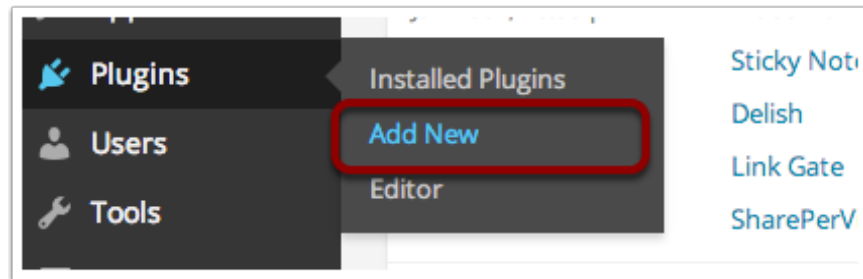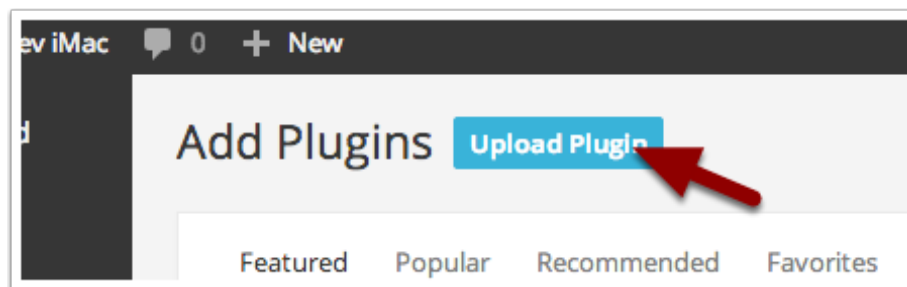# Big Welcome User Guide

Installing a Plugin

To install a plugin, go to Plugins >> Add New
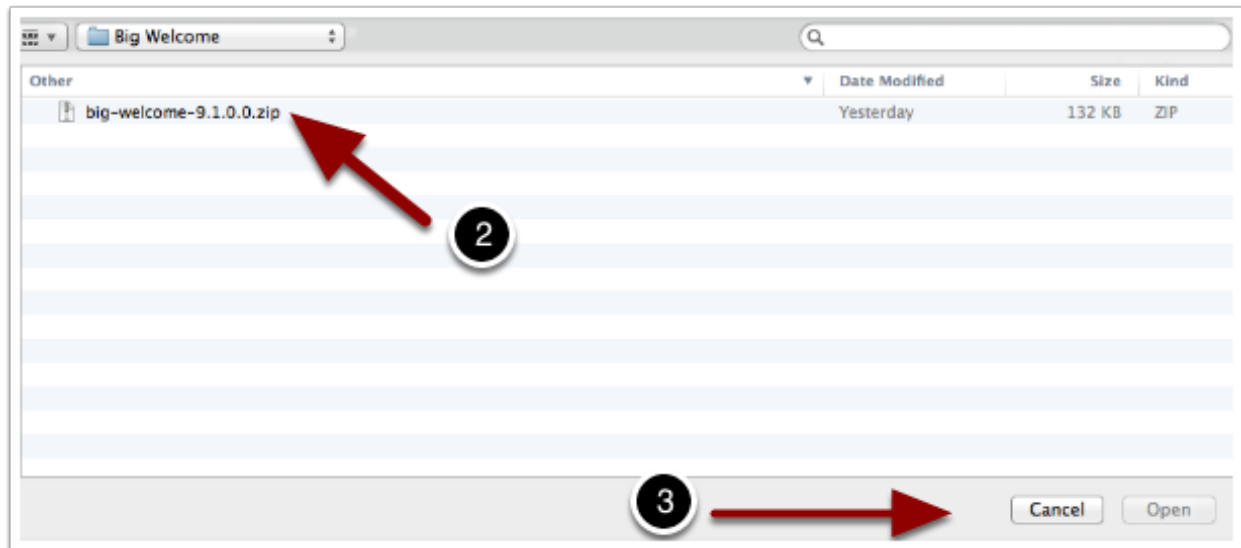

Upload plugin

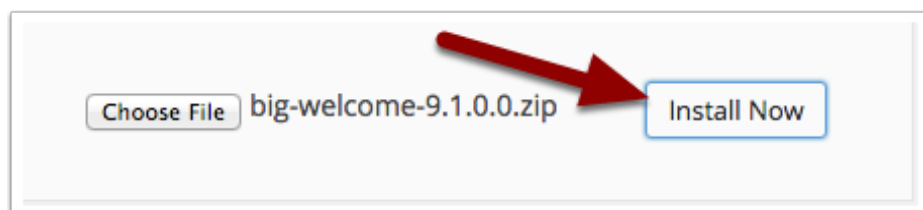Click Upload Plugin

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Choose Upload File

1. Click Choose File
2. Locate the zipped file of the plugin you'd like to install
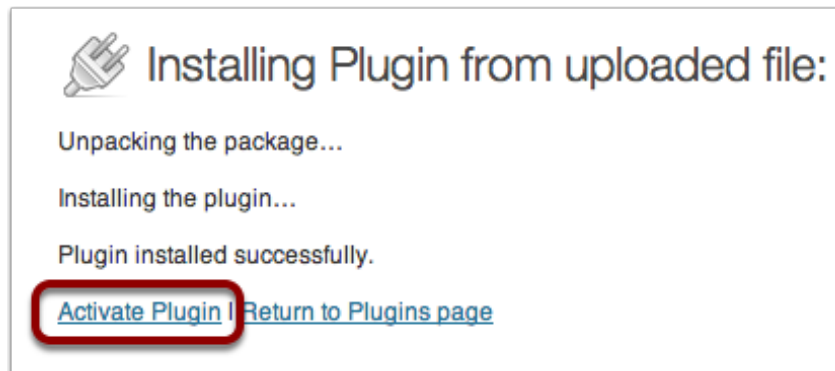3. Click Open

Install The Plugin

Click Install Now

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Activate The Plugin

After successfully unpacking and installing the plugin, click *Activate Plugin*.
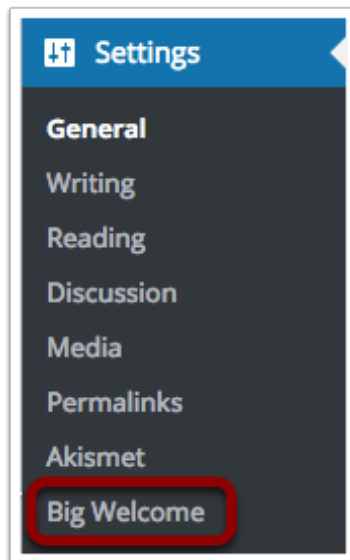
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Big Welcome

After activating the plugin, you will find the Big Welcome menu under Settings in the left side menu.

Click on Big Welcome

Add a Welcome Screen

1. **Name:** Add a Name for your Welcome Screen (this is for your reference only).
2. **Opt-in Form Code:** This is optional, you can leave this blank if you'd prefer not to have an opt-in. Paste your opt-in form code here from your autoresponder. **NOTE for AWeber users:** Uncheck the "include styles" option at the bottom of the raw html code when you copy over from AWeber and also remove the line at the top that says <!-- AWeber Web Form Generator 3.0.1-->.
3. **Name Label:** Enter the label you'd like to display in the name field.
4. **Email Label:** Enter the label you'd like to display in the email field.
5. **Button Label:** Enter the label you'd like to display on the button.

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6. **Screen Settings:** You can change the background color, text color and button color. You can also change the animation of the welcome screen. Choose Yes or No to whether you'd like to display the welcome screen on the homepage. You can also add a cookie and the number of days that you'd like the welcome screen suppressed.
7. **Content:** Here you can add images, use HTML and link to any content you choose.
8. Click Save Changes or you'd like to to add more welcome screens (you can have as many as you choose), click on Save and Add.

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Set Welcome Screen Per Page/Post

To set a welcome screen on a certain page or post, you'll find the Big Welcome settings to the right of your page or post. You can then select which welcome screen you'd like to display there by selecting it from the dropdown menu.