

1.



## Activity introduction

This activity will help you define and use iconography in your mockups. In this activity, you will add icons to your first portfolio project that you created from the Sharpen prompt you chose. You should have mockups from earlier course activities saved in Figma where you defined fonts and colors for your design. Now you'll add icons!

Icons are images or symbols that stand for specific actions or tools in an app or website. When used effectively, icons limit wasted space, catch the user's attention, and act as an easy way to transition to another page or location. At their best, they also improve accessibility by helping overcome language barriers.

After completing this activity, you'll have the opportunity to compare your work to a completed exemplar in the following course item.

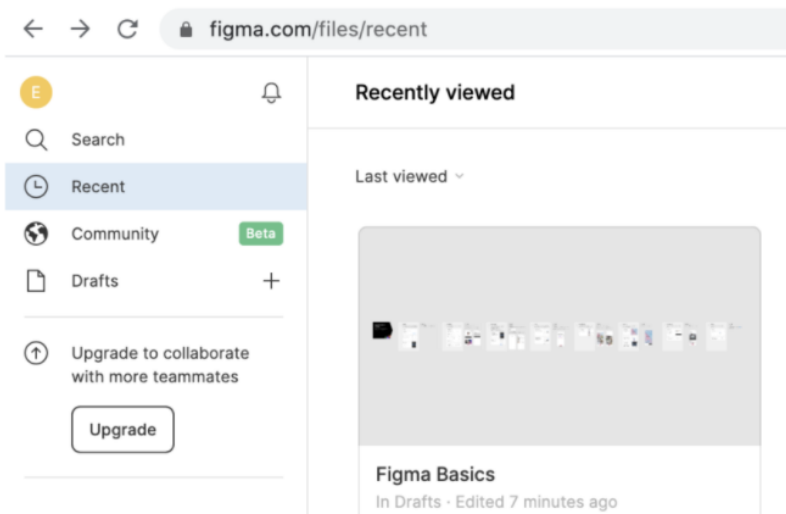


## Step-by-step instructions

Add icons to your project mockups. If you do this effectively, you will improve navigation, save space, capture attention, and make your design more accessible!

Step 1: Open your project in Figma

Go to the Figma website or start the Figma desktop app. Make sure you are logged in and click on Recent in the upper left hand navigation bar, then click on your project to open it.



Step 2: Determine where to include icons

Evaluate your project design, focusing on your user flow, and identify places where icons might guide and support your users. Begin by identifying two to three possible areas to include icons.

Depending on the needs of your specific design, this may include

Home menu icons

Contact icons

Settings icons

Think about ways that icons can help your design:

Save space

Catch the user's attention

Make it easier to transition to another page or location

### Step 3: Design or import effective icons for your project

Once you've determined where icons might effectively guide and support your users, it's time to get those icons into your design. The good news is you can import, create, adjust, and save icons with Figma. You can import open-source icons, for example, by using this [free Material Design plugin for Figma](#)<sup>[↗]</sup>. If you're inspired or otherwise need custom icons, you can design them from scratch. If you want to design your icons from scratch, consider the design principles discussed on the [Material Design website](#)<sup>[↗]</sup>. Whichever way you choose for bringing icons into your design, you need to consider these essential guidelines:

Think about inclusion and accessibility when creating and selecting icons.

Think about whether an icon or image is culturally or geographically too specific.

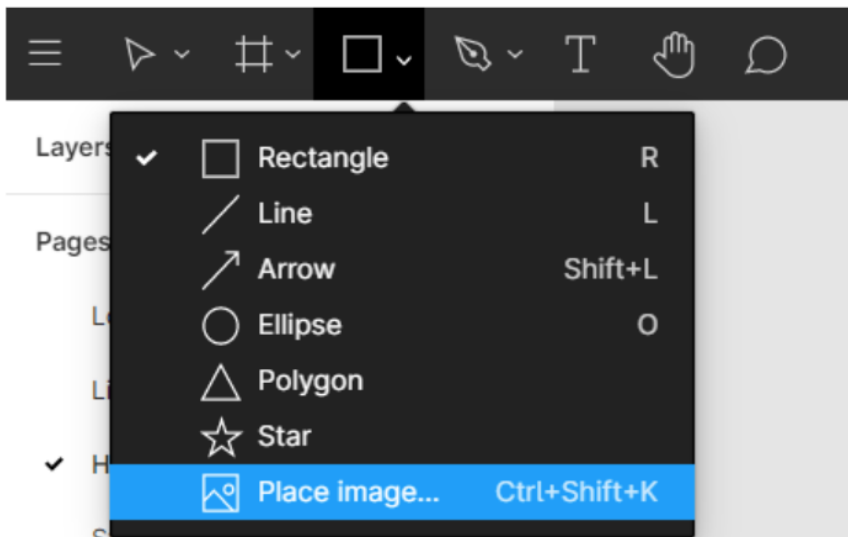
Add a text label to describe what the icon means. The text label makes the app more accessible because a screen reader can't read icons.

Think about how iconography is crucial to a company's brand and be aware of any branding guidelines.

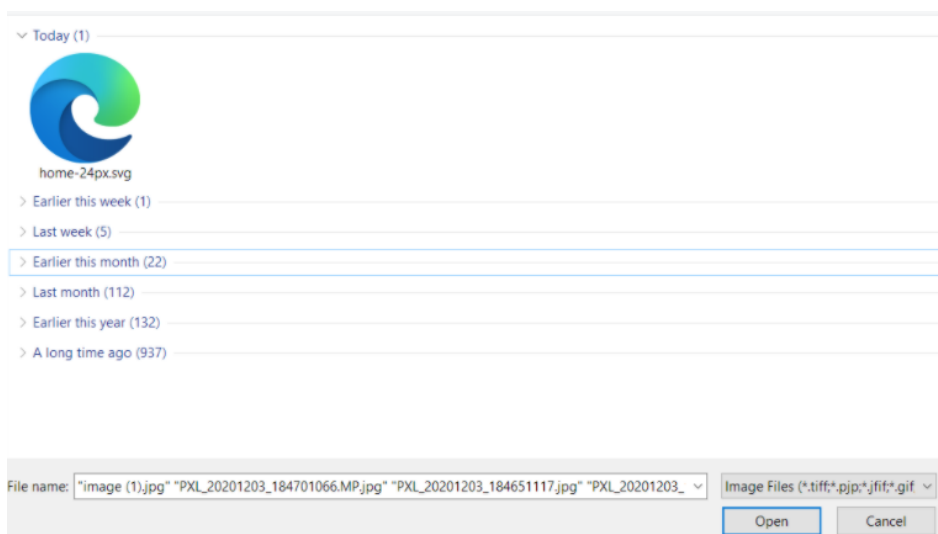
### Step 4: Add your icons into your design

Once you have saved your icon image or downloaded an open-source icon to your computer, place them in your mockups:

Back in your Figma canvas, click on the rectangle in the top-left corner and select Place image.



2. When prompted, find the icon file you want to insert and click Open.

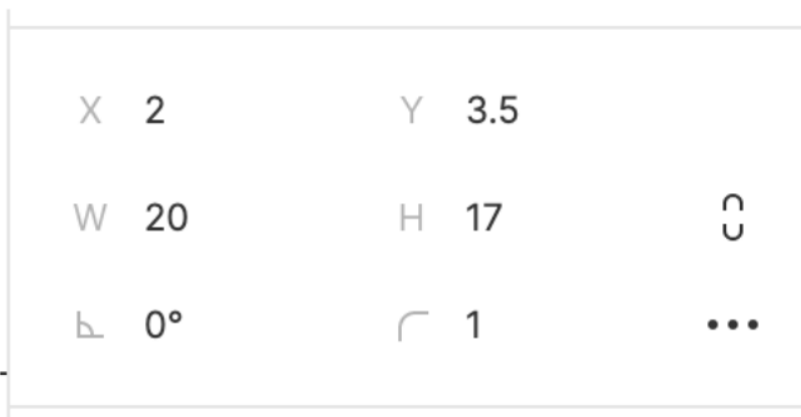


3. Click on your app mockup in the spot where you want to place the icon.

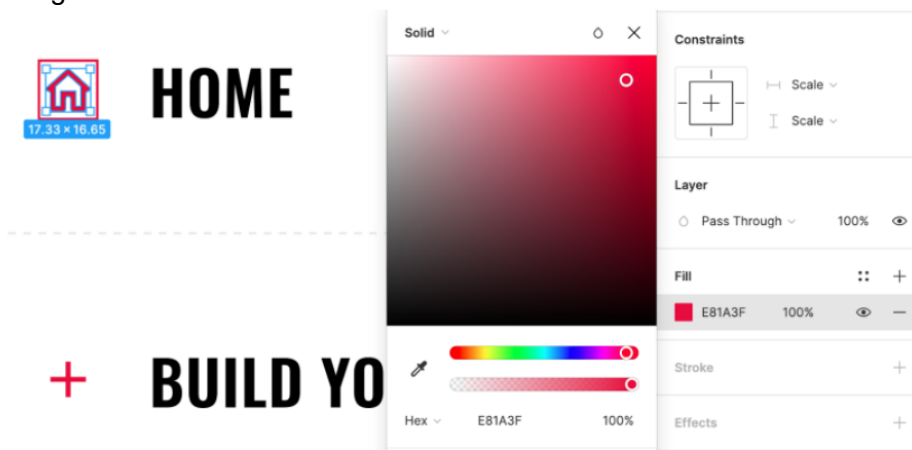
4. Adjust your icon's size: Select the icon that you want to adjust and hold the Shift button as you drag the corner. Holding shift constrains the proportions of your icon, keeping the height and width consistent.



To adjust the height or width with your keyboard, click into the Properties Inspector, then make the adjustments.



5. Adjust your icon's color to make it consistent with the color palette you created for your design.



6. If applicable, add a text box under the icon, and add a label describing what the icon means. Format your icon labels to be consistent with your prior typographical choices.

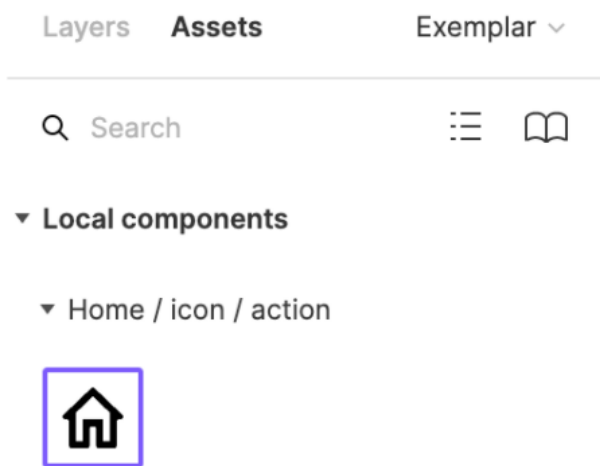
Step 5: Set and save icon types to your library

In Figma, you can reuse components across your files and projects and publish them to your Team Library.

Select an icon and create a Component using the Create a Component button in the top toolbar's center.



If you're working alone, this component will be saved and accessible through the Local Components section of the Assets panel.



Eventually, when you're working on a team, you will publish your icons to your Team Library so that they can be accessed through your team's Assets panel whenever you need them. This allows you to maintain a consistent brand and style at scale.

Step 6: Populate the rest of your app with your icons

Implement icons throughout all the other pages in your app. Remember, this is only a starting point. These instructions are a guideline, and you can always adjust and change your selections as you continue to work on your designs. While layering in your color selections, pay attention to your prior decisions and feel free to go back and revise.

Step 7: Reflect on the completion of this activity

Be sure you've addressed the following questions in your completed deliverable:

Does your use of icons guide and support your users by saving space, catch the user's attention, and make it easier to transition to another page or location?

Did you add text labels to describe what your icons mean?

Have you made sure that your icons are not too specific to a particular culture or geographic location?

Are your icons and labels consistent with the color palette and typography you've established in prior activities?

Is your iconography consistent with branding and style guidelines?

Step 8: Save your work

As you complete these activities, remember to:

- . Take screenshots of the progress you made on your mockup after adding icons as directed in this activity.
- . Save all of your work to your computer, a hard drive, or a cloud drive like a Google Drive folder to make sure you have all the resources you'll need later in the course for your portfolio.