**Syllabus Revision Style Guide:**

*Note: New syllabi (courses not yet in the Collin Inventory) should not have any color-coding or markups. Examples are available upon request.*

Please follow the following formatting guidelines when revising course syllabi:

**Adding New Text:**

Any text added to the syllabus should be color-coded blue to indicate which information is new.

**Moving Text:**

Any text moved in the syllabus should be color-coded green to indicate which information has been relocated. It is recommended to use the “cut” function or to drag-and-drop the information to its new location.

**Removing Information:**

~~Any text being removed from the syllabus should be color-coded red and formatted with the strikethrough.~~

Thank you! 😊