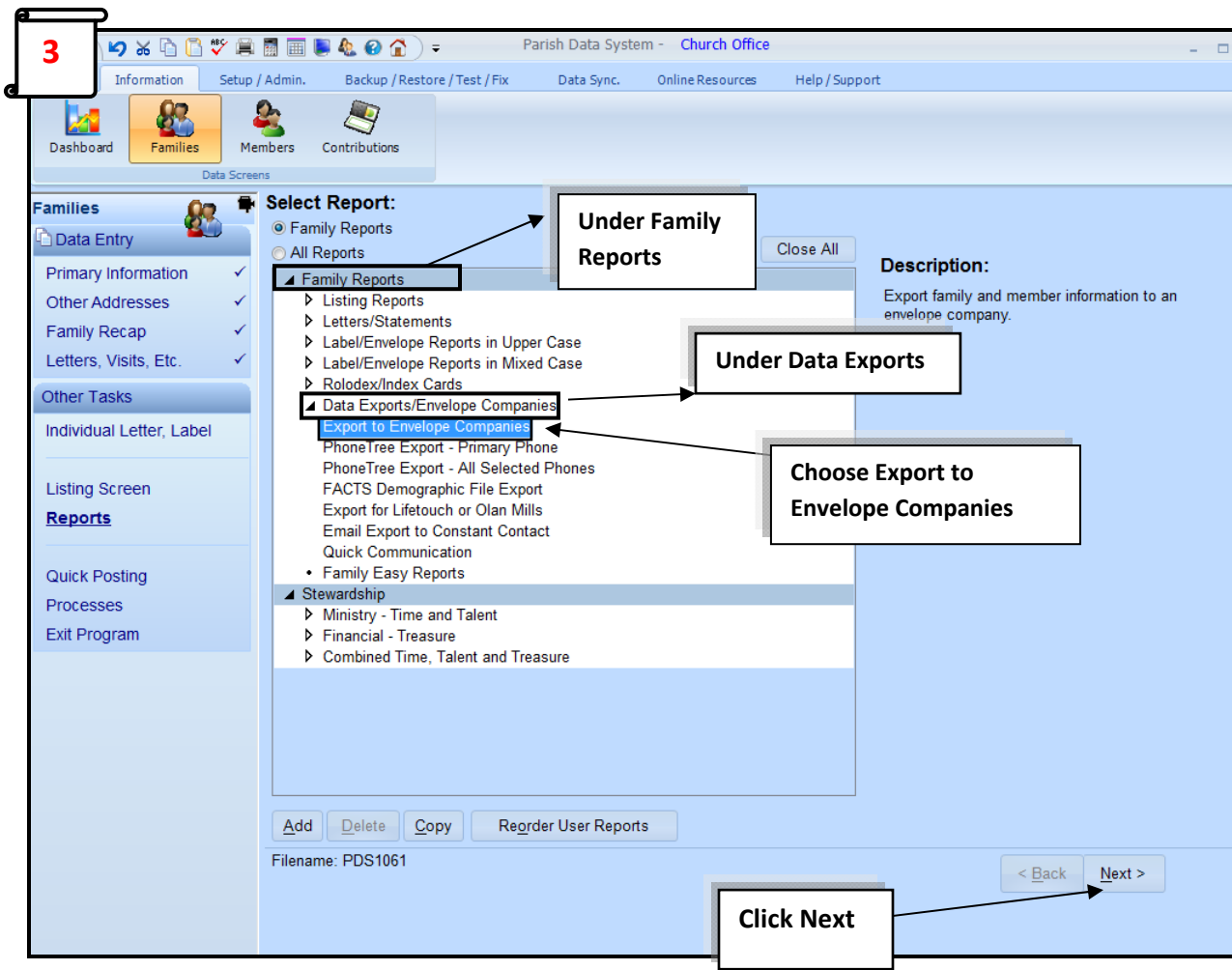
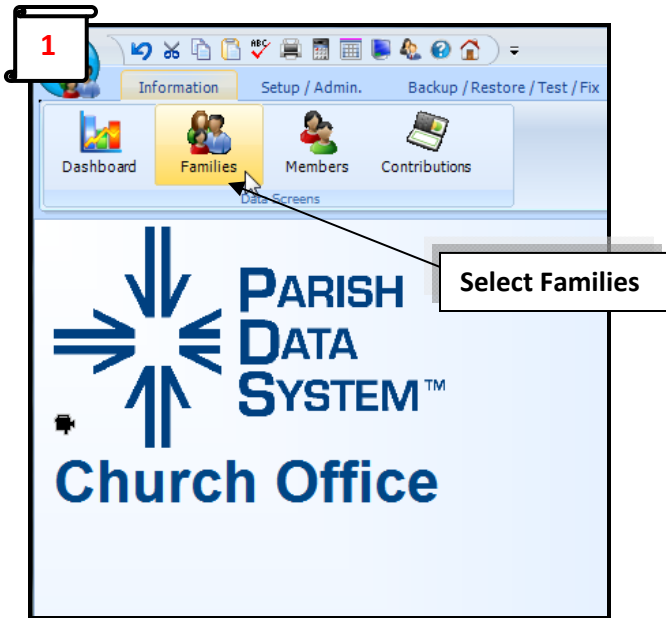
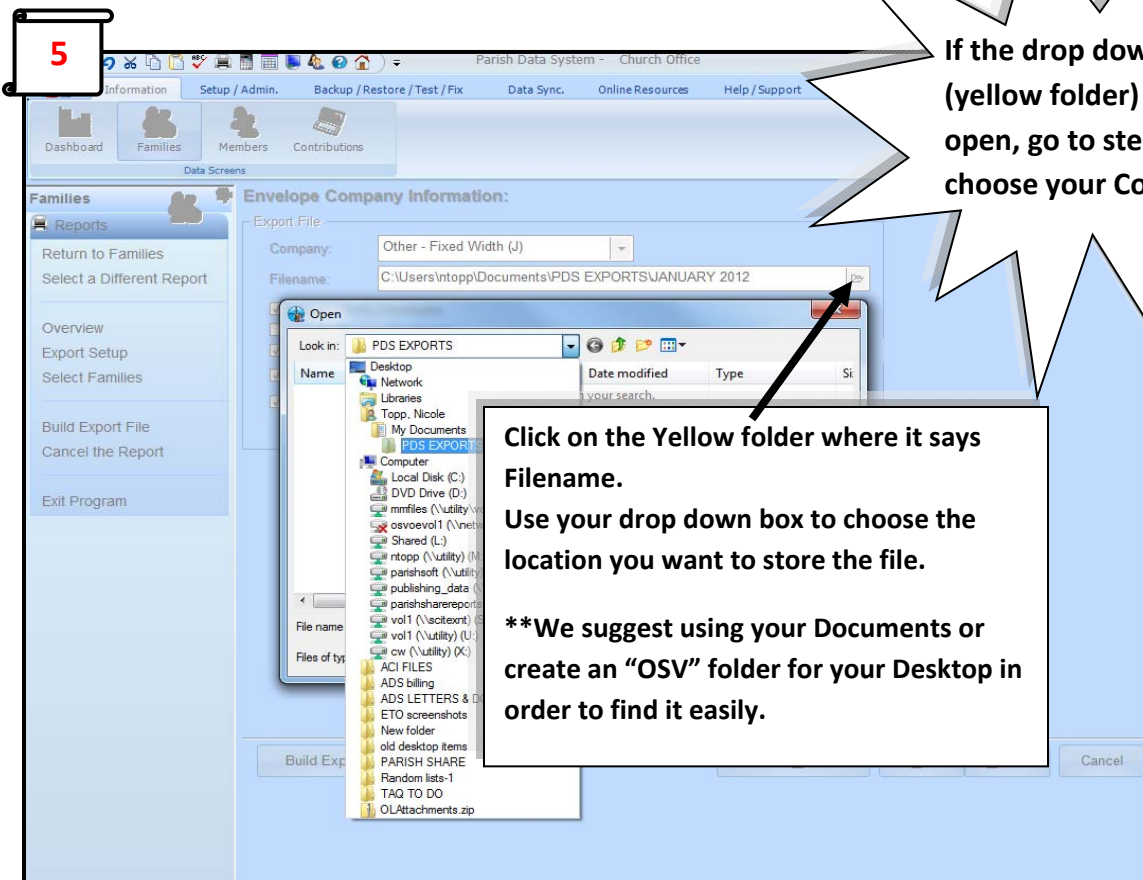
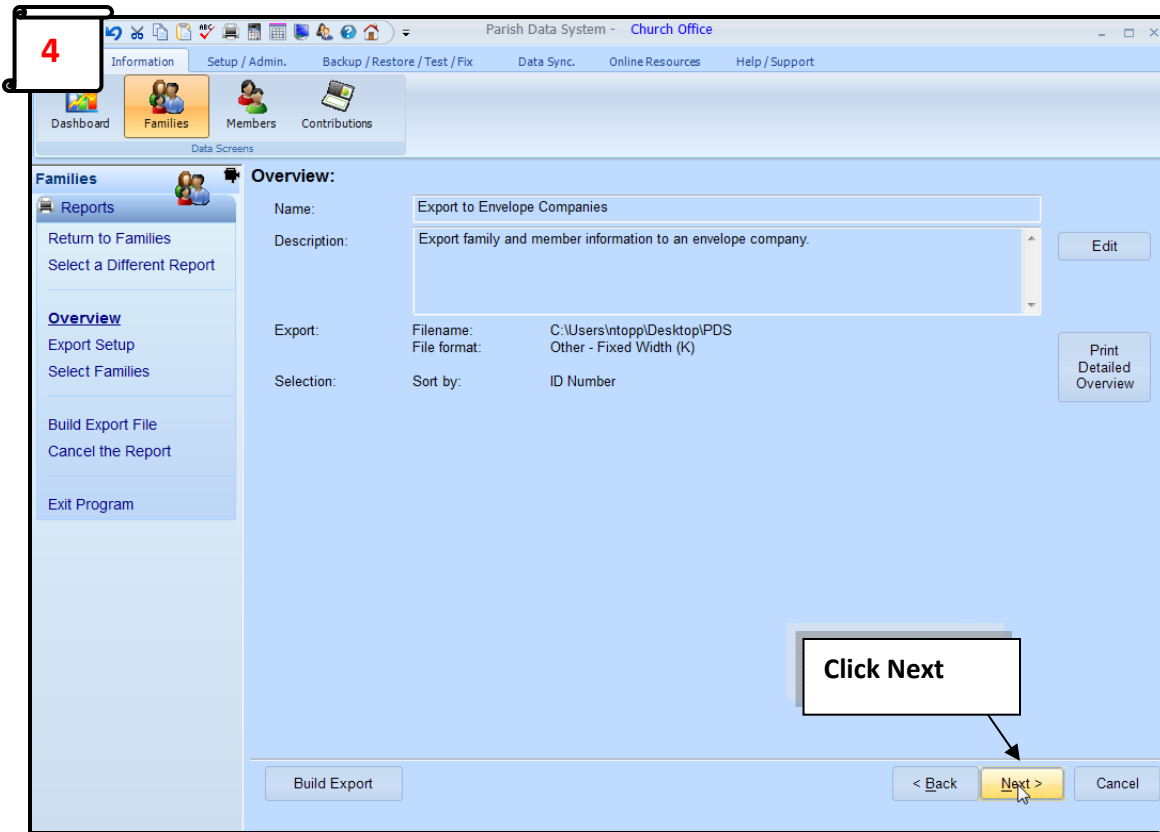
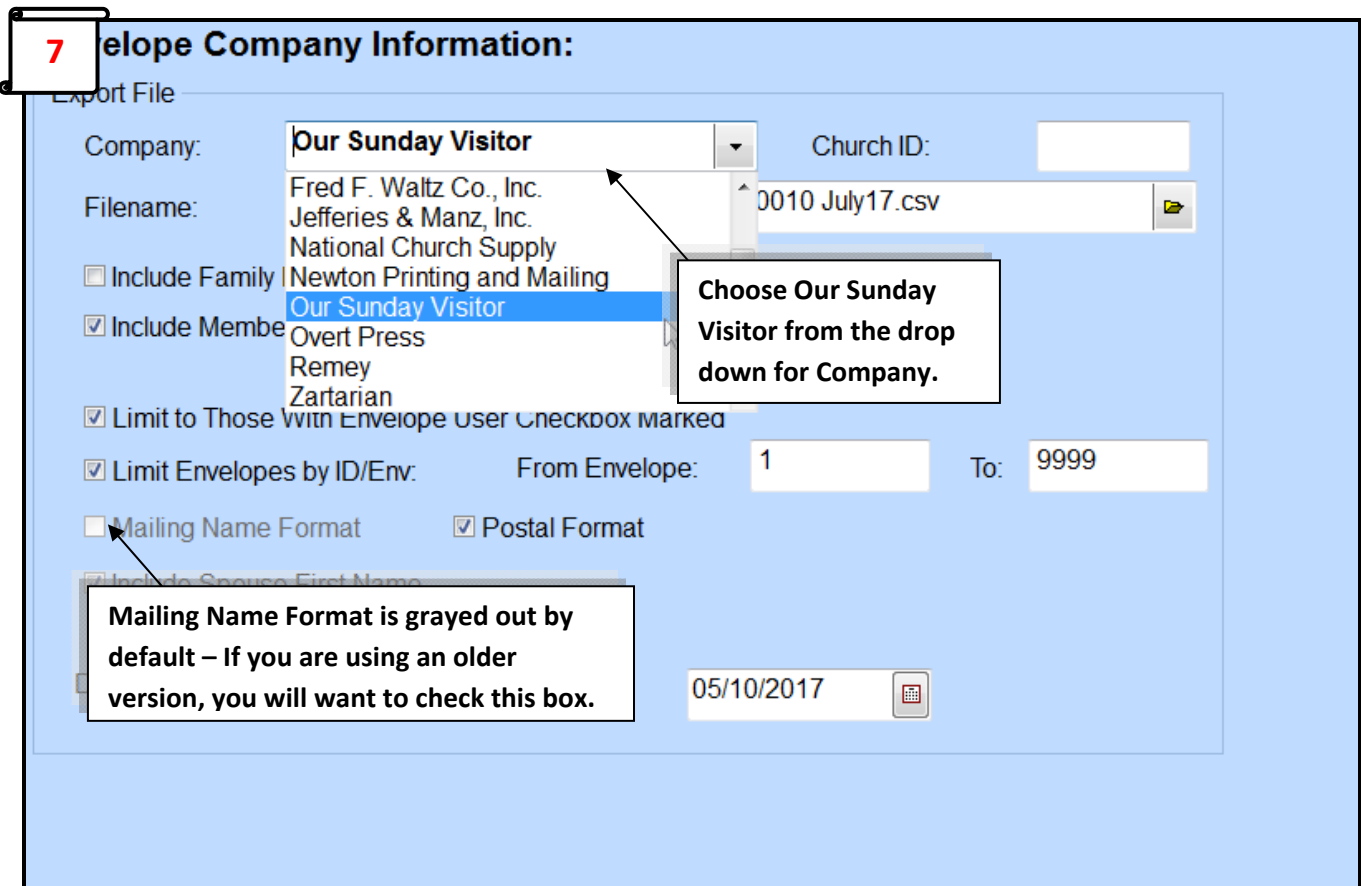
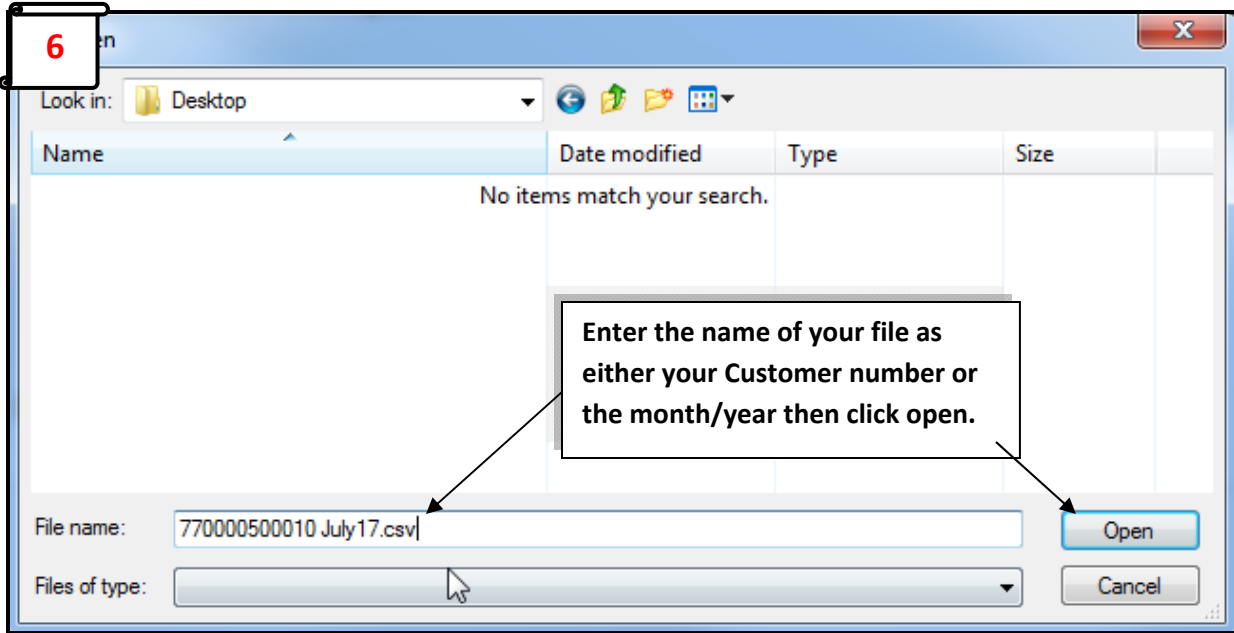


# PDS Exporting Instructions Version 8.0





If the drop down (yellow folder) doesn't open, go to step 7 to choose your Company.



8

The check boxes below are based on individual Parish use. You will need to choose the options that have been entered into your system. The two main options would be using the Envelope User Checkbox or an Envelope Range.

Include Member Envelopes

Limit to Those With Envelope User Checkbox Marked

Limit Envelopes by ID/Env. From Envelope: 1 To: 9999

Mailing Name Format  Postal Format

Include Spouse First Name

If you want the Spouse First Names to be included, check the box.

If you have been choosing "Envelope User" within the Family Records please choose "Limit to Those With Envelope User Checkbox Marked" from the above screen.

Option 1

**Families**

ID/Envelope: [ ] Avail? 2nd ID: 84828-21

Family Name: Van Loon, Jeff(Jeane), M/M

Registered: 10/05/1998  Envelope User  Synchron

Status: Married Left Parish: [ ]

Street Addr: 14430 N 19th Ave Apt 30

Addr Line 2: [ ]

City/State: Phoenix, AZ ZIP/Postal: [ ]

Send No Mail Geog. Area: [ ]

Option 2

Family Envelopes

Include Member Envelopes

Limit to Those With Envelope User Checkbox Marked

Limit Envelopes by ID/Env. From Envelope: [ ] To: [ ]

If you are using an envelope range for your contributors please check the box & use this field to enter the information.

9

Envelope Company Information:

Company: Our Sunday Visitor

Filename: C:\Users\Default\Desktop\770000500010 July17.csv

Include Family Envelopes

Include Member Envelopes

Limit to Those With Envelope User Checkbox Marked

Limit Envelopes by ID/Env. From Envelope: 1 To: 9999

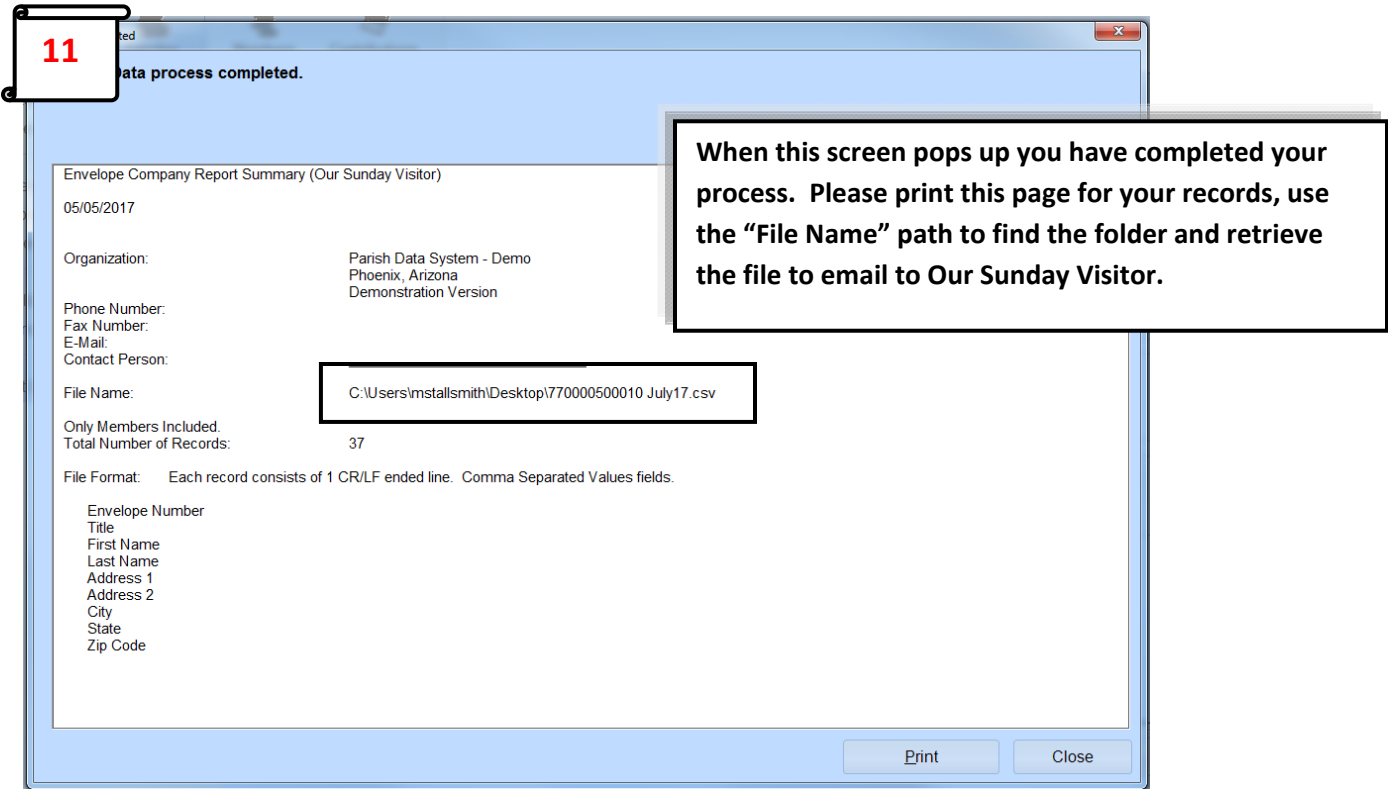
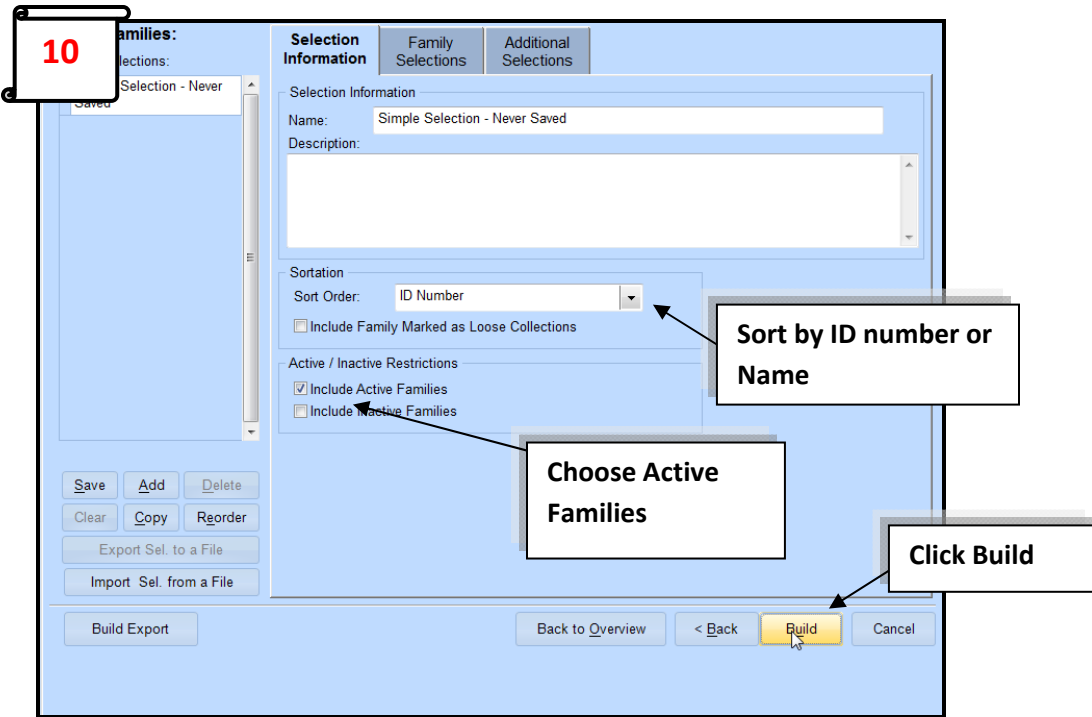
Mailing Name Format  Postal Format

Include Spouse First Name

Date Used in Alt. Address Calculation: 05/05/2017

Click Next

Build Export Back to Overview < Back Next > Cancel



Create a new message or reply to the email reminder. Send file to [envprocessing@osv.com](mailto:envprocessing@osv.com). We would like to request you enter the number of records in your email to indicate how many Parishioners you will be sending envelopes to along with a contact name & phone number so we can contact you if needed. \*\*\*Please note that if your file increases or decreases by more than 50 parishioners & you do NOT include the number of records in the body of your email we will need a verbal or email confirmation this is a correct change to your account which can add processing time to your order.