

SRC Media & Publications Info Kit

This interactive booklet contains instructions and links on how to access SRC media and publications resources and systems.

Honi Soit

26 Editions published weekly during semester.

Editor Induction will be scheduled in November

Autonomous editions of Honi Soit

Please contact the Honi Soit editorial team to schedule your edition date

Womens, Queer, ACAR and Indigenous Honi are given a standard, 24 page edition of Honi Soit. Please ensure you arrange a training / info session with SRC Publications staff (Amanda or Mickie), at least 10 days prior to your edition deadline.

SRC Handbooks & Zines

1. Welcome Week & Counter Course Handbook (externally printed, use InDesign)
- produced by Gen Secs & Education OBs
2. Growing Strong Womens Handbook (externally printed, use InDesign)
- produced by Womens OBs
3. Other Collectives Zines (printed in-house, produced using Canva.)
- Other collectives produce activist zines such as Combust

Media Resources for Office Bearers

1. Adobe Creative Cloud - For Honi Soit and SRC Handbooks
2. Canva Pro - For OBs to create social media, posters, leaflets or Zines
3. Promoting events & activities - Printing posters & leaflets, Honi Soit Ads, SRC Social Media posts
4. SRC Website - Collective landing pages can be updated by OBs, Events listing, News listings



Key Dates & Deadlines

Please make sure you attend the following training and induction sessions relevant to your position in the SRC.
Also take note of dealines for publication printing

2023/24 Training dates & Locations can be found on the SRC Website link below:
<https://srcusyd.net.au/adminportal/training/>

Please book into your relevant training sessions via the training page link above

November

Honi Soit Editor Training - Friday 9th Nov (Mac Lab A35/224)
Media Law Training - Monday 27th Nov, 2pm - 4pm (New Law room TBC)
Handbook Editor Training - Wednesday 29th Nov, 9.30am - 2.30 pm (Mac Lab A35/224)
General Induction - Tuesday 28th Nov

December

Welcome Week Planning meeting (Prez + Gen Sec + VP): Nov / Dec date??
Workshop day for Media and Canva: Wednesday 13th Dec 9.30 - 3pm (in the SRC)

January

Handbooks: Due 22nd Jan 2023
Social Media scheduling: 29 Jan 2024
Welcome Week in-house printing: due 29 Jan 2024

February

Welcome Week 2024: Monday 13th Feb - 16 Feb



Accessing the SRC computers & SRC server

Remote access to the SRC server

Working in the SRC Office

The SRC office has Mac computers with Adobe Creative Cloud already installed. Office bearers and editors can access the computers and log on to the SRC server via the passwords below.

Login to SRC computers

-logins are provided at training sessions or via the Admin Manager

UN: xx.officers / PW: (see Admin Manager)

UN: honi.soit / PW: (see Admin Manager)

Login to SRC Server / Honi Server

Finder > Go > Connect to Server

UN: xx.officers / PW: (see Admin Manager)

UN: honi.soit / PW: (see Admin Manager)

Remote access to the SRC server

If you want to work remotely, you will need to access the SRC Server via the CISCO VPN software

You will need to ask the Admin Manager (Chtira) to give you remote access to the SRC server and follow the instructions via this link:

Instructions

- Once the Admin Manager has given you access
- Download and install CISCO remote access to your computer and OKTA verify to your phone
- Use your unikey log-in to CISCO to access the SRC server.
- Once connected via the CISCO VPN login to the server as normal using either the OB or Honi UNPW above

Adobe Creative Cloud, (InDesign & Photoshop)

Adobe Creative Cloud Accounts

Students can purchase a 12-month Adobe Creative Cloud subscription for \$86 via [Sydney University ePay](#)

Adobe Creative Cloud Subscriptions are provided for Honi Editors, President, Vice President, General Secretary, Education OBs and Womens OBs.

Fill in the Adobe Account Application form

We will set up a student account for you, however we need some additional information via the form above. It can take 1 week from the time we apply

Adobe Account Form

Temporary Adobe Accounts

Two week free trials are available via the Adobe website, but use a personal email, not uni email.

Install the Adobe Creative Cloud Desktop Console and InDesign & Photoshop Applications

Once your upgrade is activated, head to the Adobe website to download the ACC desktop console application and then the latest versions of Adobe Photoshop and InDesign from the Apps area.

Adobe website

Adobe Creative Cloud Tutorials

For more information and tutorials see the left hand panel of the Adobe Creative Cloud desktop panel:

InDesign online help & tutorials

<https://helpx.adobe.com/au/support/indesign.html>

Photoshop online help & tutorials

<https://helpx.adobe.com/support/photoshop.html>

Adobe Templates

Adobe Templates are a good way to start your designs. If you purchase an InDesign template for an SRC Project, you can get reimbursed.

<https://stock.adobe.com/au/search/templates>

Royalty Free images

<https://unsplash.com/>

<https://pixabay.com/>

<https://www.canva.com/>

Getting started with InDesign

We recommend completing the following “Getting Started with InDesign” tutorials BEFORE attending scheduled training sessions with SRC Publications Managers.

Free trial of InDesign

<https://www.adobe.com/au/downloads.html>

Recommended Tutorials

Explore the InDesign Interface:

<https://helpx.adobe.com/au/indesign/how-to/get-started-indesign.html>

Adding Text:

<https://helpx.adobe.com/au/indesign/how-to/adding-text-overview.html>

Formatting text:

<https://helpx.adobe.com/au/indesign/how-to/text-formatting-overview.html>

Working with Graphics:

<https://helpx.adobe.com/au/indesign/how-to/add-work-with-graphics.html>

Applying Colour and Effects:

<https://helpx.adobe.com/au/indesign/how-to/apply-color-effects.html>

Edit & Modify Content:

<https://helpx.adobe.com/au/indesign/how-to/edit-modify-content.html>

Handbook project folders & templates

Where to find HANDBOOK PROJECT folders on the SRC Server:

YOUR HANDBOOK PROJECT FOLDER is on on the **SRC Server**. This is where to keep the project folder and template for your handbook project and where you will need to save all your files. This folder contains sub-folders and InDesign files that you can use to layout your edition.

SRC File Server/HANDBOOK ARCHIVE/
<Your Project folder >

Inside the project folder will be a number of sub-folders and files that are your **TEMPLATE**.

1. Spreads: Save purchased template InDesign files here
Contains the InDesign files that make up your edition.

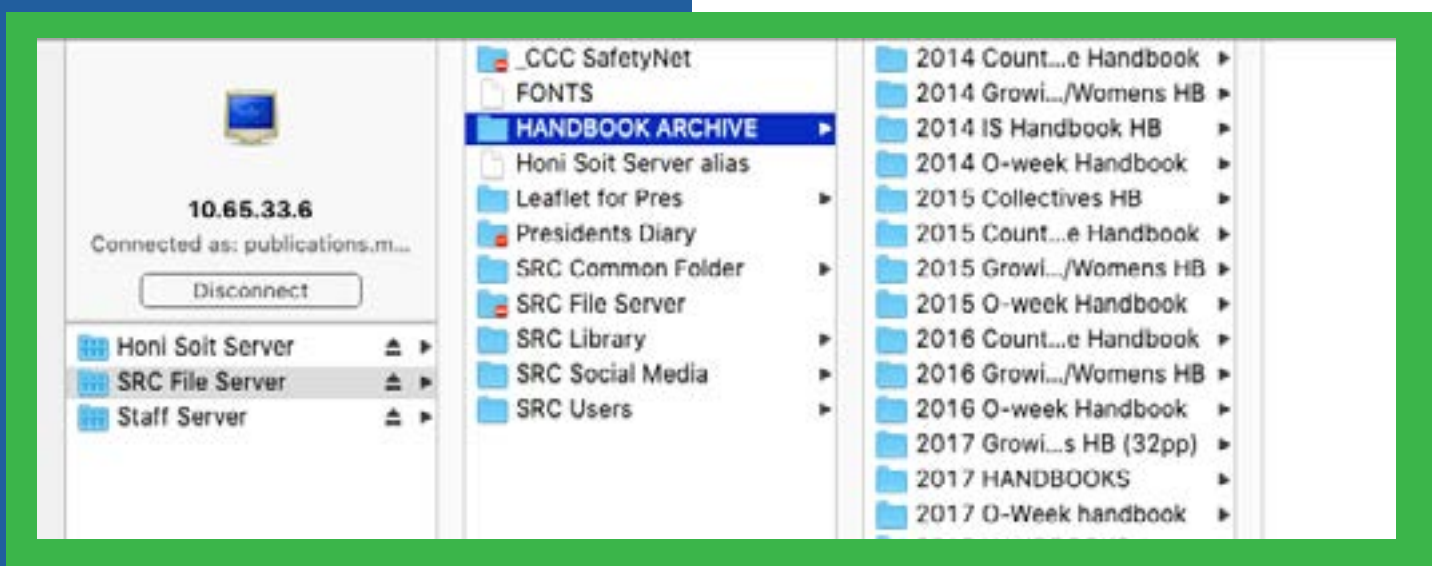
2. Articles: Save articles submitted for your edition here

3. Links: Save all graphics here
- Do not leave any images on the desktop or on other drives as the links will be broken.

4. Fonts: Save fonts that you use and/or download from dafont.com or other places so that we can activate them when we output for print. Adobe fonts we can access via Adobe Creative Cloud, so not needed in this folder.

Using Adobe Creative Cloud fonts activated via the Creative Cloud console is preferred. However, if you used decorative fonts from dafont.com please save a copy of the font file into the 4.Fonts folder so that Publications staff or others in your editorial team can activate the fonts in the Font Book application.

Inside the folder will be a number of folders and files that are your **HANDBOOK TEMPLATE**:



Honi Soit edition folders & templates

Where to find HONI EDITION folders & templates on the SRC Server:

YOUR EDITION FOLDERS are on on the Honi Soit Server. This is where to keep the edition project folder and templates for all your editions and where you will need to save all your files. This folder contains sub-folders and InDesign files that you can use to layout your edition.

Honi Soit Server/<CURRENT YEAR>/ <Edition number>

Inside the EDITION FOLDER will be a number of sub-folders and files that are your **TEMPLATE**.

1. Spreads: [Save InDesign files here](#)

Contains the InDesign files that make up your edition.

2. Articles: [Save articles submitted for your edition here](#)

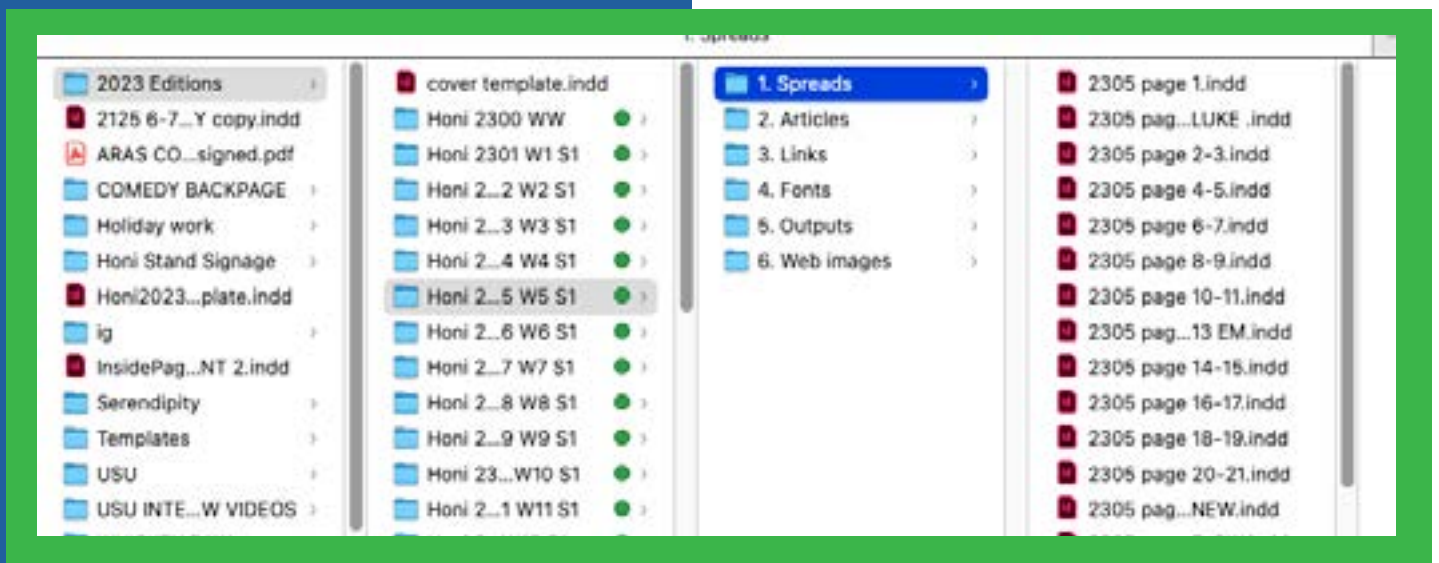
3. Links: [Save ALL your graphics here](#)

- Do not leave any images on the desktop or on other drives as the links will be broken.

4. Fonts: Save fonts that you use and/or download from dafont.com or other places so that we can activate them when we output for print. Adobe fonts we can access via Adobe Creative Cloud, so not needed in this folder.

Using Adobe Creative Cloud fonts activated via the Creative Cloud console is preferred. However, if you used decorative fonts from dafont.com please save a copy of the font file into the 4.Fonts folder so that Publications staff or others in your editorial team can activate the fonts in the Font Book application.

Inside the folder will be a number of folders and files that are your **TEMPLATE**:



Promoting your events & activities on SRC platforms

Create Graphics with Canva

Use Canva Pro to create graphics using the huge list of template sizes for both print media and social media purposes. **See next page for more info on Canva Pro accounts for SRC Office Bearers.**

For longer format printed material you can use Canva for booklets and Zines. Honi Soit editions and Handbooks are designed in Adobe InDesign

1. Printing posters, leaflets & zines

To request photocopying, fill in the request form available on the Admin Portal on the SRC Website:

[Printing Form](#)

2. Social Media Posts

Collectives will have established social media platforms to promote and set-up events. You can also book posts on SRC social media platforms (Facebook, Instagram & Twitter). Book a post via the form below:

Standard graphic sizes (use Canva Pro)
Instagram & Facebook post (1080 x 1080px)
Instagram story (1080 x 1920px)

[Booking Form](#)

3. Ads in Honi Soit and/or website banners

Print ad in Honi Soit (PDF)

OB's / collectives can book 1/4 page ads.

Size 1/4: W: 118.5 x H: 177mm

Larger ads will need approval from pres or exec

Size Full Page: W:275mm x H: 385mm

Banner ad Honi Soit website (jpg.png or gif)

Please provide a web banner graphic in two sizes:

Leaderboard (desktop): 970 x 90 px

Leaderboard (mobile): 360 x 140 px

[Booking Form](#)

4. Collective/Department landing pages on the SRC website

Office bearers can Login via your SRC Office Bearer email address. You can edit collective or department landing pages, Upload OB REPORTS, edit CURRENT PROJECTS and add links to your social media and contact information.

[Instructions](#)

Canva Pro

Learn Canva

Get more help
with Canva,
Adobe or SRC
server access

Canva Pro Licenses

Canva Pro is a great way for SRC Office Bearers and collectives to create posters, leaflets and social media graphics for your events and activities throughout the year. You can also create internally printed Zines using Canva Pro.

- SRC OBs will get a FREE Canva Pro Account that can be accessed via your SRC Office Bearer email address
- Shared OB positions share a login
- Passwords can be reset via SRC Office Bearer email addresses
- Head to Canva.com and log-in

CANVA

Canva Pro tutorial video

Here is a comprehensive tutorial on how to use Canva Pro

TUTORIAL

Getting further help

SRC Communications Managers

If you have any further questions or if you'd like to book a training or info session, call 9660 5222 or email:

publications.manager@src.usyd.edu.au

SRC Admin Manager

For help with remote access and technical support.

Call 9660 5222 or email:

admin.manager@src.usyd.edu.au