

## Icon clip art and metaphors

**DRAFT 2 (2000-05-22)**

This collection of files has been prepared to assist icon designers and developers with a kit of visually consistent, reusable components, which can be combined to build icons for products destined for the Microsoft Windows and other platforms. For other platforms the files may need to be saved to another format (e.g. .gif format for Java) or the colour palettes may require attention.

All of the files contain both 32x32 and 16x16 cell size variants. In addition many contain 24x24 variants. Many files also contain a variety of images within a single cell size. It is not intended that the images should be used only within the cell size that they are provided; they can be cut and pasted across cell sizes. If the size that you require is not available here, the images can also be visually expanded or reduced, however, you should always try to preserve the major visual characteristics of the graphic.

All of the images reflect the current Microsoft Windows interface style (i.e. 3D, typically isometric views, with the light source from the upper left). The files provided here are in .ico format and use a 4 bit (16 colour) palette.

A number of the files contain "(ISO)" in their titles.

This denotes that these graphics used in conjunction with correct functions, requirements, guidance and global variations as detailed in ISO/IEC 11581, Information Technology – User system interfaces and symbols - Icon Symbols and Functions, will conform to the relevant parts of that international standard.

ISO/IEC 11581 will comprise 6 parts as follows:

Part 1: Icons – General (published in early 2000)

Part 2: Object icons (published in early 2000)

Part 3: Pointer icons (published in early 2000)

Part 4: Control icons (currently in development)

Part 5: Tool icons (currently in development)

Part 6: Action icons (published in 1999)

Copies of these international standards can be purchased from your national standards organisation (e.g. ANSI, DIN, AFNOR, BSI, SIS, etc)

## Files and metaphors

### **Administrator**

Represents system administrator (person) tasks

### **Agent**

Represents a telephony agent (person) tasks and authorisations

### **Air Travel**

Represents air travel services

### **Audio currency**

Represents verbal (could be recorded) financial amounts

### **Audio date**

Represents a verbal (could be recorded) chronological date

### **Audio number**

Represents verbal (could be recorded) numerical data

### **Audio string**

Represents verbal (could be recorded) data in text format

### **Audio time**

Represents a verbal (could be recorded) chronological time.

**Bank**

Represents a financial institution.

**Bell (alarm) and Bells (alarm)**

The bells are provided in both red and grey variations and should be used to signify alarm conditions....red for an alert function or situation (for instance in a dynamic icon) and grey for the setting of alert thresholds and conditions that could be time or action dependent.

**Book closed, Book open flat, Book open and Books (library)**

Represent single and plural user manuals in electronic form. The covers of "Book closed" and "Books (library)" should be modified to reflect your company style.

**Boxed CD**

Represents a compact disk in its case.

**Calculator (ISO) and Calculator**

Represents a calculator object or functions. NOTE that this shape of calculator has been specifically used to avoid confusion with the **Wall calendar** in this collection. The ISO titled version corresponds to clause 7.2.1.2 Calculator, in part 2 of ISO/IEC 11581.

**Clipboard medium and Clipboard**

Represents a temporary storage object or functions (see also Test.ico).

**Clock (ISO) medium, Clock (ISO), and Clocks (ISO) small**

Represents chronological time objects and time setting functions. These images correspond to clause 7.2.2.1 Clock, in part 2 of ISO/IEC 11581.

**Clocks (alarm and stop watch)**

Represents chronological time objects and setting for alarm and timing functions.

**Command**

Represents system commands.

**Company**

Represents a commercial company or private business.

**Configuration**

Provides access to a system or workstation configuration and its settings, including telephony.

**Country (Europe)**

Represents plural country parameters or settings. NOTE that this graphic shows only European flags (Sweden, Italy, Switzerland, Germany, France and Austria).

**DASD and DASDs (= Direct Access Storage Device)**

In a DP environment these should be used to represent mainframe storage. The quantity of disks can be increased or decreased if necessary.

**Database large and Databases small**

Represents a collection of data, relational databases or tables

**Diskette (ISO) large and Diskette (ISO) small**

Represents a 3.5" diskette or diskette drive and access to the data they contain. These images correspond to clause 7.1.8 Diskette, in part 2 of ISO/IEC 11581.

**Display (ISO)**

Represents the functions or parameter settings of a generic display screen. These images correspond to clause 7.2.2.2 Display, in part 2 of ISO/IEC 11581.

**Document (ISO) large, Documents (ISO) small and Documents**

Represents documents or files and to access the data contained and can be customised to reflect the specific type of document represented.

The (ISO) images correspond to clause 7.1.1 Document, in part 2 of ISO/IEC 11581.

NOTE The aspect ratio used here is intended to closely mirror the international ISO standard A4 size.

**Drive and Drives**

Represent both fixed and removable media system drives.

**Fax (ISO) and Fax**

Represent facsimile transmission machines or their associated functions

The (ISO) images correspond to clause 7.1.7 Facsimile, in part 2 of ISO/IEC 11581.

**File cabinet open, File cabinet closed (ISO), File cabinet closed small (ISO), File cabinet medium (ISO), File cabinet open with files 1 and File cabinet open with files 2**

Represents various conditions of a master container of objects associated with files.

The (ISO) images correspond to clause 7.1.3 Filing cabinet, in part 2 of ISO/IEC 11581.

**Flashlight (ISO) = find**

Represents find/search objects or functions. NOTE that the **Magnifying glass** should be used for zoom/magnify objects/functions and associations.

The images correspond to clause 7.1.2 Find, in part 6 of ISO/IEC 11581.

**Folks – bigger and Folks – little**

Represent people, in these instances holding coins (customer) and a box (vendor)

**Handsets**

Represent telephone handsets (see also Phones and Phone dials for more telephony icons)

**Help file, Help roundel (ISO) large and Help roundels (ISO) small**

Represents Help files, objects or functions associated with Help.

The (ISO) images correspond to clause 7.1.1 Help, in part 6 of ISO/IEC 11581.

**Home and Home small**

Represents Home objects or functions.

**Hour glass (busy-wait)**

Represents conditions where the system or application is busy (processing).

Though not required for conformance to part 3 of ISO/IEC 11581, the use of this icon is addressed in clause 8.4 Busy indicator.

**Information roundel large and Information roundels small**

Represents supplementary Information objects or functions.

**Installation**

Represents objects or utilities for the installation of software applications.

**Key large horizontal, Key large vertical, Keys small horizontal, Keys small vertical and Keys**

Represents functions associated with passwords (including setting and changing), restriction of access, security features, etc.

**Keyboard (ISO)**

Represents computer keyboard objects, settings and associations.

The (ISO) images correspond to clause 7.2.2.3. Keyboard, in part 2 of ISO/IEC 11581.

**Keypad 1 and Keypad 2**

Represents groups of keyboard keys, e.g. PF keys.

**Label (country & counter) and Label (personal title)**

Represents object attributes, which could be entered either by manual or automatic input.

**LAN server large and LAN server small**

Represent physical Local Area Network server machines. When used in conjunction with other objects the smaller versions should be located in the upper right-hand corner of the icon cell, to imply remoteness.

**LAN with printer (ISO) and LAN workstations (ISO)**

This is used to identify local area network (LAN) facilities and functions. (One or two of the workstations may be replaced by other devices, such as a printer.)  
The (ISO) images correspond to clause 7.2.2.5. Network, in part 2 of ISO/IEC 11581.

**Language**

Represents spoken or recorded natural language. NOTE the flags here are for French and German.

**Laptop large and Laptop medium**

Represents laptop or notebook computer objects and associations.

**Magnifying glass (ISO) and Magnifying glasses (ISO)**

Represents zoom and magnify objects and functions. The "+" and "-" symbols can be added to further identify the functionality. NOTE that the **Flashlight** should be used for Find/search. The (ISO) images correspond to clause 7.2.3.2 Zoom, in part 5 of ISO/IEC 11581.

**Mail (ISO) large closed, Mail 3D (ISO) large closed, Mail 3D (ISO) medium closed, Mail 3D large (ISO) open, Mail 3D Medium open, Mail 3D medium, Mail large open, Mail small closed (ISO) and Mail small open.**

Represents electronic mail objects messages and functions.  
The (ISO) images correspond to clause 7.1.4 Mail, in part 2 of ISO/IEC 11581.

**Mail tray in (ISO) and Mail tray out (ISO)**

Represents electronic mail receiving and sending objects and associated functions.  
The (ISO) images correspond to clauses 7.1.4.2 In tray and 7.1.4.3 Out tray, in part 2 of ISO/IEC 11581.

**Mainframe 1, Mainframe 2, Mainframe3 and Mainframe 4.**

Represent mainframe, host or VM machines or system objects.

**Management, Management – configuration, Management – data storage, Management – problems, Management – queues and Management – user & security.**

Represent various types of system management objects or functions. Alternative objects can be substituted and the level of the scales altered to show status.

**Media**

Represents differing forms of recording and storage media, primarily used for multimedia applications.

**Money and More money**

Represents money. The bank note illustrated is based upon the US \$ bill, but could be altered to reflect a specific national monetary note if appropriate. (See also **Payment** and **Tax**.)

**Mouse (ISO)**

Represents a computer mouse input device object and its settings.  
The (ISO) images correspond to clause 7.2.2.4 Mouse, in part 2 of ISO/IEC 11581.

**NO ENTRY large, NO ENTRY medium and NO ENTRY small**

Represents conditions when input is prohibited or prevented. (International sign used in road traffication.)

**Padlock closed large, Padlock closed small and Padlock open large**

Represents conditions where files or other objects have user access or other security attributes active.

**Partners**

Represents objects or associations with partnerships, as in business.

**Payment (Europe)**

Represents payment of financial sums. NOTE this icon was created for European use, and some Middle Eastern cultures may find the use of a body part (hand) offensive. (See also **Money**, **More money** and **Tax**.)

**Pen & pencil (authorise and edit)**

These objects represent authorisation (pen) and editing (pencil) functions and associations. They are recommended for positioning on the right-hand side of icons, superimposed upon other graphics, e.g. a document. The pen and pencil should be shortened if necessary.

**Phone (ISO) large, Phone (ISO) medium, and Phones (ISO) small.**

Represents associations with telephony functions and facilities. The (ISO) images correspond to clause 7.1.6 Telephone, in part 2 of ISO/IEC 11581.

**Phone dial medium and Phone dials small**

Represents associations and functions with telephony dialling facilities.

**Pins**

Represents temporary storage actions or associations for objects.

**Postcard**

Represents a small electronic message and may contain a graphic image in some form.

**Print out**

Represents computer printout object or a similar association e.g. a "system dump".

**Printer (ISO) large, Printer (ISO) medium, Printer large and Printer medium.**

Represents generic real world printers or any association with them. The (ISO) images correspond to clause 7.1.5 Printer, in part 2 of ISO/IEC 11581.

**Prohibited large and Prohibited medium**

Represents conditions when certain actions are prohibited and can be enhanced by the addition of a further black symbol with the red circle but behind the diagonal bar. NOTE that the bar can be rotated 90 degrees, if necessary to better accommodate an extra symbol. (International sign used in road traffication.)

**Queue – recoverable**

Represents a task, job or message queue object and its associated functions. In this instance the queue has repair functions which enable it to recover following a problem.

**Queue large and Queues small**

Represents a task, job or message queue object and its associated functions.

**Quiver (ISO) East, Quiver (ISO) NW-SW, Quiver (ISO) North, Quiver (ISO) South and Quiver (ISO) West**

Represent standard direction/action arrows. The arrows (i.e. with a shaft) should be used wherever possible to re-enforce the direction. The chevron (tail-less arrows) should only be used where lack of space prevents the use of arrows.

This style of arrow is sometimes known as "Fleche Belge" and is detailed in ISO 4196:1984 Graphical symbols – Use of arrows.

**Refresh**

Represents refreshing function for a connection, link or presented window.

**Register**

Represents the electronic registration of software during installation.

**Report and Reports**

Represents any form of report (e.g. technical, financial) containing text, charts, tables, images, etc.

**Road Works!**

Represents work incomplete or still in progress. Symbol taken from British road traffic sign.

**Scanner**

Represents a physical scanner, its functions, attributes, settings and associations.

**Site**

Represents a physical location (e.g. an office or business) where several workstations can be found.

**Spanner (wrench) and Spanners (wrenches)**

Represents metaphorical system or programming tools. (See also **Toolkit.**)

Represents functions, attributes and settings associated with sound.

The (ISO) images correspond to clause 7.2.2.6 Audio device, in part 2 of ISO/IEC 11581.

**Spectacles (read-view)**

Represents functions and settings associated with viewing and reading (only) of files and objects, e.g. write-protected.

**Speech bubbles large & medium**

Represents generic containers for verbal (could be recorded) data. (See also **Audio..** set)

**Stop and Go large and Stop and Go medium**

Represents the functions or attributes for stating and stopping functions, or can show status.

**STOP! large, STOP! medium, and STOP! small,**

Represents immediate stop conditions or situation. (International sign used in road traffication, though subject to translation in some countries or regions, e.g. Brazil, Quebec.)

**Tax (Europe)**

Represents financial taxation, i.e. a portion of a sum of money. NOTE that the stack of coins feature the Euro symbol (€) on the top coin.

**Template**

Represents a basic format object that can be customised and re-used.

**Terminal**

Represents a mainframe or VM terminal. NOTE the monochrome display and absence of a system unit.

**Test**

Represents a test utility object, settings, parameters or associations. (See also **Clipboard, Clipboard medium** and **Clocks (alarm and stopwatch.)**)

**Tool palette**

Represents a collection of tools typically for editing text or graphics.

**Toolkit**

Represents a collection of programming or development tools. (See also **Spanner (wrench)** and **Spanners (wrenches).**)

**Trash can (ISO)**

Represents an object and associated functions for the eventual deletion of objects.  
The (ISO) images correspond to clause 7.1.9 Waste paper can, in part 2 of ISO/IEC 11581.

**User, User small and User group**

Represents computer users either individually or in a group.

**Wall calendar**

Represents an object, its associations and settings for scheduling and organising time.  
This version corresponds to clause 7.2.1.1 Calendar, in part 2 of ISO/IEC 11581.  
NOTE that this shape of calendar has been specifically used to avoid confusion with the **Calculator** in this collection.

**WARNING! large, WARNING! medium, WARNING! small**

Represents conditions requiring caution by the user.

**Window (application), Window (C prompt), Window (Program), Window (vacant) and Window (small)**

Represent various software windows as titled.

**Workstation large, Workstation medium and Workstations small**

Represent personal computer workstations, their associations and settings.

**World medium and Worlds small**

Represent global attributes and settings.

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