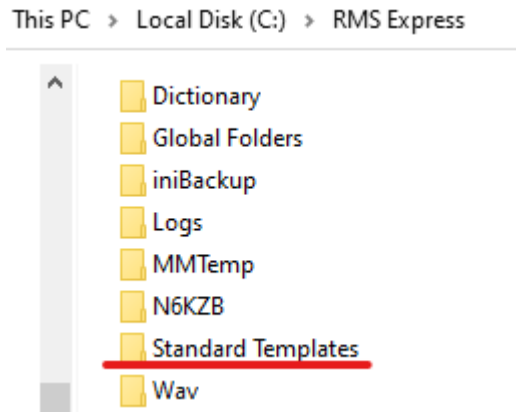**Use your call sign folder to find your most used forms faster.**     9/24/2020  MAB

*Quick access for often used forms*
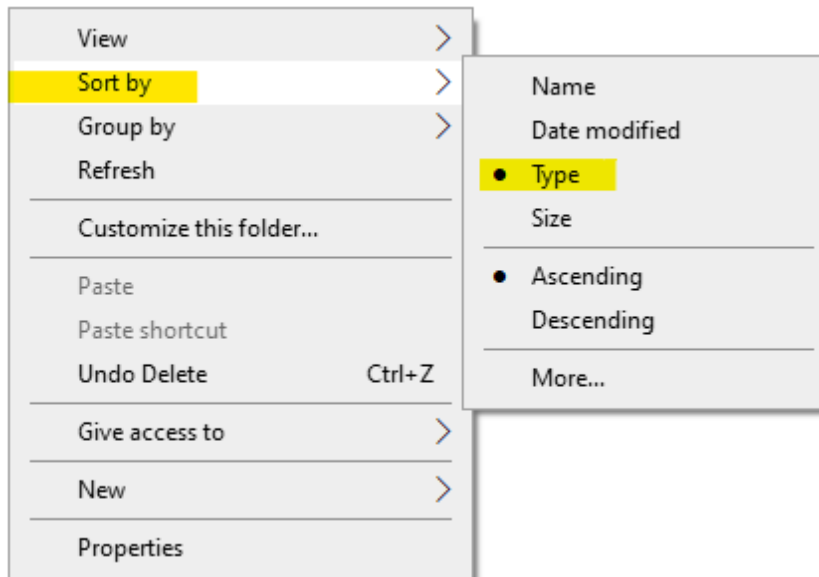
Using **File Explorer** go to the Standard Templates folder in Express. *This is off the RMS Express root folder.*

This PC  ›  Local Disk (C:)  ›  RMS Express

- Dictionary
- Global Folders
- iniBackup
- Logs
- MMTemp
- N6KZB
- Standard Templates
- Wav

Now select the Folder that has the forms you want.rom the selected folder, copy the **only** the **.txt** file (s) for the needed HTML template (s).
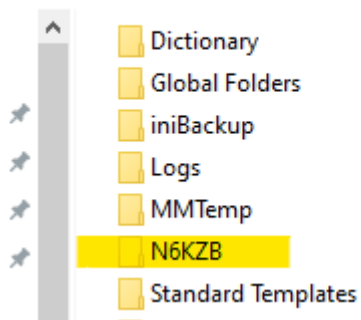
*(Leave the HTMLs alone)*

*To make it easier to find the **.txt** files, open the folder & sort by type, the **.txt** files will be together.*
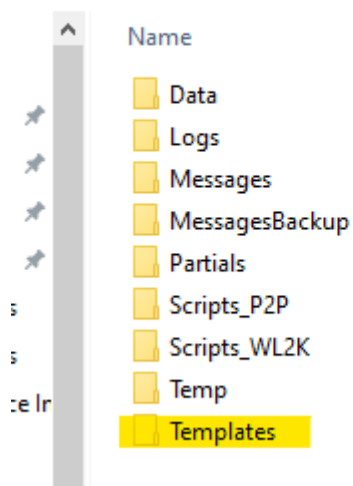
| View | > | | |
|------|---|---|---|
| Sort by | > | Name | |
| Group by | > | Date modified | |
| Refresh | | ● Type | |
| | | Size | |
| Customize this folder... | | | |
| Paste | | ● Ascending | |
| Paste shortcut | | Descending | |
| Undo Delete | Ctrl+Z | More... | |
| Give access to | > | | |
| New | > | | |
| Properties | | | |

Now go to your **CALL sign folder > Templates** and paste the **.txt** files (s) there.

This PC > Local Disk (C:) > RMS Express >

- Dictionary
- Global Folders
- iniBackup
- Logs
- MMTemp
- N6KZB
- Standard Templates

This PC > Local Disk (C:) > RMS Express > N6KZB

Name

- Data
- Logs
- Messages
- MessagesBackup
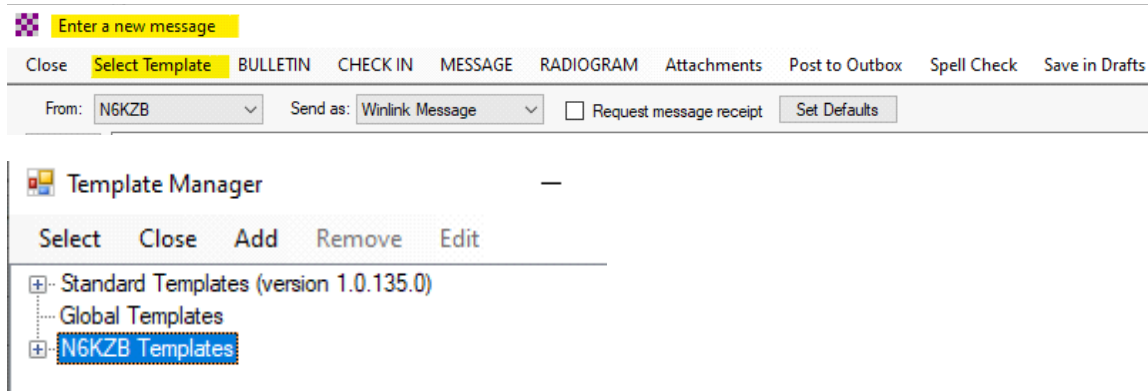- Partials
- Scripts_P2P
- Scripts_WL2K
- Temp
- Templates

Here is what mine looks like. I can add or delete as needed using the above process.

This PC > Local Disk (C:) > RMS Express > N6KZB > Templates

| Name | Date modified |
| --- | --- |
| Incident Action Plan | 3/6/2019 8:50 AM |
| Incident After Action Report | 9/22/2019 9:25 AM |
| Incident Status Report | 3/12/2019 10:55 AM |
| Radiogram | 6/3/2020 10:55 AM |
| RRI ICS213 Radiogram | 9/8/2020 4:42 AM |

Start Winlink Express. When you create a new message, select the Template Manager, go to your **Call Sign folder**, you will see your listed **.txt** file (s) and can select the one you need.



When used in additon to the Express feature *Favorite Templates*, makes finding the forms you use the most, much easier. (You are wading through a lot less).

*Because Express will find the HTML wherever it is, template updates do not affcet this process.*

If you mess up the Standard Template form pack by error, not to panic.
Just go to:  https://winlink.org/WinlinkExpressForms and do a manual download.