# Canvas – RCE icon maker

Icon Maker is a new feature in the Canvas rich content editor (RCE) that can be used to create simple and reusable icons directly within Canvas Pages, Announcements, Assignments, Discussions, Classic Quizzes and the Syllabus.
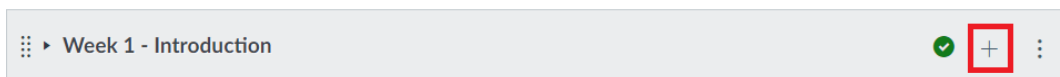
It allows you to create appealing visual icons that can be used as:

- A visual cue for learners to associate an image with an action

- A way to develop visual interest and chunk content

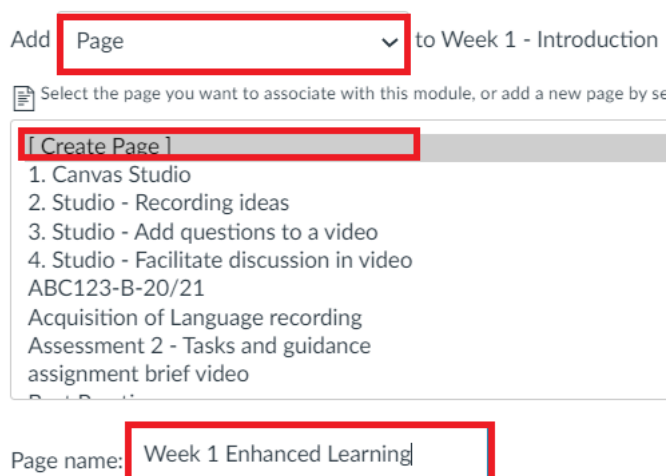- A design element that provides a cohesive look to your course

**View/download the guide:** Canvas – RCE Icon Maker

## Create a Page within a module

1. Go to the module that you want to add the Page to

2. Click the + icon



3. Select Page from the dropdown menu, click Create Page and enter a Page name
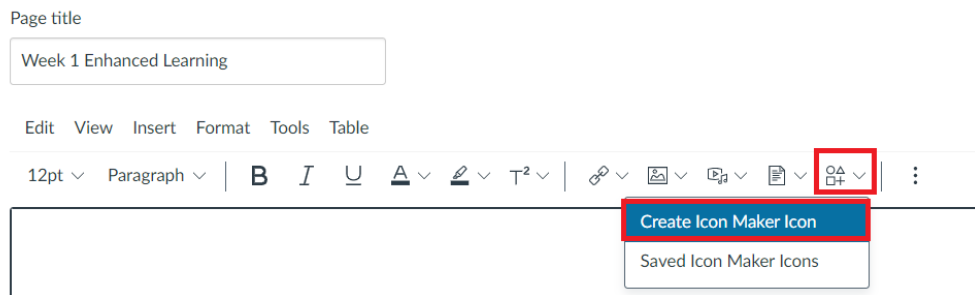


4. Scroll down and click the Add Item button

## Open Icon Maker

1. Open the Page and click Edit

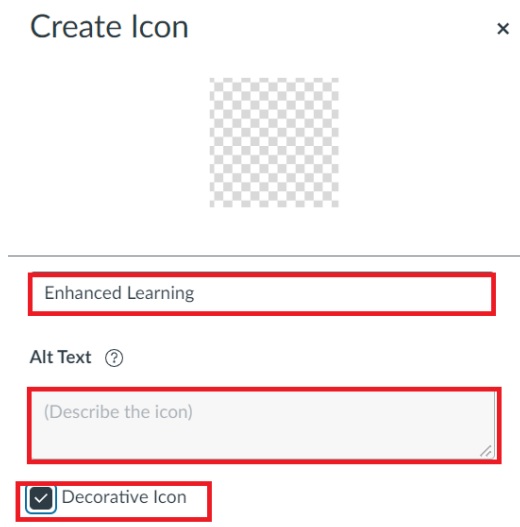2. Locate Icon Maker in the rich content editor, click the down arrow and select Create Icon Maker Icon



This will open the Icon Maker settings

## Add Icon details

3. Enter a name for your icon
4. Alt text – Add a description of your icon **OR**
5. Click into the Decorative Icon checkbox to disable it

Note: The general rule of thumb is that if information provided by the image is given using adjacent text, or the image has been used to make the website more visually attractive, it is decorative. Alt text is required if the image provides additional information.

In this example the icon has been marked as decorative



## Select and edit Icon shape

6. Icon shape – select from square, circle, triangle, diamond, pentagon, hexagon, octagon or star
7. Icon size – select from extra small, small, medium or large

8. Icon colour – select from the colour palette:



9. Outline size – select from none, small medium and large (optional)
10. Outline colour – Select from the colour palette (optional)

## Edit Icon Text

11. Text – Add text to your icon (this will be visible to users)
12. Text size – select from small, medium, large or extra large
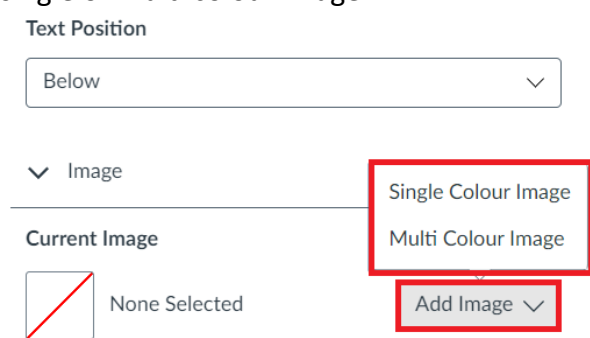13. Text colour – select from the colour palette
14. Text background colour (optional)
15. Text position – select to have text displayed in the middle of the icon, the bottom third or below.

Note: If you opt to have text in the middle of the icon be mindful of accessibility and ensure there is an appropriate colour contrast.

## Select Image (optional)

16. To add an image to your icon, click the Add Image drop down menu and select single or multi colour image
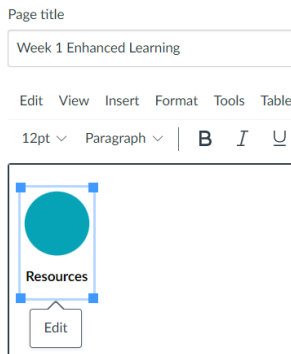


Note: If you choose a multi colour image, you have the option to change the colour

17. Click Apply – this will close the icon editor and add the icon to your page (which will still be in edit mode)
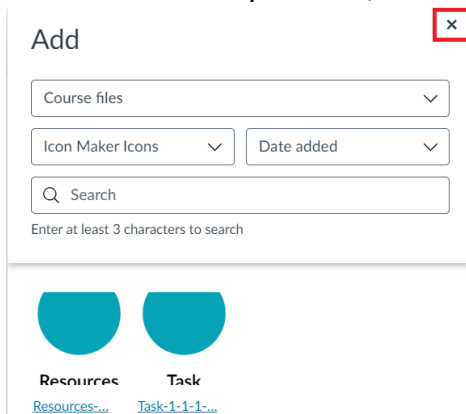
## Edit the icon

If you need to edit the icon, click to select it, and then click edit to open the icon settings.

## How to add and edit existing icons

If you are creating a set of icons and want to edit the original rather than starting from scratch each time or you have built a collection of icons that you want to use on other pages (e.g., resource, read, watch, task) you can do so as follows:
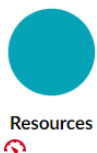
1. Open the Page (or other resource) that you want to add the icon to
2. Click Edit
3. Click into the Page at the point that you want the icon to display
4. Locate Icon Maker in the rich content editor, click the down arrow and select Saved Icon Maker Icons
5. Click the icon that you want, then click X to close Add Icons



6. If you need to edit the icon, click to select it and then click edit to open icon settings
7. Make your edits
8. Scroll down and click Apply

## Accessibility

When you publish the Page, icons display with a low accessibility score



To fix this, click the red accessibility speedometer  and select the **indicate image is decorative** option

**Guide:** The Do's and Don'ts of Icon Maker