

Guidelines for naming a YSS file

Event or committee name / one-word description (brochure, flyer, form) / year

Examples:

Documents:

piedpiperform2009.pdf

or

piedpiperform2009.doc

Photos:

piedpiperwinner2009.jpg

or

piedpiperwinner2009.gif

No spaces or capital letters

Email me for help: victoria.russo@gmail.com