



## Using Winlink Express for Radiograms

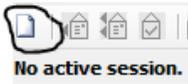
Winlink Express can be utilized to send a Radiogram form into the National Traffic System.

*This document assumes that you already have Winlink Express installed and configured on your computer.*

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



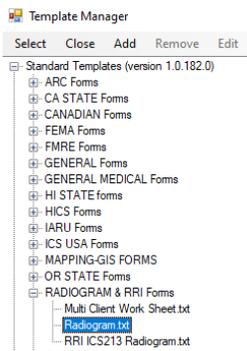
3. Ensure your call sign is listed in the “From” box.



4. Click the “Select Template” menu



5. The “Template Manager” window will open. Expand “Standard Templates” > “Radiogram & RRI Forms” and double click on “Radiogram.txt”



6. A new web browser window will appear with the “Amateur Radio RADIOGRAM Text Creator” form

Amateur Radio RADIOGRAM Text Creator <a href="#">Read Help and Instructions!</a>						
Number	Precedence	Handling Instructions	Station Of Origin	Check	Place of Origin	Date
93	EMERGENCY	NONE	W4CPD	0		FEB 26
<input type="checkbox"/> SVC (Handler use)	Emergency not in use at this time.	<a href="#">HXX Help</a> <a href="#">ADD MORE HX INFO</a>	Change if not you.			<input type="radio"/> Current UTC Time <input type="radio"/> Current Local Time <input checked="" type="radio"/> No Time



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7. Fill in the Radiogram preamble just as you would a paper radiogram
  - a. The message number will automatically increment itself or you can manually type in a message number
  - b. Station of origin is your personal call sign
  - c. Time is not required unless using a handling instruction that is time sensitive

Number 93	Precedence R EMERGENCY P W <small>Emergency not in use at this time.</small>	Handling Instructions NONE HXA HXB <a href="#">HX Help</a> ADD MORE HX INFO	Station Of Origin W4CPD <small>Change if not you.</small>	Check 0	Place of Origin	Time Optional	Date FEB 26
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8. Fill in the "TO:" area of the Radiogram just as you would a paper Radiogram for who you want it delivered to
  - a. Fill in as much information as you can to assist in delivery. An address is not required unless you wish it delivered by mail or you don't have an email address or phone number for the recipient.

TO:		
Name: FIRST AND LAST NAME MINIMUM	Call Sign: IF ANY OR KNOWN	
Address: OPTIONAL		
City / Town: VERIFY YOUR SPELLING	State or Province: ST <a href="#">2 Letter Codes</a> Zip: USA/CAN	
Country: OPTIONAL		
Phone: 555 555 5555	Extension: #'s ONLY	E-mail: NEED EMAIL, PHONE, OR BOTH TO ENSURE DELIVERY.
Op Note about this Radiogram: OPTIONAL - KEEP IT SHORT!		

9. Enter your message text. Periods will automatically be converted to X. Keep it short. Think of each word as costing you \$5 to deliver. You can utilize ARL message numbers to shorten your message.

MESSAGE TEXT Check: 0 <a href="#">ARL Message Numbering Help</a>
SUGGESTION IS NO MORE THAN 25 GROUPS (WORDS)

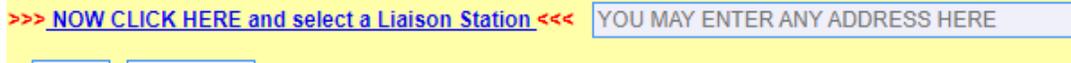
10. If the message is originating from yourself, enter your name and callsign in the signature box. If the message text is originating from someone else, enter their name and callsign if applicable.

Signature (name) of person for whom message originated:	PERSON WHO ORIGINATED THIS MESSAGE
Operator Note:	OPTIONAL - KEEP IT SHORT!



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11. Single left click on “NOW CLICK HERE and select a liaison Station”



12. A list of National Traffic System Regional Liaison Stations will appear. Single left click the circle next to the region that represents the **recipient's** state.

### **RRI Liaison Stations**

SELECT THE REGION LIAISON STATION WHERE THE ADDRESSEE IS LOCATED

You may enter any address if traffic NOT going to a Liaison Station, just close this window, then enter the address in the entry box.

Please leave any auto-added Cc: address's as-is.

- Region 1 CT, MA, ME, NH, RI, VT
- Region 2 NJ, NY
- Region 3 DC, DE, MD, PA
- Region 4 FL, GA, NC, SC, VA, PR, VI
- Region 5 AL, AR, LA, MS, OK, TN, TX
- Region 6 CA, NV
- Region 7 AK, ID, MT, OR, WA, AB, BC
- Region 8 MI, OH, WV
- Region 9 IL, IN, KY, WI
- Region 10 IA, KS, MN, MO, ND, NE, SD, MB, SK
- Region 11 NB, NS, ON, PQ
- Region 12 AZ, CO, NM, UT, WY
- Region HI Hawaii

[Close this window](#)

13. Single left click “Close this window”

[Close this window](#)

14. Upon completion of the form, review your entries for correct spelling and appropriate information then click “Submit” at the bottom of the form.

15. A message will display advising you to click “OK” and then close your web browser window.

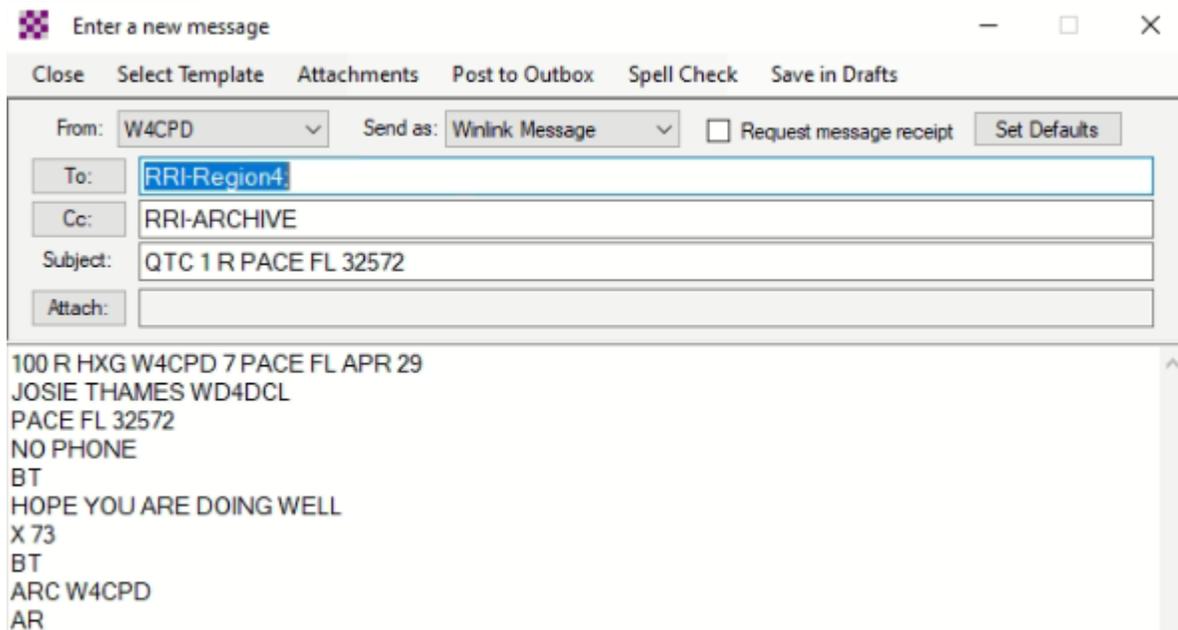
### **This page says**

To complete your form submission, click OK and close the open browser window. You will return to the new message window so you can post your message to the outbox

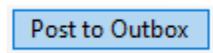


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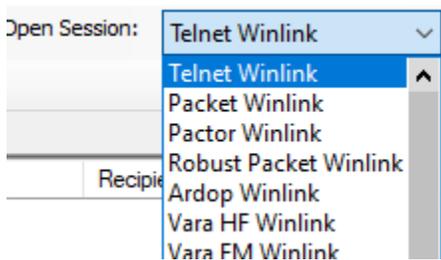
16. Once you close your web browser, you should see a fully completed Winlink message. **Do not change** anything.



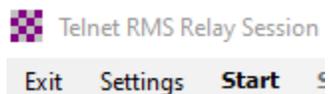
17. In the menu bar, click “Post to Outbox”



18. The message will be sent the next time you initiate a Winlink session. You can do this by selecting the type of session you want in the “Open Session” selection box. If sending via the internet, simply choose “Telnet Winlink” and click “Open Session”.



19. Once you’ve opened the appropriate type of sessions, click “Start” in the session window.



20. Once completed, click “Exit” on the session window. Your “Outbox” should now read “0”.  
Outbox (0)