

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 Editors - Training will be scheduled in the week after exams (24-29 Nov 2024)

Honi Soit (Autonomous Editors)

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. Editions Dates are *compusory training sessions will be set at the start of the year, and will be at least 2 weeks prior to your edition deadline.*

SRC Handbooks & Zines

1. **Welcome Week & Counter Course Handbook** (externally printed, use Adobe InDesign)
- produced by Gen Secs & Education OBs
2. **Growing Strong Women's Handbook** (externally printed, use Adobe InDesign)
- produced by Women's OBs
3. **Collectives zines** (printed in-house, produced using Canva or Adobe InDesign)
- SRC Collectives produce activist zines which may vary from year to year, such as: *Combust (Enviro), Embers, ACAR Zine, Disabilities HB*

Posters, leaflets & Social Media graphics

SRC Office bearers are provided with Canva Pro Accounts - see page 10

Media Resources for SRC Office Bearers

1. **Adobe Creative Cloud** - Available for Honi Soit and SRC Handbooks - see page 4 & 5
2. **Canva Pro** - Available for SRC OBs - see page 10
3. **Promoting events & activities via the SRC** - poster & leaflet printing requests, Honi Soit ad booking, SRC social media post booking - head to the [FORMS page on the SRC Admin Portal](#)
4. **SRC website** - Collective/Dept landing pages, Events and News listings can be updated by OBs - see page 9 for link to instructions

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

Training & Induction Sessions for 97th SRC

The SRC Induction week will be held after exams from 25th - 29 November 2024. For dates to specific sessions for Office Bearers, Honi Soit Editors, DSPs etc, head to:
<https://srcusyd.net.au/adminportal/training/>

Start of 97th SRC Term

The SRC term for all OBs, Honi Soit editors the new Council commences on December 1st each year.

Deadlines for Welcome Week Material

Ordering for Welcome Week Showbags: 17 December
Internal Printing Deadline: 29th Jan 2025
External Printing Deadline: 29th Jan 2025
First Honi Soit Deadline: Monday 17 Feb 2025

Welcome Week (Welcome Fest) 2025

17-21 February 2025

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 via your unikey and follow the instructions via this link:

Instructions

1. Admin Manager has given you access via unikey
2. Download and install CISCO remote access to your computer and OKTA verify app to your phone
3. Use your unikey log-in to CISCO to access the SRC server.
4. 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

Fill in the Adobe Account Application form

The SRC pays for Adobe Creative Cloud subscriptions following students: Honi Editors, President, Vice President, General Secretary, Education OBs & Womens OBs.

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. Please fill in the form:

Adobe Account Application Form

Temporary Adobe Accounts

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

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

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

Once your Adobe Account 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

helpx.adobe.com/au/support/indesign

Photoshop online help & tutorials

helpx.adobe.com/support/photoshop

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.

stock.adobe.com/au/search/templates

Royalty Free images

unsplash.com

freepik.com

Getting started with InDesign

We recommend completing the all of the 'Getting Started with InDesign' tutorials BEFORE attending scheduled training sessions with SRC Publications Managers. This will take approximate 2 hours

Free trial of InDesign (for temporary use)

adobe.com/au/downloads

Recommended Tutorials

Explore the InDesign Interface:

helpx.adobe.com/au/indesign/how-to/get-started-indesign

Adding Text:

helpx.adobe.com/au/indesign/how-to/adding-text-overview

Formatting text:

helpx.adobe.com/au/indesign/how-to/text-formatting-overview

Working with Graphics:

helpx.adobe.com/au/indesign/how-to/add-work-with-graphics

Applying Colour and Effects:

helpx.adobe.com/au/indesign/how-to/apply-color-effects

Edit & Modify Content:

helpx.adobe.com/au/indesign/how-to/edit-modify-content

Handbook project folders & templates

Where to find the HANDBOOK ARCHIVE and annual project folders on the SRC Server:

HANDBOOK PROJECT FOLDERS are saved on on the **SRC Server**. This is where to keep your 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/ <Current year>/ <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.

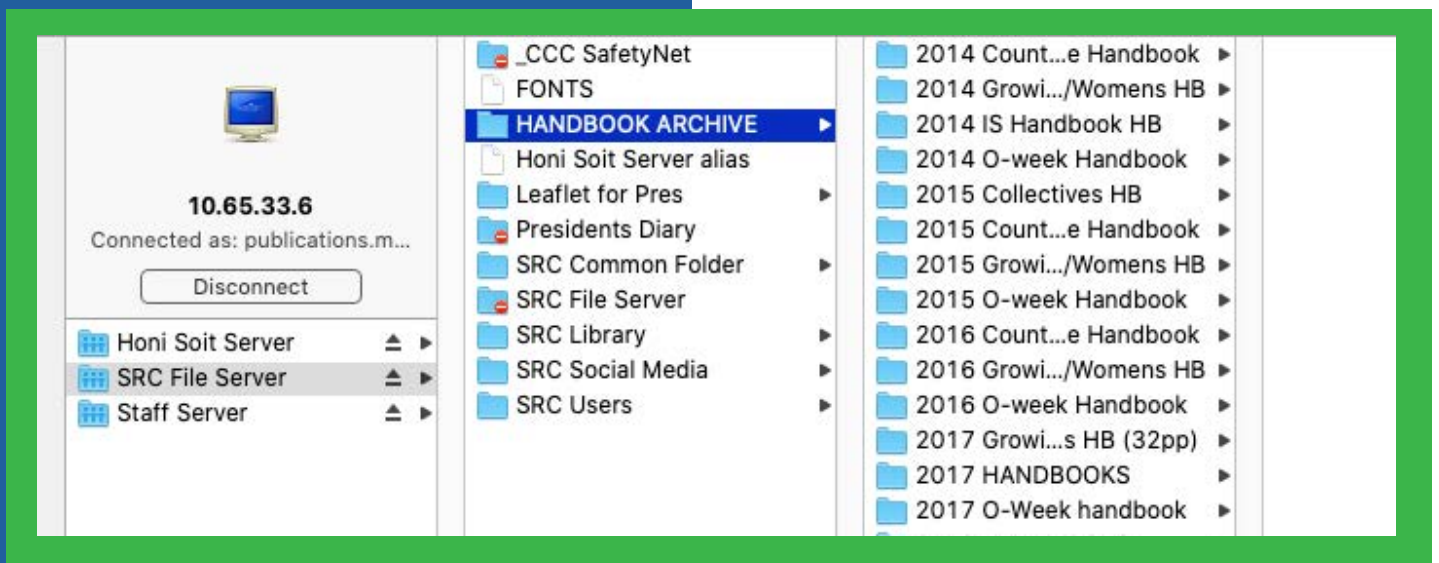
2. Articles: *Save articles submitted for your edition here*

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 a site like dafont.com please save a copy of the font file into the folder: **4.Fonts** 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](#)

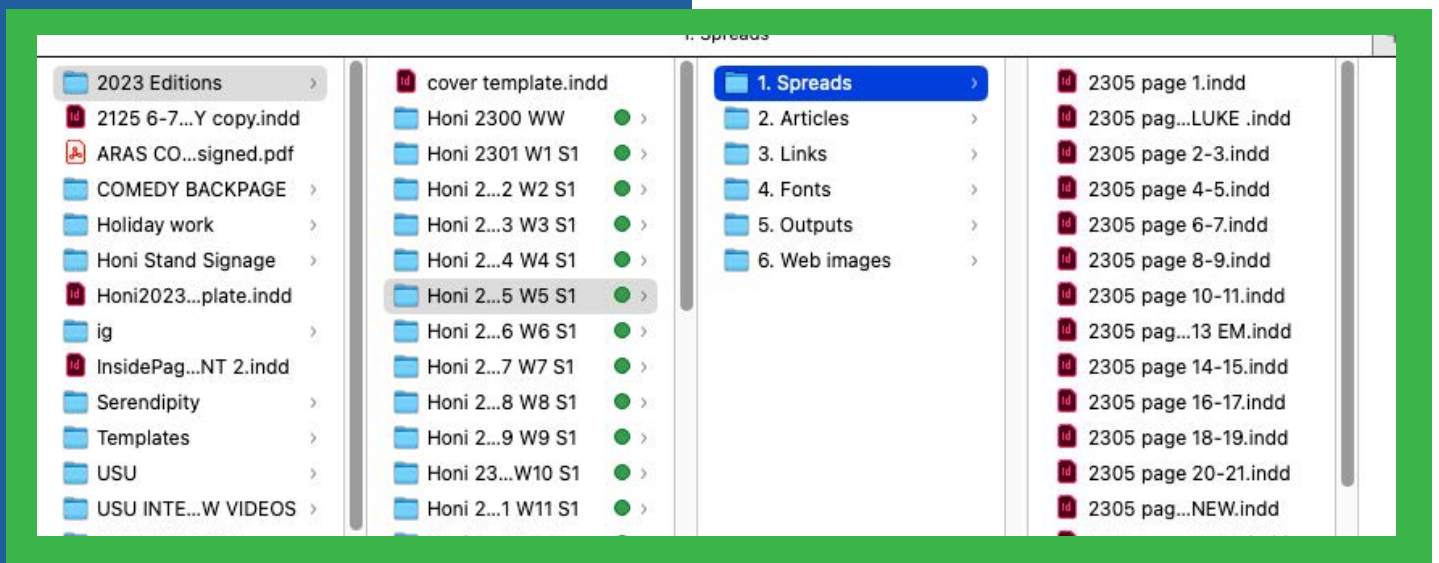
3. Links: [Save ALL your graphics here](#)

- 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 folder: **4.Fonts** 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**:

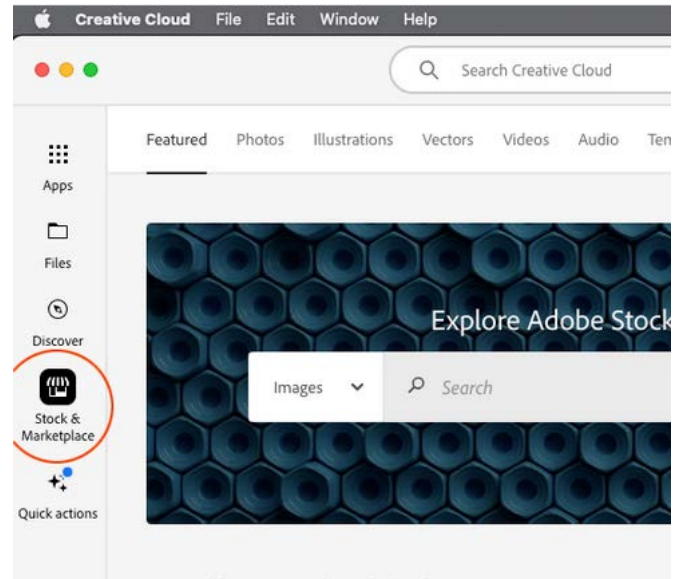


Guide to Image Licensing for SRC publications

To avoid the SRC getting sued for copyright infringement, it is important to use licensed images.

The best source of licensed content for publications is from Adobe Stock: stock.adobe.com. You should get 'Unlimited Images' with your Adobe subscription.

In the Creative Cloud app, click on **Stock & Marketplace**, and search for content:

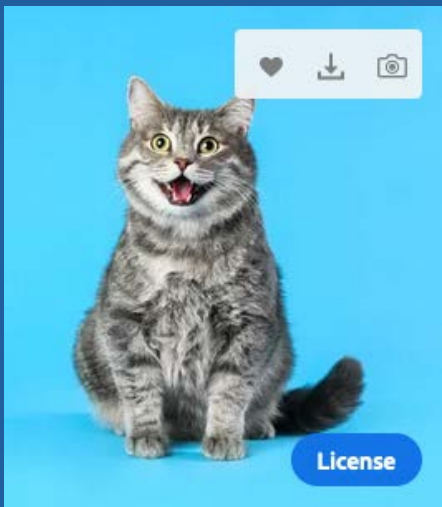


It will launch results in a web browser and hopefully, if logged in (it should retain your unikey login if launched from the Creative Cloud app) you will see 'Unlimited Images' at the top right corner.

If so, you can click on the **License** button on any image you want to use, and it should instantly download the high res image for free.

Other sources of free licenced images:

- pexels.com
- canva.com/photos/free
- pixabay.com
- thenounproject.com
- unsplash.com



Alternative Text	Photo of very young baby staring at an iPad. <small>Learn how to describe the purpose of the image. Leave empty if the image is purely decorative.</small>
Title	Untitled (4)
Caption	Photo is by Steve Paine (CC BY-ND 2.0)
Description	Photo is by Steve Paine (CC BY-ND 2.0) taken from Flickr
File URL:	https://honisoit.com/wp-content/uploads/ <small>Copy URL to clipboard</small>

Uploading images to the Honi website

It is essential that when uploading an image to the Honi site that you record where the image is licenced/ sourced-from. Put this info into the Description field (it will not display on the site).

If a photo credit is required, the text for the credit goes in the Caption field.

It is also best practice to add a basic description or function of the image in the Alternative Text field, Alt text is read aloud by programs called screen readers which are used by people with visual impairments and low vision.

Promoting events & activities on SRC platforms

If you need an SRC Logo, you can find one in the Dropbox:

[SRC Logo Dropbox](#)

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 in-house printing, fill in the request form available on the Admin Portal on the SRC Website:

[Printing Form](#)

2. Social Media Posts

In addition to your collective social media platforms you can also book posts on SRC social media platforms (Facebook, Instagram & Twitter). To book a post fill in the form below or email: publications.manager@src.usyd.edu.au

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](https://www.canva.com) and log-in

CANVA

Canva Pro tutorial

Canva Pro for graphics creation

TUTORIAL

Canva Pro video editing tutorial

video editing using Canva Pro

TUTORIAL

Getting further help

SRC Publications and 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