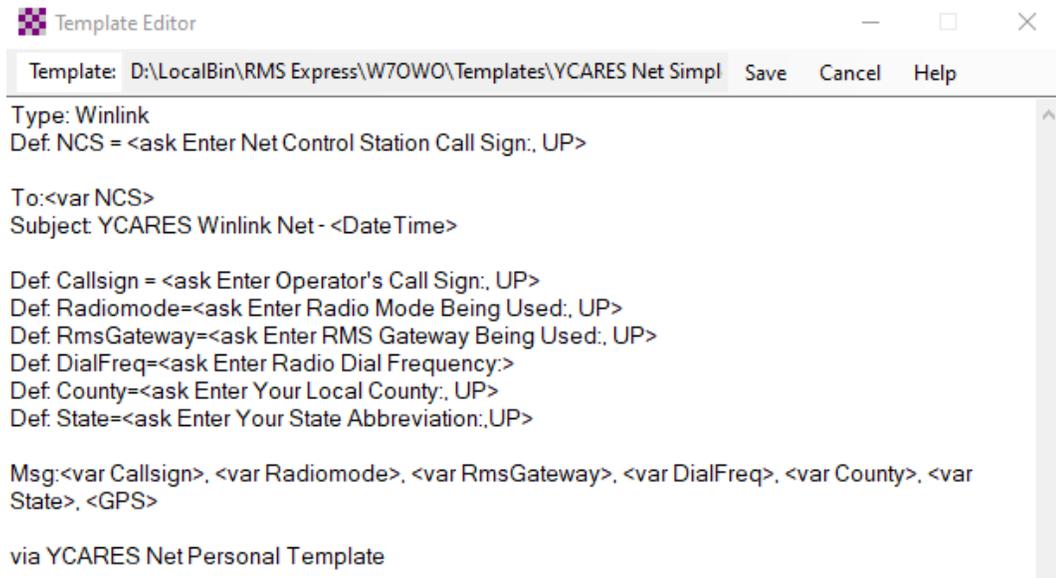


How-To: Generate a RMS Express Message Text Template for a YCARES Winlink Net Check-In.



In a previous Call For Check-Ins I provided instructions on building a Simple one-line Check-in within the Call For Check-Ins for the YCARES Winlink Net. I'm expanding on this here with a more step by step instruction set. I believe this is a good tool to have in your tool box for anyone thinking of using the Winlink features for sending email messages via radio. People not familiar with Winlink aren't aware you can send and receive emails via the Internet as well as just radio to radio. I often use an HF Internet gateway in Minnesota to send emails to my brother in Albuquerque as a practice for a long term Internet-Down scenario.

In Winlink, a Template is a text file containing information to be inserted into a message. Particularly useful for "canned" portions of the message. Templates have insertion tags that can insert items such as call sign, date/time and if a GPS is attached to the computer and configured in Winlink the measured GPS Coordinates. Variables can be created which can prompt the user to enter information for the message. More advanced templates can display HTML forms if more advanced control of the message is required like the ICS-213.

Steps to build your personal Winlink Thursday Check-In Templates

1. Open the Winlink Express app.
2. Click to expand the menu item **Message** as shown in Figure 1
3. Select the menu option **Template manager...** as shown in Figure 2



Figure 1: Click on the menu item Message

4. In the newly opened Template manager as seen in Figure 3, select the Add menu item.
5. In the Add New Template Window as seen in Figure 4, provide the Template Name (suggest of using *My YCARES Net Personal Template*). The name needs to be unique.

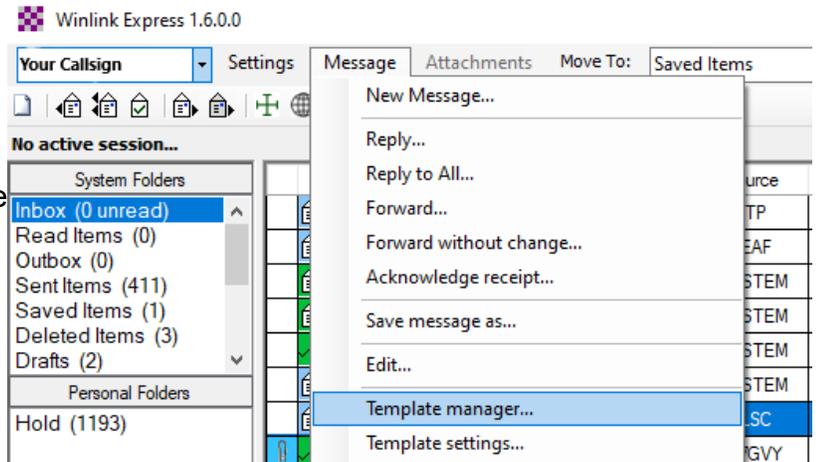


Figure 2: Select Template Manager menu item

1. Ensure that the radio button Callsign-Specific is selected. This will place the template within your call sign's Templates location in the Winlink Express directory so it can be found later.
6. The Template Editor window will open.
 1. This is a regular text editor similar to notepad and the information can be typed in this document. Please note there is a Help menu item. Features and examples are provided here.
 2. Type in or copy the text in the following page.
 7. Click on the Save Menu Item.
 8. Within the Winlink Express Window Create a new Message with your new Template.
 9. After responding to all the prompts validate your message to see if the layout is fine. If there are any issues you may need to edit your new template in your template manager

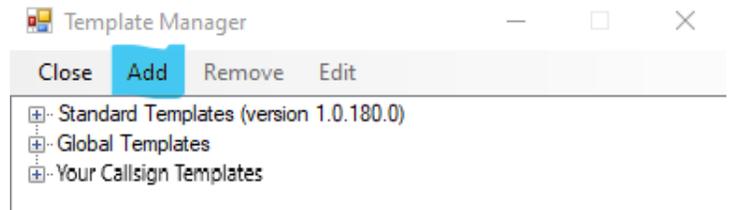
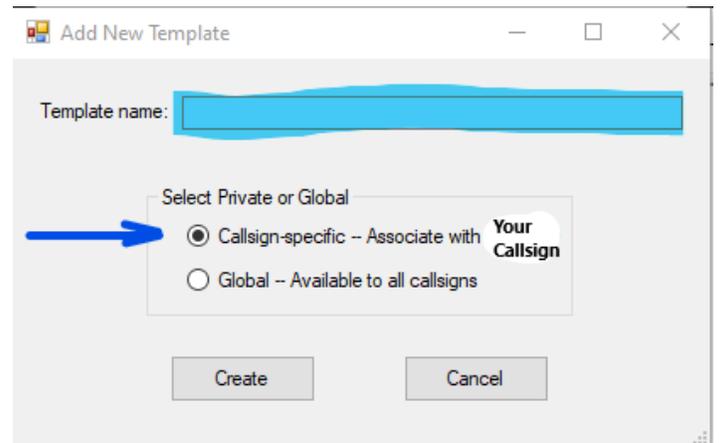


Figure 3: Select Template Manager Add menu item



Template Text

```
Type: Winlink
Def: NCS = <ask Enter Net Control Station Call Sign:, UP>

To:<var NCS>
Subject: YCARES Winlink Net - <DateTime>

Def: Callsign = <ask Enter Operator's Call Sign:, UP>
Def: Radiomode=<ask Enter Radio Mode Being Used:, UP>
Def: RmsGateway=<ask Enter RMS Gateway Being Used:, UP>
Def: DialFreq=<ask Enter Radio Dial Frequency:>
Def: County=<ask Enter Your Local County:, UP>
Def: State=<ask Enter Your State Abbreviation:,UP>

Msg:<var Callsign>, <var Radiomode>, <var RmsGateway>, <var DialFreq>, <var
County>, <var State>, <GPS>

via YCARES Net Personal Template
```

Please Note: *There should be no Carriage Return in the <var County> entry. It is line wrapped due column spacing limitations.*

Steps for Running Your New Template

Running your new template is nearly identical to running the Standard Templates. Since there is no HTML, each <ask ...> command will cause a pop window requesting information using the prompt text within the <ask ...> command in the template. Again, the *Help* menu item in the Template Editor provides a list of the features and examples if you are interested in learning more.

1. Launch Winlink Express on your computer by double clicking the desktop icon
2. Compose a new message by clicking the white paper button located in the toolbar or clicking on the **Message** → **New Message ...** menu items
3. Ensure your call sign is listed in the “From” box on the new message
4. Click the “**Select Template**” menu
5. The “Template Manager” window will open. Expand the “*Your Callsign*” Templates by clicking on the plus sign to the left of the text or double clicking the text.
6. Select the Template .txt file you created
 1. The Type: Winlink text within the message will ensure the **Send as:** is Winlink Message.
 2. You will be prompted to “Enter Net Control Station Call Sign:”
 1. So far this will be W7OWO, the Call for Check-In will say if it should be someone else for that week. Click Accept.
 3. You will be prompted to “Enter Operator's Call Sign:”

1. You should type your Call Sign. Click Accept.
4. You will be prompted to "Radio Mode Being Used:"
 1. You should type in The Winlink Mode planned to be used, eg Telnet, ARDOP, VARA 500, VARA, PACTOR I, PACTOR II, PACTOR III, VARA FM, etc. Click Accept.
5. You will be prompted to "Enter RMS Gateway Being Used:"
 1. You should type the call sign, with SSID if there is one, of the RMS Station You plan on using. I usually try to pickup messages on my planned station first. If Connection is bad, I try another. Telnet Sessions should type "N/A". Click Accept
6. You will be prompted to "Enter Radio Dial Frequency:"
 1. You should type the frequency in MHZ to which your radio is set. Telnet Session should type "N/A". Click Accept.
7. You will be prompted to "Enter Your Local County:"
 1. You should type in the County which you are currently within. Click Accept.
8. You will be prompted to "Enter Your State Abbreviation:"
 1. Enter Your State Abbreviation
9. Your New Message should now be populated
7. Review your message.
 1. To: should be W7OWO
 2. Subject: should be YCARES Winlink Net - [Current Date & Time]
 3. Message section should contain your information as prompted.
 1. If you have an attached GPS configured with Winlink you will also see the Latitude and Longitude. If there is no GPS, you may see Not Available instead. This can be deleted if desired.
 4. You will also see line stating your message was populated "via YCARES Net Personal Template"
8. If all is OK Click on Post to Outbox and proceed to sending the message via your selected Winlink Session Mode in the "Open Session" selection box.
 1. If sending via the Telnet, simply choose "Telnet Winlink" and click "Open Session".
9. If the message has issues, you will need to close the New Message window without posting and reopen the Template Manager via the Winlink Main Window Message → Template manager..
 1. Open your templates
 2. Select your new template and select **Edit** on the Template manager menu.
 3. On completion, go back to step 2 in Steps for Running Your New Template.