Google Icons Cheat Sheet

Icon	What it does	Gmail Example	Drive Example	Docs Example	Calendar Example
Drop-Down Arrow	The drop-down arrow indicates that a menu of options are present, usually indicating additional features.	Search menu Filter gmail searches by people, title, date, etc. Q Search	Folder menu View sub-folders.	Bullet list types Filter gmail searches by people, title, date, etc.	Change display Toggle between Month, Week, Day views (and see shortcuts). Week
Stop-Light	The stop-light is the 'more actions' menu.	Email actions You can do a lot to your emails beyond just deleting. If Mark as unread Mark as not important Add to Tasks Add star Create event	Drive actions Open a document in a special app, move, star, or download. Open with Move to Add star Rename	Hidden menu The sideways light indicates menu items that have been hidden.	Event options Duplicate, copy, print events. th Blended/Intervention Strut Control eting w .hms 1
Cog Wheel	The cog-wheel is the settings menu.	Gmail settings Organize, set vacation responders, and a whole lot more. Go back to classic Renew Schools Mail Display density Configure inbox	Drive settings Offline drive, density of the screen, and converting uploads. **** ***** **** **** **** **** ****		Calendar settings Quickly change the color or go to settings for a calendar. Display this only Settings and sharing
Carrot	The carrot is a show/hide button.	Show/Hide sections If you organize your inbox by priority, you can show/hide sections. Unread	Open from template Create a new file using a template. Blank presentation From a template	Show/Hide toolbar Give yourself more space visually by hiding the menu toolbar.	Show/Hide calendars Hide your calendars to see other calendars. My calendars Nate Kellogg 2017-18 Professional Dev

