

Sending and Receiving Studbooks from SPARKS

To zip and email a studbook:

1. Click on Start, found at the lower left-hand corner of your computer screen.
2. Select "My Computer."
3. Select your C: Drive.
4. Open your SPARKS folder.
5. Right-click on your studbook folder.
6. A menu will appear and scroll down to "Send to."
7. Another menu will appear next to this first menu and select "Compressed (zipped) Folder."
8. A new folder will appear in your SPARKS folder with your studbook's name, but ending in .zip.
9. Right-click on this zipped file and scroll down to "Send to."
10. Another menu will appear next to this first menu and select "Mail Recipient."
11. A new window will open with your e-mail and the zipped SPARKS files attached.
12. Send the e-mail message to kperisin@lpzoo.org

To send a studbook via regular mail:

1. Follow steps 1-5 above.
2. When WinZip is finished zipping, click "Finish."
3. Find the saved Zip file on your computer; copy the zip file to a CD and mail to:
Kaitlyn Perisin, Studbook Analyst
Lincoln Park Zoo
2001 North Clark Street
Chicago, IL 60614

****Note:** Do not send your studbook on a floppy disk; the PMC's computers no longer have floppy drives.

To unzip a studbook you have received:

1. Copy and paste the Zip file to your desktop (or somewhere easy to find.)
2. Right-click on the Zip file icon and choose "WinZip, Extract to." (If it asks, choose "Use evaluation version.")
3. Browse to find your SPARKS folder (C: drive, SPARKS) and create a new folder within the SPARKS folder (folder/star icon in the upper right corner; the name you give the folder will be the name of the studbook.)
4. The top bar in the box should say "Extract to: C:\SPARKS\new folder name"; click Extract.

If you have any problems or questions, contact Kaitlyn Perisin, Studbook Analyst, at 312-742-7682 or kperisin@lpzoo.org

Sending and Receiving Studbooks from PopLink 2.2

To backup, zip, and e-mail a studbook from PopLink:

1. Open PopLink 2.2.
2. Open your studbook.
3. Click on 'File' at the top left of your screen to get a drop-down menu to appear.
4. In this menu, click on 'Backup Database.'
5. This will create a folder with the same name as your studbook and today's date that should appear on your desktop. This is the backup database.
6. Right-click on this folder and scroll down to 'Send to.'
7. Another menu will appear next to this first menu and select 'Compressed (zipped) Folder.'
8. A new folder will appear on your desktop (or wherever you chose to save it in step 7) with your studbook's name, but ending in .zip.
9. Right-click on this folder and scroll down to 'Send to.'
10. Another menu will appear next to this first menu and select 'Mail Recipient.'
11. A new window will open with your e-mail and the database folder attached.
12. Send the e-mail message to kperisin@lpzoo.org.

To send a studbook via regular mail:

1. Follow steps 1-6 above.
2. Then in step 7, choose the location (such as a CD) for the backup database to be created.
3. Mail the CD to:
 Kaitlyn Perisin, Studbook Analyst
 Lincoln Park Zoo
 2001 North Clark Street
 Chicago, IL 60614
 **Note: Do not send your studbook on a floppy disk; the PMC's computers no longer have floppy drives.

To save a new studbook you have received:

1. From your e-mail, copy and paste the .zip file to your desktop (or somewhere easy to find).
2. Right-click on the Zip file folder icon and choose 'WinZip, Extract to.' (If it asks, choose 'Use evaluation version.')
3. Use the browse button to find and open your 'PopLink Databases' folder (C:\My Documents\PopLink\PopLink Databases). Please note that is the default installation location for PopLink 2.2 databases. If you changed the default location of your saved databases you can find it by:
 1. Opening PopLink 2.2 (see #20 if help needed)
 2. Login
 3. Click Settings
 4. Check the "PopLink Files and Databases Location" to find where your databases are saved
 5. Follow unzipping instructions in #17 and #18 to and saved your database in the location found in the above step
4. If you are unsure how to browse, follow these instructions:
 - a. Click on 'Browse' in the Extraction window.
 - b. Click on 'My Documents'
 - c. Click on 'PopLink'
 - d. Click on 'PopLink Databases'
5. With the 'PopLink Databases' folder highlighted, click on 'Ok' to close this second window. The top bar in the box should say "Extract to: C:\ Documents and Settings\User Name\My Documents\PopLink\PopLink Databases"; click Extract or Next. Close out of the dialogue box when extraction is completed.
6. Open PopLink 2.2 (click on the PopLink 2.2 icon on your desktop), go to Open Existing Database, and open your database.

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Sending and Receiving Studbooks from PopLink 2.1

To backup, zip, and e-mail a studbook from PopLink:

1. Open PopLink 2.1.
2. Open your studbook.
3. Click on 'File' at the top left of your screen to get a drop-down menu to appear.
4. In this menu, click on 'Backup Database.'
5. This will create a folder with the same name as your studbook and today's date that should appear on your desktop. This is the backup database.
6. Right-click on this folder and scroll down to 'Send to.'
7. Another menu will appear next to this first menu and select 'Compressed (zipped) Folder.'
8. A new folder will appear on your desktop (or wherever you chose to save it in step 7) with your studbook's name, but ending in .zip.
9. Right-click on this folder and scroll down to 'Send to.'
10. Another menu will appear next to this first menu and select 'Mail Recipient.'
11. A new window will open with your e-mail and the database folder attached.
12. Send the e-mail message to kperisin@lpzoo.org.

To send a studbook via regular mail:

1. Follow steps 1-6 above.
2. Then in step 7, choose the location (such as a CD) for the backup database to be created.
3. Mail the CD to:
Kaitlyn Perisin, Studbook Analyst
Lincoln Park Zoo
2001 North Clark Street
Chicago, IL 60614

**Note: Do not send your studbook on a floppy disk; the PMC's computers no longer have floppy drives.

To save a new studbook you have received:

1. From your e-mail, copy and paste the .zip file to your desktop (or somewhere easy to find).
2. Right-click on the Zip file folder icon and choose 'WinZip, Extract to.' (If it asks, choose 'Use evaluation version.')
3. Use the browse button to find and open your 'PopLink Databases' folder (C:\My Documents\PopLink 2.1\PopLink Databases). If you are unsure how to browse, follow these instructions:
 - a. Click on 'Browse' in the Extraction window.
 - b. Click on 'My Documents.'
 - c. Click on 'PopLink 2.1.'
 - d. Click on 'PopLink Databases.'
4. With the 'PopLink Databases' folder highlighted, click on 'Ok' to close this second window. The top bar in the box should say "Extract to: C:\ Documents and Settings\name of your computer\My Documents\PopLink 2.1\PopLink Databases"; click Extract or Next. Close out of the dialogue box when extraction is completed.
5. Open PopLink 2.1 (click on the PopLink 2.1 icon on your desktop), go to Open Existing Database, and open your database.

If you have any problems or questions, contact Kaitlyn Perisin, Studbook Analyst, at 312-742-7682 or kperisin@lpzoo.org.

Sending and Receiving Studbooks from PopLink 1.3

To backup, zip, and e-mail a studbook from PopLink:

1. Open PopLink.
2. Open your studbook.
3. Click on 'File' at the top left of your screen to get a drop-down menu to appear.
4. In this menu, click on 'Backup Database.'
5. This will create a folder with the same name as your studbook and today's date that should appear on your desktop. This is the backup database.
6. Right-click on this folder and scroll down to 'Send to.'
7. Another menu will appear next to this first menu and select 'Compressed (zipped) Folder.'
8. A new folder will appear on your desktop (or wherever you chose to save it in step 6) with your studbook's name, but ending in .zip.
9. Right-click on this folder and scroll down to 'Send to.'
10. Another menu will appear next to this first menu and select 'Mail Recipient.'
11. A new window will open with your e-mail and the database folder attached.
12. Send the e-mail message to kperisin@lpzoo.org

To send a studbook via regular mail:

1. Follow steps 1-5 above.
 2. Then follow the second part of step 6 by choosing another location (such as a CD) for the backup database to be created.
 3. Mail the CD to:
Kaitlyn Perisin, Studbook Analyst
Lincoln Park Zoo
2001 North Clark Street
Chicago, IL 60614
- **Note:** Do not send your studbook on a floppy disk; the PMC's computers no longer have floppy drives.

To save a new studbook you have received:

1. From your e-mail, copy and paste the Zip file to your desktop (or somewhere easy to find).
2. Right-click on the Zip file folder icon and choose 'WinZip, Extract to.' (If it asks, choose 'Use evaluation version.')
3. Browse to find and open your 'PopLink Databases' folder (C:\Program Files\PopLink\PopLink Databases). If you are unsure how to browse, follow these instructions:
 - a. Click on Start, found at the lower left-hand corner of your computer screen.
 - b. Click on 'My Computer.'
 - c. Select your C: Drive.
 - d. Click on 'Program Files.'
 - e. Click on 'PopLink.'
 - f. Click on 'PopLink Databases.'
4. Within this 'PopLink Databases' folder, create a new folder (folder/star icon in the upper right corner; the name you give the folder will be the name of the studbook.) for your studbook.
5. The top bar in the box should say "Extract to: C:\Program Files\PopLink\PopLink Databases\new folder name"; click Extract.

If you have any problems or questions, contact Kaitlyn Perisin, Studbook Analyst, at 312-742-7682 or kperisin@lpzoo.org.