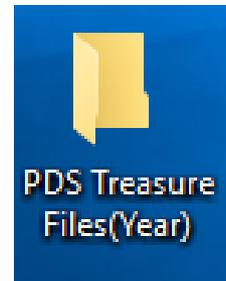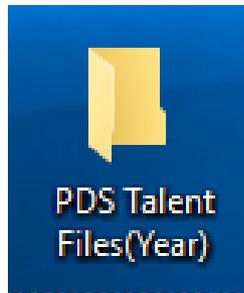# Welcome to the instructions for *downloading* PDS files onto your desktop.

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.

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

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

Talent PDS Files
For installing files into your Census database

View

Stewardship of Treasure

Treasure PDS Files
To install into your census data base
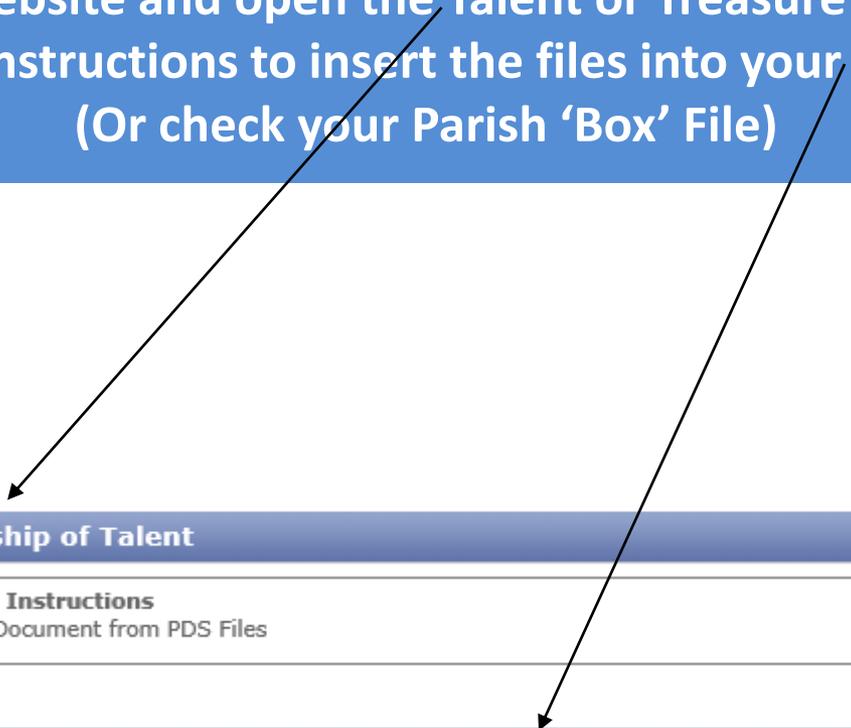
Download
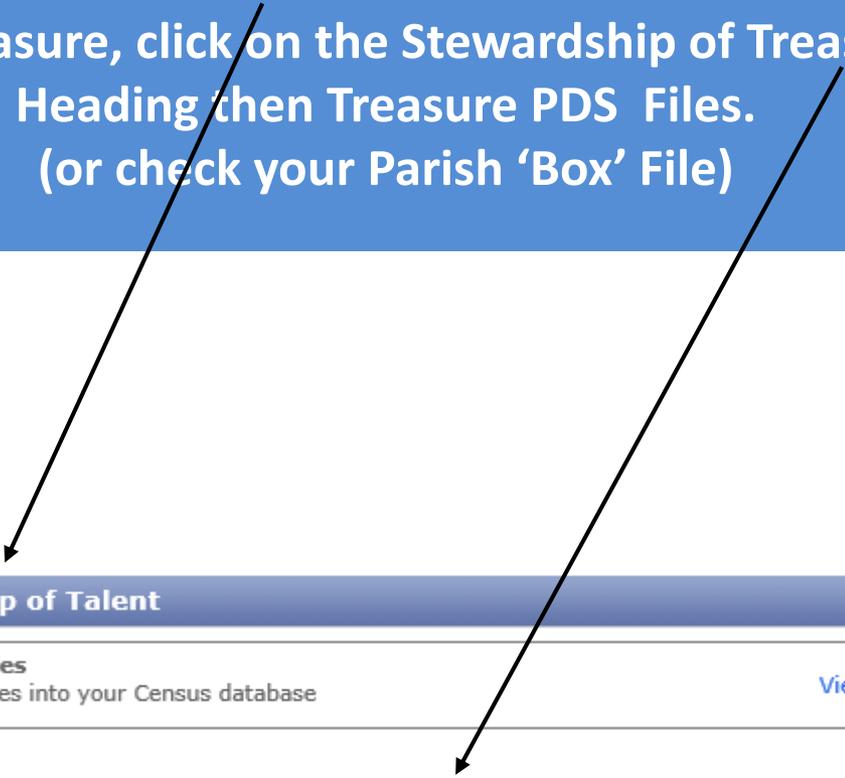
When you open the Talent or Treasure PDS files, copy and paste the files into the appropriate (Talent or Treasure) PDS Renewal folder on your desktop.
Then go to our website and open the Talent or Treasure PDS Instructions. Follow these instructions to insert the files into your PDS database.
(Or check your Parish 'Box' File)

Stewardship of Talent

Talent PDS Instructions
Instruction Document from PDS Files   View

Stewardship of Treasure

Treasure PDS Instructions
Instruction Document from PDS Files   View

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.