



Technology 101

Since we all approach technology from different backgrounds and generations, it doesn't come easy to everyone! For those who are not as comfortable with technology, we hope this will be helpful.

Common icons used online

(tip: often if you hover your mouse over an unknown icon, text will appear to identify it)

These icons often vary in color or style depending on the website on which they are found.

- When a period is used in an email address, call it a "dot."
- @ The "at" sign is used in email addresses.
- # The hashtag is used to label, especially in social media, creating an easily searchable index of hashtags to find related content. It is also used for fun.
- ☰ Hidden navigation menu. Click on it to display menu options for more webpages.
- ☐ Another type of menu. Click on it to display more options to navigate to.
- ✕ Close out of the window/menu. The style may vary, but it will always be represented by an x.
- ← Back. Return to the last webpage you were on.
- ↻ Refresh the webpage. This reloads the webpage. Can be useful in case of a bad internet connection, or just to see updated content.
- 🔍 Search. Sometimes this represents the search window, sometimes you need to click on it to start your search after typing in your search term.
- ⚙️ Gear icon. Usually represents "settings."
- More options. Click to see more.
- 🏠 Home (usually used within apps to return to the main screen of the app.)
- 🔖 Bookmark/Favorite
- 🛒 Shopping cart
- 🔍+ Zoom in
- 🔍- Zoom out
- ⬇️ Download
- 🖨️ Print
- 🔊 Volume control
- 🔇 Muted volume
- 🎤 Record audio
- 🔇 Mute audio
- 📘 Facebook
- 🐦 Twitter
- 📌 Pinterest
- 📺 YouTube
- 👤 Google +
- 📷 Instagram
- 👤 Snapchat
- 👍 Like
- ❤️ Love
- 💬 Comment

Technical Terms

(see other writing helps listed in the LWML Style Guide, found at www.lwml.org/logos-style-sheet)

- cellphone, smartphone — one word
- email — lowercase except at the beginning of a sentence
- home page — two words
- internet — lowercase except at the beginning of a sentence
- login, logon, logoff — one word when used as an adjective, but two words in verb form. For example: I will log in to my login account.
- online – one word
- password – one word
- PowerPoint presentation
- username – one word
- website, webmaster, webservant, webcast, webpage, World Wide Web, the web, web address, web browser