**How to Update Address Fields in Your Existing App**

Like many QuickBase app developers, before the release of address fields, you may have created several separate fields to capture address information. For example, you may have the following fields:

* Mailing Address 1
* Mailing Address 2
* Mailing City
* Mailing State
* Mailing Zip
* Mailing Country

With the new address field type, you no longer need to capture address information in multiple fields.

Converting your older-style multiple address fields into the new single Address field type is a matter of performing these steps:

* Add a new field with the new ‘Address’ field type. This is where you’ll be moving the old addresses.

**Tip:**

When updating apps with an existing ‘Address’ field, I recommend renaming the field to “Address (Old)” before adding a new Address field with the same name. Otherwise, the new field will be called Address2 and you’ll need to rename it after creation.

* Create a report for *all records* you wish to update and display only the Key column (usually [Record ID#]) and each of the old-style address fields (Mailing Address 1, Mailing Address 2, etc).
* View the report and ‘[Save as a spreadsheet…](http://www.quickbase.com/user-assistance/Default.html#exporting_data_in_views.html)’
* With the spreadsheet in hand, we can now do an Import/Update to insert the old address into the new Address field.

**Tip:**

To aid in the import/update process, consider updating the saved spreadsheet address columns names to match the following:

Address: Street 1

Address: Street 2

Address: City

Address: State/Region

Address: Postal Code

Address: Country

* With your updated spreadsheet containing the Key field and address data with updated column names, navigate to Import/Export page within the table you wish to update and import the spreadsheet from file.
* Verify that all of the columns in your spreadsheet are mapped correctly to the new Address field.
* You should get a warning about updating records – this is good!
* Hit [Insert/Update]
* Done!

To verify the changes, preview some of the updated records to ensure the new address field is populated.

Once you are sure that everything looks OK, you can now start the process of updating your applications reference to the old address field to the new one, including updating any relationships that may be looking up the old address.

**Tip:**

Many users have created a “Formula – Url” field to link an address to Google Maps. Since Google Maps integration is now built-in to QuickBase, this field should no longer be needed.