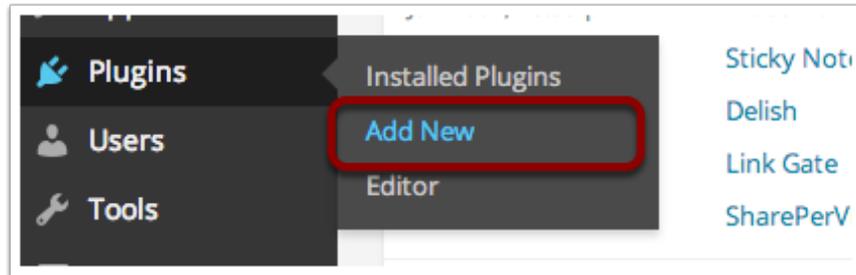


Big Welcome User Guide

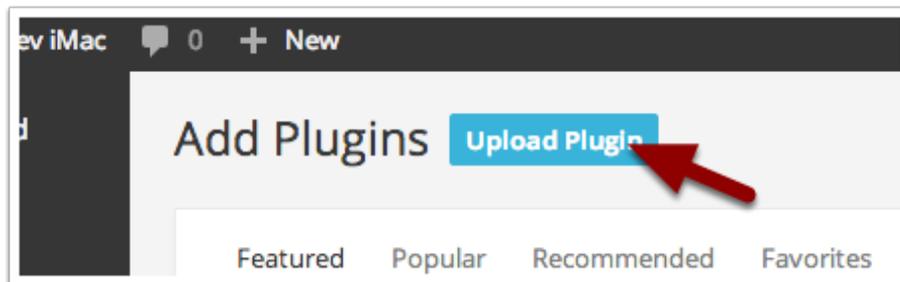
Installing a Plugin

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



Upload plugin

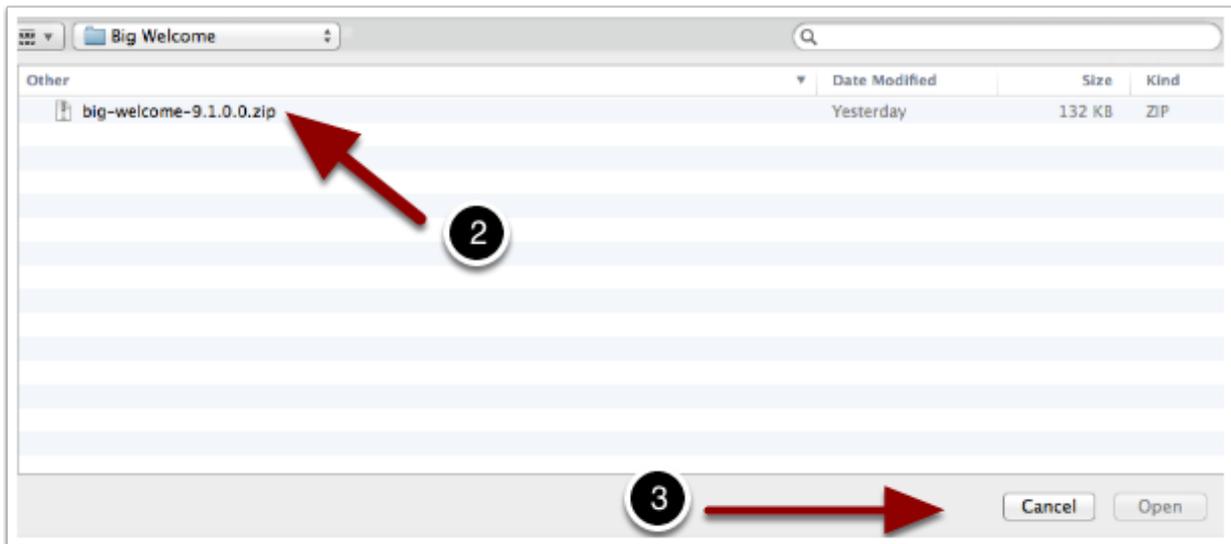
Click Upload Plugin



Big Welcome User Guide

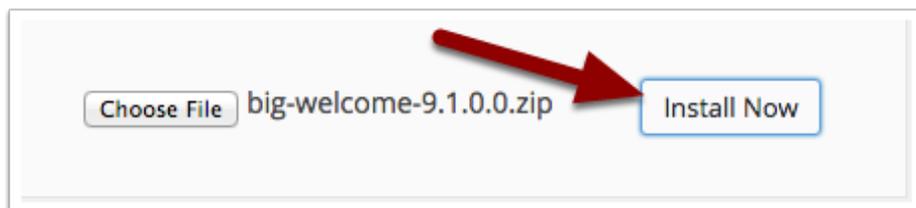
Choose Upload File

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



Install The Plugin

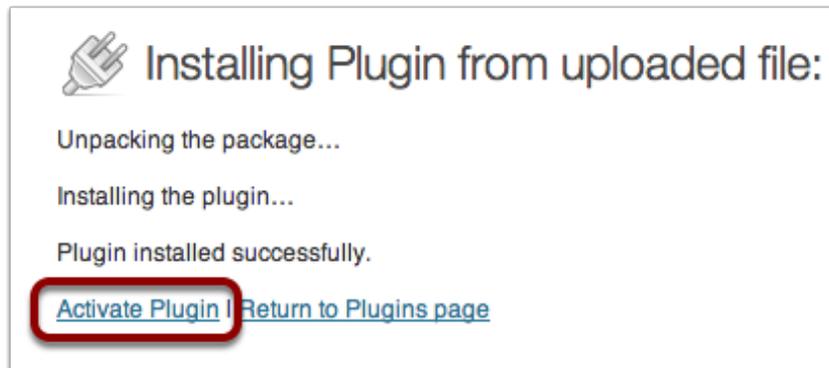
Click Install Now



Big Welcome User Guide

Activate The Plugin

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

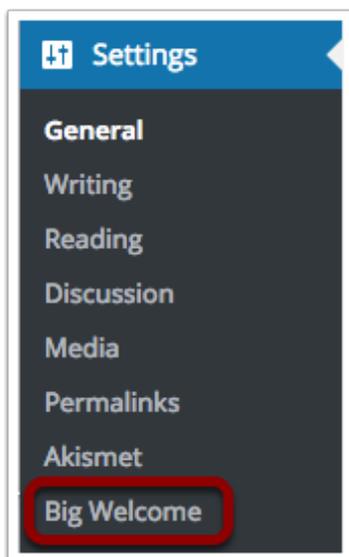


Big Welcome User Guide

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.

Big Welcome User Guide

- 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.
- Content:** Here you can add images, use HTML and link to any content you choose.
- Click Save Changes or you'd like to add more welcome screens (you can have as many as you choose), click on Save and Add.

The screenshot shows a configuration interface for a 'Screen ID: 2'. At the top right are 'Remove' and 'Save and Add' buttons. The interface is divided into several sections:

- Name:** A text input field with a red arrow and callout '1' pointing to it.
- Opt-in Form Code:** A large text area with a red arrow and callout '2' pointing to it.
- Form Labels:** Three input fields for 'Name label', 'Email label', and 'Button label'. Red arrows and callouts '3', '4', and '5' point to each field respectively.
- Screen Settings:** A section containing color selection buttons for 'Background Color', 'Text Color', and 'Button Color' (callout '6'), an 'Animation' dropdown set to 'Slide Out Up', a 'Show this on home page' toggle set to 'No', and a 'Cookie & don't show for' field.
- Content:** A rich text editor with a toolbar (callout '7') and a large text area below it.
- Buttons:** A blue 'Save Changes' button at the bottom left (callout '8') and 'Remove' and 'Save and Add' buttons at the top right.

Big Welcome User Guide

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.

