Do's and Don'ts

Do's	Don'ts
Remove any formatting before you paste the narrative into COAccess. Use Rich Tex Editor If you wish to bold, underline, or italicize information, please use the formatting option available in the COAccess system. Self Study Response ⓘ [Salesforce Sans ▾] [14 ▾] [■ ▾] [B] [I] [U] [S] [≡] [≣] [⇥] [⇤] [≣] [≣] [≡] [�] [◫] [Iₓ]	Do not cut and paste narrative from other documents (i.e. webpages, other manuals) if the narrative is formatted. Narrative from other documents can contain embedded formatting that will impact the final printed version of your self study (even if it looks OK when pasted in the text box).
Create a separate attachment for any visual representations such as tables, charts, or graphs. Embedding visual representations into the program narrative box can impact the view and printing of the self study.	Do not embed any visual representations such as tables, charts, or graphs into the program narrative box.
Each attachment must be numbered with 3 digits and appropriately named (e.g., 001 org chart; 010 program admin CV).	**Don't upload an attachment more than once.** After uploading an attachment, it can be selected as supporting documentation, as often as needed, for other narratives.

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Relevant portions of attachments should be highlighted and/or referenced by page number and paragraph to clearly identify sections of the document that support the narrative.	Don't list attachments in the narrative. When attachments are selected as supporting documentation, they will be listed below the narrative when the self study is generated to a PDF.
Programs should combine multiple related documents, such as course descriptions, into one file (PDF preferred).	**Don't upload an attachment more than once.**
PDF versions of webpages should be provided to ensure they are available for review, as website addresses change over time and may become inactive.	Do not put web addresses in your self study for the reader to look for supporting documentation without adding a corresponding attachment.