

ICONS - ADDING

INTRODUCTION

The purpose of this document is to provide guidance for client website administrators who create and maintain content on how to add icons to content.

RELATED ICONS NOTES

- Icons are characters of symbol fonts (like wingdings, webdings)
- As fonts they adopt style sheet properties such as size, colour and formatting



Sample Icons

TUTORIAL OBJECTIVE

This tutorial will provide step by step guidance of how to use the CMS to create an icon to add to a page.

upon the information and material contained within or downloaded from this website.

HOPE Programme has taken considerable care in preparing information and materials which is displayed in this website. However, we are unable to provide any warranty concerning the accuracy or completeness of any information contained herein.

Links to third party websites outside this website are provided for the convenience of users only. HOPE Programme is unable to provide any warranty concerning the accuracy or completeness of any information held within these third party websites - this is the responsibility of the publisher of the third party website.

Furthermore, by linking to other websites, HOPE Programme in no way endorses the views or information held within such websites and is unable to grant permission to use material found on such sites.

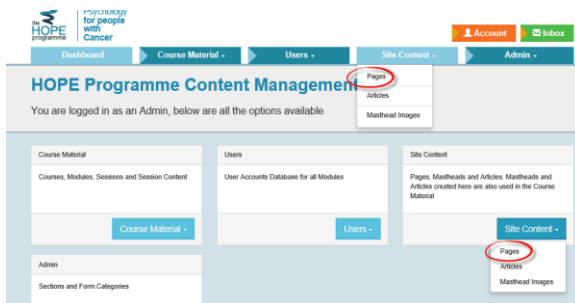
If you have any queries contact us by email - info@hopeprogramme.co.uk

Example Disclaimer Page with Icon

GUIDANCE

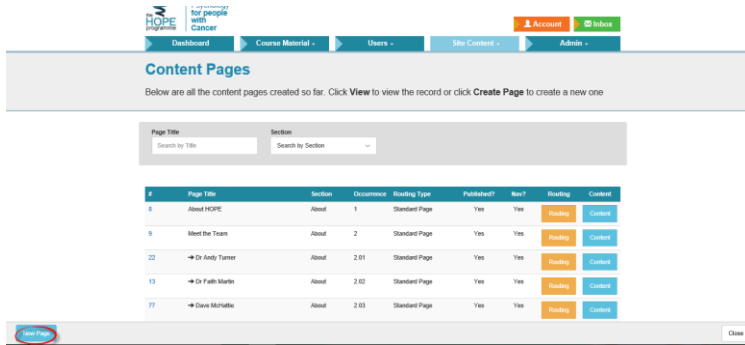
Follow the following steps to locate the Disclaimer page:

- Log in to CMS (Administrators Only)
- Select Pages option from the Navigation Bar or Site Content panel as shown below:



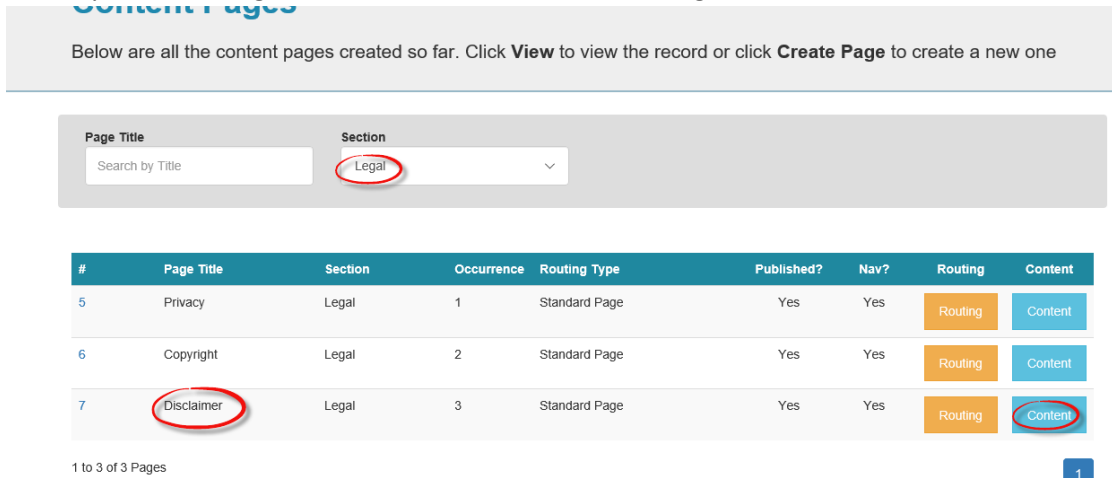
CMS Landing Page – Select Pages Option from Site Content

C. This action will produce a list of **Content Pages** - refer to diagram below:



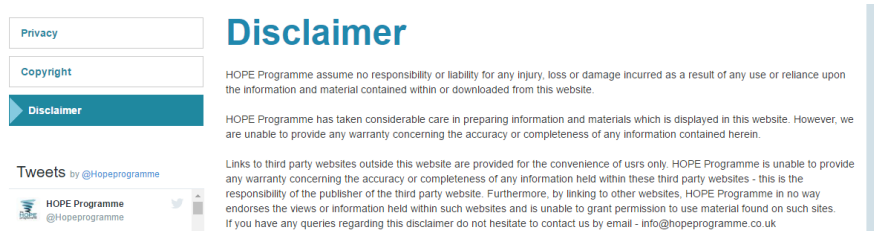
List of Content Pages

D. Filter by Section – Legal to locate and select Disclaimer Page



Using Section Search Filter to Find Page

E. Click on Content Button to Open Disclaimer Page

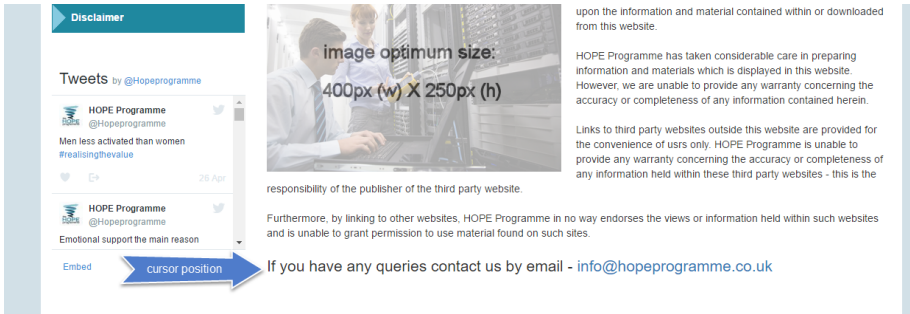


Disclaimer Page

F. Click Edit Page > Content

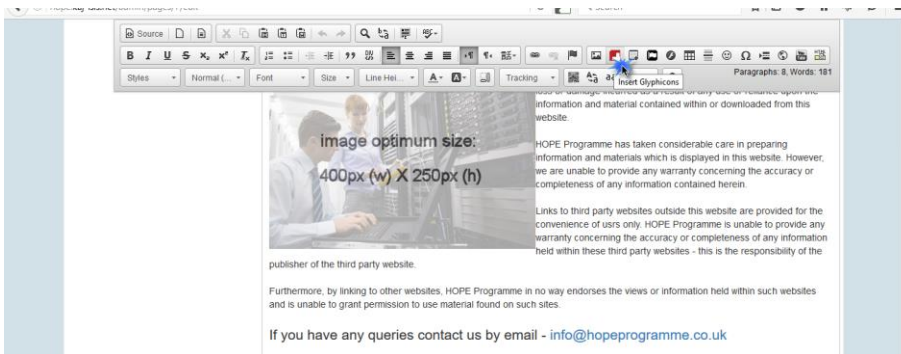
ADDING AN ICON

G. Place the Mouse Cursor in position on **Page** where you want to add the icon.



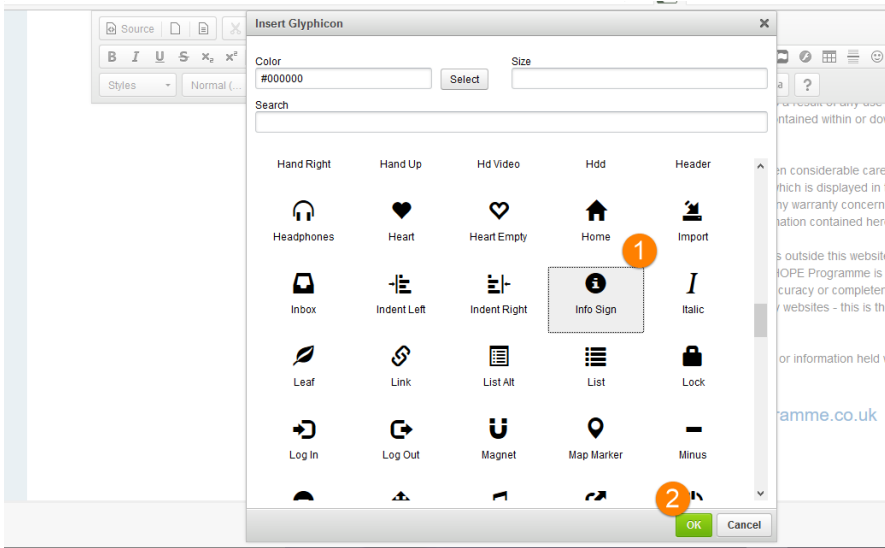
Disclaimer Page with Cursor Position

H. Click on the Image Icon as shown in diagram below:



Select Image Icon

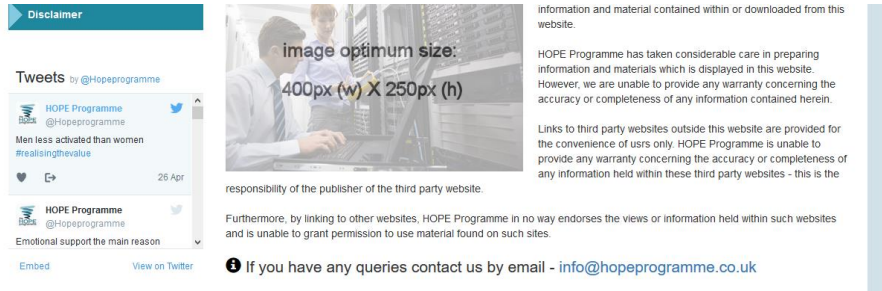
I. The result of the action of Clicking the Icon will be the Image Properties Window will appear as below – scroll up or down to search for the required icon and Click to Select (1) and Click OK (2)



Insert Glyphicon Properties Window

J. Click Update Content Page

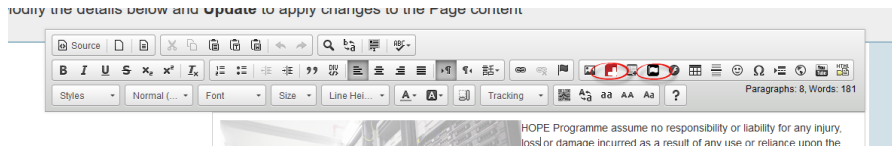
K. Check result on the Public Page



Icon added to Disclaimer Public Page

ICON FONT NAMES

There are two Icon Fonts included in the formatting interface they are **Glyphicon** and **Font Awesome**. The position of the Icon buttons are shown below:



Icon Buttons on editor Interface

ICON LINKS NOTES

Icons are text and may be used for links (also referred to as hyperlinks) an image can have link properties and when Clicked or Tapped (on a touch screen) the action is:

1. to be taken to another web page on the current website - internal link
2. to be taken to external website - external link
3. to open a document
4. to open an email editor

For text links refer to the [HOPE PROGRAMME Support Materials](#) content list for CREATING TEXT LINKS – INTERNAL LINK, CREATING TEXT LINKS – EXTERNAL LINK, CREATING TEXT LINKS – DOCUMENT LINK and CREATING TEXT LINKS – EMAIL LINK.

ends.