



Zonta International District 4

District 4 Centennial Traveling Flag

USB Content

This USB can be used to store your club's Centennial & Travelling Flag files such as documents, pictures, media articles, etc.

This USB contains several File Folders for easy retrieval of information. Each of the District's Areas has a File Folder, and within each are Subfolders for each District 4 club.

There are 35 clubs with potentially many files to store. Your help in creating an organized storage format will be very much appreciated.

For historical and organizational purposes, help us retrieve your information accurately by uploading files into your club's folder. If you wish, feel free to create subfolders within your Clubs folder.

File Naming Convention (FNC) - The naming of document & image files

The files with a naming convention provide a preview of the content, can be organized in a logical manner, identify the responsible party and convey the history, unlike the files without a naming convention.

Please use the following FNC format and upload the files to the appropriate subfolder within your Club's Folder if at all possible.

Document Folder

Club_Area_ Document Title_date yyyy_mm_dd

Media Folder

Club_Area_ Headline_date yyyy_mm_dd

Image Folder

Club_Area_Image Title_date yyyy_mm_dd

On behalf of the Centennial, Historical, and Communications Committees, thank you for your efforts!