

THE BOOK Cross-Check Checklist

Have you checked to see the following has been completed:

	Do all sections have the "About" page directly after the "Cover" page?
	Have you read each page and checked for typos, spelling errors and/or grammar errors?
	Has "2016" been changed to "2017"?
	Has General Services Division been changed to Records, Communications and Compliance Division?
	Has website address been changed from http://gsd.nv.gov/About/UCR/Crime-In-Nevada/ to http://rccd.nv.gov/About/UCR/Crime-In-Nevada/ ?
	Do all numbers have commas?
	Can you see data on all pie chart graphs? Do you need to move the labels or make their text white?
	Does Data fit in tables correctly? Do you need to resize text or make cells wider?
	Does all graph %'s have 2 decimals?
	Have you deleted any 0% labels on graphs?
	Have you changed "2012 – 2016" to "2013 – 2017" on all tables, graphs or page titles?
	Are the SUM Formulas correct on all 5-yr comparison tables?
	Do page numbers correspond with the Table of Contents for The Book, the Arrest – Race data, and the Arrest – Demographics data?
	Is all text DARK BLUE?
	Are all tables and graphs formatted correctly? Are borders correct in the tables? Are the boxes around the graphs gone? Is the Text Dark Blue? Are the Totals in Bold?
	Do all tables and graphs with Crime Rates state "per 1,000 population"?
	On the Statistics Pages, if the totals don't match the crime total, is there a caveat stating why?
	Are caveats put in for any data that the collection process has been changed from last year or for any agency information that was left out?