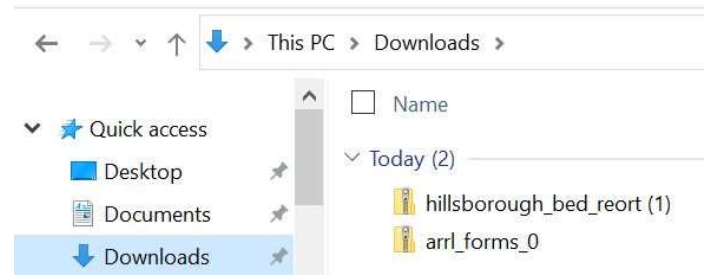


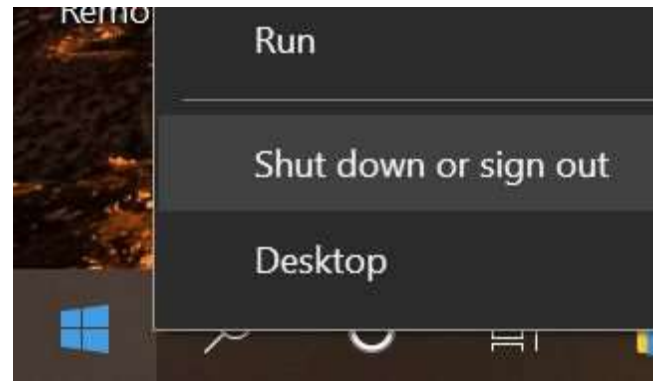
Open your **Downloads** Folder



II. Extract Forms

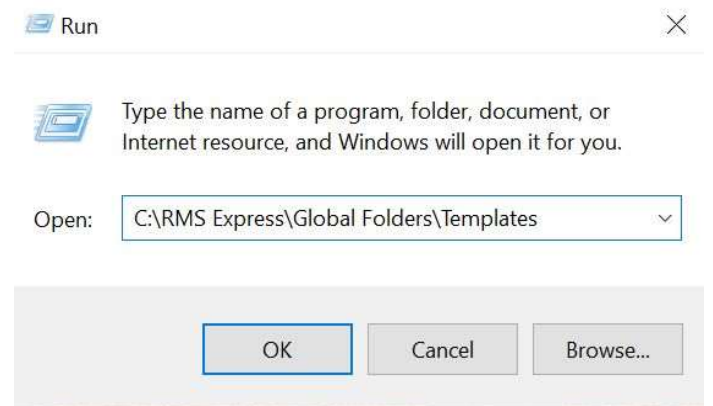
Keep your Downloads folder open, you will need it in a moment.

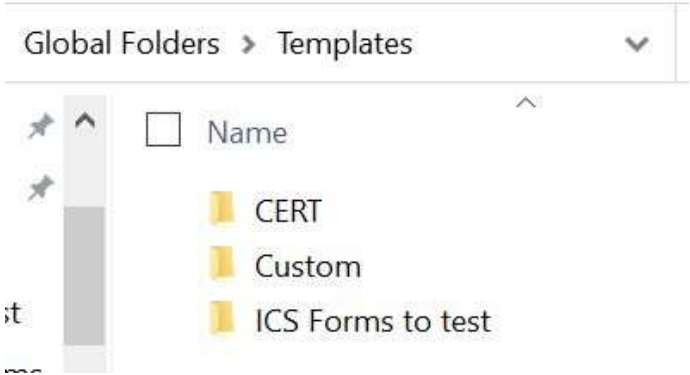
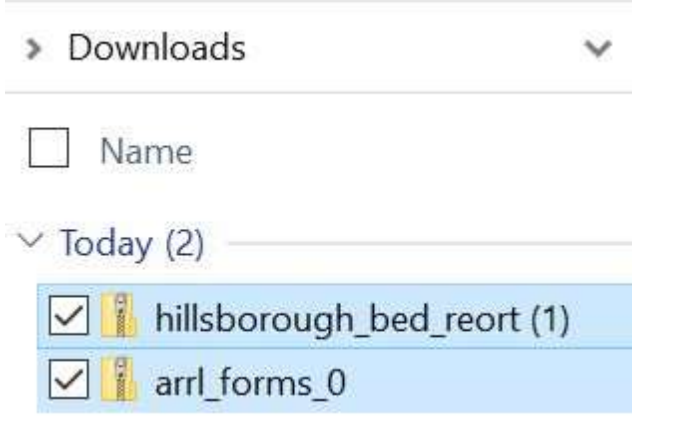
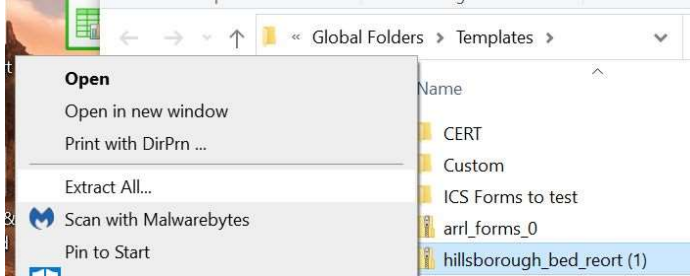
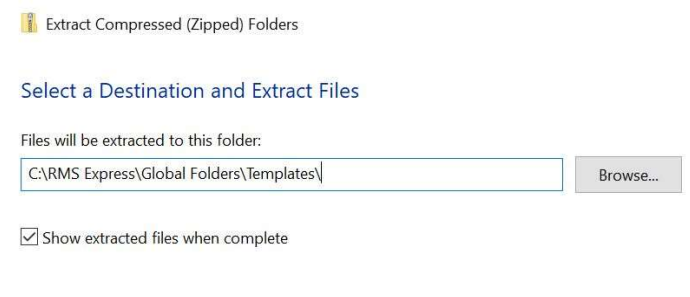
Right click on your Windows icon in the bottom left corner of your screen.



Select Run

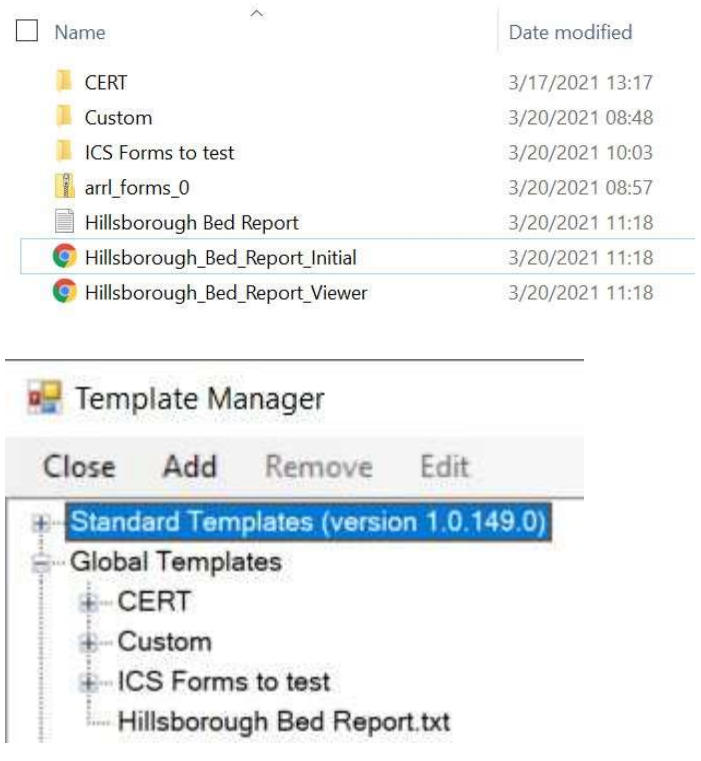
Enter C:\RMS Express\Global Folders\Templates
Click OK



<p>Now your Global Templates folder is open.</p>	
<p>Return to your Downloads window. Highlight and copy the ZIP files you just downloaded in your Downloads folder.</p>	
<p>Paste the ZIP files in the Global Templates folder. Right click on the ZIP file. Select Extract All...</p>	
<p>Files will be extracted to this folder: C:\RMS Express\Global Folders\Templates Click on Extract Delete the original ZIP</p>	

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](#)

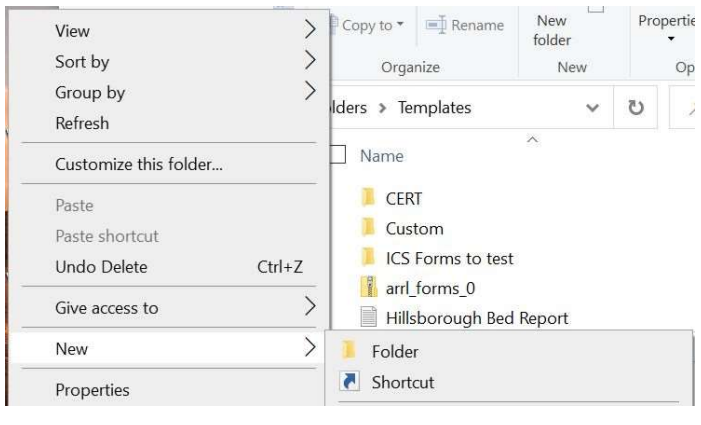
Open C:\RMS Express\Global Folders\Templates

Right click on an empty space in the window.

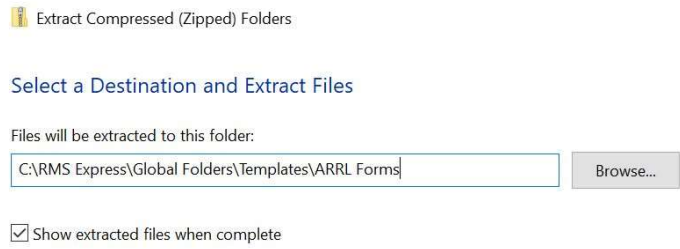
Select **New**

Select **Folder**

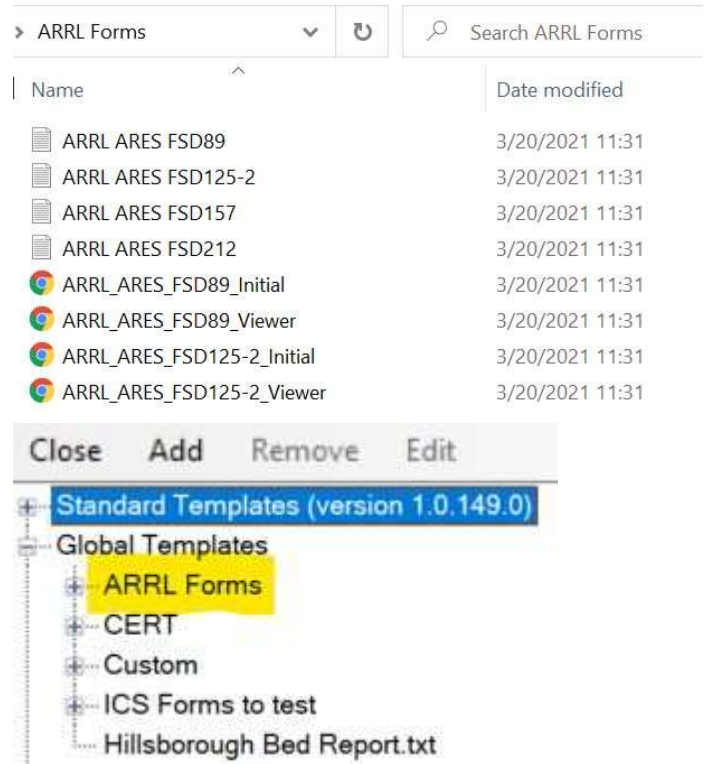
Name the folder ARRL Forms, for this example



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**

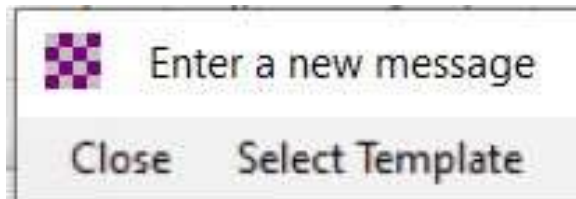


The forms are now available in your newly created folder and in the respective subfolder in Winlink Express.



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