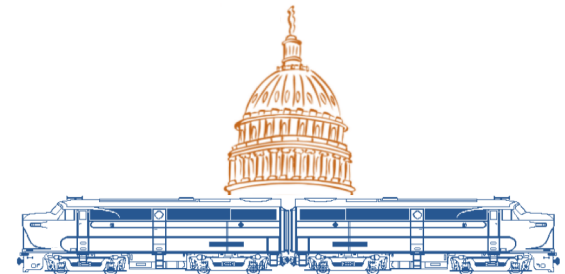# GENERATING CAR CARDS & WAYBILLS

Presented at
Lansing Lashup NCR Convention
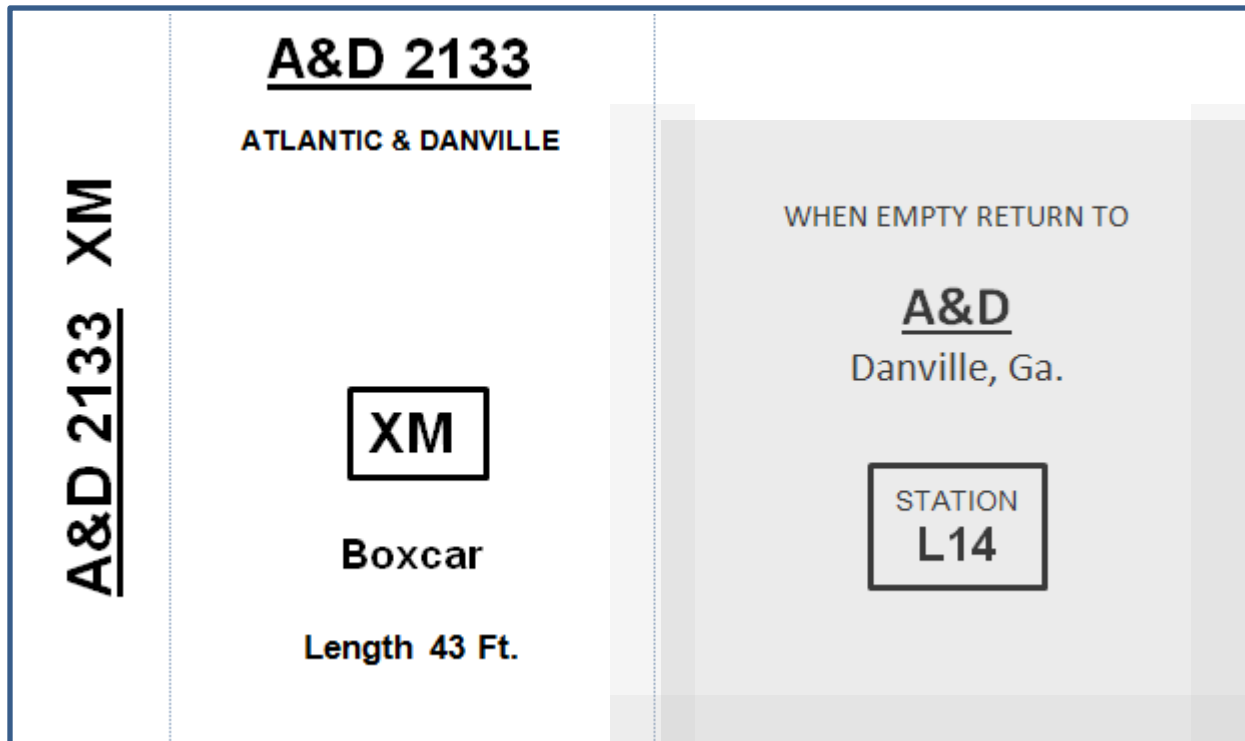
October 12, 2018

Ron St.Laurent - Capital Division

Lansing Lashup 2018
NCR/NMRA Convention

CREATE YOUR OWN CAR CARDS

Presented by: Ron St.Laurent
NMRA NCR Division 5
October 12, 2018

AND WAYBILLS

Presented by: Ron St.Laurent
NMRA NCR Division 5
October 12, 2018

Programs Used: Excel 2010, Word 2010

- - - -

Both Are Part of Microsoft Office 2010

Other versions of Office will work
but the menu selections may change

CAR CARDS

|	A	B	C	D	E	F	G	H	I	J
1	INITIALS	NUMBER	NAME	LENGTH	CODE	TYPE	RETURNTO	LOCATION	STATION	
2	A&D	2133	ATLANTIC & DANVILLE	43	XM	Boxcar	A&D	Danville, Ga.	L14	
3	A&WP	37339	ATLANTIC & WEST POINT	44	XM	Boxcar	A&WP	Atlanta, Ga.	L14	
4	A&WP	37512	ATLANTIC & WEST POINT	44	XM	Boxcar	A&WP	Atlanta, Ga.	L14	
5	A&WP	38022	ATLANTIC & WEST POINT	44	XM	Boxcar	A&WP	Atlanta, Ga.	L14	
6	AA	1401	ANN ARBOR	43	XM	Boxcar	AA	Toledo, Ohio	TN	
7	AA	1404	ANN ARBOR	44	XM	Boxcar	AA	Toledo, Ohio	TN	
8	AA	1409	ANN ARBOR	44	XM	Boxcar	AA	Toledo, Ohio	TN	
9	AA	2058	ANN ARBOR	58	GB	Gondola	AA	Toledo, Ohio	TN	
10	AA	30507	ANN ARBOR	40	HM	2 Bay Hopper	AA	Toledo, Ohio	TN	
11	AA	73839	ANN ARBOR	44	XM	Boxcar	AA	Toledo, Ohio	TN	
12	ACL	20707	ATLANTIC COAST LINE	44	XM	Boxcar	ACL	Atlanta, Ga.	L2	
13	ACL	21858	ATLANTIC COAST LINE	44	XM	Boxcar	ACL	Atlanta, Ga.	L2	
14	ACL	23145	ATLANTIC COAST LINE	44	XM	Boxcar	ACL	Atlanta, Ga.	L2	
15	ACL	70214	ATLANTIC COAST LINE	44	FB	Bulkhead Flat	ACL	Atlanta, Ga.	L2	
16	ACL	110953	ATLANTIC COAST LINE	44	FB	Bulkhead Flat	ACL	Atlanta, Ga.	L2	
17	AESX	8352	STALEY CORP.	43	TA	Tank Car	C&IM	Decatur, Ill.	TN	
18	AGE	29217	ATLANTIC GREAT EASTERN	43	XM	Boxcar	AGE	Berlinton, Maine	TN	
19	AGE	43022	ATLANTIC GREAT EASTERN	43	RS	Reefer	AGE	Berlinton, Maine	TN	
20	ALTON	1200	ALTON	43	XM	Boxcar	Alton	St. Louis, Mo.	TN	
21	APCX	1082	ALLIED PRODUCTS CO.	43	TA	Tank Car	ATSF	San Diego, Calif.	TW	
22	AROX	412	AROGAS CO.	41	TM	Tank Car	MILW	Chicago, Ill.	TN	
23	ART	36016	AMERICAN REFRIGERATOR TRANSIT	44	RS	Reefer	MP	St. Louis, Mo.	TN	
24	ART	36084	AMERICAN REFRIGERATOR TRANSIT	44	RS	Reefer	MP	St. Louis, Mo.	TN	
25	AT&SF	4157	ATCHISON, TOPEKA & SANTA FE	54	XM	Boxcar	AT&SF	Oklahoma City, Okla.	TW	
26	AT&SF	10335	ATCHISON, TOPEKA & SANTA FE	54	XM	Boxcar	AT&SF	Oklahoma City, Okla.	TW	

Enter your car inventory in Excel in a simple column list as shown. Be consistent and descriptive with your column titles. No spaces in the column description. This becomes important later in the process.

Enter a column for each item of information you want to appear on your car card.
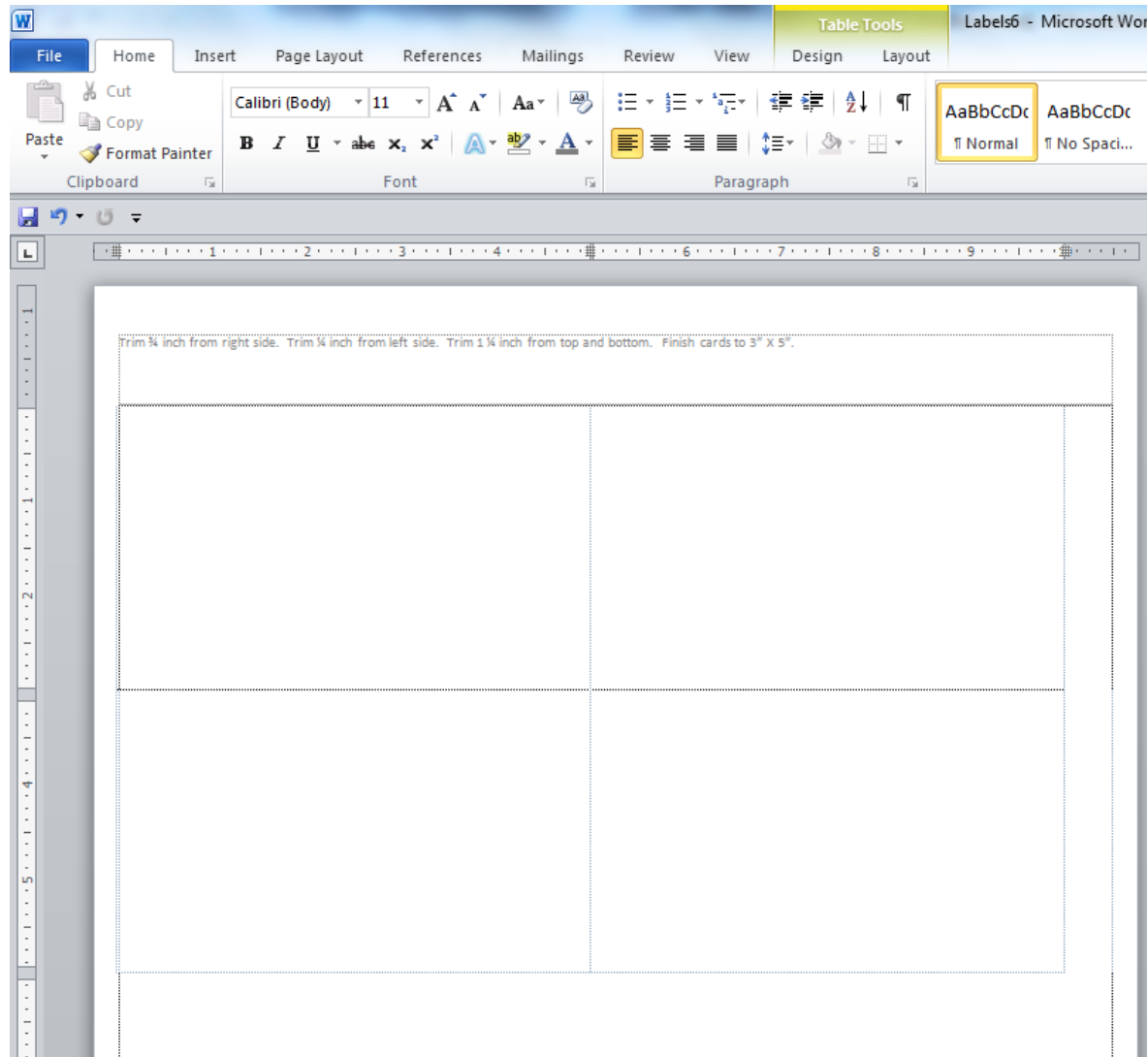
CAR CARDS
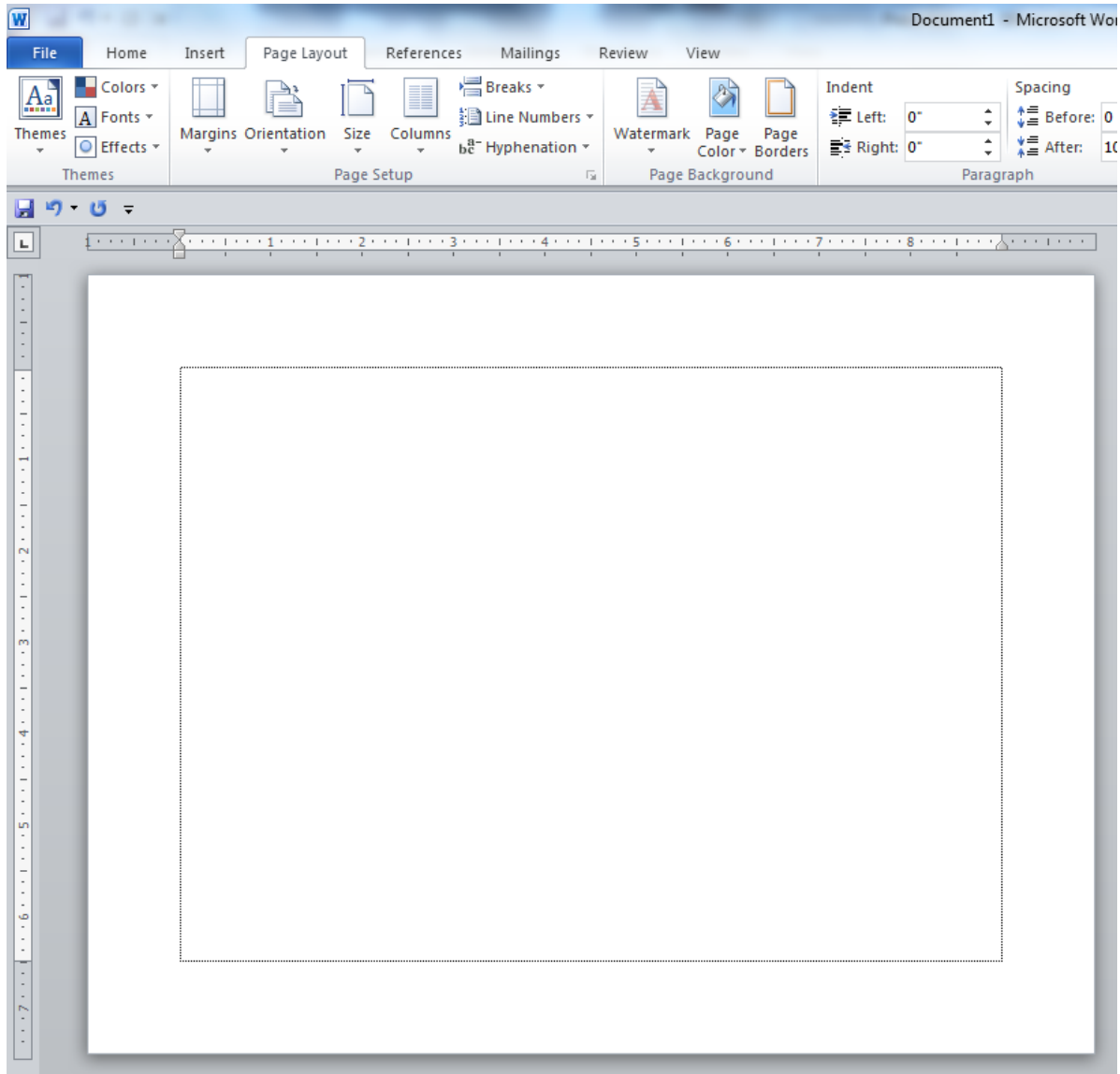
Open Word and click on Page Layout, Orientation, Landscape. This will allow for an eventual placement of 4 car cards on a sheet.
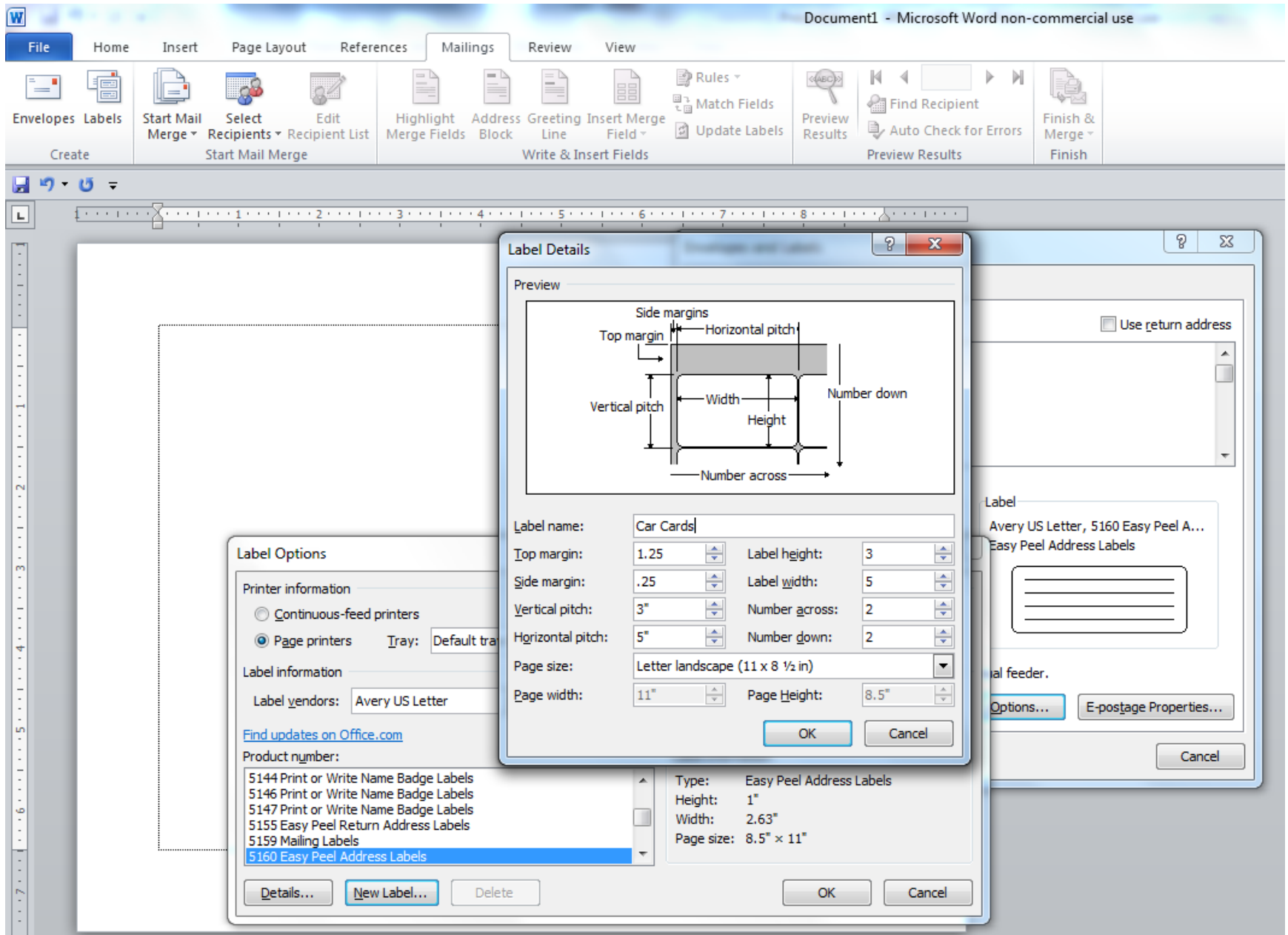
Click Mailings, Start Mail Merge, Labels, New Label to bring up this screen.
Revise the entries as shown including you new label name. Click OK, OK, New Document.

Trim ¾ inch from right side. Trim ¼ inch from left side. Trim 1 ¼ inch from top and bottom. Finish cards to 3" X 5".
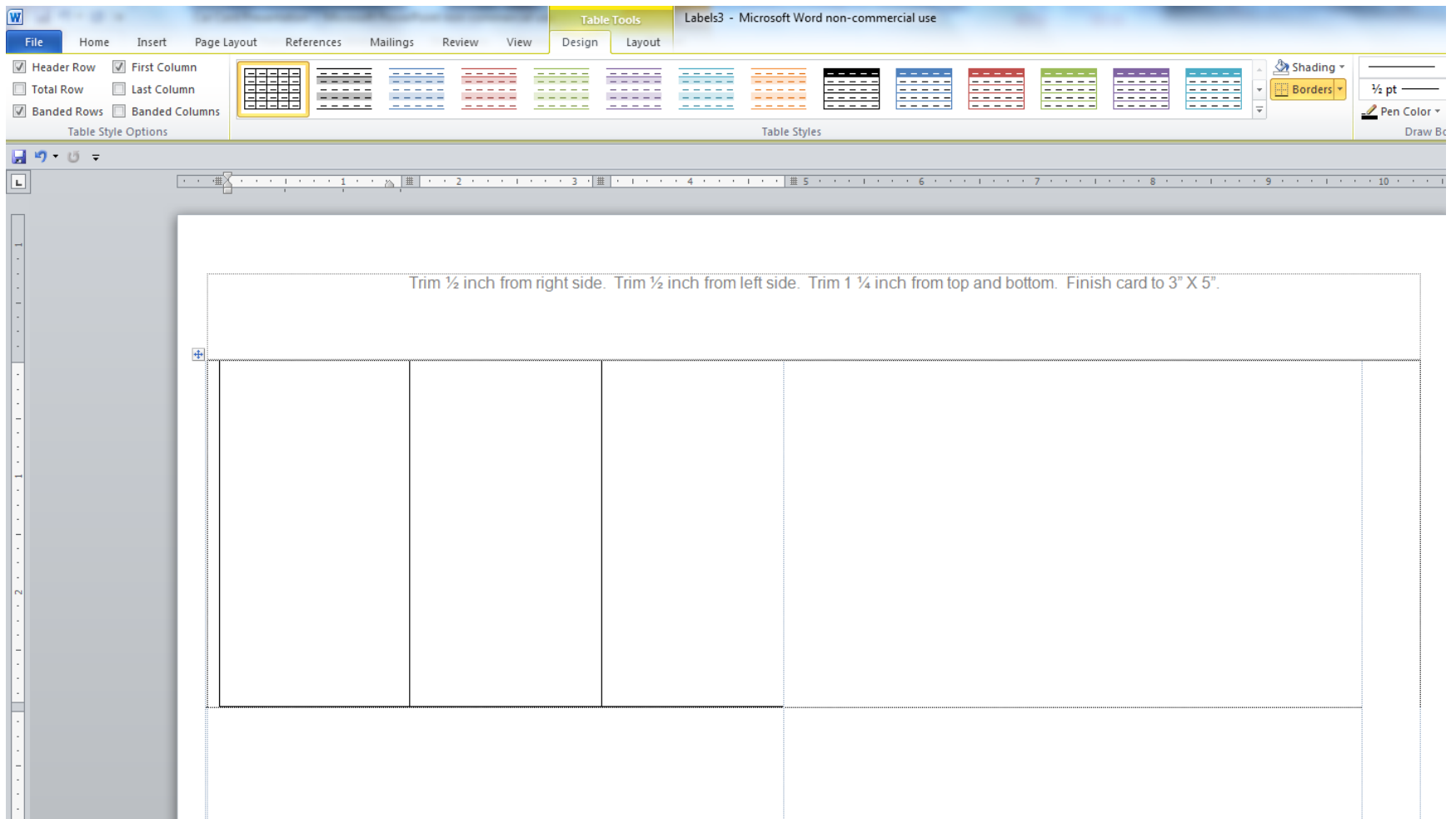
You now have a blank document with four 3 X 5 car cards.   And you have made a new label template that you can call up in the future. Double click on the top part of card and type your cutting instructions. Dimensions may vary from printer to printer, experiment to get to a size that works for you.
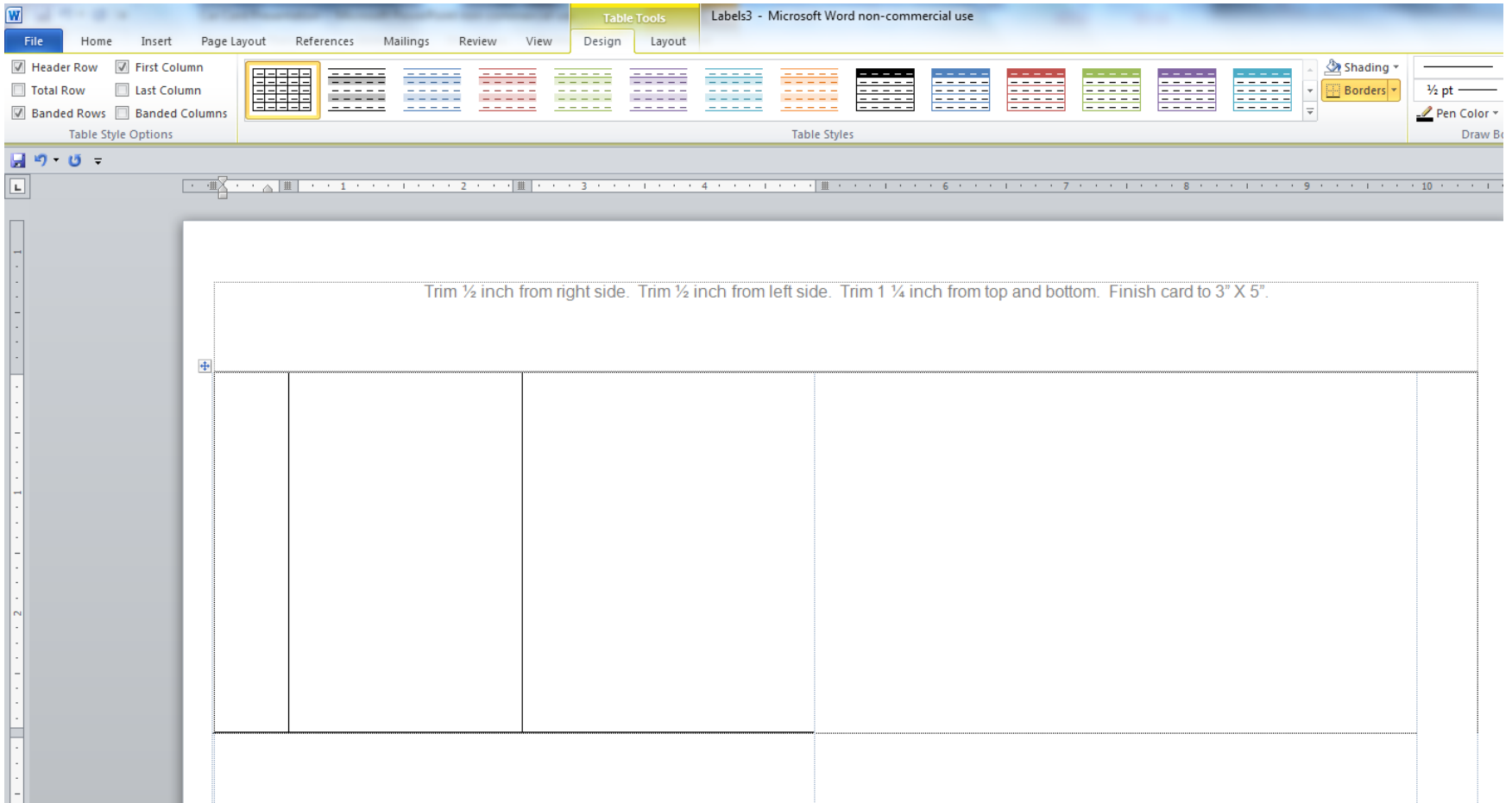
CAR CARDS
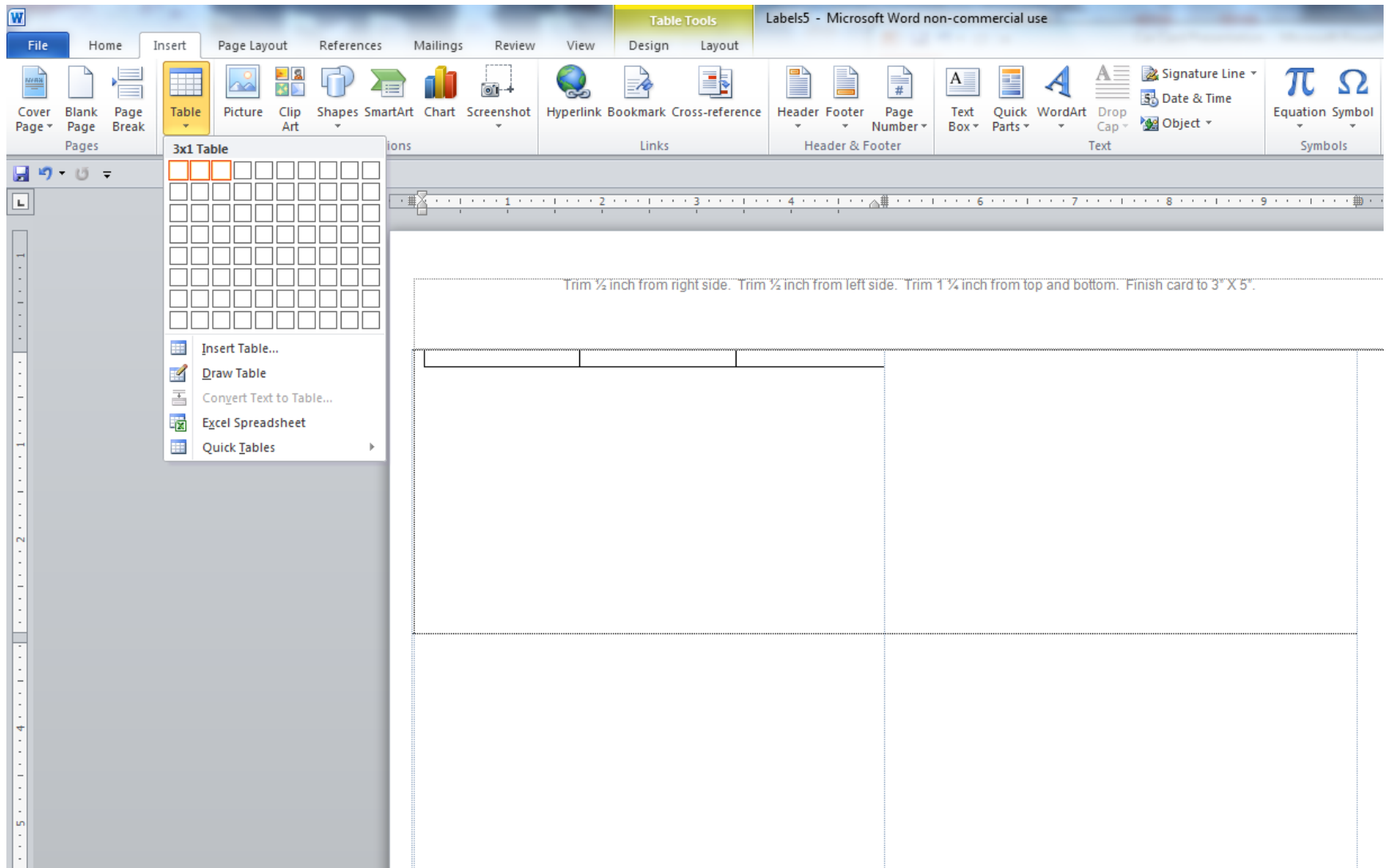
We will concentrate on the very first card. All other cards will be automatically generated. Position your mouse in the upper left corner of the upper left car card and double click. Click Insert, Table. Click on first box and drag 2 boxes to the right as shown then release the mouse. This will set up a table one high and three across as show.

Trim ½ inch from right side. Trim ½ inch from left side. Trim 1 ¼ inch from top and bottom. Finish card to 3" X 5".
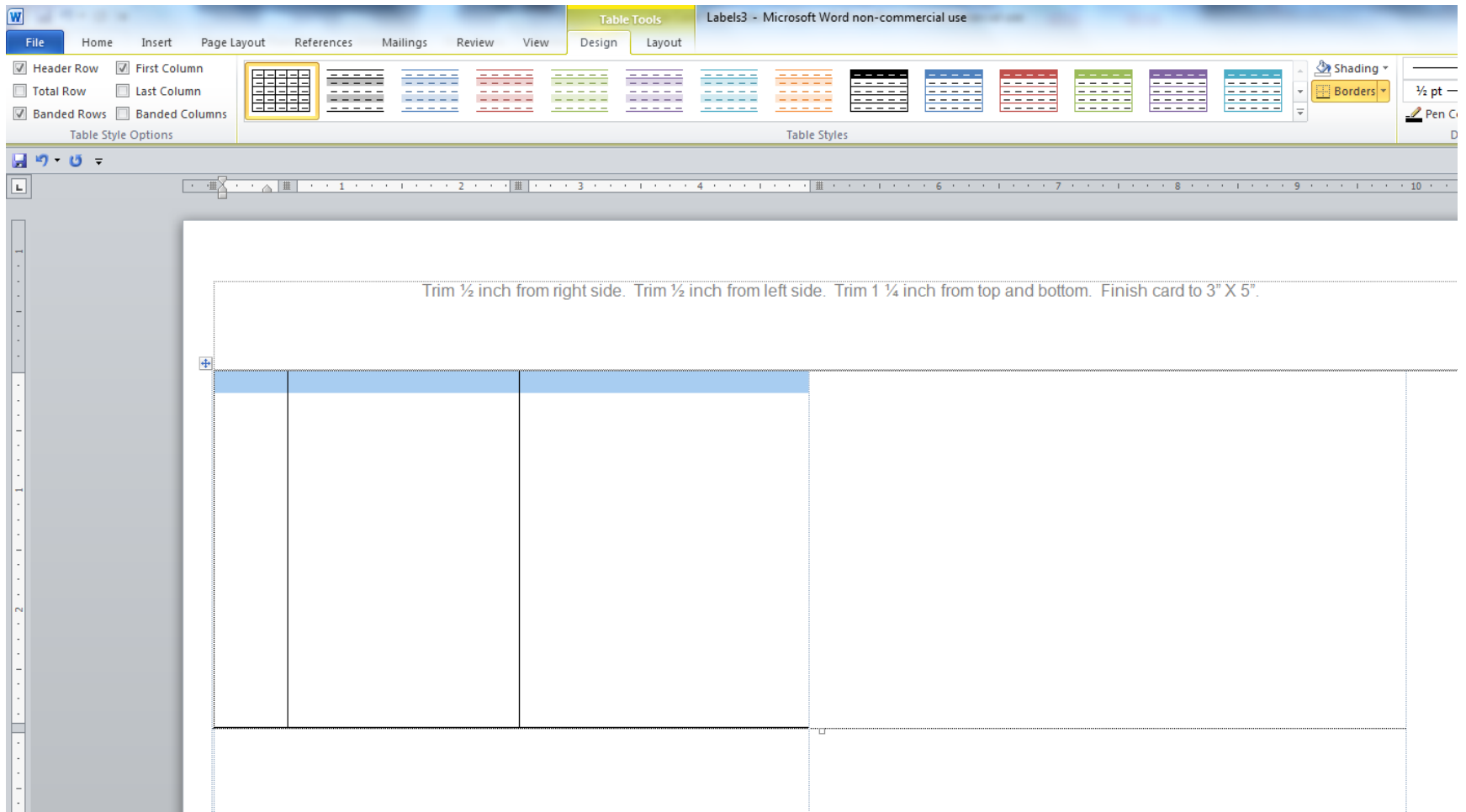
CAR CARDS

Position your mouse on the bottom line of the table, click and drag the line to the bottom border of the car card as shown.   Position your mouse on the left line of the table and drag it to the left edge of the car card.

CAR CARDS

Trim ½ inch from right side. Trim ½ inch from left side. Trim 1 ¼ inch from top and bottom. Finish card to 3" X 5".

Looking at your ruler guide, click and hold on the first column line and move it to the ½" mark as shown. Now move your second column line to the 2 ½" mark as shown.

CAR CARDS

Trim ½ inch from right side. Trim ½ inch from left side. Trim 1 ¼ inch from top and bottom. Finish card to 3" X 5".

Click in the first column of your table and drag across all 3 columns as shown.
Right click in the blue area and select Borders and Shading, None, OK.
This will allow you to print your car cards without the lines for a clean looking card.

Here's where the fun starts. We are going to tell Word where to find the data that we have prepared in Excel. Click the Mailings tab, Select Recipients, Use Existing List, search for the location of your Excel file, open it and you will see this box. Choose the sheet containing your data and select OK.
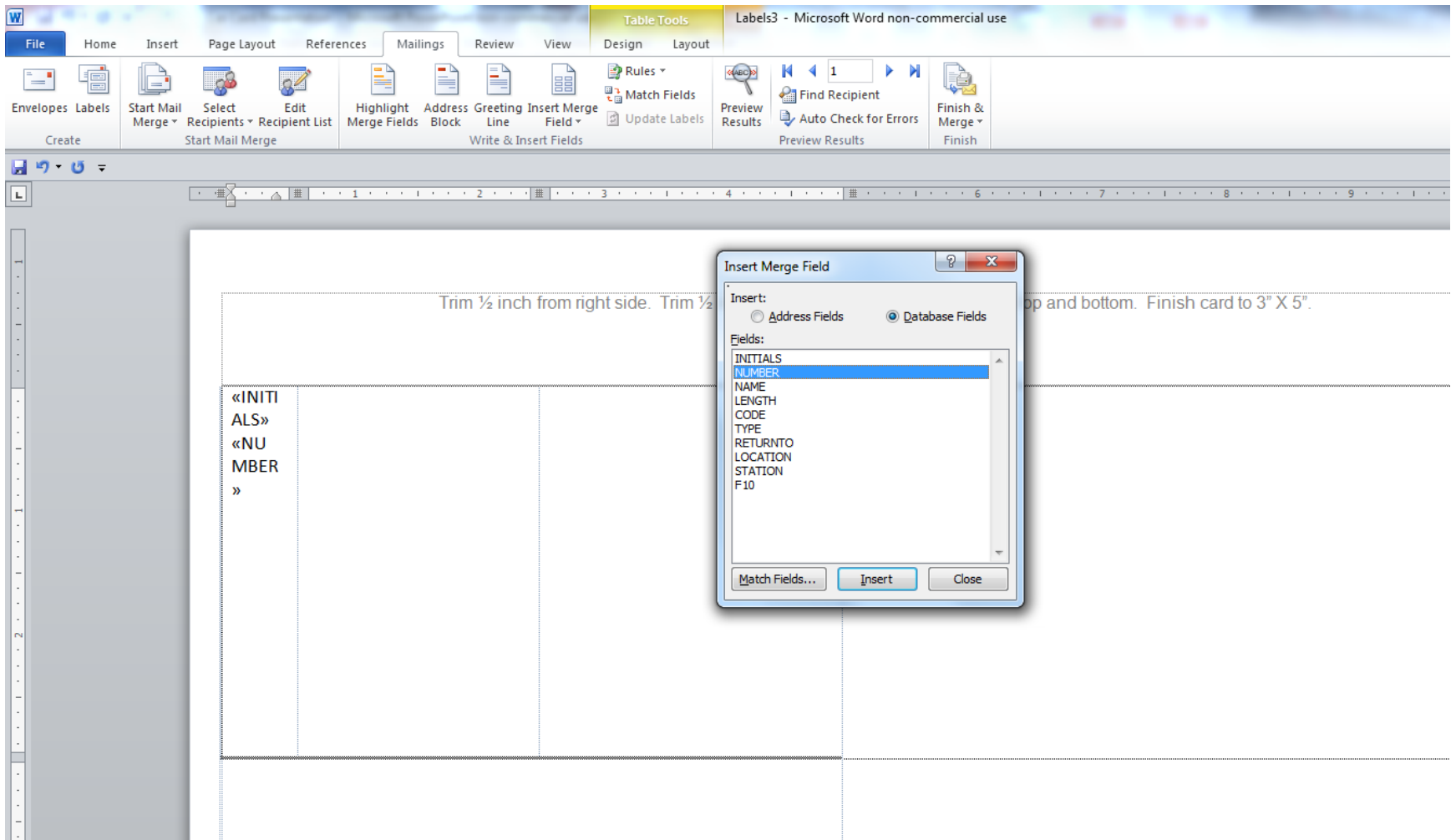
Now we populate the cards with our data. Click in the first column.
Click Insert Merge Field. Double click on INITIALS, double click on NUMBER, click Close.
Of course you will use the titles you placed on your spreadsheet.

Trim ½ inch from right side. Trim ½ inch from left side. Trim 1 ¼ inch from top and bottom. Finish card to 3" X 5".

«INITIALS»
«NUMBER»

CAR CARDS
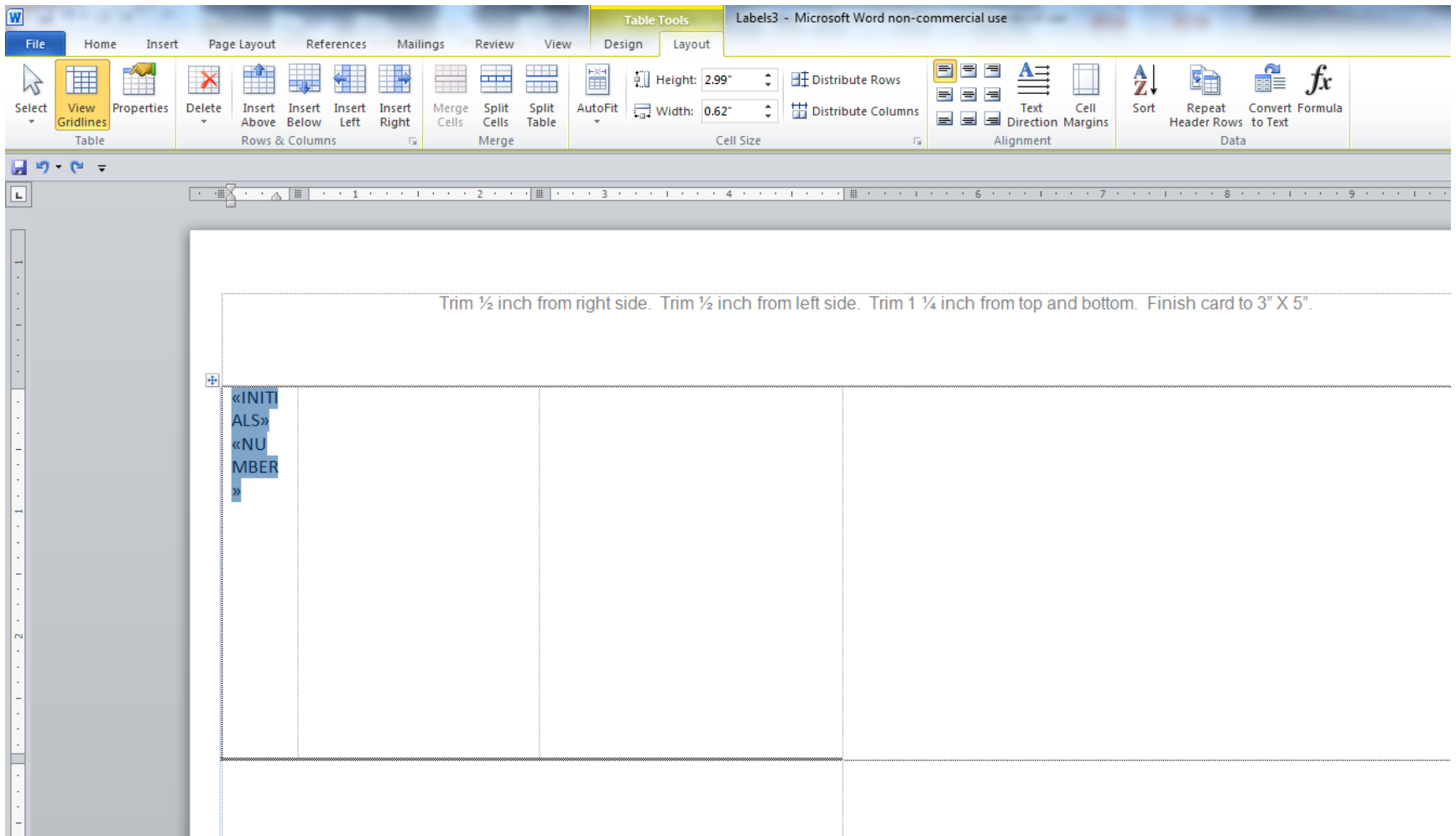
Highlight your input by clicking and dragging across the input. Click on the layout tab, click on Text Direction. You will see that multiple clicks on this icon will change the direction of your printing. Once the printing is in the direction you wish, go to the icons just to the left of the Text Direction and select the centermost icon. This will position the text in the center of the cell both top to bottom and side to side. Click on the Mailings tab, click on Preview Results. Your data has appeared!
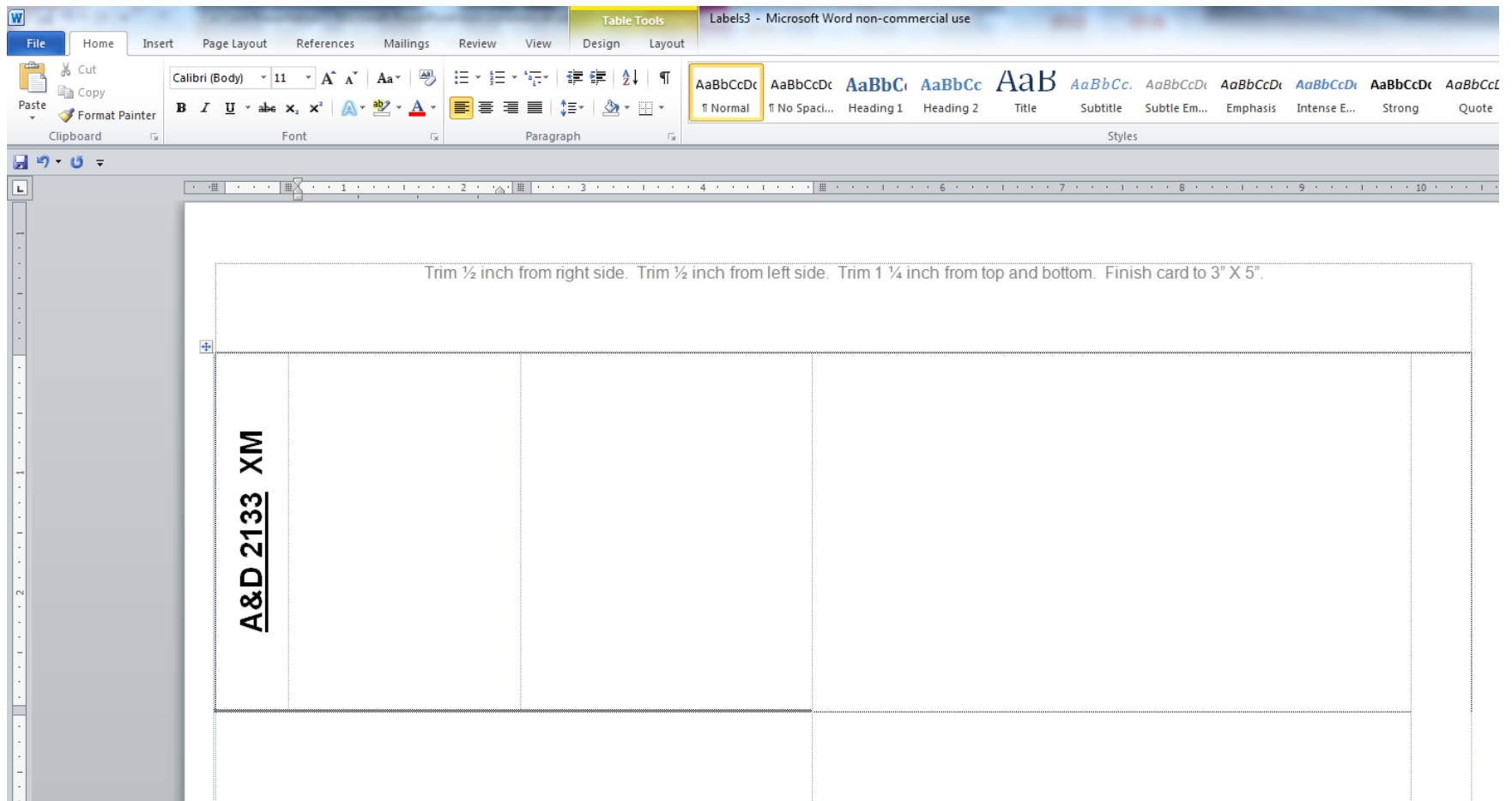
With the input still highlighted click home. Now fashion the font to your preference.
I chose Arial 18 point, bold, underline. The next slide shows an example of fonts we used
on the Nashville Road. Place your cursor between the Initials and Number to place
a space between these entries. Now place your cursor appropriately and enter the other
data fields.

NASHVILLE ROAD CAR CARD EXAMPLE

CAR CARDS

A&D 2133 (16B)

(18B)

ATLANTIC & DANVILLE (8B)

A&D 2133 XM

WHEN EMPTY RETURN TO (9)

B = BOLD

(16B)

A&D (16B)

Danville, Ga. (12)

XM (16B)

STATION
L14 (8)

(14B)

Boxcar (12B)

Length 43 Ft. (10B)

Here are the font attributes we chose for the Nashville Road. The font is Arial. We chose the largest font possible and still fit the card. Remember your operators have to read these cards. Railroad Heralds were borrowed from several sources, resized and placed on each card. That part took a good amount of time.
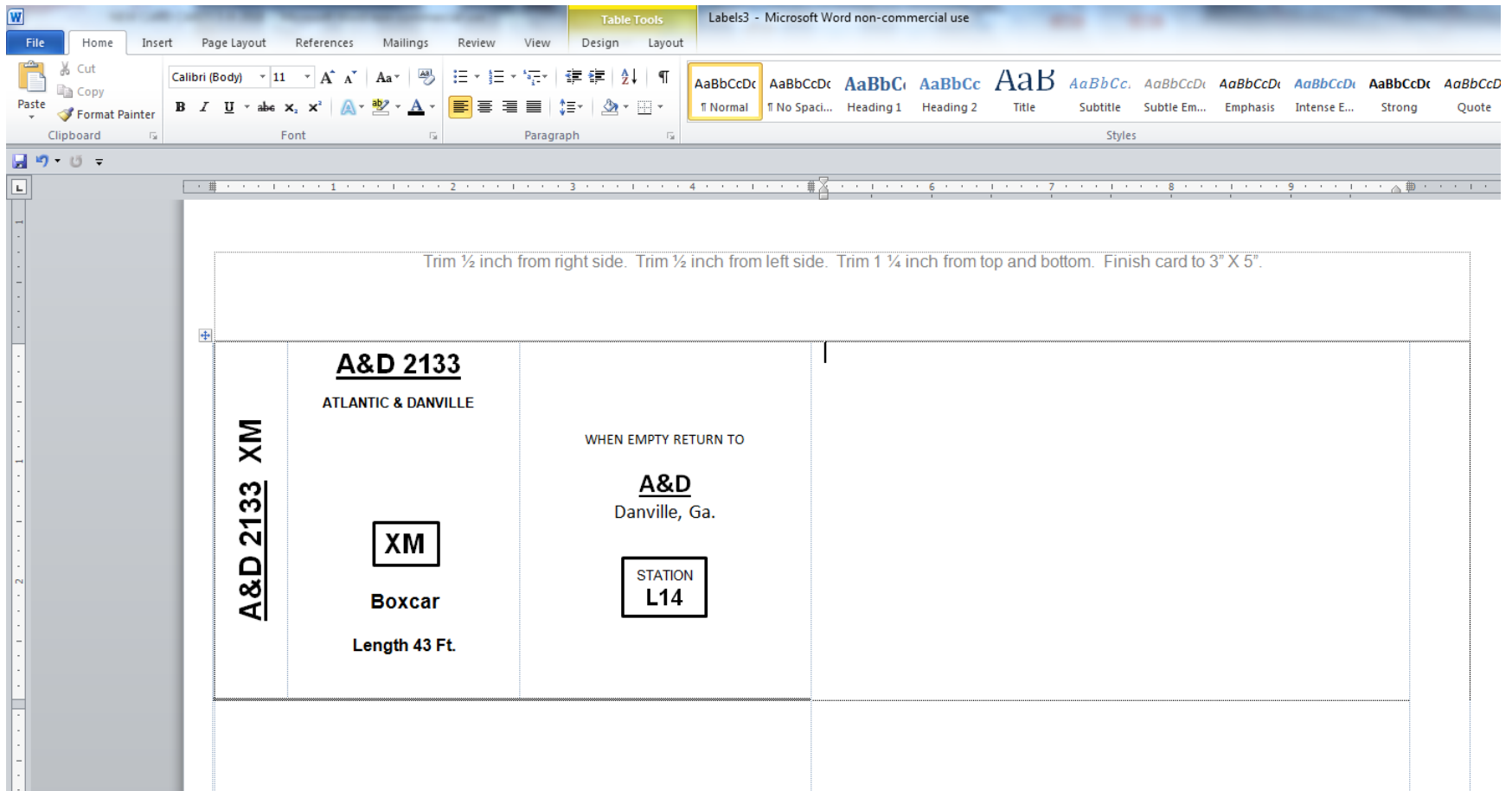
At this point you should be getting the picture of how the card gets populated with data. Set your cursor to the second column, click Home, click the center icon in the Paragraph area and start to populate the rest of your card from the Mailings tab.
Once you are happy with your card layout, click on the Mailings tab and Update Labels.
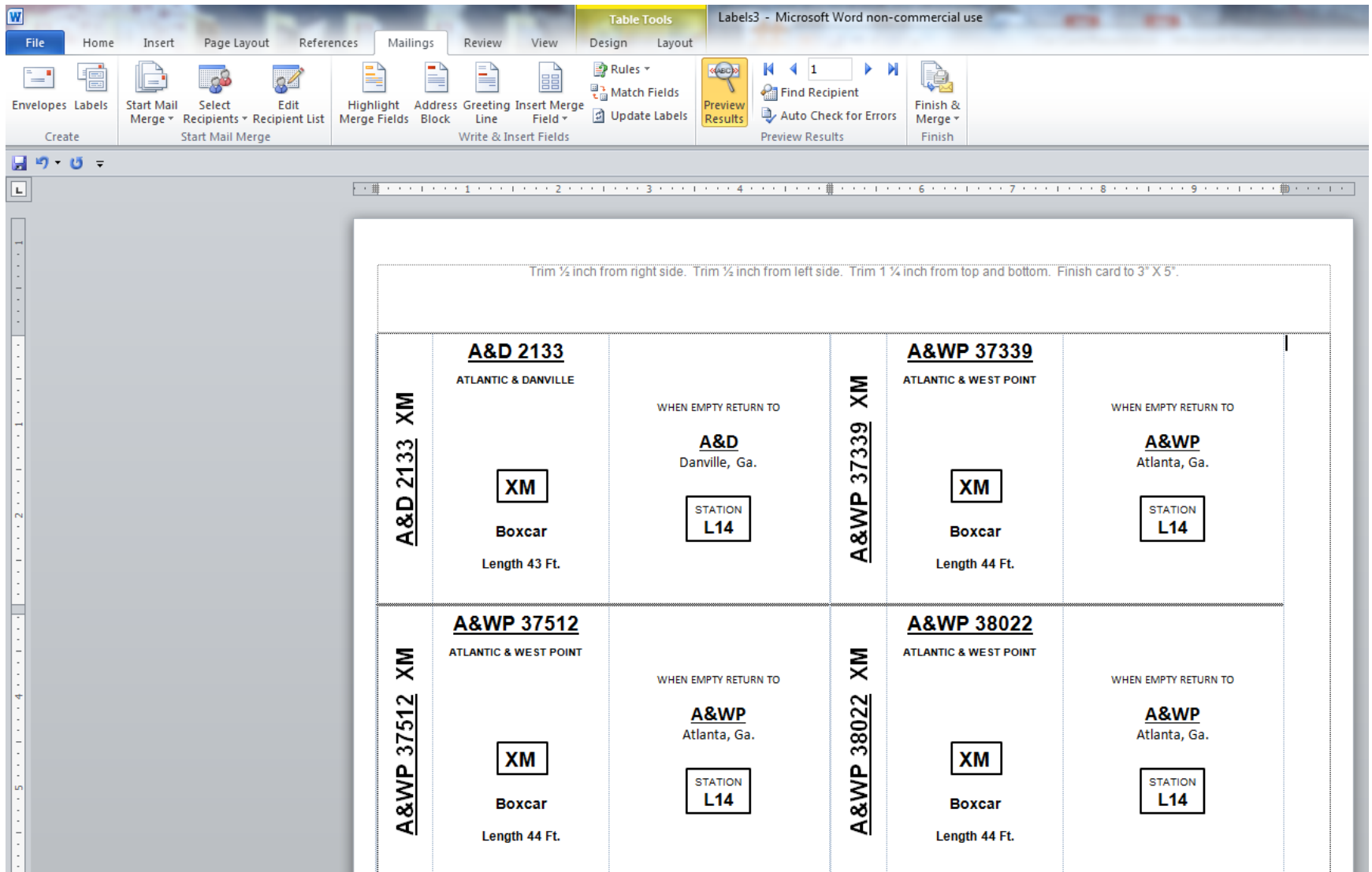
You have now included all the data on the first sheet, Now click Finish and Merge, then click Edit Individual Documents and you will have made all your Car Cards. This takes awhile depending on the number of cards generated and you can monitor the work in the left hand lower screen. Now do a File, Save As, create a filename and you have your Car Cards preserved. Call that file up to print all your Car Cards.

A&D 2133

A&D 2133 XM

ATLANTIC & DANVILLE

XM

Boxcar

Length 43 Ft.

UNIVERSAL CAR MOVEMENT WAYBILL		
TYPE: XM	**LOAD**	**STATION:** L1
TO: Guthrie, Tenn.		**SPOT:**
CONSIGNEE: Angus Building Supply Co.		
RR ROUTING: IC-CINS		
FROM: Chicago, Ill.		
SHIPPER: National Supply Co.		
COMMODITY: building supplies		

When spotted place car card in setout pocket.

AGENT WILL WORK BILLS **GU**

Add an acetate window to your card and Scotch tape it at the sides and bottom. If there is no Waybill in the acetate pocket you will follow the instructions that you read through the acetate pocket. If there is a Waybill then the "empty return to" information is covered and you follow the instructions on the Waybill.

GENERATING WAYBILLS

WAY BILLS

UNIVERSAL CAR MOVEMENT WAYBILL		
TYPE: **XM**	**LOAD**	STATION: **L1**
TO: Guthrie, Tenn.		SPOT:
CONSIGNEE: Angus Building Supply Co.		
RR ROUTING: IC-CINS		
FROM: Chicago, Ill.		
SHIPPER: National Supply Co.		
COMMODITY: building supplies		

When spotted place car card in setout pocket.

AGENT WILL WORK BILLS GU

Code	Type	Status	Station	To	Spot	Consignee	Route	From	Shipper	Commodity	Origin	RR	Index Code
1	XM	LOAD	L6	Hunter, Tenn.	H71	Hunter Farm & Supply	NKP-CINS	Kokomo, Ind.	Arkin Grain Co.	grain	North	CINS	HB
2	XM	LOAD	L6	Hunter, Tenn.	H71	Hunter Farm & Supply	NYC-CINS	Toledo, Ohio	The Andersons	grain	North	CINS	HB
3	XM	LOAD	L6	Hunter, Tenn.	H71	Hunter Farm & Supply	TN&O-RI-CINS	Marshall, Texas	Arkin Grain Co.	grain	West	RI	HB
4	HT	LOAD	TS	Atmore, Ala.		Atmore Coal & Oil Co.	L&N-CINS	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
5	HT	LOAD	TS	Atmore, Ala.		Atmore Coal & Oil Co.	L&N-CINS	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
6	HT	LOAD	TS	Atmore, Ala.		Atmore Coal & Oil Co.	L&N-CINS	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
7	HT	LOAD	TW	Little Rock, Ark.		Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
8	HT	LOAD	TW	Little Rock, Ark.		Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
9	HT	LOAD	TW	Little Rock, Ark.		Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
10	HT	LOAD	TW	Little Rock, Ark.		Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
11	HM	LOAD	TS	Atmore, Ala.		Atmore Coal & Oil Co.	L&N-CINS	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
12	HM	LOAD	TS	Atmore, Ala.		Atmore Coal & Oil Co.	L&N-CINS	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
13	HM	LOAD	TS	Atmore, Ala.		Atmore Coal & Oil Co.	L&N-CINS	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
14	HM	LOAD	TW	Little Rock, Ark.		Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
15	HM	LOAD	TW	Little Rock, Ark.		Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
16	HM	LOAD	TW	Little Rock, Ark.		Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
17	HM	LOAD	TW	Little Rock, Ark.		Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal	L2	L&N	LN
18	TM	LOAD	TW	Brinkley, Ark.		Ace Fuel Supply Co.	SOU-L&N-RI	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil	L2	L&N	LN
19	TM	LOAD	TW	Brinkley, Ark.		Ace Fuel Supply Co.	SOU-L&N-RI	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil	L2	L&N	LN
20	TM	LOAD	TW	Brinkley, Ark.		Ace Fuel Supply Co.	SOU-L&N-RI	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil	L2	L&N	LN
21	TM	LOAD	TS	Shaler, Ala.		Shaler Fuel Supply Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil	L2	L&N	LN
22	TM	LOAD	TS	Shaler, Ala.		Shaler Fuel Supply Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil	L2	L&N	LN
23	TM	LOAD	TS	Shaler, Ala.		Shaler Fuel Supply Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil	L2	L&N	LN
24	TM	LOAD	TN	Lebanon, Ill.		Bridges Coal & Oil Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil	L2	L&N	LN
25	TM	LOAD	TN	Lebanon, Ill.		Bridges Coal & Oil Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil	L2	L&N	LN
26	TM	LOAD	TN	Lebanon, Ill.		Bridges Coal & Oil Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil	L2	L&N	LN
27	TA	LOAD	TW	Memphis, Tenn.		Hoggs Chemical Co.	SOU-L&N-RI	Johnson City, Tenn.	Tennessee Chemical Co.	chemicals	L2	L&N	LN
28	TA	LOAD	TW	Memphis, Tenn.		Hoggs Chemical Co.	SOU-L&N-RI	Johnson City, Tenn.	Tennessee Chemical Co.	chemicals	L2	L&N	LN
29	TA	LOAD	TW	Memphis, Tenn.		Hoggs Chemical Co.	SOU-L&N-RI	Johnson City, Tenn.	Tennessee Chemical Co.	chemicals	L2	L&N	LN
30	TA	LOAD	TS	Anniston, Ala.		Anniston Chemical Co.	SOU-L&N-CINS	Johnson City, Tenn.	Tennessee Chemical Co.	chemicals	L2	L&N	LN
31	TA	LOAD	TS	Anniston, Ala.		Anniston Chemical Co.	SOU-L&N-CINS	Johnson City, Tenn.	Tennessee Chemical Co.	chemicals	L2	L&N	LN

Similar to Car Cards we build a database of items we want to appear on our Waybills.
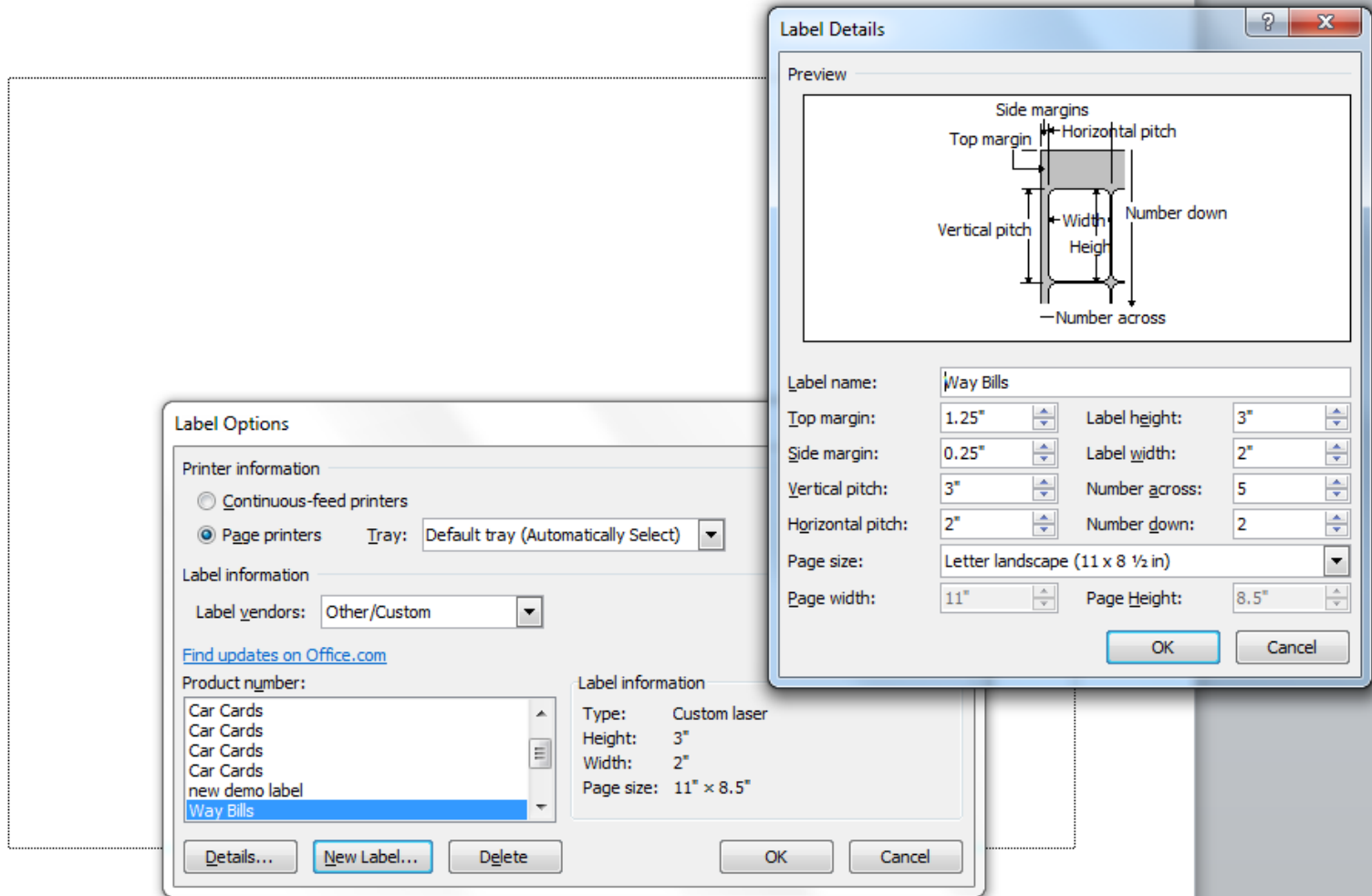
WAYBILLS

- Waybills are created the same way we created Car Cards except we will set things up to create 10 waybills on a sheet.

- Waybills will measure 2" wide by 3" tall.

Just as we did on the Car Cards we will open Word, click Page Layout, Orientation, Horizontal. Click Mailings, Start Mail Merge, Labels, New Label to bring up this screen. Revise the entries as shown including you new label name, in this case Way Bills. Click OK, OK, New Document.
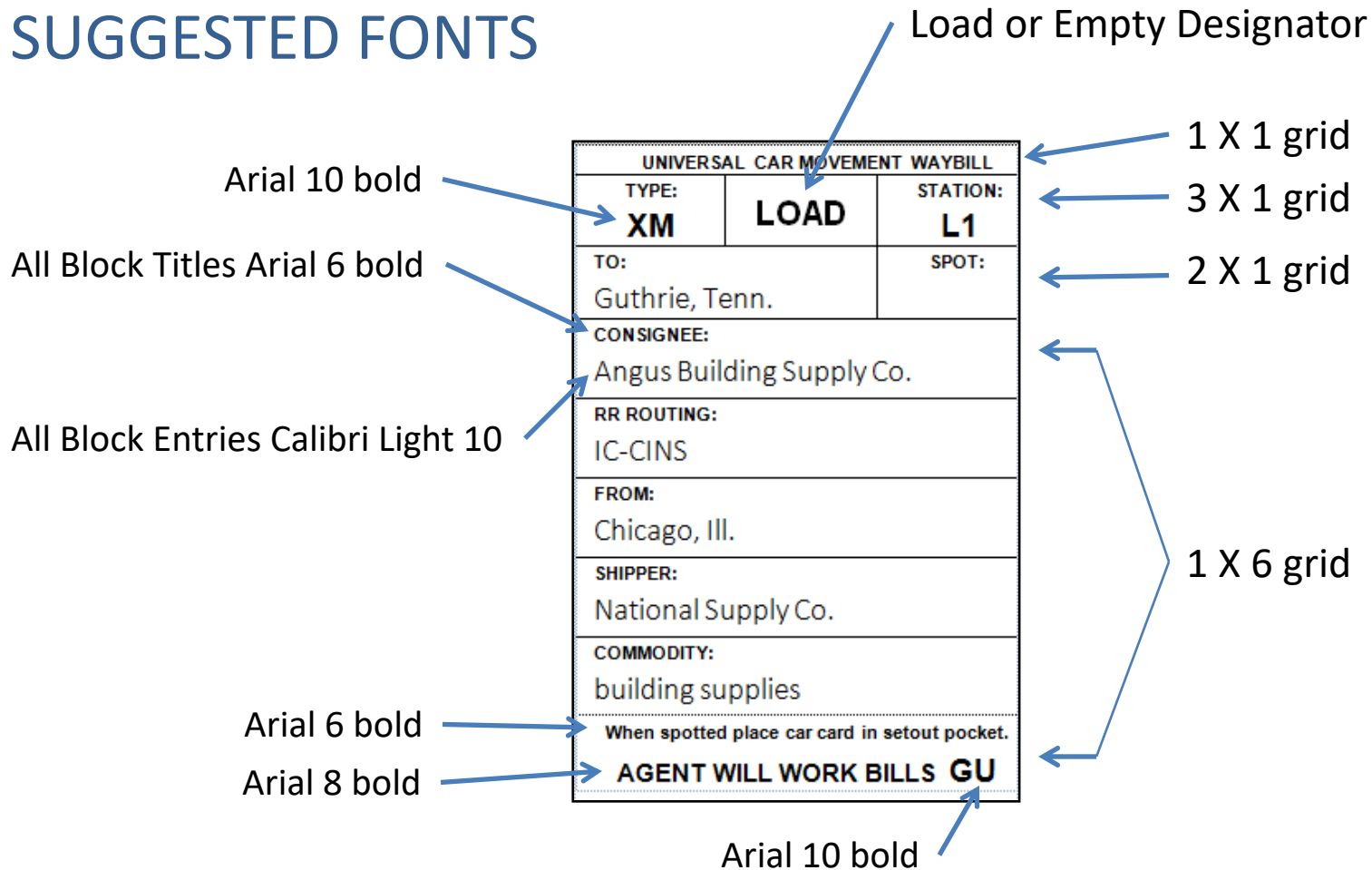
WAY BILLS
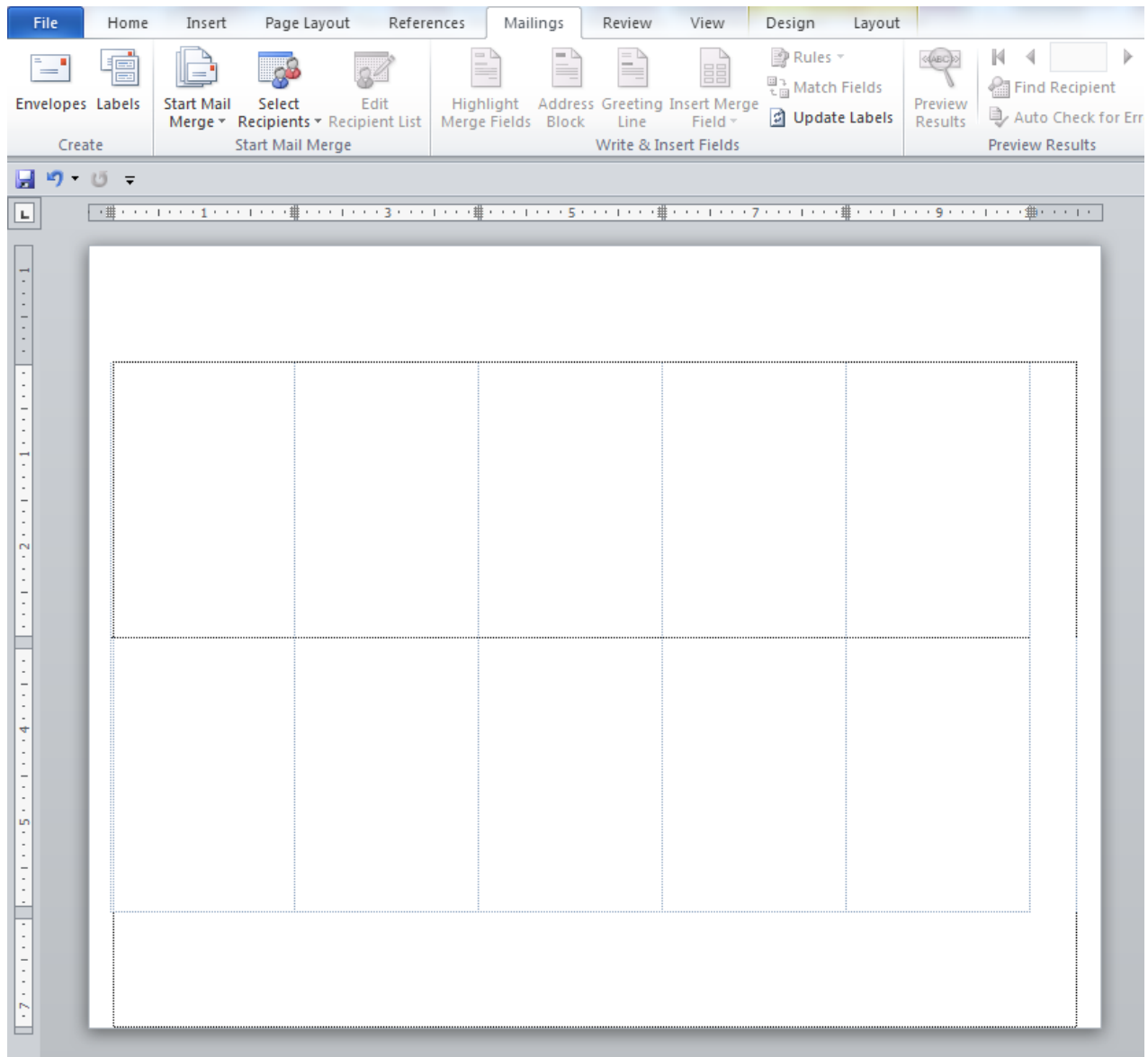
And we get this page showing our 10 Way Bills waiting to be filled.

SUGGESTED FONTS

Load or Empty Designator

Arial 10 bold

All Block Titles Arial 6 bold

All Block Entries Calibri Light 10

WAY BILLS

1 X 1 grid

3 X 1 grid

2 X 1 grid

1 X 6 grid

Arial 6 bold

Arial 8 bold

Arial 10 bold

UNIVERSAL CAR MOVEMENT WAYBILL		
TYPE: **XM**	**LOAD**	**STATION:** **L1**
TO: Guthrie, Tenn.		**SPOT:**
CONSIGNEE: Angus Building Supply Co.		
RR ROUTING: IC-CINS		
FROM: Chicago, Ill.		
SHIPPER: National Supply Co.		
COMMODITY: building supplies		
When spotted place car card in setout pocket.		
AGENT WILL WORK BILLS GU		

You will find that Calibri Light (or similar font) will allow you the most characters in a given space. Some entries can be rather long and you will need the space.
On the Nashville Road we chose to have a sorting system to help route the cards after an ops session. This code of GU in the lower right corner tells us this should go in the Guthrie box. This code is used after the session and is ignored by train crews.
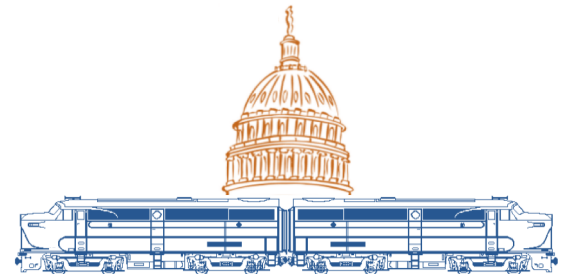
PRINTING YOUR CAR CARDS AND WAYBILLS

- Different printers behave differently. You may have to adjust your document for your printer. This is especially true of the trimming instructions described in this presentation.

- Car Cards are printed on 140 lb. paper. Not all printers will handle 140 lb. paper. You may have to use a lighter weight paper. The weight of the paper will determine its wear ability over time.

- Waybills are printed on 110 lb. paper. Most printers can handle 110 lb. paper.

CONTACT INFORMATION

If you wish to receive this presentation in electronic form email me at r.stlaurent@sbcglobal.com
I will also include example "base" files so you may create your own Car Cards and Waybills.

Ron St.Laurent
NMRA NCR Division 5

Lansing Lashup 2018
NCR/NMRA Convention