Dear Colleague,

For security purposes, we cannot send or receive ZIP files. Please use this document to determine what method is best for you to send your files. SPARKS files will almost always need to be sent as a ZIP folder, but PopLink has a single file, data.bin, that can be attached to an email and sent.

We ask when you submit your database that you clearly state the common name and scientific names of the species, regional association the database belongs to, and the reason for your submission: publication, back-up, conversion, or population assistance.

Once your database has sent, we also kindly ask that you follow-up with a separate email to ensure that your transaction successfully occurred.

Please do not hesitate to contact us with any questions!

Thank you,

AZA Population Management Center at Lincoln Park Zoo

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Chicago, IL 60614

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Sending and Receiving Studbooks from PopLink

To backup, zip, and send a studbook from PopLink:

1. Open your studbook in PopLink
2. Click on 'File' at the top left of your screen to get a drop-down menu to appear.
3. In this menu, click on 'Backup Database.'
4. 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.
5. Right-click on this folder and scroll down to 'Send to.'
6. Another menu will appear next to this first menu and select 'Compressed (zipped) Folder.'
7. 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.
8. Open the following link in a webpage: https://wetransfer.com/
9. *Select 'Take me to Free'
   *(This window may only appear the first time you access the website)
10. Select 'I agree' in the box to the left
11. Select 'Add your files' button (or drag and drop files for sending).
12. Navigate to and select ZIP database files for upload and click 'Open'
13. Complete the fields:
    "Email to" PMC@LPZoo.org
    "Your email"
    "Message:" Please include species, regional association, and the reason for your upload
14. When the files have finished uploading you should receive a confirmation email at the address entered for "your email." Once you have, email the studbook analyst at PMC@LPZoo.org and notify them of the sent files. Please also contact this email address if you are having issues.

To save a new studbook you have received:

1. Save the file from your:
   a. E-mail: copy and paste the .zip file to your desktop (or somewhere easy to find).
   b. WeTransfer: Select 'Get your files' in the email you receive
      1. In the browser page, select 'Download'
      2. Files will be found in your 'Downloads' folder
2. If files are in ZIP format, right-click on the file folder icon and choose 'Extract All.'
3. Use the browse button to find and open your 'PopLink Databases' folder (C:\My Documents\PopLink\PopLink Databases). Please note that is the default installation location for PopLink databases. If you changed the default location of your saved databases you can find it by:
   1. Opening PopLink
   2. Login
   3. Click Settings
   4. Check the "PopLink Files and Databases Location" to find where your databases are saved
4. Follow unzipping instructions in #17 and #18 to save your database
5. 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.'
   d. Click on 'PopLink Databases.'
6. 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\User Name\My Documents\PopLink\PopLink Databases"; click Extract or Next. Close out of the dialogue box when extraction is completed.
7. Open PopLink (click on the PopLink icon on your desktop), go to Open Existing Database, and open your database.

If you have any problems or questions, contact the PMC at pmc@lpzoo.org.

Sending and Receiving Studbooks from SPARKS

To zip and email 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 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 in your SPARKS folder with your studbook's name, but ending in .zip.
9. Open the following link in a webpage: https://wetransfer.com/
10. *Select 'Take me to Free'
    *(This window may only appear the first time you access the website)
11. Select 'I agree' in the box to the left
12. Select 'Add your files' button (or drag and drop files for sending).
13. Navigate to and select ZIP database files for upload and click 'Open'
14. Complete the fields:
    "Email to" PMC@LPZoo.org
    "Your email"
    "Message:" Please include species, regional association, and the reason for your upload
15. When the files have finished uploading you should receive a confirmation email at the address entered for "your email." Once you have, email the studbook analyst at PMC@LPZoo.org and notify them of the sent files. Please also contact this address if you are having issues.

To unzip a studbook you have received:

1. Save the file from your:
    c. E-mail: copy and paste the .zip file to your desktop (or somewhere easy to find).
    d. WeTransfer: Select 'Get your files' in the email you receive
        1. In the browser page, select 'Download'
        2. Files will be found in your 'Downloads' folder
2. If files are in ZIP format, right-click on the file folder icon and choose 'Extract All.'
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. Find your SPARKS folder (C:\, ISISDOSBOX, 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.)
8. The top bar in the box should display something similar to "Extract to: C:\SPARKS\new folder name"; click Extract.

Sending and Receiving Studbooks from ZIMS

1. ZIMS Studbooks are virtual studbooks, meaning they can be accessed from anywhere.
2. If you wish to share you studbook with someone, please contact pmc@lpzoo.org or animalprograms@aza.org.