KNOWLEDGE BASE ARTICLE

Using a Custom Image as a Tile Icon

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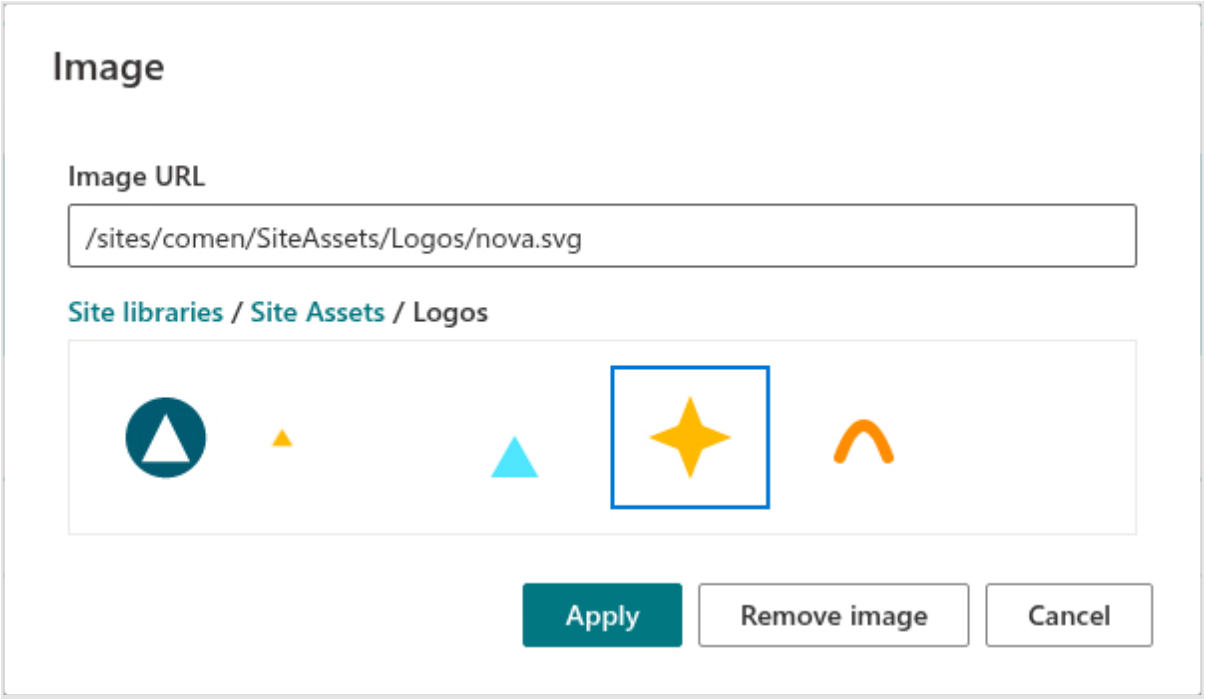
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Introduction

The five icon sets of Smart Tiles cover most intranet links, but some destinations deserve their own picture: the logo of a partner system, the brand mark of an internal project, an icon drawn in the corporate style. For these the **web part** accepts any image in place of the icon. This article explains how to assign the image, what to prepare and how the image is displayed.

Assigning an image

1 Open the page in edit mode and click the **...** button of the tile.
2 Point to **Tile Icon** and choose **Custom image**. The **Image** dialog opens.
3 Provide the image in one of two ways:
4 Click **Apply**.



The Image dialog with a logo picked from the Site Assets library

The image replaces the icon on the tile immediately. In the **Tile Icon** submenu the **Custom image** item is now marked with a check mark.

The Image URL field

The field accepts an absolute address beginning with `https://` or a path beginning with `/` - for example `/sites/intranet/SiteAssets/logos/sap.svg`. Other forms are rejected with a message under the field and **Apply** stays disabled.

Browsing the site libraries

The list under the field starts with the document libraries of the current site. Click a library to see its folders and the images in it as thumbnails; the label above the list shows the path you are in, and clicking a parent folder in that path takes you back to it. Only image files are listed - PNG, JPEG, GIF, SVG, WebP and BMP; a folder with no images and no subfolders shows *No images in this folder*.

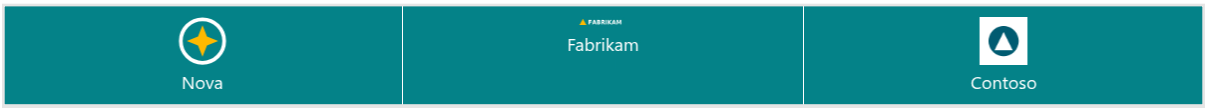
Note

The browser shows libraries of the current site only. To use an image stored on another site, paste its address into the **Image URL** field.

Preparing the image

The image is drawn at the **Icon size** of the web part - between 20 and 64 pixels - and is scaled to fit that square while keeping its proportions. For a clean result:

- use a **square image** with the subject filling the frame; wide logos become small when squeezed into a square;
- prefer **SVG**, or a PNG of at least 128 × 128 pixels, so the image stays sharp on high-resolution screens;
- use a **transparent background**, so the image sits on the tile color rather than in a white box;
- check the image against the tile color - a dark logo disappears on a dark tile.



A square transparent image works best

Unlike standard icons, a custom image does not take the **Font Color** of the tile: it is shown with its own colors. The **Shadow** setting of the web part applies to custom images in the same way as to icons.

Where to store images

The **Site Assets** library of the site is the natural place: check that site visitors have read access to the library and the image. Any other library or site works as long as the people who see the tile can read the image - a visitor without access to the image sees an empty space where the icon should be.

Warning

Images are loaded by the visitor's browser straight from the address in the tile. An image on an external website must be served over HTTPS, and the web part cannot display it if that website forbids embedding.

Removing the image

To return to an icon, either pick an icon from any set in the **Tile Icon** submenu - this removes the custom image - or open **Custom image** again and click **Remove image** in the dialog.

Tip

The same **Image** dialog is used for the background of a tile; see KB10245. Setting a Background Image for a Tile. The icon sets are described in KB10243. Choosing Icons for Tiles: Standard, File Type, App, Azure and Vitextra Icon Sets.

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

Terms

List
A list is a storage unit in SharePoint. A list can contain columns of different types, content types, and views. A document library is a special type of list and therefore inherits the functionality of a list.

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.