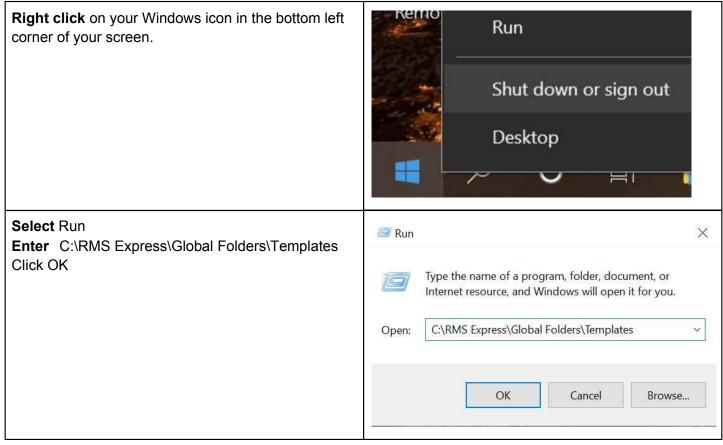
Open your Downloads Folder	\leftarrow \rightarrow \checkmark \uparrow \clubsuit > This PC > Downloads >
	 ✓ ★ Quick access Desktop ★ Documents ★ Downloads

II. Extract Forms

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



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) Image: An intervent intervent
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: Cerrit of the system Print with DirPrn Image: Cerrit of the system Extract All Image: Cerrit of the system Extract All Image: Cerrit of the system Scan with Malwarebytes Image: Cerrit of the system Pin to Start Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Cerrit of the system Image: Ce
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
	E 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
	Hillsborough_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) Global Templates CERT Custom ICS Forms to test Hillsborough Bed Report.txt	S

III. Organize Forms

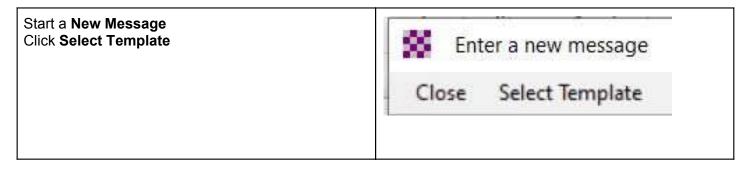
If you would like to stay better organized or you are part of a group that has its own form package you can create subfolders in C:\RMS Express\Global Folders\Templates These subfolders will also be available in Winlink Express.

For example, create an ARRL Forms folder

Download the files you want, in this example the ARRL Forms, and transfer to the Global Templates	View Sort by	>	Copy to 🔻 🗐 Rename Organize	New folder New	Pro	opertie • Op
folder. See I. Download	Group by Refresh	>	lders 🔉 Templates	~	U	2
Open C:\RMS Express\Global Folders\Templates Right click on an empty space in the window.			Name	~		1
Select New	Customize this folder		CERT			
Select Folder	Paste Paste shortcut		Custom			
Name the folder ARRL Forms, for this example		trl+Z	ICS Forms to test	:		
	Give access to		arrl_forms_0			
			Hillsborough Bec	Report		
	New		Folder			
	Properties		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 Browse Show extracted files when complete
The forms are now available in your newly created folder and in the respective subfolder in Winlink Express.	ARRL FormsVVSearch ARRL FormsNameDate modifiedARRL ARES FSD893/20/2021 11:31ARRL ARES FSD125-23/20/2021 11:31ARRL ARES FSD1573/20/2021 11:31ARRL ARES FSD2123/20/2021 11:31ARRL ARES FSD2123/20/2021 11:31ARRL ARES FSD89_Initial3/20/2021 11:31ARRL_ARES_FSD89_Viewer3/20/2021 11:31ARRL_ARES_FSD125-2_Initial3/20/2021 11:31ARRL_ARES_FSD125-2_Viewer3/20/2021 11:31ARRL_ARES_FSD125-2_Viewer3/20/2021 11:31
	Close Add Remove Edit Standard Templates (version 1.0.149.0) Global Templates - ARRL Forms - CERT - Custom - ICS Forms to test - Hillsborough Bed Report.txt

IV. Use Forms



Click on + next to Global Templates Select the desired template and fill out, submit and	Select Close Add Remove Edit
post to Outbox.	Standard Templates (version 1.0.149.0)
Proceed as with all Winlink messages.	🚔 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