Helpful tips and checkpoints using Accreditation Management.

1. **Images**: For proper conversion into PDF documents, images should be 750 x 478 pixels or smaller at the time of export.

2. **Run spell check periodically**: Note that spell check must be manually activated.

3. **Use the “Paste as Plain Text: feature**: When copy and pasting text from Word or other applications, use the “paste as plain text” or “paste from word” icon located in the right text editing icon area. This will help prevent odd characters from appearing the narrative text when pasting text from outside applications.

4. **Use consistent fonts**: Use a consistent font throughout the narrative text. When text is first entered into the narrative text box the font styles are defaulted to generic settings which become removed when a font selection is made. Once a selection is made the font styles will update and may differ from the generic defaulted font styles associated with other narratives. It may be helpful to communicate a specific font style to report members so a consistent style is reflected across all narratives.

5. **Check formatting in exported views periodically**: This practice will help ensure the correct formatting is achieved in both the shared site and exported document views. It is recommended that you test linked evidence in the exported views so readers can access evidence in the intended manner. See section on embedding evidence for further details.

6. **Best way to incorporate tables in the narrative text**: To achieve the best formatting, we recommend incorporating small tables in the narrative text and attaching larger tables as a supporting document. Tables can be created using the rich text editing icons or copy and pasted from a Word document. Table can be further edited in the narrative box by right clicking the table to manipulate the table properties. While formatting tables in the narrative, we recommend checking the formatted text in the exported and shared sites views to ensure the correct formatting is achieved. HTML can also be used to manipulate tables in some exported versions.