

Insert Facilitation Icons

Icon images are used as cues in the leader's guide script to alert the facilitator to specific actions.

Facilitation icon images have been formatted to layout **in line with the text**. This means that they will take position where the cursor is located when copied into a document, just like a typed character, and cannot be moved freely.

To place an icon:

Click on the desired icon from another part of the document (or from the Leader's Guide template located in the Templates folder of the Support Materials.) Black guides will appear around the icon.



Select the **Copy** button in the Home ribbon (or Ctrl-c).

Position your cursor in the column to the left of the applicable facilitation text and click the **Paste** button in the Home ribbon (or Ctrl-v).

Note: The  icon used in the script is a Wingding font character, and it can be sized and formatted like any typed character.