

Sending and Receiving Studbooks

To zip and email a studbook:

1. Open the Winzip program on your computer (if you do not have this program it can be downloaded from www.winzip.com.)
2. Open the wizard (may open automatically, if not choose the icon from the displayed tool bar) and choose to "Create a new Zip file".
3. Follow the prompt to name your file and choose where to save it. (You may want to place it somewhere very easy to find, such as the desktop, for now.)
4. On the next screen, choose the "Add Files" button. Browse your computer to find the SPARKS folder containing the studbook files (C drive, SPARKS, folder with studbook name.)
5. Select *all* of the files within your studbook folder, then choose "Zip now."
6. When Winzip is finished zipping, click on "Mail this Zip file."
7. Winzip will open your default email program. Address the email to studbook@lpzoo.org. The zipped studbook file should already be attached.

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 or flash drive and mail to:
Kristine Schad, 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 Kristine Schad, Studbook Analyst, at 312-742-7250 or kschad@lpzoo.org

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