APA rules specify that only the title page includes the key phrase “Running head”. It should be in sentence case (Uppercase R, lowercase h) and end with a colon.

Assignment: copy the following line:

Running head: PERSPECTIVES ON TECHNOLOGY

Double click in the header on this page and choose “Different First Page”.

Paste what you copied.

Upload this document and you’re done with this assignment.

I know this assignment is extremely simple. Since this is an online class, I can’t look over your shoulder and see what you’re typing. Usually in the computer lab, someone can raise their hand and I’ll walk over to see what they’re doing. It’s very non-confrontational. Compare that to an online class. If something goes wrong, you know that you’re going to have to write this big long email about how you tried this and tried that and nothing seems to be working.

So what I’ve decided to do is explode the assignments into a bunch of little pieces.

That means more typing for you, and definitely for me, but hopefully this will isolate any problems. Don’t worry - when it comes to working hard, I don’t consider typing to be a lot of work.

Digging ditches is hard work. Typing is not.

Lecture Notes:

You can paste either by right-clicking or by holding the Ctrl button down like you would the shift key, and pressing the letter v.

Ctrl C to copy

Ctrl V to paste

Ctrl X to cut

Ctrl W to exit

Microsoft Word has [lots of little shortcuts](http://office.microsoft.com/en-us/word-help/keyboard-shortcuts-for-microsoft-word-HP010370109.aspx), but the above are true of almost every program.