

How to Create a Welcome Banner

1. Click +Create Guide button from the Guides Dashboard. Note: For steps on how to access the Guides Dashboard refer to Pendo End User Guide.

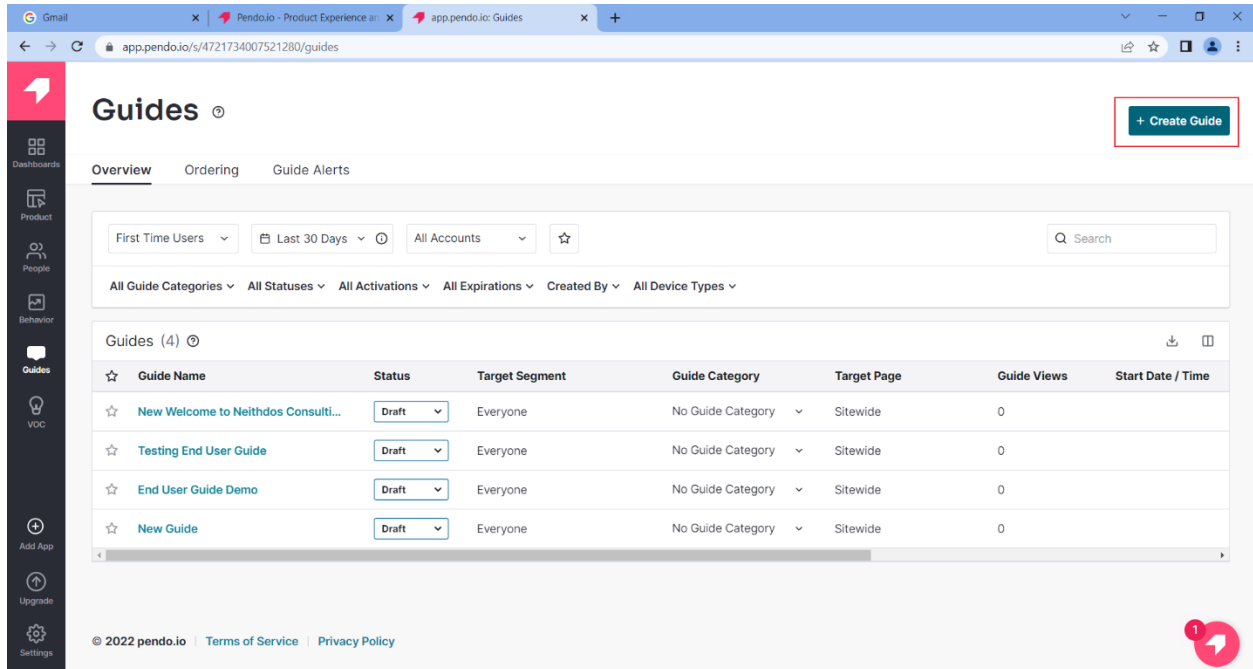


Figure 1: + Create Guide Button

2. From the Default Layouts area of the Create Guide page, Click the "Select Layout" button on the New Feature Announcement Lightbox.

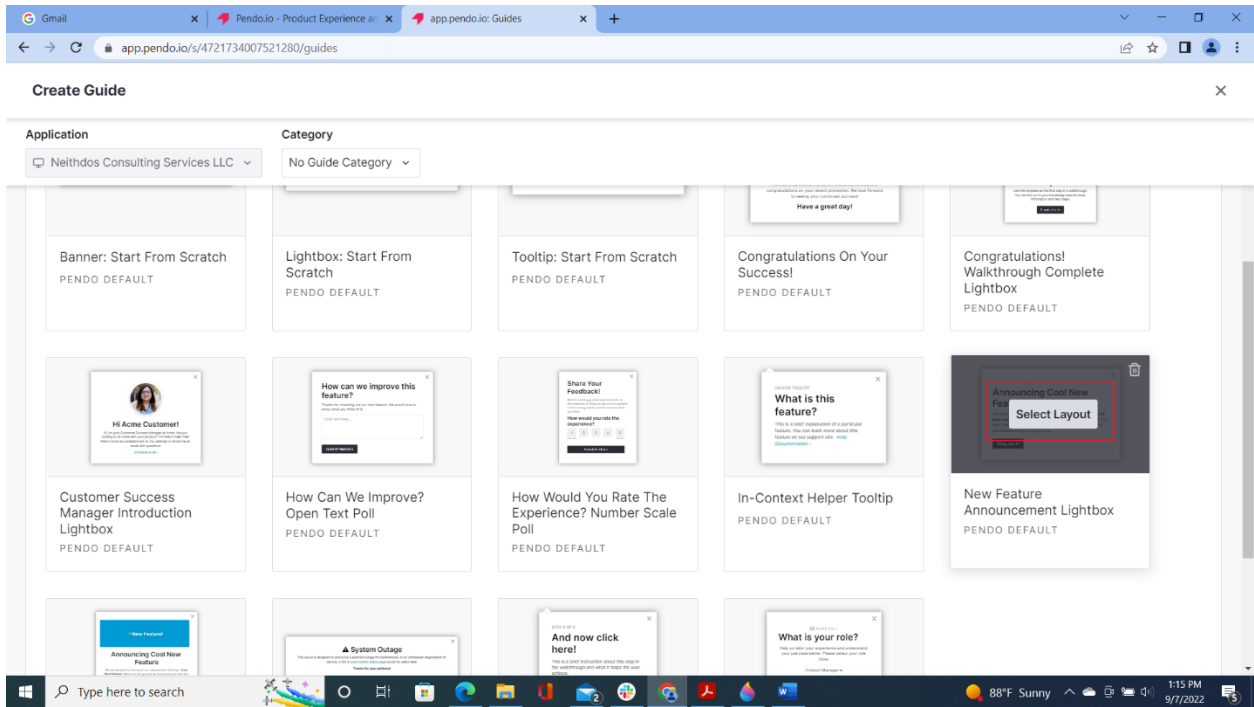


Figure 2: Lightbox - Select Layout

3. On the upper left hand corner of the Guide Settings page, insert a name for the Guide. This area is highlighted in blue.

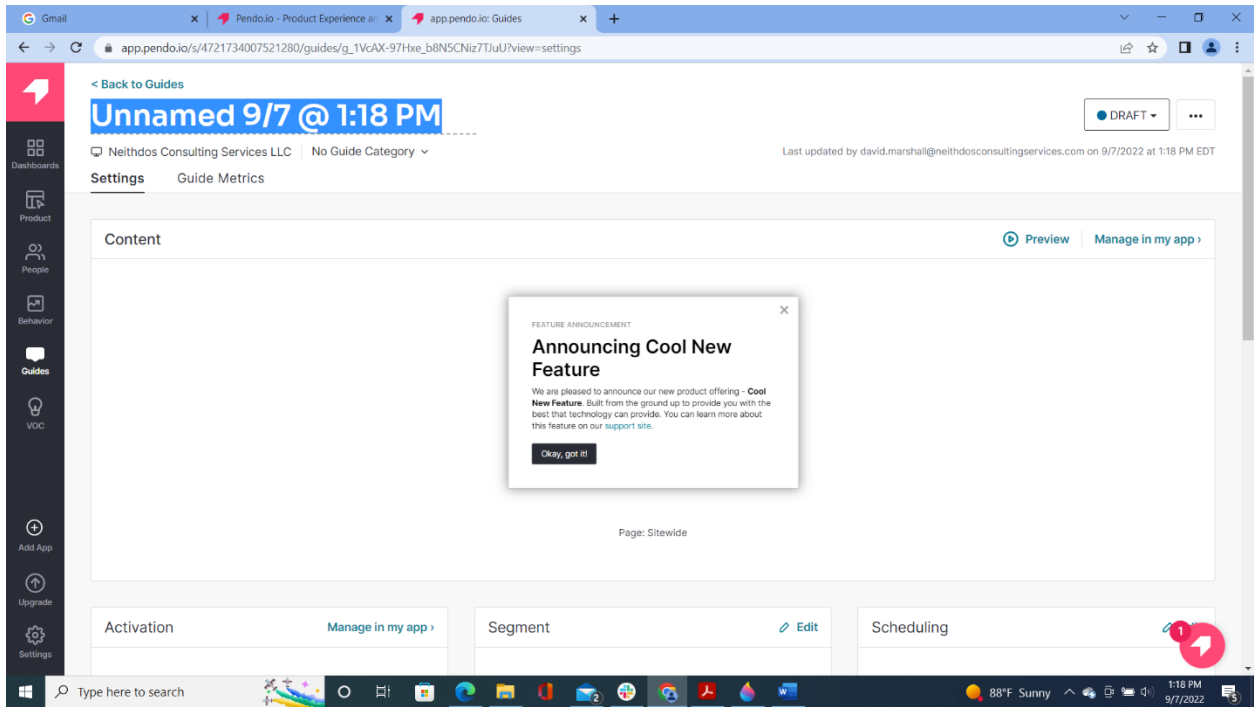


Figure 3: Add Name

- In the Content area enter the URL of the website where the Welcome Banner will be displayed. For this guide we will use <https://www.neithdosconsultingservices.com>

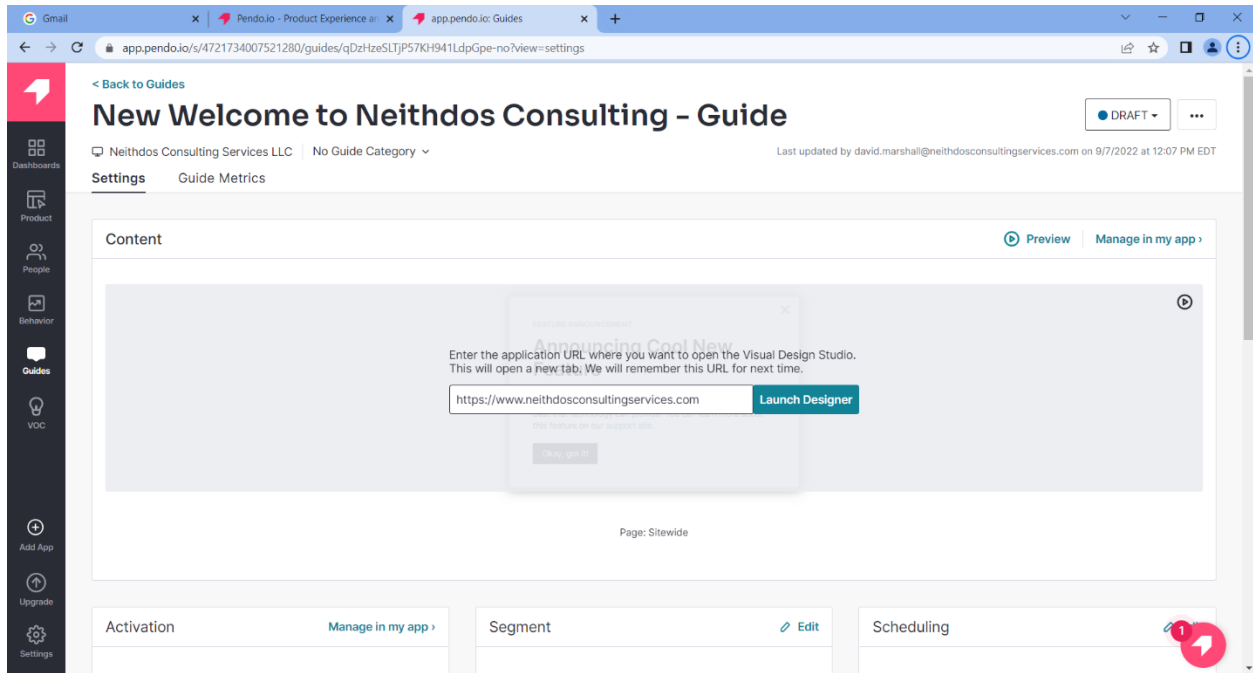


Figure 4: Content Area – URL

- Click Launch Designer

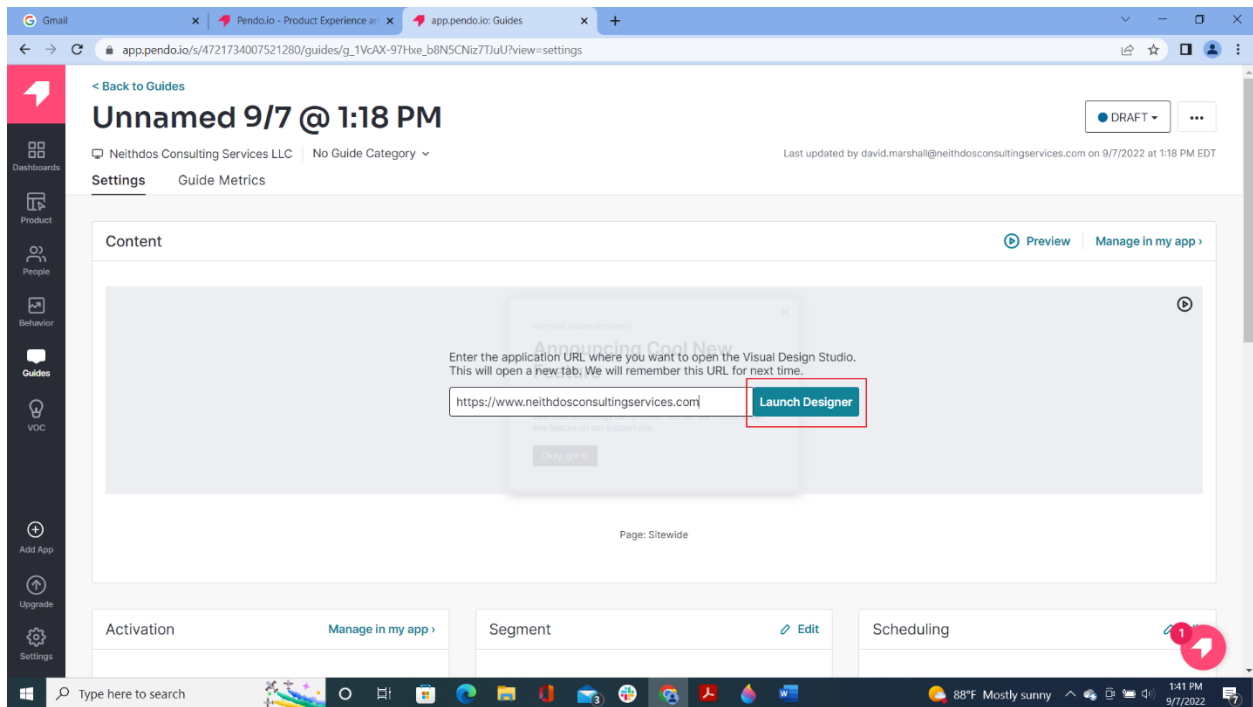


Figure 5: Content Area - Launch Designer button

- On Feature Announcement, click on the Title. The Edit Text menu will appear on the left-hand side.

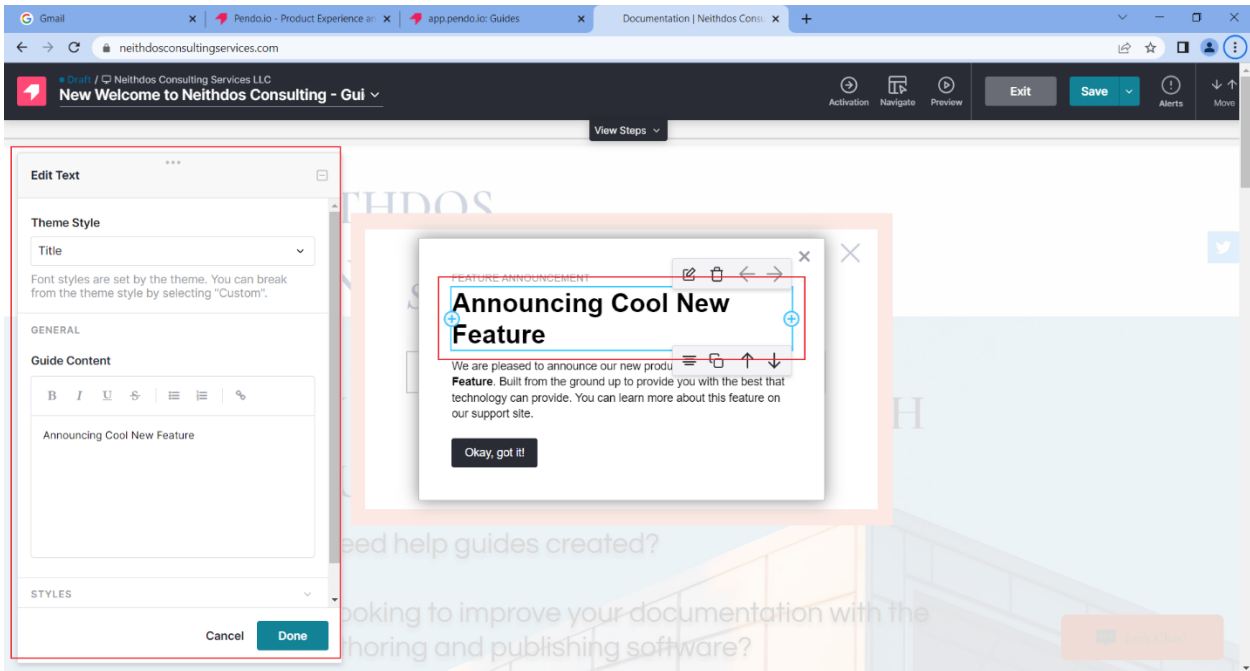


Figure 6: Features Announcement Box - Edit Text

- In the Guide Content Section of the Edit Text menu change the title to “Welcome to Neithdos Consulting”

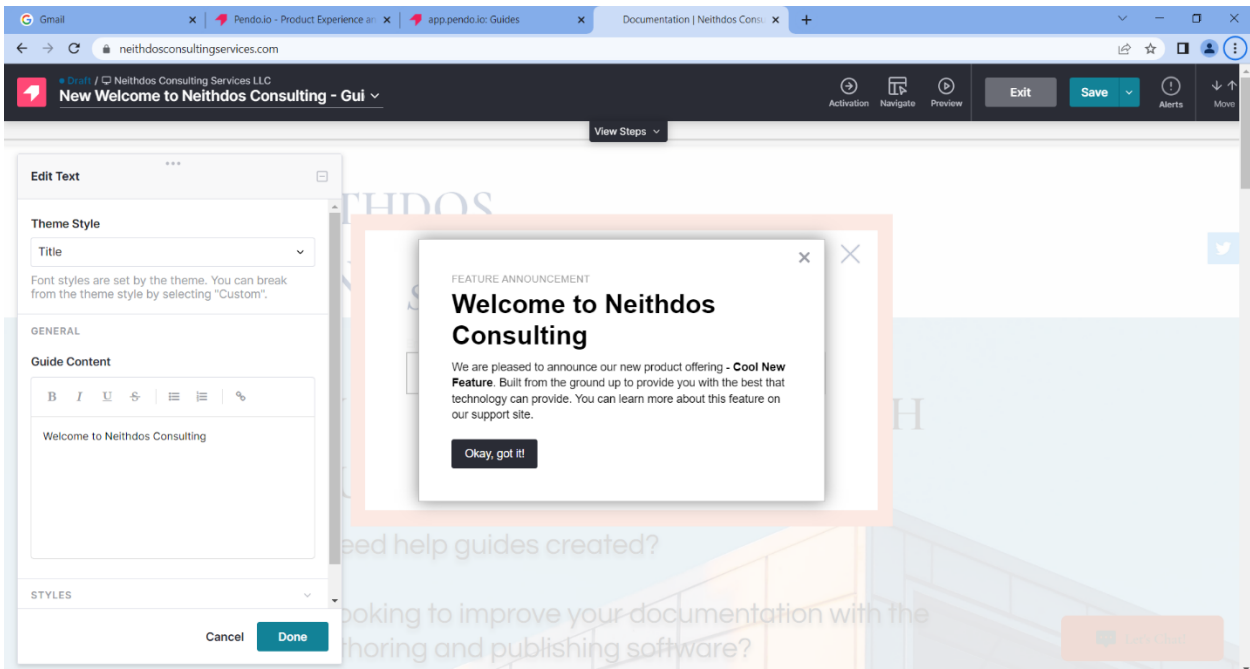


Figure 7: Title - Welcome to Neithdos Consulting

8. Click the Done button

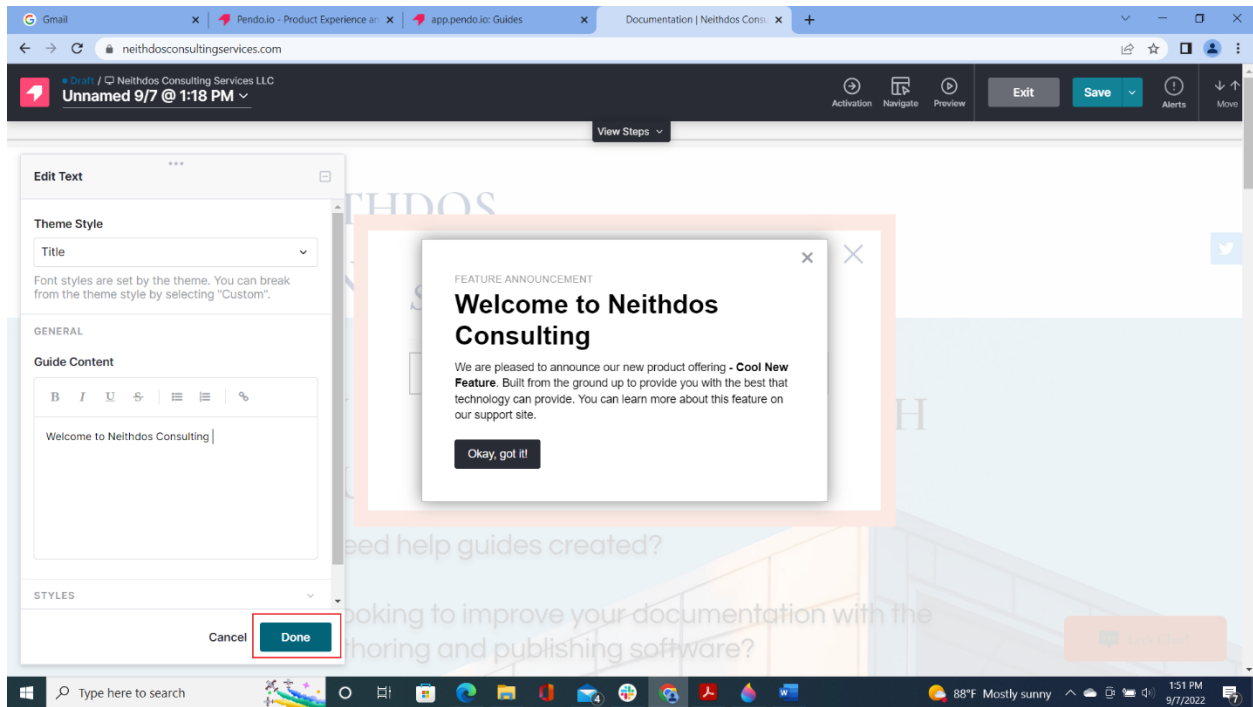


Figure 8: Title - Done button

9. In the Feature Announcement section, click on the paragraph below the title.

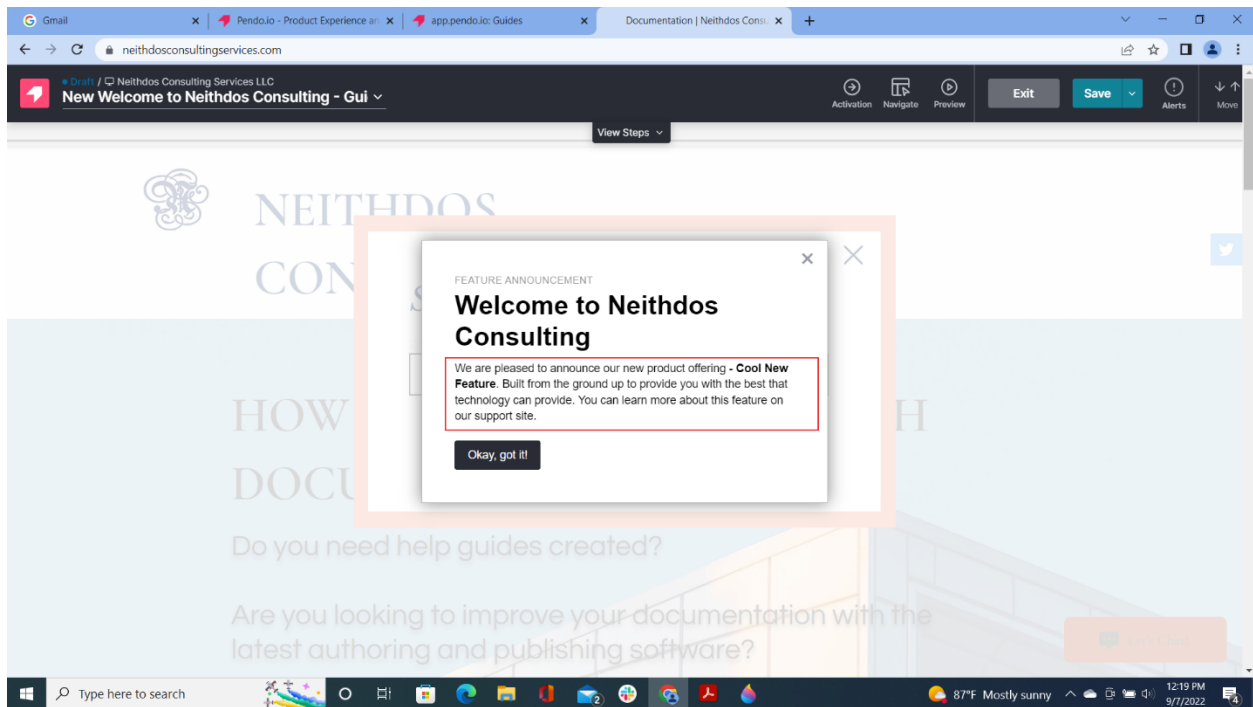


Figure 9: Paragraph area

10. In the Guide Content section of the Edit Text menu modify the paragraph at your own discretion.

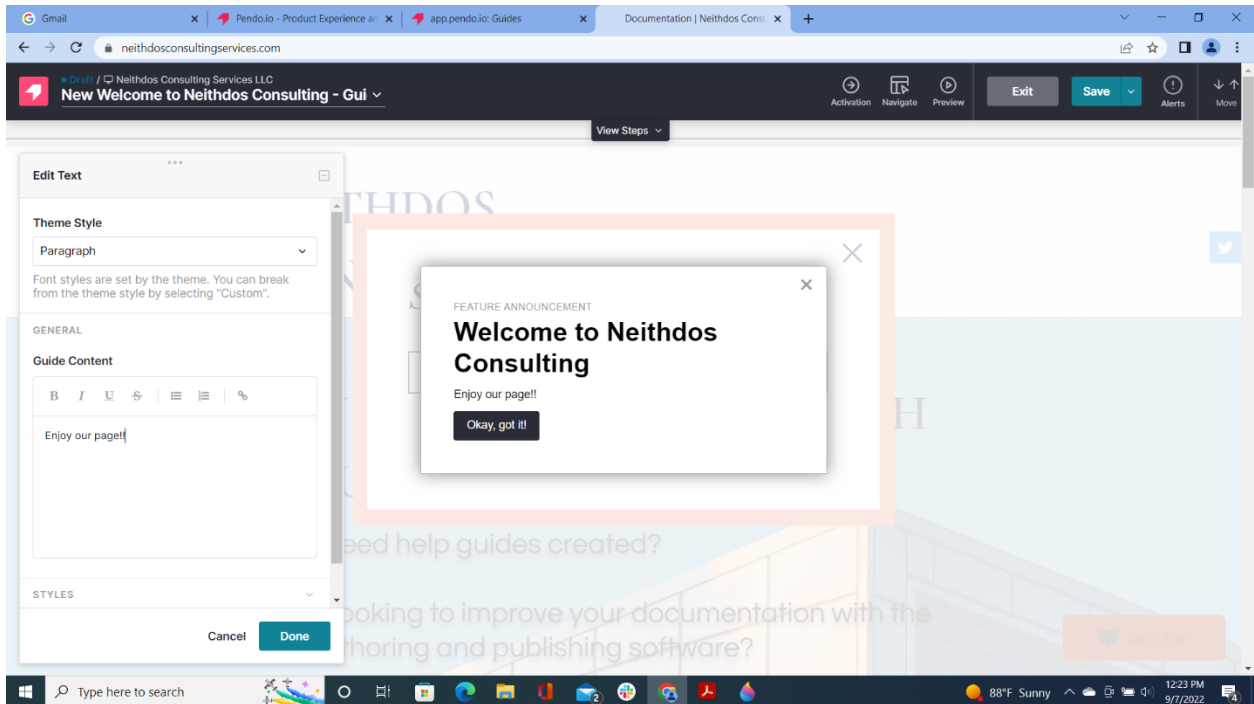


Figure 10: Modify Paragraph

11. Click Done

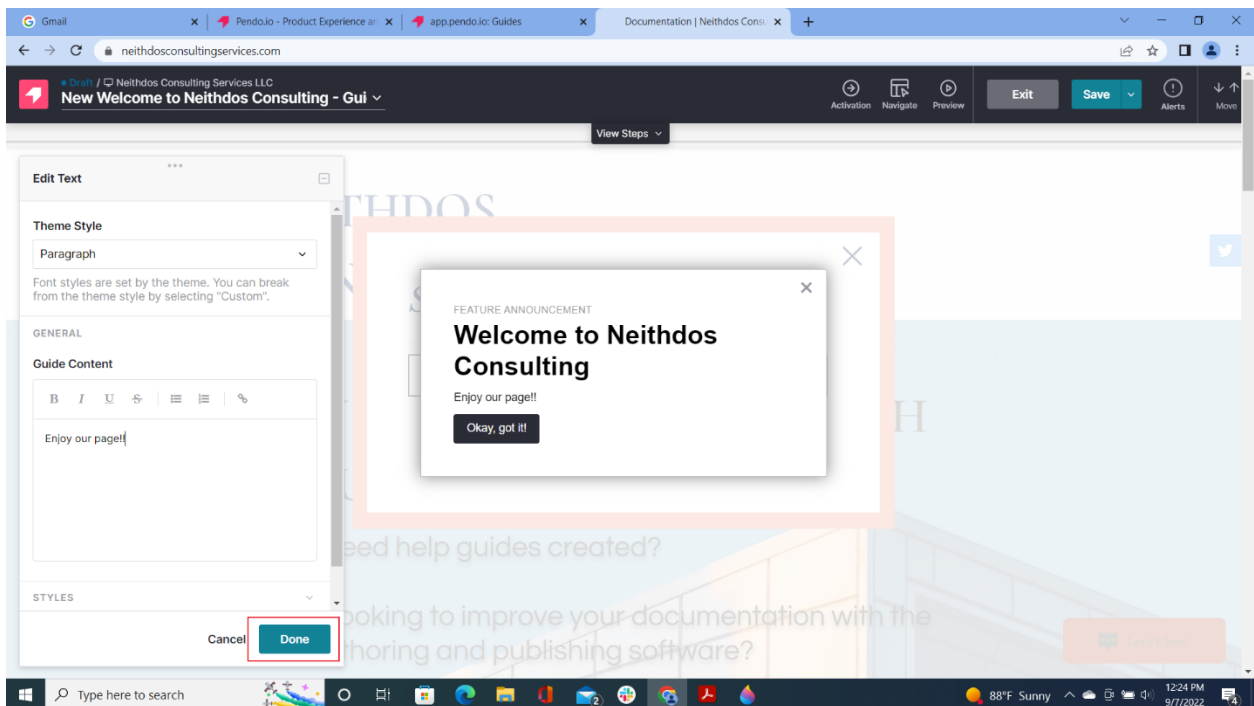


Figure 11: Paragraph - Done button

12. Click Save

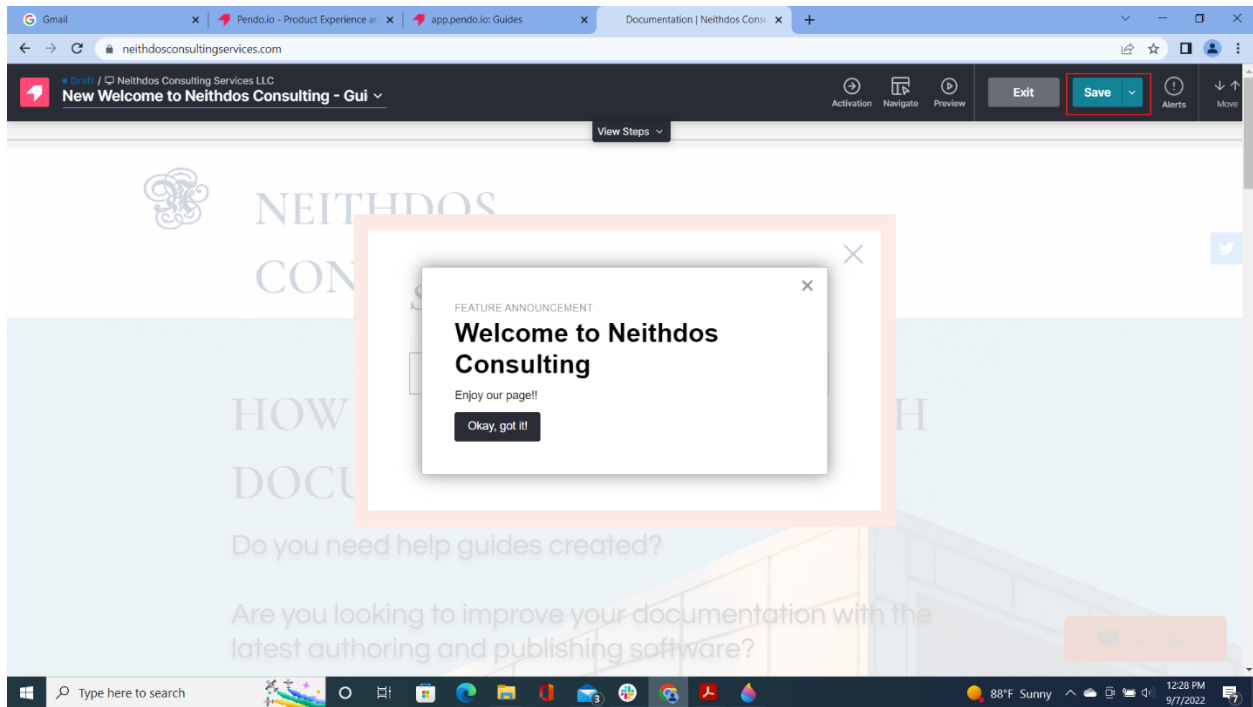


Figure 12: Save button

13. Click Exit

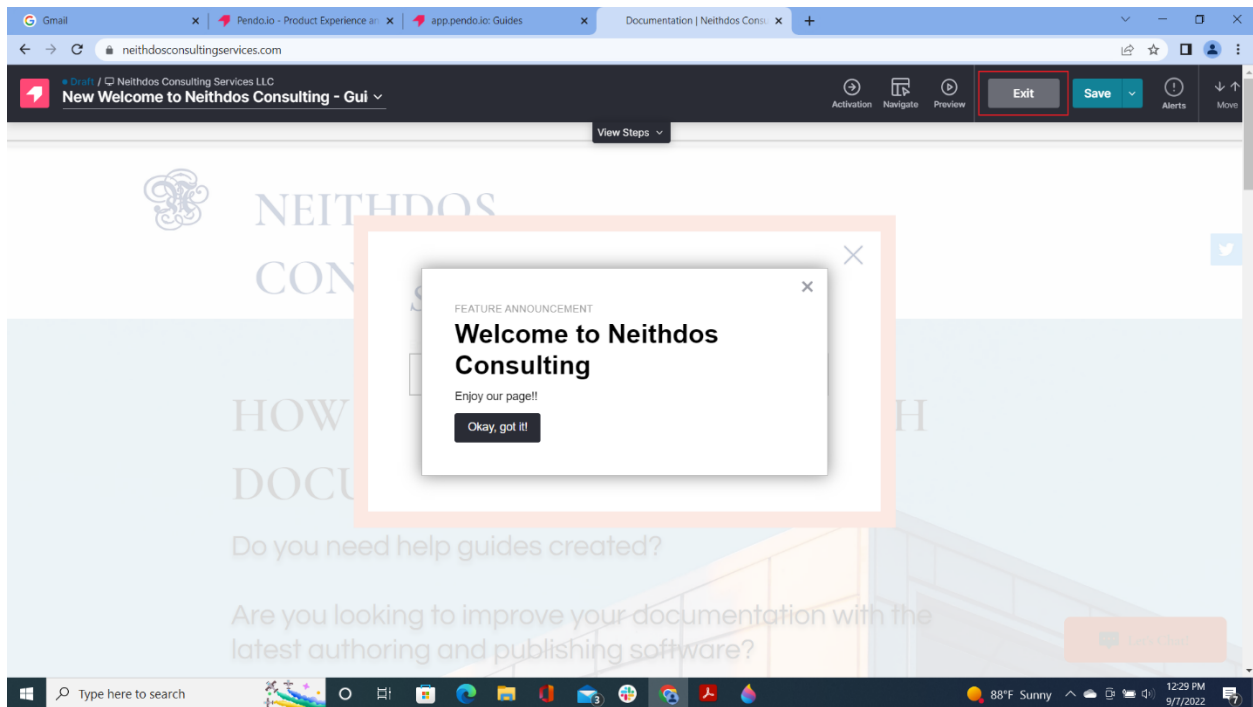


Figure 13: Exit button

14. Click Preview

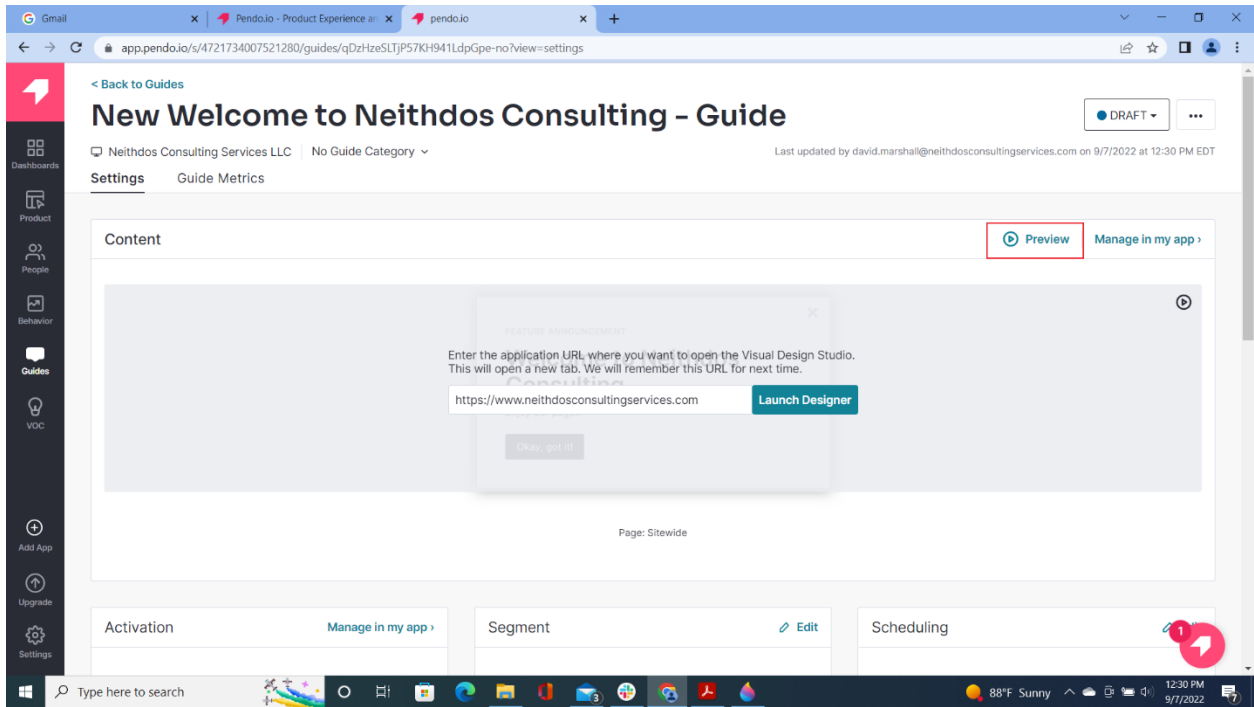


Figure 14: Preview

15. Confirm that the banner displays on the website the click Exit Preview.

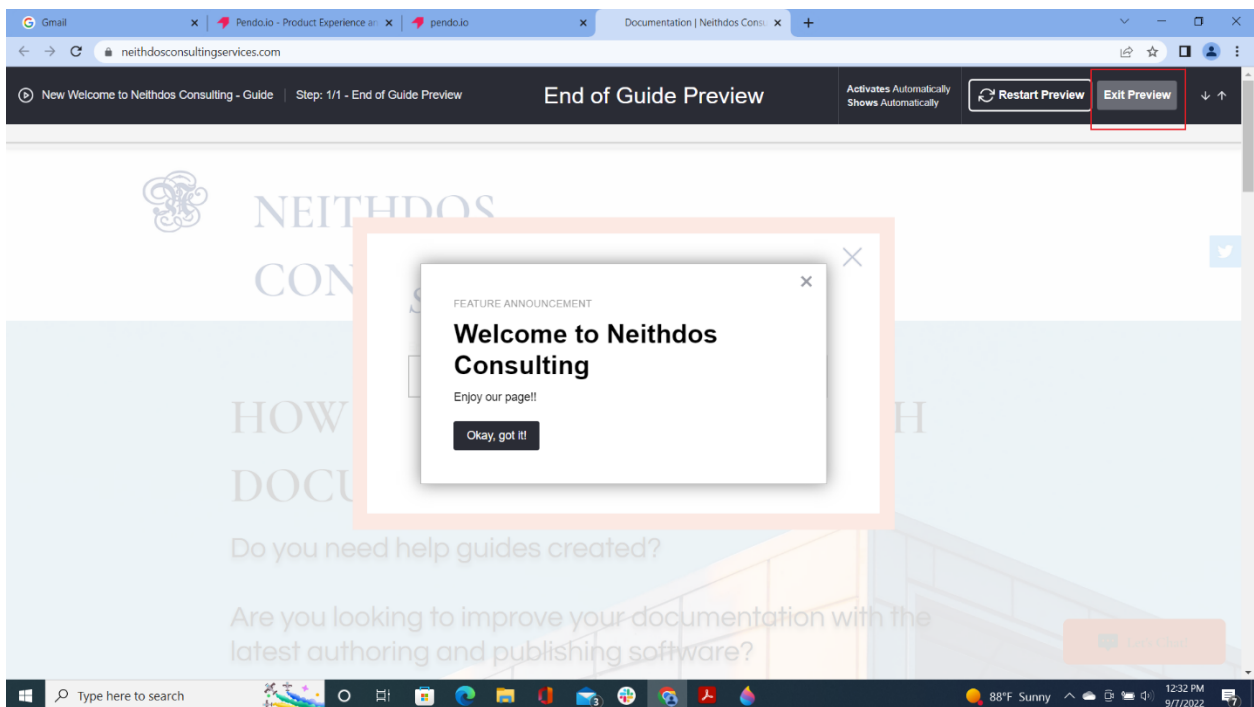


Figure 15: Confirming Banner_Exit Review