
Introduction: Launching Our New Digital Flagship

Welcome aboard to a new voyage—one that does not involve ballast tanks or reactor startups, but still requires precision, teamwork, and a shared mission. Today we begin the process of bringing our **USSVI Gertrude Check Base** into a new era of communication, connection, and community through the power of **WordPress**.

WordPress will now serve as **both our Base Website and the home of our digital newsletter**, The.Puget.Soundings. That might sound like a big leap—especially for those of us more comfortable with grease pencils than keyboards—but it is the right mission at the right time.

We are not abandoning the values and traditions that got us here. We are building on them.

For years, *The Puget Soundings* has been a staple—something you could hold in your hands, tuck into a rack, or clip out for a memory board. But as costs rise and readership expectations change, so too must our methods. With WordPress, we can **publish faster, reach further, and preserve better** than ever before.

Why WordPress?

WordPress is not just a blogging tool—it is a **Content Management System (CMS)**, trusted by millions, including universities, military organizations, and major media outlets. It gives us full control over what we post, how it looks, and when it goes live.

What does that mean for us?

- Our **Base Website** will now be dynamic, not static. No more waiting for quarterly updates. If there is a meeting change, a memorial announcement, or a photo gallery from an event—it can go live in minutes.
- Our **newsletter becomes evergreen**. Instead of sending out a quarterly packet and hoping it lands in time, we can now share stories, tributes, and updates as they happen. Articles can be posted by authors throughout the month, and archived issues can be browsed or downloaded easily.
- **Members will stay informed in real time**. Whether they are around the corner in Bremerton or retired in Florida, every shipmate will have access to the same information, the same updates, and the same connection to the Base.

And perhaps most importantly, **we own our story**. WordPress gives us the tools to preserve our legacy—our tributes, photos, documents, and even oral histories—on a platform that we control. No middlemen, no print delays, and no barriers to access.

The Excitement (and Challenges) Ahead

Let's be honest: this will not be without its challenges. Not everyone is comfortable with web tools, and some shipmates will need a little more time to get used to the dashboard. There will be moments when the formatting gets wonky, or the photo does not upload just right, or someone clicks "Save Draft" instead of "Publish."

But this is not the first time we have had to learn new systems. From analog sonar to digital charts, from sound-powered phones to satellite comms—we have always adapted. This is no different. It just comes with fewer pressure hulls and a lot more menus.

Fortunately, **you are not doing this alone**. We will train together, practice together, and support one another. Whether you are posting stories, managing site content, or just logging in to see what is new, you are part of the crew now.

Where We Are Going

By the end of this first session, you will know how to log in, navigate the WordPress dashboard, and create your very first post. That is no small thing.

In the coming weeks, we will expand your skills:

- Learn how to manage Pages and Menus
- Create an organized archive of past issues of *The Puget Soundings*
- Customize our newsletter homepage for visitors and members alike
- Empower Base Officers and members to contribute directly to the life of the site

We are not just building a website. We are building a **living, breathing, digital extension of our brotherhood**—one that honors the past while embracing the tools of the present to secure our future.

Part 1: Welcome & Objectives (5 minutes)

Welcome aboard, shipmates.

You may be wondering why we are gathered here today to talk about something that, at first glance, might seem more “Topside” than torpedo room. The answer is simple: our mission is evolving. Just as submariners have always adapted to new technology—from diesel-electric to nuclear, from paper charts to sonar systems—so too must we adapt in how we connect, communicate, and preserve our legacy. This training series marks a new dive in our journey: learning to use WordPress to maintain our base website and publish our newsletter, *The Puget Soundings*, in a modern, accessible, and meaningful way.

Let us begin with the “why.” For years, *The Puget Soundings* has been a printed record of who we are—news from our meetings, memorials to those on Eternal Patrol, and sea stories that only submariners could appreciate. That printed format served us well. It gave us something tangible to hold, something to clip out and mail to shipmates or pin to the galley corkboard.

But times have changed. Printing costs have risen. Distribution has become more difficult. More importantly, many of our members—especially new, younger ones—live online. They read news, share memories, and keep in touch through screens. If we want to stay connected, preserve our stories, and bring new submariners into the fold, we must meet them where they are.

Enter WordPress.

WordPress is a content management system (CMS), which is a fancy way of saying it helps you build and manage a website without needing to write code or become a web guru. With a few clicks, you can write an article, add a photo, share a video, or update your page with the latest event. WordPress gives us the ability to turn *The Puget Soundings* into a living, breathing online publication—available to every member anytime, anywhere, from any device.

This training will give you the tools you need to do just that. We are not here to turn you into tech wizards or website designers. That is not necessary. What we do want is for every one of you to walk away with the confidence to log in, find your way around the dashboard, and create a post. If you can write an email, you can post an article.

And why is that important? Because this is your boat now.

We want our base website—www.gertrudecheck.org—to reflect our membership. It should not just be run by one webmaster in isolation. It should have contributions from our officers, our event organizers, our newsletter editors, and any member who wants to keep the flame alive. Whether you are sharing a reunion recap, posting an eternal patrol tribute, or uploading a scanned photo from a WestPac run in 1967, this is your ship's log.

So what are the goals for today's session?

- 1. Understand WordPress Basics**

We will start by introducing the WordPress platform. You will learn what a CMS does and what the major parts of the WordPress dashboard are. We will explain the difference between a *post* and a *page*, and show you where to go to manage content, upload media, and customize what visitors see when they go to the site.

- 2. Learn How to Create and Publish a Simple Post**

Most of our time will be hands-on. You will see how to create a new post, add a title, write content, insert photos, categorize it, preview it, and finally publish it. It is a straightforward process, but like any system, it gets easier the more you use it. We will take it step by step. You will not be graded, and there are no stupid questions—only unanswered ones. Think of this as your first training dive. No one expects you to qualify immediately. But by the end, you will have made your first post, and that is worth a “well done.”

The shift from paper to digital does not mean forgetting the past—it means preserving it for the future. Our stories, our history, our brotherhood—these are treasures. WordPress is just the new logbook. Let us make sure it tells the story of who we are, where we have been, and what we stand for.

Now let us get started.

✦ Part 2: What Is WordPress?

Let us start with a simple truth: not all of us were born into the digital age. Some of us remember when “cut and paste” meant a pair of scissors and a glue stick, and if you wanted to share news, you had to lick a stamp. But times change—and submariners know a thing or two about adapting to change.

Enter WordPress.

What Is WordPress?

WordPress is what is called a **Content Management System**, or CMS. That is a technical term for a piece of software that helps you build and maintain a website without needing to write code or deal with the guts of the internet.

Think of WordPress as the hull of a submarine. It holds everything together, keeps it watertight, and gives you the structure to run your systems inside. You do not need to know how to weld the hull—you just need to know how to use the control room to navigate it.

WordPress lets you log in with a username and password, then gives you access to a “dashboard”—a control panel where you can create, edit, and publish posts, upload pictures and documents, manage users, and customize how the site looks and behaves. You do not need to install anything. It runs online. If you can access email, you can access WordPress.

And here is the kicker: it is free.

That is right. WordPress itself costs nothing. It is open-source software maintained by a global community of volunteers and developers. This is not some fly-by-night platform—it powers around **40% of the world’s websites**, including everything from personal blogs to big companies like The New Yorker and NASA. Reliable. Flexible. Free. That is a combination we can work with.

Now, before we log in and start pushing buttons, let us talk about a few key ideas.

Posts vs. Pages: Know the Difference

In WordPress, the two most common types of content you will deal with are **Posts** and **Pages**. They sound similar, but they serve very different purposes. Let us break it down:

- **Posts** are time-based content entries. Think of them like entries in a ship’s log. Every new post gets a date, appears in reverse chronological order, and can be grouped into categories like “Newsletter,” “Events,” or “Eternal Patrol.” If you are adding a new article to *The Puget Soundings*, or announcing an upcoming meeting, you are writing a Post.
- **Pages** are static content. These do not change often. A Page might be “About Us,” “Contact Info,” or “Base Officers.” Pages are meant to be permanent fixtures of the site. They do not get shuffled around with each update. They are like the plaques on the bulkhead—steady, reliable, and always in the same place.

If you remember nothing else from this section, remember this:

Posts are news. Pages are reference.

We will revisit this again in future sessions, but for now, just keep the distinction in mind as we explore the Dashboard.

Meet Your Dashboard

When you first log in to WordPress, you land on the **Dashboard**. This is your control center. It looks a little like the control panel of a modern sub—buttons, options, menus—but do not panic. You do not need to master every function. Just get to know your way around the key compartments.

Here are the six main areas you will use most often:

Posts

This is your bread and butter. The “Posts” section is where you create, edit, delete, and manage your blog entries, articles, and newsletter content.

- **Add New** lets you start a new post. You will enter a title, write your content, add images, and assign a category.
- **Categories** let you organize content by type (e.g., News, Obituaries, Events).
- **Tags** add more detail if needed, though we will not worry too much about those for now.

You can also see all your posts in one place, sort them by date, and click to edit or unpublish something.

Media

This is the photo album and filing cabinet of your site. Every image, PDF, or document you upload goes into the **Media Library**.

- Want to add a photo of the Memorial Service? Upload it here.
- Need to attach a copy of the meeting minutes as a PDF? Media Library.

Just remember: the media you upload is available to any user with appropriate permissions, and it lives on the site until you delete it. So make sure to label things clearly, and do not upload 10 copies of the same image.

Pages

As mentioned earlier, Pages are static, informational content. Click into the “Pages” tab to see things like:

- About the Base
- Contact Us
- Our Mission
- Event Calendar

You can edit a page just like a post, but you generally do not make new pages very often unless you are adding a major new feature to the site. Treat them with a little more reverence—they are the ship's keel.

Appearance

This is where you change the way the website looks—not the content, but the *presentation*. The theme, the menus, the widgets (those little boxes on the side or bottom)—that all lives under **Appearance**.

For most of you, this section is just something to be aware of. Your base webmaster or admin might handle most of this, but it helps to know that if the font suddenly changes to neon pink or the logo disappears, this is where to go.

Plugins

Plugins are like tools in your toolbox. Want to add a contact form? There is a plugin for that. Want to track how many people visit the site? Plugin. Want to make the site easier to print or convert to PDF? You guessed it—plugin.

Plugins expand WordPress’s capabilities, but they also introduce complexity. If you are not an admin, you will not typically be installing plugins. Still, knowing what they are helps you understand what is *possible* with the system.

Users

This is where you manage who can do what on the site. WordPress has several built-in **roles**:

- **Administrator** – Full control. Can edit, delete, or blow up anything.
- **Editor** – Can publish and manage posts and pages, including others’ content.
- **Author** – Can write and publish their own posts.
- **Contributor** – Can write posts, but cannot publish without approval.
- **Subscriber** – Can log in and read members-only content.

For a group like ours, you might have 1–2 Admins, a few Editors (like your newsletter team), several Authors, and then Subscribers for general members who want to read and comment.

Wrapping Up the Dashboard

At first glance, all this may seem a bit much—like diving into the control room of a fast attack after 20 years off the boat. But just like the systems we used to run, WordPress is built for regular operation. Once you know where everything is and what each part does, it starts to make sense.

In upcoming sessions, we will take a deeper look at some of these features, especially how to create an organized newsletter archive, format event pages, and upload media in a way that keeps the site fast and clean. But for today, the mission is simple: log in, look around, and learn the lay of the land.

If you can operate a sonar console or write a log entry in a patrol report, you can run this Dashboard.

✦ Part 3: Tour of the Dashboard (10 minutes)

Let us now step into the control room—the WordPress Dashboard.

If WordPress is the hull, then the Dashboard is your sonar shack, radio room, and conn all rolled into one. It is where the action happens. From here, you steer the site, check the systems, and log your content. You do not need a degree in computer science—just a bit of familiarity, a dose of curiosity, and the courage to click.

How to Log In

The first step is simple: you need to **log in**.

1. Open a web browser (Chrome, Firefox, Edge—whatever you are comfortable with).
2. In the address bar, type the website followed by **/wp-admin**.
For example: www.gertrudecheck.org/wp-admin
3. You will be prompted to enter your **username** and **password**. These should have been assigned to you by your site admin.

Once entered, click “Log In.”

Tip: Bookmark the login page in your browser so you do not have to remember the address every time. If your credentials do not work, contact your admin. Do not try to reset your password 15 times—it will lock you out faster than a secure compartment after GQ.

Navigating the Sidebar

Once inside, you will land on the **Dashboard homepage**. The first thing you will notice is a **menu bar on the left-hand side**. This is your navigation panel—your sonar console. Everything important lives here.

Let us take a quick walkthrough of the essentials:

- **Dashboard** – Your homepage inside the WordPress system. This screen gives a snapshot of recent activity, updates, and shortcuts.
- **Posts** – Where you go to create, view, and manage all your articles and updates.

- **Media** – The site’s library of images, PDFs, and uploads. If you add a picture or attach a file, it goes here.
- **Pages** – This section holds the static content—About Us, Contact, Meeting Info, etc.
- **Comments** – This is where you can read and respond to feedback left by readers on your posts (if commenting is enabled).
- **Appearance** – Customize the look of the site: menus, themes, widgets. You might not use this often unless you are an admin.
- **Plugins** – Add-on tools that extend site functionality. (Most users will not need to tinker here.)
- **Users** – Manage who can access and edit content, and assign different levels of permission.
- **Tools & Settings** – Advanced features, mostly for Admins.

Clicking on any menu item will expand it to show options beneath. For example, clicking “Posts” reveals “All Posts,” “Add New,” “Categories,” and “Tags.”

Remember: you cannot break anything by looking. If in doubt, do not click “Delete”—but otherwise, feel free to explore.

Customizing Your Profile

Next, let us make sure your **user profile** is in shipshape.

Click on your name in the top right corner of the screen, or go to **Users > Profile** from the sidebar.

From here, you can:

- Change your **display name**
- Update your **email address**
- Change your **password**
- Set a visual theme (light or dark)

You might also want to write a short **biography** or upload a small photo—especially if you will be posting content to the site. Readers like to see a face behind the name.

Understanding User Roles

WordPress has a built-in chain of command. Not everyone has access to all systems—and that is a good thing. Let us review the key **user roles**:

- **Administrator:** Full control. Can add and remove users, install plugins, change the design, publish anything, and delete anything. Best limited to trusted tech-savvy members.
- **Editor:** Can create, edit, publish, and manage *all* posts and pages—yours and others. Good role for newsletter editors or officers who help manage the site.
- **Author:** Can write, edit, and publish their own posts—but not touch anyone else’s content.
- **Contributor:** Can write and submit posts for review, but cannot publish them.
- **Subscriber:** Can read content and manage their profile, but cannot post.

Knowing your role helps set expectations. If you try to access a feature and it says “You do not have permission,” it is not personal—it is just your current role. If you need expanded access, talk to the site admin.

Closing the Tour

Now that you know how to log in, find your way around the sidebar, and update your profile, you are ready to begin. In the next segment, we will go through the process of creating a simple post—from title to publish button.

But for now, remember this: WordPress is not out to trick you. It is designed to be used by real people—veterans, retirees, families, and community groups just like ours. You are not navigating by dead reckoning here. You have a chart, a compass, and a willing crew.

Part 4: Creating a Simple Post

We have reached the heart of this first training session—the actual doing of the thing. Up to now, we have looked at the map, studied the layout of the control room, and double-checked our gear. Now it is time to dive.

WordPress is a writing platform at its core. For us, that means sharing stories, updates, memorials, or even the odd sea tale. It does not matter if you served on a diesel boat in the fifties or a fast attack in the eighties—the sea is full of stories, and WordPress is where you can tell yours.

This section walks you step-by-step through how to create and publish a **post**—the primary way we will keep *The Puget Soundings* alive and shipshape in its new online form.

Step 1: Go to “Posts” > “Add New”

Once you are logged in and on the WordPress Dashboard, look at the left-hand sidebar. This is where the site’s systems live.

- Click on **“Posts.”** This opens the posts menu.
- Then click **“Add New.”**

This is your blank slate. You are now at the starting point of a new post—think of it like a blank page in your ship’s log.

Step 2: Enter a Title

At the top of the screen, you will see a field labeled **“Add Title.”** This becomes the headline of your post. It tells readers what to expect and gives search engines something to grab onto.

Examples:

- “Welcome to the New Puget Soundings!”
- “Tolling of the Boats – March 2025”
- “Memories from Mare Island: A Sonarman’s Story”

Keep it brief and clear. Avoid all-caps or excessive punctuation. You are not trying to shout at anyone—just inform or invite.

Step 3: Add Body Text Using the Block Editor

This is where most people get nervous, but stay with me—WordPress’s **Gutenberg Block Editor** is not as scary as it sounds.

The Block Editor treats every piece of content (text, image, heading, list) as a **block**. You build your post by adding and arranging these blocks.

To start typing your story:

- Click below the title where it says “Start writing or type / to choose a block.”
- Type your first sentence. Then your second. Then your third.

Each paragraph is a separate block. That is it.

Want to add a subheading? Click the “+” **button** that appears near your cursor. Choose “Heading.” Then type your subheading—something like “Why We’re Going Online” or “Honoring Those on Eternal Patrol.”

Want to make a list?

- Use the “+” button again.
- Select “List.”
- Type your items (e.g., boat names, duty stations, event dates).

Do not worry about formatting or fonts. WordPress handles all that automatically based on the site’s theme. You focus on the content—the words, the message, the story.

Step 4: Insert an Image from the Media Library

A picture really is worth a thousand words, especially if it is a group photo, a shot of the memorial bell, or a vintage submarine steaming across the surface.

To add an image:

1. Click the “+” to add a new block.
2. Choose **Image** from the block options.

3. Then select **Media Library** to browse previously uploaded images.

If the image you want is not already there, click **Upload** to add one from your computer. Make sure the image:

- Is appropriately sized (not huge)
- Has a short, clear filename
- Is relevant to the content

Once you insert the image, you can:

- Add a **caption** below it (recommended)
- Align it (left, right, center)
- Resize it by dragging the corners

This gives your post a visual anchor and helps it stand out on the page.

Step 5: Add a Category

On the right-hand side of the screen, you will see a **settings panel**. If it is not visible, click the small gear icon in the top right.

Under the **“Post”** tab, look for the **Categories** section.

Categories help organize your content. You might choose from:

- Newsletter
- Events
- Eternal Patrol
- Sea Stories
- Announcements

Select the most appropriate one. If none fits, you can click “Add New Category” and create one—but keep it clean and simple. No need for “My thoughts on submarines and life in general as told from the galley.”

This helps readers find what they are looking for—and helps us build a useful online archive.

Step 6: Preview the Post

Now that you have written your content, inserted an image, and chosen a category, it is time to see how it looks.

Click the **“Preview”** button at the top of the page. This opens your post in a new tab, exactly as it will appear to readers once published.

Check for:

- Typos or formatting errors
- Image placement
- Logical flow and clarity
- Appropriate category and headline

If something feels off, go back to the editor and fix it. You can preview as many times as you like. You are not live yet. Think of this as checking the pressure in your tanks before the dive.

Step 7: Publish the Post

Ready to go live?

Click the **“Publish”** button at the top right. WordPress will ask you to confirm—click **Publish** again.

That is it. Your post is now live on the site. You have added something real, valuable, and lasting to the community archive.

And that, my friend, is a solid day’s work.

Hands-On Practice

Now it is your turn.

During this part of the session, each attendee will be guided through the process of creating a draft post. You will not publish it unless you are ready—this is about getting comfortable.

Try writing a short post about:

- A memory from your first patrol
- A funny moment in the galley
- Your thoughts on why the Base matters

Then:

- Add a relevant photo (or even an old boat crest)
- Pick a category like “Sea Stories” or “Newsletter”
- Preview it
- Save it as a **Draft**

Do not worry if you are not a great writer. The act of contributing is what matters. One story at a time, we are preserving our legacy.

Instructors and helpers will walk around to assist. Questions are welcome. Confusion is expected. The only rule: no one is left behind.

Closing Thoughts

Posting online may feel unnatural at first, especially if your last written submission was a patrol report in triplicate. But this is not just about convenience—it is about continuity. The Puget Soundings is not disappearing. It is evolving.

Instead of waiting for the mail, we can publish instantly. Instead of reaching dozens, we can reach hundreds. And instead of filing papers into a box, we are building a permanent archive for generations of submariners to come.

This is your voice. This is your platform. Take the conn.

✦ Part 5: Questions & Troubleshooting (10 minutes)

Now that we have taken our first dive into WordPress, it is time to surface for a bit and open the deck for questions. No training is complete without a few moments to call the tech guy over and say, “This thing ain’t working.”

This part of the session is for open Q&A. There are no dumb questions—only unasked ones. If you are stuck, chances are someone else is too. We want everyone walking out of here with confidence, not confusion.

Common Login Problems

Let us start with the basics: **login issues**.

- **Wrong password?** Use the “Forgot Password” link on the login page.
- **Wrong username?** Contact the site administrator to verify your account.
- **Can’t find the login page?** Remember, it is usually your domain plus /wp-admin (e.g., www.gertrudecheck.org/wp-admin).

If the system seems to reject you over and over, do not keep trying until it locks you out—just raise your hand. We will get you squared away.

User Roles Confusion

Sometimes folks get stuck because they are trying to do something outside their **user role**. Quick refresher:

- **Admins** can do everything (including get in trouble).
- **Editors** can manage all content but not settings or users.
- **Authors** can write and publish their own posts.
- **Contributors** can write but need an Editor to publish.
- **Subscribers** can view private content but cannot post.

If you are trying to publish but the button is missing, chances are you are a Contributor, not an Author or Editor. The fix is simple—just ask an admin to bump your role if appropriate.

Drafts vs. Published Posts

Here is a common trip hazard: the difference between **saving a draft** and **publishing**.

- **Save Draft** = Only *you* can see it. Good for works in progress.
- **Publish** = Goes live to the world immediately.

Some folks think they published a post, but it is still sitting in “Draft” mode. Others publish by accident when they meant to save. The key? Always check the top-right corner of the editor—it will tell you the post’s status.

Formatting Weirdness

Another frustration: formatting. Maybe your spacing looks off. Maybe the photo won’t center. Maybe it looks fine in the editor but weird in preview.

These are usually block-related quirks. A few quick fixes:

- Use “Preview” often to check how things look before publishing.
- Break long paragraphs into smaller ones—readability helps.
- If an image won’t behave, delete and re-add it.
- When in doubt, ask an Editor to take a look.

We will close this segment by answering any questions you have. Speak up—or write it down and hand it over if you prefer. If we cannot answer it now, we will follow up later.

And remember: every system has its quirks. We dealt with worse on the boat.

Part 6: Homework & Next Session Preview

You have just completed your first session in mastering WordPress—a skill that, frankly, most civilians take for granted. But for our crew, it is more than just learning a new system. It is about taking ownership of our story, our history, and our Base’s public face.

Before we pull into port for the day, we want to set the stage for what comes next. Like any good patrol, our work continues between stops. There is time now for each of you to take what you have learned and put it to use with a bit of practical application.

Homework Assignment

Yes, we are giving homework. But do not worry—no red pens, no final exams, and no one’s going to call you to the XO’s office over grammar.

Your mission: Write and save a short post.

That is it. Nothing fancy. No need to publish (unless you want to). Just log in, create a draft, and save it. This will help reinforce the muscle memory we built today while the training is still fresh.

Here are a few ideas to spark your creativity:

- **Sea Story:** A short tale from your time underway. Could be funny, could be serious. Maybe about a port call, a drill that went sideways, or a moment of unexpected grace during a long patrol.
- **Event Recap:** Write up your experience at a recent Base meeting, ceremony, or community service event. Include a photo if you have one.
- **Photo Reflection:** Pick an old photo from your Navy days and tell the story behind it. Who was there? What was happening? What do you remember most?
- **Why I Serve (Still):** Share what being a part of USSVI means to you today. Why do you stay involved? What keeps the brotherhood alive for you?

You can write as little as a paragraph or as much as a page. Try inserting a photo using the Media Library, adding a category like “Newsletter” or “Stories,” and saving it as a **Draft**.

If you run into trouble, make a note of where things got confusing or frustrating. That is what we will address in Session 2.

What to Expect in the Next Session

You have now mastered Posts. But Posts are only half the story. In the next session, we will chart new waters and introduce some deeper site features that will help us bring *The Puget Soundings* fully online in a way that respects its legacy and meets the needs of today's members.

Working with Pages

You will learn how to edit and update Pages—those permanent fixtures like “About Us,” “Contact,” or “Base Officers.” We will walk through how to change a phone number, update leadership info, and even create new pages when needed (for things like Reunion info or Memorial Tributes).

We will also go over **Menus**—how to make sure your important pages are easy to find, neatly organized, and accessible from the homepage.

Uploading PDFs of Back Issues

Got a stack of old printed newsletters? Good. We are going to start digitizing our archives. You will learn how to:

- Upload PDF files to the Media Library
- Link them in Posts and Pages
- Create a tidy archive where members can view or download every past issue

This not only preserves our history—it makes it *searchable* and *sharable* for future generations.

Creating a Newsletter Landing Page or Blog Roll

Finally, we will show you how to build a dedicated section of the site just for *The Puget Soundings*. This could be a “landing page” that introduces the newsletter, links to recent editions, and organizes content by year or category.

Or, if we choose a “blog roll” format, we will create a dynamic feed that automatically shows the latest stories, sorted and filtered with easy-to-use categories and tags.

This will be your digital quarterdeck—a clean, welcoming place where shipmates and their families can come to catch up, remember, and stay connected.

Final Word

Learning WordPress is a little like qualifying on your first boat. It seems overwhelming at first, then suddenly one day you realize you are just doing it. The goal is not to turn anyone into a web developer. The goal is to empower you to contribute, preserve, and lead.

So take this week to practice. Write a post. Share a memory. Save a draft. When we reconvene, we will take the next step—together.