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 Perišin, 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 Perišin, Studbook Analyst, at 312-742-7682 or kperisin@lpzoo.org.

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