

KNOWLEDGE BASE ARTICLE

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



Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matīse iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from <https://vitextra.com>

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table Of Contents

Introduction	4
The icon sets	4
Picking an icon	5
Custom images	5
Icon settings of the web part	6

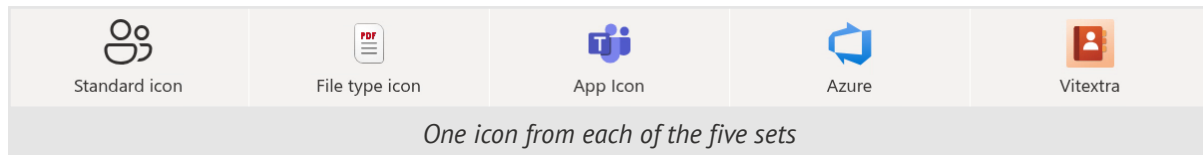
Introduction

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: <i>Help Desk, Holidays, Policies.</i>
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.

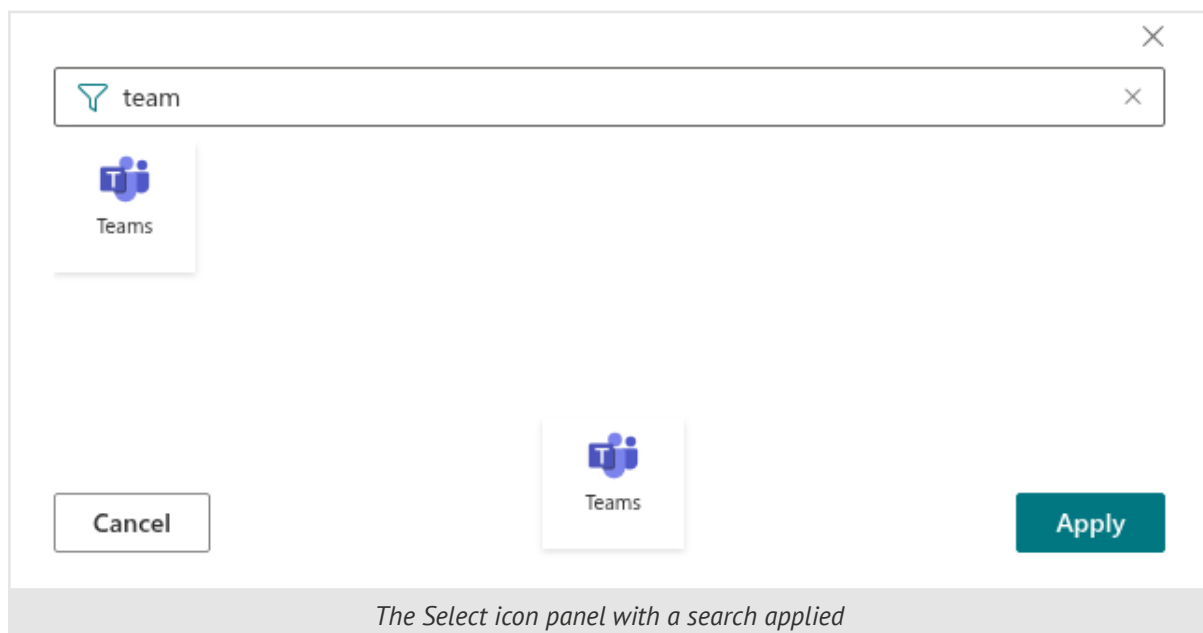
Standard icons are drawn in the **Font Color** of the tile, so a white standard icon on a blue tile becomes a blue icon on a white tile with a single color change. The other four sets are full-color images and keep their own colors on any background.



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.



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

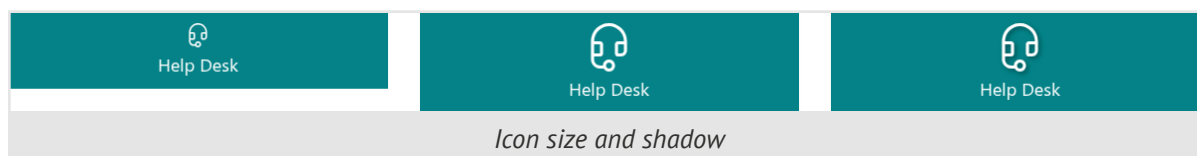
The last item of the **Tile Icon** submenu, **Custom image**, replaces the icon with an

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	With titles hidden, the icon is centered in the tile and becomes its only content.



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>