Adding and Copying Objects to the User Catalog

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The information in this article applies to:

PREMIER   INTERIORS | PRO   ARCH   SUITE

QUESTION

How do I add or copy library objects to my User Catalog?

ANSWER

The User Catalog is a folder in the Library Browser that you can add objects to. This can be helpful if you use a specific library object frequently or if you have created a custom object that you would like to save for future use.

In this article, we will cover the following topics:

- Adding an object to the User Catalog
- Copying an object to the User Catalog
- Creating a new object in the User Catalog
- Adding links to frequently used objects
- Creating folders
- Moving objects
- Locating a link source

> **Note:** If the Library Browser is not already open, select View> Library Browser from the menu to toggle its display on.

To add an object to the User Catalog

Many types of objects can be added to the User Catalog directly from a plan file, such as cabinets, doors, windows, wall types*, appliances, fixtures, materials, HVAC items, and more.

Applies to Chief Architect Premier and Interiors only.

1. Using the **Select Objects** ⊳ tool, select the object that you would like to add to the User Catalog, then click on the **Add to Library** 📚+ edit tool.

> Multiple objects can be group selected and added to the User Catalog using the same process. To learn more about group selecting objects, please see the Related Articles section.
>
> Separate components that are applied to objects, such as materials, can be added to the User Catalog using the Add to Library As edit tool.*
>
> CAD objects must be part of a CAD Block before they can be added to the User Catalog.* See the Related Articles section to learn more.
>
> *Applies to Chief Architect Premier and Interiors only.*

2. Right-click on the newly added object in the User Catalog, select **Rename**, and type a descriptive name for this object.

> **Note:** On a Mac, hold down the Control key while clicking to right-click. More information about right-clicking on Apple input devices can be found in the following Apple resource: Right-click on Mac (https://support.apple.com/guide/mac-help/right-click-mh35853/mac#).
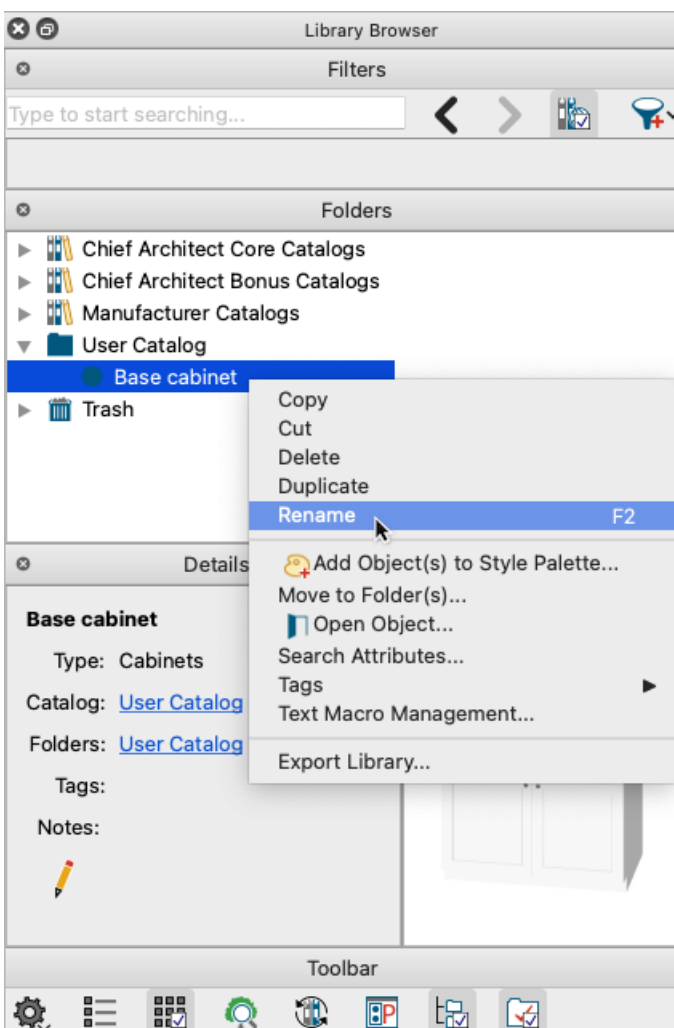
3. Notice that for many types of objects in the User Catalog, the contextual menu has an **Open Object** ⊓ option that allows you to modify the object.

To copy an object to the User Catalog

1. Browse to the object you would like to copy from the Chief Architect/Home Designer Core, Bonus, or Manufacturer catalogs.

2. Right-click on the object and select **Copy to User Catalog** from the contextual menu.
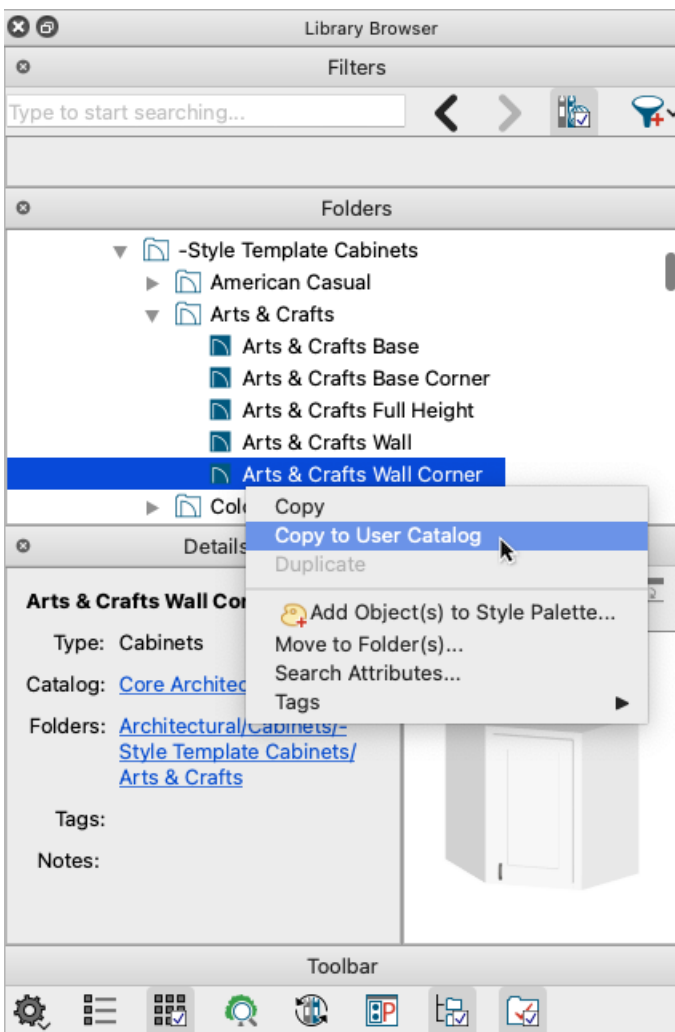
3. The object will be added to the User Catalog, where it can be renamed and/or opened for modification.

To create a new object in the User Catalog

1. Right-click on the User Catalog and select **New** from the contextual menu.

2. Notice the available options, such as Backdrop, Fill Style, Pattern, Material, and more*.

> **Note:** For additional information on each of these options, navigate to Help> Launch Help and search your program's documentation, or search the Knowledge Base (https://www.chiefarchitect.com/support/database.html).

Available options vary based on the program you are using.
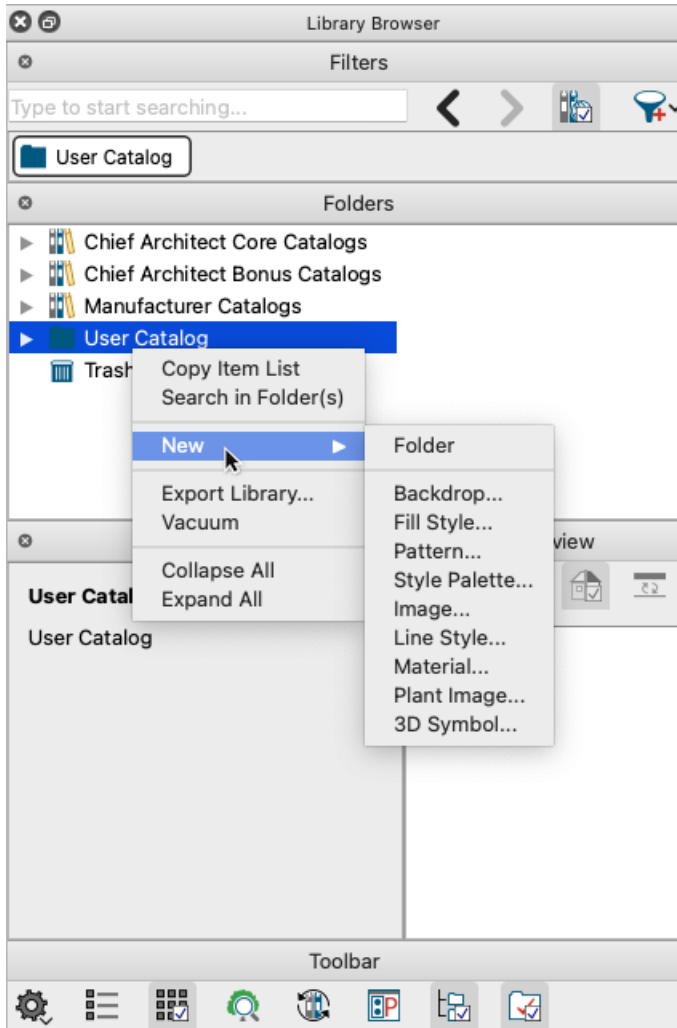
3. Once an option has been selected, you may either have to select an image or file from your system, or define the new object in the dialog that displays.

To add links to frequently used objects

A link to an object is different than a copy of an object. Links use much less space on your system's hard drive, but you can't modify the linked object until it is placed into your plan.

In X14/2023 and prior versions, links to objects are called shortcuts.

1. Find a frequently used object in the Chief Architect/Home Designer Core, Bonus, or Manufacturer catalogs.

2. Right-click on the object and select **Copy** from the contextual menu.

3. Right-click on the User Catalog and select **Paste Link**.

   In X14/2023 and prior versions, select Paste Shortcut instead.
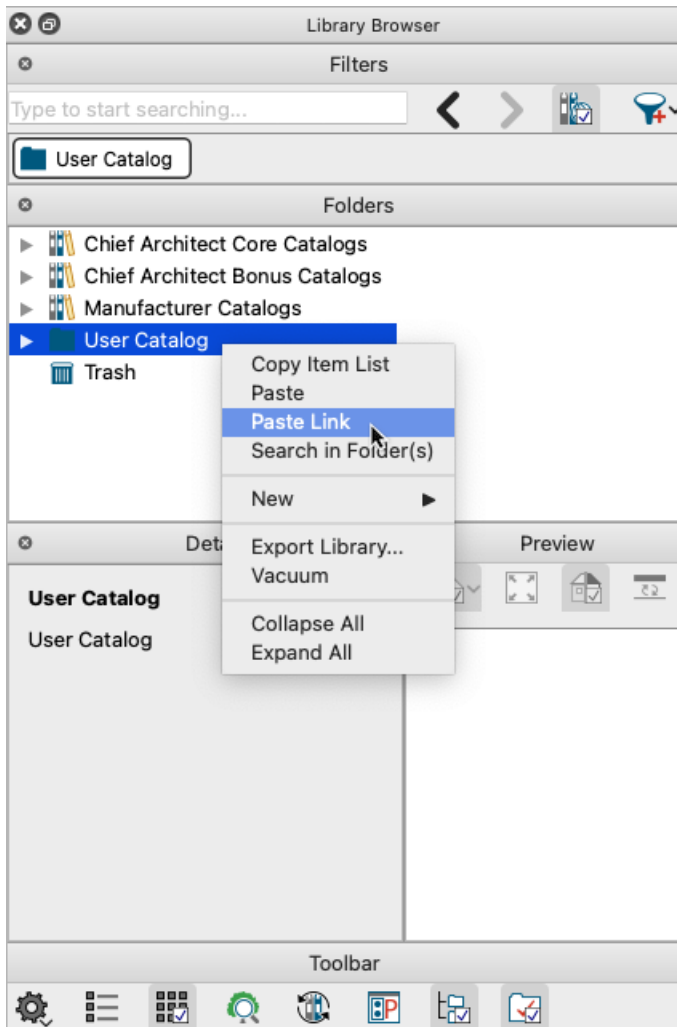

To create folders

If you will be creating different types of objects, you may want to keep them organized in folders within the User Catalog. For example, you may want to put all of your cabinets in a folder called "Cabinets".

1. To create a folder within the User Catalog, right-click on the User Catalog and select **New> Folder** from the contextual menu.
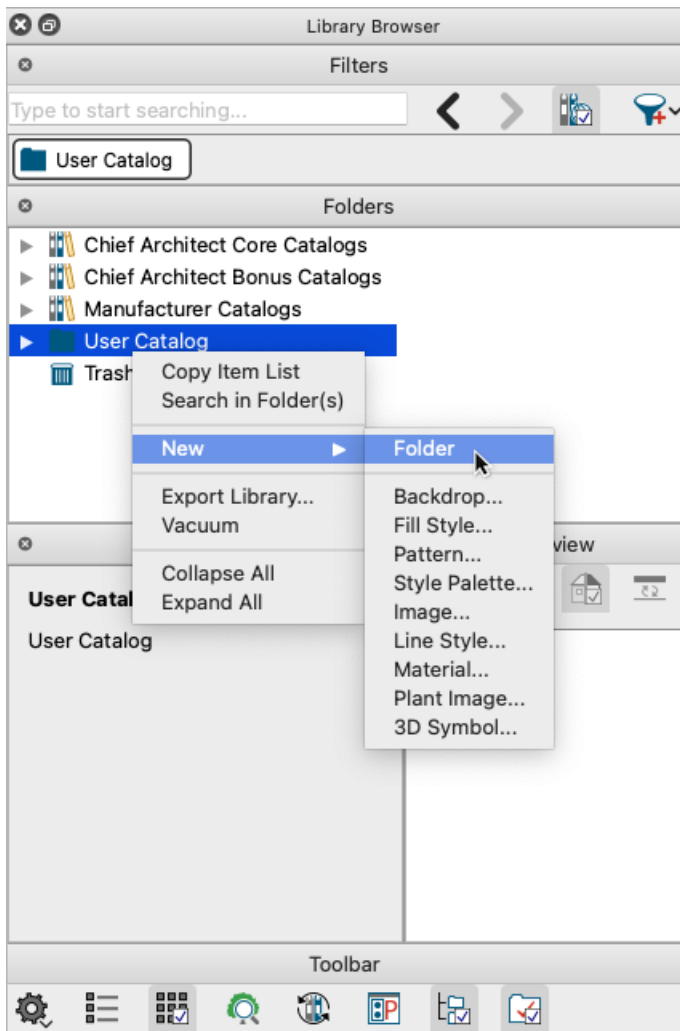
2. Type a descriptive name for the newly created folder.
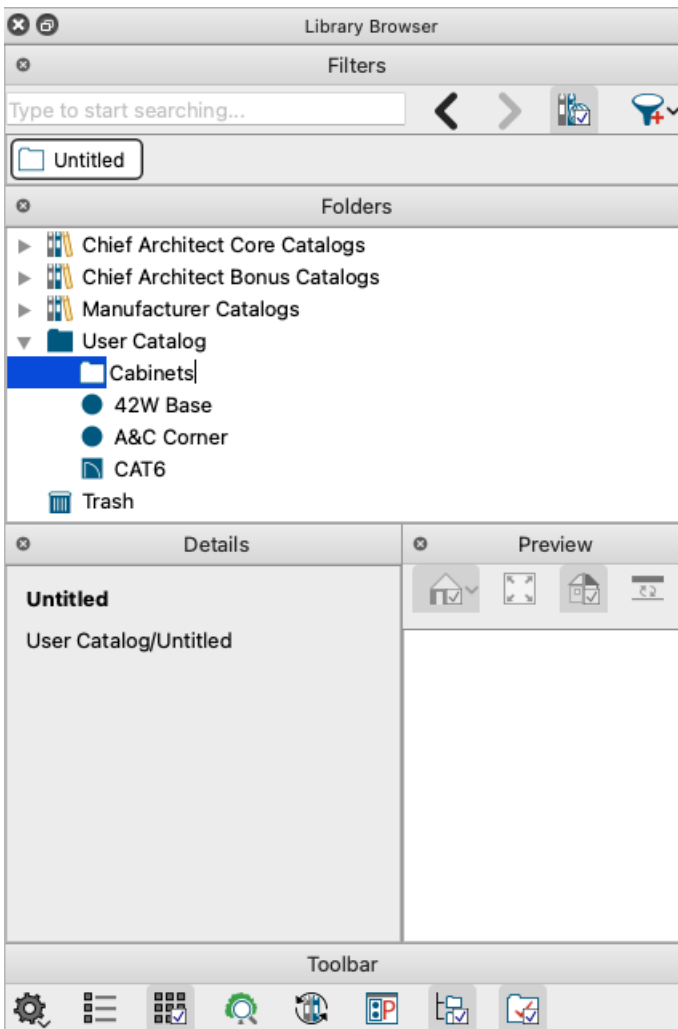
> **Note:** A folder can be created inside of another folder (nested) by right-clicking on a folder and selecting New> Folder.

To move objects

Simply drag-and-drop an object onto a folder to move it there.

In X15/2024 and newer versions, you can also select a specific folder to move an object to by right-clicking on the object in the User Catalog and selecting **Move to Folder(s)** from the contextual menu.
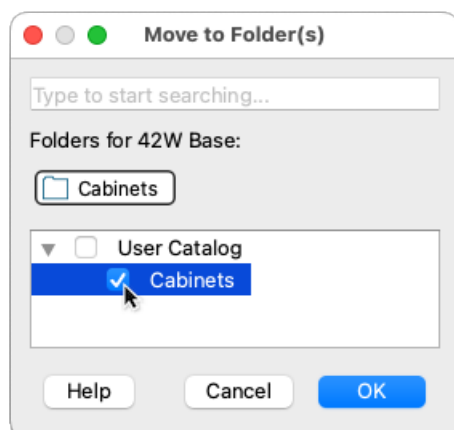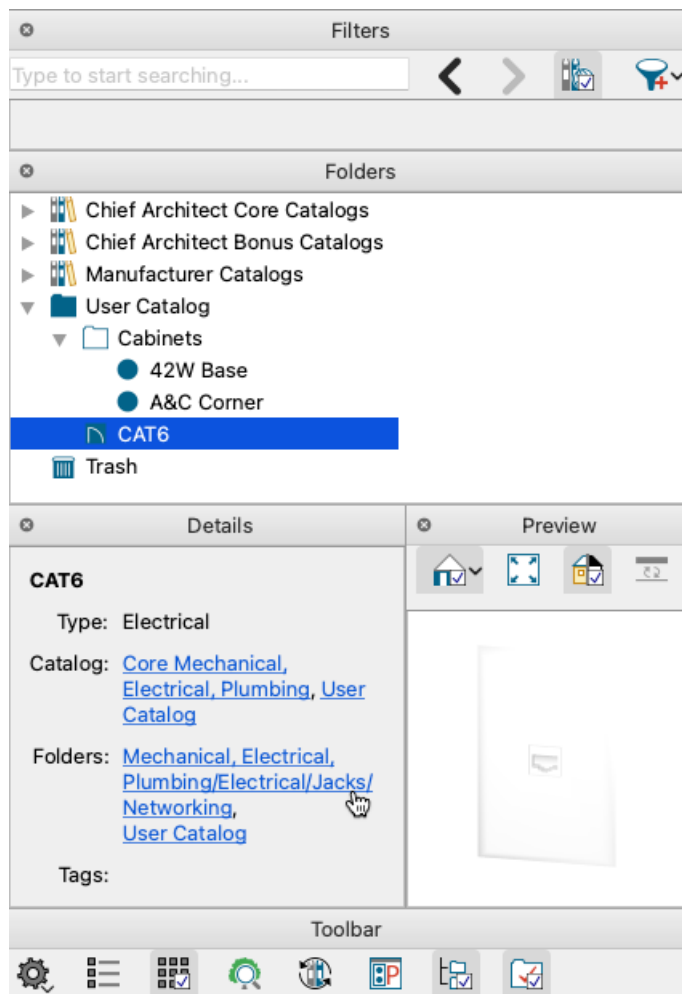
Another option is to right-click on an object, select **Cut** from the contextual menu, then right-click on the destination folder and select **Paste** from the contextual menu.

To locate a link source

Select a linked object in the User Catalog, then click on one of the links in the Details panel.

In X14/2023 and prior versions, right-click on the object in the User Catalog and select **Locate Shortcut Source** from the contextual menu instead.

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objects.html)

- Importing and Creating Custom Library Materials (/support/article/KB-01202/importing-and-creating-custom-library-materials.html)
- Obtaining Library Content (https://www.chiefarchitect.com/support/article/KB-00090/obtaining-library-content.html)