## **GENERATING CAR CARDS & WAYBILLS**

# Presented at Lansing Lashup NCR Convention

#### October 12, 2018

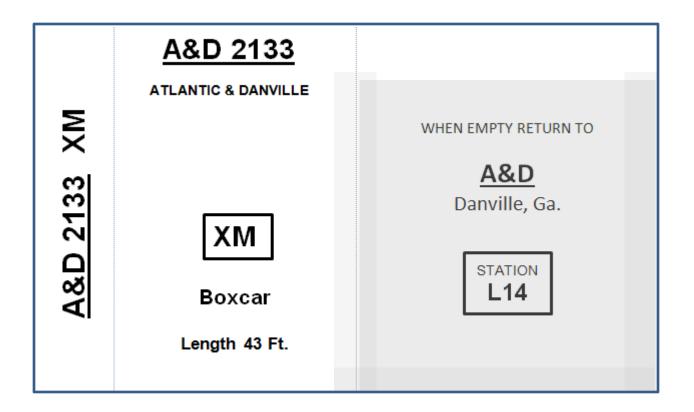
#### Ron St.Laurent - Capital Division





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

	A 9 D 04 22	UNIVERS	AL CAR MOVEM	ENT WAYBILL
	<u>A&amp;D 2133</u>	TYPE: XM	LOAD	STATION:
	ATLANTIC & DANVILLE	TO:		SPOT:
5		Guthrie, T	enn.	
ΜX		CONSIGNEE:		<b></b>
$\sim$		Angus Bui	lding Supply	Co.
က၊		RR ROUTING:		
õ		IC-CINS		
2133		FROM:		
	XM	Chicago, I	II.	
		SHIPPER:		
A&D	Boxcar	National S	upply Co.	
4	Boxcal	COMMODITY:		
	Loweth 42 Et	building su	upplies	
	Length 43 Ft.	When spotte	d place car card ir	n setout pocket.
		AGENT	WILL WORK E	BILLS GU

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# 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



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_		AT&SF		ATCHISON, TOPEKA & SANTA FE		XM	Boxcar			AT&S			oma 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.

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Open Word and click on Page Layout, Orientation, Landscape. This will allow for an eventual placement of 4 car cards on a sheet.

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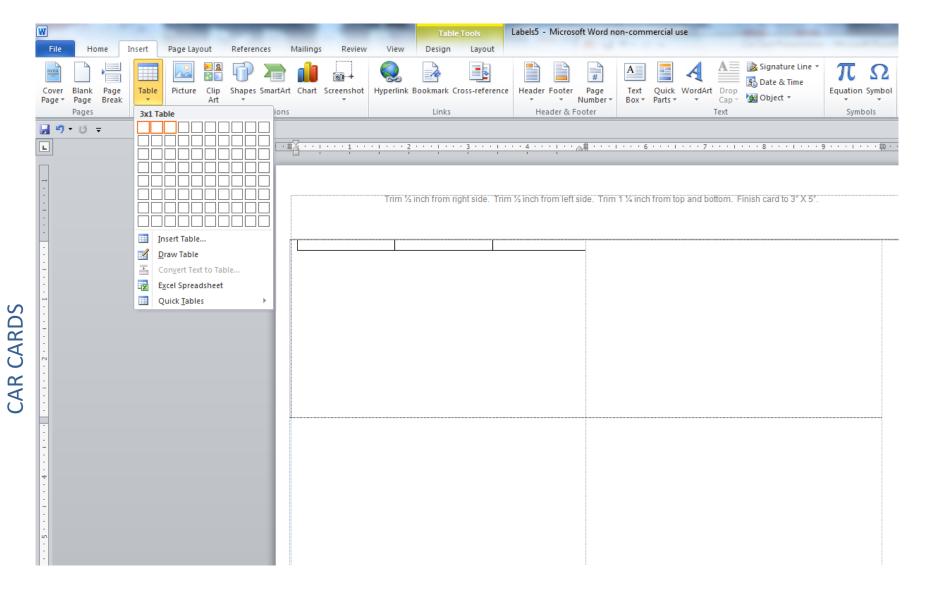
Click Mailings, Start Mail Merge, Labels, New Label to bring up this screen.

Revise the entries as shown including you new label name. Click OK, OK, New Document.

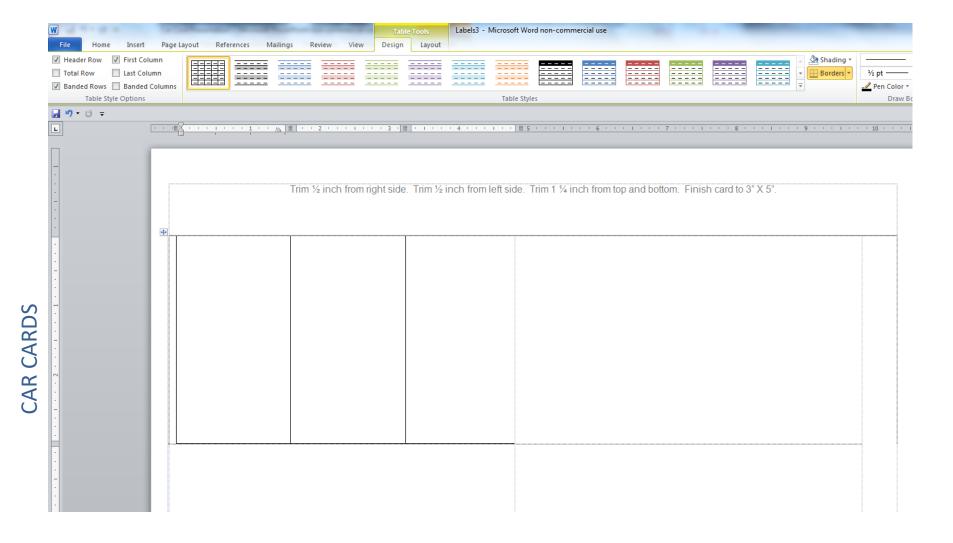
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	m ¾ inch from right	side. Trim ¼ inch fron	n lett side. Trim 1 %	inch from top and	bottom. Finish	cards to 3" )	(5".			

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



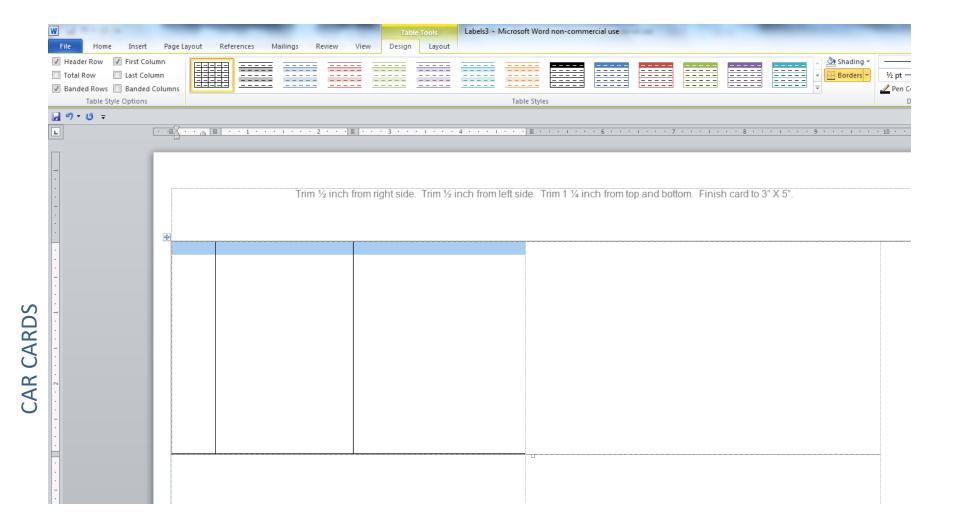
We will concentrate on the very first card. All other cards will be automatically generated. Position your mouse in the upper left corner of the upper left car card and double click. Click Insert, Table. Click on first box and drag 2 boxes to the right as shown then release the mouse. This will set up a table one high and three across as show.



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.

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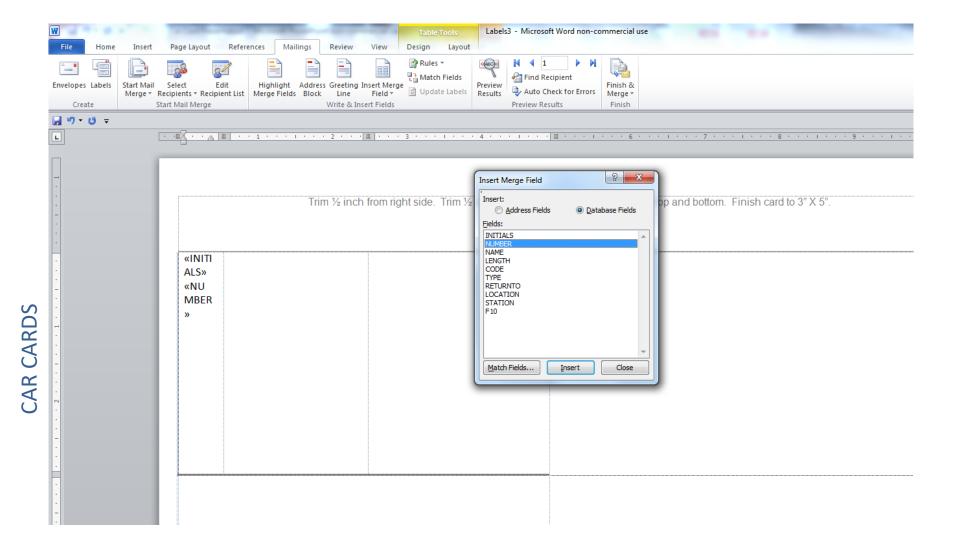
Looking at your ruler guide, click and hold on the first column line and move it to the  $\frac{1}{2}$ " mark as shown. Now move your second column line to the 2  $\frac{1}{2}$ " mark as shown.



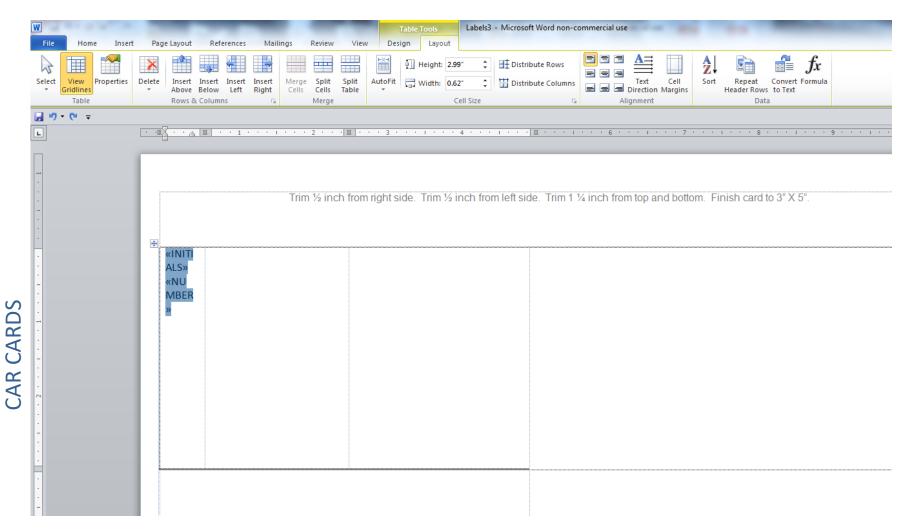
Click in the first column of your table and drag across all 3 columns as shown. Right click in the blue area and select Borders and Shading, None, OK. This will allow you to print your car cards without the lines for a clean looking card.

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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.

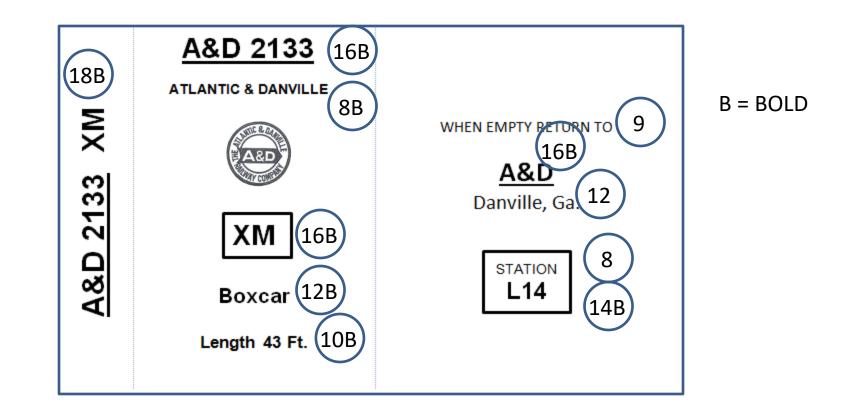


Highlight your input by clicking and dragging across the input. Click on the layout tab, click on Text Direction. You will see that multiple clicks on this icon will change the direction of your printing. Once the printing is in the direction you wish, go to the icons just to the left of the Text Direction 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!

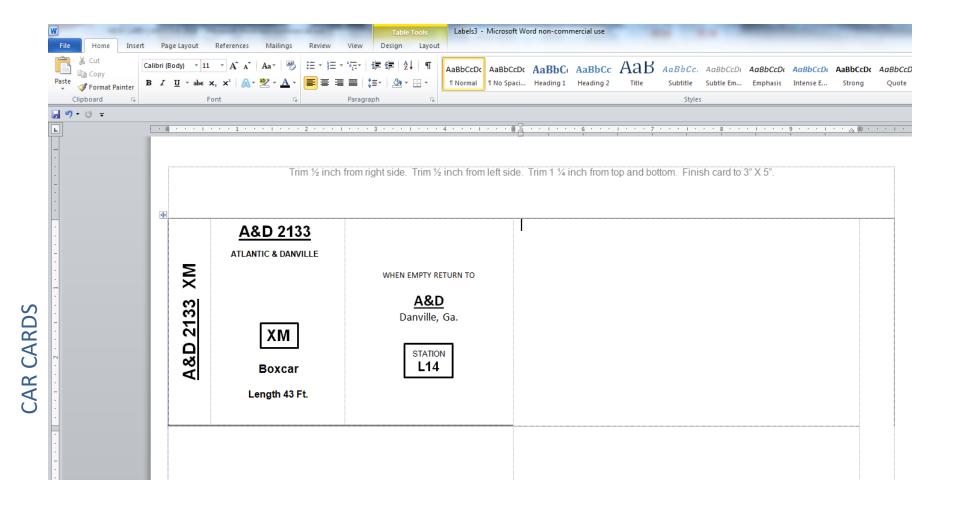
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CAR CARDS			<u>A&amp;D 2133</u> )																

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



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.

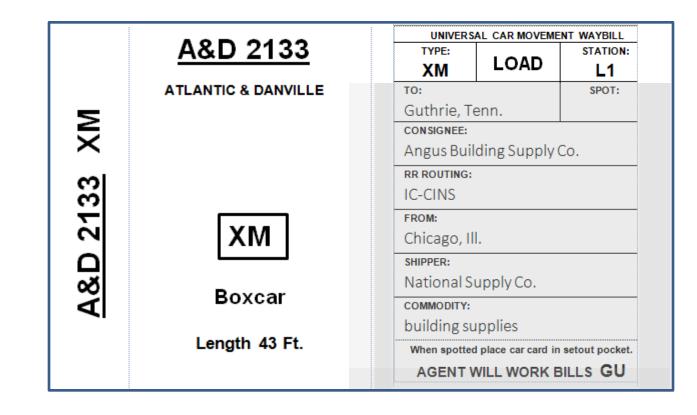


At this point you should be getting the picture of how the card gets populated with data. Set your cursor to the second column, click Home, click the center icon in the Paragraph area and start to populate the rest of your card from the Mailings tab. Once you are happy with your card layout, click on the Mailings tab and Update Labels.

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- - - - - - - -	<u>A&amp;D 2133</u>	<b>XM</b> Boxcar Length 43 Ft.	Danville, Ga.	<u>A&amp;WP</u> 37339	<b>XM</b> Boxcar Length 44 Ft.	Atlanta, Ga. STATION L14
	ة XM	A&WP 37512 ATLANTIC & WEST POINT	WHEN EMPTY RETURN TO	Z XM	A&WP 38022 ATLANTIC & WEST POINT	WHEN EMPTY RETURN TO
	<u>A&amp;WP 37512</u>	<b>XM</b> Boxcar Length 44 Ft.	A&WP Atlanta, Ga. STATION L14	<u>A&amp;WP 38022</u>	<b>XM</b> Boxcar Length 44 Ft.	A&WP Atlanta, Ga. STATION L14

CAR CARDS

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.



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**

UNIVERS	AL CAR MOVEME	NT WAYBILL
TYPE:		STATION:
XM	LOAD	L1
TO:		SPOT:
Guthrie, Te	enn.	
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RR ROUTING:		
IC-CINS		
FROM:		
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National St	upply Co.	
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	3	2		LOAD	L6	Hunter, Tenn.		Hunter Farm & Supply	NYC-CINS	Toledo, Ohio	The Andersons	grain			CINS	HB	
	4	3		LOAD	L6	Hunter, Tenn.	H71	Hunter Farm & Supply	TN&O-RI-CINS	Marshall, Texas	Arkin Grain Co.	grain		West	••••••••••••••••••••••••••••••••••••••	HB	
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	8	7		LOAD	TW	Little Rock, Ark.	••••••	Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal		L2	L&N	LN	
	9	8		LOAD	TW	Little Rock, Ark.		Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal		L2	L&N	LN	
	10	9	••••••••	LOAD	TW	Little Rock, Ark.	•••••••	Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal		L2	L&N	LN	
	11	10		LOAD	TW	Little Rock, Ark.		Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal		L2	L&N	LN	
	12	11		LOAD	TS	Atmore, Ala.	••	Atmore Coal & Oil Co.	L&N-CINS	Corbin, Ky.	Spencer Coal Co.	coal		L2	L&N	LN	
	13	12		LOAD	TS	Atmore, Ala.		Atmore Coal & Oil Co.	L&N-CINS	Corbin, Ky.	Spencer Coal Co.	coal		L2	L&N	LN	
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Ľ.	15	14	•••••••	LOAD	TW	Little Rock, Ark.	••••••	Little Rock Fuel Co.	L&N-RI	Corbin, Ky.	Spencer Coal Co.	coal		L2	L&N	LN	
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2	20	19	÷	LOAD	TW	Brinkley, Ark.	•••••••	Ace Fuel Supply Co.	SOU-L&N-RI	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil		L2	L&N	LN	
	21	20		LOAD	TW	Brinkley, Ark.	1	Ace Fuel Supply Co.	SOU-L&N-RI	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil		L2	L&N	LN	
	22	21		LOAD	TS	Shaler, Ala.	•••••••	Shaler Fuel Supply Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil		L2	L&N	LN	
	23	22	j	LOAD	TS	Shaler, Ala.	••	Shaler Fuel Supply Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil		L2	L&N	LN	
	24	23	•••••••	LOAD	TS	Shaler, Ala.	••	Shaler Fuel Supply Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil		L2	L&N	LN	
	25	24		LOAD	TN	Lebanon, Ill.	••••••	Bridges Coal & Oil Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil		L2	L&N	LN	
	26	25	••••••••	LOAD	TN	Lebanon, Ill.	••	Bridges Coal & Oil Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil		L2	L&N	LN	
	27	26		LOAD	TN	Lebanon, Ill.	•••••••	Bridges Coal & Oil Co.	SOU-L&N-CINS	Kingsport, Tenn.	Kingsport Oil Refinery	fuel oil		L2	L&N	LN	
	28	27	÷÷	LOAD	TW	Memphis, Tenn.	oo	Hoggs Chemical Co.	SOU-L&N-RI	Johnson City, Tenn.	Tennessee Chemical Co.	chemica		L2	L&N	LN	
	29	28		LOAD	TW	Memphis, Tenn.	•••••••	Hoggs Chemical Co.	SOU-L&N-RI	Johnson City, Tenn.	Tennessee Chemical Co.	chemica		L2	L&N	LN	
	30	29		LOAD	TW	Memphis, Tenn.		Hoggs Chemical Co.	SOU-L&N-RI	····•	Tennessee Chemical Co.	chemica		L2	L&N	LN	
	31	30		LOAD	TS	Anniston, Ala.		Anniston Chemical Co.	SOU-L&N-CINS	·····	Tennessee Chemical Co.	chemica		L2	L&N	LN	
	32	31 ▶ ►		LOAD	TS	Anniston, Ala.		Anniston Chemical Co.	SOU-L&N-CINS	Johnson City, Tenn.	Tennessee Chemical Co.	chemica	ls	L2	L&N	LN	
	Read			acoodi													
	Acat		3														

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

WAY BILLS

### 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.

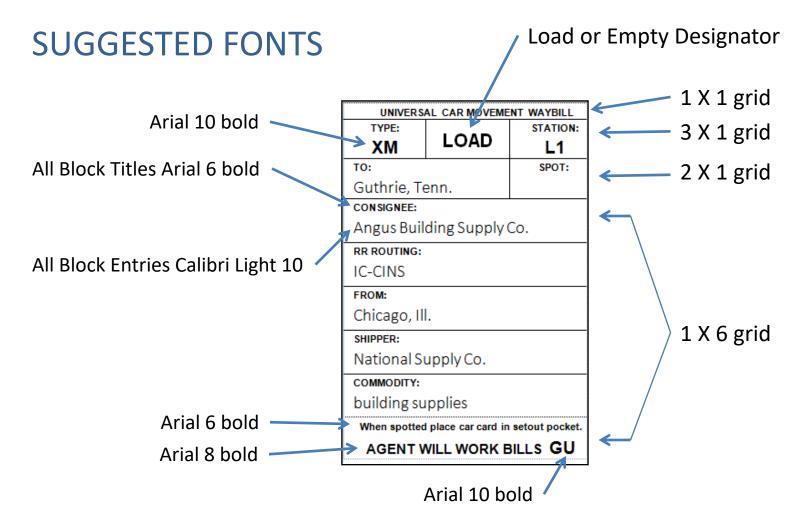


UNIVERSAL CAR MOVEMENT WAY		AL CAR MOVEM			AL CAR MOVEM			AL CAR MOVEM			AL CAR MOVEM	
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tmore, Ala.	Atmore,			Atmore, A			Little Rock			Little Rock		
tmore Coal & Oil Co	CONSIGNER Atmosts (	e osl & Oil Co		CONSIGNEE	: nel & Oil Co		CONSIGNEE: Little Bock			CONSIGNEE Little Rock		
CROUTING:	INCROUTIN			INCROUTING			IRCROUTING			W WOULING		
EN-CINS	L&N-CINS			L&N-CINS			L&N-RI			L&N-RI		
KOM:	FROM:			FROM:			FROM:			FROM:		
orbin, Ky.	Corbin, K	y.		Corbin, Ky			Corbin, Ky			Corbin, Ky	<i>i</i> .	
HITTER	SHITTER			SHITTER			SHITTER			SHITTER		
pencer Coal Co.	Spencer (			Spencer O			Spencer Co			Spencer C		
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AGENT WILL WORK BILLS	N AGENT	WILL WORK E			WILL WORK E	BILLS LN	AGENT V	WILL WORK E	BILLS LN		WILL WORK E	BILLS LN
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		Side margins	
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	Label name:	Way Bills	
Label Options	Top margin:		abel h <u>e</u> ight: 3"
Printer information	Side margin:	0.25" 🚖 La	abel <u>w</u> idth: 2"
© Continuous-feed printers	Vertical pitch:	3" 🔶 Ni	umber <u>a</u> cross: 5
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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.

And we get this page showing our 10 Way Bills waiting to be filled.



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 <u>r.stlaurent@sbcglobal.com</u> 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