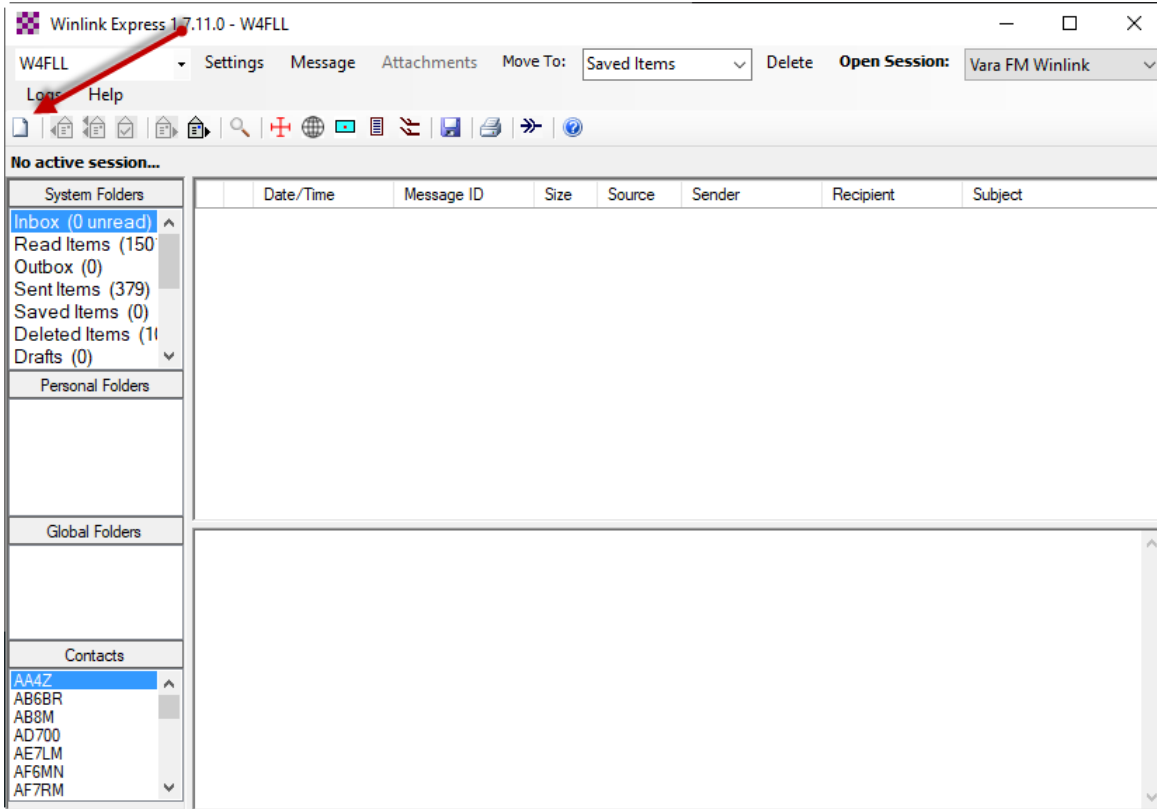
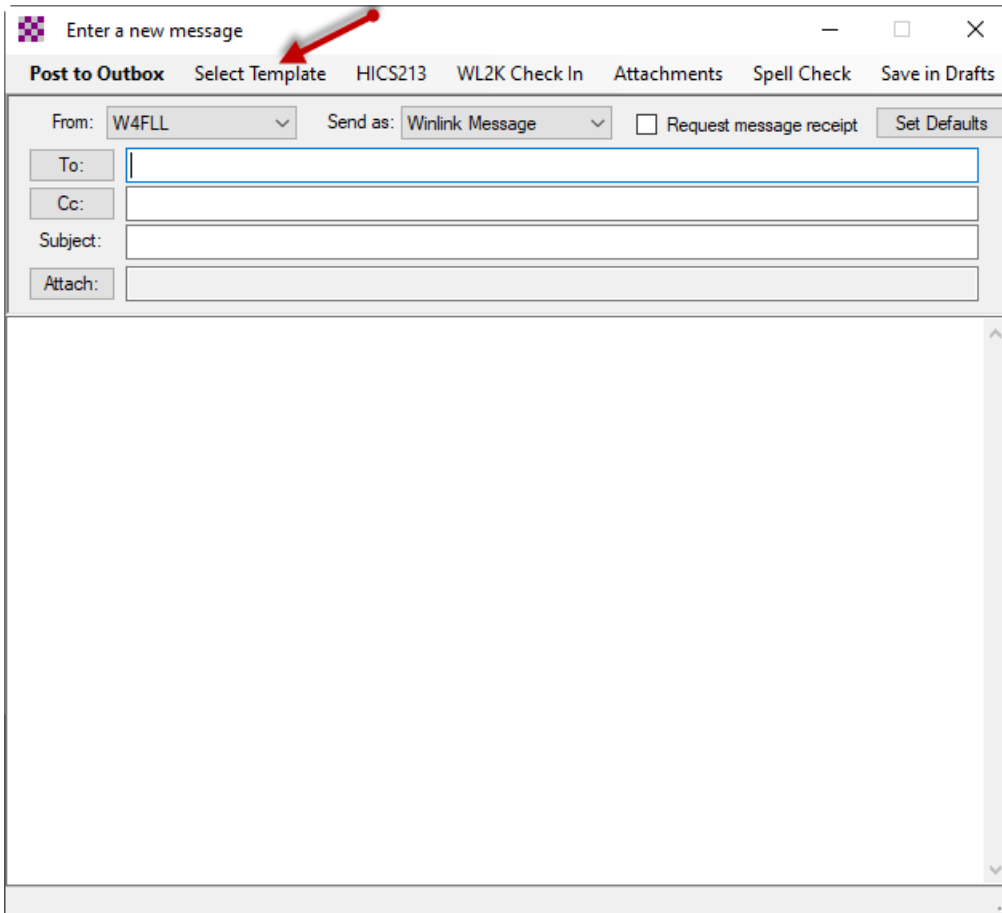


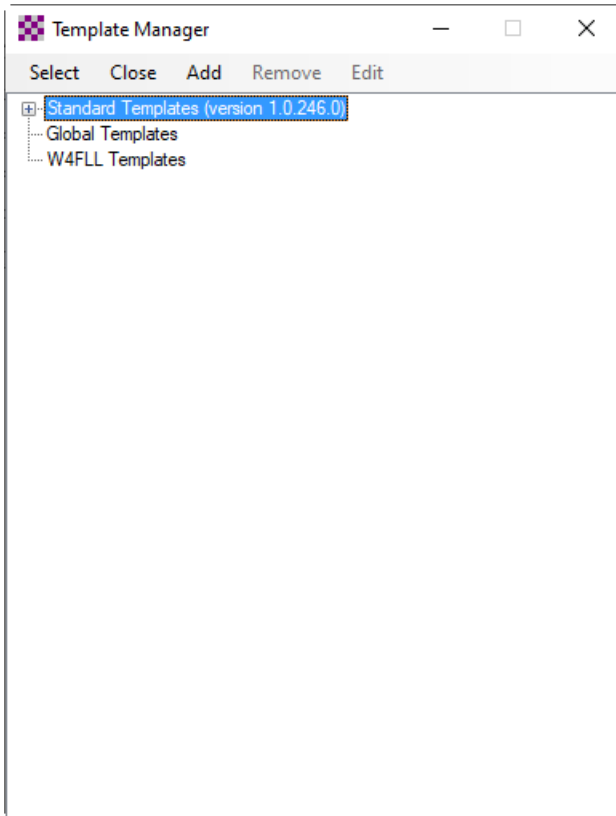
This shows how to open the new message window from within Winlink and use the Winlink standard forms. You can also click on “Messages” at the top, but this method is quicker.



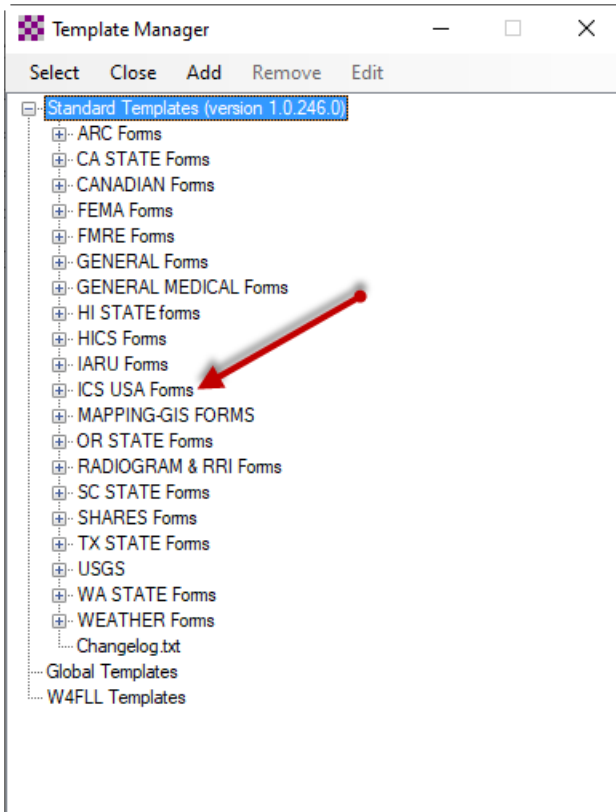
Within the new window that opens for your message, click on “Select Template” which opens another window.



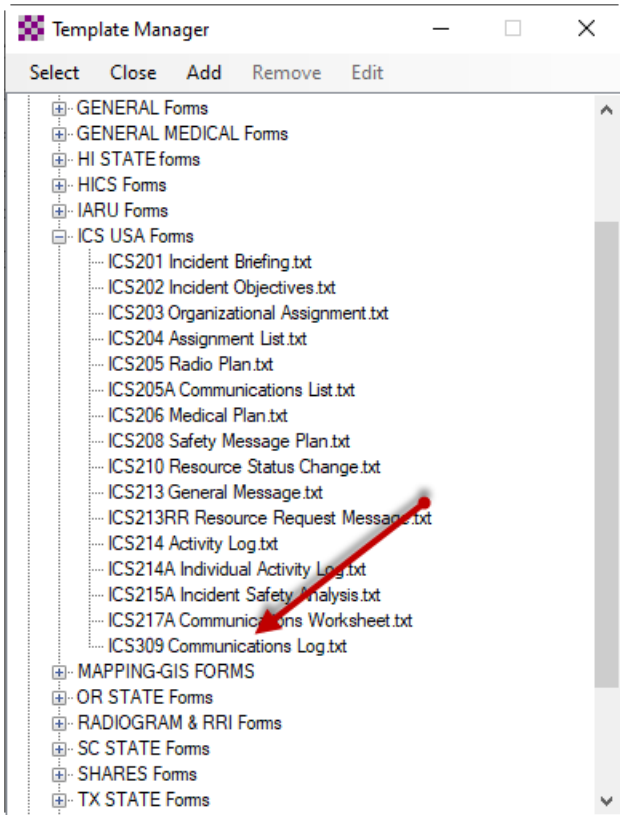
Expand the "Standard Templates" option



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.



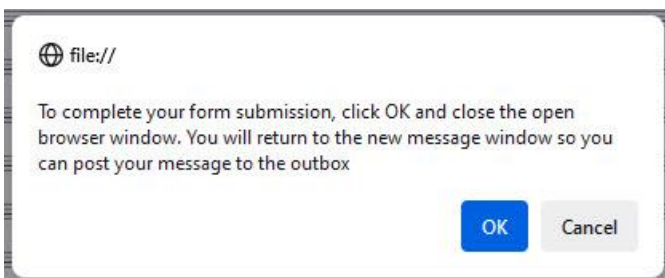
For the purpose of this discussion, select the ICS309 menu item. The ICS309 form will open in your browser where you can complete it as you normally would a paper form.



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

The image shows a form submission interface. It consists of three rows of input fields. Each row has a label 'Click for Date/Time' on the left, followed by four empty input boxes. Below the input fields is a row of buttons: 'Submit' (highlighted with a green border), 'Save Form 309 Data' (highlighted with a blue border), 'Reset Form' (highlighted with a red border), and 'Export Data to CSV file'. The version number 'Ver 13.9.2' is displayed on the right side.

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



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.