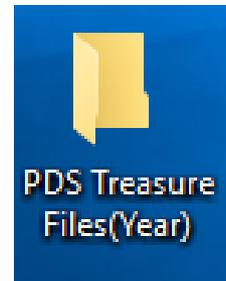
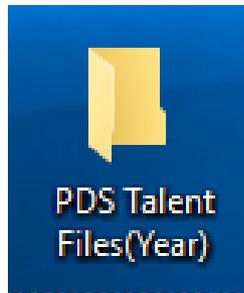


Welcome to the instructions for  
*downloading* PDS files onto your  
desktop.



# The First Step

Go to your Desktop and create two folders, one titled (*insert year*) Talent PDS Renewal and one titled (*insert year*) Treasure PDS Renewal



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

The screenshot shows the Archdiocese of Seattle website. At the top, there is a banner with a cross and the text "Welcome to the ARCHDIOCESE OF SEATTLE". Below the banner is a navigation menu with items like "Light Is On", "Parish News", "NW Catholic", "Jobs", "Calendar", "Contact Us", "Donate", "Directory", and "Search". A left sidebar contains a list of categories such as "The Archdiocese", "Archives & Records", "Catholic Cemeteries", "Catholic Schools", "CYO Athletics", "Ecumenism", "Ethnic & Pastoral Care", "Faith Formation", "Human Resources", "Library/Media Center", "Liturgy", "Missions", "Retreat Center", "Safe Environment", "Stewardship/Giving", "The Tribunal", "Vicar for Clergy", "Vocations", and "Youth & Young Adult".

Overlaid on the page is a blue box with the following instructions:

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

Arrows point from these instructions to the corresponding menu items: "Stewardship/Giving" in the sidebar, "Parish Stewardship" in the sub-menu, and "Time-Talent-Treasure Renewals" in the sub-sub-menu.

The main content area shows a "Stewardship of Talent" section with various "Talent/Ministry Commitment Flyer" options and a "Time-Talent-Treasure Renewals" section with links for "Video Messages", "Engagement", "Parish Resources/Education", and "Spanish Resources".

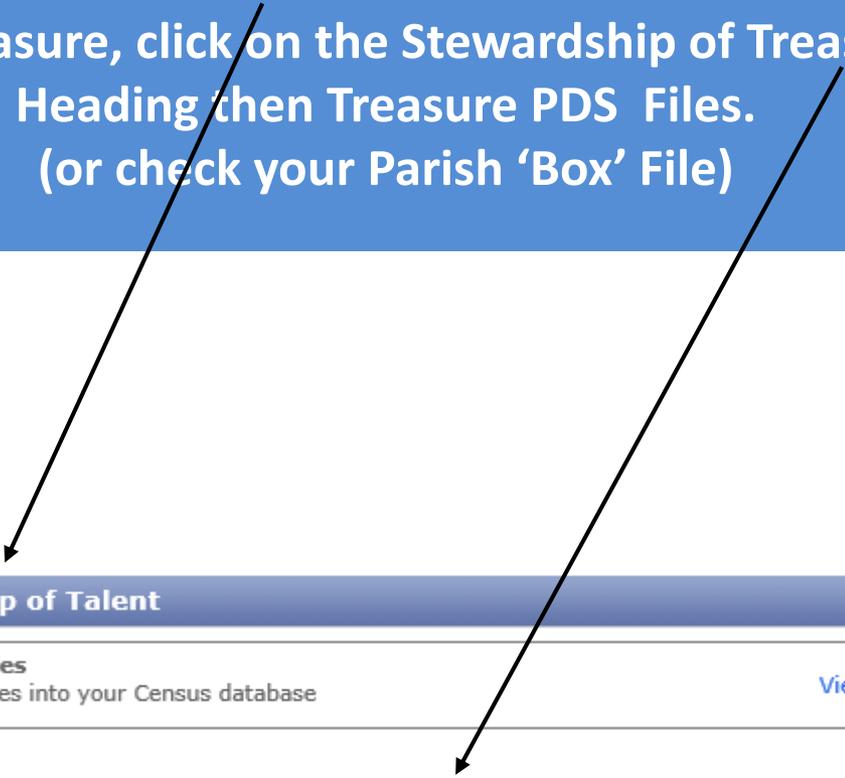
At the bottom of the screen, there is a Windows taskbar with icons for various applications like Edge, Outlook, File Explorer, Excel, PowerPoint, Word, and a search icon.

Then look under the Stewardship of Talent & the Stewardship of Treasure headings.  
For Talent, click on the Stewardship of Talent Heading then Talent PDS Files.  
For Treasure, click on the Stewardship of Treasure Heading then Treasure PDS Files.  
(or check your Parish 'Box' File)

Stewardship of Talent	
<b>Talent PDS Files</b> For installing files into your Census database	<a href="#">View</a>

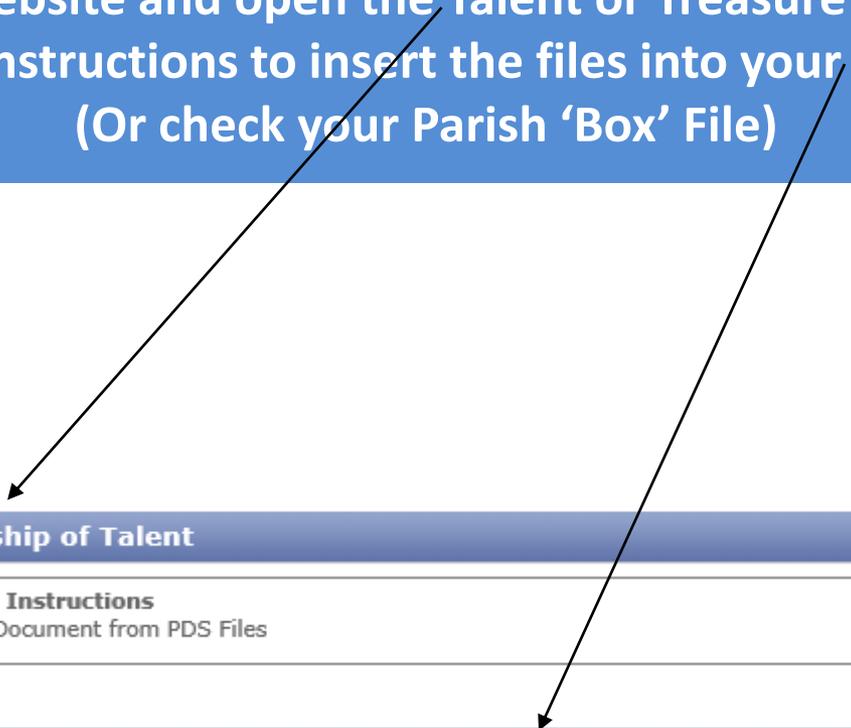
  

Stewardship of Treasure	
<b>Treasure PDS Files</b> To install into your census data base	<a href="#">Download</a>



When you open the Talent or Treasure PDS files, copy and paste the files into the appropriate (Talent or Treasure) PDS Renewal folder on your desktop.

Then go to our website and open the Talent or Treasure PDS Instructions. Follow these instructions to insert the files into your PDS database. (Or check your Parish 'Box' File)



Stewardship of Talent	
<b>Talent PDS Instructions</b> Instruction Document from PDS Files	<a href="#">View</a>

Stewardship of Treasure	
<b>Treasure PDS Instructions</b> Instruction Document from PDS Files	<a href="#">View</a>

**Your PDS is now ready to begin  
formatting and/or generating your Talent  
and/or Treasure Letters.**

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