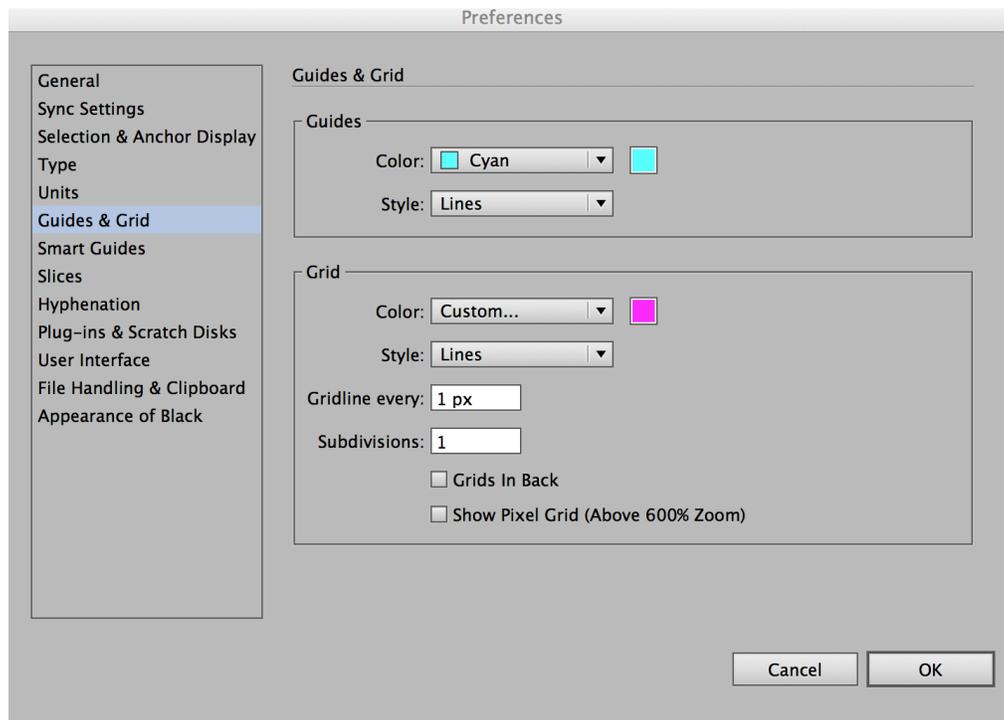


Icon Font Guidelines

Follow the steps below to create an icon font. The first section outlines creating optimal .svg files. The second section outlines how to export an icon font using [Icomoon](#).

Creating .svg Icons

1. Create a new Illustrator document following these guidelines:
 - a. Artboards aligned to the grid and sized at **48px x 48px** - start with 20 or so artboards, keeping in mind that each icon in your font will have it's own artboard.
 - b. **1px grid is displayed** - if you have this setting turned off, reference preference settings screenshot below:



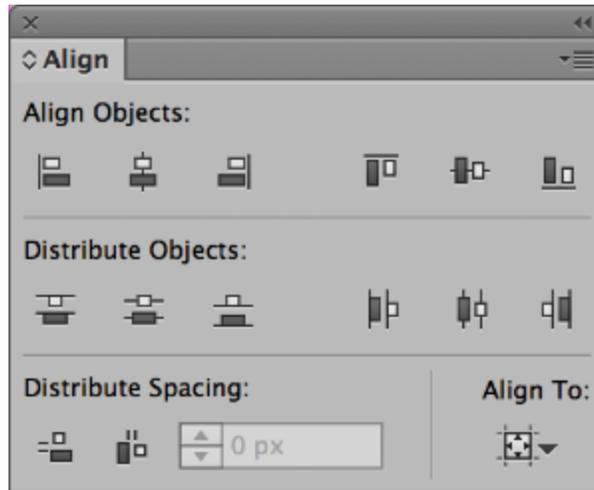
**To display to pixel grid on your document, press Command+' or View > Show Grid*

2. **Save** the document as follows:

Save As: **client-name-svg-icons.ai** (save as your current version of AI)

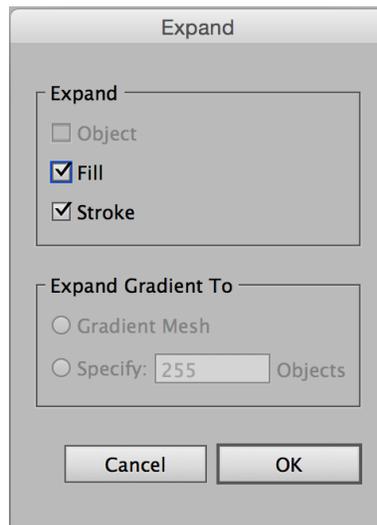


3. Start creating icons, with one icon per artboard using the following as guidelines:
 - a. Each icon's largest dimension should be ***48px**, maintaining it's original aspect ratio.
 - b. Try to **keep icon dimensions at an even pixel size** (no half pixels such as 30.25px)
 - c. Be sure to **center icon within the artboard**, vertically and horizontally using the **Align** toolbox:



Set "Align To" to "Artboard"; Use "Align Objects" area to "Horizontal Align Center" and Vertical Align Center"

- d. Make sure all **strokes are converted to fills**. You can easily do this by using the **Expand** panel shown below:

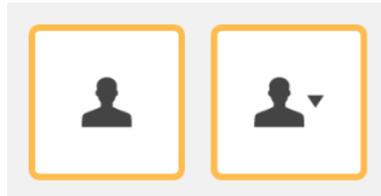


Select your shape and navigate to Object > Expand

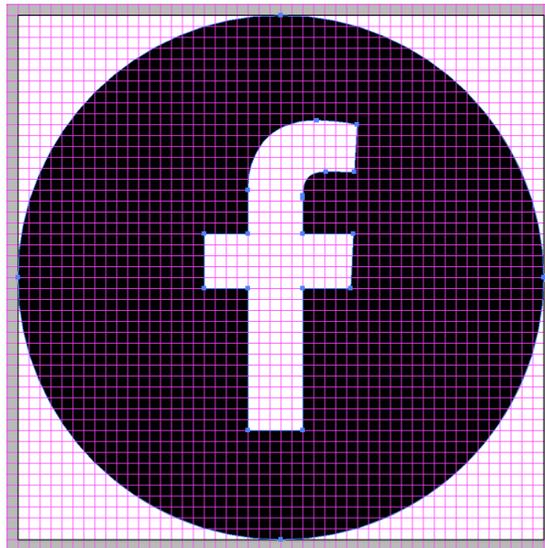


- e. Keep in mind that in their final format, these .svgs are **vectors** - they will each be a **single shape and color**. Any white fills will be converted to a transparency (see step 5) and colors will be converted to black (see step 6).

**This may not apply if there are two instances of an icon.* For example, if there is a log in icon with a dropdown arrow and a log in icon without a dropdown arrow, where the icons replace one another depending on user, you will want to size the icon consistently. This is something that can be discussed with development if needed. See example below:



4. After resizing the icon (see 3a & 3b) and centering the icon (see 3c), make the icon as **pixel-perfect as possible** (without distorting the shape) using the pixel grid. See example below how points are lined up to the grid to help maintain crisp edges. This is especially important for any straight horizontal/vertical edges, some rounded elements may have to break out of the grid as seen below.



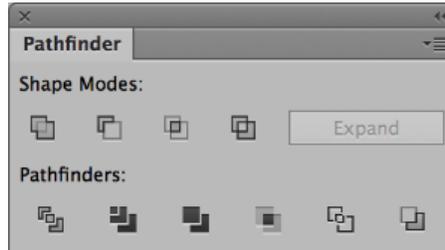
Enabling "Snap to Grid" (Command+Shift+' or View > Snap to Grid) will help you move points accurately

5. Once the icon is pixel perfect, centered, and sized to 48px in one direction, you'll want to make sure that the icon is not a compound shape. For example, in the Facebook icon shown above, the



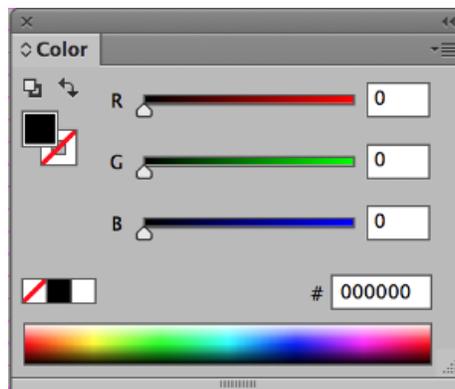
icon actually consists of two shapes: the background circle and the Facebook 'f' logo. To combine these together and make a single shape, use the **Pathfinder** toolbox.

- a. Select all shapes within the single icon. Make sure no shapes are grouped together (you can check this by selecting all shapes then hitting **Command+Shift+G** on your keyboard to ungroup any objects)
- b. Using the Pathfinder tool box, select the "Exclude" option under "Shape Modes"



*Last option to the right under Shape Modes is Exclude.
Depending on your shape/icon, you may have to combine shapes that overlap using the **Unite** option, also under Shape Modes.*

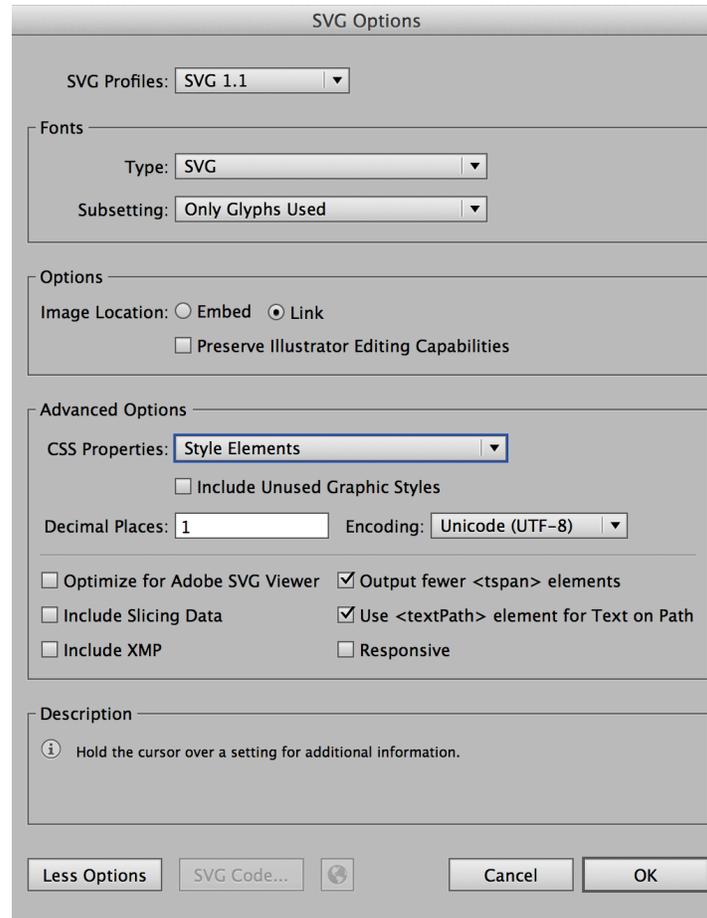
- c. You should now have a **single shape**, with no overlapping or grouped areas.
6. With your single shape still selected, **make sure the color is set to Black (R0 G0 B0)** using the color palette. Make sure you double check this, sometimes an icon may look like it's black but it's really set to a color. If your previously excluded area fills in with black (or if the color swatch displays a '?' before filling to black), then something isn't quite right with your icon and you'll need to go back to Step 5 to create a single shape.



7. **Repeat Steps 3-5 for every icon in your icon set**, each created on a new artboard within the same document. Think of the AI document as a master for this client's icons that you can continually add to as needed.



8. When you are done creating all icons, **export out the artboards as individual .svg files**
 - a. Navigate to File > Save As
 - b. *File Name*: Leave as is
 - c. *Path*: Should remain the in the same folder as your AI doc
 - d. *Format*: SVG (svg)
 - e. Select "Use Artboards" and either select the range of artboards you are saving or select all if saving all artboards
 - f. Click Save - this will prompt an **SVG Options** dialogue box. Follow the settings shown below:



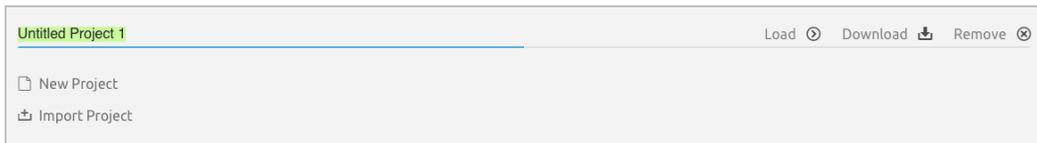
Click here for more on best export options for web via [Adobe.com](https://adobe.com)

- g. Click OK and your icons are now all saved as .svg files



Creating An Icon Font Using Icomoon

1. Log in to icomoon.com and create a new project.
 - a. You can add a project name here by selecting "Untitled Project" (shown below) and typing in the client's name.
 - b. Click "Load" to open the project.



- c. If you're uploading new icons to an existing font, just click load. If you do not have that icon font currently hosted on your Icomoon, you'll have to import the project by clicking "Import Project". You'll have to find the icon font locally (either up on Dropbox or ask development team if you cannot find it), and upload the **selection.json** file nested within the fonts folder (**icon-font / selection.json**)
2. **Importing Icons**

- a. If you're creating a new icon font, click the "Import Icons" button in the top menu. Select all the .svg files in your svg-icons folder (do not select the AI file) and click Open. You may select more than one icon at a time.



- b. If you're adding icons to an existing icon font, select "Import to Set" from the dropdown in the top left hand corner.

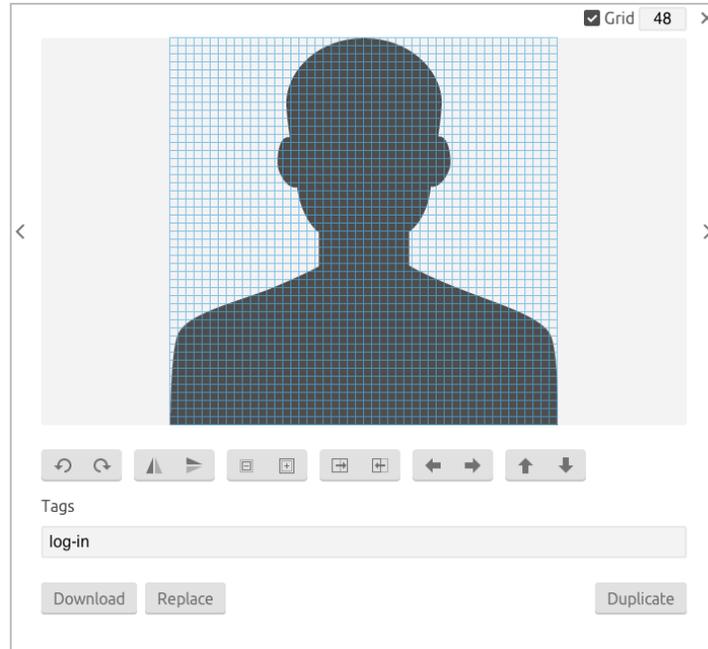


- c. If you're replacing an icon in an existing font (you would want to do this if you're updating a specific icon so that the class name remains consistent), use the edit tool



- and select that specific icon. An edit dialogue box will open, click the "Replace" button and select the new icon from your svg-icons folder.





3. Assigning Class Names to Icons

- a. Using the **edit tool dialogue**, click through each icon, adding a unique **tag** name in the field provided. Use hyphens for spaces and try to be specific to the icon's shape or function within the website (for example, arrow-left for a navigational arrow that points left or arrow-cta for an arrow that is included as part of a button). **Do not repeat any tags** - by default, Icomoon will append a -2 to the end of any repeated tag names but this can get confusing if you need to go back and update an icon. If later updating a font, **do not change any existing tags** - this will change the class name and in turn will have to be changed in the backend.
 - b. At this time, you can also check off the Grid option in the edit dialogue box and select **48px** to portray an accurate visual representation of your icons - this is a good time to double check that your icons are as pixel-perfect as possible, and replace any that may need adjustment.
 - c. Close out of the dialogue box once all icons have been assigned a unique tag.
4. In the top toolbar, change your selection from Edit to **Select** and select all the icons you wish to include in the icon font. You can select more than one icon by clicking and dragging.



At this time, you can also delete any un-wanted icons by changing your selection to **Remove**

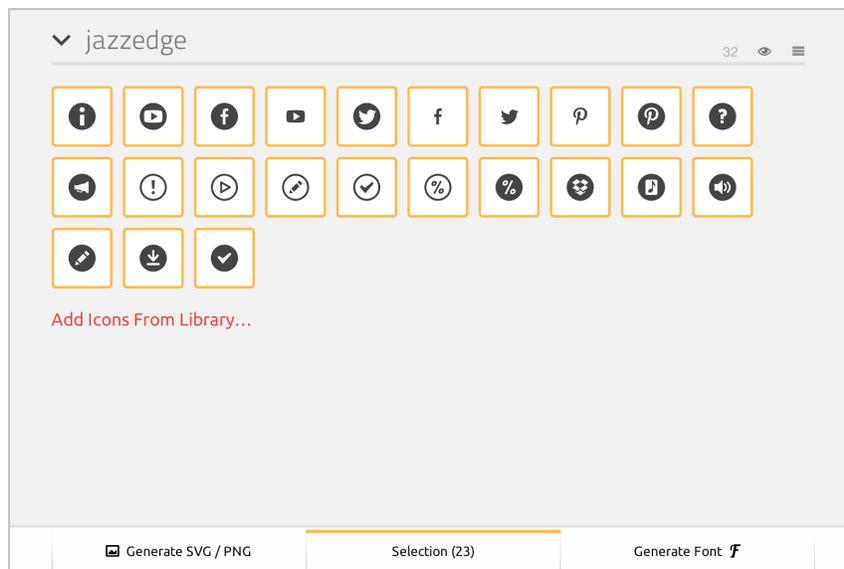




Or rearrange icons by using the **Move** tool. Rearranging the icons doesn't affect the icon font itself, it just visually orders icons to keep them organized.



5. When all icons have been assigned a tag, arranged to your liking, and selected (indicated by a yellow outline), click the **Generate Font** button at the bottom of the browser.

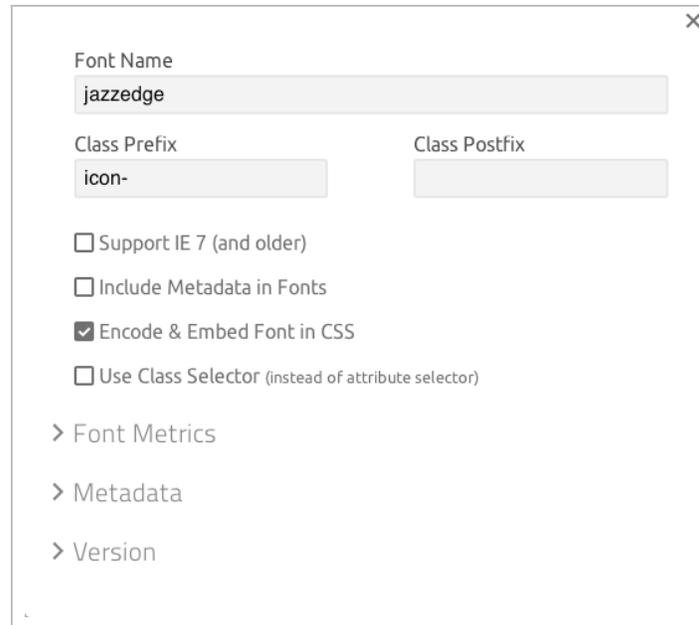


6. **Font Settings** - This will bring you to a new page where you will assign a character to each icon.

First, click the **Preference** button  **Preferences** in the top menu.

- a. Set the **Font Name** in the field provided. This should be the client's name, all lower case with hyphens used for spaces.
- b. Make sure **"Encode & Embed Font in CSS"** is checked off.

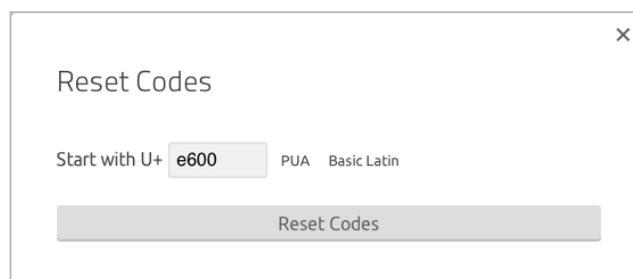




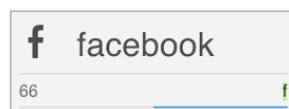
- c. Close out the Preferences dialogue.

7. Assigning characters to the icons

- a. Using the **Codes** button  in the top navigation, set your codes to **Private Use Area**. You can use Basic Latin, however PUA will allow your icons to be compatible with screen readers.



- b. To assign a character to an icon, select the space at the bottom right hand corner of an icon and type a single character (see below)
- c. Characters can include letters, numbers, punctuation, or special characters. **You cannot repeat any characters** - Icomoon will warn you if you do.



See letter 'f' selected above. This is where you will update the character for each icon.



8. **Click Download** at the bottom of the browser to download the font to your desktop.
 - a. This will create a .zip file in your downloads folder. Un-zip the file and double check your font by opening the **demo.html** file.
 - b. Save your icon font folder (titled 'client's name')
 - i. *Folder Name:* Rename the folder to **client-icon-font** (if updating an icon font, replace existing folder with new version, keeping the folder name **client-icon-font** - this way any links will remain consistent anywhere it was previously mentioned)

For additional resources and information on implementing your icon font, check out the [IcoMoon Documentation here](#).

