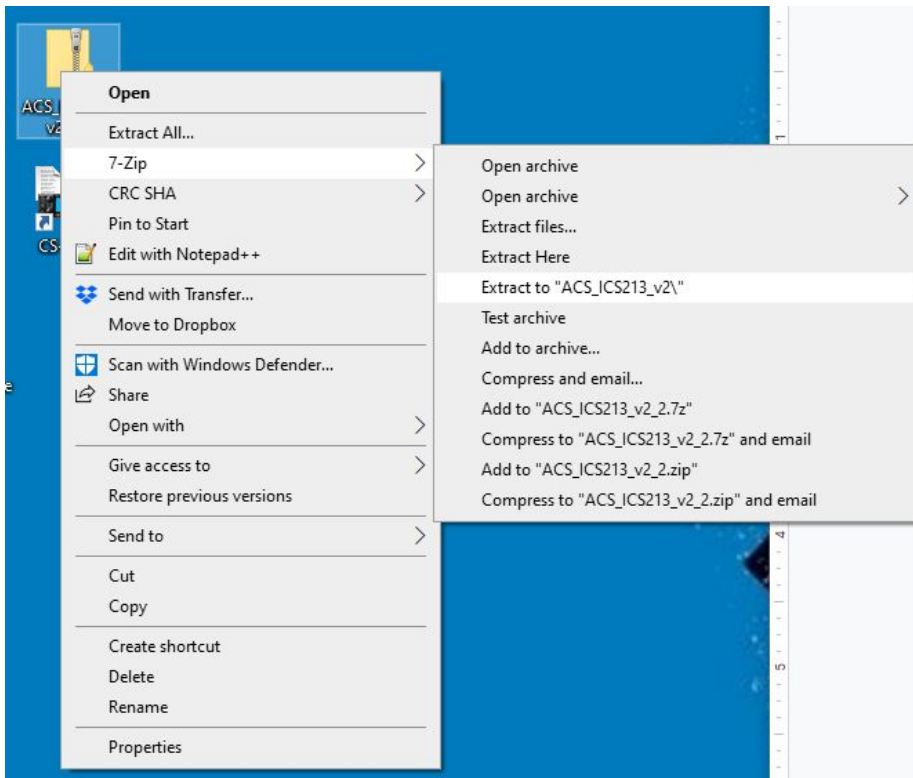


1) Download the zip archive to your desktop.



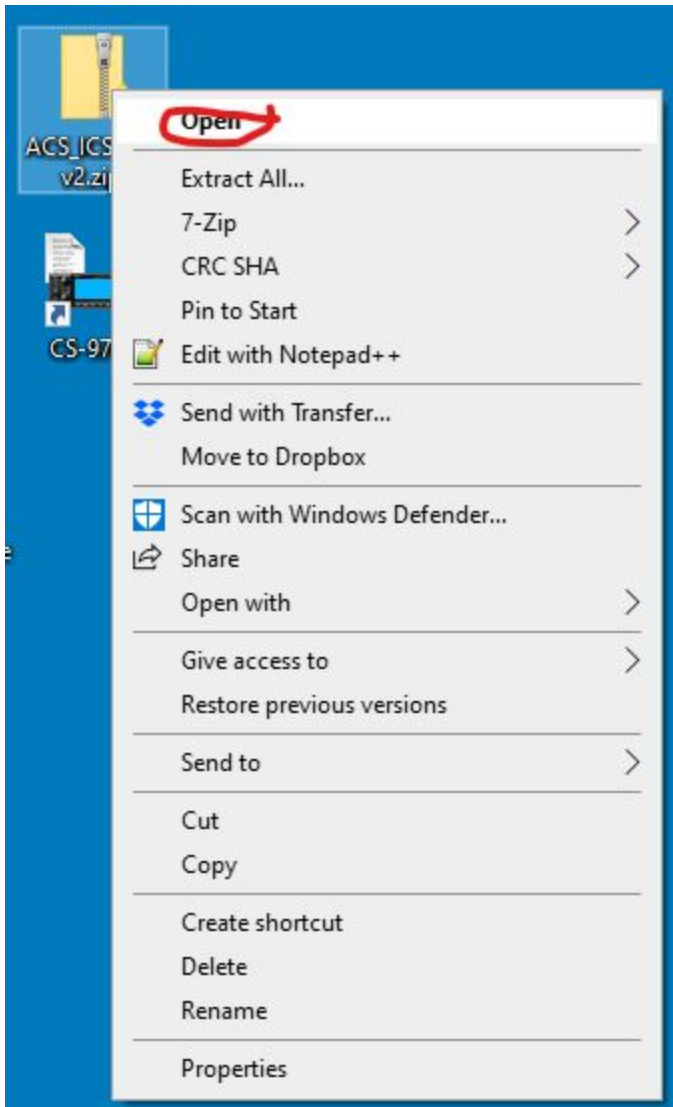
2) Extract the zip archive using your preferred unzip program.

2a) Example using 7-zip to a folder on your desktop.

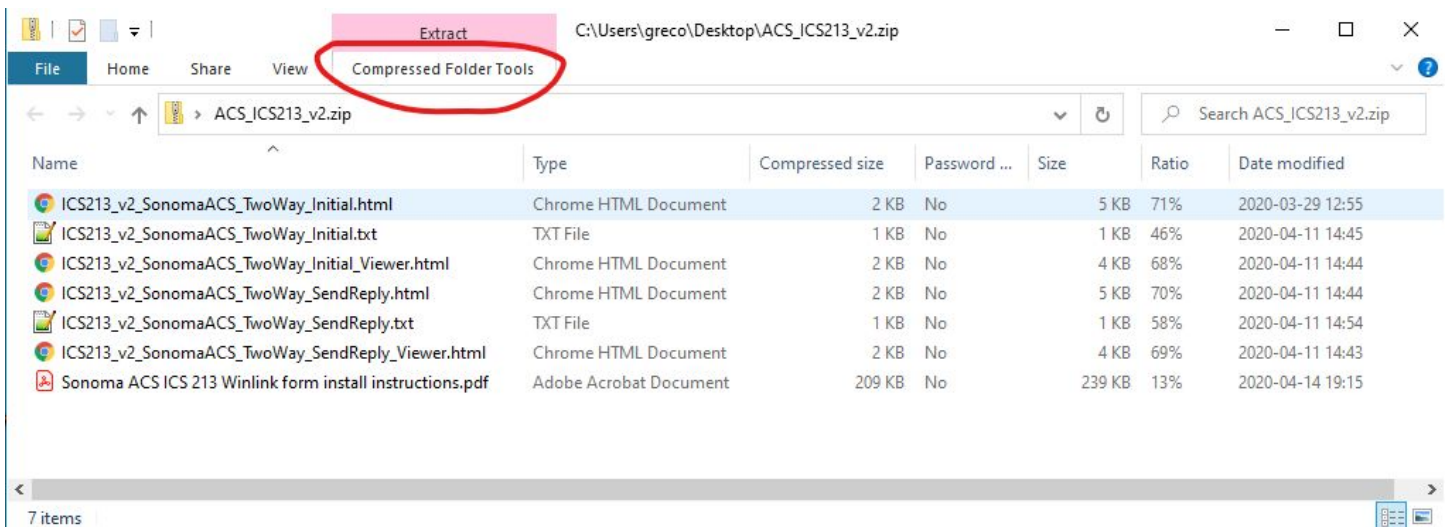


2b) Example using Windows Explorer:

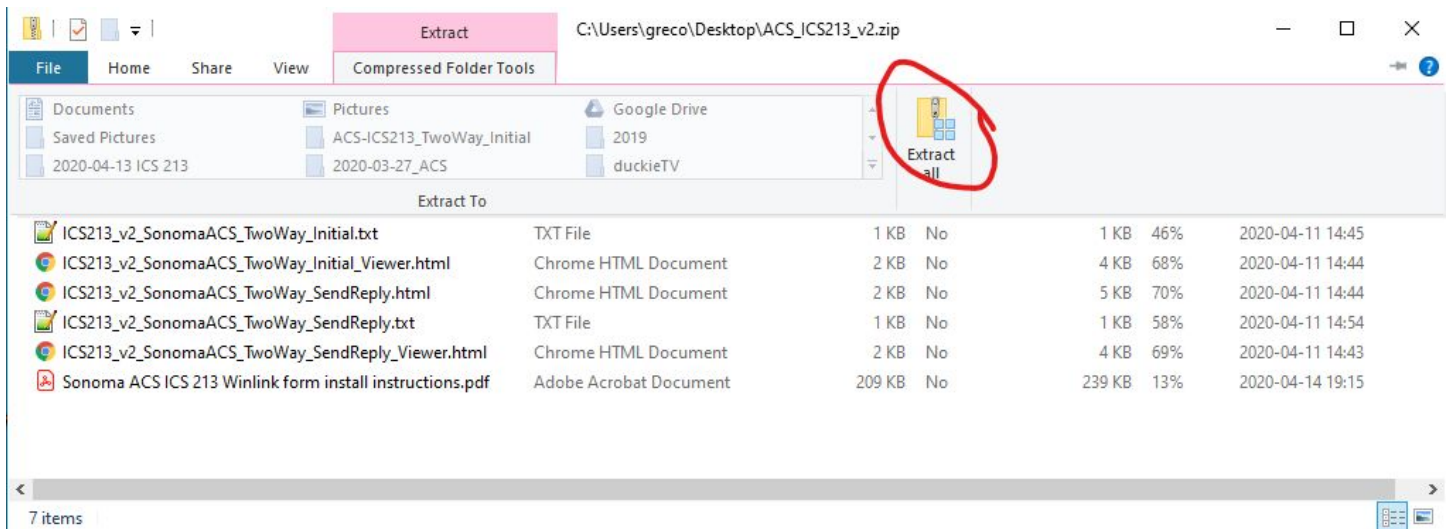
Open the zip archive



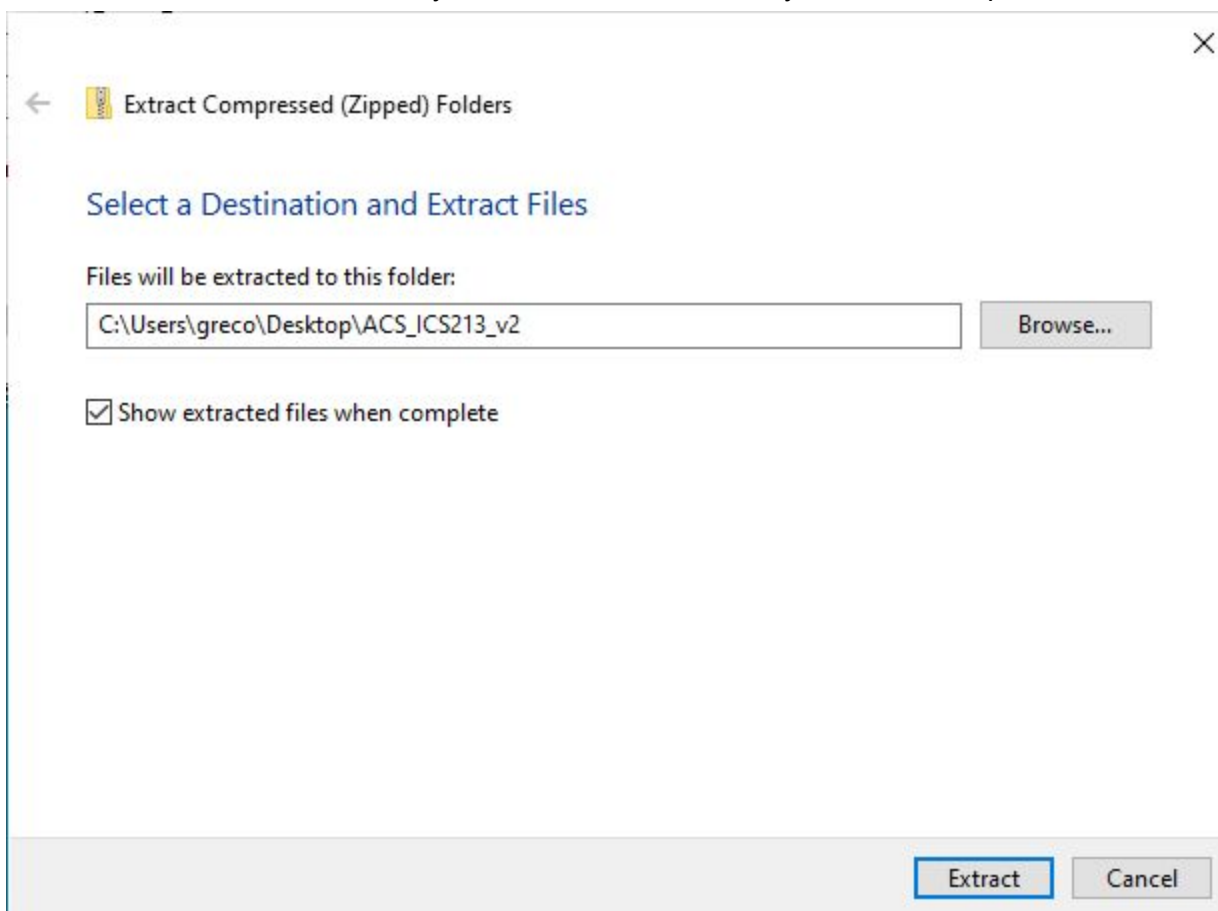
Click the Compressed Folders Tools tab



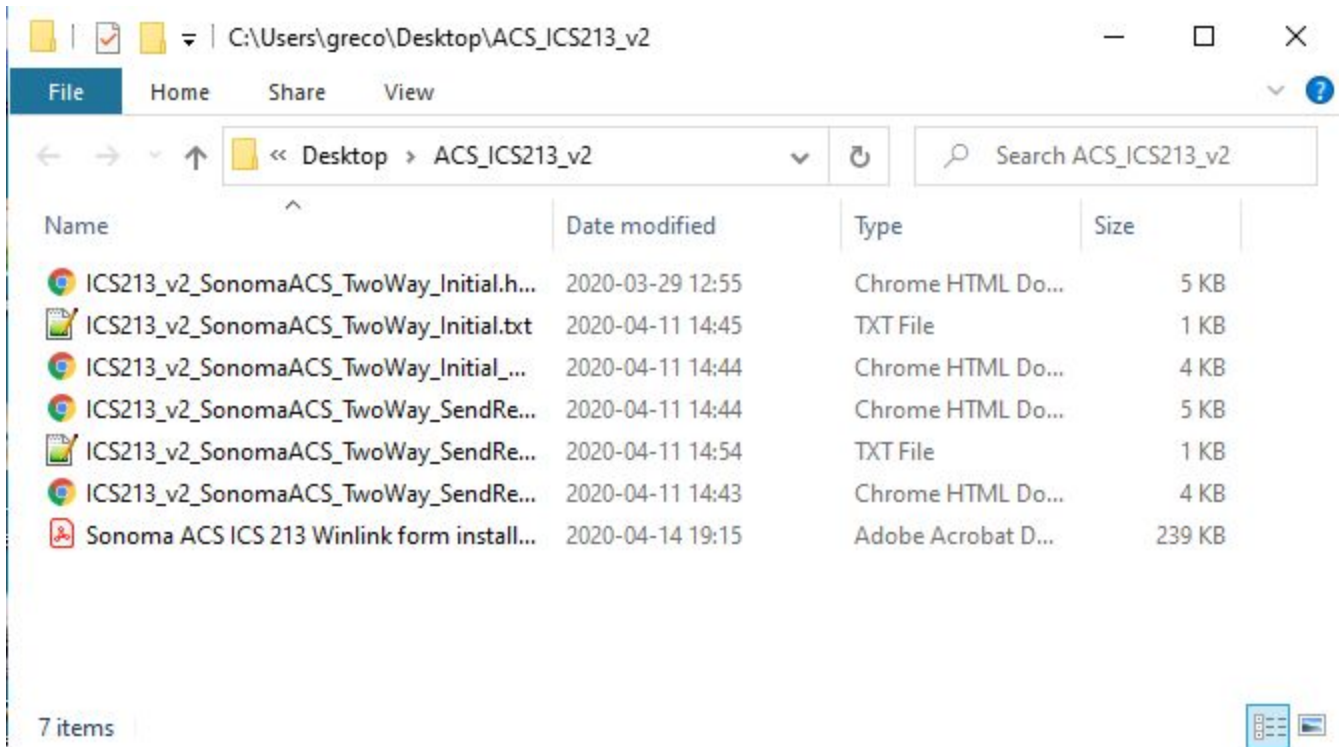
Click the Extract all button



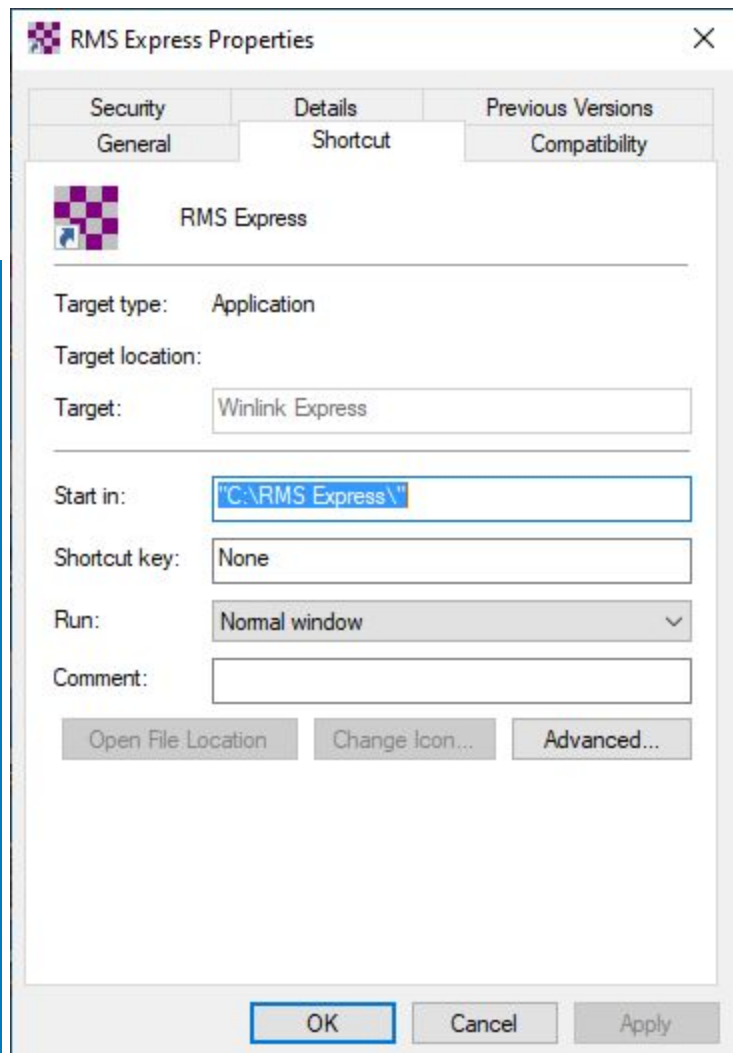
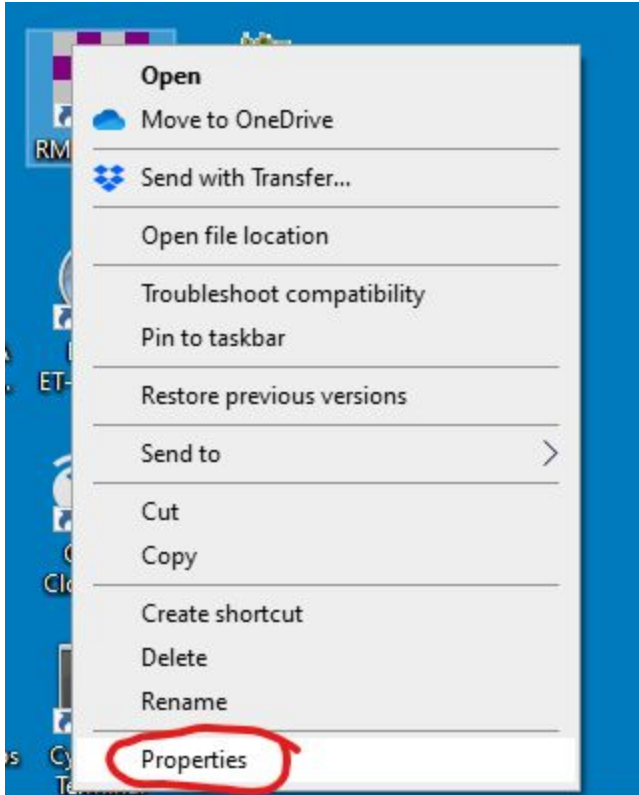
Set the extraction directory to the destination directory on the Desktop.



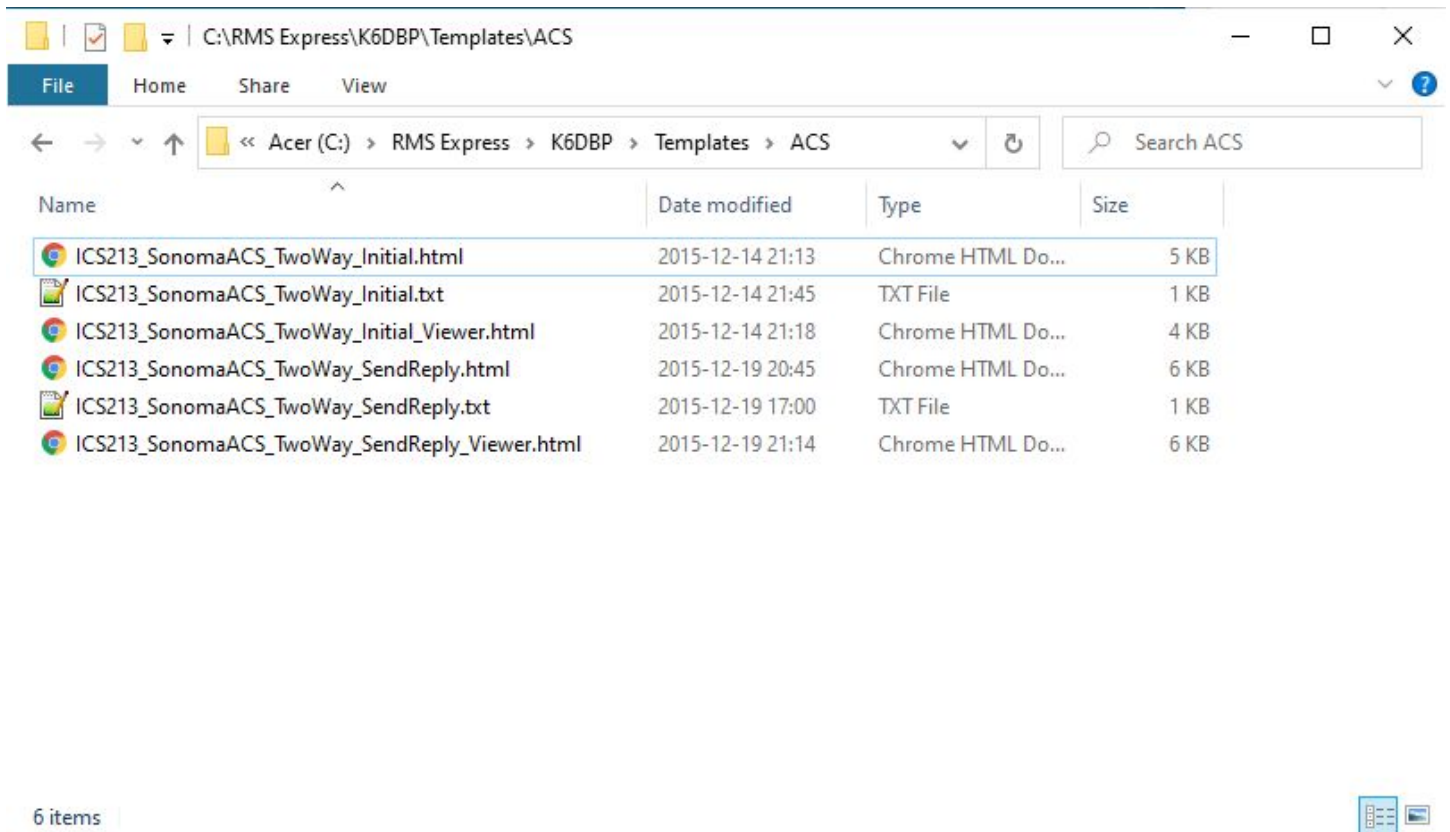
Click the Extract button and the files will be extracted.



3) Locate the install directory for Winlink



- 4) Open Windows Explorer and navigate to the install directory. And then find the “Templates” directory under your call sign’s directory.



5) Copy the .html and .txt files from the Desktop directory to the Templates directory

The image shows two Windows File Explorer windows side-by-side, illustrating the process of copying files from the Desktop to a Templates directory.

Top Window: Desktop Directory
Path: C:\Users\greco\Desktop\ACS_ICS213_v2
6 items selected (17.5 KB total)

Name	Date modified	Type	Size
ICS213_v2_SonomaACS_TwoWay_Initial.h...	2020-03-29 12:55	Chrome HTML Do...	5 KB
ICS213_v2_SonomaACS_TwoWay_Initial.txt	2020-04-11 14:45	TXT File	1 KB
ICS213_v2_SonomaACS_TwoWay_Initial_...	2020-04-11 14:44	Chrome HTML Do...	4 KB
ICS213_v2_SonomaACS_TwoWay_SendRe...	2020-04-11 14:44	Chrome HTML Do...	5 KB
ICS213_v2_SonomaACS_TwoWay_SendRe...	2020-04-11 14:54	TXT File	1 KB
ICS213_v2_SonomaACS_TwoWay_SendRe...	2020-04-11 14:43	Chrome HTML Do...	4 KB
Sonoma ACS ICS 213 Winlink form install...	2020-04-14 19:15	Adobe Acrobat D...	239 KB

Bottom Window: Templates Directory
Path: C:\RMS Express\K6DBP\Templates\ACS
6 items

Name	Date modified	Type	Size
ICS213_SonomaACS_TwoWay_Initial.html	2015-12-14 21:13	Chrome HTML Do...	5 KB
ICS213_SonomaACS_TwoWay_Initial.txt	2015-12-14 21:45	TXT File	1 KB
ICS213_SonomaACS_TwoWay_Initial_Viewer.html	2015-12-14 21:18	Chrome HTML Do...	4 KB
ICS213_SonomaACS_TwoWay_SendReply.html	2015-12-19 20:45	Chrome HTML Do...	6 KB
ICS213_SonomaACS_TwoWay_SendReply.txt	2015-12-19 17:00	TXT File	1 KB
ICS213_SonomaACS_TwoWay_SendReply_Viewer.html	2015-12-19 21:14	Chrome HTML Do...	6 KB

A Notepad++ icon is visible in the bottom window, with a tooltip that says "→ Move to ACS".

File Explorer window showing the directory structure for ACS templates:

Path: C:\RMS Express\K6DBP\Templates\ACS

Name	Date modified	Type	Size
ICS213_SonomaACS_TwoWay_Initial.html	2015-12-14 21:13	Chrome HTML Do...	5 KB
ICS213_SonomaACS_TwoWay_Initial.txt	2015-12-14 21:45	TXT File	1 KB
ICS213_SonomaACS_TwoWay_Initial_Viewer.html	2015-12-14 21:18	Chrome HTML Do...	4 KB
ICS213_SonomaACS_TwoWay_SendReply.html	2015-12-19 20:45	Chrome HTML Do...	6 KB
ICS213_SonomaACS_TwoWay_SendReply.txt	2015-12-19 17:00	TXT File	1 KB
ICS213_SonomaACS_TwoWay_SendReply_Viewer.html	2015-12-19 21:14	Chrome HTML Do...	6 KB
ICS213_v2_SonomaACS_TwoWay_Initial.html	2020-03-29 12:55	Chrome HTML Do...	5 KB
ICS213_v2_SonomaACS_TwoWay_Initial.txt	2020-04-11 14:45	TXT File	1 KB
ICS213_v2_SonomaACS_TwoWay_Initial_Viewer.html	2020-04-11 14:44	Chrome HTML Do...	4 KB
ICS213_v2_SonomaACS_TwoWay_SendReply.html	2020-04-11 14:44	Chrome HTML Do...	5 KB
ICS213_v2_SonomaACS_TwoWay_SendReply.txt	2020-04-11 14:54	TXT File	1 KB
ICS213_v2_SonomaACS_TwoWay_SendReply_Viewer.html	2020-04-11 14:43	Chrome HTML Do...	4 KB

12 items | 6 items selected | 17.5 KB

- 6) Open Winlink
- 7) Start a new message

Winlink Express 1.5.27.0 - K6DBP

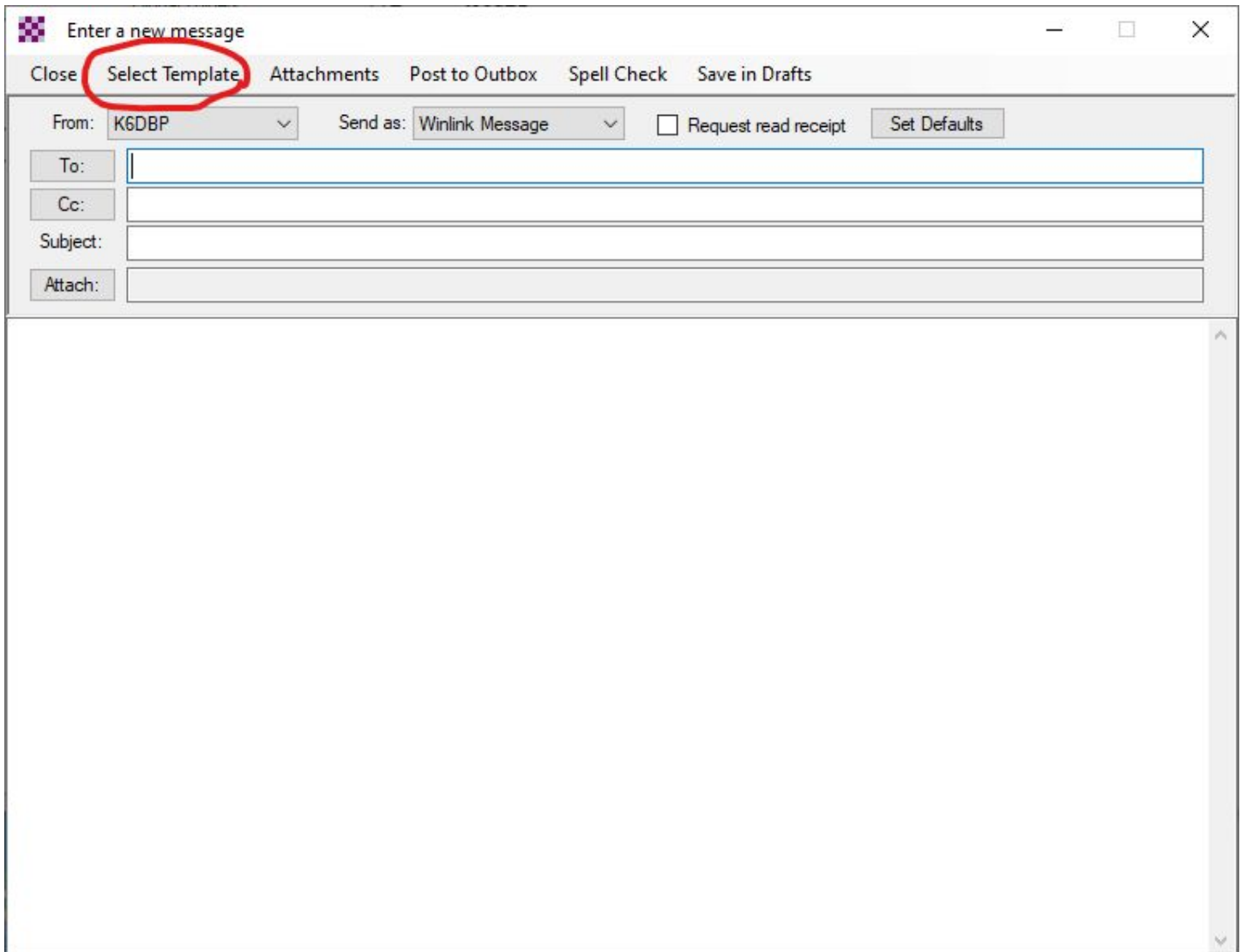
Menu: K6DBP | Settings | **Message** | Attachments | Move To: | Save

Toolbar: [Icons for file operations]

Status: No active session...

System Folders	Date/Time	Message I
Inbox (0 unread)	2020/04/11 21:36	P290B4M

8) Push the Select Template button

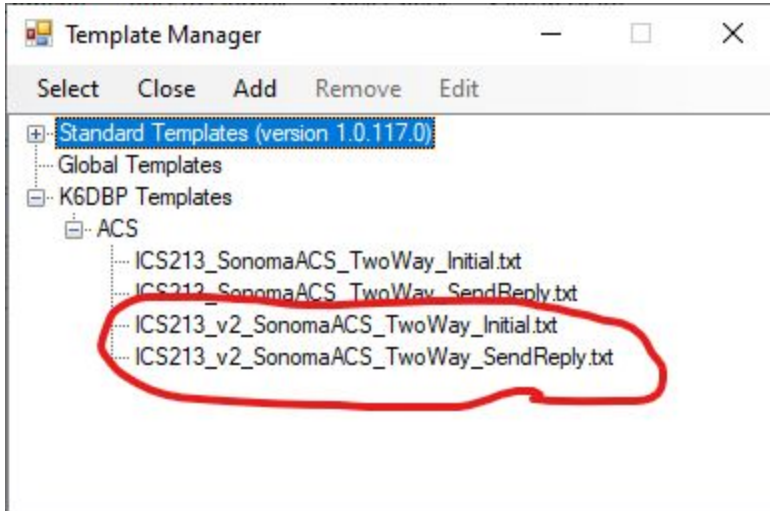


The image shows a software window titled "Enter a new message". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar is a menu bar with the following items: "Close", "Select Template", "Attachments", "Post to Outbox", "Spell Check", and "Save in Drafts". The "Select Template" button is circled in red. Below the menu bar is a form area with the following fields and controls:

- From:** A dropdown menu showing "K6DBP".
- Send as:** A dropdown menu showing "Winlink Message".
- ☐ **Request read receipt**
- Set Defaults** button
- To:** A text input field.
- Cc:** A text input field.
- Subject:** A text input field.
- Attach:** A text input field.

Below the form area is a large, empty text area for composing the message. A vertical scrollbar is visible on the right side of the text area.

9) You will now see the new forms in the Template Manager



Now as you send new messages you want to make sure that you use the new “v2” forms for your messages.

The old forms will remain so that if someone uses the old form to send you a message, you can use the matching template for display and reply. Once you feel like none is using the old forms, you can delete those files.