

Sending and Receiving Studbooks from PopLink 1.3

To backup, zip and e-mail a studbook from PopLink 1.3:

1. Open PopLink 1.3.
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. Select "Compressed (zipped) Folder."
8. A new folder will appear on your desktop 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 rlow@lpzoo.org.

To send a studbook via regular mail:

1. Follow steps one–five above.
 2. Then follow the second part of step six by choosing another location (such as a CD) for the backup database to be created.
 3. Mail the CD to:
 Rachel Low, 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 1.3\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 1.3."
 - 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 1.3\PopLink Databases\new folder name." Click "Extract."

If you have any problems or questions, contact Rachel Low, Studbook Analyst, at 312-742-7682 or rlow@lpzoo.org.

Rachel Low, Studbook Analyst Lincoln Park Zoo 312-742-7682 rlow@lpzoo.org

Sarah Long, M.S.
 Lincoln Park Zoo
 Director
 312-742-3993
slong@lpzoo.org

Kristine Schad, M.S.
 Lincoln Park Zoo
 Associate Population
 Biologist
 312-742-7229
kschad@lpzoo.org

Cara Groome, M.S.
 Lincoln Park Zoo
 Associate Population
 Biologist
 312-742-7250
cgroome@lpzoo.org

Katelyn Marti, M.S.
 Lincoln Park Zoo
 Associate Population
 Biologist
 312-742-0220
kmarti@lpzoo.org

Colleen Lynch, M.S.
 Lincoln Park Zoo
 Consulting Population
 Biologist
clynch@lpzoo.org