# Syllabus Instructions: Times New Roman

**Instructions:** This is a syllabus template with accessibility features such as heading styles and effectively formatted tables. You can edit and remove text as needed.

**Note:** The **Desktop Version of Word** provides the most options to make an accessible document. Instructions are written for this version of Word.

**Is this template not what you need?** Learn how to modify this template using the Training links at the end of this document.

## About Heading Styles

The terms **“Headings 1, Headings 2...”** refer to styles. [Headings in Word](https://accessibility.psu.edu/headings/) help users on a screen reader and others jump to different sections of a document, such as the schedule. You can view styles in the **Home** tab of the ribbon, or you can copy and paste sample text below as needed.

**Styles** can be accessed in the **Home** tab of a Word file. If you want to change the appearance of any of the headings, please view instructions on [Customizing Heading Styles in Word](https://accessibility.psu.edu/microsoftoffice/microsoftword/wordcustomheadings/).

# Heading 1 Style - Use for Document Title

**Note:** Titles should **not** be placed into the page header. These are usually skipped by screen reader software used by students with visual disabilities.

## Heading 2 Style - Use for main section headings

### Heading 3 - Use for sub section headings

#### Heading 4 - Use for the next level down.

Normal Style = Times New Roman 12 point with 8 point padding after a paragraph.

## Bonus Styles

* Instruction Text, Instruction Text 2, Instruction Text 3 for words and phrases.
* Instruction Boxes and Message Box blue - creates colored boxes

Instruction Box

Instruction Box 2

Instruction Box 3

Message Box Blue

(continued)

## Link Text

When inserting links, use [link text](https://accessibility.psu.edu/linktext/) which spells out the destination. For instance

USE

* [Schreyer Institute Syllabus Tools and Resources](http://www.schreyerinstitute.psu.edu/Tools/?q=Syllabus) OR
* [Schreyer Institute Syllabus Tools and Resources](http://www.schreyerinstitute.psu.edu/Tools/?q=Syllabus) (http://www.schreyerinstitute.psu.edu/Tools/?q=Syllabus)

NOT

* Click [here](http://www.schreyerinstitute.psu.edu/Tools/?q=Syllabus) to see “Schreyer Institute Syllabus Tools and Resources” OR
* See “Schreyer Institute Syllabus Tools and Resources ” - <http://www.schreyerinstitute.psu.edu/Tools/?q=Syllabus>

### To create an accessible link

1. Highlight a word or phrase.
2. On the keyboard, press **Control+K** (Windows) or **Command+K** (Mac).
3. Copy and paste the URL into the **Address** field.
4. If a URL link is generated and you want it as plain text:
   1. Right click (Windows) or command-click (Mac) on the link.
   2. Select the option **Hyperlink :** **Remove Hyperlink**.

## Accessible Tables

It is not difficult to make tables accessible, but it is important to ***NOT MERGE CELLS***. Merging cells makes it difficult for some users with disabilities, particularly those with visual disabilities, to navigate through the content. See the grading table below for the default table formatting in this template. It’s also advisable to ensure that the [Table Headers options](https://accessibility.psu.edu/microsoftoffice/microsofttableheaders/) are checked when a table is created or pasted into a document.

### Example Grading Table

|  |  |
| --- | --- |
| Grade | Percent Range |
| A | 95 – 100% |
| A | 90 – 94% |
| B+ | 87 – 89% |
| B | 83 – 86% |
| B- | 80 – 82% |
| C+ | 76 – 79% |
| C | 70 – 75% |
| D | 60 – 69% |
| F | 59% and below |

## Color Coding

If color coding is used to point out important information, make sure an additional note such as “**Important**” is added so someone who can’t see the color change can be alerted. This helps users on a [screen reader](https://accessibility.psu.edu/accommodations/audience/visuallyimpaired/) understand the importance of the content. It’s also important to use [colors with sufficient contrast.](https://accessibility.psu.edu/legibility/contrast/)

## Image ALT Text

If you insert images such as a Penn State shield, instructor photo or some other image, you can right click the image to[Edit Alt Text in Word or PowerPoint](https://accessibility.psu.edu/microsoftoffice/microsoftalttags/). The **Alt text** is read out to those using a screen reader so they know the information within the image.  
**Note:** If this image is copied and pasted into another Word or PowerPoint document, the **Alt text** often moves with it.

## Save as Tagged PDF Export

If all the above guidelines are met, then you can save the file as a [tagged accessible PDF](https://accessibility.psu.edu/microsoftoffice/microsoftofficepdf/).

## Save and Use a Template

To save any document as a reusable template use the **File :** **Save as Template**. This creates a template file which can be accessed from the **New from Template** command.

**Note:** You can also save this file as a separate .dotx file in the **Save as** menu. Double click or open this file to create an untitled document with the accessible styles and table options.

## Additional Training

Additional training links include:

* [Accessibility Learning Path](https://accessibility.psu.edu/training/learningpath/)
* [Basic Word Accessibility](https://accessibility.psu.edu/microsoftoffice/microsoftword/)
* [Advanced Word Style Tips](https://accessibility.psu.edu/tips/)
* [Microsoft Word Accessibility Quickstart Guide (Advanced)](https://accessibility.psu.edu/training/handouts/)