FY 2011 OTD Annual Report

===== Deadline for submissions is COB, TUESDAY, AUGUST 30, 2011 =====

Guidelines for Submissions

- Create **unclassified** text write-ups in Microsoft Word using **Times New Roman 12**. Please send submissions to me electronically on [___]. **Submissions must be Section-Chief approved.**

- Do not use photos pulled from the Internet (i.e. Google, Yahoo, or any other search engines).

- **Submit photographs and images as separate .tif or .jpg files.** Do not edit images for size or resolution. Save to CD or thumb drive any images that are too large to be sent via [___]/Outlook and provide them to me. For file format, use .tif, if possible, at a 300 dpi; **the larger size the better for clarity.** Jpg files can be used as long as the resolution is high and the size is large.

- **Submit Powerpoint slides as separate .ppt files.** Save to CD or thumb drive any images that are too large to be sent via [___]/Outlook.

- **Submit a separate email for each unit in your section** attaching the word document write-up and all individual graphics for that unit - the report is organized into business areas and not sections.

- **Do not embed images, photographs, slides, graphs within the write-up.** Instead, make a notation in the appropriate place of the write-up as to where the image is to be placed. Also include a descriptive, yet concise caption for each individual image in the appropriate place in the write-up. For example, if you want a photograph placed at the end of a paragraph, position your cursor at the end of that paragraph in the text document and type **<Place Photograph 1 here>**. **<Caption for Photograph 1, “ABC is performing XYZ.”>** Your photographs/images/slides/graphs should be saved as separate files. Do this for each one you wish to include. This will instruct the graphic designer exactly where to place your graphics without having them embedded in the text.

- **Avoid using complex visuals (i.e., complicated graphs or charts).** Color should not be used as the sole means of expressing data. To a person who is visually impaired, blind, or color-blind, such data is meaningless. It also creates difficulties when we post the report to the Intranet.

Housekeeping

We hope to have the printed version of the FY 2011 report completed by December 2011.

Your write-up, as well as any questions, comments, concerns, and suggestions should be directed to MPA [___].

Thank you in advance for your cooperation!

FBI-231-ALPRS