Quick Guide: Downloading and Installing Non-Standard Winlink Forms

Offering non-standard forms as a separate download achieves several objectives

- Keeps the standard forms library small, downloadable and manageable
- Reduces the number of standard form pack updates
- Enables form pack customization for individuals and groups

Please note that for optimum operation all operators should use the same form version. We recommend you make form updates part of your regular exercise routine.

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I. Download Non-Standard Forms

Non-standard forms are located at

https://winlink.org/content/forms_not_standard_library_auto_update_process_available

Download the forms that are relevant to you.

Forms are sorted either by **geography** (ALASKA, CALIFORNIA, FLORIDA, etc.) or **organization** (ARRL, IHS HEALTH SERVICE, etc.).

Forms are provided in **ZIP** files, which contain a **TXT**, Initial **HTML** and Viewer **HTML**. Note: Some forms may only the TXT and Initial HTML.

Most forms are provided as individual downloads, but some some forms may be provided as a multi-form pack, for example ARRL forms

Example: Florida Forms

Go to <u>https://winlink.org/content/florida</u> Left click on <u>Hillsborough Bed Report</u>	Download(s):	
	Attachment	
	Hillsborough Bed Report	
	Clay County ICS213	
The form will download to your default download location, in most cases your Downloads folder.	hillsborough_bed_rzip	
Note: if you do not remember your default download location hit Ctrl + J in your browser to see the downloaded files and their location.	Q Search downloads Today	
Click on Show in Folder to go to your download location.	hillsborough_bed_reort (1).zip × https://winlink.org/sites/default/files/RMSE_FORMS/hillsborough_bed_reort.zip Show in folder	
	arrl_forms_0.zip × https://winlink.org/sites/default/files/RMSE_FORMS/arrl_forms_0.zip Show in folder	

Open your Downloads Folder	\leftarrow \rightarrow \checkmark \uparrow \clubsuit > This PC > Downloads >
	 ✓ Auick access Desktop Documents ✓ Downloads

II. Extract Forms

Keep your Downloads folder open, you will need it in a moment.

Right click on your Windows icon in the bottom left corner of your screen.	Run
	Shut down or sign out
	Desktop
Select Run Enter C:\RMS Express\Global Folders\Templates	Zer Run X
	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
	Open: C:\RMS Express\Global Folders\Templates ~
	OK Cancel Browse

Now your Global Templates folder is open.	Global Folders > Templates
Return to your Downloads window. Highlight and copy the ZIP files you just downloaded in your Downloads folder.	 Downloads Name Today (2) inilsborough_bed_reort (1) inilsborough_bed_reort (1)
Paste the ZIP files in the Global Templates folder. Right click on the ZIP file. Select Extract All	Image: Construction of the system Image: Construction of the system Open Name Open in new window Image: CeRT Print with DirPrn Image: CeRT Extract All Image: Custom Extract All Image: CeRT Scan with Malwarebytes Image: Cert of the system Pin to Start Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the system Image: Cert of the sys
Files will be extracted to this folder: C:\RMS Express\Global Folders\Templates Click on Extract Delete the original ZIP	Extract Compressed (Zipped) Folders Select a Destination and Extract Files Files will be extracted to this folder: C:\RMS Express\Global Folders\Templates\ Browse Show extracted files when complete

The TXT and the HTML files are now available in the folder and in Winlink Express under Global	Name ^	Date modified
Templates.	CERT	3/17/2021 13:17
	📕 Custom	3/20/2021 08:48
Close the folder window or proceed to III. Organize	ICS Forms to test	3/20/2021 10:03
Forms	👔 arrl_forms_0	3/20/2021 08:57
	Hillsborough Bed Report	3/20/2021 11:18
	Fillsborough_Bed_Report_Initial	3/20/2021 11:18
	Fillsborough_Bed_Report_Viewer	3/20/2021 11:18
	Template Manager Close Add Remove Edit Standard Templates (version 1.0.1 Global Templates CERT Custom ICS Forms to test Hillsborough Bed Report.txt	49.0)

III. Organize Forms

If you would like to stay better organized or you are part of a group that has its own form package you can create subfolders in C:\RMS Express\Global Folders\Templates These subfolders will also be available in Winlink Express.

For example, create an ARRL Forms folder

Download the files you want, in this example the ARRL Forms, and transfer to the Global Templates folder. See I. Download	View > Sort by > Group by >	Copy to V Rename New Propertie folder V Organize New Op	
Open C:\RMS Express\Global Folders\Templates Right click on an empty space in the window.	Refresh Customize this folder	Name	
Select New Select Folder Name the folder ARRL Forms, for this example	Paste Paste shortcut Undo Delete Ctrl+Z	CERT Custom ICS Forms to test	
	Give access to	Hillsborough Bed Report	
	Properties	Folder Shortcut	

Right Click on the ZIP file. Select Extract All Enter the name of the new folder at the end of the address, for example, C:\RMS Express\Global Folders\Templates\ARRL Forms Click Extract	Extract Compressed (Zipped) Folders Select a Destination and Extract Files Files will be extracted to this folder: C:\RMS Express\Global Folders\Templates\ARRL Forms Show extracted files when complete	Browse
The forms are now available in your newly created folder and in the respective subfolder in Winlink	> ARRL Forms V U	^D Search ARRL Forms
Express.		Date mouned
	ARRL ARES FSD89	3/20/2021 11:31
	ARRL ARES FSD125-2	3/20/2021 11:31
	ARRL ARES FSD157	3/20/2021 11:31
	ARRL ARES FSD212	3/20/2021 11:31
	Q ARRL_ARES_FSD89_Initial	3/20/2021 11:31
	ARRL_ARES_FSD89_Viewer	3/20/2021 11:31
	ARRL_ARES_FSD125-2_Initial	3/20/2021 11:31
	ARRL_ARES_FSD125-2_Viewer	3/20/2021 11:31
	Close Add Remove Ed	it
	Standard Templates (version 1.0 Global Templates ARRL Forms CERT Custom ICS Forms to test Hillsborough Bed Report.txt	0.149.0)

IV. Use Forms

Start a New Message Click Select Template	Enter a new message
	Close Select Template

Click on + next to Global Templates Select the desired template and fill out, submit and	Select Close Add Remove Edit
post to Outbox. Proceed as with all Winlink messages.	Global Templates (version 1.0.149.0) Global Templates ARRL Forms ARRL ARES FSD125-2.txt ARRL ARES FSD157.txt ARRL ARES FSD212.txt ARRL ARES FSD89.txt CERT Custom ICS Forms to test Hillsborough Bed Report.txt