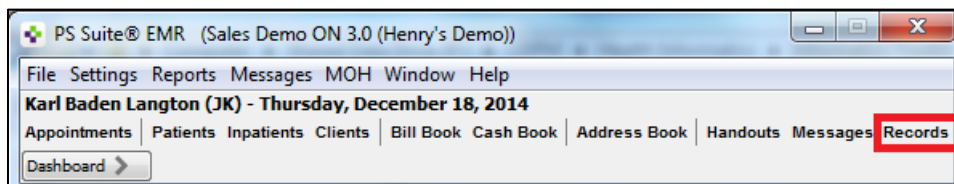


# How to Import and Export Stamps in PSS

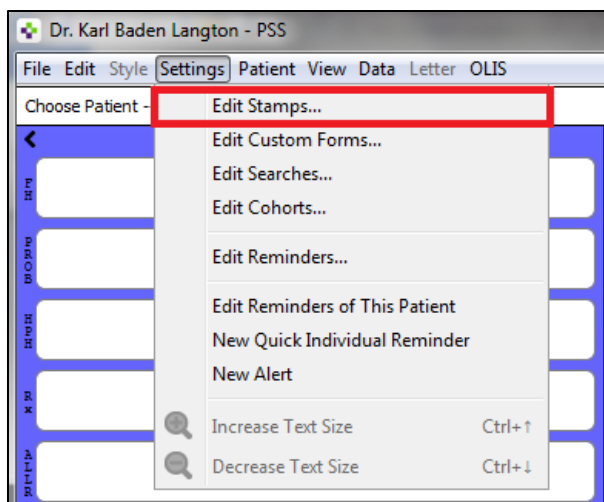
## Importing Stamps

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



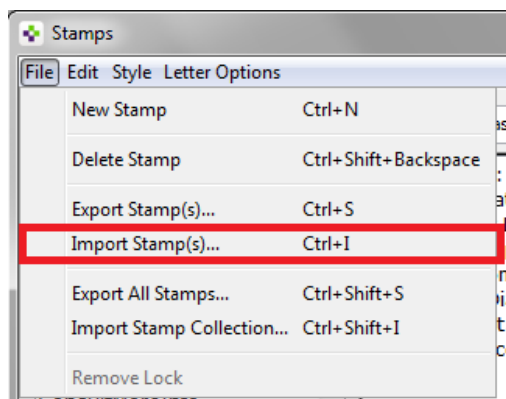
**Figure 1: Navigating to Records**

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



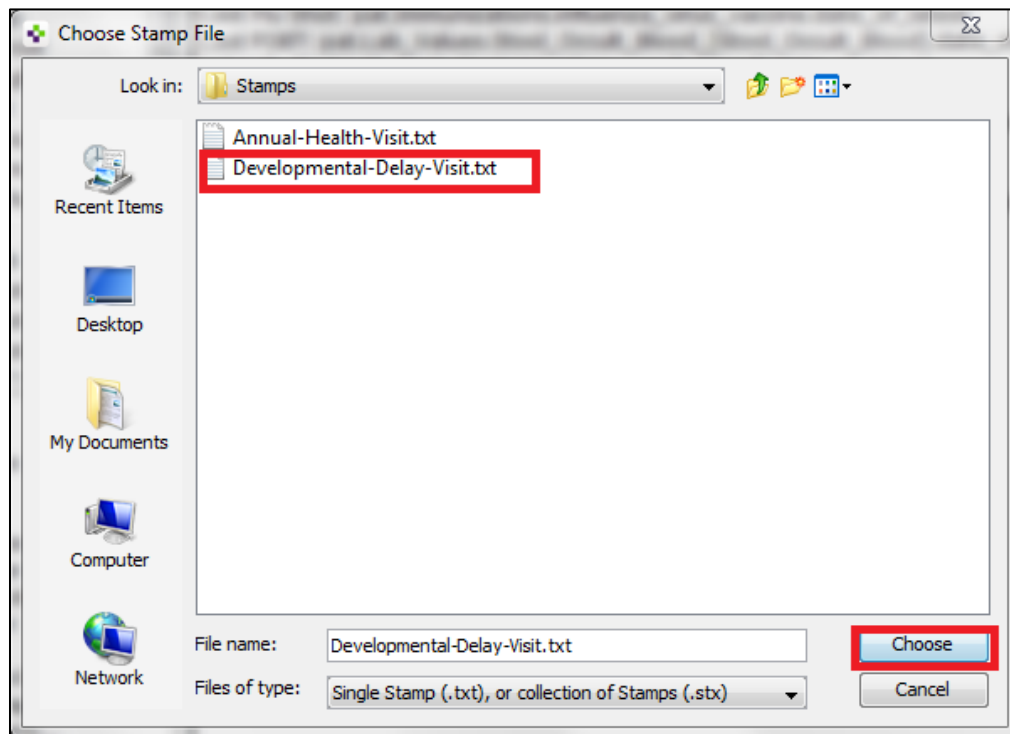
**Figure 2: Navigating to Edit Stamps**

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



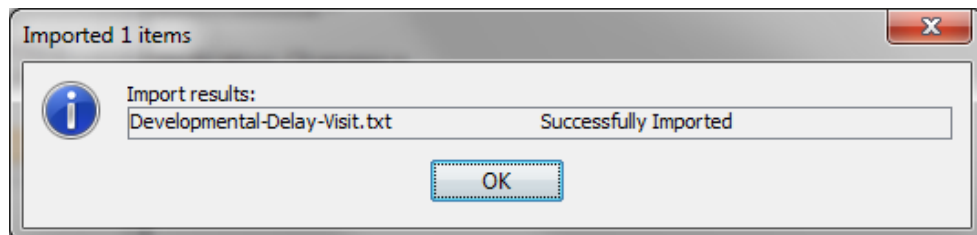
**Figure 3: Importing stamps menu**

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**.



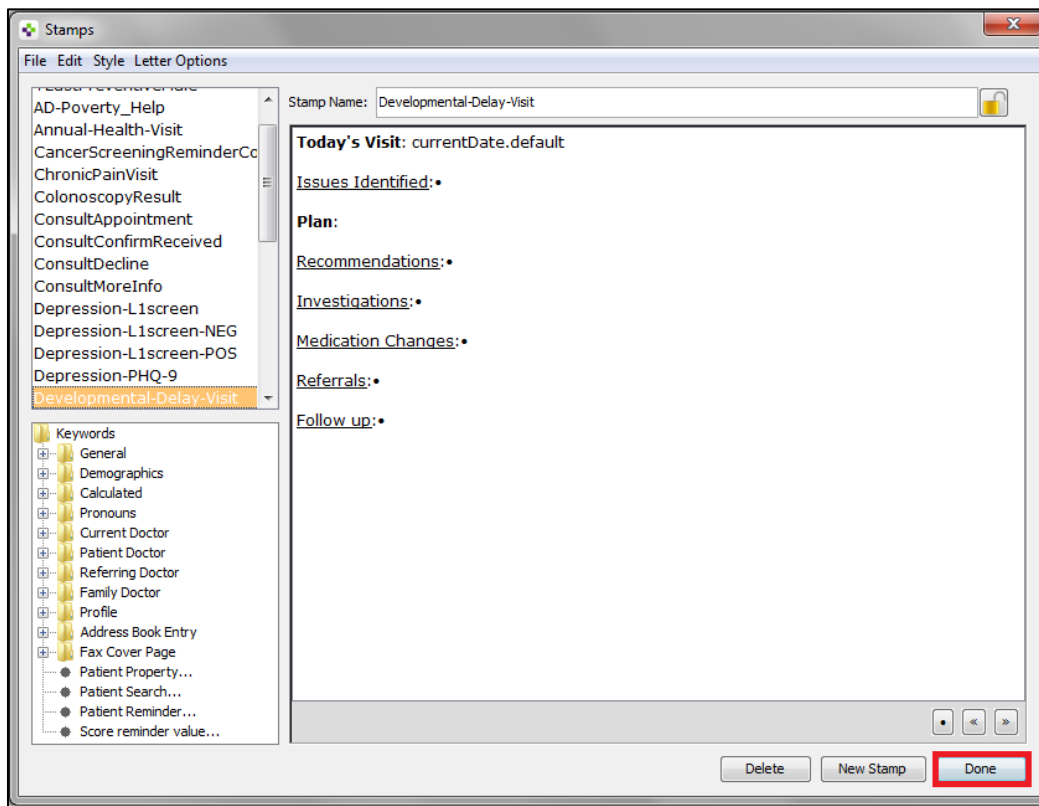
**Figure 4: Browsing for a stamp**

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



**Figure 5: Import stamps confirmation screen**

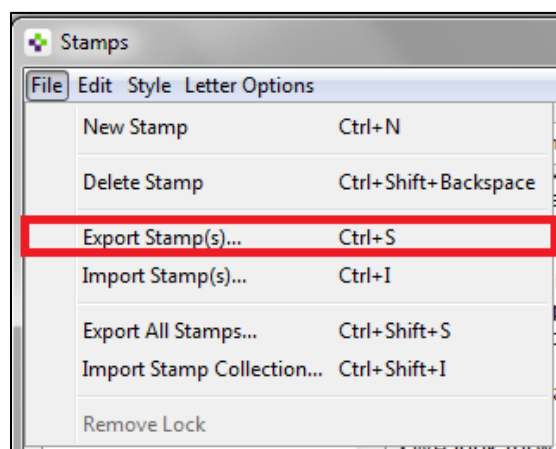
6. To save the imported stamp, click on Done (Figure 6).



**Figure 6: Saving the stamp import**

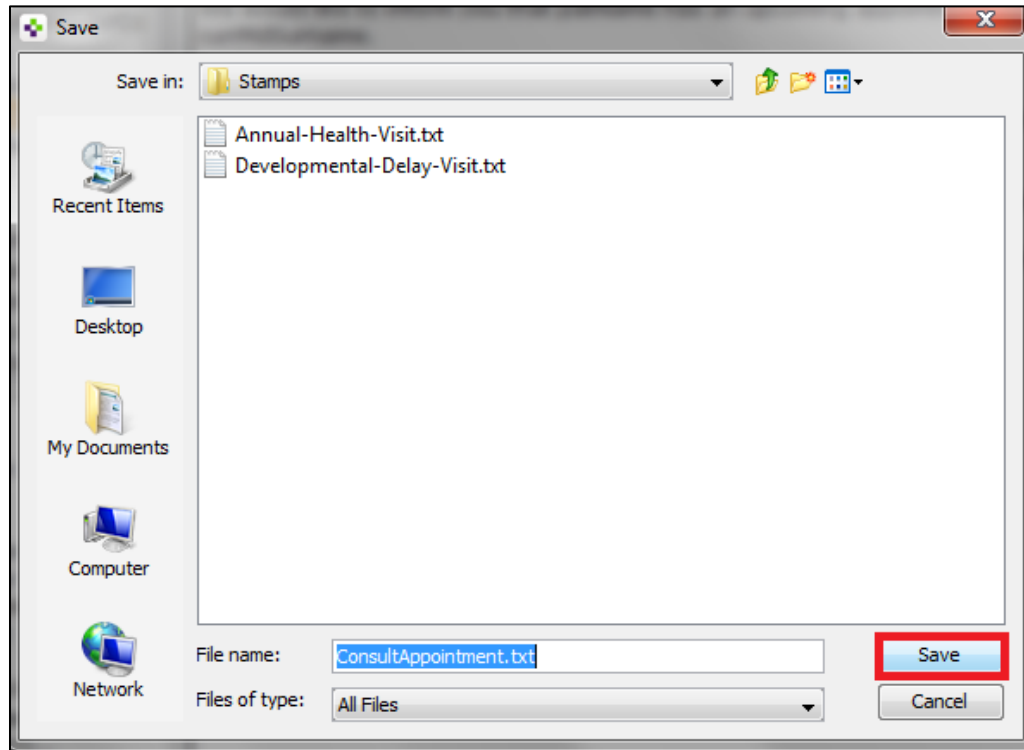
## Exporting Stamps

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**