

SHIP IT! Car Cards™

Create Prototypical Paperwork and Operating Aids for Your Model Railroad!

5

When Empty, Return
Harrison Yard
Harrison

No.	AAR	Rpt Mrks	Car Number	Starting Location	Dest
1	XM	B&LE	25061	Harrison Yard	Harris
2	XM	B&LE	32468	Harrison Yard	Miller
3	XM	CN	500899	Harrison Bakery	Harri
4	Update Waybills				
5	Car Card Info				
6	Waybill 1				
7	Waybill 2				
8	Waybill 3				
9	Waybill 4				
10	From: Harrison Yard				
11	To: Harrison Bakery				
12	Lading: Supplies <input type="checkbox"/> Empty				
13	Car Route:				
	Special Instructions: Spot at Door #3				

Train #100

At Harrison X vja

Broken Rail on no 1 one track at mile post 136
Pole 37 located 1 one and 1/2 one half mile west of Bingham
Do not exceed 10 ten miles per hour at this point

General Freight				
Road	Number	AAR	Lading	From
B&O	233507	HD	Empty	TH/Foley's Coa
B&O	267104	XM	Flour	TH/Miller's Gr
B&LE	25061	XM	Supplies	HA/Harrison Ya
URR	1847	HD	Coal	TH/Newman Mine
B&LE	32468	XM	Grain	HA/Harrison Ya
URR	1953	HD	Coal	TH/Newman Mine
PRR	60111	XM	Flour	TH/Miller's Gr
CN	500899	XM	Baked Good	HA/Harrison Ba
P&WV	2238	HD	Empty	HA/Harrison Ya

Thurston

From: Foley's Coal Y
Thurston

Lading: Empty

Route: Morgantown-Hall

Special Instructions:
Spot at Track #1

ALBION SOFTWARE

2405 Aspen St.
Richardson TX 75082
Bill@albionsoftware.com
albionsoftware.com

Welcome

Welcome to Ship It! Car Cards. This program can help you in producing car cards, waybills, Form 19's, and Form 31's for your model railroad. Without getting into the complexity of computer-generated traffic, this program enables you to utilize your computer and printer to produce some of the nicest-looking railroad paperwork around. The Form 19's are based on prototypical samples from a variety of railroads. Ship It! Car Cards gives you the ability to change fonts, add graphical logos, print in color, and design operations the way you want, all at a low cost.

Key Features

- Create car cards and waybills in two different formats - 2" x 4" vertical and 3" x 5" horizontal.
- Create both 2 position and 4 position waybills.
- Add pictures of your rolling stock for easy identification
- Set color bands on car cards for AAR codes.
- Set color bands on waybills for destination towns
- AAR Code Mode allows you to identify cars by AAR Code only, making it easier for N scale and casual operation
- Fit much more information per car card / waybill than on manual systems.
- Include information such as car length, color, and notes on the car cards. Makes it easy to find those cars!
- With a color printer, print your cards in color.
- Print on any paper desired.
- Include town, industry, lading, routing information, and 3 lines of instructions on your waybills.
- Customize nearly every piece of text printed out by the program (font, font style, size, even color!)
- Create prototypical-looking train orders - Form 19's and Form 31's.
- Train orders are stored in a database for easy retrieval, editing, and re-use.
- Database compatible with Ship It! Upgrade later to computer-generated traffic (and keep your data!)
- Database compatible with Railbase Professional - our inventory program.
- For Ship It! users, waybill and car cards are directly printed from your Ship It! generated sessions, including blocking.

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Acknowledgements

Thanks to my wife Maria, and my daughters Sylvia and Alysia for their constant support and love during this development. I hope my daughters don't grow up thinking of their Dad as a troll who only comes up out of the basement to eat!

Thanks to all the Beta Testers, and all of the folks who have sent me railroad oriented paperwork. Without their help and the help of the existing Ship It! and Railbase Professional user base, this would not have been possible. The idea to do this was proposed to me several years ago by Steve Rosnick, but I was too busy at the time to even think about. I'm glad that it has now become a reality.

Bill Appell April, 1998

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Minimum System Requirements

- Any version of Microsoft Windows (including Win 10, Win 8, Win 7, VISTA , XP; older versions will likely run too, but have not been tested in the latest version of Ship It!
- Mouse
- Printer supported by Windows

Installation

Double-click on the installer after downloading it. I strongly advise using the default setting for the installation directory - this will help if you install any of our other software packages.

Backups

There is an automatic backup system as well as full backup and restore functionality. Read chapter 6 for more information.

Support

There is an email list for Ship It! users at <https://groups.io/g/shipitusers>. I encourage car cards users to join this group as well.

Overview

Ship It! Car Cards prints out three main types of model railroad paperwork.

1. Car cards and waybills, which are used to tell you where cars should be picked up and dropped off on your layout. There is one car card for every car, and one waybill for every car card. The waybill fits into a pocket on the car card or is attached to it with a paperclip.

2. Train Orders, called Form 19's or Form 31's. On a model railroad, these orders are used to supercede existing timetables, or schedule all meets and passes (in the absence of a timetable). They can also be used to issue special orders, such as running "Extras", or to issue speed restrictions on hazardous trackage.

Car Cards


You will create one car card for every car, and this will contain information such as: AAR code, reporting marks, and car number. Optionally you can add information such as car length, color, and notes to help you identify the car (an important issue in large yards!) Cards can be created in two different sizes: 2"x4" vertical and 3"x5" (index card size) horizontal. Either size can be printed from the database once the data has been entered. You can also attach images of your rolling stock for easy identification of your cars. Color bands are available to easily identify cars of specific AAR Codes.

Waybills

You can create one or more waybill for every car card. This slips into a pocket or attaches to the car card with a paperclip. Minimum information included in the cards are towns and industries for the origin and destination. Lading is optional, but recommended, as it gives a purpose to the car movement. Routing information and three lines of instructions are also available to be filled out. Here you can add information such as the route a car must take, interchanges where the car must be dropped off at, hazardous material identification, and train type designation (restricting the car to pickup by certain types of trains.) There are 2 sizes of waybills to fit the two types of car cards above; either can be printed out once data has been entered. In addition, on the 3"x5" card, you can choose from either 2 or 4 position waybills. This means that there are either 2 or 4 car moves per waybill. The waybills are rotated and flipped over, from positions 1 thru 4, to indicate the next move for the car. Color bands are available to easily identify destination towns.

AAR Code Mode

In the Options tab there is a setting for using AAR Codes only, instead of going by car number. This allows a user to choose any car that is of the correct car type. This can be used in situations such as N scale where it is difficult to read car numbers. It also makes it easier for a new user, as they only need to identify what type of car it is.

Rpt. Marks: **DRGW**
Car No: **47**
AAR Code: **RP Reefer**
Color: Lgth:

When Empty, Return To:
Alta Vista Yard
Alta Vista
3
Fold Here

AAR Code Color

Town Color

2"x4" Vertical Car Card

RP F & CC 1
To: Goldfield Yard
Goldfield
From: Alta Vista Yard
Alta Vista
Lading: meat
Route:
To: Cripple Creek Yard
Cripple Creek/Victor
From: Goldfield Yard
Goldfield
Lading: meat
Route:
2 RP F & CC

Town Color

2"x4" Vertical Waybill

Train Orders

Train orders are used to supercede or supplement the normal train timetable (schedule). If some trains are running late, the dispatcher can issue train orders that alter the times of the meets and passes to take place. In this case, the timetable has been superceded (over-ridden). Extra trains (“Extras”) are run via train order. In this case, the timetable has been supplemented (a train has been added.) On some model railroads, all trains are run as “Extras”, and meets and passes are scheduled via train orders, instead of timetables. In this case, the train orders function as the timetable. This way, fast clocks are not required. Train orders can also be used to issue special orders, such as speed restrictions on damaged track.

Form 19's and Form 31's




Form 19's and Form 31's are both train orders. The Form 31 is no longer used on today's railroads. When a Form 31 was issued, the train had to stop to receive the order and the train crew had to sign the forms (this was because the form 31 was used to restrict the movement of superior trains (a serious matter.) Form 19's could be delivered on the fly. Form 19's were printed on green tissue paper and were called flimsies. Form 31's were printed on yellow tissue paper. The tissue paper was easier to create duplicates with using carbon paper.

Generic Cards and Waybills

These are blank cards that let you type in your own content. There are three sizes: 2x4, 3x5, and 3x5 small

Form 19	F & CC		Form 19
Train Order No. 1		11/28/2019	
To #10			
At Cripple Creek/Victor		X Bill	9:44AM
Do not exceed 10 miles per hour within marked limits.			
Complete		Time.....M.....Operator	
		Checked with.....Office	
<small>EACH EMPLOYEE ADDRESSED MUST HAVE A COPY OF THIS LETTER</small>			

Form 19 Train Order

 <p>Rpt Marks: PRR Car No.: 680216 Coupler fell off - needs fixed - Return to Home Yard or Work Bench</p>	 <p>Rpt Marks: PRR Car No.: 680216 Coupler fell off - needs fixed - Return to Home Yard or Work Bench</p>	 <p>Rpt Marks: PRR Car No.: 680216 Coupler fell off - needs fixed - Return to Home Yard or Work Bench</p>
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2x4 Generic

3x5 Small Generic

3x5 Generic

Sample Generic Sizes

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2

A DATABASE EXPLAINED

Introduction

Ship It! Car Cards is a database application. Ship It! Car Cards needs to know a lot about the towns, industries, and cars on your layout. In fact, Ship It! Car Cards will force you to define things on your layout you haven't wrestled with yet. Hopefully you will find your layout coming alive, and in the process enjoy it a whole lot more. After all, designing, modeling, and detailing a layout is so much work a lot of us ignore the operating aspect of it. Ship It! Car Cards provides you with a framework to design your layout operations around. This framework is the database within Ship It! Car Cards.

A database (don't let these computer terms fool you) is nothing more than a collection of highly organized information. An empty database is like an empty library - there's lots of shelves, all organized and numbered by a system (the dewey-decimal), just waiting to be filled with books. Ship It Car Cards' database, likewise is organized by a system (the one programmed inside it), and likewise is empty, except for some AAR types already input.

The database within Ship It! Car Cards is a collection of related files or files. There is a file for rolling stock information, towns, industries, products, etc. Within each file however, there are many groups of information called records. For example, in the industries file there will be (after you've typed in the data) a record for each industry. Within each industry record, there will be detailed information such as name, capacity, town, etc. These pieces of information are called fields. It is good to understand this because you will be entering a lot of information into Ship It! Car Cards. However if you are one of those folks saying just now, "Don't give me any of this computer bull, I'm computer illiterate.", don't worry - you'll be able to enter information into the database without understanding the nuts and bolts of it.

Industry File

	<u>Name Field</u>	<u>Town Field</u>	<u>Capacity Field</u>	<u>Type Field</u>
<i>Record 1</i>	Millers Granary	Thurston	3	Industry
<i>Record 2</i>	Harrison Yard	Harrison	20	Yard
<i>Record 3</i>	Harrison Bakery	Harrison	3	Industry
<i>Etc.</i>				

3

BROWSE AND UPDATE WINDOWS

Introduction

You will be using two main types of windows for entering all the information about your pike - the browse window and the update window.

What Is A Browse Window?

The first picture below shows a typical browse window. A browse window contains a scrolling area that allows you to “browse” through the records of your database. The browse window is simply a view into your database; with it you can examine all the information you have entered so far. The browse window is also where you insert, change, and delete records within your database.

Tip:

To quickly locate the record you wish to view, press the letter of the first word in the leftmost column. For exam-

ple, in the screen below you would press the letter “H” if you wanted the highlight bar to jump directly to the record for “Harrison Bakery”. This is useful if the data you want to view has scrolled off the screen.

How Do You Insert, Delete, And Change Data?

Almost all of the browse windows in Ship It! feature edit-in-place. Edit-in-place allows you to enter and revise data right in the browse window. When you press the insert button on the browse window, a blank row will appear and wait for you to enter information. If there is a record highlighted in the browse window and you press the change button, entry mode is enabled for the highlighted row. This allows you to tab through the fields or click on them one by one to enter and revise data. All the typical window controls (check boxes, drop lists, lookup buttons, etc) are utilized inside the browse when entry mode is in effect.

Industry Name	Town Name	Capacity	Type of Siding	Allow Divisional Shipping	Pickup/Setout Direction
B & L E	Butler	8	Interchange	<input checked="" type="checkbox"/>	Any
PRR Interchange	East Pittsburg	8	Interchange	<input checked="" type="checkbox"/>	Any
Unity Interchange	Hall	8	Interchange	<input checked="" type="checkbox"/>	Any
Tanner's Distribu	Morgantown	7	Industry	<input checked="" type="checkbox"/>	Any
Morgantown Freig	Morgantown	4	Industry	<input checked="" type="checkbox"/>	Any
Babcock Mine #1	Duquesne	4	Industry	<input checked="" type="checkbox"/>	Any
Westinghouse Ai	East Pittsburg	4	Industry	<input checked="" type="checkbox"/>	Any
Keystone #2	Butler	4	Industry	<input checked="" type="checkbox"/>	Any
Culmer Mine # 1	Culmerville	3	Industry	<input checked="" type="checkbox"/>	Any
Vulcan Forge	East Pittsburg	3	Industry	<input checked="" type="checkbox"/>	Any
Wilsons Granary	East Pittsburg	3	Industry	<input checked="" type="checkbox"/>	Any

Buttons: Insert, Change, Delete, Close

Town Filter: [Dropdown]

Industry Activity Report [Button] Industry Status Report [Button]

☐ Filter On

Browse Window

Entry Box

DropList

SpinBox

Lookup

Note ellipsis (...) - that is where you click to initiate the lookup

CheckBox

Text Box (multi-line text entry)

Note ellipsis (...) - that is where you click to initiate the text box.

Edit-In-Place Controls

Building The Database For Your Layout

There are many types of information that need to be entered into Ship It! Following is a list of all the files (each has a browse window) of information in Ship It! Car Cards. This list is in order of beginner entry. Because files often build upon information in preceding files, it is easier for beginners to enter data in this order.

1. Road Names (Reporting Marks)
2. AAR Types
3. Divisions (only necessary to make one titled "Main")
4. Towns
5. Products
6. Industries (and products they ship & receive)
7. Rolling Stock
8. Car Cards / Waybills
9. Train Orders (Form 19 & Form 31)

Optional:

- Train Instructions (for Train Orders)
- Car Routes (for Waybills)
- Car Instructions (for Waybills)

Related Files Explained

Many of the files in Ship It! are related. This keeps you from having to type the same information over and over again when filling out the database. For example, each industry on your layout must belong to a town. Compare the browse windows for the town Thurston and Industry Foley's Coal Yard below. Notice the town name appears in each. This data did not have to be typed in twice. When you click on the lookup ellipsis (... in the town column) in the industry browse, the town browse window will appear, allowing you to select a town.

Town Name	Division	Populate	Staging	Initials	Notes
Erie	B&LE North	<input type="checkbox"/>	<input checked="" type="checkbox"/>	ER	
Butler	Butler Divi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	BT	
Culmerville	Butler Divi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	CM	
McBride	Butler Divi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MB	
River Valley	Butler Divi	<input checked="" type="checkbox"/>	<input type="checkbox"/>	RV	

Buttons: Insert, Change, Delete, Close

Industry Name	Town Name	Capacity	Type of Siding	Allow Divisional Shipping
B & L E	Butler	8	Interchange	<input checked="" type="checkbox"/>
PRR Interchange	East Pittsburg	8	Interchange	<input checked="" type="checkbox"/>
Unity Interchange	Hall	8	Interchange	<input checked="" type="checkbox"/>
Tanner's Distribu	Morgantown	7	Industry	<input checked="" type="checkbox"/>
Morgantown Freig	Morgantown	4	Industry	<input checked="" type="checkbox"/>
Babcock Mine #1	Duquesne	4	Industry	<input checked="" type="checkbox"/>
Westinghouse Air	East Pittsburg	4	Industry	<input checked="" type="checkbox"/>
Keystone #2	Butler	4	Industry	<input checked="" type="checkbox"/>
Culmer Mine # 1	Culmerville	3	Industry	<input checked="" type="checkbox"/>
Vulcan Forge	East Pittsburg	3	Industry	<input checked="" type="checkbox"/>
Wilson's Granary	East Pittsburg	3	Industry	<input checked="" type="checkbox"/>

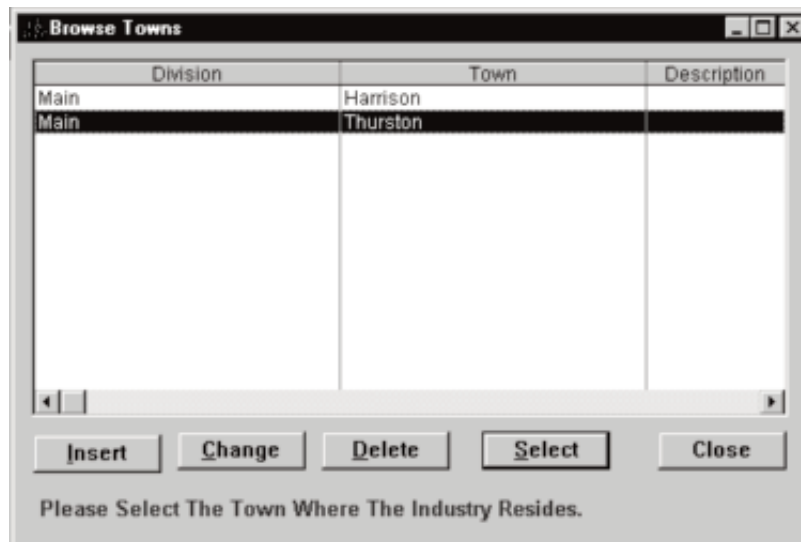
Buttons: Insert, Change, Delete

Which Files Should I Enter Data In First?

Data can be entered in the database “on the fly”, that is, at the point it is required. However, for the beginning user it is better to have the data already entered. Then, when you are comfortable with the software, you can try entering data “on the fly”. The list on page 3-3 shows which data files you should fill in first, so that data is available when you need it. Unless of course, you’re brave and want to try data entry on the fly.

Entering Data On The Fly

Entering data on the fly is used when you need to select an item from a browse window, but the item has not been entered yet. Let’s say you are entering the record for a new industry, and you have entered the town field. The towns browse window appears, allowing you to select the town the industry is located in. The following picture shows the town browse window asking for the user to select the town where the industry resides. At this point, if you do not see the town you need, it can be entered via the insert button. The insert, delete, and change buttons here perform the identical functions as in a normal browse window.



Bypassing The Mouse

The following keys will allow you to insert and delete records, plus hop from field to field, all without the use of the mouse:

The Insert Key

Similar to pressing the insert button.

The Delete Key

Similar to pressing the delete button.

Tab

Advances to the next entry field or control

Shift-Tab

Goes back to the previous field or control

Enter

Similar to pressing the OK button.

Esc

Similar to pressing the cancel button.

Page Up

Scrolls browse list one “page” up.

Page Down

Scrolls browse list one “page” down.

Ctrl-Page Up

Scrolls browse list to top.

Ctrl-Page Down

Scrolls browse list to bottom.

4

DELETING & CHANGING RECORDS

Introduction

Changing and deleting records for unrelated information is straight-forward. The change button on a browse allows you to change the highlighted record, and the delete button allows you to delete it. However, when the information in the files is related, you should be aware of a few things.

Cascading Changes

When you change a record referenced by other files, that change will “cascade” through all the related records in the database. For example, each record in the towns file is referenced by many other files including the industry, shipper, and consignee files. If a town name was changed from Harrison to Jackson in the towns file, that change would also occur in all the related files. You would not have to call up all the files the town was referenced in and change them manually; the change would occur on its own.

What About Deletes?

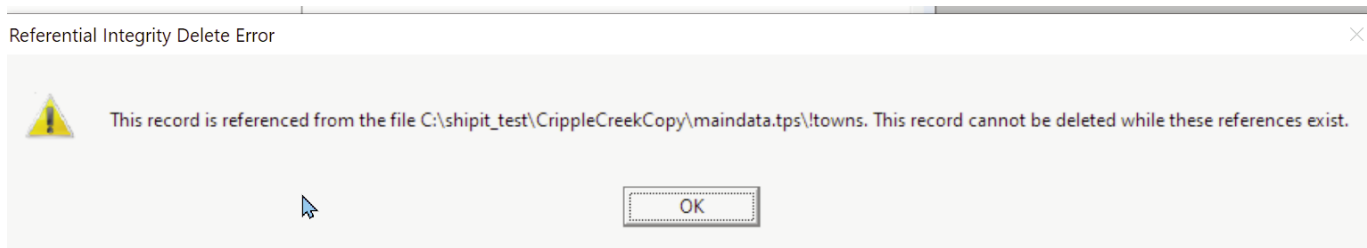
If you attempt to delete records referenced by other files, an error message will appear because the software has been designed to prevent you from mistakenly deleting too much data at once. For example if you attempt to delete a town record that has industries belonging to it, you will be prevented, because deletion of that town record would cause deletion of those industries. In order to delete a town record, you will need to delete all the industries that reside in that town. To delete the town Harrison, for example, you would need to delete all the industries that belong to Harrison.

Delete Related Records Only When Necessary

Delete records that other files refer to only if necessary. If you need to change the name of a town, don’t delete it and create it over again - use the change button. Only delete a town if you are eliminating it from your layout.

Delete Error Message

The following error window occurred when a division record deletion was attempted. If you read the message, it will tell you which file has the referenced records in it. In this case it is the towns file that is referencing the town record. If you need to delete that particular division record, you will need to go into the towns file and delete any records there that reference the division record. When that is accomplished you will be able to delete the division record.



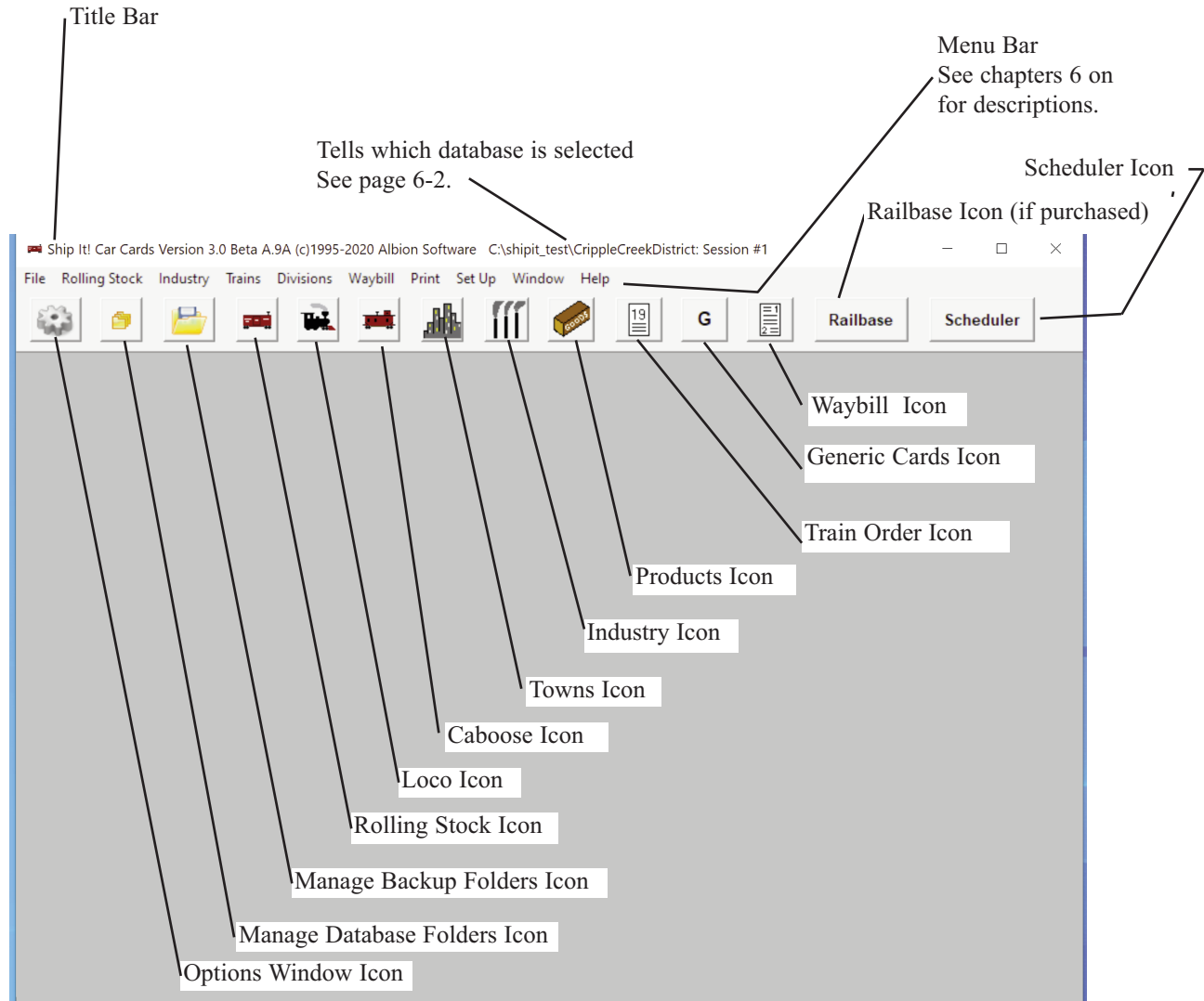
5

THE MAIN WINDOW

Introduction

The main window is your work area for Ship It! Car Cards. Here you will open up database windows and print out reports. The **Menu Bar** (see below) contains every function available inside Ship It!. The **Title Bar** (see below) lets you see at a glance what database is active.

The row of **icons** allow you quick entry into files. Not every file has an icon for it, but all files appear in the pull down menus (click on the menus in the **Menu Bar** below).



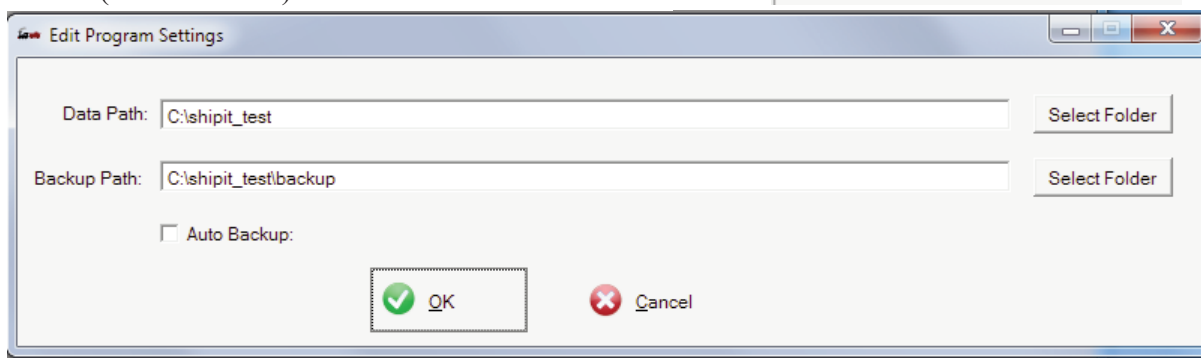
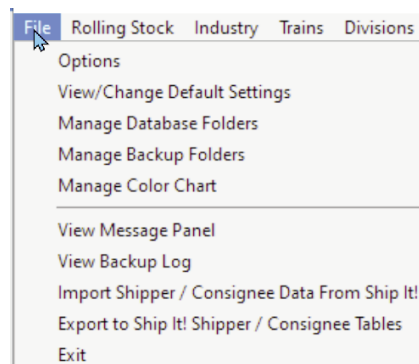
6

THE FILE MENU

The File menu

Options allows you to set many configuration options, as detailed in the **Options Tabs** section further on in this chapter.

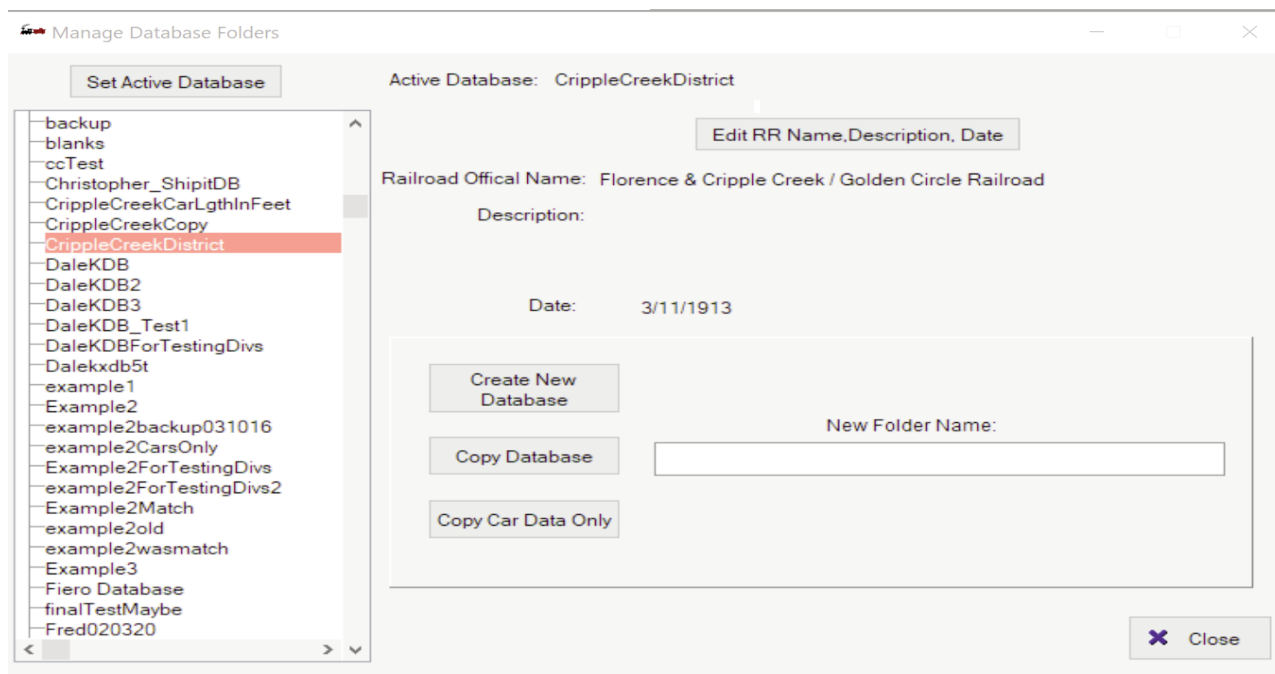
View/Change Default Settings brings up the Edit Program Settings window below where you can specify the root data path for your Ship It! databases and also the default path for backups to be saved to. There is also a checkbox for turning on or off the AutoBackup feature (described later).



Manage Database Folders calls up the following window that allows you to create, copy, and set as active any of the layout databases you have created. Previous versions of Ship It! only allowed you to have 4 databases. Going forward the program now supports unlimited databases.

Folder Pane - This is the large vertical pane on the left side of the window. At the top of this window is the root Data Path - which you set in the Edit Program Settings window directly above. The program simply

displays all of the folders existing in the root Data Path. **It is possible to add , change and delete folders right from within Windows Explorer rather than using Ship It! to do so. But please only do this when Ship It! is closed, as the Folder Pane may not display correctly otherwise.** Do not be afraid to change your root Data Path (inside the Edit Program Settings window) should you need to, as the program will read all of the folders inside the new root Data Path and display them.



Set Active Database - Use this button to make the highlighted folder your active database. You can also double-click on any highlighted folder to make it active.

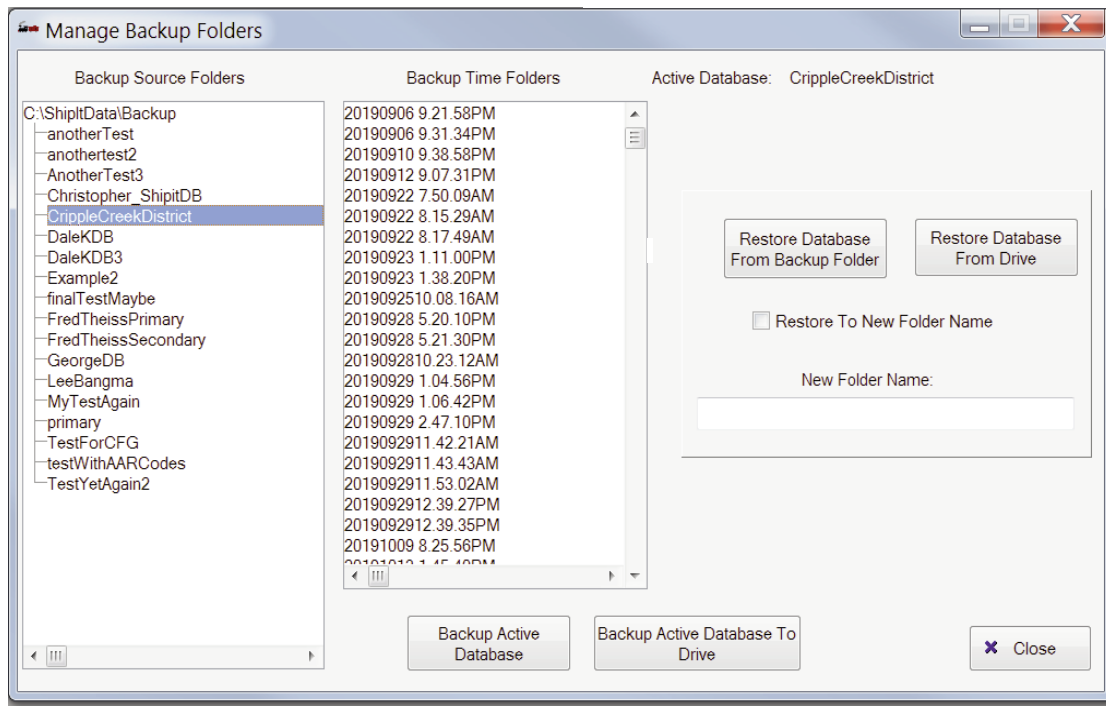
Edit RR Name, Description, Date - Allows you to edit these text fields.

Create New Database - does what it implies. Before clicking on this, you must fill out the New Folder Name entry box.

Copy Database - to use this, first highlight in the

Folder Pane, the folder that you wish to copy from. Then fill out a name for your new database in the New Folder Name entry box. Next press the Copy Database button. You will now have an exact copy of your database in a new folder.

Copy Car Data Only - This acts just like Copy Database, except that only car data is copied to the new database.



Manage Backup Folders is very similar to the Manage Database Folders window, except that it displays all the folders in the Backup Path.

Auto Backup - If Auto Backup is turned on (see the previous page or go to “View/Change Default Settings” in the File pull-down menu), the data in the active database will be saved every time you exit Ship It! Your data will be saved in the following fashion: The Backup Source Folders pane will hold the name of your database folder. the Backup Time folders pane will hold the date/time stamp of each backup in the following format: Year/Month/Day/Time.

Backup Active Database - this button allows you to backup your data whenever you want, in the same name format as the Auto Backup mentioned previously.

Restore Database - This button will restore the high-

lighted database, overwriting the database that it was initially backed up from. You would use this if you experimented with a change and it did not work out, or if your active database had become corrupted for any reason.

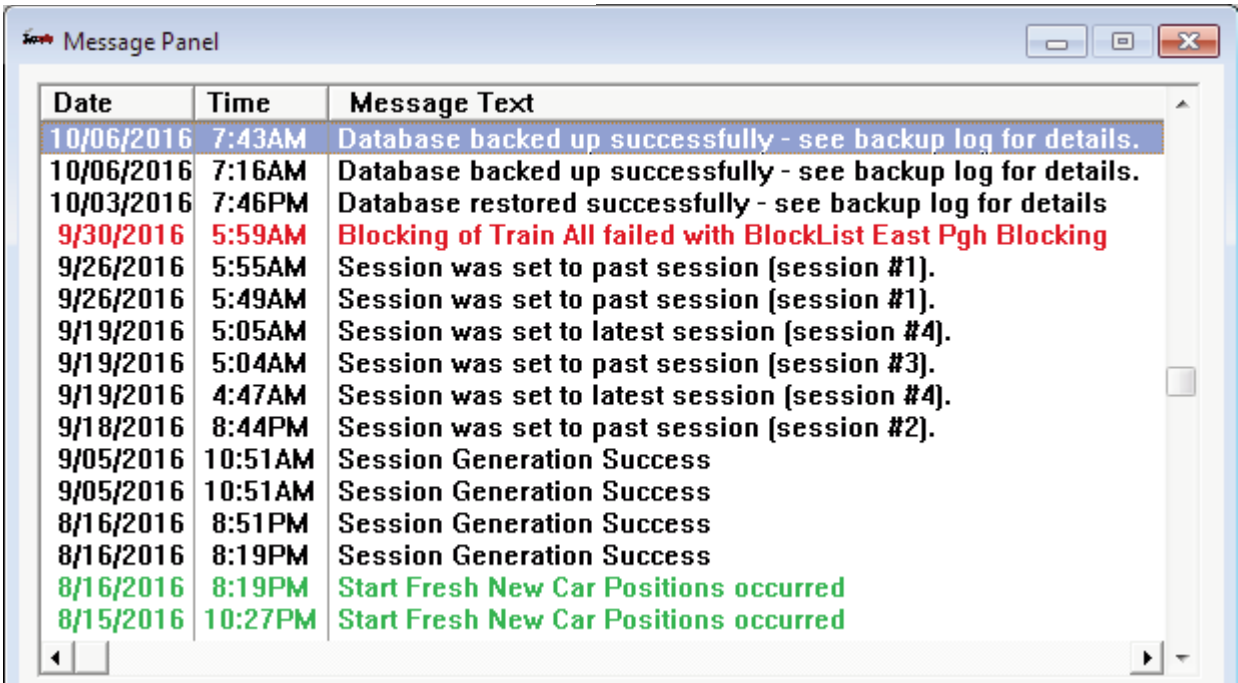
Restore To New Folder Name - This checkbox allows you to restore your backed up database to a new folder name. To use this option, you must fill out a new folder name in the entry box so designated.

Backup Active Database To Drive - allows you to backup your database to a drive. You can use this to backup to a thumb drive.

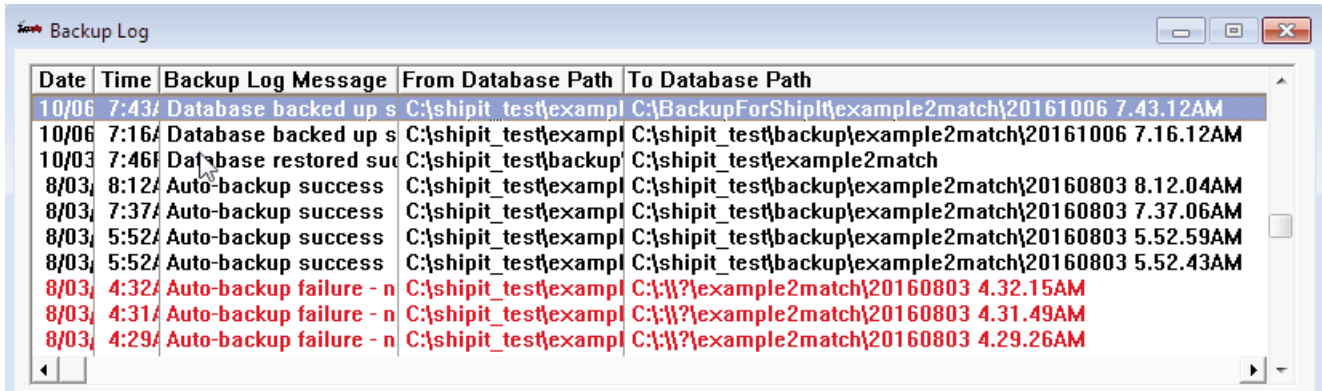
Restore Database From Drive- allows you to restore a database from a drive. If you backup to a thumb drive on one computer, you can then restore that database to another computer where Ship It! is installed.

Manage Color Chart - Car Cards comes with a wide range of colors to use. This browse window allows you to add more colors. The colors are used to associate with AAR Codes and Towns for car cards and waybills.

View Message Panel - The Message Panel displays important messages, such as backup messages, session generation messages and warnings.



View Backup Log - Displays a history of backups, as shown below.



Import Shipper/Consignee data from Ship It! -

If you are a Ship It! user, and want to manually create some waybills, this let's you import products into the Browse Industry window in Car Cards.

Export to Ship It! Shipper/Consignee Tables - If

you purchase Ship It! after entering data into Car Cards, this lets you export your industry/product associations into Ship It!

Options One Tab

Auto-Resize Columns - Helps columns resize themselves without you doing so.

Printer cannot print a 10" page in the vertical direction - This is for older model printers that have trouble printing 6 car cards per page. Normally this should be turned off.

Do Not Display Car Picture On Car Card - This allows you to turn off car image printing should you wish to.

Normally this should be turned off.

Print Waybills using Ship It! Car Movement - This box should be checked if you are using Ship It! to generate the car movement displayed on your waybills.

Printer Rear Page Horizontal Adjustment - This is for adjusting the horizontal printing position when you are printing on both sides of your paper for waybills. The software has been set up to ensure correct spacing front to back. This option is here should you need it. It is based on thousandths of an inch - in other words, to shift the rear page .040 inches type 40 into the entry box. Adding a minus sign will reverse the shift.

Use AAR Code Instead of Car Number for Car Cards - This option lets you operate by AAR Codes versus specific cars. In other words, instead of trying to locate a specific car number in a yard or industry, the operator can choose the car to move simply by the type of car. This is helpful in N scale, and when you want casual operation or anytime when it is difficult to see car numbers.

Options Two Tab

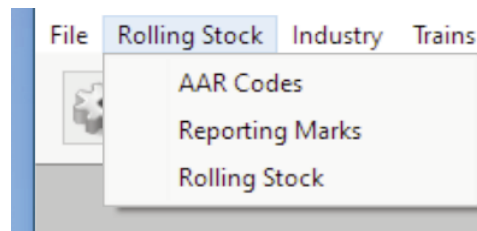
Car Image Path - With this you can specify where you want to store the images of your cars, so that adding them to car cards will be easier.

Default Value for handling car card picture resizing - Because usually there will be a difference in the aspect ratio between the car card image rectangle in the software, and the rectangle of the picture taken by your phone or camera - these options give you choices on how you want your car image modified when added. Note - this is only a default - when you create the thumbnail image via this software, you can choose an alternate mode. You can experiment as to which mode suits your car image best.

Waybill Text Justification - allows you to choose the justification of the text in your waybills. It's easy to switch back and forth to determine which will look best to yourself and your operating crew.

ROLLING STOCK MENU

The Rolling Stock menu allows you to view and update the data files pertaining to rolling stock on your layout. The **AAR Codes** window allows you to define all the AAR types that pertain to your era. The **Reporting Marks** window allows you to input all your road names (this saves you typing later on). Last of all, the **Rolling Stock** window is where you input all of your car information. The **Rolling Stock** file uses data from the other files in this menu.



AAR Codes - Browse and Edit

AAR Codes provide selection choices in the product and rolling stock browses. AAR Codes are used by the products table to determine what type of car is required to ship a product, and are also used by the rolling stock table.

Affects:

During operating session generation, affects car selection and delivery to industries. If a product, such as coal, calls out an AAR type of HD (hopper), then only hoppers will be used to ship the product, and only empty hoppers will be shipped to the industry producing that product (for the purpose of loading with coal).

Fields

AAR Code AAR Mechanical Designation. Ship It! comes with some basic AAR Types already entered into the database. If you need more, see The Official Railway Equipment Register for your era. These can be found at flea markets, etc. Private codes can also be used. Required.

Car Style Boxcar, hopper, etc. Optional.

Primary Default Train Type Used by Ship It! only.

Secondary Default Train Type Used by Ship It! only.

Color Each AAR Code can have a color associated with it. This color is displayed on the car card and helps the operator to quickly sort the car cards by AAR Code color.

Notes This is an optional field, used primarily to describe car features more accurately.

Browse AAR Codes					
AAR Code	Type of Car	Primary (Default) Train Type	Secondary Train Type	Color	Notes
FM	Flat Car	General Freight		DeepPink	
GB	Gondola	General Freight		Brown	Solid Bottom
HD	Hopper	General Freight		Cyan	
HMA	Ore Car	General Freight		Khaki	
RP	Reefer	General Freight		DarkGreen	Power generated inside
SC	Stock Car	General Freight		Coral	
TA	Tank Car	General Freight			
XM	Boxcar	General Freight		DarkGoldenR	Standard Automobile
XMR	Boxcar	General Freight			

Reporting Marks - Browse and Edit

Allows you to enter road names so you can select the road name from a browse window when entering rolling stock data, rather than having to re-enter it each time.

Affects:

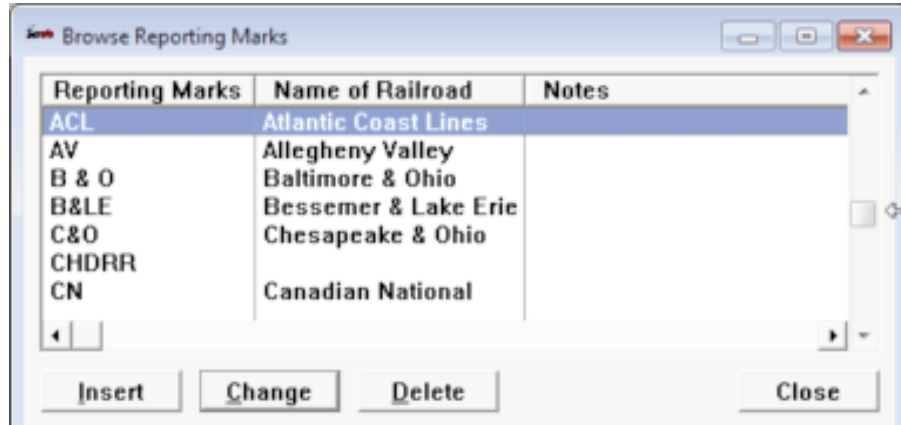
This file is not related to any other, it is only used to select from. If you change a road name here, that change will not affect any other file.

Fields:

Reporting Marks Enter the initials of the railroad here (as they would be found on a car). Required.

Road Name Enter the full length railroad name. Optional.

Notes This is an optional description field.



Rolling Stock - Browse and Edit

Number This is the reporting number for the car. Required.

Reporting Marks When you select this field, the Road Names Browse Window pops up allowing you to select the reporting marks from a list. Required.

AAR Code Selecting this field causes the AAR Codes Browse Window to pop up. Select the AAR code of the car from this list. Required.

Car Style This is a display-only field (you can't edit it) controlled by the AAR code selection above. If you wish to change this field, you must change the AAR code of the car.

Home Yard This designates what yard the car belongs to. This is the yard the car returns to (on the car card, "When Empty, Return To:_____") Required.

Available This box should be checked - unchecking it will make it so the car card for that car will not print out. This lets you disable a car from printing.

Car Length This prints out on the car card.

AAR Code Filter To filter (limit) the browse by AAR code, choose the AAR code you wish to filter by and set the Filter On checkbox.

Reporting Marks Filter To filter (limit) the browse by reporting marks, choose the reporting mark you wish to filter by and set the Filter On checkbox.

Car ID	Rpt Marks	Number[+]	AAR C	Car Type	Home Yard Name
27	F&CC	391	GB	Gondola	Goldfield Yard
3	DRGW	47	RP	Reefer	Alta Vista Yard
9	DRGW	50	RP	Reefer	Alta Vista Yard
5	F&CC	500	XM	Boxcar	Goldfield Yard
31	F&CC	568	XM	Boxcar	Goldfield Yard
7	F&CC	653	XM	Boxcar	Goldfield Yard
29	GCR	670	XM	Boxcar	Goldfield Yard
32	GCR	674	XM	Boxcar	Goldfield Yard
35	C&S	7273	XM	Boxcar	Goldfield Yard

AAR Code Filter

☐ Filter On

Reporting Marks Filter

☐ Filter On

WayBill Printing Options
☒ Fold
☐ Front
☐ Rear

Rolling Stock Browse - Buttons

Car Cards Image This pulls up the Browse Car Images Window where you can add a car image to the current car and create the thumbnail to be displayed on the car card. See the Browse Car Images chapter for more information.

Print Car Cards - These buttons allow you to print either size of car card for the current car.

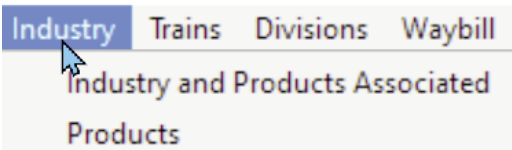
Print Waybills - These buttons allow you to print the different waybills for the current car.

Waybill Printing Options This is where you choose the style of waybill. Fold means that both sides of the waybill are printed on the same sheet, and you fold and tape each waybill to get the front and rear sides. Front and Rear are for printing on both sides of the same sheet - you first print on the Front, then reverse the paper in the printer and print the rear - saving you paper.

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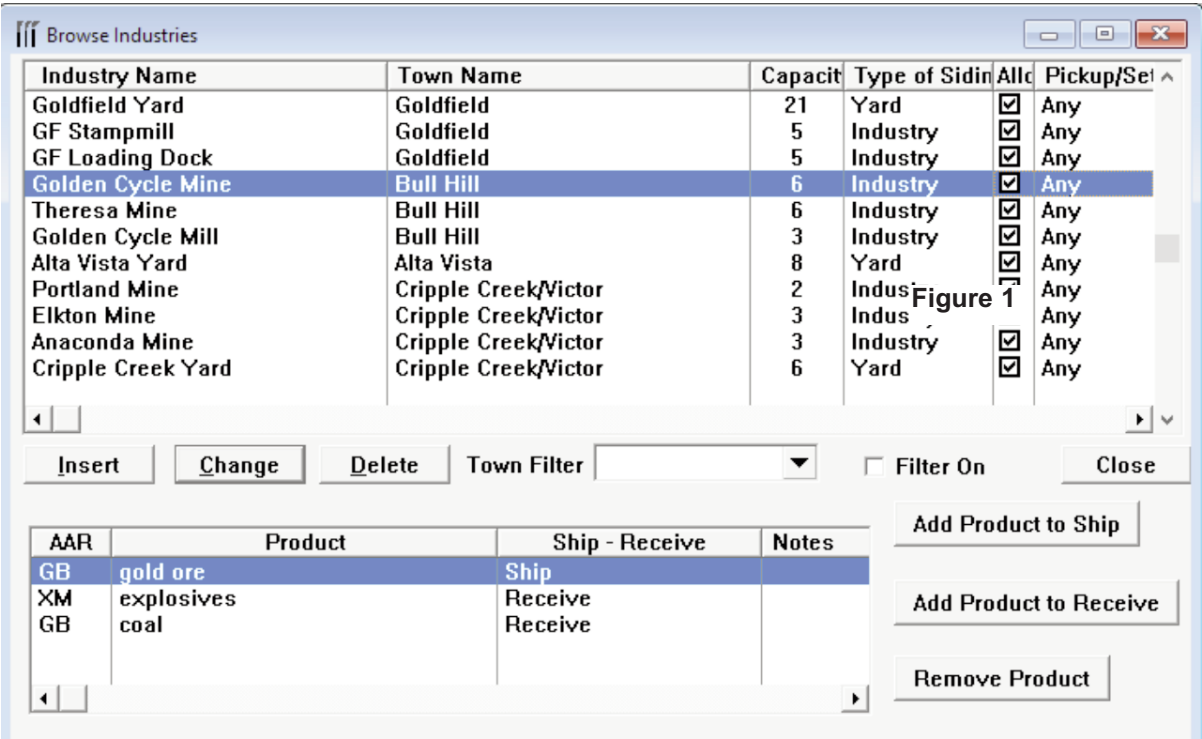
INDUSTRY MENU

The Industry menu allows you to view and update the data files pertaining to the industries on your layout. The **Industry** window allows you to list and describe all the Industries on your pike. The **Products** window allows you to list all the products your industries ship and receive.



The Browse Industries Window

Figure 1 shows a double browse window. In the top part is an industry browse. The bottom part is a products browse. The industry which is highlighted in the top browse displays the products it ships and receives in the bottom browse. This makes it easy to see what products industries ship and receive. **Every industry in this browse window should be populated with products that it ships and receives.** This helps when you are building your waybills down the road by limiting the selection of products for the lading field in the Update Waybills window. Only the products that match the valid ones for the “To” industry will be shown there.



Fields

- Name** Enter the name of the industry here.
- Town** Selecting this field causes the Browse Towns Window to pop up. Select the town the industry belongs to. Required.
- Capacity** This is the number of cars that can occupy the trackage associated with this industry. This field is not required by Ship It! Car Cards, but is left here for your use for documentation purposes.
- Type** Select one of the options here. This documents what type of trackage is being referred to. The program

- does not use this information for anything except documentation. Optional.
- Pickup/Setout Direction** This is used in cases where there is no run-around available. For instance, if the industry spur for a westbound train had facing points (preventing a setout), you could disable the setout for the westbound train by selecting eastbound as the pickup/setout direction. The default is any direction.

Product - Browse and Edit

The products file provides the connection between the type of product shipped or received by an industry and the car's AAR type. **Affects**

Fields

Product Enter the name of the product here.

AAR Code Selecting this field causes the AAR Code Browse Window to appear. Select the AAR code of the car from this list. Required.

Car Style This is a display-only field controlled by the AAR code selection above.

Notes Optional description field.

AAR Code Filter To filter (limit) the browse by AAR code, choose the AAR code you wish to filter by and set the Filter On checkbox.

The screenshot shows a window titled "Browse Products" with a table containing the following data:

Product Name	AAR Code	Type of Car	Notes
air brakes	XM	Boxcar	
books & magaz	XM	Boxcar	
canned goods	XM	Boxcar	
canning tins, ja	XM	Boxcar	
Coal	HD	Hopper	
crates, packagii	XM	Boxcar	
crushed steel l	GB	Gondola	
Fertilizer	XM	Boxcar	
Forged Metals	XM	Boxcar	

Below the table are buttons for "Insert", "Change", "Delete", and "Close". At the bottom, there is an "AAR Code Filter" dropdown menu and a "Filter On" checkbox.

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BROWSE CAR IMAGES

Car Image Caption	Path for Car Image
20191116_062344.jpg	C:\shipit test\CrippleCreekDistrict\IMAGES\20191116_062344.jpg

Thumbnail
C:\shipit test\CrippleCreekDistrict\IMAGES\Thumbnail\TNS_Center20191

Browse Car Images

These buttons allow you attach one or more images to your cars for purposes of creating thumbnails for display on the car card. You can use this form to create multiple thumbnails, both from different images, and also of different Thumbnail Styles (see below). This lets you experiment and choose the best thumbnail image to display on the car card from multiple thumbnail images.

Add Car Image - This button opens up a File Dialog where you can chose one or more images to associate with the car.

Remove Car Image - Will remove the highlighted car image from being associated with the car. Note: this does not delete the car image.

Create Thumbnail of Highlighted Car Image - This button does exactly what it's text says. Importantly, it uses the Thumbnail Style (see below) to determine how to best fit the aspect ratio of the car image to the aspect ratio of the image area on the car card.

Thumbnail Style - Because there usually will be a difference in the aspect ratio between the car card image rectangle and the rectangle of the picture taken by your phone or camera - these options give you choices on how you want your car image modified when you create the thumbnail image. The System

Default is the one chosen on Options Tab Two. The other options are somewhat self-explanatory. The best way to learn about these is to create multiple thumbnail images for a single car. Depending on the camera, and even the image itself, one might look better than the other. Certainly, some will display the car image larger, but that may be at the expense of the image looking stretched. But if that helps display unique characteristics of the car that will help in identifying the car, it might be worth it. It's your choice.

Choose Thumbnail For Car Card - There can be only one thumbnail chosen for the car card. You must choose the thumbnail to use, even if there is only one.

Remove Thumbnail - This lets you discard any thumbnails you no longer want. Note: You do not have to remove any "extra" thumbnails. The software will use the thumbnail that was chosen to use.

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DIVISION MENU

The Divisions menu

Divisions - Browse and Edit

Each layout, no matter how small, must have at least one division. Divisions are used in the **Town** windows.

Fields

Division Name - Enter the name of the division here. required.

Notes - This is an optional description field.

Towns - Browse and Edit

Each town must lie within a division - for hand-keyed waybills, only a single division is necessary.

Name - Enter the name of the town. Required.

Division - When you select this field, the Division Browse Window pops up, allowing you to select the name of a division.

Initials - Initials of town (used in Ship It! only)

Color - If you associate a color with a town, that color will appear on the waybill and indicates the color for the Destination Town. Any signage on your layout or documentation can refer to this color as well, and will make it easier for new operators to identify both the waybills and the town.

Notes - This is an optional description field.

Train Instructions - Browse and Edit

Any text entered here can be selected when adding special instructions to a waybill. **Note:** special instructions are not available when Ship It! is generating your car movement, because the special instruction area is used for the car number, blocking order and session. This text can also be selected when building Form 19s and Form 31s.

Car Routes - Browse and Edit

Any text entered here can be selected when adding a car route to a waybill. **Note:** Just like Train Instructions, this space is not available for use when Ship It! is generating your car movement.

Locomotives, Cabin Cars - Browse and Edit

These are not used in Car Cards currently, but you can enter information here and print out reports on this information (see Database Reports in the Print pull-down menu.

Division Name	Notes
B&LE North	
Butler Division	
East Pittsburgh	
P&WV	
PRR	

Town Name(*)	Division	Initials	Color	Notes
Alta Vista	Phantom Canyon	AV	Green	
Bull Hill	Goldfield	BH	DeepPink	
Cripple Creek/Victor	Goldfield	CC	Cyan	
Goldfield	Goldfield	GO	Gold	
Independence	Goldfield	IN	Olive	

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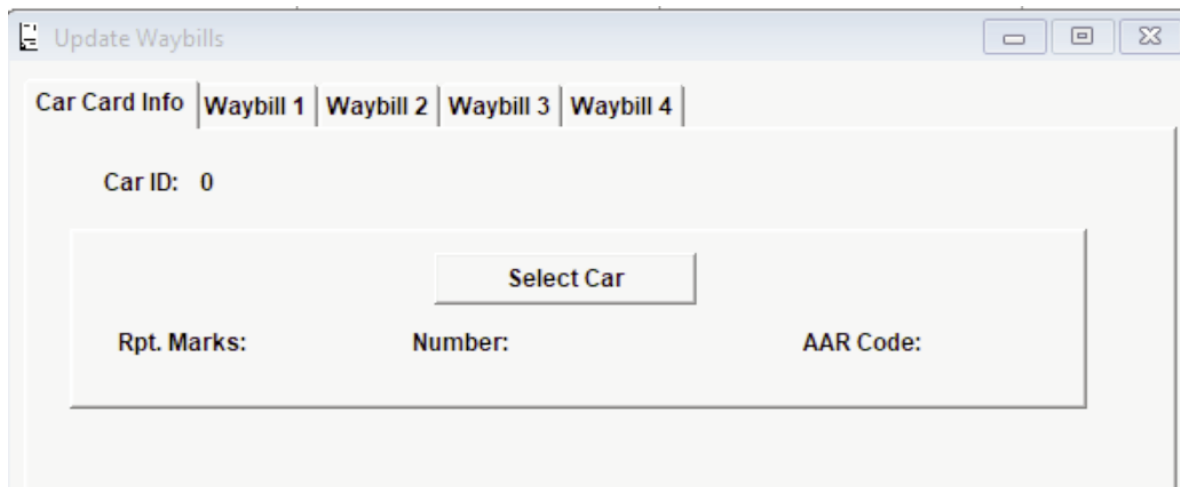
CREATING CAR CARDS & WAYBILLS

Introduction

Please note that there are three distinct modes of using this software:

1. Using hand-keyed waybills and identifying cars by their reporting marks and car number.
2. Using hand-keyed waybills and identifying cars by their AAR Code only.
3. Using Ship It! generated car movement to populate the waybills (this method always uses reporting marks and car number to identify cars).

Options Tab One is where you can choose to “Print waybills using Ship It! car movement my marking the checkbox there. On this same tab you can choose to “Use AAR Code instead of car number for car cards” by marking that checkbox. When switching between Ship It! generated car movement and hand-keyed waybills, the program will shut itself down and you will need to restart it.

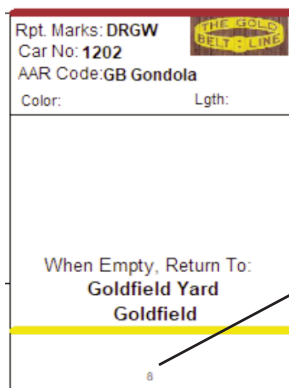


Creating Car Cards

From the Browse Waybills window, press the Insert button. The above screen will appear. Use the Select Car button to select the car for this car card/waybill combination. Note - you can create multiple waybills for each car if you wish. There is no limit on the number of waybills for each car - just select the same car when you create another set of waybills. Note: when you print out your car cards, the software will print one car card per car in the rolling stock database - as long as that car is marked as “Available” in the rolling stock database.

What’s The Car ID Number For?

The Car ID number is a unique number which identifies each car in the rolling stock database. This number helps to identify and match up the waybills that belong to each car card. The Car ID number is printed on each waybill and each car card.



Car ID location on
Car Card



Car ID location
on Waybill

AAR Only Mode

When in AAR Only Mode, the insert button on the Browse Waybills window pulls up the following screen.

Notice that in this mode you are not selecting a car, but an AAR Code to represent the waybill.

NOTE: When you are printing car cards, the software will still print car cards for all the cars that are marked as available in the Rolling Stock Browse. The difference is that in this mode, the reporting marks and the car number will say “Any”. Another difference is that there is no car id on the car card or the waybill - in this mode you match up car cards and waybill using the AAR Code.

Car Card example when in “AAR Only” mode.

Waybill example when in “AAR Only” mode.

Adding Waybill Information

The “Waybill 1” tab holds information for the first of four “from-to” sequences available. Each of the four waybill tabs is identical. For waybills two through 4, each waybills “From” is the previous waybills “To”.

Waybill Position Tabs

Fields

1 From Selecting this field causes the Industry Browse Window to pop up. Select the industry where you wish the car to originate from.

2 To Selecting this field also causes the Industry Browse Window to pop up. Select a destination for the car.

3 Lading Field - Empty Checkbox Selecting the Lading field causes the Products Browse Window to pop up. This browse will be limited by the AAR Type for this car. In other words, only products that can be shipped on this car will be displayed. If you wish to “cheat” here, see item 7. Select the product which the car is shipping. If you wish the car to be empty, check the empty checkbox. This will clear the Lading field. **Note: If the Products Browse Window that appears is blank, you have not filled out the products (with a matching AAR Type) that the “To” industry receives in the Browse Industry window.**

4 Car Route Selecting the Car Route field causes the Car Route Browse window to pop up. Use this field to indicate a pre-defined car route or use it to list a series of interchanges or Railroads the car will pass through. Leave this field blank if you don’t need to specify this information.

5 Special Instructions There are three lines for special instructions. Use these lines to designate spotting information (Door # 3 in figure 4), hazardous materials, or a even certain interchange where you want the car dropped off at. If you wish to use canned instructions, use the Select Instruction button.

6 Select by AAR Code - limits the selection based on AAR Codes.

7 Select Any Product Selecting this button causes the Products Browse Window to pop up. This browse will **not** be limited by the AAR Type for this car. Use this button if you want to “cheat”. The product selected will be added to the lading field.

8 Select Instruction Selecting this button causes the Browse Car Instructions Window to pop up. Use this button to add “canned” instructions to the Special Instructions Field.

The image shows a software window titled "Waybill" with tabs for "Car Card Info", "Waybill 1", "Waybill 2", "Waybill 3", and "Waybill 4". The "Waybill 1" tab is active. The form contains the following fields and controls:

- 1 From:** A text field containing "Alta Vista Yard".
- 2 To:** A text field containing "Goldfield Yard".
- 3 Lading:** A text field containing "meat".
- 4 Car Route:** An empty text field.
- 5 Special Instructions:** Three empty text fields stacked vertically.
- 6 Select By AAR Code:** Two buttons, one next to the "From" and "To" fields.
- 7 Select any Product:** A button next to the "Lading" field.
- 8 Select Instruction:** Three buttons, one next to each "Special Instructions" field.
- ☐ Empty: A checkbox next to the "Lading" field.
- OK** and **Cancel** buttons at the bottom.

Numbered callouts 1 through 8 point to the "From" field, "To" field, "Lading" field, "Car Route" field, "Special Instructions" fields, the first "Select By AAR Code" button, the "Select any Product" button, and the first "Select Instruction" button, respectively.

Figure 4

Printing Waybills & Car Cards

There are two car card / waybill styles to choose from. The 2 X 4 inch vertical format has 4 car positions. The 3 X 5 inch horizontal format has 2 or 4 car positions. You do not need pre-printed forms to print these on.

Note: Ship It! generated waybills do not support the 3x5 2 position format (it does support the 3x5 4 position format).

One Side and Two Side Printing

There are also two printing styles to choose from when printing waybills. You can print only on one side (and fold the waybills), or you can choose to print on both sides of the paper (front and rear printing). Car cards do not require folding or reverse side printing - these are printed on one side only. Whenever you print waybills, the window to the right will pop up, asking which style you want to print. If you wish to utilize two side printing you will need to print your waybills first using the “front” option. Then you will need to re-insert the paper into your printer so that the reverse side is printed. This may take some trial and error to determine just how to flip the paper so that the reverse side is printed correctly. You are not limited to printing one page at a time. A whole stack of paper can be reversed and put back into the printer (don’t try this until you have reverse side printing down pat!)

I’m printing both sides, and my waybills are out of alignment front to back. What do I do?

There is a field in the options window titled “Printer Rear Page Horizontal Adjustment”. By entering an adjustment figure here, you can line up your pages. See chapter 6 for further information. Note: If you are using a laser printer, the intense heat of the printing process can change the size of the paper (due to moisture content) enough so that the

Range Printing

This allows you to print out a range of car cards or waybills. This uses the car id numbers.

Ship It! Generated Waybills

Ship It! waybills print differently than the hand-keyed ones. The options are shown in the screen shot to the right. These are pretty self explanatory. The range printing is quite different than for the hand-keyed waybills, as you are choosing a session range to print.

When you print all sessions, the software will quite literally print all sessions. If you have generated 5 sessions in Ship It!, you will get all the car moves for all those sessions. Each car’s waybills are printed together, and are clearly identified as to the car and the session, so you can sort them properly and insert them into the car card. It is actually a quite interesting view into the movement of cars across sessions.

One added bonus with the Ship It! generated waybills, is that the waybills are blocked according to the train’s schedule, just like it is in Ship It!. More on this later.

In the following pages you will be able to see the visual difference between the Ship It! generated waybills and the hand keyed waybills.

Print Menu for Hand-Keyed Waybills

Session	Date	Time	DB Se
1	11/20/2020	9:30AM	2
0	11/20/2020	9:30AM	1

Session 0 = Start Fresh

Print Menu for Ship It! Generated Waybills

What Paper Should I Use?

For the waybills that are folded, any paper can be used, because the double thickness of paper lends extra strength. For car cards and two side printed waybills, you may want to try a light cardstock, around 60 lbs. But check in your printer manual to see if it can handle this thickness first. If it cannot, you have several options. You can print out the cards on regular paper and have them copied onto heavier stock at a local copy shop (or you may have access to a copy machine at work - but bring your own, thicker stock). You can use white construction paper. This is stiffer than regular paper but should print on most printers (again, check your manual to make sure). The construction paper will probably be over-sized (9" X 12"), but it can be cut down. Lastly, you may want to try just using regular paper. On the 2 X 4 vertical format, when the bottom pocket is folded up, this adds stiffness. Also, there are various grades of paper available - some are thicker than others.

Note: If your printer cannot print out a full 10" of vertical height, you will need to mark the checkbox in the File, Options window titled "Printer cannot print a 10" page". This will keep cards from printing at the bottom.

Printing on One Side

With this option, the waybills will be folded. The diagrams below show you how to fold them. **Note: The waybill taping and folding instructions on the following pages are for Fold Printing only.**

The 2 x 4 Inch Vertical Car Card

Follow figures 5 & 6 below to cut and fold each car card (2 X 4 inch vertical format). The bottom of each card folds up (over the front of the card) to form a pocket for the waybill to sit in. Tape where indicated to finish the pocket.



cut here **Figure 5** Tape this edge

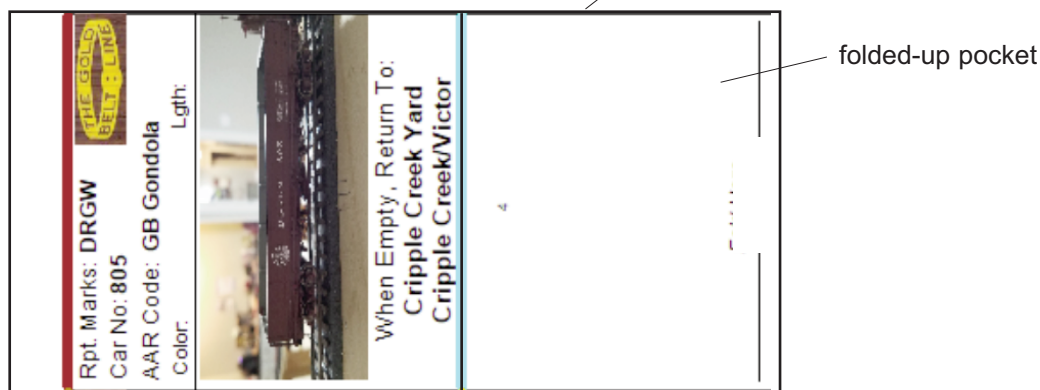


Figure 6 - Finished Card (2 X 4 inch vertical format) Tape this edge

The 2 x 4 Inch Vertical Waybill - Fold Style

Follow figures 7 & 8 below to cut and fold each waybill (2 X 4 inch vertical format). The right side (positions 3 & 4) folds behind the left side (positions 1 & 2.) Tape where indicated to finish the waybill, or use a gluestick (found where childrens school supplies are found) to glue the front to the back. I bet the lowly glue stick has other model railroad-ing uses!

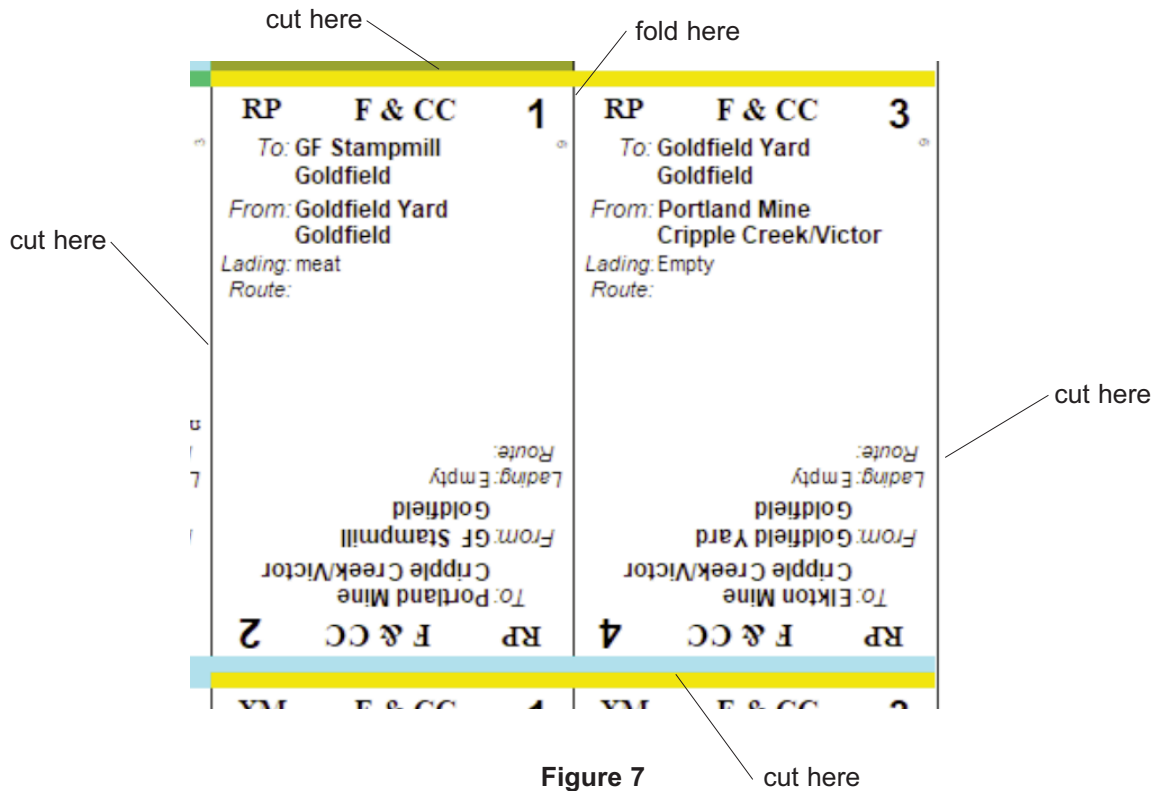


Figure 7

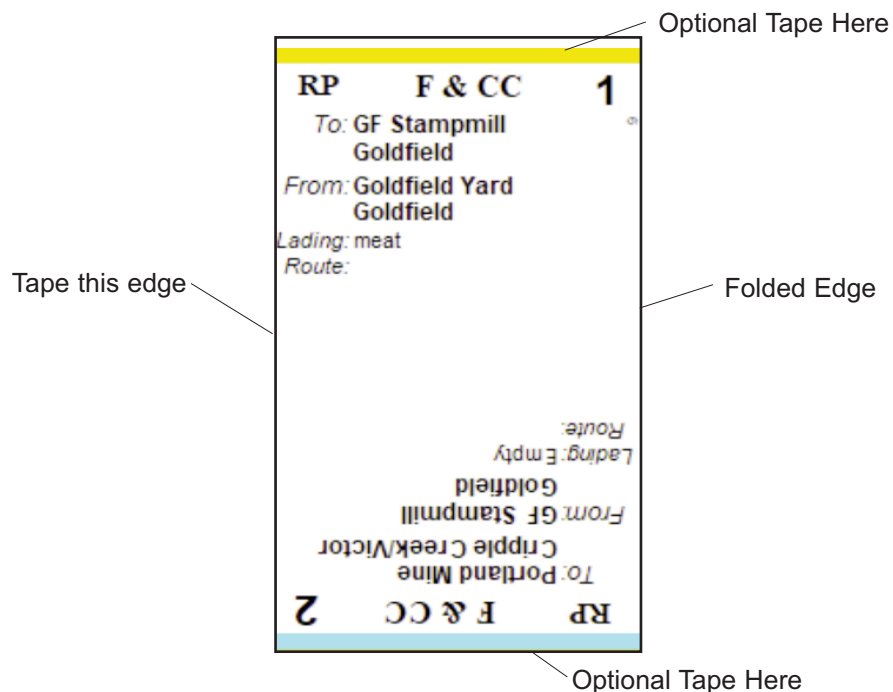


Figure 8 - Finished Waybill (2 X 4 inch vertical format)

The 3 x 5 Inch Horizontal Car Card

Figure 9 below show the 3 X 5 inch horizontal format car card. There is no folding or taping involved here. Just cut around the edge of each card. Notice that the information on the card is identical between the two formats. This is because it is reading from the same database. You choose whichever format suits you.



Rpt. Marks: **F&CC**

Car No: **500**

AAR Code: **XM Boxcar**

Color:

Lgth:

Notes:

When Empty, Return To:

Goldfield Yard

Goldfield



5

Figure 9

The 3 x 5 Inch Horizontal Waybill

Figure 10 below shows the 3 X 5 inch horizontal format waybill. The right side (position 2) folds behind the left side (position 1 .) Tape where indicated to finish the waybill, or use a gluestick.

cut here

Fold here

RP **F & CC** **1**

To: Goldfield Yard
Goldfield

From: Alta Vista Yard
Alta Vista

Lading: meat

Route:

cut here

2 **F & CC** **RP**

To: Cripple Creek Yard
Cripple Creek/Victor

From: Goldfield Yard
Goldfield

Lading: meat

Route:

RP **F & CC** **3**

To: Alta Vista Yard
Alta Vista

From: Cripple Creek Yard
Cripple Creek/Victor

Lading: Empty

Route:

cut here

4 **F & CC** **RP**

To: Elktion Mine
Cripple Creek/Victor

From: Alta Vista Yard
Alta Vista

Lading: Empty

Route:

new train instruction

11-8

Figure 10

cut here

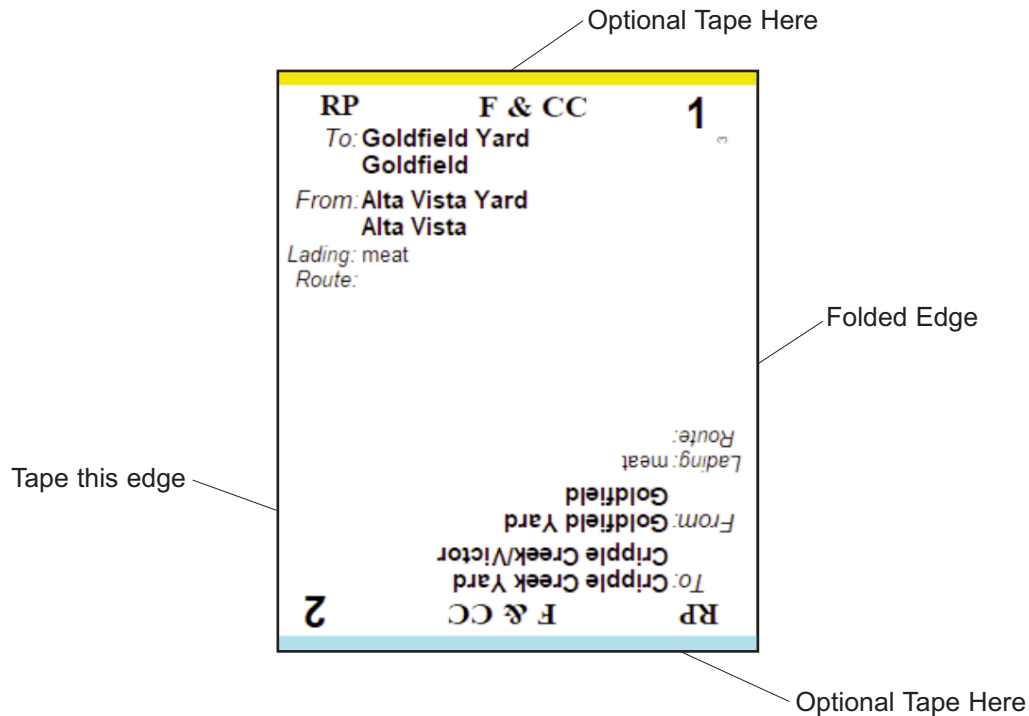
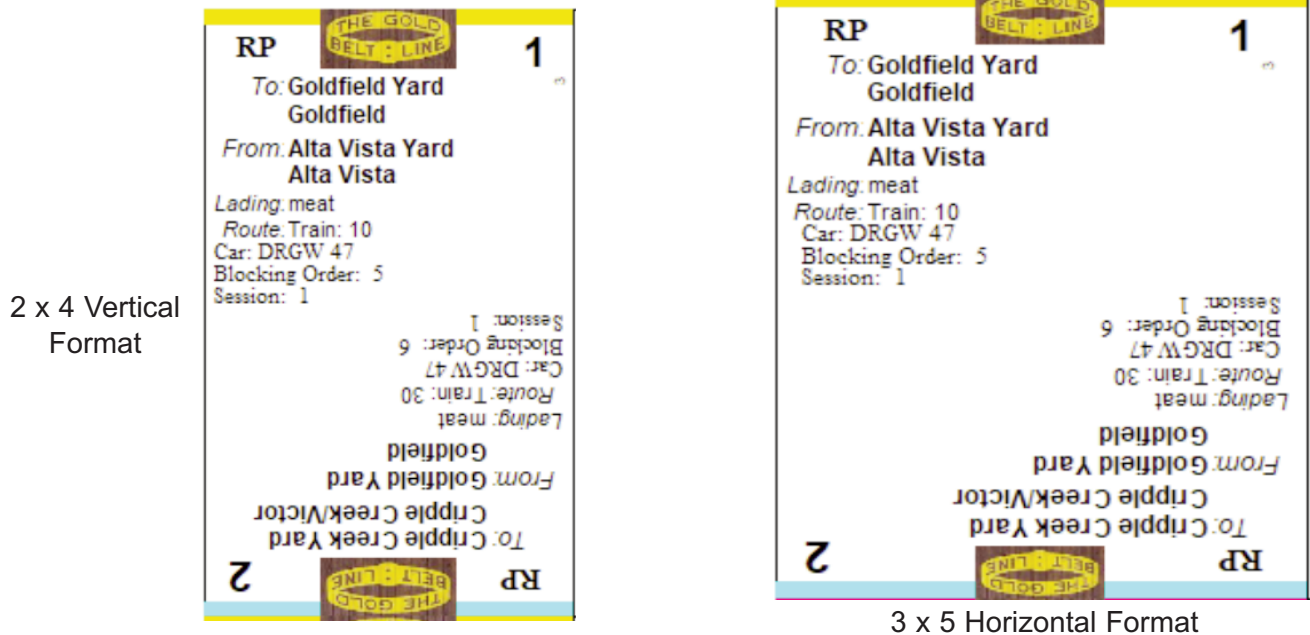


Figure 11 - Finished Waybill (3 X 5 inch horizontal format)

The 3 x 5 waybill can be attached to the right side of the 3 x 5 card with a paper clip, or a clear sheet of thin plastic film about 2.62 inches wide by 2.0 inches tall (the stuff you use to make windows) can be taped to the bottom right corner of the card to form a clear pocket.



Notice the Train number, Car Reporting Marks and number, along with the Blocking Order and the Session number. The blocking order is taken directly from the Ship It! database. The blocking order is a *relative* number - in other words, that 5 could represent the first car on the train (as long as there were no lower numbers for the blocking order for the rest of the cars on that train. As long as the train is built so that the order of cars follows that relative order, it will be blocked correctly.

Ship It Generated Waybill Examples

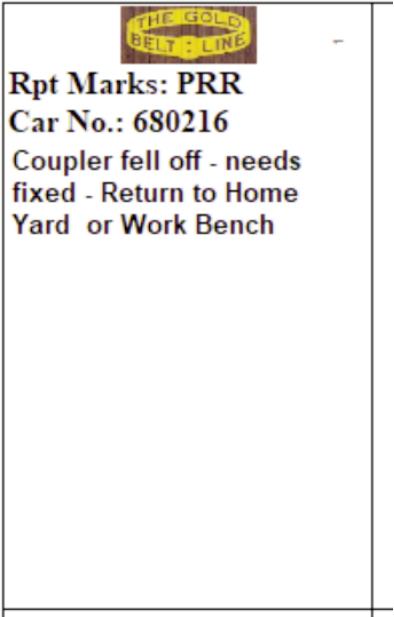
Generic Cards & Waybills

Available in 3 Sizes - 2x4, 3x5, and 2.5 x 3

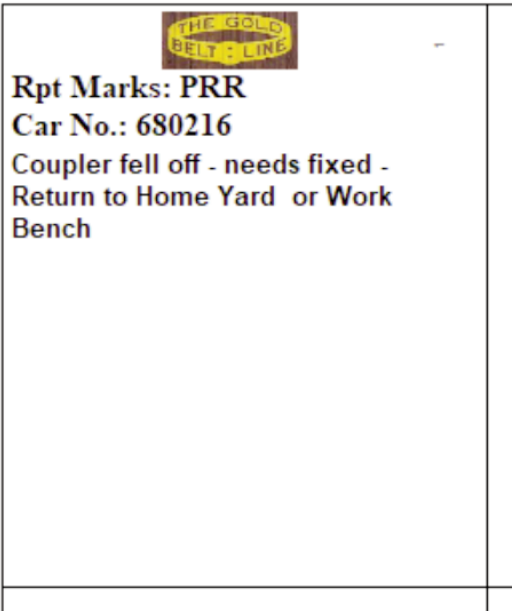
These can be used to create anything you wish. The cards you create can also be categorized (sorted under a standard name). They consist of 3 data entry items. At the top, there is the standard logo or text, then 2 data entry lines, then a text box filling up the rest of the card.

Printing Options

On the Generic Waybill Browse, you can choose to print a single waybill of any size configuration (see below). Plus you can filter the generic waybills by their *type* in the browse, and print that type only.



2x4 Generic Card / Waybill



3x5 Small Generic Waybill



3x5 Generic Card / Waybill

12

CREATING FORM 19's & FORM 31's

Introduction

Form 19's and Form 31's are train orders used by the prototype to issue special orders to trains. Form 31's are seldom used today. Because Form 31's restricted the movement of superior trains, trains had to be stopped for delivery, and the train crew had to sign the orders. Form 19's can be delivered on the fly. See the chapter titled "Overview" for more information on these forms. With Ship It! Car Cards, you can create, edit, print and save train orders. These forms are designed to mimic the prototype, and follows closest a Soo Line Railroad Form 19 given to me by Bob Wundrock. Thanks, Bob! These forms will be good for any prototype, as the forms varied only slightly.

Update Form 19's / 31's Window

Header Tab

This tab contains text printed in the upper portion of the Form 19 / 31.

Fields

1 Train Order No. Train Orders are usually numbered consecutively for the day, starting at number 1 after midnight.

2 Date This would be the date the train order was issued. Use the "Get Today's Date" button if you wish to use the current date.

3 To C. & E. This translates to "To Conductor and Engineer". This field would consist of a list of the trains that are affected by this order. A generic label can also be used, such as "All westward trains".

4 At This is the station or tower where the order was issued. Modelers could use a town name if desired.

5 Operator This is the name of the person issuing the orders. You could use the owner of the layout or the dispatcher.

6 Time Enter the time the order was issued. Use the "Get Today's Time" button if you wish to use the current time on the computer's internal clock.

7 Style Select either "Form 19" or "Form 31". This determines what number is displayed in the upper right and upper left corners of the form. The forms are identical except for this number.

The screenshot shows a software window titled "Update Form 19 / Form 31". It has two tabs: "Header" (selected) and "Text". The "Header" tab contains several input fields and buttons. Numbered callouts point to the following elements:

- 1** Points to the "Train Order No:" text box, which contains the value "1".
- 2** Points to the "Date:" text box, which contains "11/28/2019". To its right are two buttons: "Get Today's Date" and "Get Train Number".
- 3** Points to the "To C. and E.:" text box, which contains "#10".
- 4** Points to the "At:" text box, which contains "Cripple Creek/Victor". To its right is a small "Location" button.
- 5** Points to the "Operator:" text box, which contains "Bill".
- 6** Points to the "Time:" text box, which contains "9:44AM". To its right is a "Get Today's Time" button.
- 7** Points to the "Style:" section, which has two radio buttons: "Form 19" (selected) and "Form 31".

At the bottom of the window are "OK" and "Cancel" buttons, and a status message that reads "Record will be Changed".

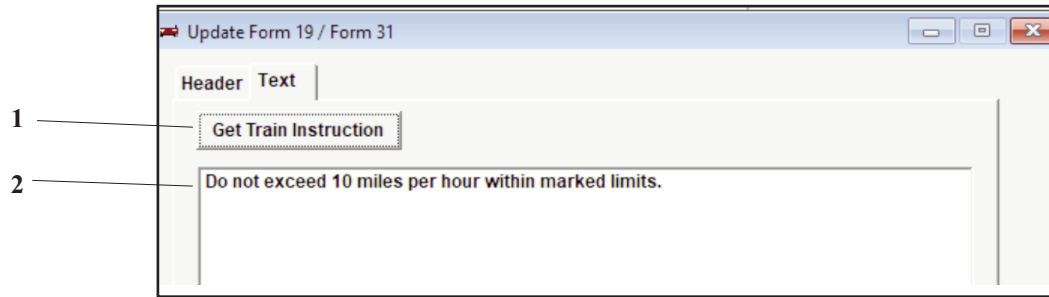
Figure 1

Text Tab

Fields

1 Get Train Instructions Use this button to access a library of train instructions that you can build to make it easier to create train instructions. The Train Instructions Browse window can be accessed from the Divisions menu for adding, changing, and deleting instructions.

2 Text Window This is where you type the train order. If you want to insert train instructions from your library, use the "Get Train Instructions" button described previously.



The Completed Form

The printed form is shown below. The information at the bottom of the page (in the section marked "Complete"), is not filled out by the computer. This is for you to fill out by hand if you wish. "Complete" means that the order has been delivered. The "M" in this section is for the time (AM or PM). There is also room for the operator to sign the order (indicating it has been delivered.) I am not at all sure, but I believe the "Checked with.....Office" is for the name of the main dispatchers office where the train order has been logged. In addition, if you are using Form 31's, they should be signed near the bottom by the train crew.

Form 19	F & CC	Form 19
<i>Train Order No.</i> 1		11/28/2019
<i>To</i> #10		
<i>At</i> Cripple Creek/Victor X Bill 9:44AM		
Broken Rail on no 1 one track at mile post 136 Pole 37 located 1 one and 1/2 one half mile west of Bingham Do not exceed 10 ten miles per hour at this point		
Complete	Time.....M..... Checked with.....	
EACH EMPLOYEE ADDRESSED MUST HAVE A COPY OF THIS LETTER		

Note: The text ("Broken rail...") on this form came from an actual Form 19 from the B&O, dated July 5th, 1960. This was loaned to me by Bruce Hullihen. Thanks, Bruce!

Notice in the train order text, how whenever a number is used, the word for the number appears after the number so that no mistakes are made.

Note: the above is an image of the small form. To print the form in the small size, you must first mark the checkbox titled "Print Small Form" on the browse window. You can also filter the browse window by Form Type (19, 31), and then print those filtered forms using the "Print Filtered Forms" button.

13

CUSTOMIZING YOUR PRINT-OUTS

Introduction

You can customize nearly every font in the paperwork that Ship It! Car Cards prints out. As long as the font has been registered under Windows, it can be used. In addition, the style, size, and color of the font can be changed. Note: there are practical limitations on the size of the fonts that can be used. If too large a font is used, it will interfere with other text or it will be cut-off. Colors can be used to highlight or make text stand out. Be careful not too use too many different fonts in a single form. This can make it confusing to the readers eyes.

Specifying Fonts For Print-outs

Figure 1 shows a typical update window for fonts on a print-out. This particular one is for the car cards. Although the display shows a vertical car card, this one is applicable to the horizontal format as well, because the text is the same. Notice the numerous “F” buttons all over the window. These buttons call up the font dialog box shown in figure 2. When you click on one of these font buttons, the dialog box show the current font for the text that is closest to the “F” button. There are some cases where some text may not appear to have its own button (such as the “Brn” text next to “Color” in figure 1.) In these cases, the text will have the font of a similar piece of text nearby. In figure 1, “Brn” uses the font from the “50 ft.” and “Any car notes”.

Choosing Your Fonts

As shown in figure 2, you can specify the Font, Font style, Size, and Color. If you have a color printer, your text can be printed out in color. The font dialog box always shows the current font for the piece of text near-

est the font button. When you choose a new font or font attribute, this is saved in the font database of Ship It! Car Cards, and will be saved from session to session.

Default Font Buttons

These buttons allow you to reset the fonts to their default settings (as set up by us).

The Set Up Menu

The Set Up menu contains font setup windows for every print-out inside Ship It! Car Cards. These act the same way as the window in figure 1. In addition, the “Logo Images/Text and Misc.” item allows you to set up custom logos for your print-outs.

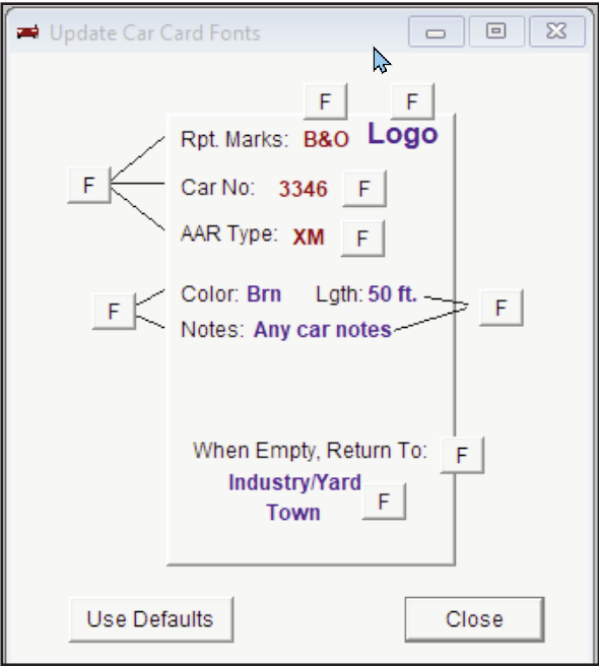


Figure 1

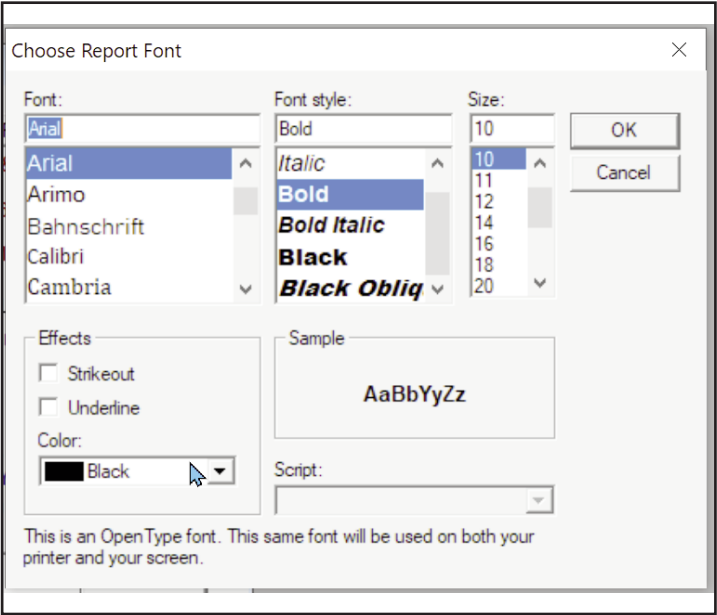
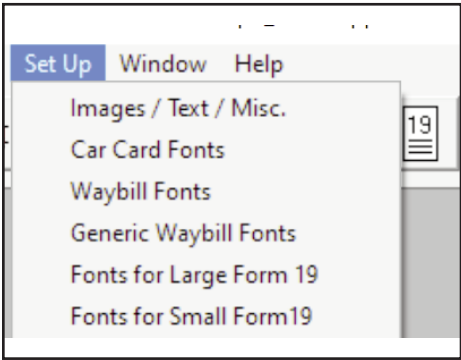


Figure 2

Set Up Logos For Printing Window

Figure 3 displays the setup window for logos.

Fields

Text Tab

Note: for each of the text/graphics selections below, the appropriate text field or graphics image must be entered or selected, or it will not be printed.

1 Car Card Logo Style Indicate here whether you want text or a graphical logo on your car cards.

2 Waybill Logo Style, Pos 1,3 Indicate here whether you want text or a graphical logo on your waybills. This is for positions 1 & 3 on the waybill (the ones printed right side up.)

3 Waybill Logo Style, Pos 2,4 Indicate here whether you want text or a graphical logo on your waybills. This is for positions 2 & 4 on the waybill (the ones printed upside down.) This option is here for those who may not have access to an upside-down image of their logo.

4 Form 19/31 Logo Style Indicate here whether you want text or a graphical logo on your forms.

7 Car Card Logo Text This is the text used when “Text” is selected for the Car Card Logo Style.

8 Waybill Logo Text This is the text used when “Text” is selected for the Waybill Logo Style.

9 Form 19/31 Logo Text This is the text used when “Text” is selected for the Form 19/31 Logo Style.

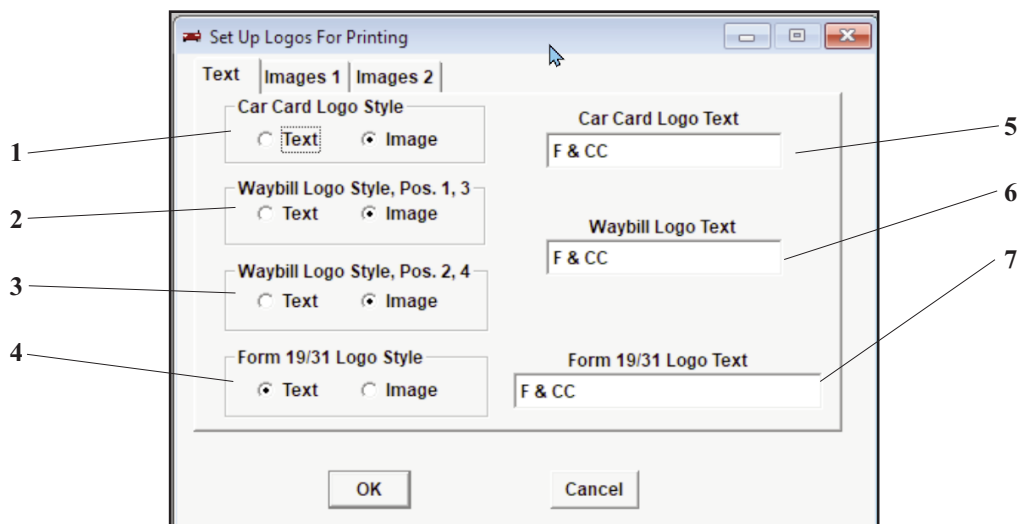


Figure 3

Using Images For Logos

There are several things to be aware of when using images for logos. The first is proportion. The image should be proportional to the size of the image boxes in the images tab. If it is not, the image will be expanded or compressed to fit this box. The actual size of the image does not matter, just the proportion. The proportion ratio is approximately 2.25 to 1 (the long side is about 2.25 times longer than the short side). If you are anywhere close to this, the image should look fine.

Printing can take a longer time with images, even if you are not printing color.

Figures 4 & 5 show the images tabs where you select the graphics for your logos. Clicking the button with the ellipsis (...) will cause a File Lookup window to appear where you can browse through your file system to find your images. Be aware that the images are not stored in the Ship It! Car Cards database, just the file locations (don't move your images once you have them selected here!)



Figure 4

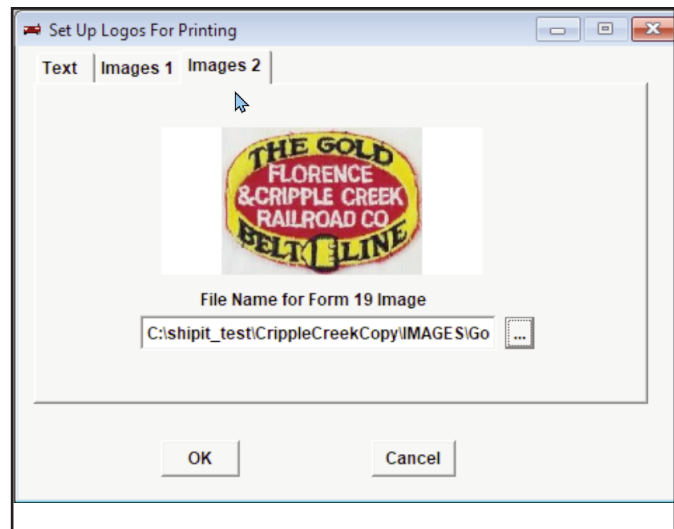


Figure 5

14

SHIP IT! INTEGRATION

Integration with Ship It!

Integration with Ship It! and its computer-generated switchlists works differently than it used to in past versions of both programs. Starting with version 9 of Ship It! and version 3 of Car Cards, car movement from Ship It! is used directly to print onto the waybills inside Car Cards, no differently than how car movement in Ship It! prints onto the switchlists in Ship It! In other words, if the option “Print Waybills Using Ship It! Car Movement” is turned on (see the Options One Tab), then the waybills are filled with Ship It! car movement *at the time of printing*.

When the Ship It! Car Movement mode is turned on, there is no icon available to access the Browse Waybills window, because that window accesses hand-keyed car movement, which is a separate, distinctly different database of car movement than the database that holds the Ship It! computer generated car movement. And because these are separate, you can go back and forth between printing car cards and waybills from each database. They do not over-write each other.

Chapter 11 (page 11-5) explains how to print Ship It! generated waybills, as there are distinct differences.

Chapter 6 (page 6-4) describes the menu options available to import and export shipper and consignee data between the two programs.

Chapter 6 (page 6-5) also explains how to switch between hand-keyed mode and Ship It! generated mode. Note that while car movement is held in different databases, the rest of the data is not. In other words, the cars, towns, industries are all the same. Shipper and Consignees are an exception, as the relationships between that data and industries is handled differently.

15

PUTTING IT ALL TOGETHER

Introduction

This chapter contains an overview on using car cards, train orders, and switchlists in an operating session. Tips are also included for setting up your cards and other paperwork.

Car Card Operation

On the prototype, a waybill travels with each car from the shipper to the consignee. On model railroads, car cards and waybills do the same. Each waybill (attached or inserted into the car card) travels with its car. It is the train crew (or lone operator) that carries the cards with them as they switch the various towns along the way.

Layout Preparation

It is convenient (necessary, really) to have small bins or boxes near each town or switching area on your layout for holding the car cards. The cards need a place to stay when the cars associated with them are not being moved on a train. Car cards stacked on adjacent scenery do not look very prototypical! Some layout owners have a bin for each industry and yard track. For smaller switching areas a single bin will do. For a temporary set up, small clasp envelopes (the size that the program disks came in) can be attached to the layout to hold the cards. Label each bin with the name of the industry or industries whose cards belong there and also the town that the industries belong to. If you have multiple bins, one label for the town should suffice, centered on the bins. An extra bin or small shelf is also handy to place the current trains cards in and to hold switchlists and train orders that the crew is working with (it's tough to manipulate a throttle with hands full of paperwork!)

Setting Up For Operation

First make sure you have car cards and waybills for every car you want to switch on your layout. Next take the cards to your layout. Looking at the "From" designation in position 1 of the waybill, place each card at the town and industry located there. One approach is to place a car card in its location, and at the same time place the car (whose reporting marks and number appear on the card) at the appropriate siding also. This way you take care of a card and car combination one at a time. The other approach is to populate your layout with the car cards, and then go through your layout, bin by bin, and find the car for each car card and locate it on the appropriate siding.

Operation at Last

To operate your layout using car cards, you should have some type of train schedule. While you can operate with-

out one, a train schedule gives some type of order to your operation. In its simplest form a train schedule is merely a list of towns that the train visits one by one. You can build your train schedules using Ship It! Car Cards (see the chapter titled "Train Menu").

Start your train at the first town on the schedule. Look at each car card located at this town and see if the "To" location (town) for waybill position 2 is on your train's schedule. If it is, this car will go on your train. There may also be some switching at the current town. This is obvious, because the "From" and "To" towns will be the same. Any time you move a car, you should also move the car card to the appropriate bin for the new location (unless the industry it is going to share the original bin.) With your local switching complete, throttle up your train and move to the next town, making sure you take with you a car card for every car on the train.

Upon arrival at the next town, plan your operating moves. First examine each car card for the cars located at the town. Is there any local switching to be done? Which cars does the train pick up and which ones stay? Which cars on your train get dropped off at the town? It's all in the cards, as they say. Some cars may already be at their destination (for this operating session). You can tell these because the "To" location matches the cars current location. Complete the local switching, drop off any cars from the current train that the cards direct you to (don't forget to drop off the car cards at the correct bins), and pick up any cars that have destinations on your schedule. Continue through each train on your schedule in this fashion.

When Do I "Flip" the Waybills?

Flipping the waybills means taking the waybill out of the pocket and flipping it upside down (or front to back) so the next position is facing up at the top of the pocket. Some layout owners flip the waybills between operating sessions. Some have the operators do it when the car is delivered. If the waybills are flipped during the session, it is hard to know if the car just arrived there - the next train coming down the line may move the car again. This is okay for interchange traffic, or for commodities quickly unloaded, but not so good for other situations that require unloading time. **The car instructions on the waybill can be used to tell the operator when to flip the card.**

What About Interchange Traffic?

There are several approaches to handling interchange traffic. It is necessary to think about this when entering data for your waybills.

One approach is to use the Consignee (Receiver) in the “To” location (like the prototype), even though the car may be dropped off at several interchanges and moved by several trains. In this case you should include routing information in the Car Route field. You can simply list the interchanges the car passes thru here. If you run out of room, use the car instruction lines.

Another approach is to list each succeeding interchange in the “To” location, so that there is no doubt where the car is to go. The Consignee will appear in the “To” position after the last interchange.

What About Empties?

Your waybills themselves should cycle cars between loaded and empty status (position 1 full, position 2 empty, etc.)

Can I Create Empty Car Orders?

Yes. Leave the “From” location blank for this waybill, and label the card “Empty Card Order”, either by entering this text into the car instructions field, or by hand writing (sacrilege!) in the now open space in the “From” area. You can include the number of empties desired in the car instructions also.

What About Cards for Blocks of Cars?

Use the car instruction fields to include the first car and the last car number to be moved. In this case, the waybill stands alone (without the car card). There are 3 lines in the car instruction fields, and a lot of information can be packed in here.

What Happens When I Reach Waybill Position 4?

You have two choices at this point. Route the car back to position 1, or remove the card. Removal of the card reveals the *When Empty, Return To: (Home Yard)* text. The car can be routed back to the home yard, where a new waybill can be inserted (or it can be utilized by an empty order.)

Using Train Orders

Perhaps the easiest (but not the most prototypical) way of implementing train orders is to run all of your trains as Extras and schedule all meets and passes through train

orders. This alleviates pressure on the dispatcher (if you have one) and gives some direction to your train crews to prevent “cornfield” meets. The other option is to create a timetable which shows the locations of the meets and passes. The bibliography in chapter 1 suggests books which can help you do this. With a timetable in place, train orders are used mainly to supercede (make adjustments to the scheduled meets and passes because of delays) or supplement (add Extras due to increased shipments or misplaced cars) the timetable. Your operators, of course, will each be given a timetable.

Train orders can also be used to issue speed restrictions over trestles, areas with damages track, to schedule special stops, etc. Use these situations to add some variety to your operating sessions.