

# 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.

<b>I. Download Non-Standard Forms</b>	<b>1</b>
<b>II. Extract Forms</b>	<b>2</b>
<b>III. Organize Forms</b>	<b>5</b>
<b>IV. Use Forms</b>	<b>6</b>

# I. Download Non-Standard Forms

Non-standard forms are located at

[https://winlink.org/content/forms\\_not\\_standard\\_library\\_auto\\_update\\_process\\_available](https://winlink.org/content/forms_not_standard_library_auto_update_process_available)


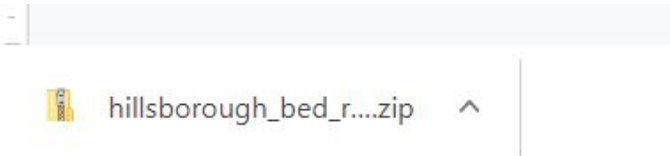
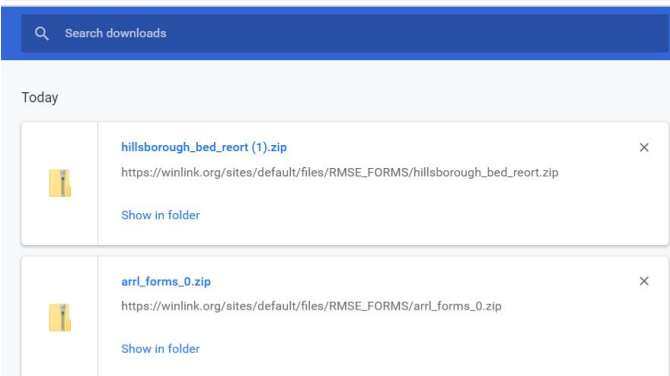
**Download** the forms that are relevant to you.

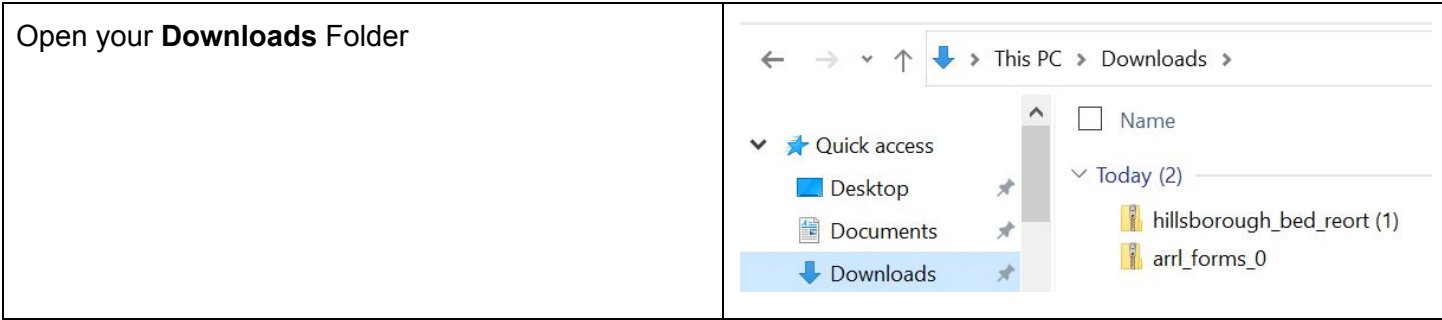
Forms are sorted either by **geography** (ALASKA, CALIFORNIA, FLORIDA, etc.) or **organization** (ARRL, IHS HEALTH SERVICE, etc.).

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

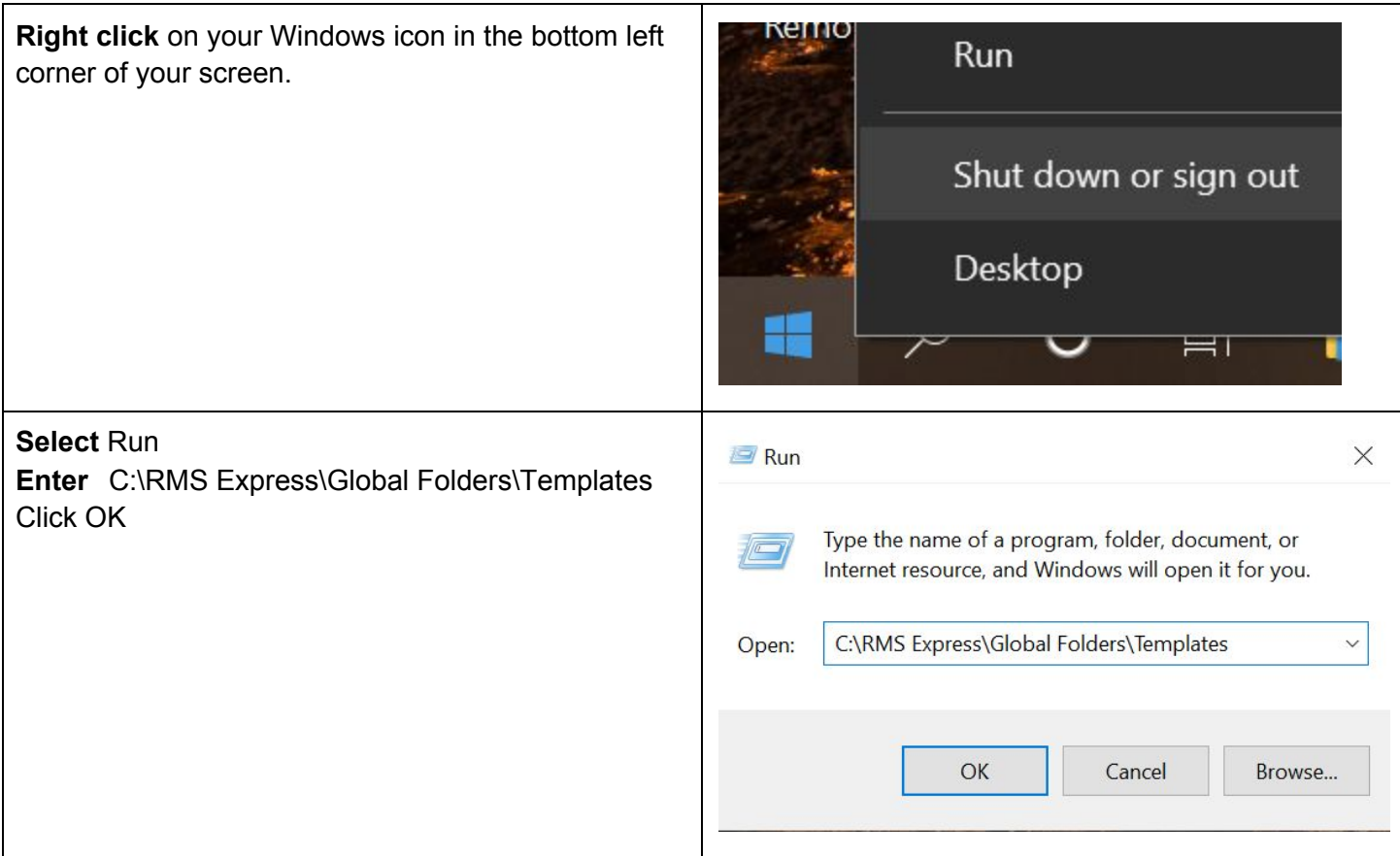
Example: Florida Forms

<p>Go to <a href="https://winlink.org/content/florida">https://winlink.org/content/florida</a> Left click on <a href="#">Hillsborough Bed Report</a></p>	
<p>The form will download to your default download location, in most cases your Downloads folder.</p>	
<p><b>Note:</b> if you do not remember your default download location hit Ctrl + J in your browser to see the downloaded files and their location. Click on <b>Show in Folder</b> to go to your download location.</p>	

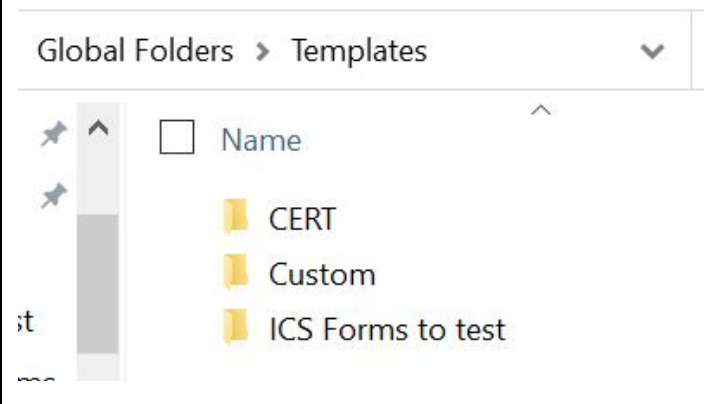


## II. Extract Forms

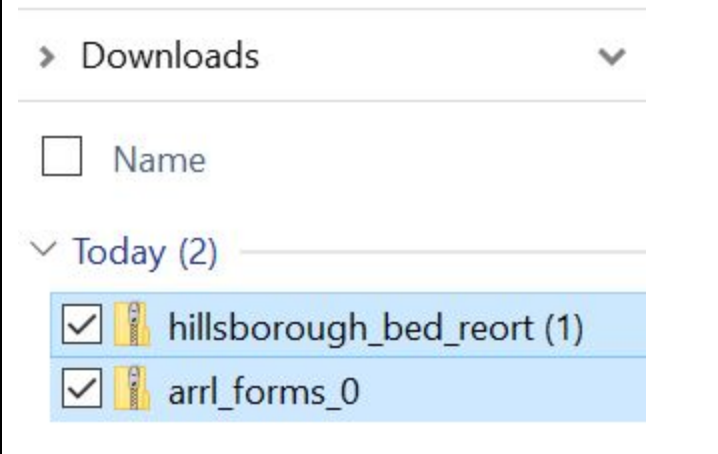
**Keep** your Downloads folder open, you will need it in a moment.



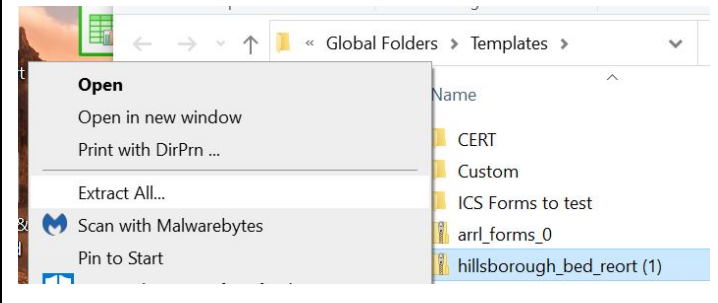
Now your **Global Templates** folder is open.



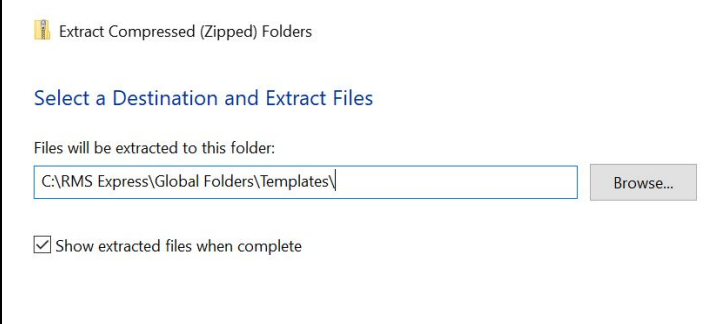
Return to your **Downloads** window.  
**Highlight and copy** the ZIP files you just downloaded in your Downloads folder.



**Paste** the ZIP files in the Global Templates folder.  
**Right click** on the ZIP file.  
Select **Extract All...**

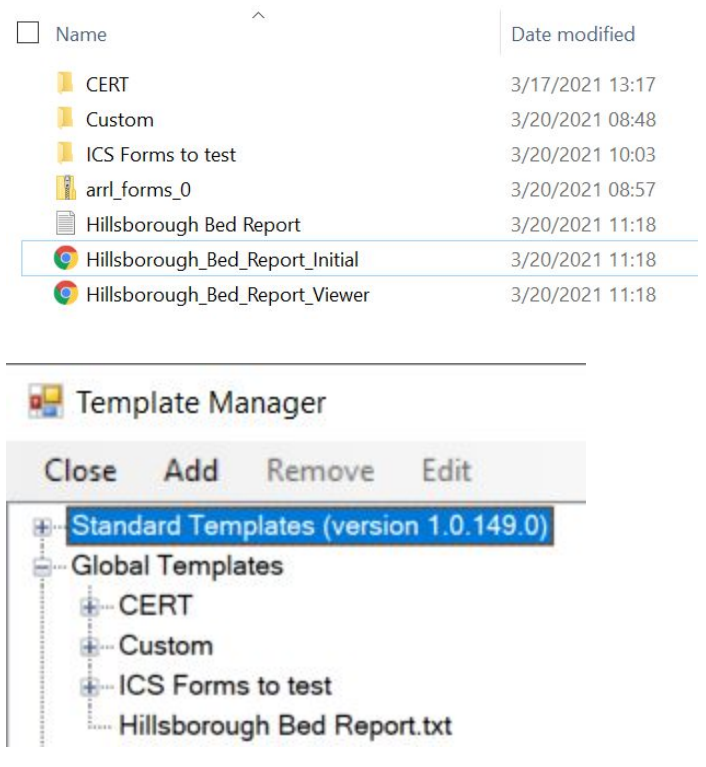


Files will be extracted to this folder:  
C:\RMS Express\Global Folders\Templates  
Click on **Extract**  
**Delete** the original ZIP



The TXT and the HTML files are now available in the folder and in Winlink Express under Global Templates.

**Close** the folder window or proceed to [III. Organize Forms](#)



### 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](#)

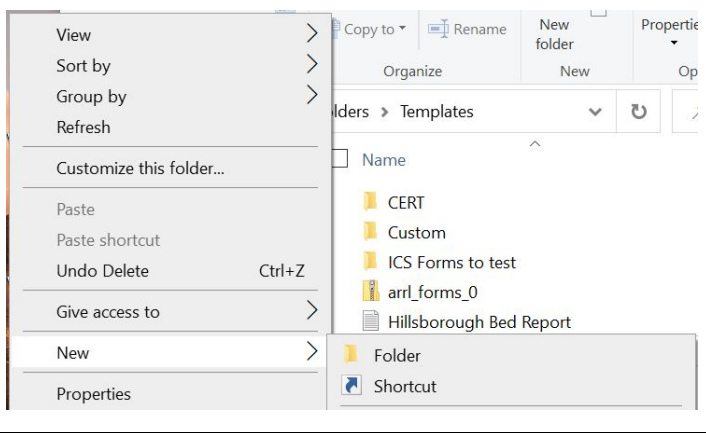
**Open** C:\RMS Express\Global Folders\Templates

**Right click** on an empty space in the window.

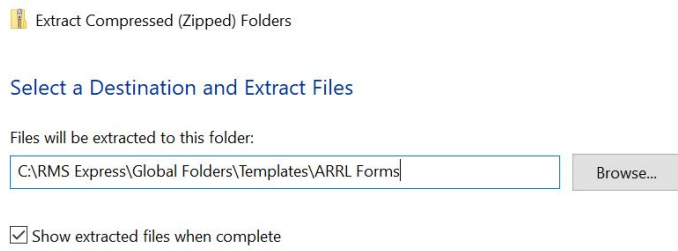
Select **New**

Select **Folder**

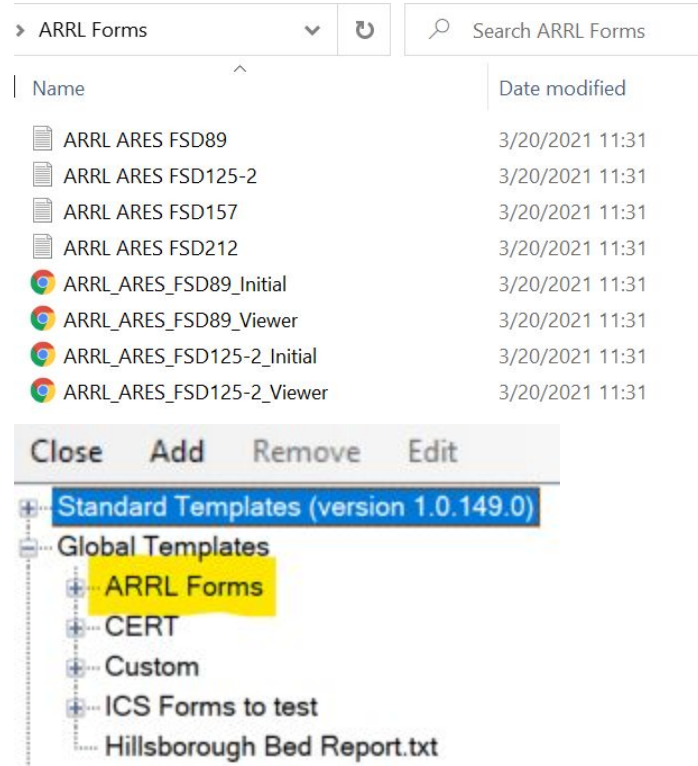
Name the folder ARRL Forms, for this example



**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**

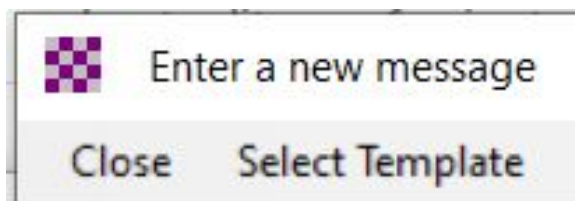


The forms are now available in your newly created folder and in the respective subfolder in Winlink Express.



## IV. Use Forms

Start a **New Message**  
 Click **Select Template**



Click on + next to Global Templates  
**Select** the desired template and fill out, submit and post to Outbox.  
Proceed as with all Winlink messages.

Select Close Add Remove Edit

- Standard 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