



Parish Data System Church Office Management

- 1) Do first: Erase old file on disk:
 - a) Double click on icon My Computer
 - b) Double click on Drive and Directory
 - c) Highlight File name to select it
 - d) Right-Click on file, delete, then yes.
 - e) Note: If you do not have the My Computer icon, try the following:
 - i) Click on Start button
 - ii) Click on Programs
 - iii) Click on Windows Explorer
 - iv) Double click on Drive and Directory
 - v) Highlight File name
 - vi) Right-Click on file, delete, then yes.
- 2) In PDS:
 - a) Click the Report tab.
 - b) Data Exports/Envelope Companies
 - c) Export to Envelope Companies
- 3) Next
- 4) Family Report: Export to Envelope Companies
 - a) Name: Export to Envelope Companies
 - b) Description: Export family information to an envelope company
 - c) Company: Envelope Service
 - d) Filename: (use your file number)
 - e) Limit Envelopes: If you only use a series of numbers designate here, otherwise use 1 thru 99999
 - f) Mailing Name Format - Always Choose This
- 5) Next
- 6) Select the Families:
 - a) Name: Simple Selection - Never Saved
 - b) Sort Order: ID Number
 - c) Active/Inactive: Include Active Families
- 7) Build
- 8) Attach your file to an e-mail and e-mail it to lists@envelopecenter.com

For additional assistance, please contact PDS Technical Support at 1-602-789-0595.