



## Project Overview

### Virtual / Volunteer

**PROJECT:** *Sonar Echo* Newsletter Inventory

**PROJECT CONTACT:** Mary Rogers, <mailto:mary.rogers@navy.mil>

**DESCRIPTION:** Improve access to the museum's volunteer newsletter archive by creating an inventory (table of contents) of the articles in issues dating back to 2015.

This project can be worked on by more than one person. If more than one person is involved, the newsletter issues will be divvied up between project team members.

**WORK PLAN:** The following steps need to be taken to complete this project:

1. Mary Rogers will provide electronic access to a library of *Sonar Echo* issues, mostly in PDF format, from August 2015 through February 2021.
2. Create a Word document listing the newest *Sonar Echo* issue at the top (i.e., "February 2021")
  - a. The Word document can be created and saved in shared file library OR saved on your local computer.
3. Copy the newsletter article titles into the Word document as bullet points under the issue date
  - a. If the article title is too generic to describe the topic, please include a mention of the main topic (i.e., article title is "Education Updates" change to "Education Updates: STEM Days February 2020")
4. Email the completed Word document to Mary Rogers, [mary.rogers@navy.mil](mailto:mary.rogers@navy.mil)
  - a. Following receipt of your document, Mary will create an online library of the *Sonar Echo* issues with the corresponding Table of Contents. Volunteers present and future can easily access the information covered in the newsletter rather than having to keep emails or paper copies.

### SKILLS NEEDED

- Attention to detail
- Self-motivating, ability to see beyond the tedium to understand the big picture! (Easy and enduring access to this library of resources)
- Ability to access and use a file-sharing technology like Google Drive
- Ability to use word processing software, such as Microsoft Office Word (which is most compatible with the Navy system)

### EQUIPMENT NEEDED

As this is a project to be worked on from home, project team members need to have their own:

- Computer or tablet with word processing software
- Internet access
- Email access