Website Guide

For user log-in

Step 1: Go to https://nepaladarsha.com/user

Step 2: Log in with your credentials.
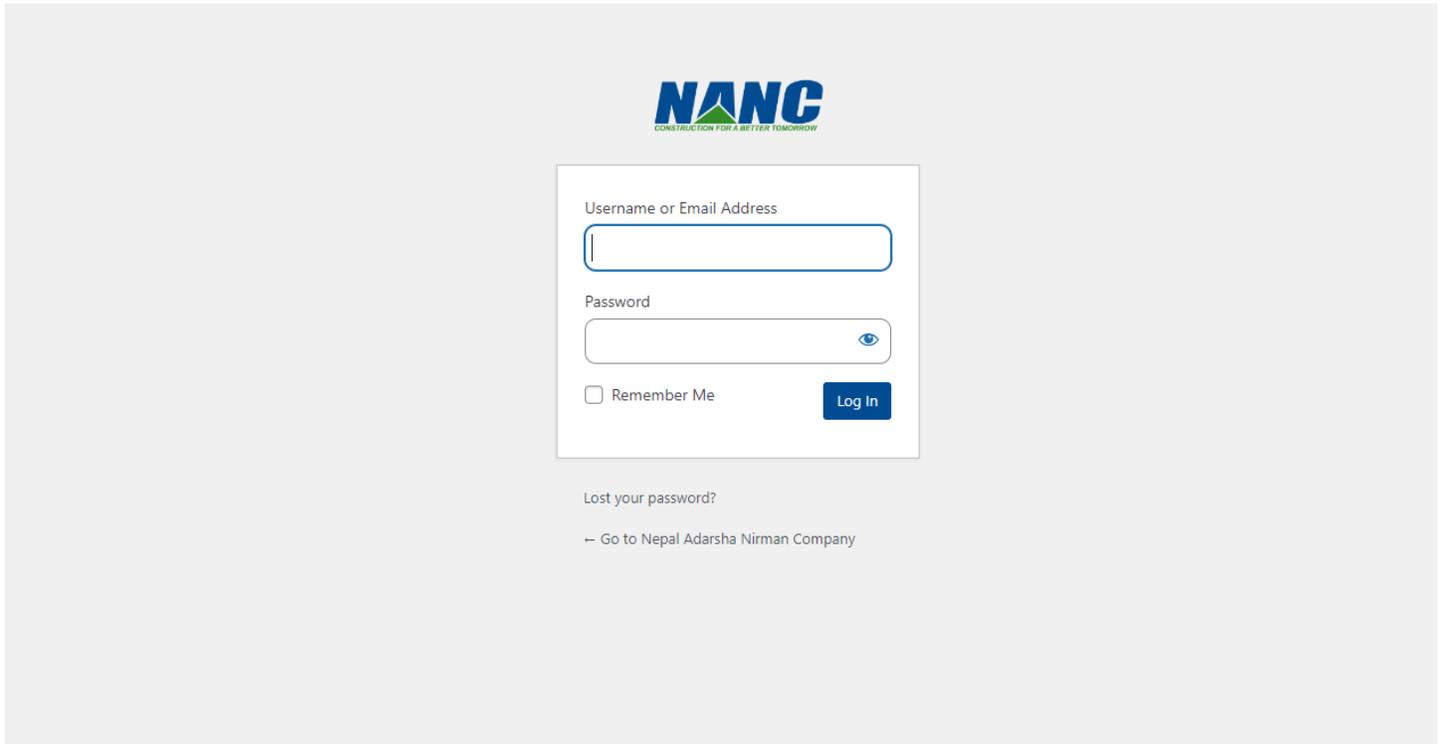
Create or edit a page

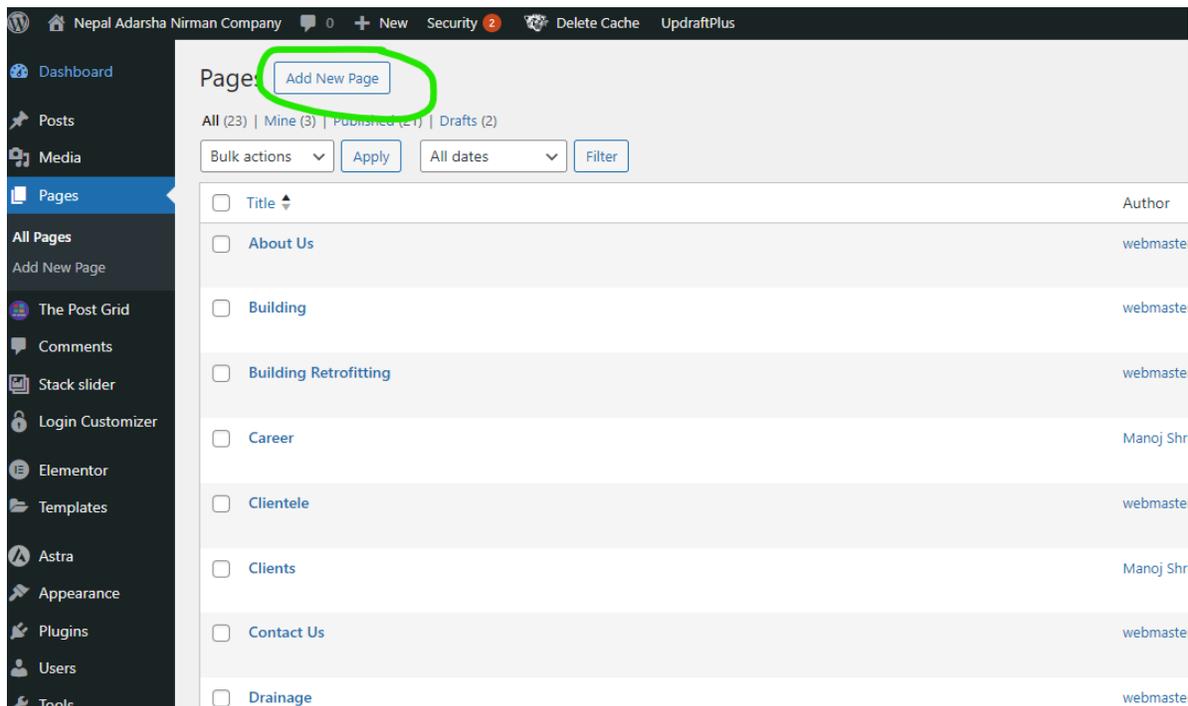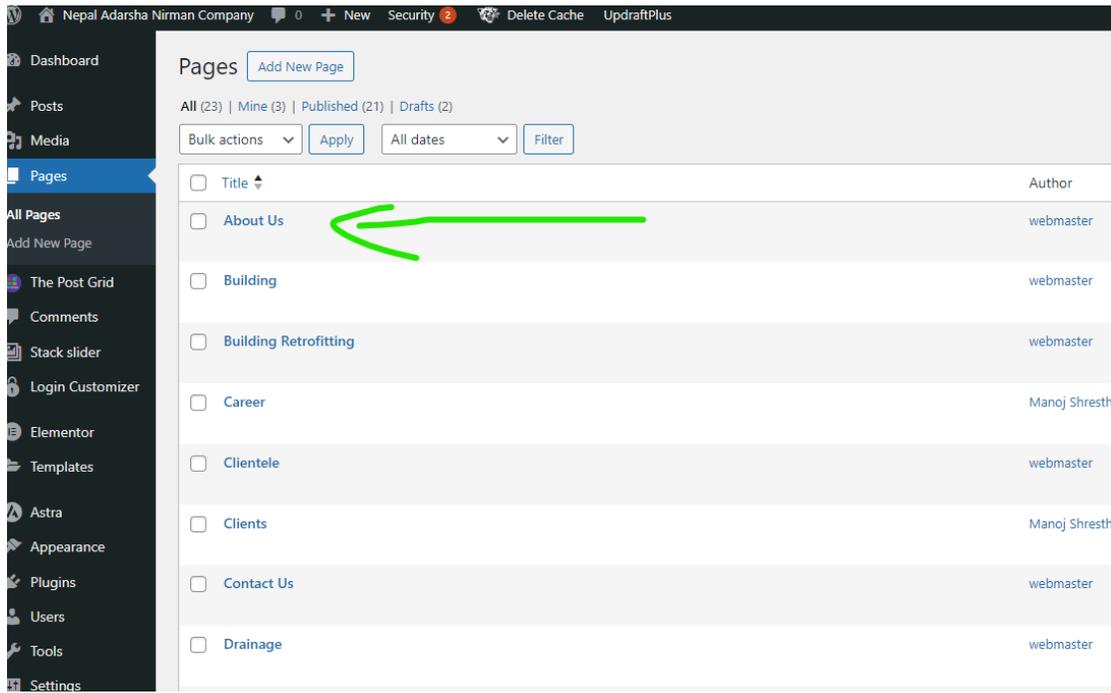**Step 1:** Click on "Pages" in the dashboard.
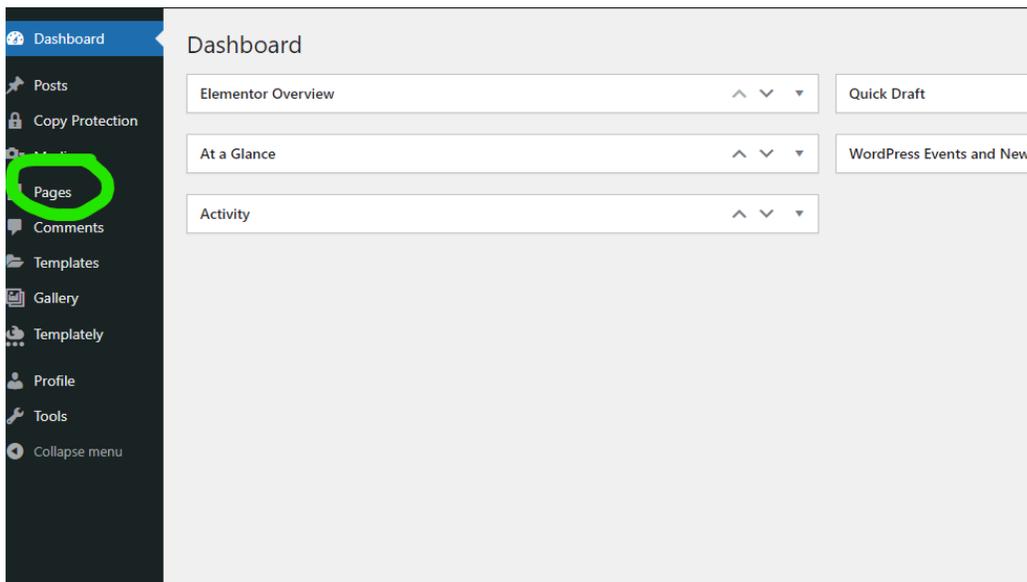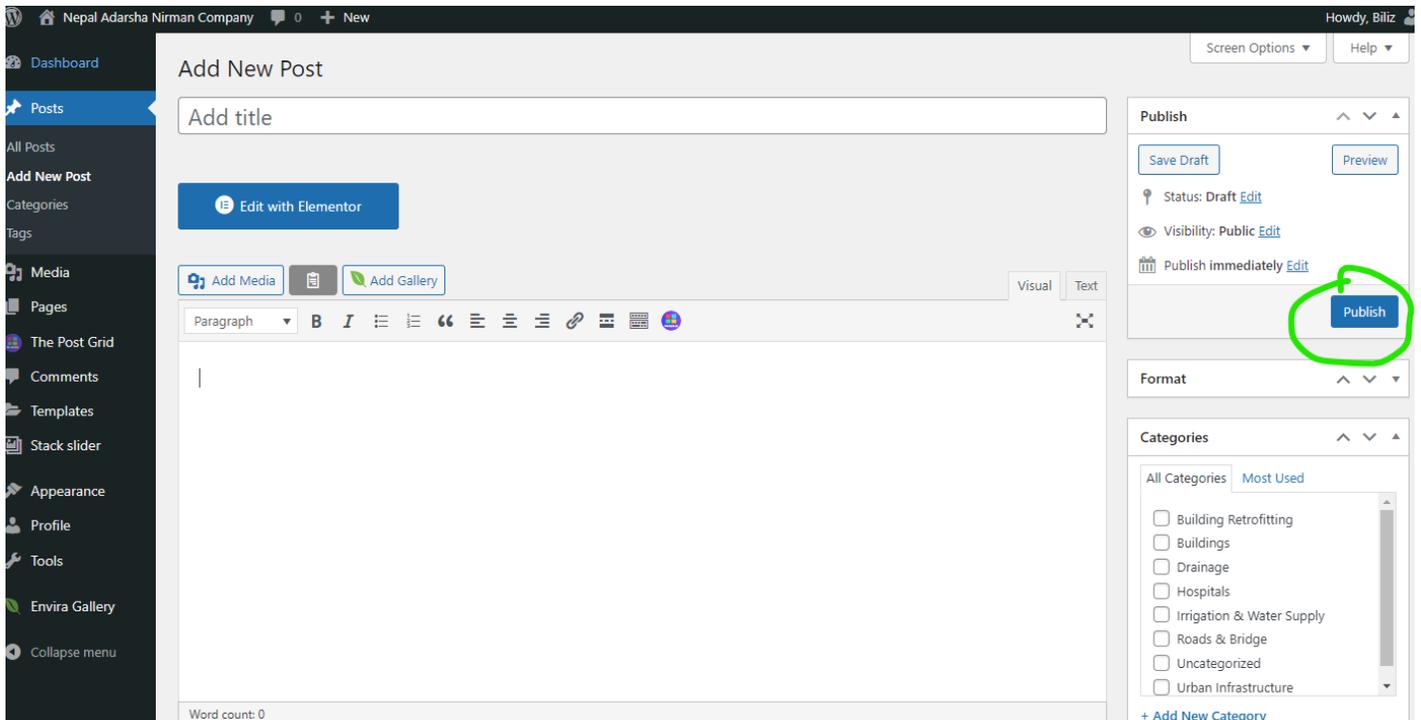

Step 2:

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.

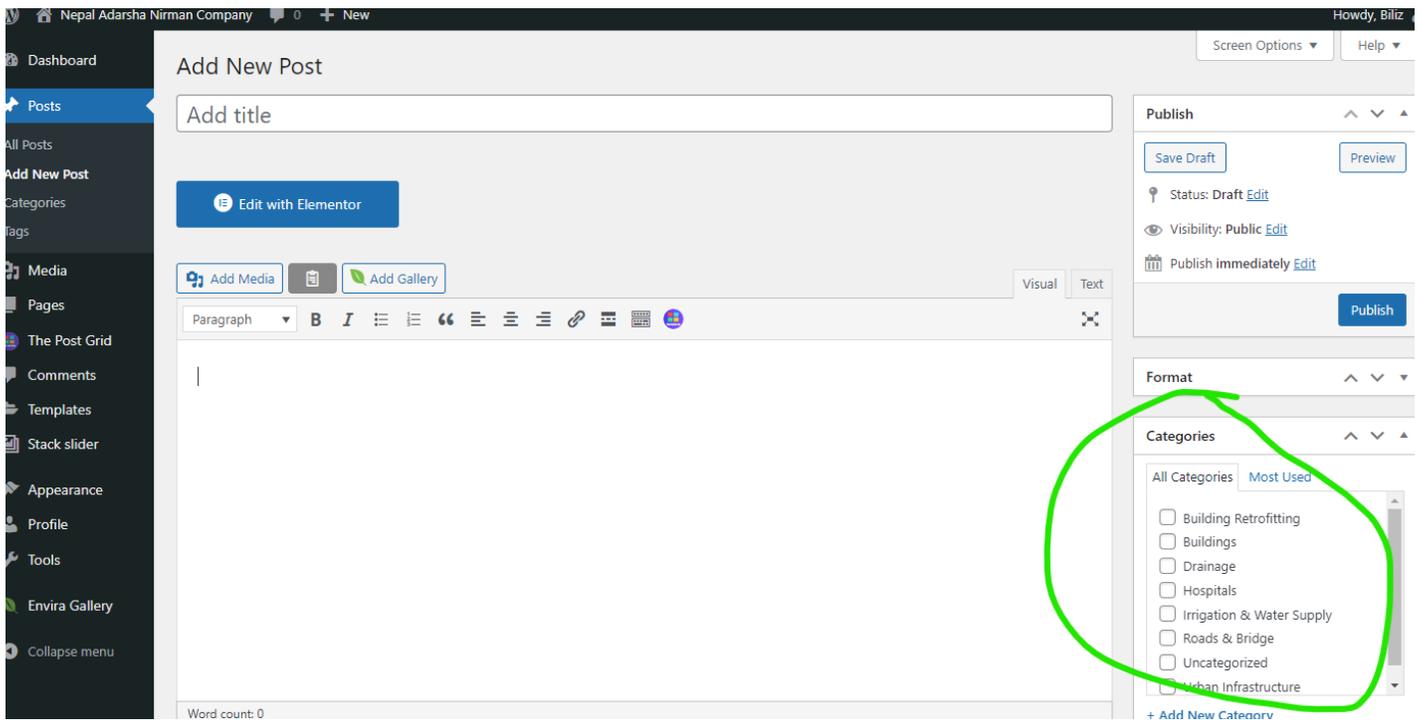**Step 3:** Hit "Publish" after you have completed your page.

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.

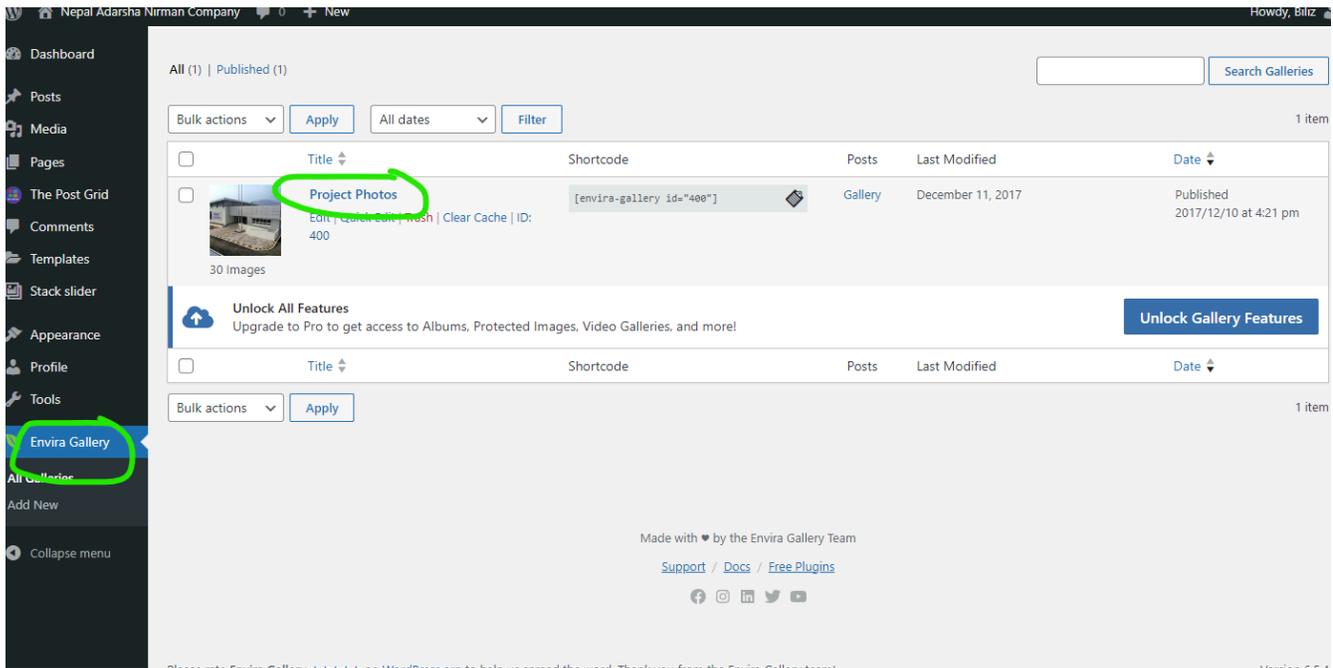**Step 3:** When you add a new post, make sure to select a category.

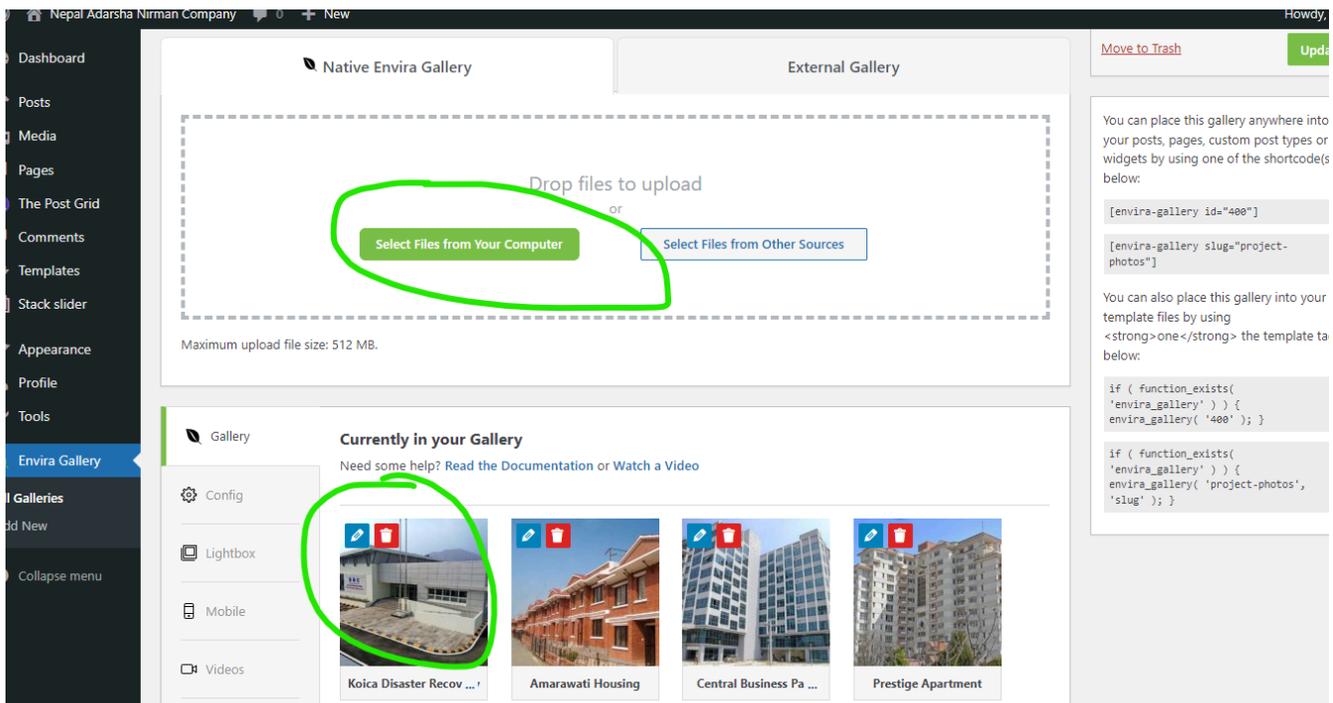**Step 4:** Hit "Publish" after you have completed your post.

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"

Status: **Published** Edit

Move to Trash   Update

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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