information using ALL CAPS due to post office requirements. You can still print your labels and envelopes in ALL CAPS. Church Office includes two sets of label and envelope reports. One set is already setup with POSTAL. These POSTAL labels will print the address using ALL CAPS. You will find these ALL CAPS labels and envelopes under the report category "Label/Envelope Reports in Upper Case."

Church Office has a built case conversion tool.

1. Click on **System Processes**
2. Choose **Change Case of All Information.**
3. Click **Yes** to make a backup of your data now.
4. Click the **Upper & Lower** button.

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