



THE UNIVERSITY OF
MELBOURNE



User Guide

University Stationery Online

(Business Cards, Letterheads
and DL With Compliments slips)

stationery.staff.unimelb.edu.au



The online stationery system allows University staff to create and order business cards, letterheads and with compliments slips which are on brand and guaranteed to be produced as a quality product.

Please note:

This templates available as part of this stationery system have been updated to reflect the revised brand architecture for the University, as approved by University Senior Executive. If you have any questions about the brand architecture and the University’s strategic shift to masterbrand, email the brand team at brand-info@unimelb.edu.au

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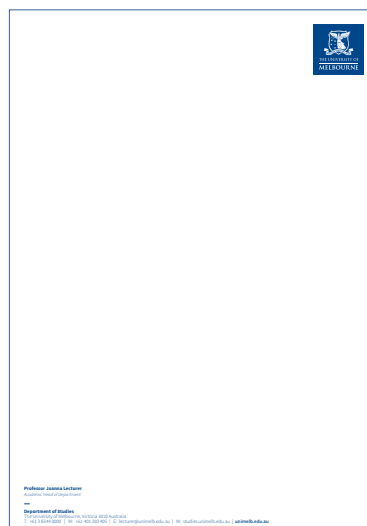
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NOTE: FACULTY LOGOS ARE NO LONGER AVAILABLE UNDER THE REVISED BRAND ARCHITECTURE.

WHAT CAN YOU ORDER?

The system allows you to order the following items:



BUSINESS CARDS [90x55mm]

- UoM single-sided cards
- UoM double-sided cards [second side text only]
- UoM/Believe campaign cards [d/s]

LETTERHEADS [A4 size – 210x297mm]

- UoM Letterhead
- UoM/Believe campaign L/Head

WITH COMPLIMENTS SLIPS [DL size – 99x210mm]

- UoM With Comps
- UoM/Believe campaign W/Comps

Some formats may not be supported by the online system.

This includes the following items:

- items that have multiple contact numbers
- items that require foreign language text to be added
- items that may feature a previously approved secondary logo (co-branded) or where a suitable template doesn't exist.

For formats that cannot be ordered online, please complete and submit the Offline Stationery Order Form
<https://form.jotform.com/unimelb/offline-stationery-orders>

TIP: Stationery items – *particularly* business cards – can only hold a limited amount of information. To make best use of your stationery item, restrict the content to essential information only.

UNIVERSITY-BRANDED ENVELOPES

For blank UNIVERSITY ENVELOPES with logo on front
Envelopes pre-printed with the University logo can be ordered using iProcurement in Themis.

For personalised return address, Believe campaign envelopes and Australia Post reply paid envelopes
You will need to place a personalised envelope request
<https://form.jotform.com/unimelb/order-personalised-env-Jan2016>

GETTING STARTED

STEP 1

The system can be accessed via staff hub

<https://staff.unimelb.edu.au/marketing-communications/design-print-merchandise/order-stationery>

or directly via <http://stationery.staff.unimelb.edu.au/>

- The system uses LDAP verification as a security measure, so you will need to enter your central login and password to verify that you are a member of staff.

STEP 2

FIRST TIME USERS WILL BE ASKED TO SET UP A PROFILE

This applies to users who have never previously been on the system.

This will set up your environment so that next time you log on, you will be able to access the templates you need.

Once details are filled in, click **UPDATE DETAILS**.

The system automatically grants access to the approved University of Melbourne corporate style for stationery.

Next time you log on, you will see the a screen, showing a button that reads:

TO BEGIN: SELECT A TEMPLATE →

Clicking this button will take you through to a page which will allow you to select from a set of stationery templates.

University Stationery

YOUR PROFILE

Username:

IMPORTANT: Before you start using University Stationery, you must set up a profile by completing the form below

Please update your personal details

First name:

Last name:

Telephone:

Email:

The system automatically grants access to the approved University of Melbourne corporate style for stationery.

If you require access to other templates, such as those for Faculties or Graduate Schools, please select from the list below

select desired department templates

<input type="checkbox"/> ADP	<input type="checkbox"/> MVI
<input type="checkbox"/> ARTS	<input type="checkbox"/> MED
<input type="checkbox"/> SPORT	<input type="checkbox"/> MGS
<input type="checkbox"/> ENG	<input type="checkbox"/> NCBAL
<input type="checkbox"/> LAW	<input type="checkbox"/> POTTER
<input type="checkbox"/> NCHS	<input type="checkbox"/> SCI
<input type="checkbox"/> MEI	<input type="checkbox"/> VCMCM
<input type="checkbox"/> MAGE	<input type="checkbox"/> VETSCI
<input type="checkbox"/> MAZSR	

UPDATE DETAILS

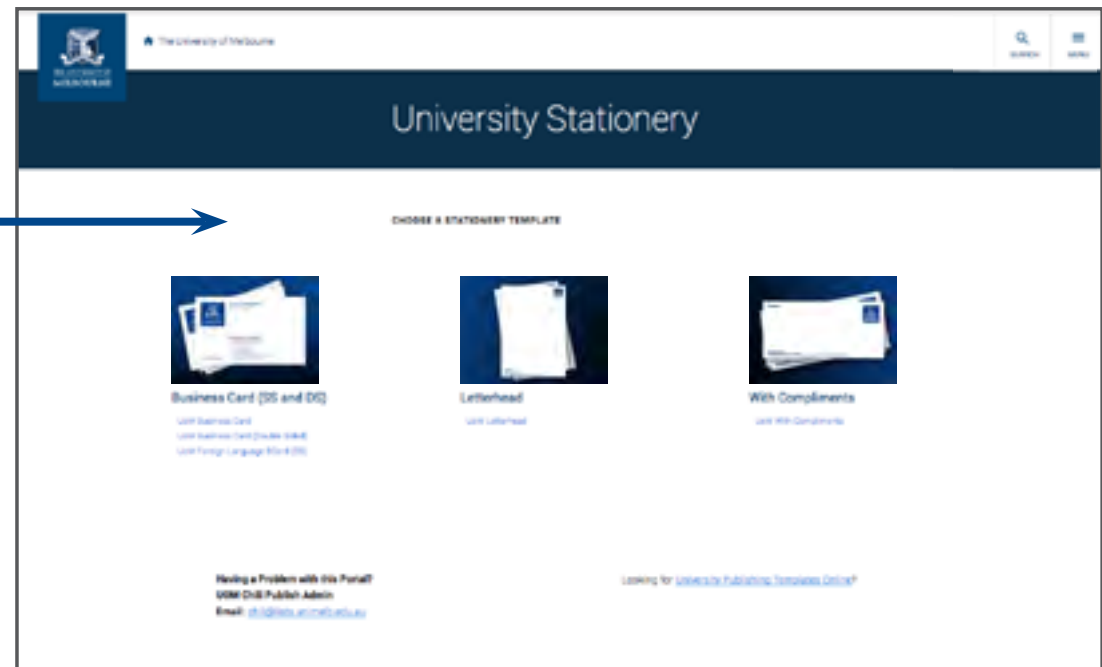
Once you have UPDATED DETAILS:

SELECT A TEMPLATE →

STEP 3

CHOOSE A STATIONERY TEMPLATE

Select the stationery template you wish to work with.



IMPORTANT

Approval

The client is ultimately responsible for final approval of all artwork submitted to print via this system.

- Submitting to print is deemed as approval of artwork and authorisation to proceed with the order.
- Submitting to print is also deemed as confirmation that the client has followed any and all approval processes as required by their organisational unit and that the information presented on the stationery being ordered is in accordance with University of Melbourne's Branding Policy (MPF1193)

<https://policy.unimelb.edu.au/MPF1193#section-2.2>

Turnaround and delivery

The stationery is printed once a week in order to obtain the best combination of economy and time.

- Orders must be approved by 1:00 PM Wednesday for delivery to External Relations on the following Monday afternoon.
- Stationery can be collected from External Relations, or can be despatched through the University's internal mail system.
- External Relations can take no responsibility for delivery once the item/s leaves our office.

PREPARING ARTWORK

STEP 1 CHOOSE STATIONERY TEMPLATE

Once you have selected the stationery type you want to order, you will be taken to an edit screen

STEP 2 ENTER YOUR DETAILS

Your stationery details are entered within the VARIABLE INPUT field to the left of the screen. As you enter your information, it is styled and previewed in the frame to the right.

STEP 3 SAVE STATIONERY

Once you have entered your details, make sure to **SAVE YOUR STATIONERY**.

- **This is very important! If you proceed to proofing before saving, you will lose your information and will have to start over again.**
- There are two save buttons in the working area – one at the top of the preview frame and one at the base of the editing frame.

STEP 4 PROOF STATIONERY

Once you have SAVED your stationery, you can proof your artwork as PDF. Clicking on the PROOF PDF button above the preview screen, will provide you with a low resolution proof that you can use to check your content. At this stage you can still edit your item.

STEP 5 SUBMIT ORDER

Once you are happy with the artwork you can click the SUBMIT ORDER button which will take you through to the next stage which will capture all of your order information.

TIP: If all VARIABLE INPUT fields aren't visible, adjust your browser's view settings to zoom out to 80%.

The screenshot shows the stationery editing interface. On the left is a form with various input fields. On the right is a preview of the stationery, which includes the University of Melbourne logo and the following text: "Name Surname Can be up to two lines Qualifications and or position details and/or Centre or unit name (up to 3 lines maximum). Qualifications and/or position details and/or Centre or unit name", "Department Name can be up to two lines if necessary", "Street Address line 1", "Street Address line 2", "The University of Melbourne", "Victoria 3010 Australia", "T: +61 3 0000 0000", "M: +61 400 000 000", "E: n.surname@unimelb.edu.au", "W: homepage.unimelb.edu.au", and "unimelb.edu.au".

use scroll bar in this section to move down for more fields

SAVE STATIONERY

PROOF PDF

SUBMIT ORDER

The screenshot shows the stationery editing interface with several annotations. A red box highlights the "SAVE STATIONERY" button at the top of the preview frame. A red box highlights the "SAVE STATIONERY" button at the bottom of the editing frame. A red box highlights the "PROOF PDF" button. A red box highlights the "SUBMIT ORDER" button. A red box highlights the "UNDO" button. A red box highlights the "REDO" button. A red box highlights the "ZOOM" button.

SAVE STATIONERY

NOTE: There are also tools available on the preview screen allowing you to:

1. Undo Change
2. Redo Change
3. Zoom

ORDERING STATIONERY

Once you have set up your artwork and thoroughly checked it, you can submit your order to print by clicking the **SUBMIT ORDER** button.

This will take you through to the **CONFIRM ORDER** page

STEP 1 SELECT QUANTITY

Select quantity from drop down menu – a matching price will be provided.

STEP 2 ENTER THEMIS CODE

Enter your THEMIS account code, making sure that the natural account code 5812 is used.

STEP 3 PROVIDE THEMIS APPROVER NAME

Provide the name of the Financial Approver (person with financial delegations) of the above Themis code

STEP 4 SPECIFY DELIVERY REQUIREMENTS

By default, all stationery items are delivered to External Relations.

If you want to collect your item from External Relations, please select YES.

If you would like to your item to be sent out to you via internal mail, please click NO and add in your delivery/address details. You can also add any additional information relating to delivery.

STEP 5 PLACE ORDER

Once you have checked all your details, you can place your order

NOTE: Orders must be approved by 1:00 PM Wednesday for delivery to External Relations the following Monday afternoon.

University Stationery

CONFIRM ORDER

To print: UoM Business Card

Order information

Quantity and price

200 - \$54.00

THEMIS code

12-0616-803-5812-000000-000-01-11

Please ensure the natural account code 5812 is used.

THEMIS approver

Firstname Surname

Name of the Financial Approver (person with financial delegations) of the above Themis code

Collect from External Relations?

☒ Yes – you will be notified by email when your item is ready for collection.

☐ No

Delivery Address

Address/Name

External Relations

Department/Location

Lvl 2

Street number

32

Street name

Lincoln Square North

Campus/Suburb

Precinct

Postcode

3018

Additional information

Comments relating to the delivery

Please pick up from External Relations.

Please check that all information entered above is correct before placing your order.

PLACE ORDER

OTHER FEATURES

MENU [appears top right of the web page]

The menu at top right of the page provides access to a number of different functions such as:

MY PROFILE

This is where you can update your contact details, including which organisational unit you belong to. This will give you access to templates relevant to that unit.

NOTE: Faculty logos are no longer available under the revised Brand Architecture.

SELECT TEMPLATE

A list of templates you have access to will appear here.

Select the stationery template you wish to work with to start an order.

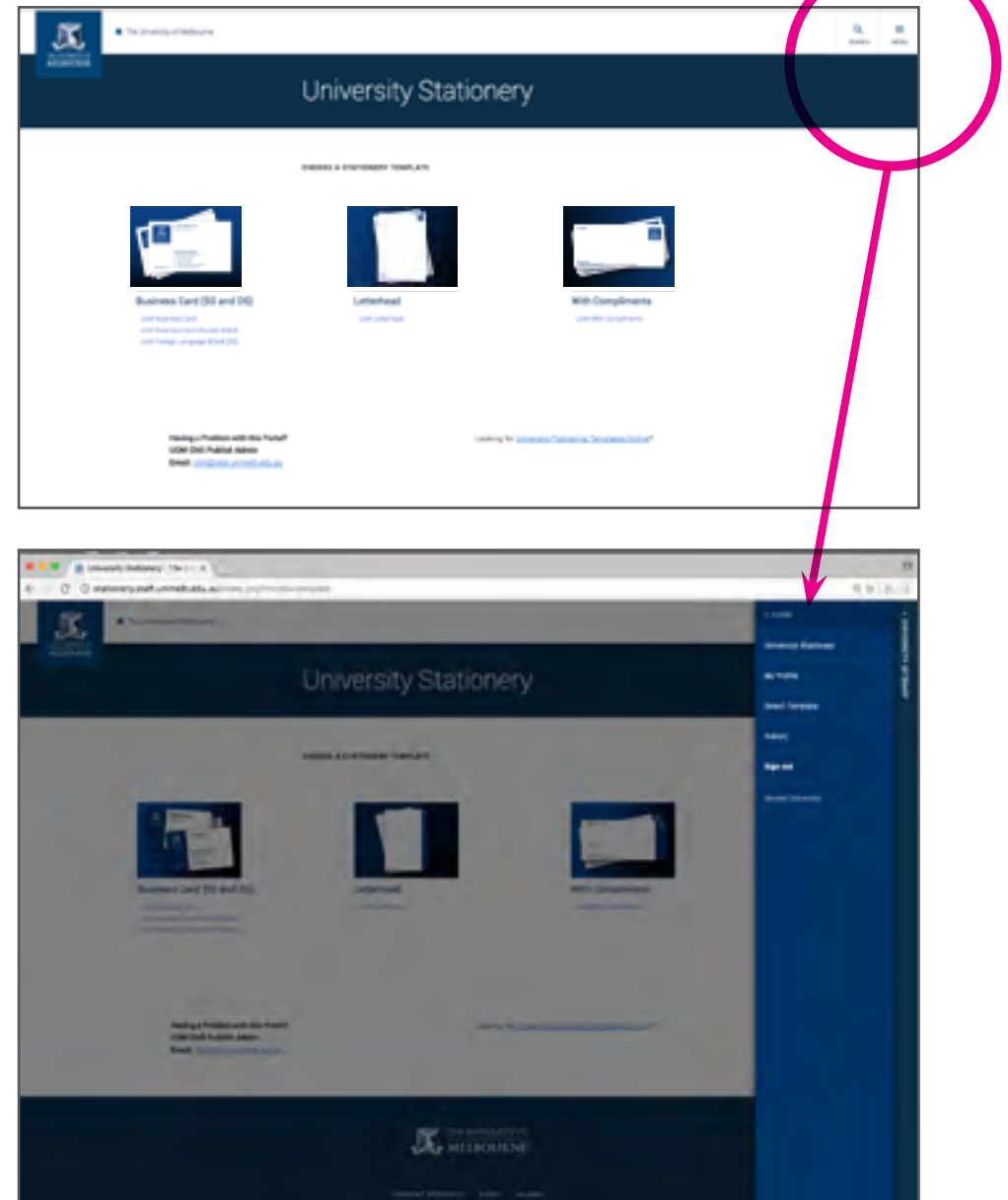
HISTORY

Here you will find a record of the following:

- PREVIOUS ORDERS — which have been submitted to print
- UNSUBMITTED ORDERS — still in progress and yet to be submitted to print

HAVING A PROBLEM WITH THIS PORTAL?

Email: chili@lists.unimelb.edu.au



APPENDIX
APPROVED UNIVERSITY STANDARD
STATIONERY DESIGNS

Business cards — University standard

FINISHED SIZE: 90MM X 55MM

VERTICAL REVERSED (HOUSED)
UNIVERSITY LOGO IS USED

NOTE: THERE IS NO PROVISION FOR THE USE
OF AN IDENTIFIER ON BUSINESS CARDS

this is due to the fact that the name of the
faculty/department/organisation will appear
as content on the card itself, and also to make
maximum use of the limited space on cards.

"unimelb.edu.au" URL is added at
base of card, centred under logo.



ENLARGED 250%

Name Surname Can be up to two lines

*Qualifications and or position details and/or Centre or
unit name [up to 3 lines maximum]. Qualifications and/
or position details and/or Centre or unit name*

Department Name can be up to two lines if necessary

Street Address line 1
Street Address line 2
The University of Melbourne
Victoria 3010 Australia

T: +61 3 0000 0000

M: +61 400 000 000

E: n.surname@unimelb.edu.au

W: homepage.unimelb.edu.au

unimelb.edu.au

DETAILS ARE TYPESET IN SOURCE SANS PRO

This typeface is slightly bulkier than the font
used previously, which actually allows us to
slightly reduce the type size used and allow for
more information to be added to the cards
(as has often been requested).

FONT IS IN UOM BLUE

TEXT DIVIDER LINE IS USED TO PROVIDE
SEPARATION BETWEEN TEXT ELEMENTS

In this case between name/position details and
address/contact details.

NOTE:

Only official University activities, addresses
and contact details should be included in
business cards.

CARDS ARE SINGLE-SIDED ONLY

Standard University Business cards should
only appear as single-sided cards, except
under the following special circumstances:

- Staff members holding two positions
within the University may request a
double-sided card. The University logo
will appear on both sides and appropriate
co-brand or funded partnership entity
will appear as per the guidelines.
- When a foreign language version is
required. The alternative language will
appear on the reverse of the card.
- Staff members who hold both a
University position and a University
funded position in an external
organisation may request a double-sided
business card. This will clearly outline
their positions at both organisations.
- Note: Staff with non-University funded
roles are not permitted to use University
branded business cards.

TYPE STYLE (SHOWN AT 100%)

Name Surname — Source Sans Pro Bold | 7.5pt / 8pt

Qualifications — Source Sans Pro Italic | 7pt / 7.56pt

Department Name — Source Sans Pro Bold | 7pt / 8pt

Address/Contact details — Source Sans Pro Regular | 7pt / 7.56pt

Letterhead — University standard



VERTICAL REVERSED (HOUSED)
UNIVERSITY LOGO IS USED

NOTE: THERE IS NO PROVISION FOR THE USE
OF AN IDENTIFIER ON LETTERHEAD

This is due to the fact that the name of the faculty/department/
organisation will appear as content on the letterhead itself. This also
emphasises the focus on parent brand which is the core of the brand
architecture project.

FINISHED SIZE: A4 297MM X 210MM

DETAILS ARE TYPESET IN
SOURCE SANS PRO IN UOM BLUE

NAME/POSITION DETAILS ARE OPTIONAL

TEXT DIVIDER LINE IS USED TO PROVIDE
SEPARATION BETWEEN TEXT ELEMENTS
In this case between name/position details
and address/contact details

Name Surname – keep to one line (Personalisation optional)
Qualifications and or Position details – Keep to one line (Personalisation optional)
Centre or unit name – Keep to one line (Personalisation optional)

Department Name – keep to one line
Street Address line – keep all to one line, The University of Melbourne, Victoria 3010 Australia
T: +61 3 0000 0000 | M: +61 400 000 000 | E: n.surname@unimelb.edu.au | W: homepage.unimelb.edu.au | unimelb.edu.au

TYPE STYLE [SHOWN AT 100%]

Name Surname — Source Sans Pro Bold | 8pt / 8.64pt

Qualifications — Source Sans Pro Italic | 7.5pt / 8.1pt

Department Name — Source Sans Pro Bold | 8pt / 8.64pt

Address/Contact details — Source Sans Pro regular | 8pt / 8.64pt

“unimelb.edu.au” URL is added at end of contact details

REDUCED 85%

With compliments — University standard

WITH COMPLIMENTS APPEARS
IN FIXED POSITION AT TOP

With compliments

FINISHED SIZE: DL 210MM X 99MM

DETAILS ARE TYPESET IN
SOURCE SANS PRO IN UOM BLUE

NAME/POSITION DETAILS ARE OPTIONAL

TEXT DIVIDER LINE IS USED TO PROVIDE
SEPARATION BETWEEN TEXT ELEMENTS
In this case between name/position details
and address/contact details

Name Surname – keep to one line (Personalisation optional)

Qualifications and or Position details – Keep to one line (personalisation optional)
Centre or unit name – Keep to one line (personalisation optional)

Department Name – keep to one line

Street Address line – keep all to one line, The University of Melbourne, Victoria 3010 Australia

T: +61 3 0000 0000 | M: +61 400 000 000 | E: n.surname@unimelb.edu.au | W: homepage.unimelb.edu.au | unimelb.edu.au



VERTICAL REVERSED (HOUSED)
UNIVERSITY LOGO IS USED

NOTE: THERE IS NO PROVISION
FOR THE USE OF AN IDENTIFIER ON
WITH COMPLIMENTS SLIPS

This is due to the fact that the name of
the faculty/department/organisation
will appear as content on the
letterhead itself. This also emphasises
the focus on parent brand which is the
core of the brand architecture project.

"unimelb.edu.au" URL is added at
end of contact details

ENLARGED 150%

TYPE STYLE [SHOWN AT 100%]

Name Surname — Source Sans Pro Bold | 8pt / 8.64pt

Qualifications — Source Sans Pro Italic | 7.5pt / 8.1pt

Department Name — Source Sans Pro Bold | 8pt / 8.64pt

Address/Contact details — Source Sans Pro Regular | 8pt / 8.64pt

Thanks.

stationery.staff.unimelb.edu.au