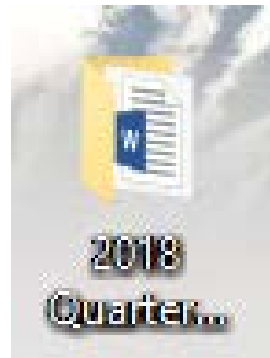


Welcome to the instructions for  
*downloading* 2018 Quarterly  
files onto your desktop.



# The First Step

Go to your Desktop and create a folder titled  
2018 Quarterly Files



Then go to the Archdiocese of Seattle website.  
Follow the directions in the pink box below to access  
the correct area of the website.

The screenshot shows the website's navigation menu on the left and the main content area on the right. A pink box with three numbered steps is overlaid on the page, with arrows pointing to the corresponding menu items. The steps are: 1. Click on Stewardship/Giving, 2. Then Parish Stewardship, and 3. Then Time-Talent-Treasure Renewals. The website header includes the Archdiocese of Seattle logo and a navigation bar with links like 'Home', 'Stewardship/Giving', 'Parish Stewardship', and 'Time-Talent-Treasure Renewals'. The main content area is titled 'Time-Talent-Treasure Renewals' and contains sections for 'Stewardship of Time' and 'Stewardship of Treasure'. The 'Stewardship of Treasure' section lists various resources with 'View' and 'Download' links.

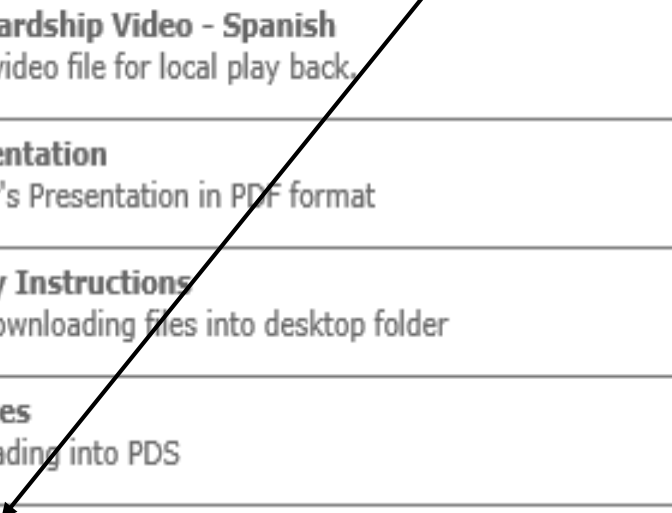
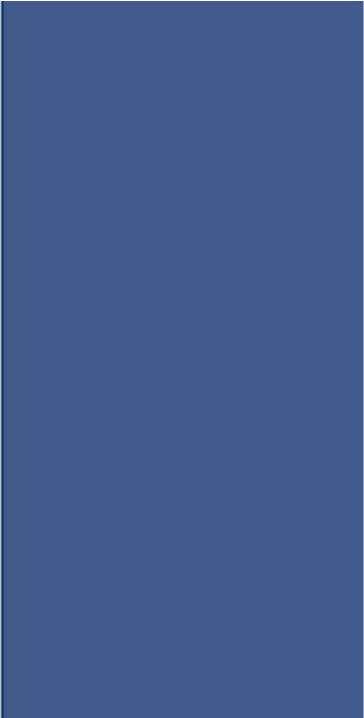
1. Click on Stewardship/Giving  
2. Then Parish Stewardship  
3. Then Time-Talent-Treasure Renewals

Then look under the Stewardship of Treasure heading.  
Click on the 2018 Quarterly Zip File Download

- Formation ▷
- n Resources ▷
- y/Media Center ▷
- y ▷
- ns ▷
- t Center ▷

<b>Stewardship of Time</b>	
<b>Suggestions for enhancing Stewardship of Time</b> Worship . Education . Gratitude	<a href="#">View</a>
<b>Stewardship of Treasure</b>	
<b>2018 Quarterly Instructions</b> Guidelines for downloading files into desktop folder	<a href="#">View</a>
<b>2018 Quarterlies</b> Files for downloading into PDS	<a href="#">Download</a>
2017 ...	

When it opens, copy and paste the files into the new 2018 Quarterly File folder on your desktop. Then go to our website and open the 2018 Quarterly Instructions for PDS. Follow these instructions to insert the files into your PDS database.



<b>2017/18 Stewardship Video - Spanish</b> Download mp4 video file for local play back.	<a href="#">Download</a>
<b>2017/18 Presentation</b> Here is this year's Presentation in PDF format	<a href="#">View</a>
<b>2018 Quarterly Instructions</b> Guidelines for downloading files into desktop folder	<a href="#">View</a>
<b>2018 Quarterlies</b> Files for downloading into PDS	<a href="#">Download</a>
<b>2018 Quarterly Instructions for PDS</b>	<a href="#">View</a>
<b>Renewal Chapter</b> Includes Timelines	<a href="#">View</a>

**You are then ready to begin  
generating your Quarterly Letters from PDS.**

*If you have any questions , please call Steve Homiack at  
206-903-4619 or email [steve.homiack@seattlearch.org](mailto:steve.homiack@seattlearch.org) .*