KNOWLEDGE BASE ARTICLE

Choosing Icons for Tiles: Standard, File Type, App, Azure and Vitextra Icon Sets

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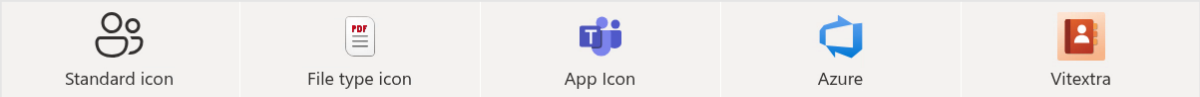
Introduction

An icon is what makes a tile recognizable before its title is read: the Outlook logo, a PDF symbol, a telephone. Smart Tiles ships with five icon sets that cover the common cases of an intranet - generic symbols, document types, **Microsoft 365** applications, Azure services and Vitextra products - and accepts any image of your own where the sets fall short. This article describes the sets, the icon panel and the settings that control how icons are drawn.

The icon sets

Set	Contents	Typical use
Standard icon	The Fluent UI icon font used throughout Microsoft 365: more than a thousand monochrome symbols - people, documents, calendars, settings, arrows and so on.	Generic destinations: *Help Desk*, *Holidays*, *Policies*.
File type icon	The colored file type icons of **SharePoint**: Word, Excel, PowerPoint, PDF, images, archives and other formats.	Links to a specific document or template.
App Icon	The product logos of Microsoft 365 applications: Outlook, Teams, OneDrive, Planner, Forms, **Power BI** and others.	Links that open an application or its web version.
Azure	The icons of Azure services.	Portals for IT teams and developers.
Vitextra	The icons of Vitextra products.	Links to pages built with other Vitextra web parts.

Standard icons use the tile's **Font Color**; changing this setting changes the icon color. The other four sets are full-color images and keep their own colors on any background.

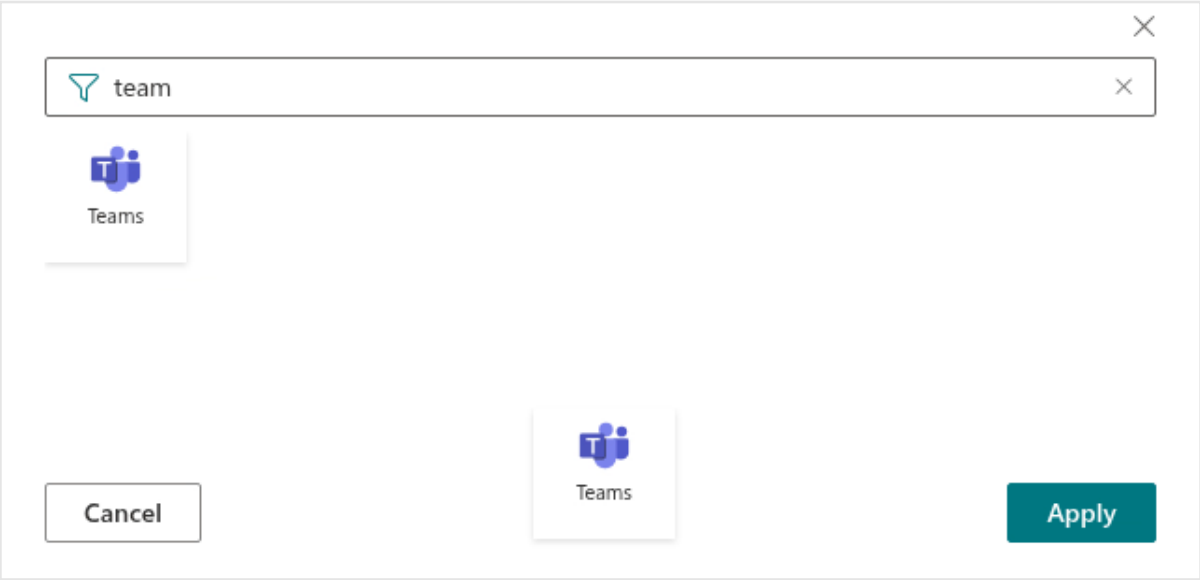


One icon from each of the five sets

Picking an icon

1 Open the page in edit mode and click the **...** button of the tile.
2 Point to **Tile Icon** and choose the set: **Standard icon**, **File type icon**, **App Icon**, **Azure** or **Vitextra**.
3 In the **Select icon** panel that opens on the right, scroll through the icons or type part of a name into the search box - *mail*, *calendar*, *xlsx*.
4 Click the icon and then **Apply**.

The icon currently used by the tile is highlighted when the panel opens, which makes it easy to pick a related icon from the same set.



The Select icon panel with a search applied

Note

A tile that links to a YouTube video shows a play button instead of its icon. The icon chosen for such a tile is kept and reappears if the link is changed to another address.

Custom images

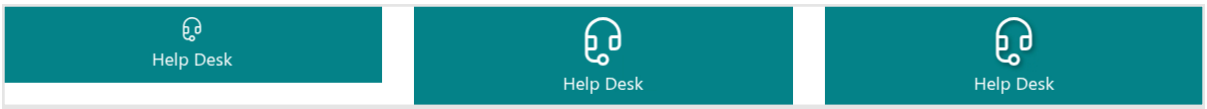
The last item of the **Tile Icon** submenu, **Custom image**, replaces the icon with an image of your own - a company logo, a product picture or an icon drawn by your

designers. The image is entered as a URL or picked from a **document library** of the **site**. Picking an icon from any of the five sets afterwards removes the custom image again. The procedure is described in KB10244. Using a Custom Image as a Tile Icon.

Icon settings of the web part

Four settings in the **Appearance** group of the property pane apply to the icons of all tiles:

Setting	Effect
Icon size	Six steps: 20, 24, 32, 40, 48 and 64 px. The size applies to every set and to custom images alike.
Icon Indent	The space between the icon and the title, 0–30 px.
Shadow	A soft drop shadow under the icon. It gives flat standard icons depth and lifts full-color icons off a background image.
Show Titles	Controls title visibility. Descriptions have a separate visibility setting; hide both to show only the icon.



Icon size and shadow

Tip

Keep to one set within a panel where possible. A row of monochrome standard icons in a single font color reads as one unit; a mix of standard, app and file type icons looks busier and draws the eye to the logos rather than to the titles.

Warning

Icons from the sets are shipped with the **web part**, so they need no additional permissions. Custom images are loaded from the address you provide; visitors must have read access to that location.

Learn more about the product: *https://vitextra.com/en/products/smart-tiles*

Terms

Document Library
A special type of list that stores files, folders, and information about them. Like a list, a document library can contain personal or shared views, item-level permissions, and so on.

Microsoft 365
Microsoft 365 is a cloud-based subscription service that combines productivity apps such as Word, Excel, PowerPoint, and Outlook with cloud services such as SharePoint, OneDrive, Teams, and Exchange Online, together with advanced security and device management.

Power BI
Microsoft Power BI is a business analytics tool that enables users to visualize data and share insights across their organization or embed them in an app or website. It allows users to connect to various data sources, transform raw data into interactive dashboards and reports, and analyze data using intuitive drag-and-drop features.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Web Part
A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.