

Digital Seating Charts

Digital Camera

1. Sign out one of our two digital cameras from Karen Ritch.
2. Put a blank 3.5" floppy disk into the camera.
3. Snap a picture of each student in your class. (About 30 students will fit on one disk.)
4. As you snap the pictures, write down the names of the students in the order of their pictures. Either that, or go in alphabetical order taking the pictures.

Making the Chart in Word

1. Open up Microsoft Word on your computer.
2. Put the floppy disk into the A:\ (floppy) drive.
3. Go to **File, Page Setup**.
4. Click on the tab that says **Paper Size**.
5. Click on **Landscape**, rather than **Portrait**.
6. Click on **View, Toolbars**, and make sure that your **Drawing** toolbar is highlighted.
7. The **Drawing** toolbar should show up on the bottom of the page.
8. Click on the **Text Box**. It looks like a little box with the letter A and some writing in it.
9. Your cursor will change to crosshairs. Draw a box on your chart to indicate the location of a desk in your room.
10. Draw boxes for each of the seats in the room. If you like, you can copy (**Ctrl-C**) the first box and then paste (**Ctrl-V**) it repeatedly. That way each box is exactly the same size.
11. Once you have all the boxes drawn, you're reading to start importing the pictures.
12. At this point, **SAVE** your seating chart as **CHARTMASTER**. You can pull up the master for each of your classes, thereby saving the work of having to draw the boxes each time.
13. Once it's saved, click in one of the boxes and type in the name of a student. Hit **Enter**.
14. Now click on **Insert, Picture**. Choose **From File**.
15. When the dialog box pops up, click on the down arrow next to the **Look In** box. Select A:\ (Floppy Drive). Scroll through the pictures until you find the correct one. Then click on **Insert**. (Notice that the names of the picture files are all saved by number. You might have to look at each picture to choose the correct one, unless you wrote down the names as you took the pictures.)
16. The picture should pop up under the name of the student in the box.
17. Now choose **SAVE AS**, and name this file according to the class period. This will keep your master chart separate from your individual class charts.
18. Insert the names and pictures for the rest of the students.
19. **SAVE FREQUENTLY!**
20. When you go to print, understand that it will probably take 3-4 minutes. Send it to print and then do something else while you wait.

Making the Chart in Other Programs

1. You can also make the charts in other programs.
2. In PowerPoint, you can simply insert the pictures. You don't have to mess around with text boxes. However, you probably won't have a chart master to come back to each time.
3. PageMaker is another great program for doing a seating chart.