



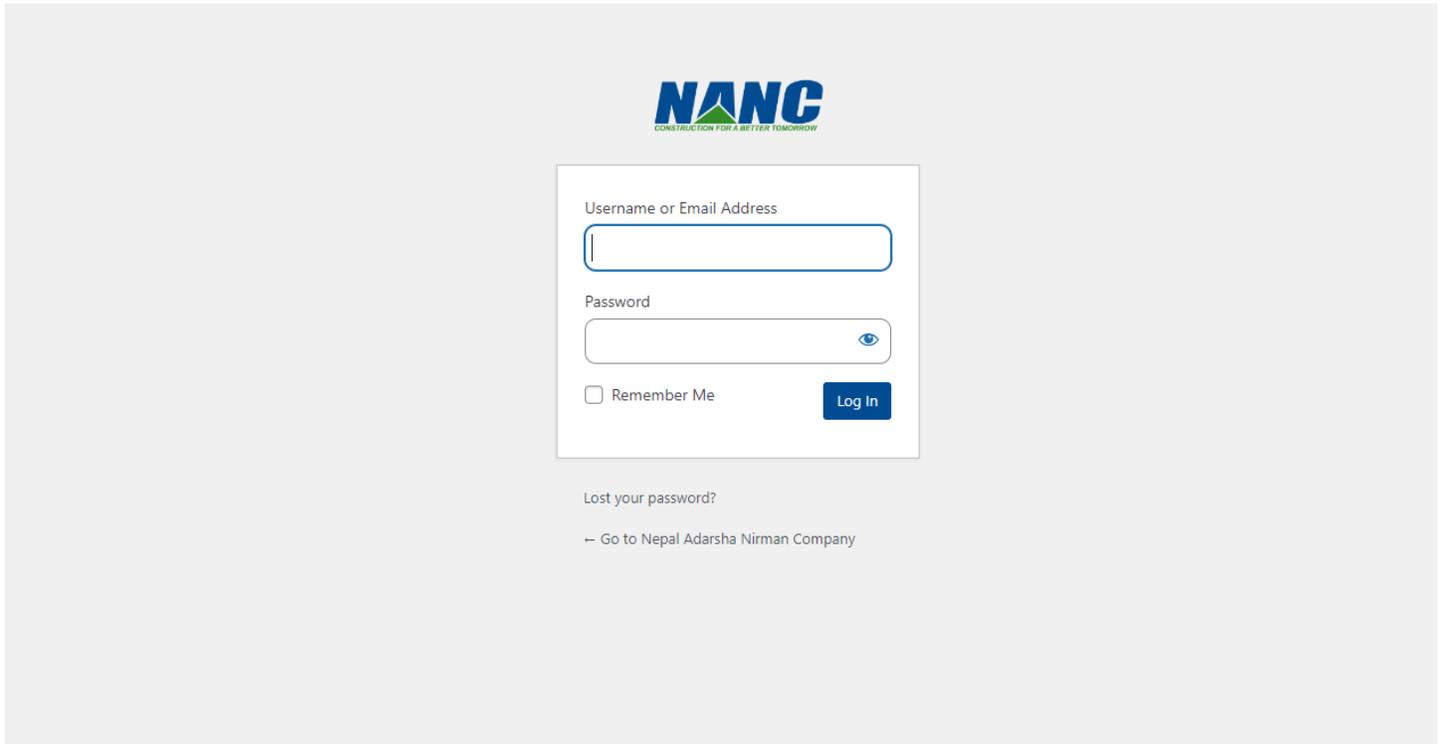
# Website Guide

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## For user log-in

**Step 1:** Go to <https://nepaladarsha.com/user>

**Step 2:** Log in with your credentials.



**NANC**  
CONSTRUCTION FOR A BETTER TOMORROW

Username or Email Address

Password

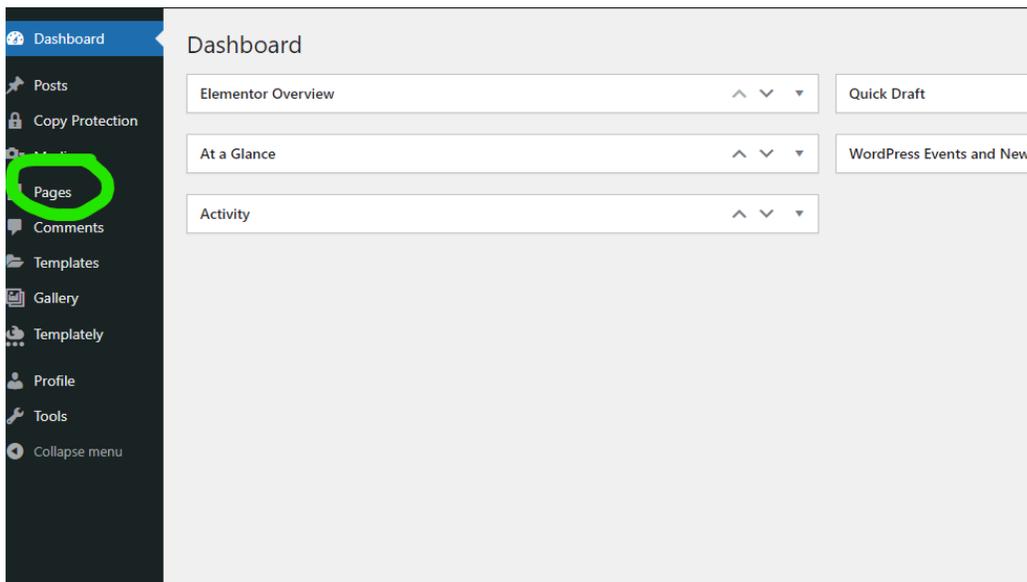
Remember Me

[Lost your password?](#)

[Go to Nepal Adarsha Nirman Company](#)

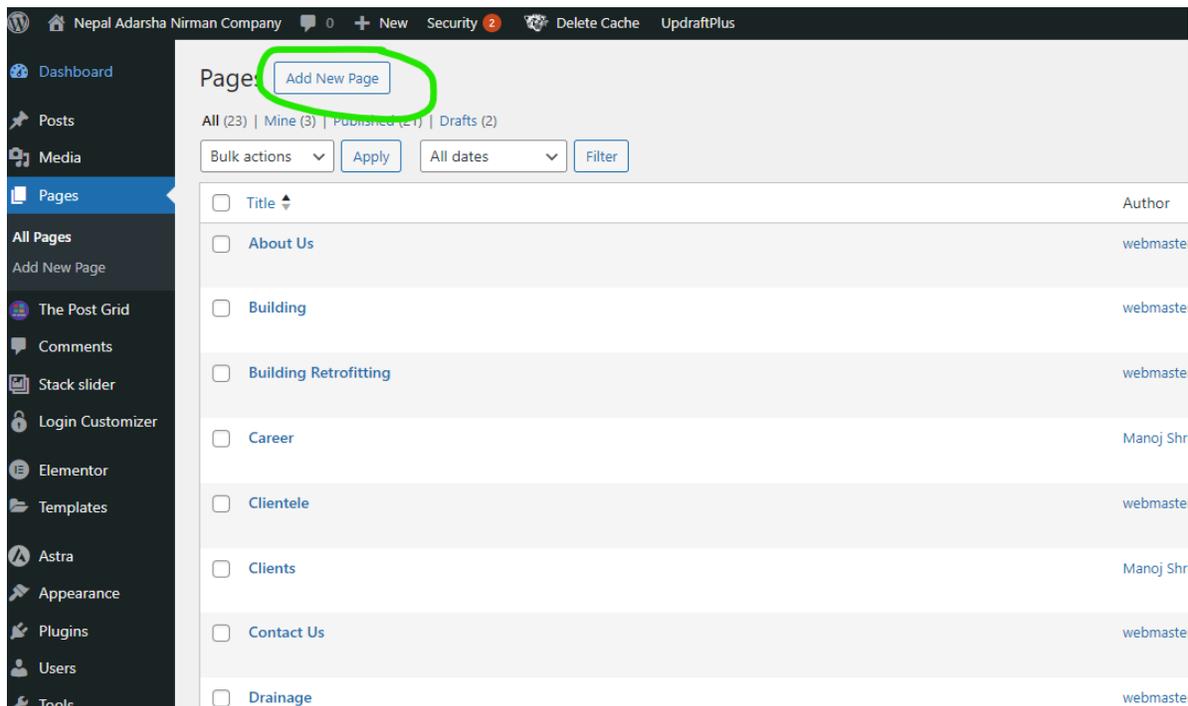
# Create or edit a page

**Step 1:** Click on “Pages” in the dashboard.

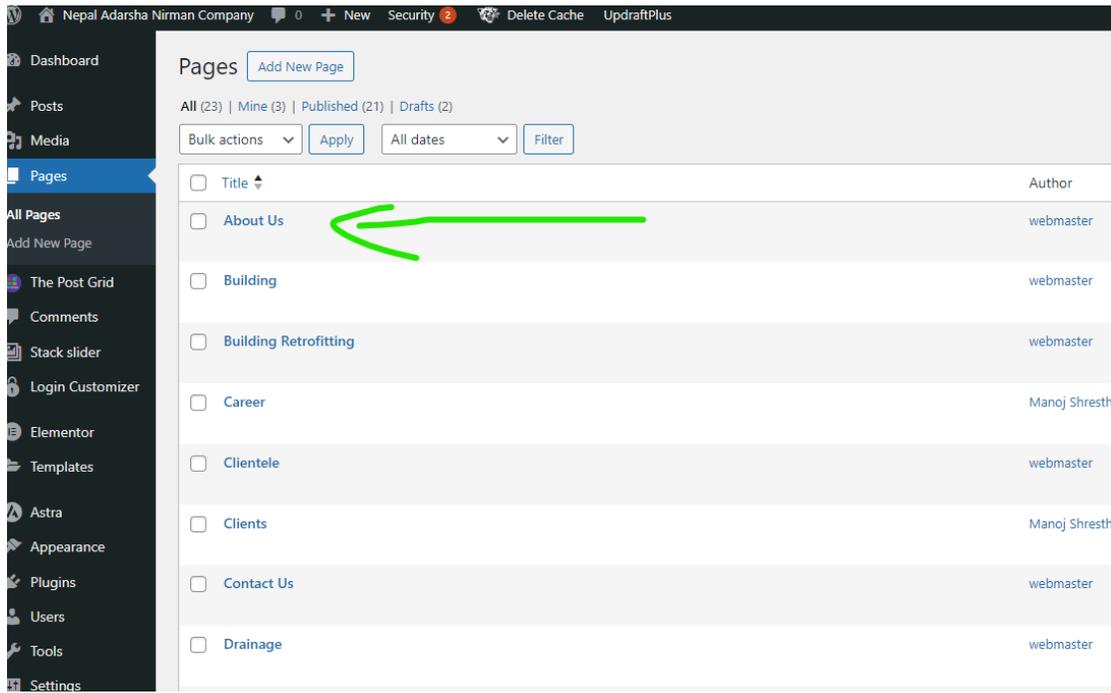


**Step 2:**

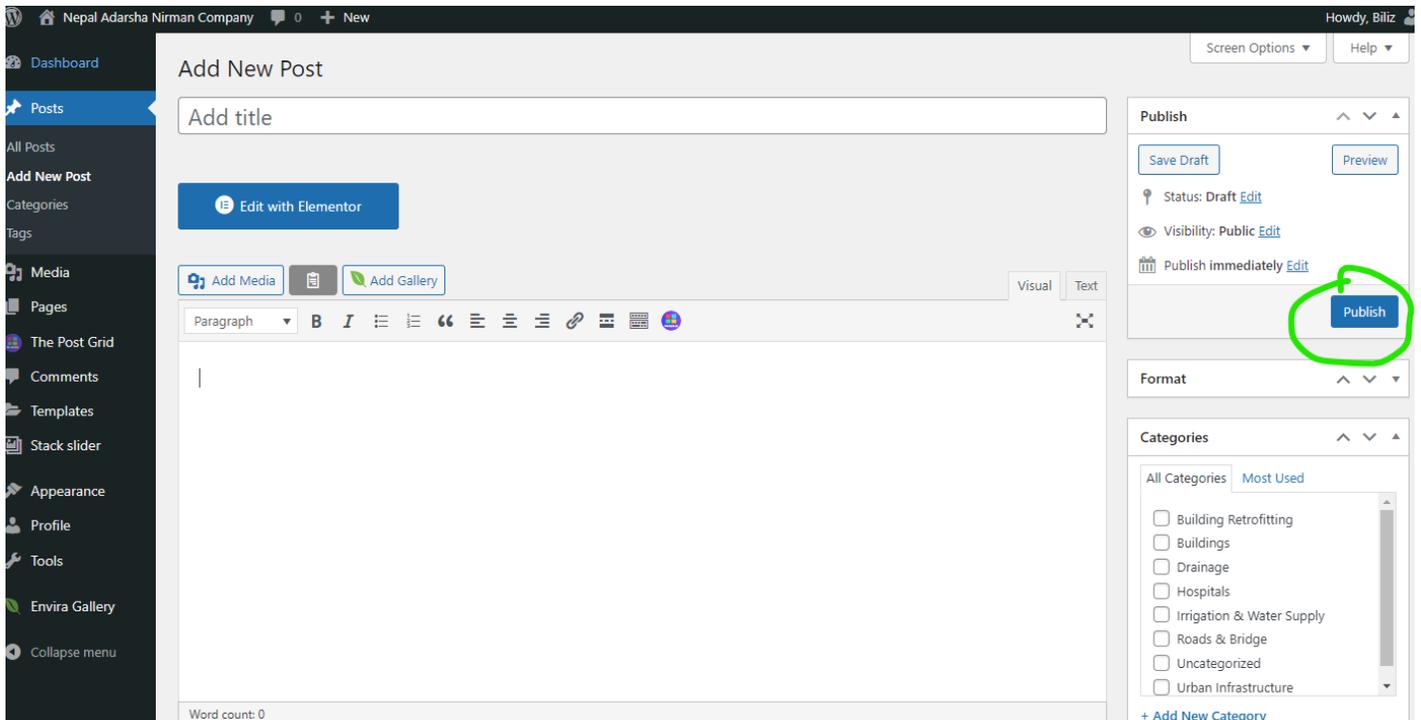
1. To add a new page, select “Add New Page”



2. To edit an existing page, select the page from the list and edit it.



**Step 3:** Hit "Publish" after you have completed your page.



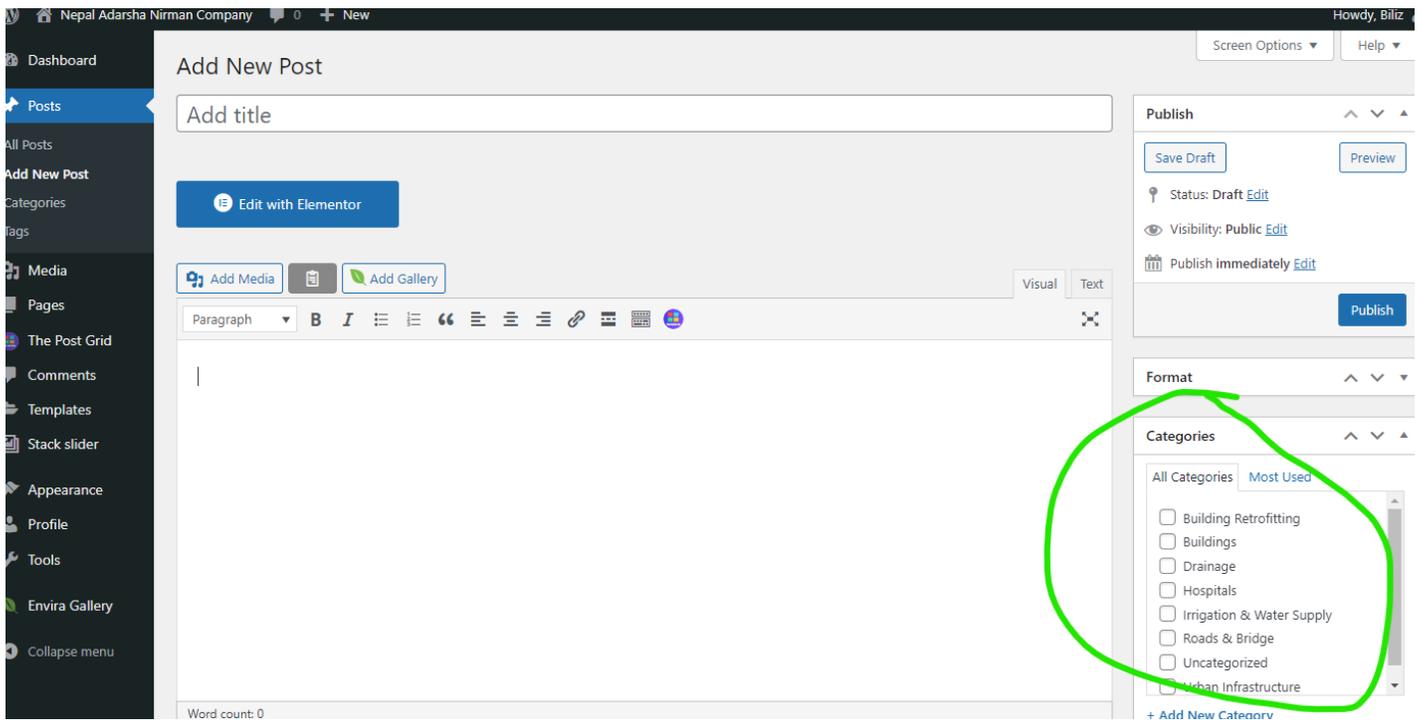
# Create or edit a project (post)

**Step 1:** Click on “Posts” in the dashboard.

**Step 2:**

1. To add a new page, select “Add New Post”
2. To edit an existing page, select the page from the list and edit it.

**Step 3:** When you add a new post, make sure to select a category.

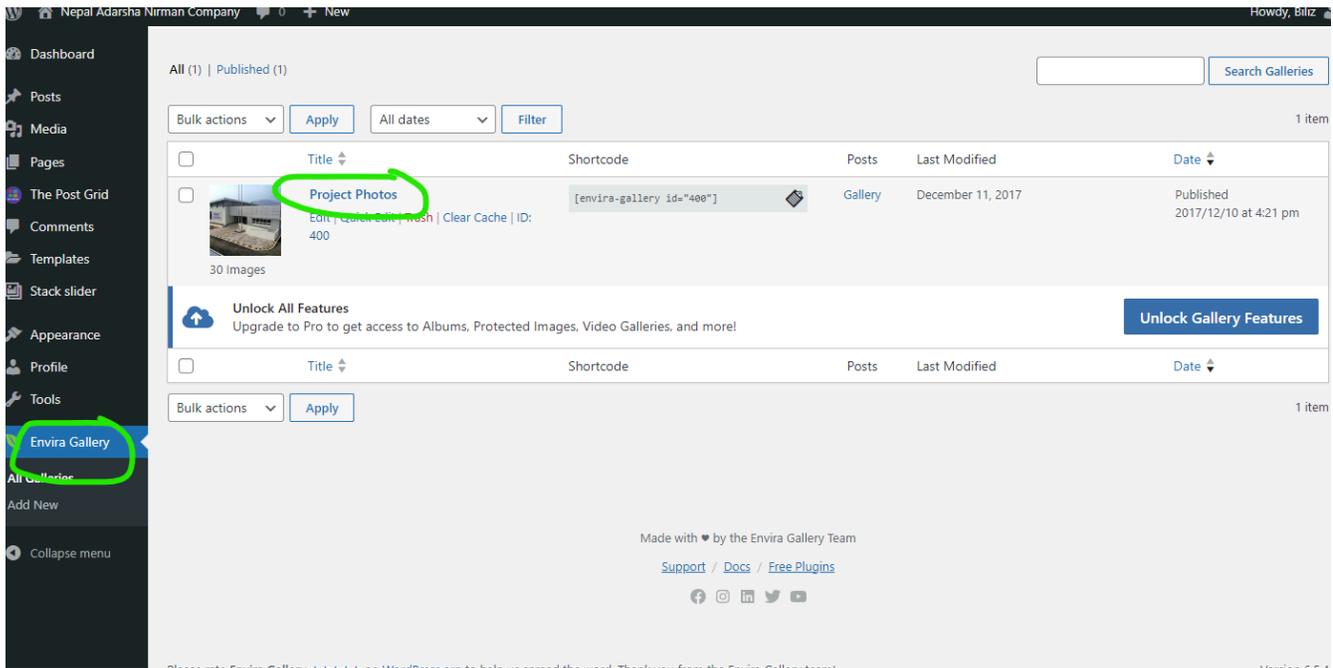


## Step 4: Hit "Publish" after you have completed your post.

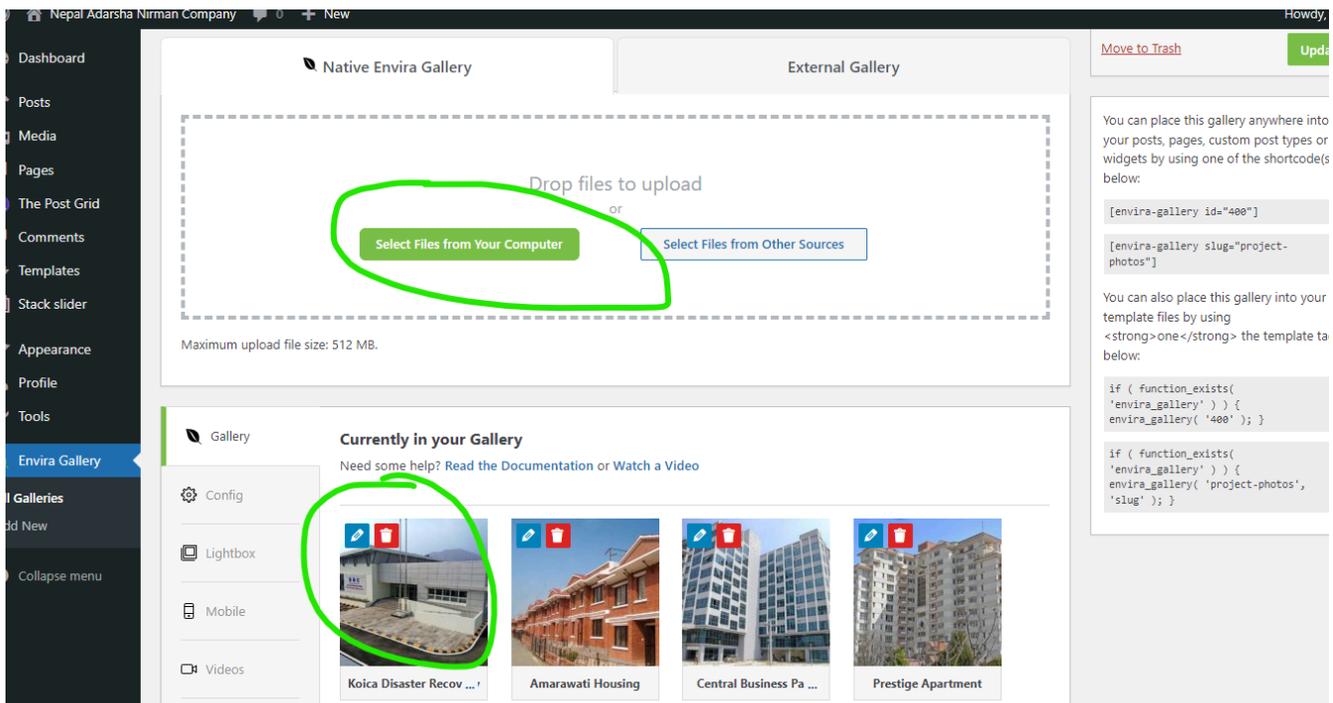
The screenshot shows the WordPress 'Add New Post' editor. The interface includes a left sidebar with navigation options like Dashboard, Posts, Media, and Pages. The main content area has a title field, an 'Add title' placeholder, and an 'Edit with Elementor' button. Below this is a rich text editor with a toolbar and a text area. On the right side, there are several panels: 'Publish' (with 'Save Draft', 'Preview', 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options), 'Format', and 'Categories' (with a list of categories like Building Retrofitting, Buildings, Drainage, etc.). The 'Publish' button in the 'Publish' panel is circled in green.

# Add/remove photos from the Gallery

**Step 1:** Click on “Envira Gallery” in the dashboard and select “Project Photos.”



**Step 2:** Click on “Select Files from Your Computer” to upload your photos. You can also edit/remove current photos.



**Step 3:** Click on "Update"



Personal Gallery

rces

Status: **Published** [Edit](#)

[Move to Trash](#) [Update](#)

You can place this gallery anywhere into your posts, pages, custom post types or widgets by using one of the shortcode(s) below:

```
[envira-gallery id="400"]
```

```
[envira-gallery slug="project-photos"]
```

You can also place this gallery into your template files by using `<strong>one</strong>` the template tag(s)

The image shows a WordPress interface for editing a gallery. On the left, there is a dashed box representing the gallery's placement area, with a small box containing the text "rces". On the right, there is a control panel. At the top, it shows the status as "Published" with an "Edit" link. Below that, there are two buttons: "Move to Trash" and "Update". The "Update" button is highlighted with a green circle. Below the buttons, there is a text block explaining how to use shortcodes to place the gallery in posts, pages, or widgets. Two example shortcodes are provided: `[envira-gallery id="400"]` and `[envira-gallery slug="project-photos"]`. At the bottom, there is a partial sentence starting with "You can also place this gallery into your template files by using" followed by a code tag `<strong>one</strong>` and the text "the template tag(s)".