

Frequently Used Icons in Technology

Part I

Why are icons important in technology use?

In technology use, icons are symbols or graphic representation that carry out a specific action. Learning the purposes of different icons is beneficial because most icons carry the same purpose across different websites or apps on your device (smartphone, tablet, laptop).

This handout includes some of the most frequently used icons in technology. This handout will also include icons that have design variations. Each page includes a different icon, its purpose, and examples from a variety of different apps, websites, and programs.

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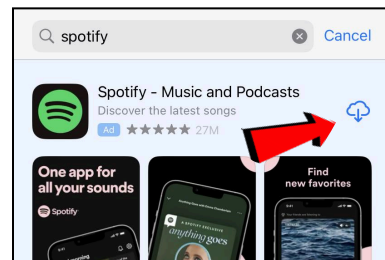
Download: To save a digital file such as a picture, document, or software to your device



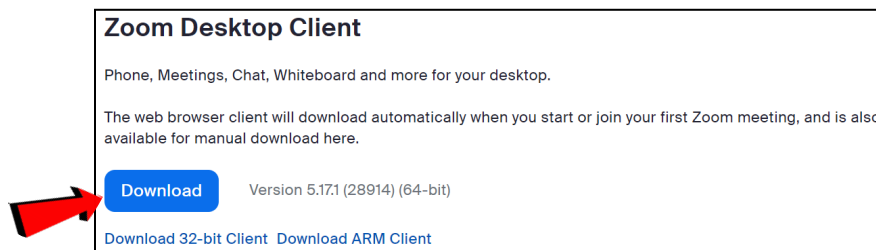
Usually, downloaded content can be found in the 'files' application on laptops/computers. Downloaded pictures and videos can be found in the 'album' app on smartphones/tablets.

Examples

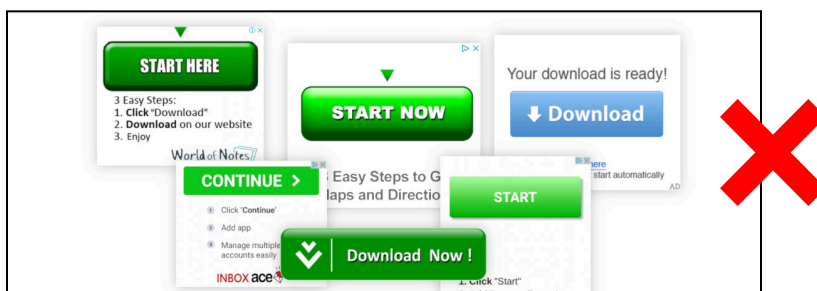
Apple App Store: downloading an app on a phone/tablet



Zoom website: downloading the Zoom software to use on computers



Tip: Avoid tapping the download icon if there is no information next to the icon that tells you what you are downloading. Download buttons with no information could potentially have a virus



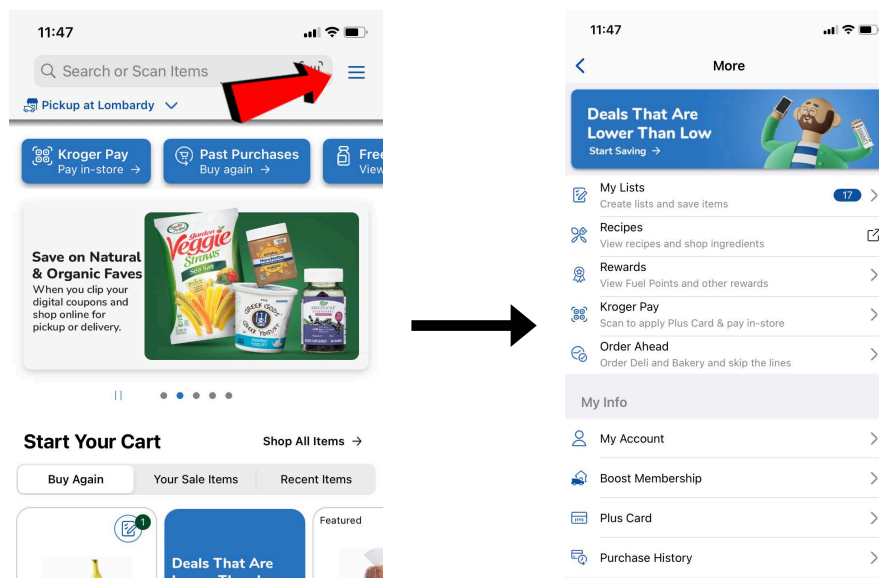
Icons (Part I)

More / Menu: Provides a drop down menu of other options and programs

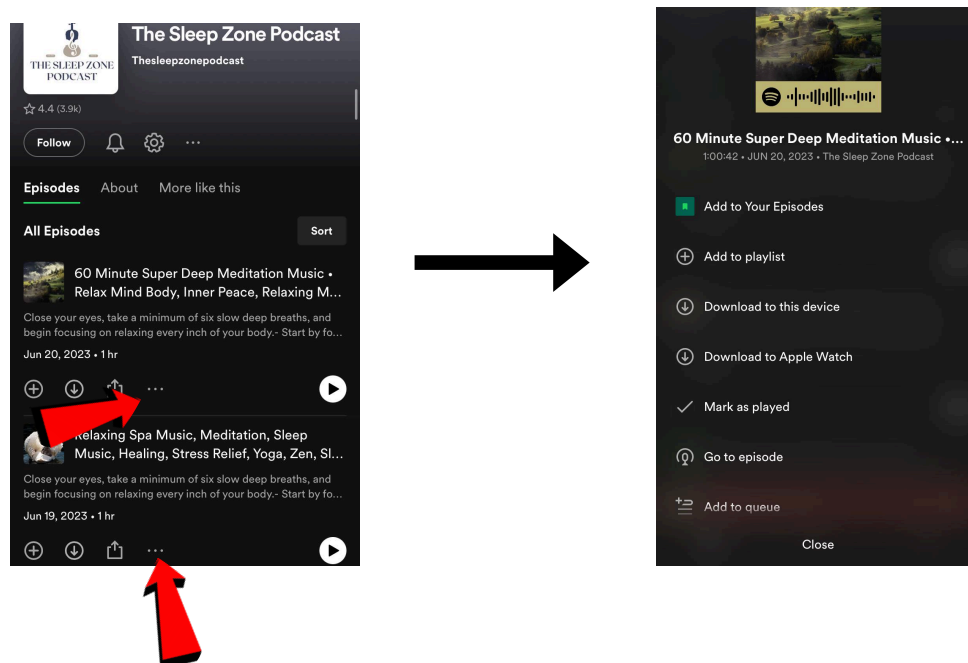


Examples

King Soopers app: Tapping the menu icon will show the user a different screen display with more options related to their account

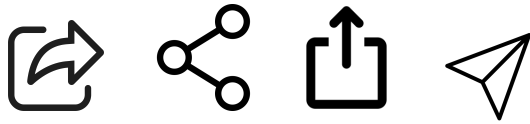


Spotify app: Tapping the menu icon will provide several actions the user can do with a song or podcast. Notice in the picture below each song has a menu icon.

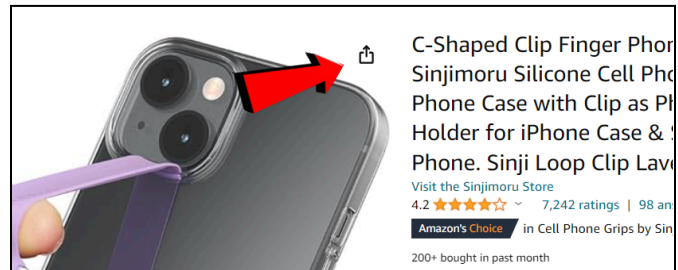


Icons (Part I)

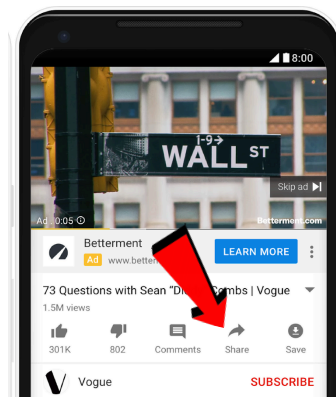
Share: To send a digital file such as a picture, document, or software to someone's device. To send a file to someone you will need to know their contact information (phone number or email) or have their contact saved in your phone.

*Examples*

Amazon website: sharing a product link to someone

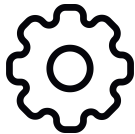


YouTube app: sharing a video link to someone

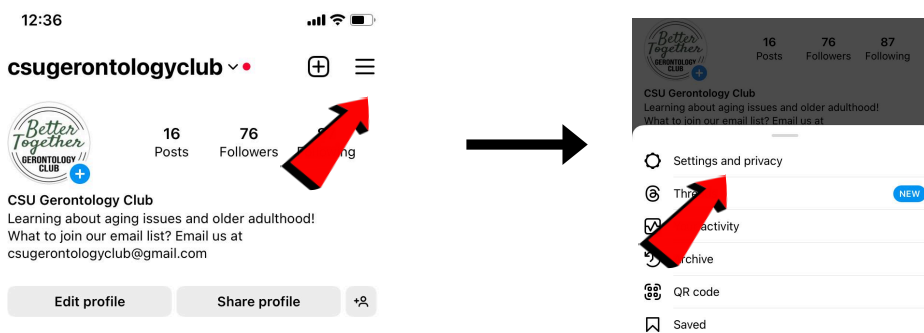


Icons (Part I)

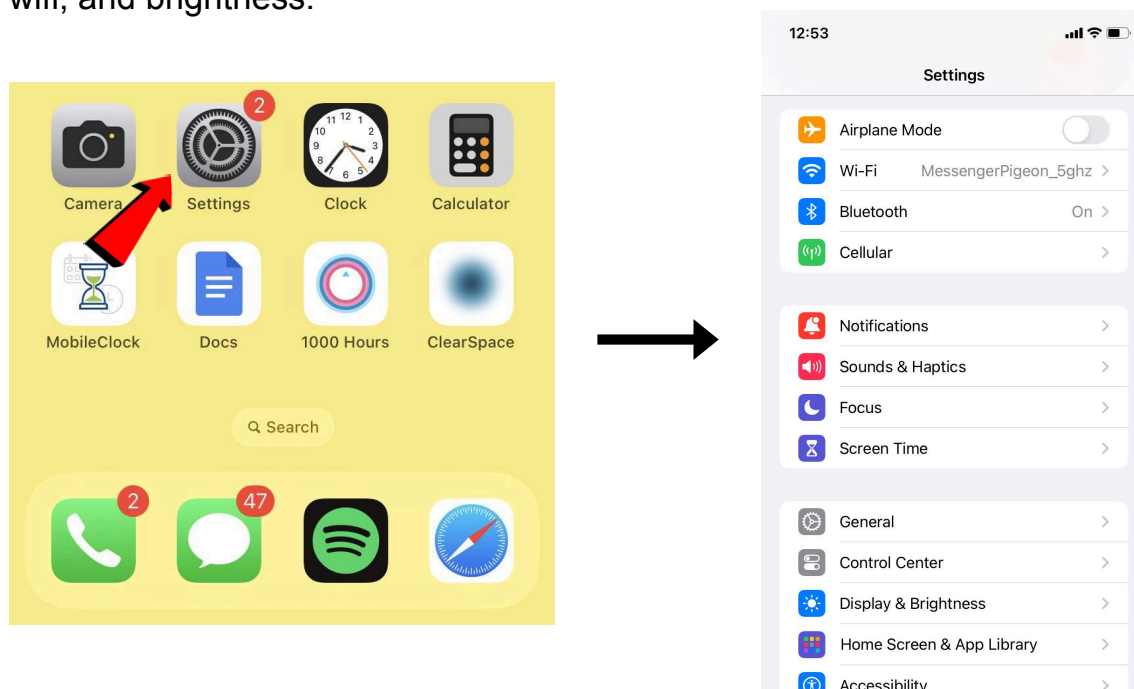
Settings: To change how the device looks and functions. Often, the settings icon can be found after tapping on the menu/more icon shown previously.

*Examples*

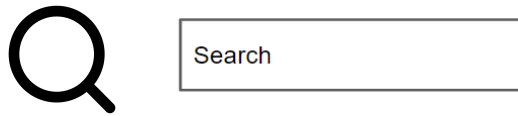
Instagram app: Tapping on the settings icon, will allow the user to modify Instagram notifications and limit who can interact with your posts.



Settings app on phone: Tapping the settings app on a smartphone or tablet homepage will allow the user to modify several things including accessibility, wifi, and brightness.

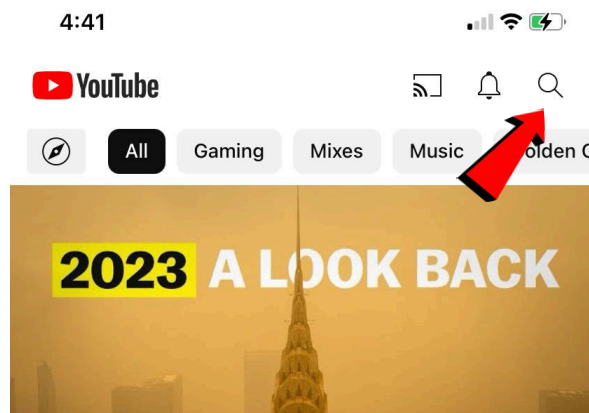


Search: To look something up using key words

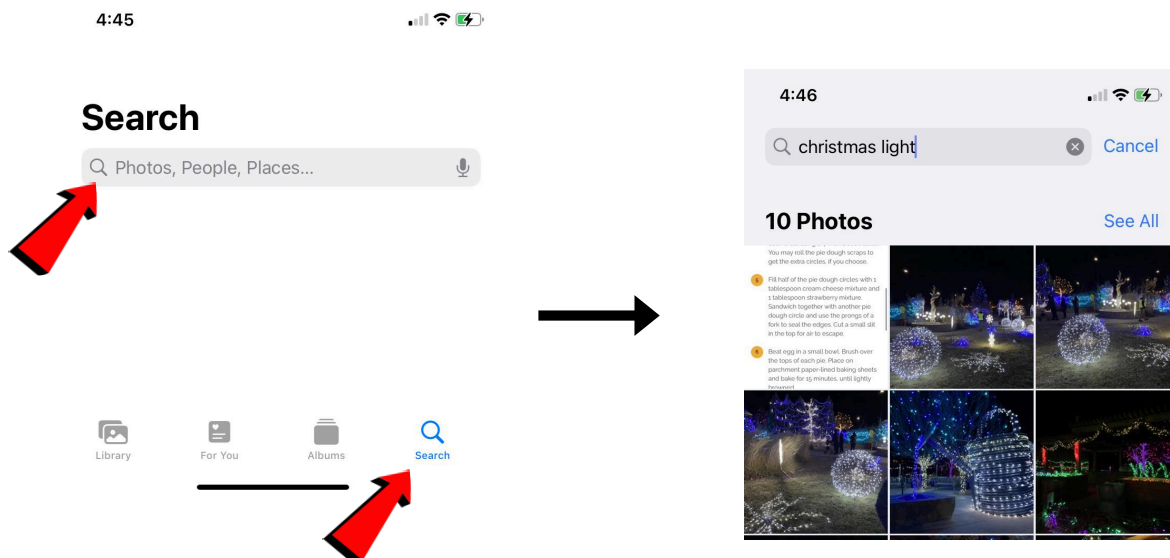


Examples

YouTube app: Tapping on the search icon will allow the user to use key words to find a video or YouTube channel



Photos app on iPhone: Tapping on the search icon will allow the user to search for pictures associated with a location, date, object, or written text.



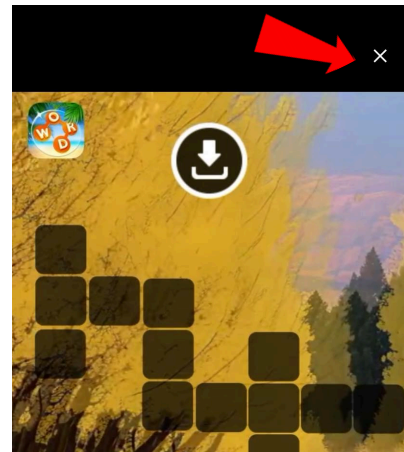
Exit: To close an advertisement, app, program, or website that is currently shown on the screen.



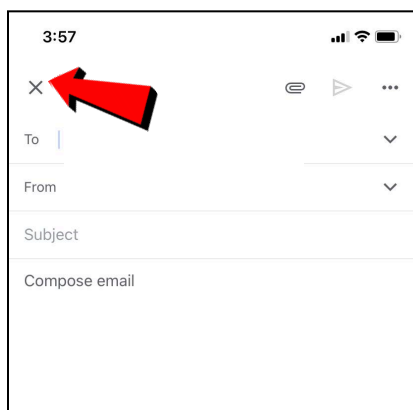
Examples

Pop up advertisement on app: Pressing the X will return the user back to the game (pictured right)

Notice there is also a download icon here, pressing the download icon will bring up the App store to download the app shown on the advertisement



Gmail app: Pressing the X will close the email draft and will display the email inbox screen.



Back/Return: To return to the previous screen or home screen of the app; usually located at the top left corner of the screen.



Examples

Libby app: Tapping on the back icon will bring the user back to the search screen



King Soopers app: Tapping the back icon will bring the user back to the screen that shows the weekly ad and deals.

