

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. 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 rlow@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:
 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 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 Rachel Low, Studbook Analyst, at 312-742-7682 or rlow@lpzoo.org

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