

# Changing the Default Postal and Phone Formats

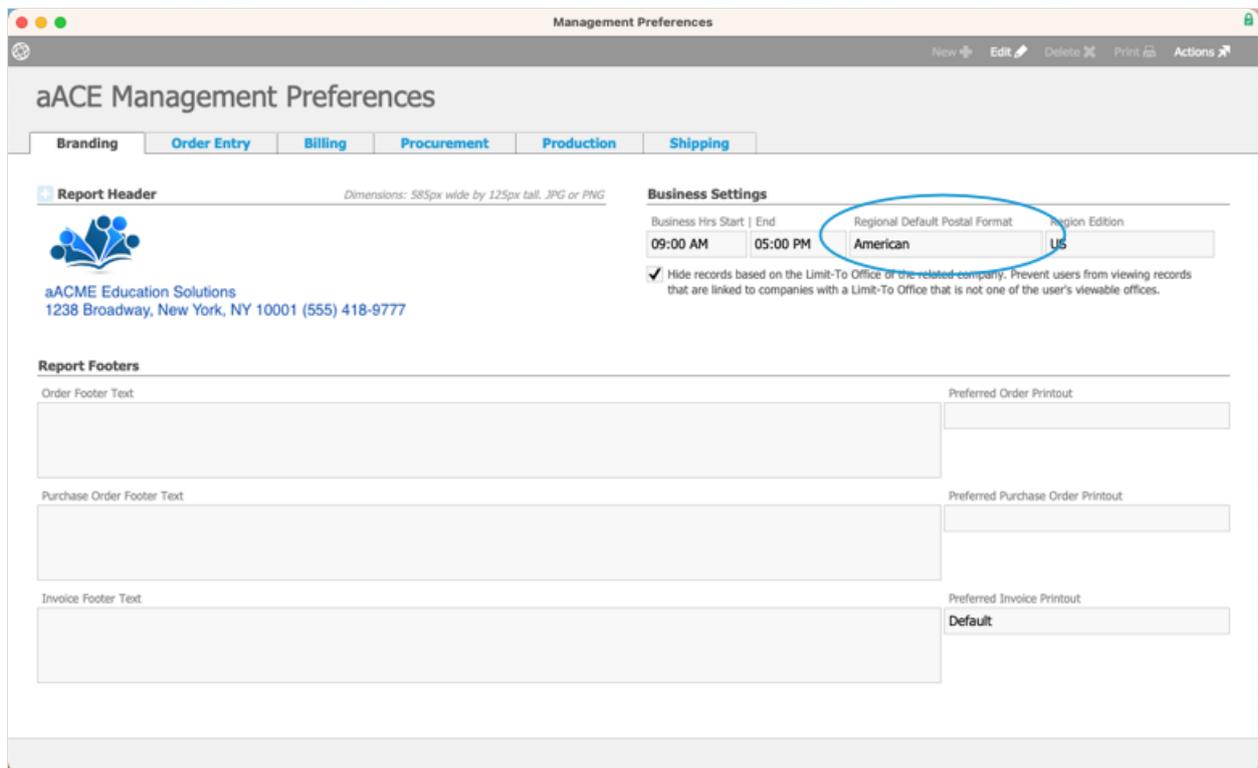
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This guide explains how to change the default postal and phone formats. It is intended for system administrators.

aACE initially provides options for configuring the postal format and the phone format.

## Postal Format

You can set the default postal format by navigating from Main Menu > Internal > Management Preferences > Branding:



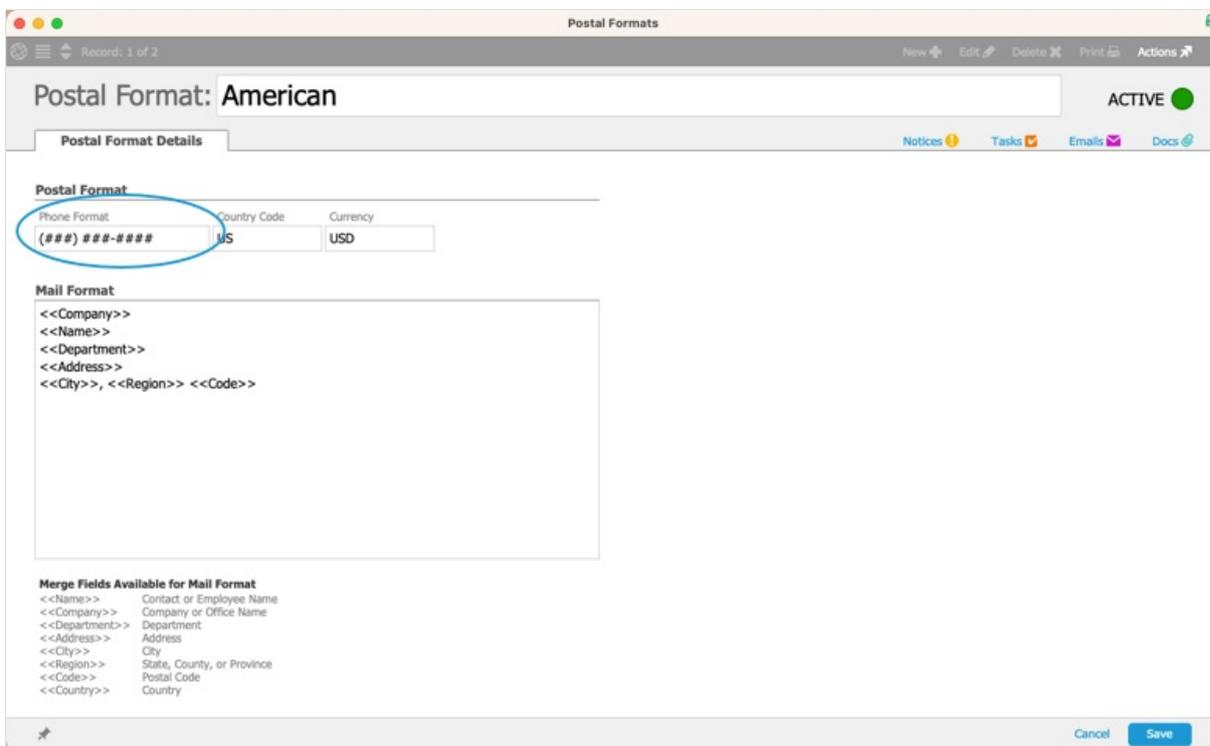
When you create companies and contacts, the postal format is automatically structured based on this setting.

## Phone Format

You can specify the default phone format:

1. Navigate from **Main Menu > System Admin > Postal Formats**.
2. Click the postal format you want to change.

3. Click **Edit**.
4. Click the **Phone Format** field and select the preferred format.



5. Click **Save**.