

Computer Club

Nostalgia

Part One – Find and Save a Picture

1. Load up Google.
2. Search for any object(s) which remind you of your childhood: e.g. food brands no longer available, old household appliances such as a washboard or mangle, clothing in fashion at the time, games no longer on sale (magic Robot)
3. Click on Images at top of page.
4. Choose the picture(s) you like and click on one to make it larger.
5. Right click on the large image to produce a menu.
6. Select 'Save Image As'.
7. Use slider (top left) to find and click on Desktop.
8. In File Name box, rename if necessary to something easy to remember.
9. Click 'Save'
10. Close Google.

Part Two – Adding Picture to Text

1. Load Open Office.
2. Select Text Document.
3. Write a paragraph or two about the object(s) you have chosen.
4. Put your cursor in the centre of your document.
5. At top of page, click Insert tab to show menu.
6. From Menu, select 'Picture' then 'From File'.
7. Find your picture file in Desktop.
8. Double Click your picture.
9. Reduce picture in document to correct size.
10. Move picture into position.
11. Right Click on picture.
12. Choose a Wrap option and see what happens.
13. REMEMBER – you can always UNDO with Ctrl Z.