

Sending and Receiving Studbooks from SPARKS

To zip and e-mail 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. Scroll down to "Send to."
7. Another menu will appear next to this first menu. 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 studbook@lpzoo.org.

To send a studbook via regular mail:

1. Follow steps one–five 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:
Kristin Kovar, 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 Kristin Kovar, Studbook Analyst, at 312-742-7682 or kkovar@lpzoo.org

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Sending and Receiving Studbooks from PopLink

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 today's date and the same name as your studbook—it 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. Select 'Compressed (zipped) Folder.'
8. A new folder will appear on your desktop (or wherever you chose to save it in step six) 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. 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 studbook@lpzoo.org.

To send a studbook via regular mail:

4. Follow steps one–five above.
 5. Then follow the second part of step six by choosing another location (such as a CD) for the backup database to be created.
 6. Mail the CD to:
 - Kristin Kovar, 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 for your studbook (folder/star icon in the upper-right corner; the name you give the folder will be the name of the 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 Kristin Kovar, Studbook Analyst, at 312-742-7682 or kkovar@lpzoo.org.

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