

2019_NCI_Global_Disclaimers_v.1.0.xlsx

Search in Sheet

HomeLayoutTablesChartsSmartArtFormulasDataReview

Edit

Font

Alignment

Number

Fill

Calibri (Body)

16

A

A

B

I

U

abc

Wrap Text

General

%

Conditional Formatting

Format

Normal

Bad

Good

Neutral

Calculation

Check Cell

Explanatory ...

Input

Linked Cell

Note

Cells

Insert

Delete

Format

Themes

Aa

A1

fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		
1	Disclaimers - Change Management																		
2																			
3	File Naming Convention: 2019_NCI_Disclaimers_v.1.0.xls																		
4																			
5	Recommended Best Practices:																		
6	1. Make this a living document on Google docs or shared secure server, so all relevant stakeholders can have access the very latest information.																		
7	2. Add new disclaimers or revisions to existing disclaimers to the deck throughout the year, and record the update(s) here.																		
8	3. Broadcast the updates to all relevant stakeholders, who routinely use this information, so everyone is on the same page.																		
9																			
10	Version	Date	Author	Tabs Updated	Description	Colour Changes													
	v 1.0	Oct. 23/18	LV	All	Numbering system assigned, addition of new disclaimers, copy changes to disclaimers, 2019 added to copyright mentions.	Copy additions or changes in dark red.													
11																			
12																			
13																			
14																			
15																			
16																			
17	NOTE: PLEASE ENSURE THE CURRENT YEAR IS UPDATED IN ALL RELEVANT DISCLAIMERS AT THE START OF EACH NEW MODEL YEAR.																		
18																			
19																			
20	Instructions:																		
21	1. The disclaimers are organized alphabetically for quick scanning.																		
22																			
23	2. Each disclaimer is assigned a unique random (non-repeating) number, which is to be used for quick reference within Critical Mass copy decks. This allows for the easy removal of old disclaimers and/or the addition of new disclaimers to this deck without throwing off an ordered numbering system. Critical Mass Copywriters: simply look up the feature/item alphabetically in this deck, then use its assigned number for placement into a copy deck. For example, "118" is assigned to "Apple®" in this deck, so whenever there is a mention of Apple® in a copy deck, writers should use [118] as the disclaimer for Apple®.																		
24																			
25																			
26																			
27																			
28																			
29																			
30																			
31																			
32	3. For the Owner/Keeper of this deck: If a new disclaimer is to be added into this deck, please insert it alphabetically. Then choose a random number OR go to Google search and type in "random number generator". You will see a service embedded within the results page that allows you to randomly generate a number. Before doing so, choose the minimum in the range as "1" and the maximum as "1000" and then click on the "generate" button. Before assigning a number within the disclaimers tab, select the entire "Disclaimer #" column and type that number into the search bar within Excel to see if it has already been assigned. If it has, then generate a new number, and repeat the search until it is clear that the number is free to be used, and assign that number to the disclaimer. It is critical that the numbers do not repeat.																		
33																			
34																			
35																			
36																			
37																			
38																			
39																			
40																			
41																			
42	4. Please make note of the disclaimer addition in the change management chart above, and let others know that you have changed and/or added to the deck.																		
43																			
44																			
45																			

Change ManagementNissan Canada Disclaimers

Normal ViewReady

Sum=0