



Sending and Receiving Studbooks from PopLink 2.1

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

1. Open PopLink 2.1.
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 7) 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 rlow@lpzoo.org.

To send a studbook via regular mail:

1. Follow steps 1-6 above.
2. Then in step 7, choose the 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. Use the browse button to find and open your 'PopLink Databases' folder (C:\My Documents\PopLink 2.1\PopLink Databases). If you are unsure how to browse, follow these instructions:
 - a. Click on 'Browse' in the Extraction window.
 - b. Click on 'My Documents.'
 - c. Click on 'PopLink 2.1.'
 - d. Click on 'PopLink Databases.'
4. With the 'PopLink Databases' folder highlighted, click on 'Ok' to close this second window. The top bar in the box should say "Extract to: C:\ Documents and Settings\name of your computer\My Documents\PopLink 2.1\PopLink Databases"; click Extract or Next. Close out of the dialogue box when extraction is completed.
5. Open PopLink 2.1 (click on the PopLink 2.1 icon on your desktop), go to Open Existing Database, and open your database.

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

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