



■ Preparing Your Document

- Go to your HW Templates folder.
- Make a copy of the HW Template → Rename it: mmddyy Hornet Weekly (e.g., 090225 Hornet Weekly).
- Update the date at the top.
- Delete placeholder text.
- Add Reminders for the week.

■ Processing Submissions

- Open submission inbox (start with oldest).
- Copy/paste submission text into Notepad/Notes to strip formatting.
- Include: headline, body, links, ADA text (if event), submitted by, run dates.
- Fill out tracking doc before pasting into Word.
- Paste cleaned items above 'News and Announcements'.

■ Inbox Organization

- Set up Outlook rules to move submissions into a folder.
- Flag emails after processing.
- Mark weekly emails with color categories (Week 1 = Green, Week 2 = Pink, etc.).

🏠 ■ Formatting & Editing

- Font: Verdana, 10pt.
- Headline: Bold, ≤72 characters, sentence style, student-friendly.
- Body: ≤500 characters, include CTA + event details (date, time, location, Trumba link).
- Submitted by: Italic, must be from official Sac State office/department/org.
- Add hyperlinks using Insert → Link (or Ctrl/Command + K).

■ Proofing with Submitters

- Reply to submitter (replace Qualtrics address with real email).
- Ask them to review links, run dates, edits.
- Update Word doc and tracking sheet as needed.
- If no response, you decide whether to run or drop.

■ Categories & Order of Importance

- News & Announcements = important updates.
- Know Your Resources = student tools/services.
- Events = open student events (ordered by date).

■ Managing Reminders

- Items run once new + once as Reminder (if desired).
- Check tracking doc for repeats.
- Copy from previous Word doc (not HW email).
- Update outdated info before adding.

■ Submitting Your Document

- Ensure all items are edited, approved, ordered, reminders added.
- Submit via HW form (Option 3: Word Document).
- ■■ Deadline: Friday, 1 p.m. (No exceptions!)

■ Resource

- For detailed information on the submission process, please navigate to:
- <https://tinyurl.com/Hornet-Weekly>