

How to Import and Export Stamps in PSS

Importing Stamps

1. Log on to PSS and click the **Records** button (Figure 1).

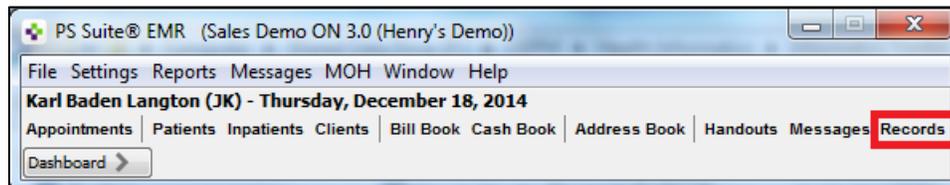


Figure 1: Navigating to Records

2. Click **Settings**, then **Edit Stamps** (Figure 2).

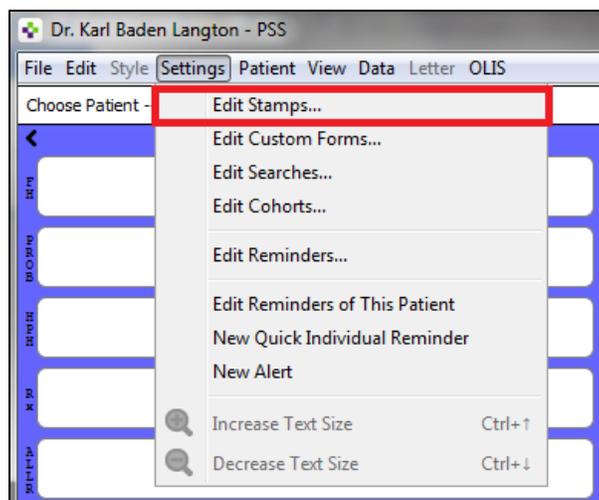


Figure 2: Navigating to Edit Stamps

3. In the Stamps window, click **File** then **Import Stamps** (Figure 3).

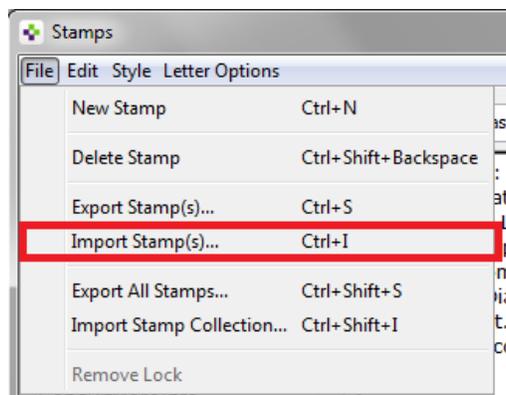


Figure 3: Importing stamps menu

4. Browse for the stamp (.txt file) and select the stamp you wish to import (Figure 3). To select more than one stamp, hold the **Ctrl** (Windows) or **⌘** key (Mac) and click the stamps you wish to import. Click **Choose**.

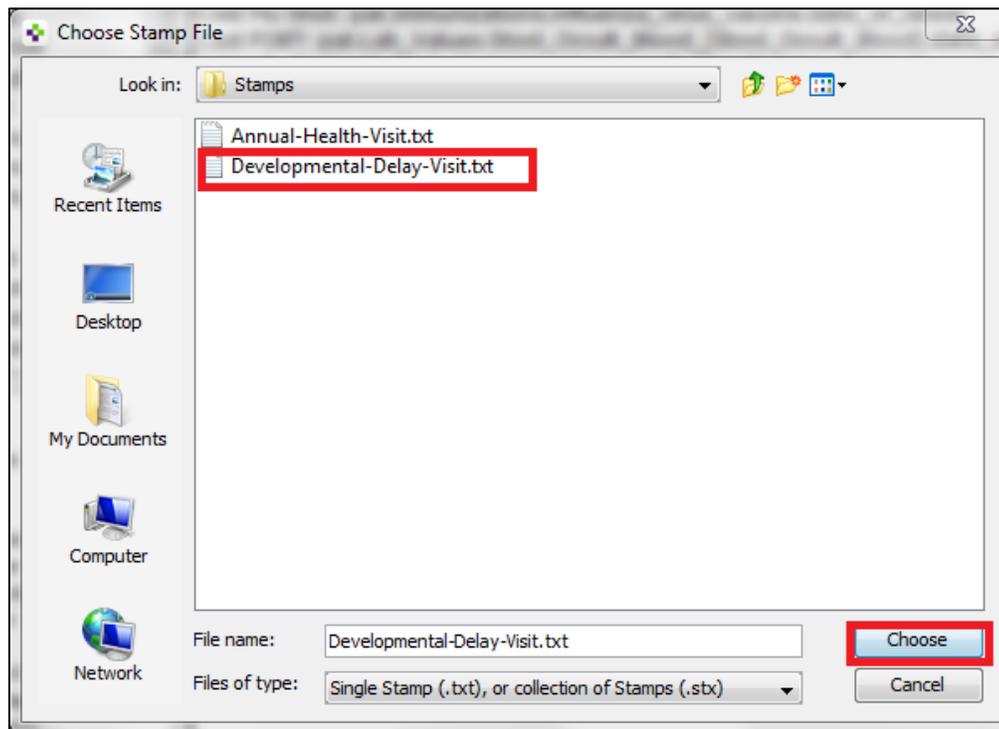


Figure 4: Browsing for a stamp

5. A new window will open to confirm that the stamp was successfully imported. Click **OK** (Figure 5).

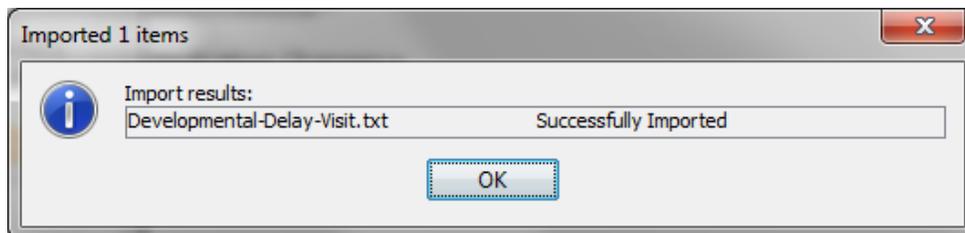


Figure 5: Import stamps confirmation screen

6. To save the imported stamp, click on Done (Figure 6).

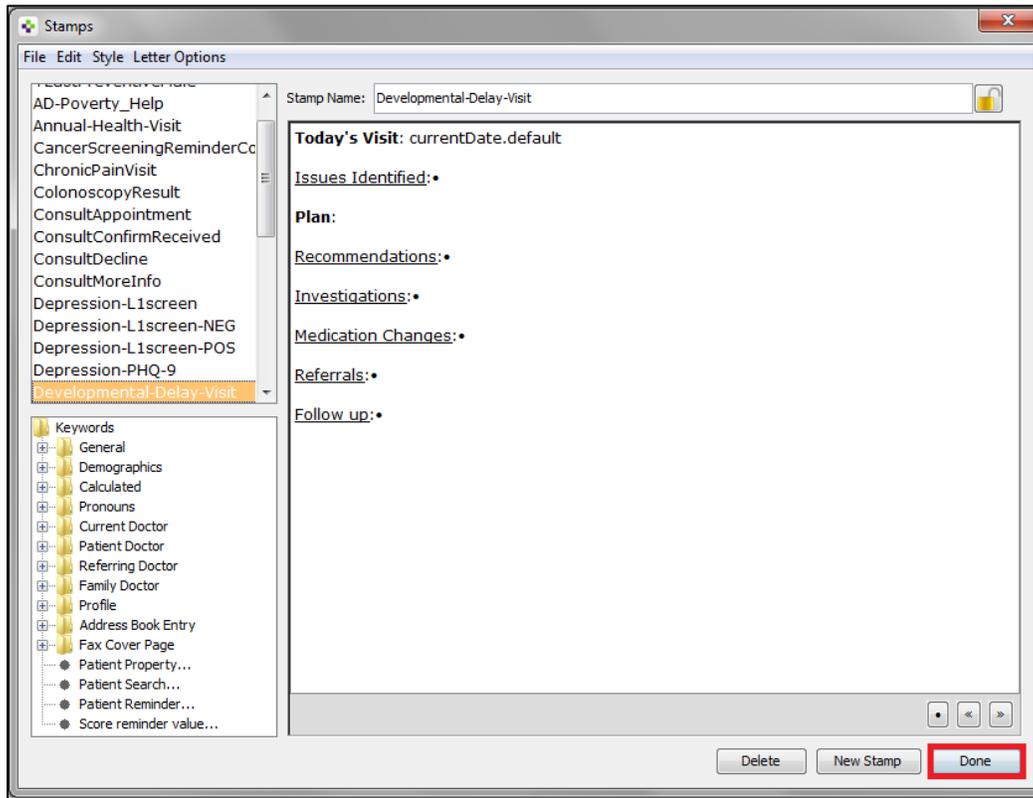


Figure 6: Saving the stamp import

Exporting Stamps

1. Access the Edit Stamps menu (Figure 1 & 2).
2. In the Stamps window, select the stamp(s) you wish to import from the list of stamps. Click **File** then **Export Stamps** (Figure 7).

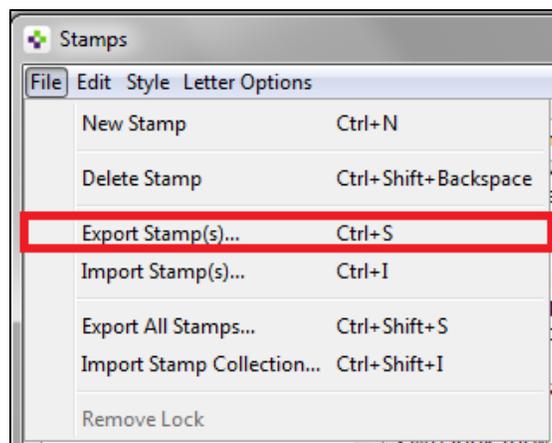


Figure 7: Exporting stamps menu

3. Browse for the location where you wish to export the stamp. Click **Save** (Figure 8).

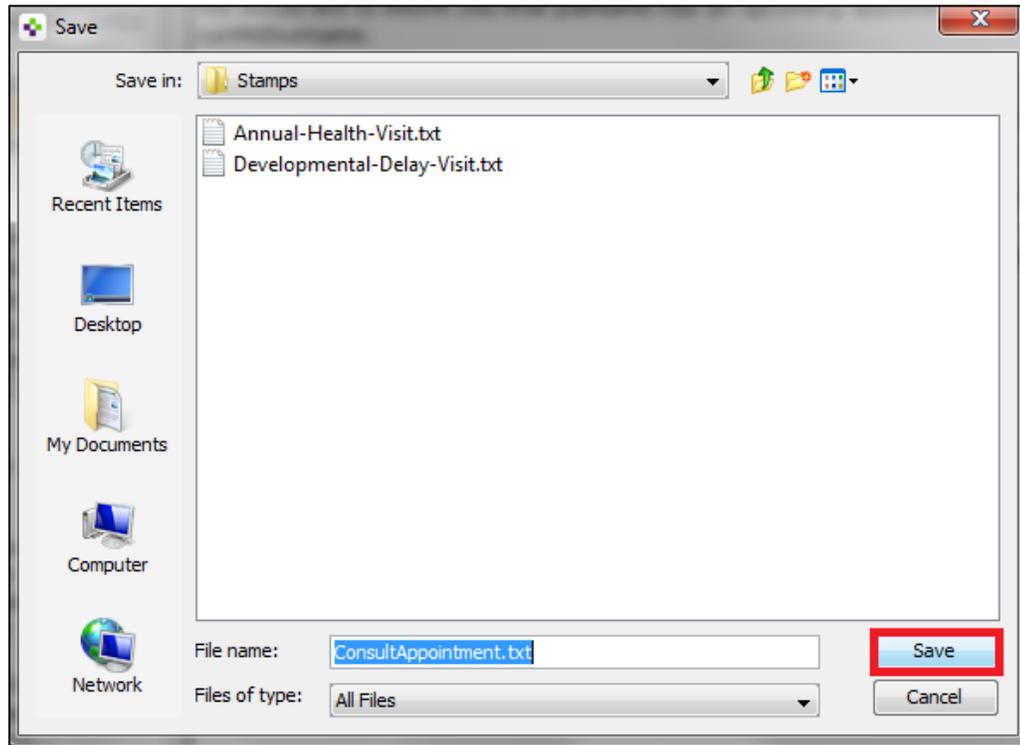


Figure 8: Saving the exported stamps