

**Use these instructions if your ParishSoft is not connected to your email or if you have a version of ParishSoft that is older than 3.6.25.**

There are several ways to create an envelope list in the ParishSOFT Software Suite. The quickest and easiest way is to use the built-in envelope utility to create a comma delimited TXT file. This file's extension can then be changed to CSV if that format is preferred. There are other ways to create a customized list if that is required.

Here are the instructions:

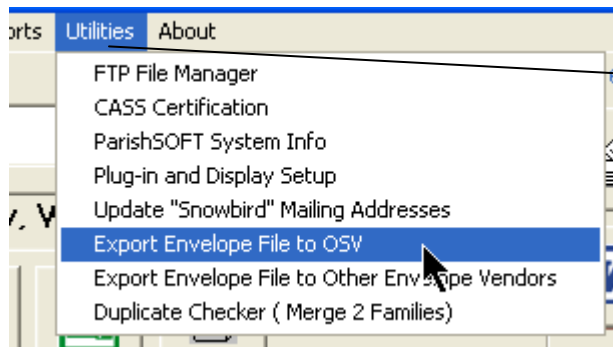
1. Open any of the ParishSOFT modules (Family Directory, Religious Education, Offering & Tuition or Time & Talent).
2. Click on 'Reports' and select ParishSOFT Reports.
3. At the main Reports menu, single click on 'Utilities.'
4. At the 'Utilities' menu, select 'Contribution Utilities.'
5. At the 'Contribution Utilities' menu select 'Envelope Utilities.'
6. Click on 'Export Env Data to Disk.'
7. An Explorer window will open asking where you want to save the file. By default, the file name will be 'EnvelopeList.txt' but this can be changed. It is recommended to save the file to the Desktop for easy retrieval when copying to a diskette or attaching to email. The file's extension (.txt) can be changed to make the file an Excel comma delimited file (.csv). Simply rename the file's extension from .TXT to .CSV.

**You will need to compare your file to the example. If your file does not match exactly, you will need to manipulate it to match. Please contact Customer Service at 1-800-348-2886 if you have additional questions.**

## **ParishSoft exporting instructions for Version 3.6.25.**

### **Only use if you are connected to email**

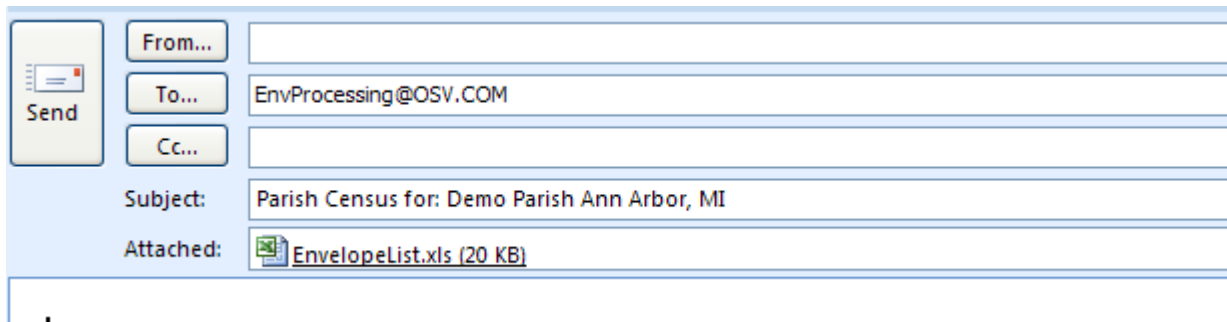
Follow these exporting instructions if your ParishSoft is connected to your email.



Open up any of the ParishSoft directories. Select Utilities from the menu at the top. This will drop down a list and you will need to choose Export Envelope File to OSV.

This will automatically create an email addressed to [envprocessing@osv.com](mailto:envprocessing@osv.com). Your parishioner list will also be attached.

We ask that you identify the parish in the body of the email by using your 6 digit account number and 5 digit order (list) number. (Example: 123456\_12345) Giving us the parish name and a contact name and phone number is also helpful.



These instructions were created using a Demo version of the ParishSoft application. For any other inquiries or questions, please feel free to contact Our Sunday Visitor. 1-800-348-2886

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