This shows how to open the new message window from within Winlinkand use the Winlink standard forms. You can also click on "Messages" at the top, but this method is quicker.

Winlink Express 1	7.11.0 - W4	FLL							_		×
W4FLL	Settings	Message	Attachments	Move To:	Saved Items	~	Delete	Open Session:	Vara FM V	Vinlink	~
Logs Help											
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No active session											
System Folders Inbox (0 unread)  Read Items (150 Outbox (0) Sent Items (379) Saved Items (0) Deleted Items (11 Drafts (0)  Personal Folders	· · · · · ·	Date/Time	Message ID	Size	Source	Sender		Recipient	Subject		
Global Folders  Contacts  AA4Z  A66BR  AB8M  AD700  AE7LM  AF6MN  AF7RM  V											~

Within the new window that opens for your message, click on "Select Template" which opens another window.

🗱 Ente	r a new m	nessage				_		$\times$
Post to (	Outbox	Select Template	HICS213	WL2K Check In	Attachments	Spell Check	Save in	Drafts
From:	W4FLL	~	Send as: Winl	ink Message 🛛 🚿	Request	message receipt	Set De	faults
To:								
Cc:								
Subject:								
Attach:								
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## Expand the "Standard Templates" option



Scroll down to ICS USA Forms for our purposes. You can explore others at your convenience. Additionally, if you participate in the Wednesday Winlink check ins, the check-in form can be found under the "General" tree.



For the purpose of this discussion, select the ICS309 menu item. The ICS309 form will open in your browser where you can complete it as you normally would a paper form.



After completing the appropriate sections with relevant information, go to the of the form/browser window as shown below, and click on "Submit".

Click for Date/Time			
Click for Dat /Time			
Click for Pate/Time			
Submit Save Form 309 Da	ta Reset Form	Export Data to CS	V file Ver 13.9.2

Your browser will display the small window as below. Nothing needed here but to click "OK".

⊕ file://	
To complete your form submissi browser window. You will return can post your message to the ou	ion, click OK and close the open to the new message window so you utbox
	OK Cancel

A new tab will show up in your browser as "localhost:8001". Again, nothing needed here. You can close your browser if you like. When you return to Winlink, the information from your form will be in your new message. You can make

changes if needed, or just hit "Post to Outbox". After this, simply start your transmission in whatever mode you are using: Telnet, VARA FM, etc.

PLEASE address the message to both W7DEM and W4FLL with a semi-colon after each callsign.