

This guide describes how to package your Transect Walker 2 data into a zip file, for safe storage on your computer or for email transfer to your local Transect Co-ordinator. This guide also describes how to unzip data files for access on your computer. More information is also available in the Transect Walker 'Help' files, accessible from within the program itself.


INTRODUCTION:

When you create/convert a site file and enter data in Transect Walker 2, the program stores the information in several distinct files. Although only one file is visible per site when opening in Transect Walker 2, viewing the Transect Walker 2 folder using 'My Computer' or 'Windows Explorer' will reveal a minimum of 8 files per site. These files (in this example for a site named 'Lulworth Estate') are as follows:

File name and extension	File type	Description
Lulworth Estate	Configuration settings	Contains master species list plus any other custom species lists.
Lulworth Estate.sit	SIT	Contains the information entered in 'Site Details' 1 & 2.
Lulworth Estate.trn	TRN	Contains section details.
Lulworth Estate.con	CON	Contains details of recorders, landowners and other contacts.
Lulworth Estate.ann	ANN	Contains annual summary data for all years.
Lulworth Estate.sec	SEC	Contains section summary data for all years.
Lulworth Estate.idx	IDX	Contains any index-only data.
Lulworth Estate.twd	TWD	A command file describing where the program looks for data.
Lulworth Estate2006.ful	FUL	Contains full weekly visit data for a specific year (in this case 2006). A file is created for each year of full data.

It is important that these are all kept in the same folder on your computer, and must all be included when sending the data to another person. Transect Walker 2 therefore has a facility to pack a copy of all the files together into one 'zip' file.

PACKAGING DATA INTO A ZIP FILE:

1. Open Transect Walker, then click FILE and open your site data file.
2. Click FILE, then PACKAGE
3. A message will appear saying that a zip file has been created for your site.
4. **The zip file will be placed in the same folder as your original site files** (default location is C:\Program Files\Transect Walker 2). It will be named with your site name and have a icon looking something like this: 
5. You can move or copy this to a disk or different folder using 'My Computer' or 'Windows Explorer' or locate this file from within your email program to attach it to an email to your local Transect Co-ordinator.

PACKAGE DIRECT TO EMAIL:

Transect Walker 2 also has the facility to create a zip file and automatically attach a copy to a new email message. To use this, first **open your email program**, then in Transect Walker open your site data file and click FILE, then SAVE AS PACKAGE AND EMAIL. An automated message to transect@butterfly-conservation.org will be created, and the zip file attached (a copy will also be saved in your site file folder).

This automated email message is addressed to the BC HQ transect mailbox. Please be sure to add the email address of your local Transect Co-ordinator before sending. To change the default email program, open 'Internet Explorer' and click TOOLS, then INTERNET OPTIONS. Click on PROGRAMS and select a different email program.

OPEN A ZIPPED TRANSECT WALKER SITE FILE:

If you are replacing old files for your site, be sure to move the old files out of the Transect Walker folder first.

1. Save the zip file to a folder of your choice (we suggest adding a unique identifier to the file name e.g. date received).
2. Open Transect Walker 2 and click FILE, then RECOVER. Select the site zip file then click OPEN - you will get a message saying the files have been placed in C:\Program Files\Transect Walker 2\Recovered.
3. In 'My Computer' or 'Windows Explorer', locate the unzipped files and move them into a folder of your choice.
4. If you now open Transect Walker 2 and click FILE then OPEN, you will find the unzipped files in your chosen folder.

For further information, visit the UK Butterfly Monitoring Scheme website (www.ukbms.org) or the Butterfly Conservation website (www.butterfly-conservation.org).

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Join the transect walking e-group by visiting <http://groups.yahoo.com/group/UKTransect>