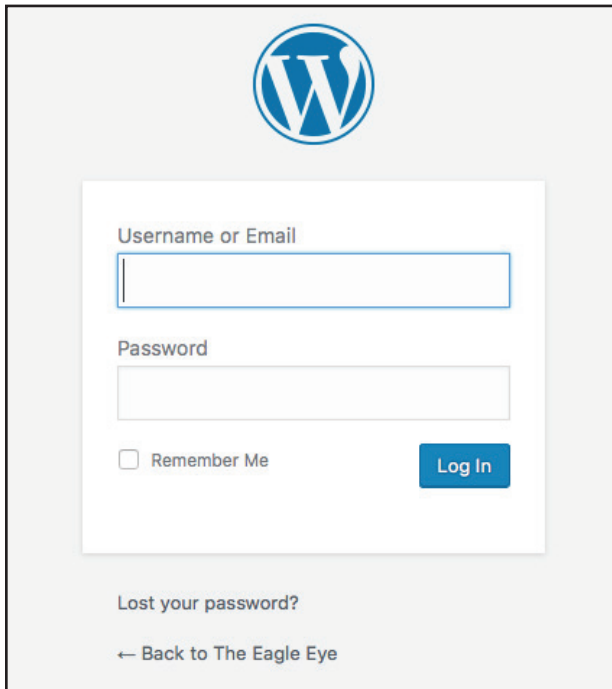


# USING EAGLEEYE.NEWS - THE BASICS



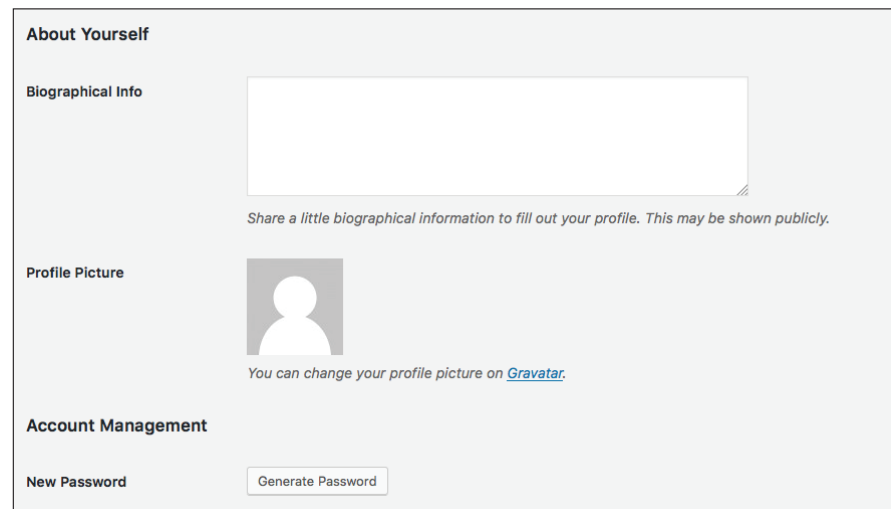
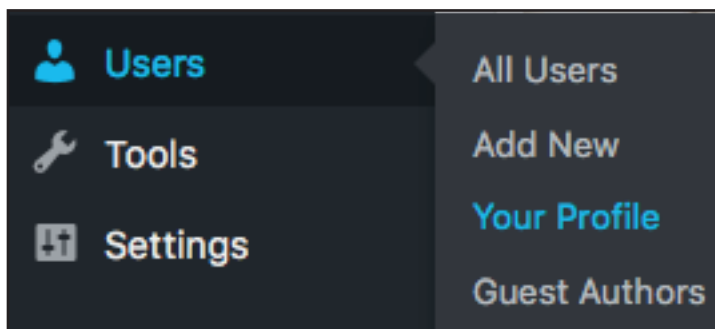
The image shows the WordPress login interface for eagleeye.news. At the top center is the WordPress logo. Below it is a white login box with the following elements: a text input field labeled "Username or Email", a text input field labeled "Password", a checkbox labeled "Remember Me", and a blue "Log In" button. Below the login box, there is a link "Lost your password?" and a link "← Back to The Eagle Eye".

## SIGNING IN

1. Go to [eagleeye.news/admin](http://eagleeye.news/admin)
2. Use your assigned username and password

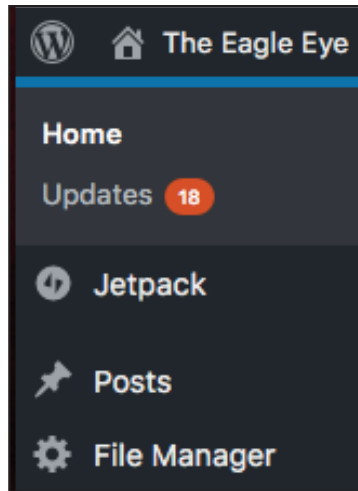
## SIGNING IN - THE FIRST TIME

1. Go to [eagleeye.news/admin](http://eagleeye.news/admin)
2. Use your assigned username and password
3. Go to your profile and change your password, write a third person bio for yourself and set a photo



The image shows the WordPress user profile page. The page is titled "About Yourself". It has the following sections: "Biographical Info" with a large text input field and a note "Share a little biographical information to fill out your profile. This may be shown publicly."; "Profile Picture" with a placeholder image and a note "You can change your profile picture on [Gravatar](#)."; and "Account Management" with a "New Password" section containing a "Generate Password" button.

# USING EAGLEEYE.NEWS - NEW POSTS



## ADDING A NEW POST

1. On the left menu, click posts
2. You can either go to the all posts menu or you can just click New Post

Add New Post



Posts [Add New](#)

There is an update available for: [Social Icons Widget by WPZOOM](#).  
[Begin updating plugin](#) | [Dismiss this notice](#)

Yoast SEO has been updated to version 3.2.5. [Click here](#) to find out what's new!

All (328) | [Mine](#) | [Published \(276\)](#) | [Sticky \(1\)](#) | [Drafts \(47\)](#) | [Pending \(5\)](#) | [Trash \(5\)](#) Search Posts

Bulk Actions [Apply](#) All dates All Categories All SEO Scores Filter 328 items [«](#) [<](#) 1 of 17 [>](#) [»](#)

<input type="checkbox"/>	Title	Authors	Categories	Tags	Date	Analytics	SEO
<input type="checkbox"/>	<a href="#">[Brief] Women's tennis take on Cypress Bay - Draft</a>	Anna Dittman	Sports	Tennis, womens tennis	Last Modified 2017/03/29		
<input type="checkbox"/>	<a href="#">Are You Smarter Than a High Schooler - Draft</a>	Gage Collamore	Uncategorized	—	Last Modified 2017/03/23		
<input type="checkbox"/>	<a href="#">Opinion On The Israeli-Palestinian Conflict</a>	Amit Dadon	Editorial	America, Amit Dadon, civil war, conflict, eagle eye, editorial, foreign policy, idf, israel, israeli-palestinian conflict, jerusalem, occupation, palestine, syria, tel aviv, trump, U.N., us, violence, war	Published 2017/03/22		
<input type="checkbox"/>	<a href="#">Shark Tank reinvigorate entrepreneurship in America</a>	Andrea Hengber	Entertainment	Barbara Corcoran, Daymond John, Kevin O'Leary, Lori Greiner, Mark Cuban, Robert Herjavec, Scrub Daddy, Shark	Published 2017/03/22		

# USING EAGLEEYE.NEWS - THE BASICS

Add a Headline

Oxfam Hunger Banquet sheds light on poverty

Permalink: <http://eagleeye.news/news/oxfam-hunger-ban...es-light-poverty/> Edit

Add Media

ADD A LINK

Visual Text

**B** *I* ABC

Paragraph U



Junior Chris Guerra serves banquet attendees

Hunger around the world is a prevalent issue around the world. The DECA chapter at Marjory Stoneman Douglas High School decided to reach out to the less fortunate in the community by organizing an event that served food, with social hierarchy in mind. The Oxfam Hunger Banquet was held in the MSD cafeteria on Feb. 10, 2017 from 3-5 p.m

"Two of Project Giveaway's main goals were to create accessible ways of giving back to the community and to combat homelessness, hunger and poverty, which many times are correlated," DECA officer Carmen Lo said. "We chose the Broward Outreach center which is a mere 20 minutes away and serves over 220 of our local homeless."

Lo and DECA's executive vice president Ariana Ortega were inspired by Oxfam America to host the

Post Options

Feature on Homepage?

Embed Video for Slideshow (YouTube, Vimeo, etc.):

Publish

Preview Changes

Status: **Published** Edit

Visibility: **Public** Edit

Add a photo

teachers even offered extra credit to attendees. The club was able to raise over \$1,000 with the help of DECA officers and teachers, who helped in the flow of the event.

"By talking to our local businesses, we were able to have food donated to our event. Many of the ideas we had were suggestions from the Oxfam American Hunger Banquet Toolkit," Lo said.

Unlike most events where a person pays money to receive quality service and food, randomized groups of people were seated at nicer tables and chairs while others were seated on the floor to represent modern American socioeconomic inequalities.

Those seated at tables with nice decor and tablecloth had volunteer waiters and waitresses who served food on elegant plates while those seated on the tarp of the cafeteria floor received rice in cups.

The unique arrangement raised awareness of the living conditions and inequality prevalent in society, including nearby communities.

"I was very surprised to see the statistics of poverty and how common it is," junior Chantal Chalita said. "[The Oxfam Hunger Banquet] made me feel more compassionate towards the poor because it made me realize that everyone has a story and you can't just judge them by how they look or what you believe to be their current situation."

The proceeds received from this event will go directly to **Feeding Florida**, the state's food bank network that provides and supports individuals and families across the state through distribution of food. Feeding Florida provides food for 3.3 million Floridians each year, including 1.1 million children and 700,000 seniors.

The MSD DECA community service chapter project, Project Giveaway, will continue to provide events like the Oxfam Hunger Banquet that



Senior Anthony Rilling eats rice while seated on the floor to represent the lower class and social inequalities between the wealthy and the poor. Photo by Kevin Trejos

Categories

All Categories Most Used

- News
- Editorial
- Entertainment
- Feature
- Humans of MSD
- Photo Galleries
- Sports
- Uncategorized

+ Add New Category

Tags

Add

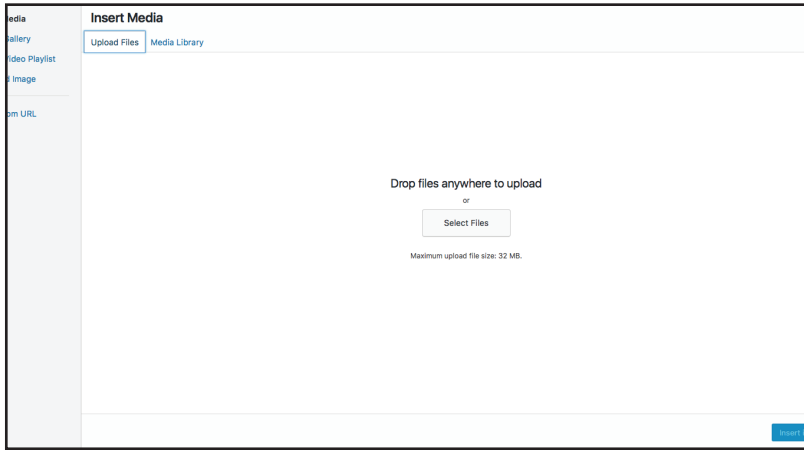
Separate tags with commas

- anthony rilling ariana ortega
- broward outreach center
- carmen lo chris guerra
- christy ma Community

Check the appropriate category and make sure uncategorized is not checked anymore

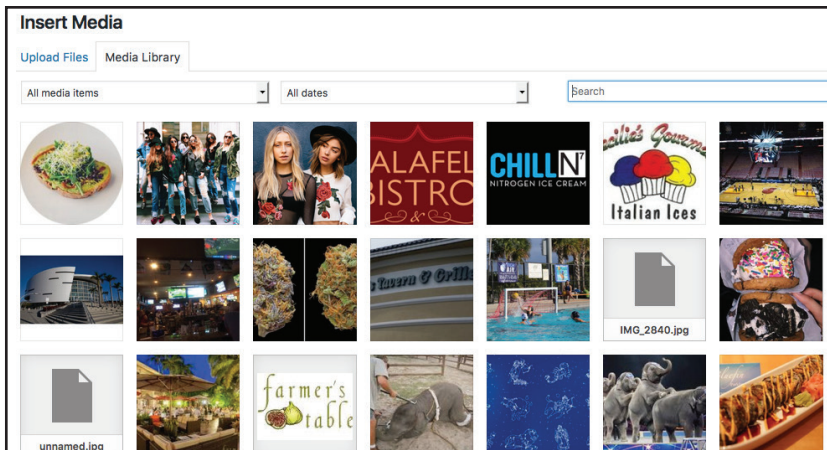
Add appropriate tags - keywords that match your story

# USING EAGLEEYE.NEWS - ADDING MEDIA



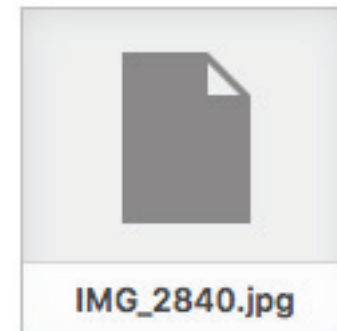
## ADDING MEDIA TO A POST

1. Upload Media - upload an image to insert into your story
2. Insert media from the Media Library




## COMMON ERROR

When you upload a new image and the preview is gray, that means the file is too big and needs to be resized in photoshop. Ask a photoeditor for help. Delete the grayed out image before uploading a new image.



# USING EAGLEEYE.NEWS - ADDING MEDIA

**ATTACHMENT DETAILS**

 **rsz\_1rsz\_img\_2840.jpg**  
March 10, 2017  
264 KB  
972 x 648  
[Edit Image](#)  
[Delete Permanently](#)

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URL

Title

Caption

Alt Text

Description

---

**ATTACHMENT DISPLAY SETTINGS**

Alignment

Link To

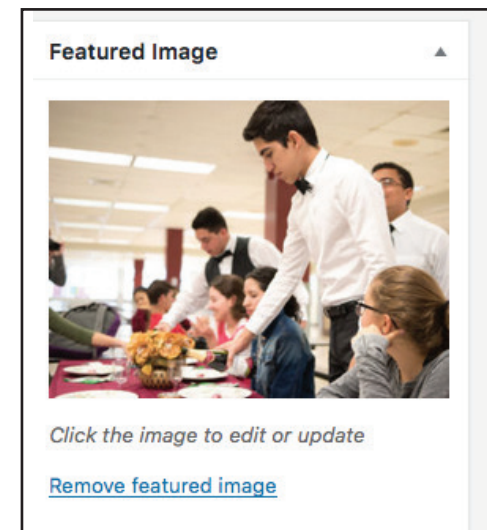
Size

◀ Name the image something relevant

◀ Add a caption that adheres to caption rules (This one does not)

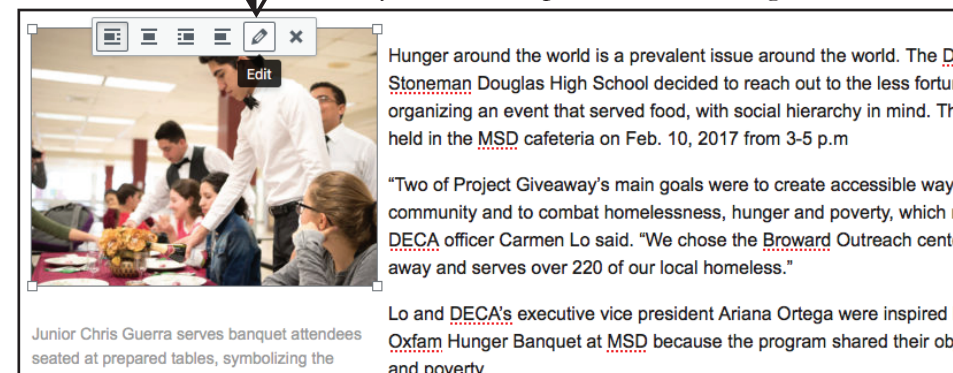
◀ Copy your caption into Alt. text. This is for people who are visually impaired

◀ Make sure your photo is left aligned



▲ After inserting the image into your story, you will need to set the same image as the featured image. Otherwise, the story will appear on our homepage with no image.

You can edit image settings anytime by clicking on the image in your post and going to edit. Make sure your text wraps around the image.



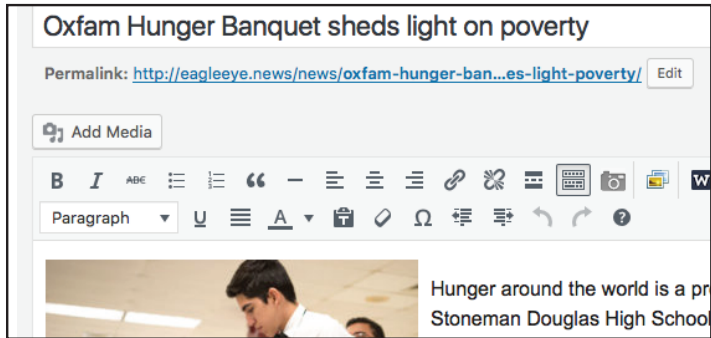
Junior Chris Guerra serves banquet attendees seated at prepared tables, symbolizing the

Hunger around the world is a prevalent issue around the world. The Stoneman Douglas High School decided to reach out to the less fortunate by organizing an event that served food, with social hierarchy in mind. The event was held in the MSD cafeteria on Feb. 10, 2017 from 3-5 p.m.

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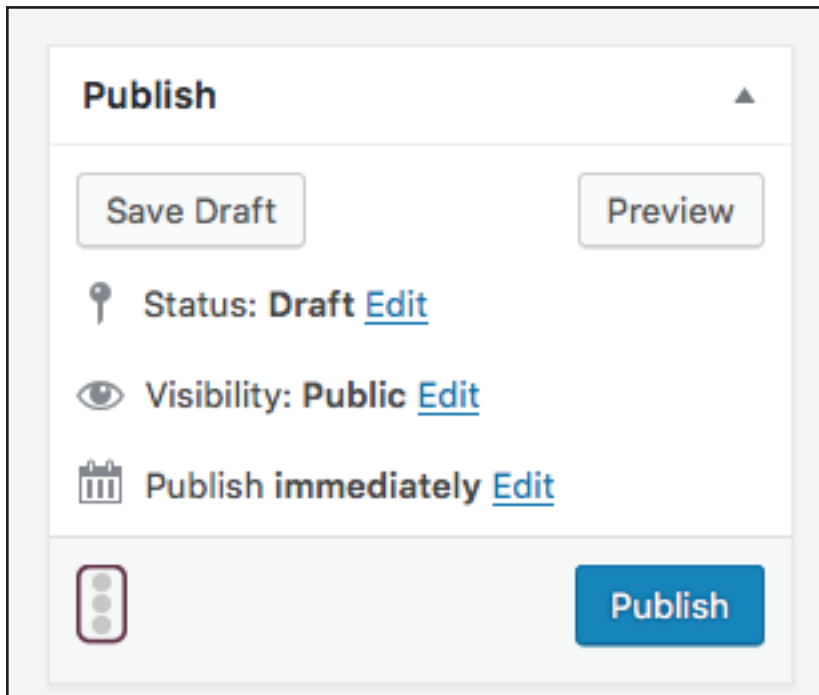
Lo and DECA's executive vice president Ariana Ortega were inspired Oxfam Hunger Banquet at MSD because the program shared their and poverty.

# USING EAGLEEYE.NEWS - PERMALINKS & PUBLISHING STORIES



## PERMALINKS

When you type your headline, the headline will become the permalink to the story. If you change the headline, you will need to edit the permalink to the story to say the something.



## TURNING IN STORIES/PUBLISHING

ONLY EDITORS HAVE THE AUTHORITY TO PUBLISH STORIES TO THE WEBSITE.

When you have finished your story you are to SAVE DRAFT and then notify your editor that it is ready for them to look at. Under no circumstance is a staffer to publish a story to the web.