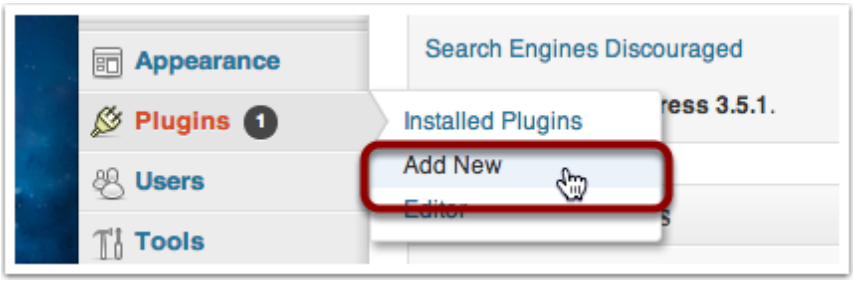
Spiffy Icons User Guide

Installing A Plugin

To install a plugin, go to Plugins >> Add New

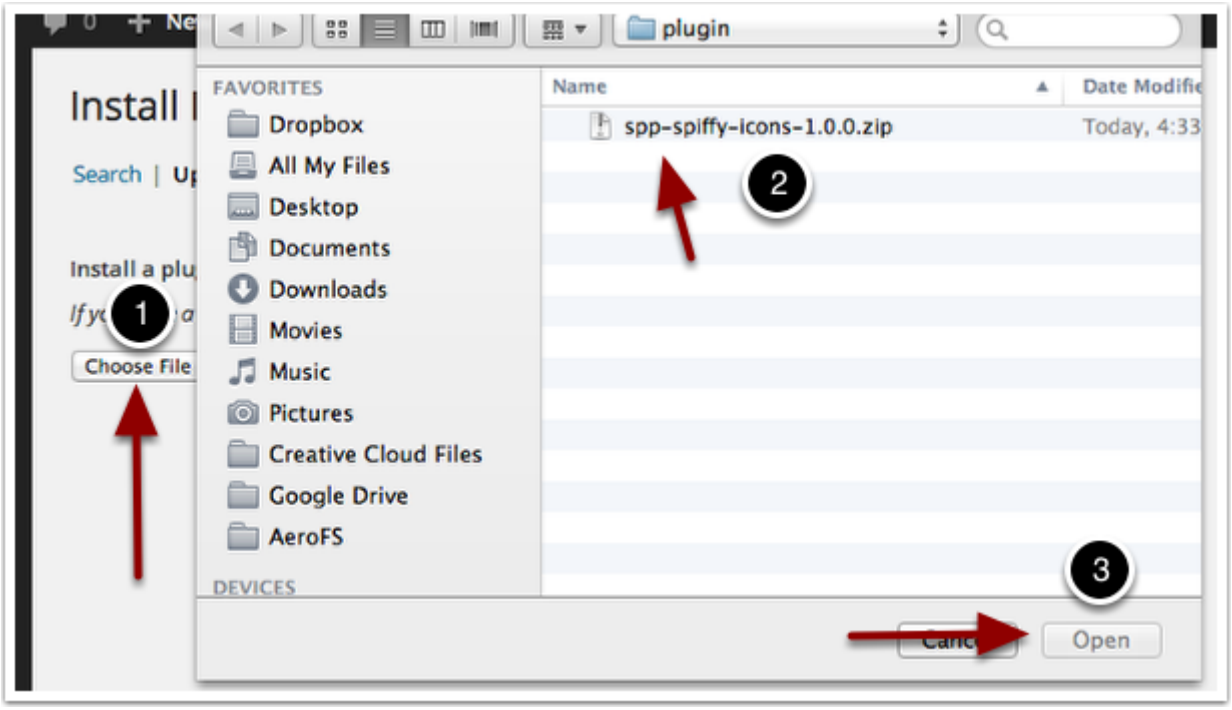


Upload plugin

Click Upload

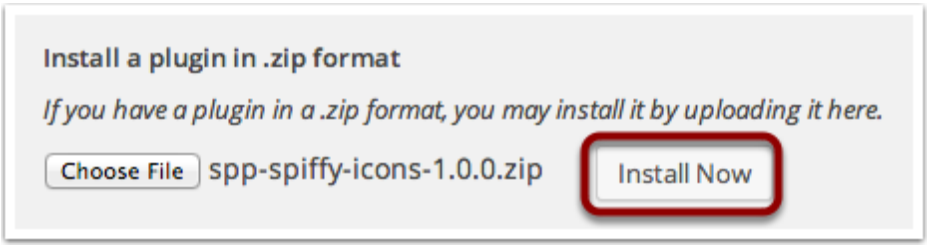
Choose Upload File

1. Click Choose File
2. Locate the zipped file of the plugin you'd like to install
3. Click Open



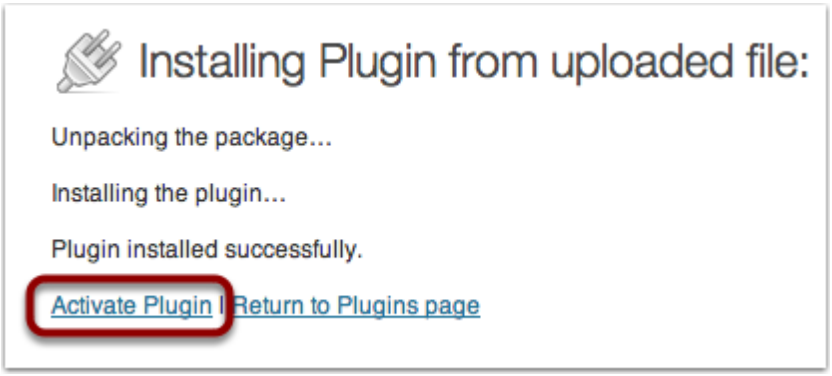
Install The Plugin

Click Install Now



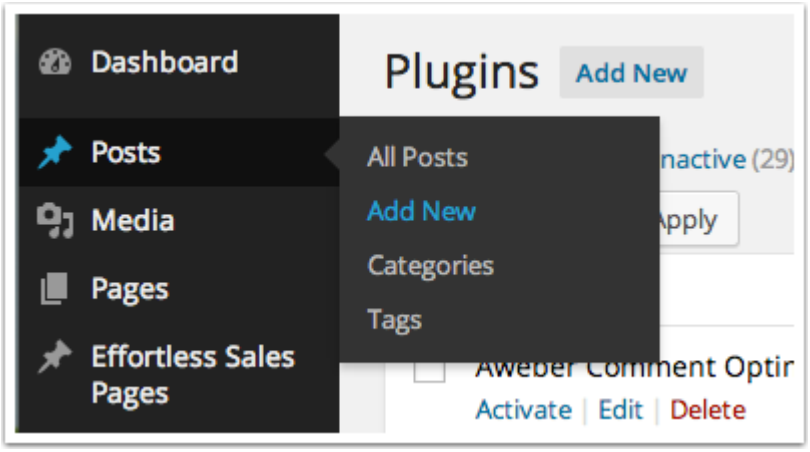
Activate The Plugin

After successfully unpacking and installing the plugin, click *Activate Plugin*.


Installing Plugin from uploaded file:
Unpacking the package…
Installing the plugin…
Plugin installed successfully.
Activate Plugin | Return to Plugins page

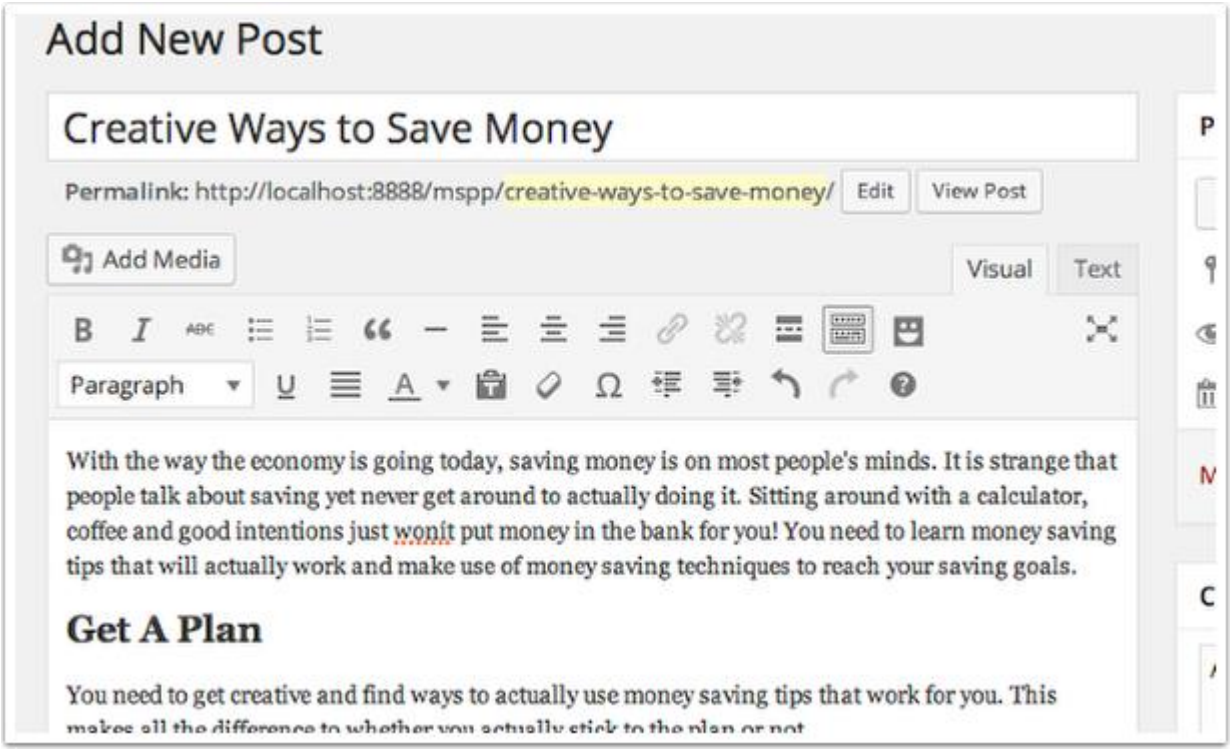
Start Using Your Icons

This plugin doesn't have any special settings required before use so you can begin adding icons to your content immediately. Start by creating a new post or page. Or, you can edit a previously created post or page.



Create Your Post

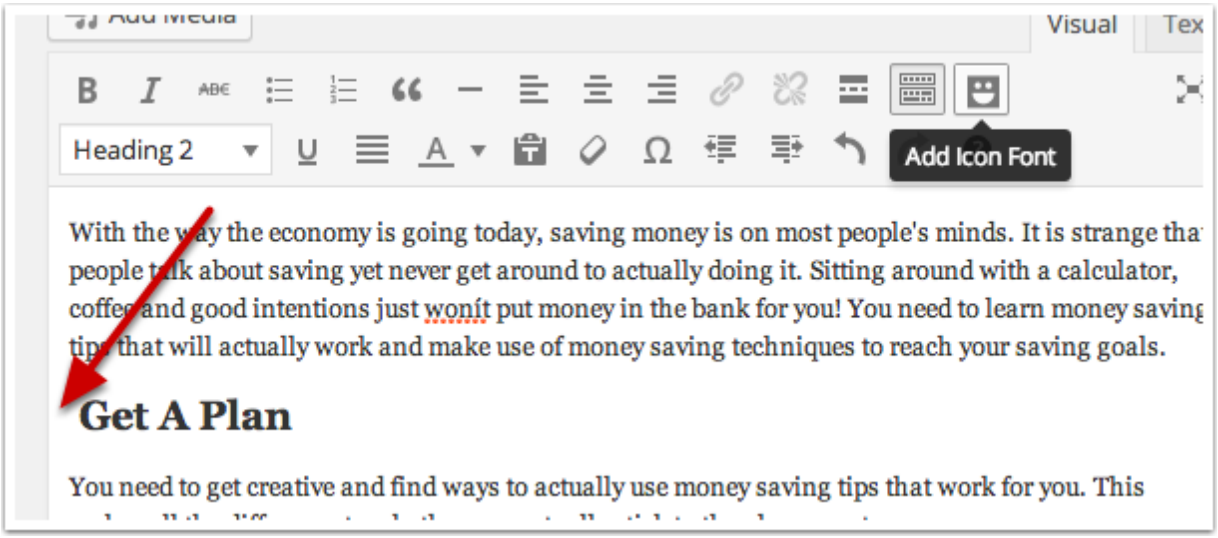
Write your content and plan where you want to add your icons so they support your points.



Adding An Icon

In this example, we would like to add an icon immediately before the sub-heading Get A Plan. This sub-heading has already been formatted as Heading 2. So we will insert the cursor before the sub-title and add a space.

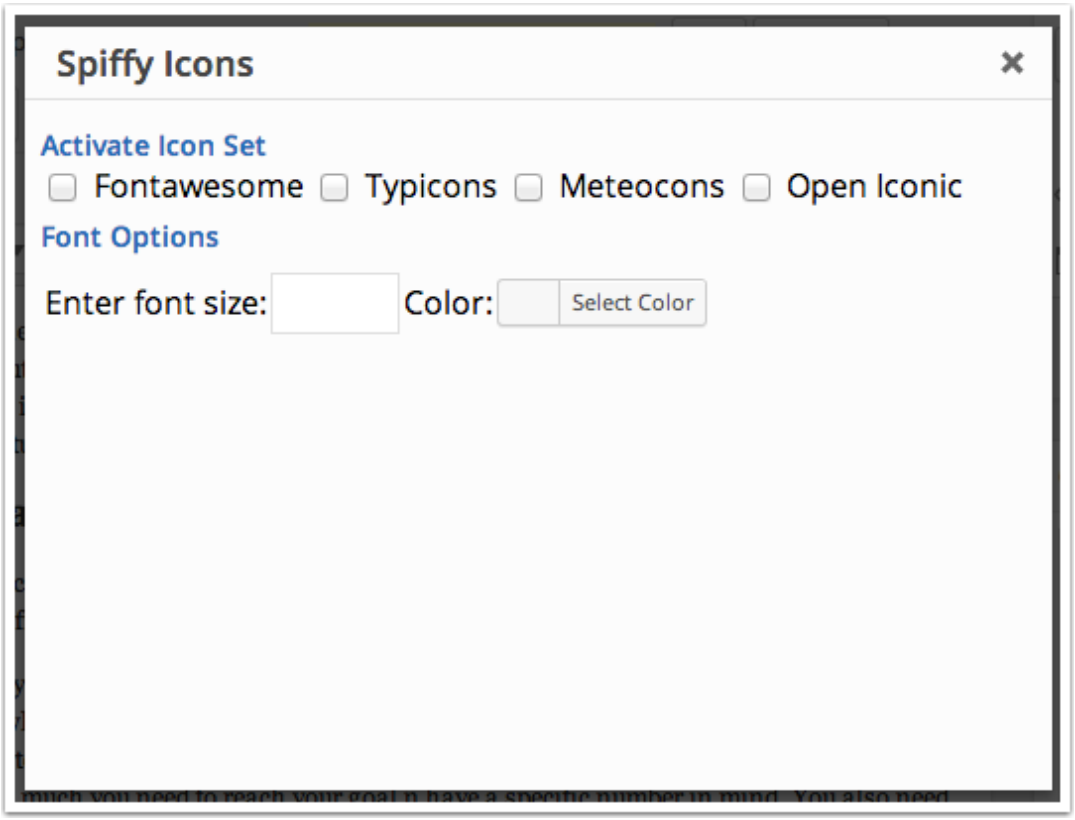
Next, we will click the smiley face icon to bring up the icon chooser.



Icon Chooser

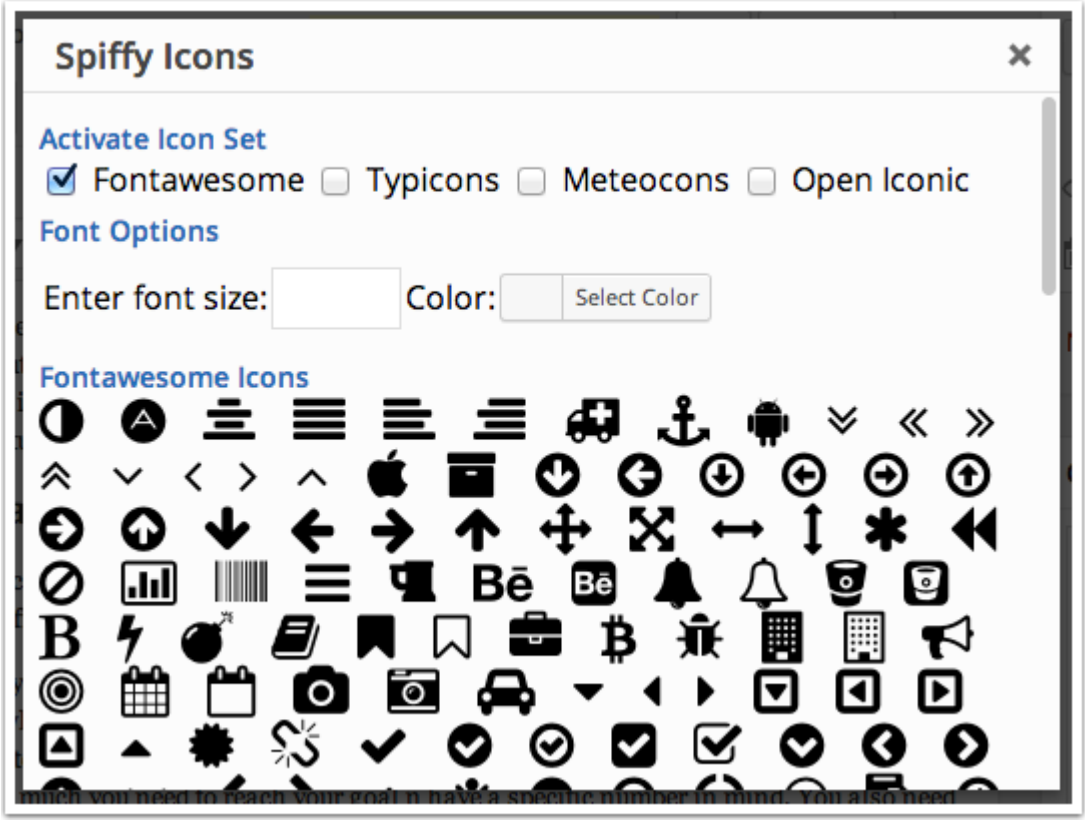
On new posts or pages where icons have never been used, you will first need to activate an icon set. You have four sets to choose from.

Warning! While you can definitely choose all sets, we encourage you to use one set on each post where possible to reduce load time on your page. The more sets you choose, the more 'weight' you add to the page which could slow down your page.



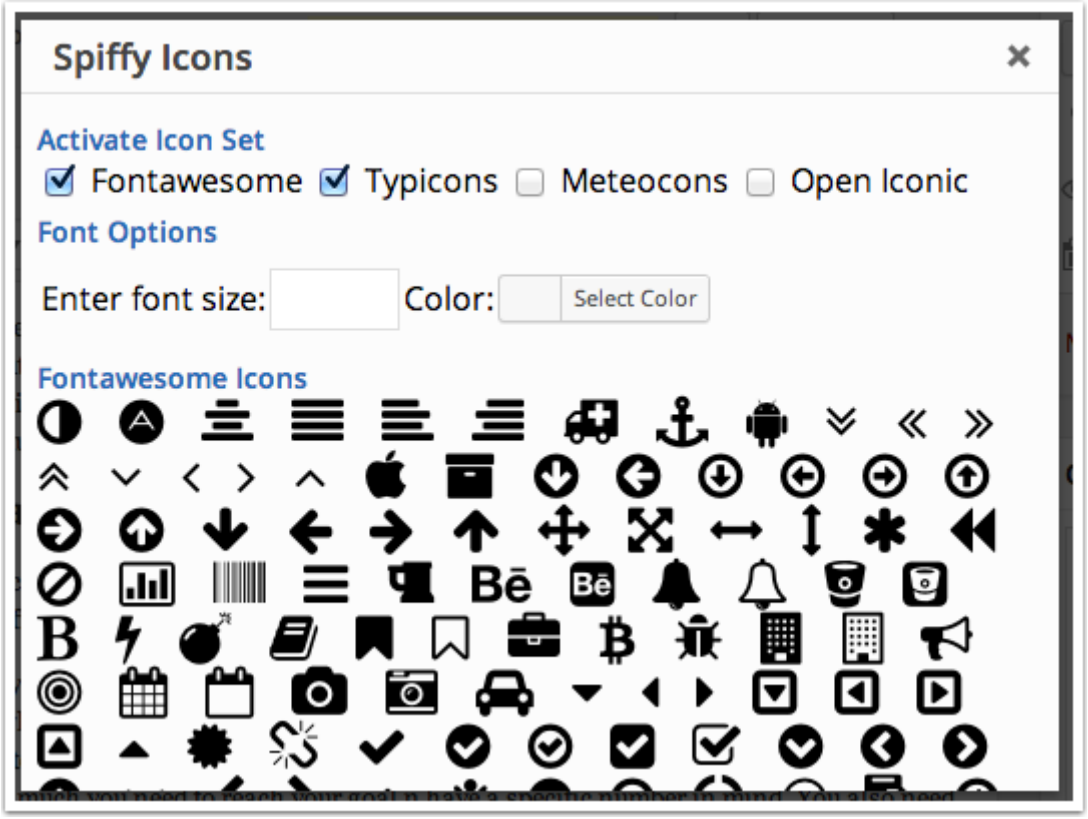
Activate An Icon Set

To activate an icon set, simply click the checkbox next to each set's name. Give it a few seconds to refresh. After a refresh, you will see the icons displayed below.



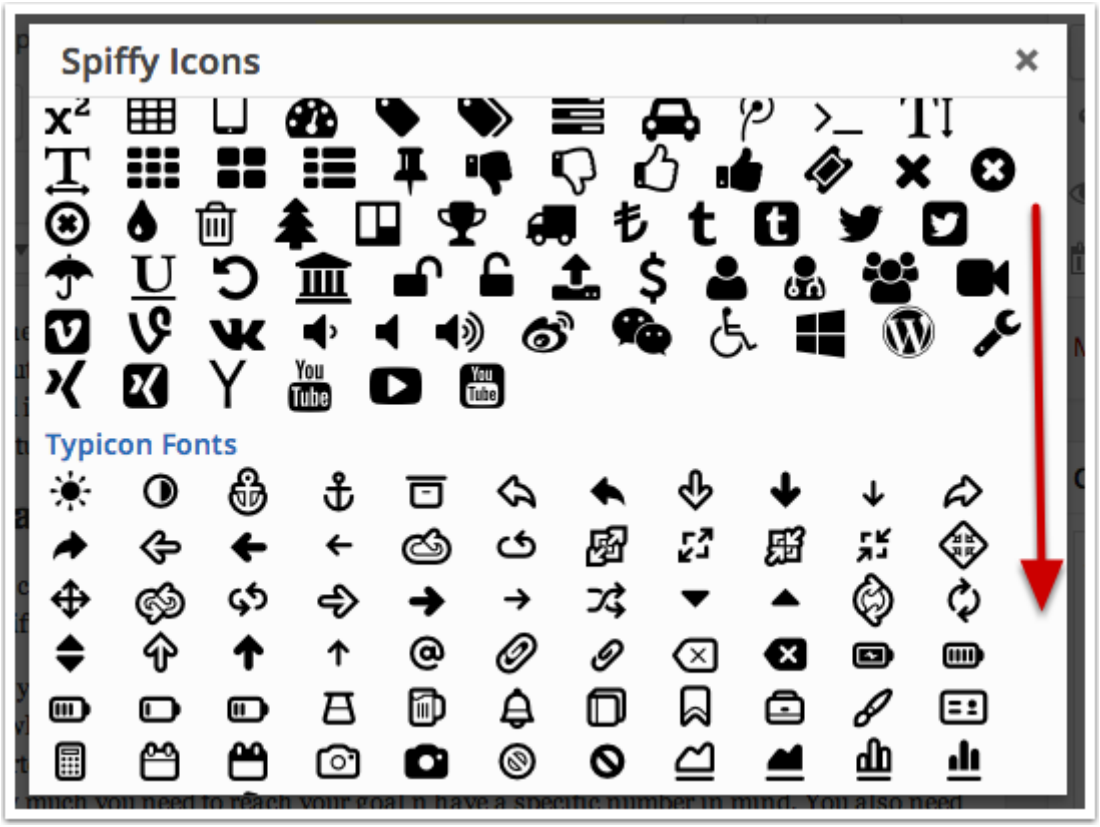
Activating More Sets

To activate more or another set, simply click the checkbox for the set you want. The popup page will once again refresh to load your icons.



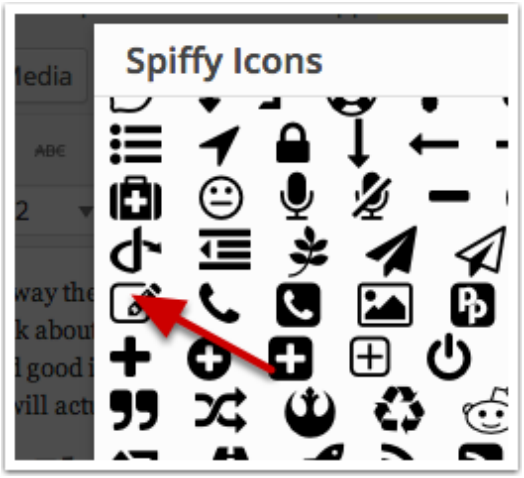
Scroll To View Additional Sets

Since each set consists of a large collection, if you have activated more than one set, please scroll down to view and choose the additional sets



Adding An Icon To Your Post

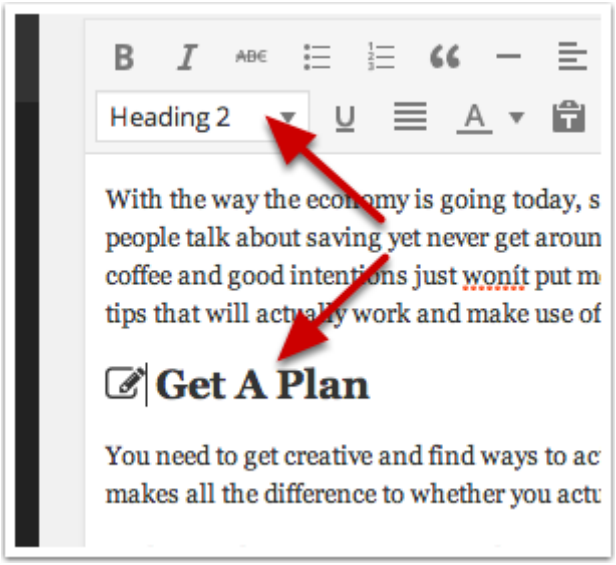
Once you find the icon you want to use, click on it.



Icon Inserted Into Post

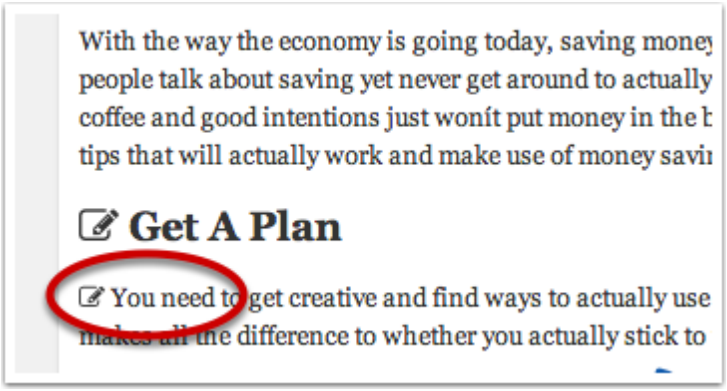
The icon will be inserted into your post. Note, inserted icons will inherit the size of the paragraph.

As mentioned before, the "Get A Plan" sub-title has been pre-styled as Heading 2. So, the icon is also larger than the rest of the text - styled as Heading 2.



Example of Icon In Normal Paragraph

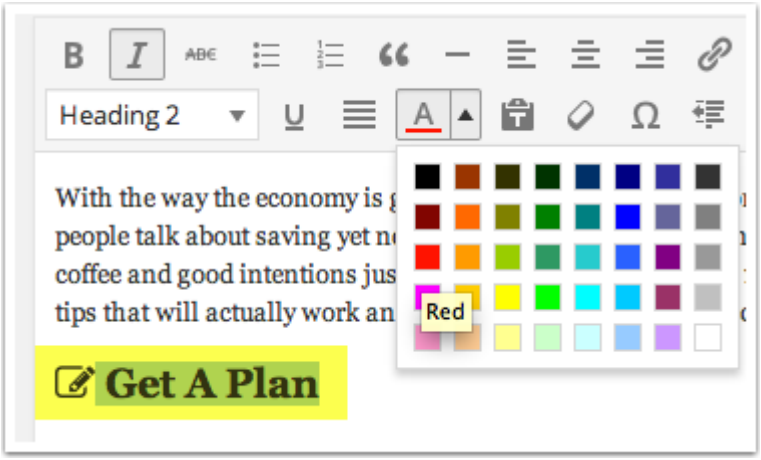
To further illustrate, if you entered the icon in a normal paragraph without formatting, it will inherit the size of the text in the paragraph.



Coloring The Icon And Text

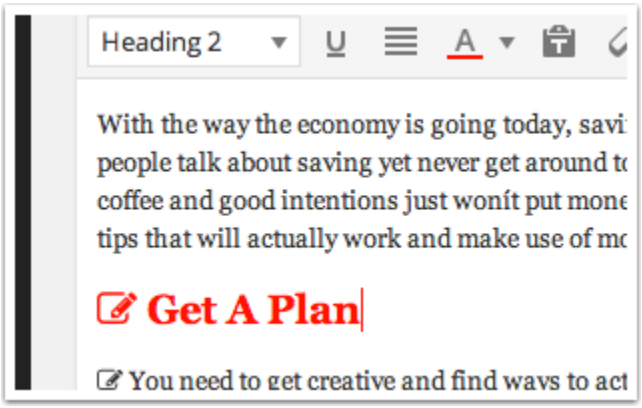
Even though the plugin includes color options, you can still use the regular editor to change colors. In the example below, we have highlighted both the icon and the text.

Next, we used the built-in color chooser to change the color.



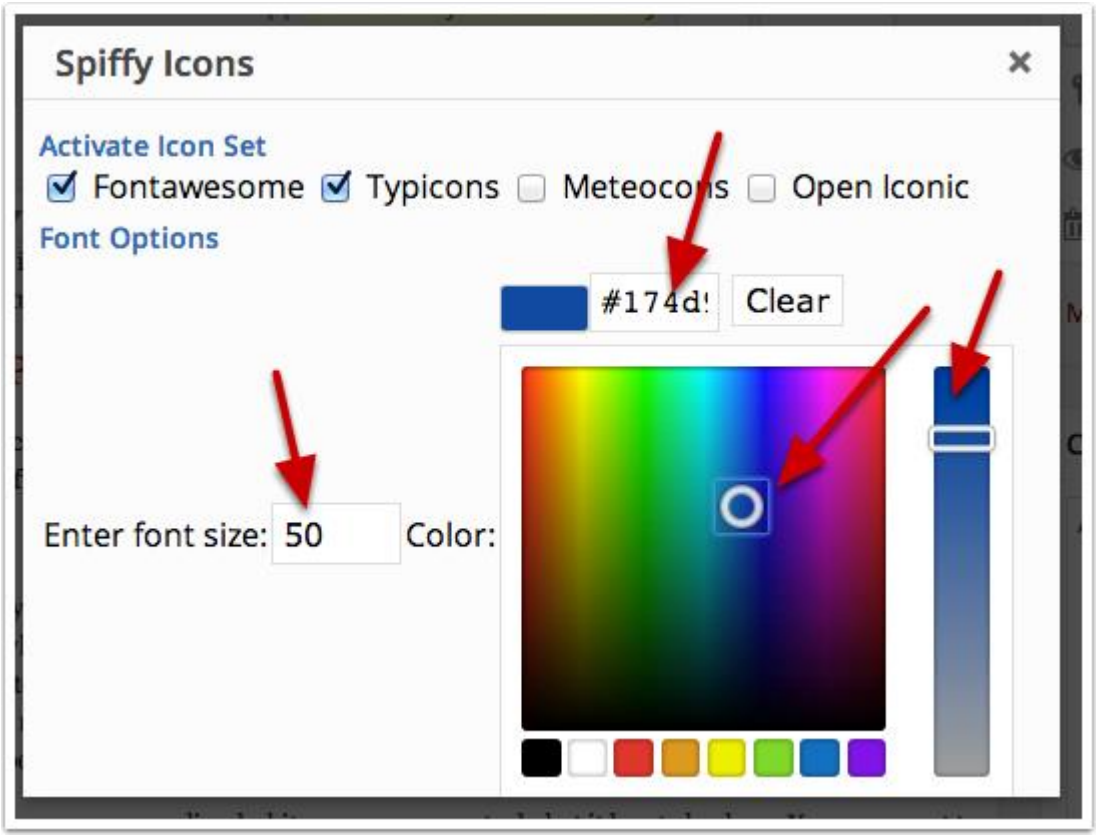
Changed Color

The result is this.



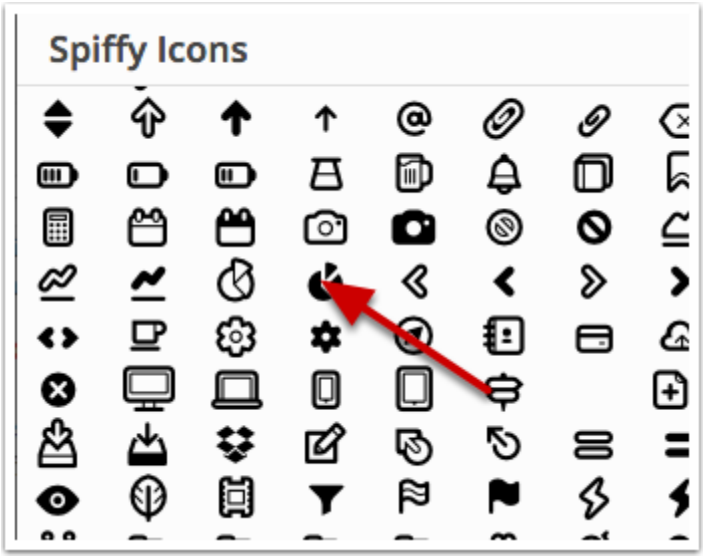
Inserting Another Icon With Additional Options

Sometimes, we might want to insert the icon into a paragraph but want the size and color changed. In this case, enter the size (in pixels) and use the color picker to choose a color, or enter the color code directly.



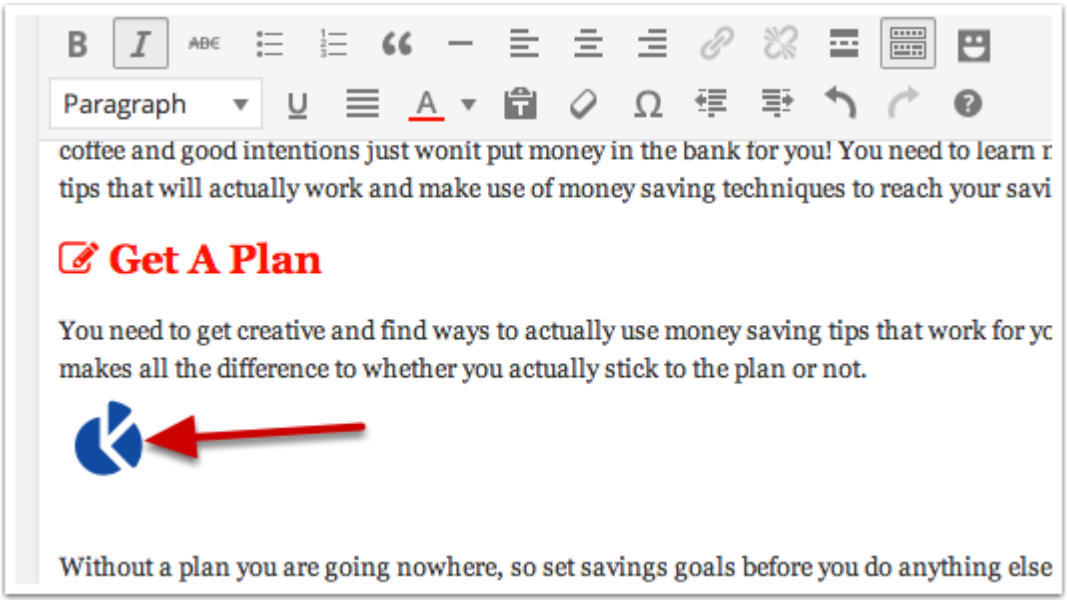
Choose An Icon To Insert

Find the Icon you want to use and click it.



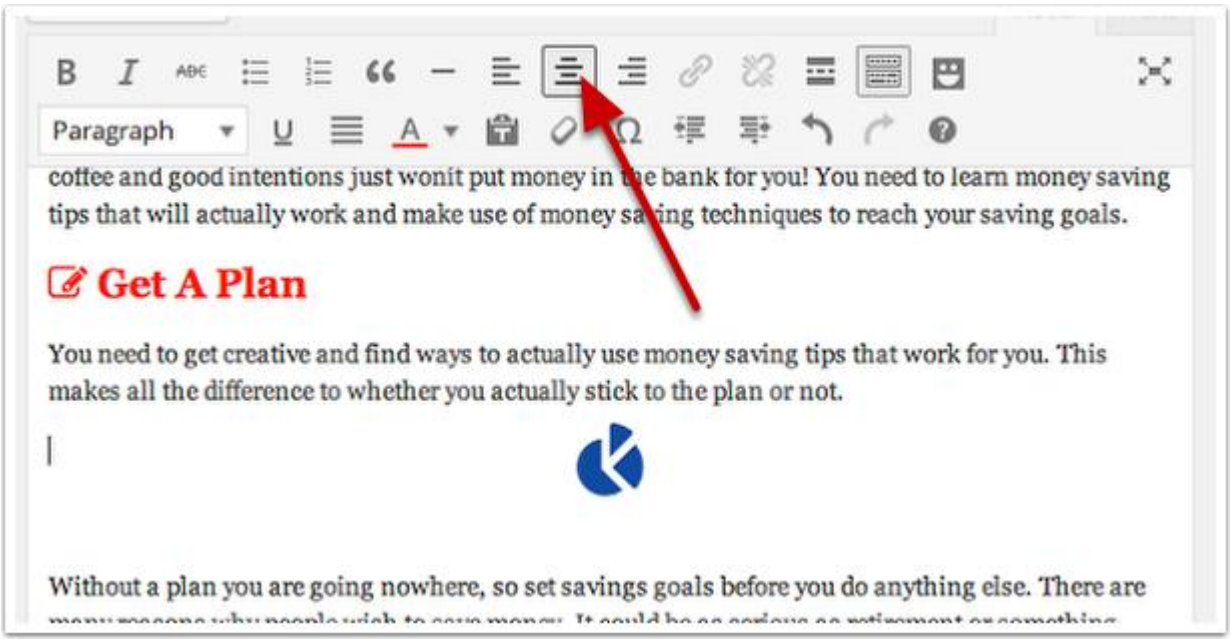
Inserted Icon

The icon is inserted into the post as shown here.



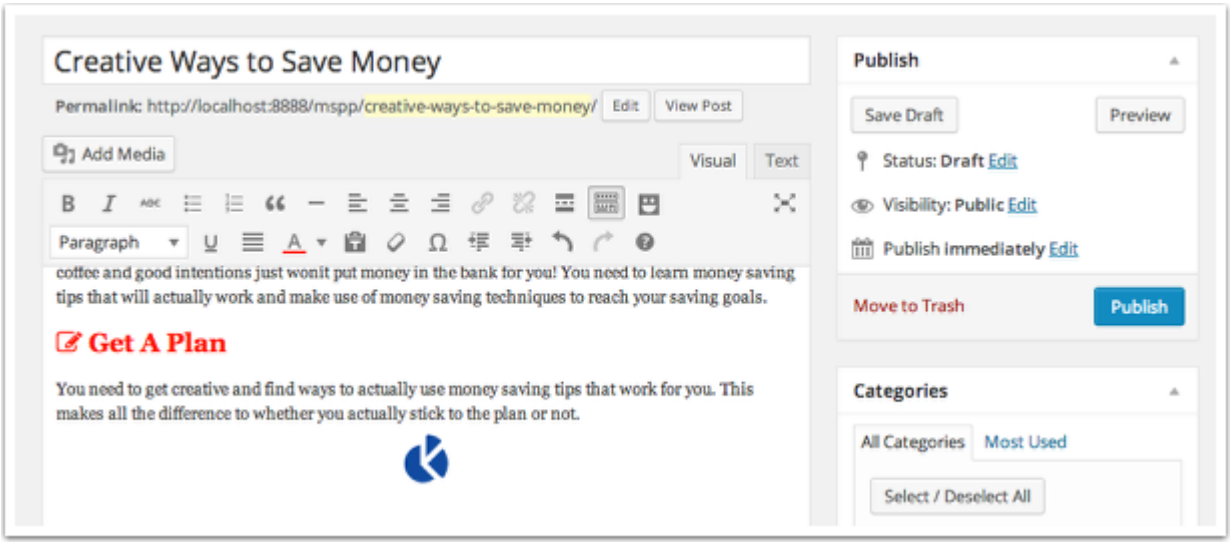
Aligning The Icon

Since the icon is a font (not image) you can use the text editor's text align feature to align it center, left or right.



Publish Your Post

When you are happy with your post, click Publish or Update.

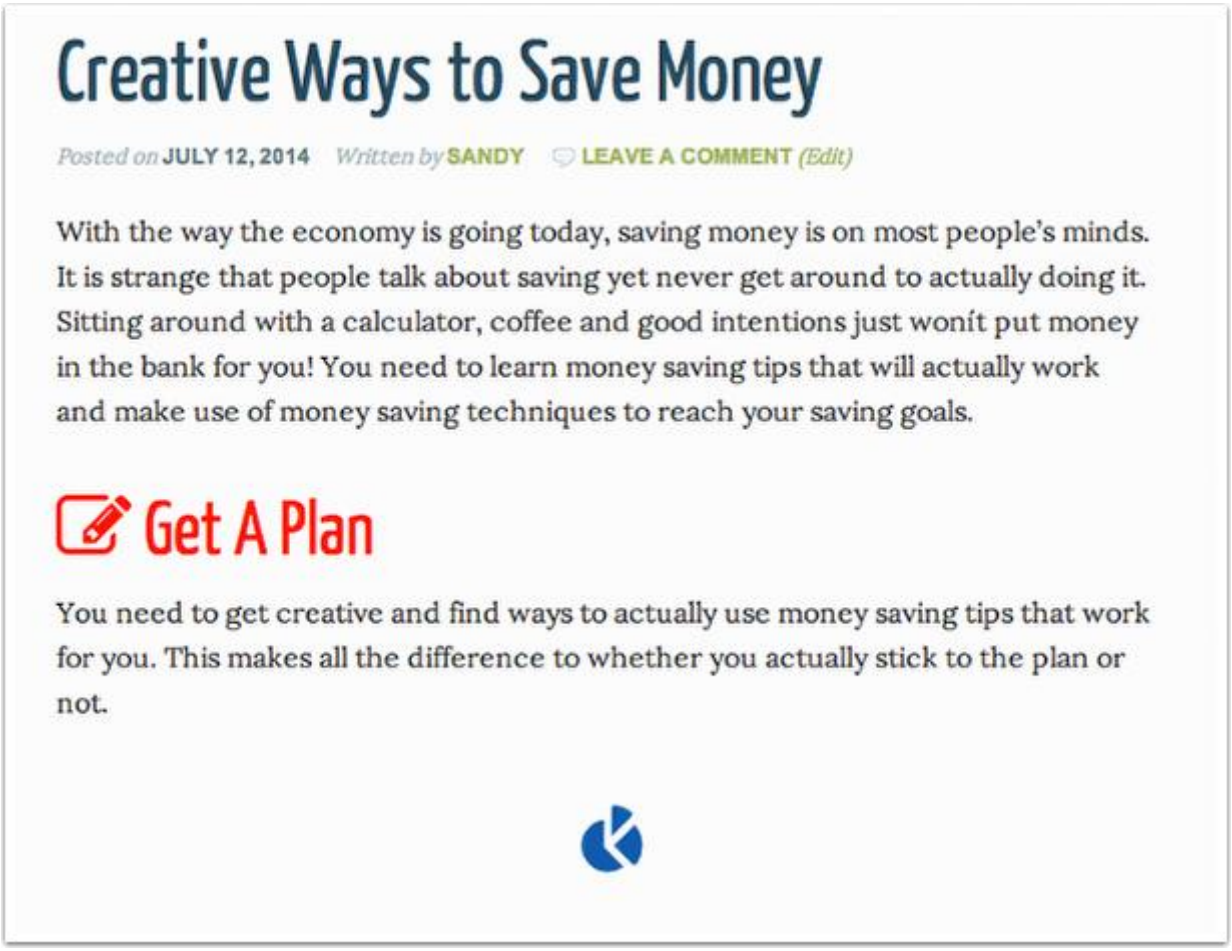


View Post

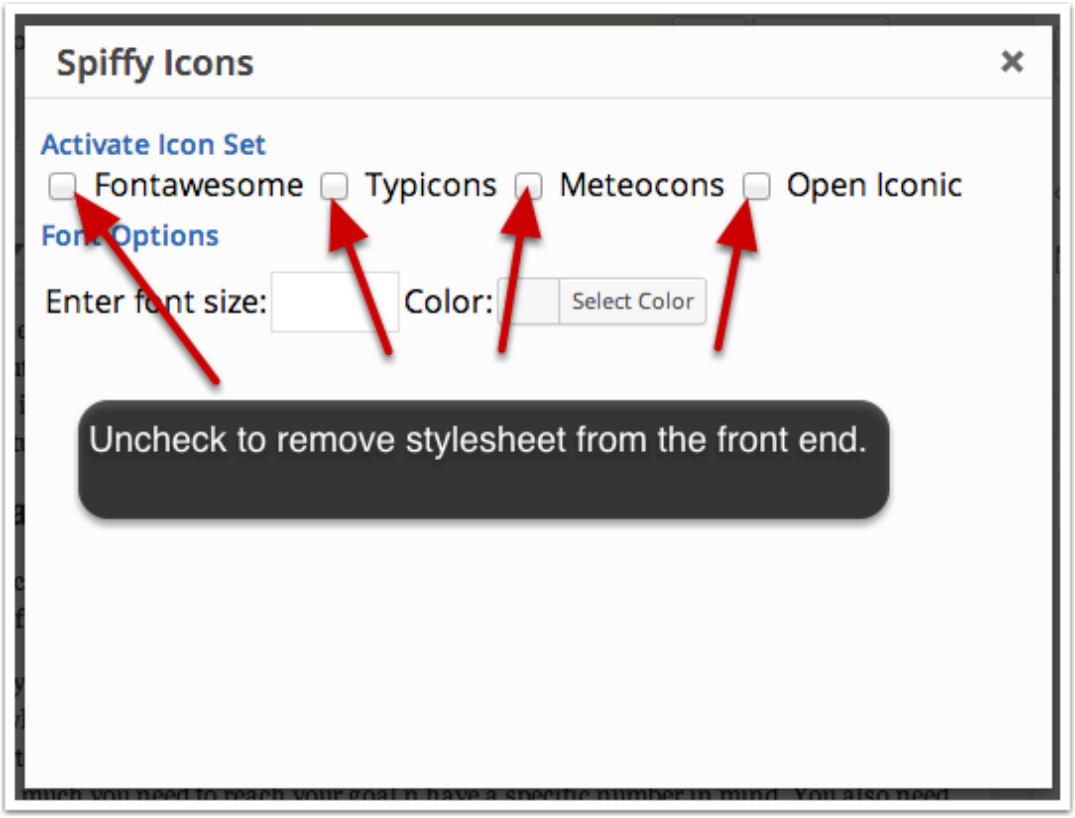
Click the View post link to see your post as your visitors see it.

End Result

This is what it would look like to your readers.



Deleting and Removing

To delete an icon from the post, simply place your cursor before or after it, then delete or backspace.

If you are sure you won't be using icons on this page, we also recommend you de-activate all icon sets by unchecking the boxes. This would remove the stylesheet from your page and not interfere with your page loading time.