

## Suggestions for 2017 Crime-In Nevada Annual Report

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- Start working on the publication in the beginning of May
- Start reminding agencies that have missing data by November to ensure data is received and entered by the FBI Deadline
- Go Step-By-Step using the Manual as a checklist and the Reference Guide to find the material needed
- Work with Administration to ensure proper feedback in a timely basis
- Request for Administration changes on 2016 Report prior to starting 2017
- Put more information on the “About” pages
- Use Checklist to assist in Cross-Checking data before it goes to Administration
- Save pages as PDF as you go, instead of having to do it all at the end.  
*(Make sure if you make changes to the Word document, that you save the updated copy as a PDF too)*
- Since Page Numbers can't be done until the publication is finished and they change from the Online version to the Printed Booklets, check the Table of Contents for each type of publication several times to ensure accuracy