

Adding and Copying Objects to the User Catalog

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The information in this article applies to:



QUESTION

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

ANSWER

The User Catalog is a folder within Chief Architect software that you can use to add objects to. This can be helpful if you use a specific library object in multiple projects or if you have created a custom object that you would like to save for use in a later plan.

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 shortcuts to frequently used objects](#)
- [Adding additional folders](#)

- [Moving objects](#)
- [Locating a shortcut source](#)

Note: If the library browser is not currently displayed, 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.

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.

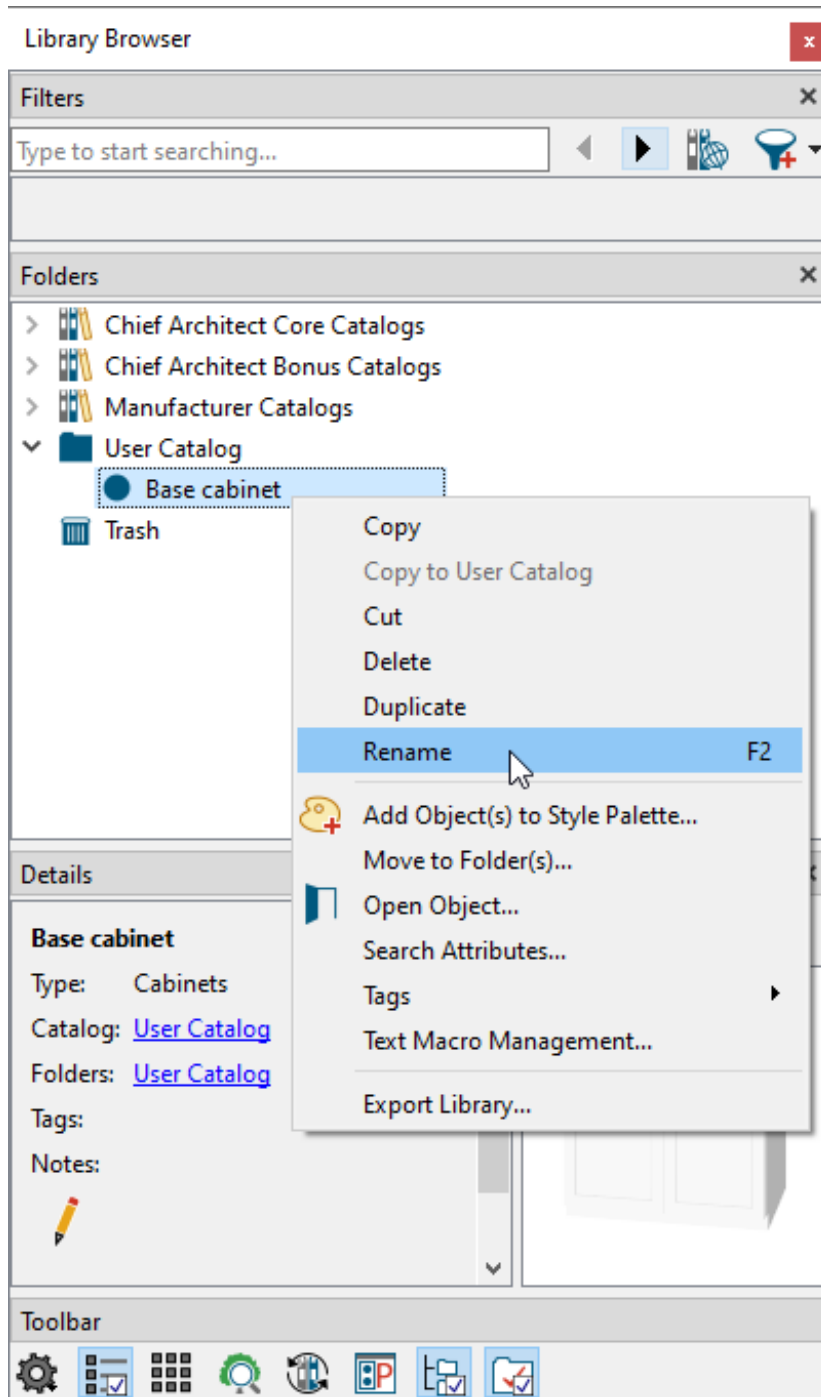
Multiple objects can be selected and added to the User Catalog using the same process. To learn more about group selecting objects, please see the [Related Articles](#) section.


Separate components that are applied to objects, such as materials, can be added to the User Catalog separately 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.

2. Right-click on this new entry that was added to the User Catalog and select **Rename** to give this object a descriptive name of your choosing.

Note: On a Mac, hold down the Control key while clicking to initiate a right-click command. More information about right-click commands on Apple input devices can be found in the following Apple resource: [Right-click on Mac \(https://support.apple.com/guide/mac-help/right-click-mh35853/mac#\)](https://support.apple.com/guide/mac-help/right-click-mh35853/mac#).

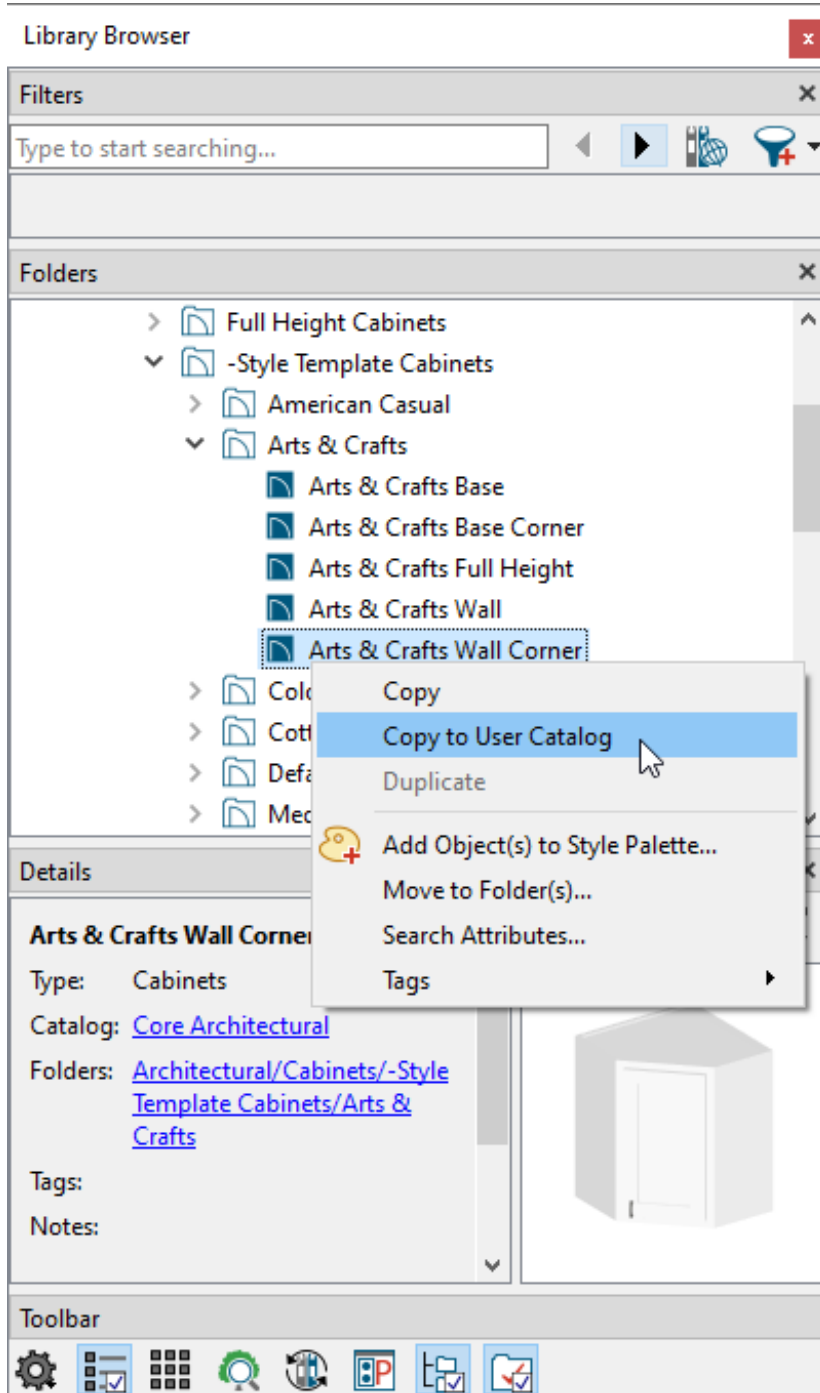


3. Notice that, for many types of objects, an **Open Object**  option is available that allows you to make modifications to objects added to the User Catalog.

To copy an object to the User Catalog

1. Locate the object you would like to copy from the Chief Architect Core, Bonus, or Manufacturer catalogs.

2. Right-click on the item and select **Copy to User Catalog** from the contextual menu.



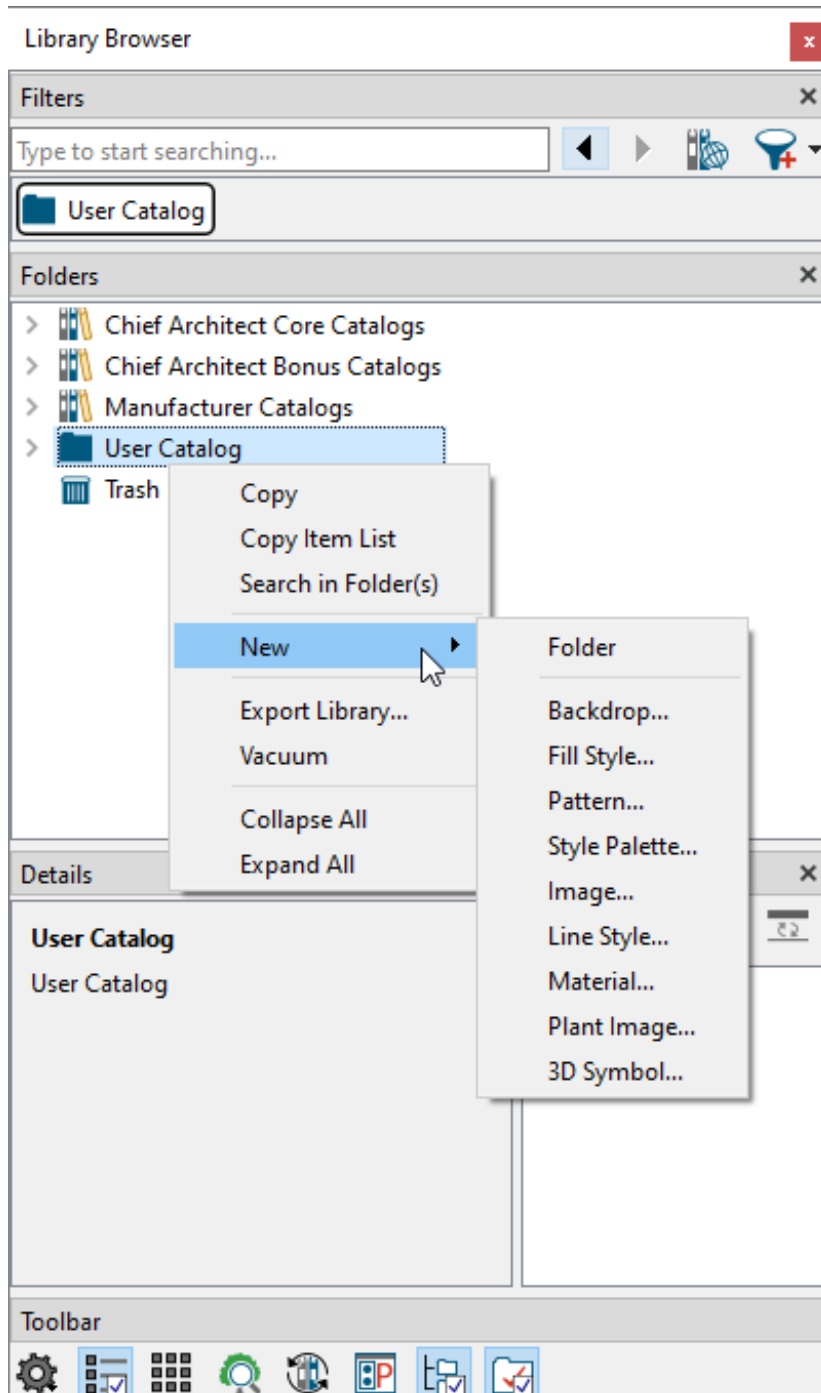
3. The object will be added to the User Catalog where it can be renamed or opened to specification for further modification.

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 options that are available, such as Backdrops, Fill Styles, Patterns, Style Palettes, 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>).

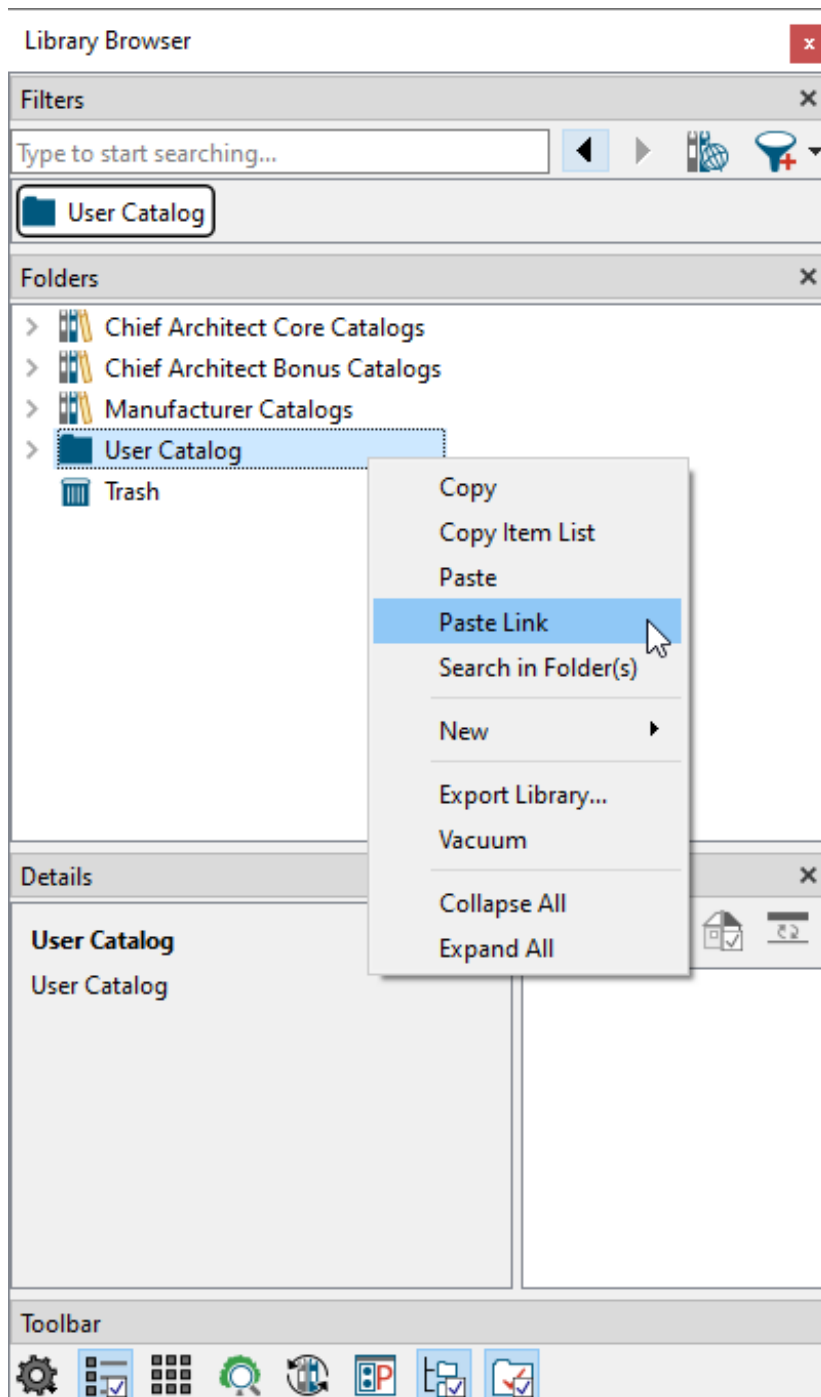


3. Once an option has been selected, you may either have to select an image or file from your system, or define the new object in the dialog that displays.

To add shortcuts/links to frequently used objects

A shortcut/link to an object is different than making a copy of an object. Shortcuts/links to objects take up much less space on your system's hard drive, however, you won't be able to make custom modifications to the object until it is placed into your plan.

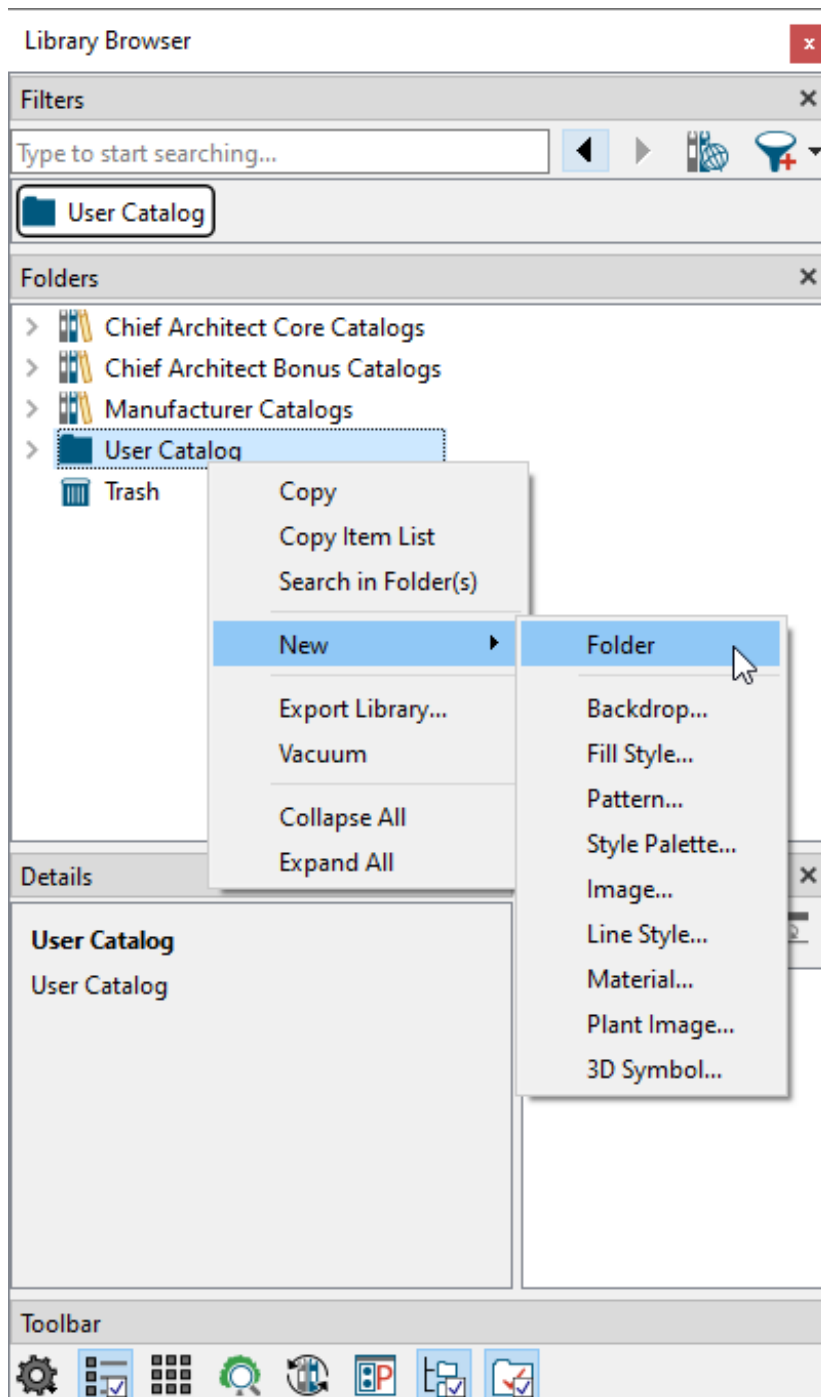
1. Find the frequently used object from the Chief Architect Core, Bonus, or Manufacturer catalogs.
2. Right-click on the object and select **Copy** from the contextual menu.
3. Right-click on the User Catalog folder and select **Paste Shortcut/Link**.



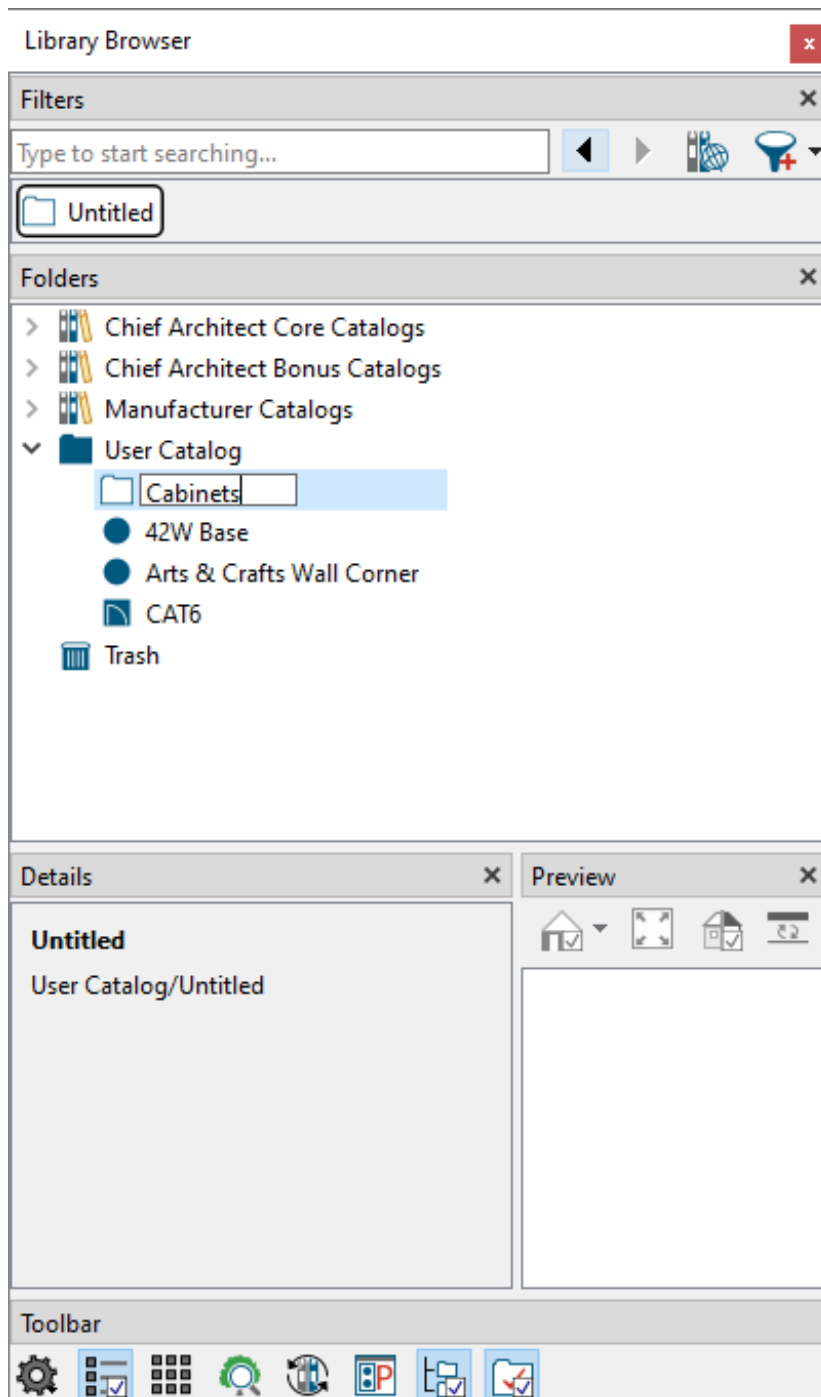
To add more folders

If you will be creating different types of custom objects, you may want to keep them organized into folders. For example, you may want all of your cabinets together in a folder called 'Cabinets'.

1. To create new folders (or sub-folders), right-click on the User Catalog and select **New> Folder** from the contextual menu.



2. A new folder will be created. Type in a descriptive name for this new folder.

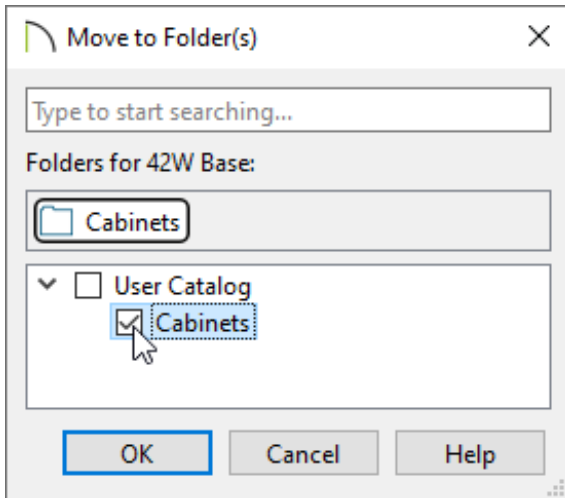


Note: Folders can also be created inside of each other (nested) by right-clicking on a folder name and navigating to New> Folder.

To move objects

Once your new folder is created, simply drag-and-drop an object onto your folder to move it.

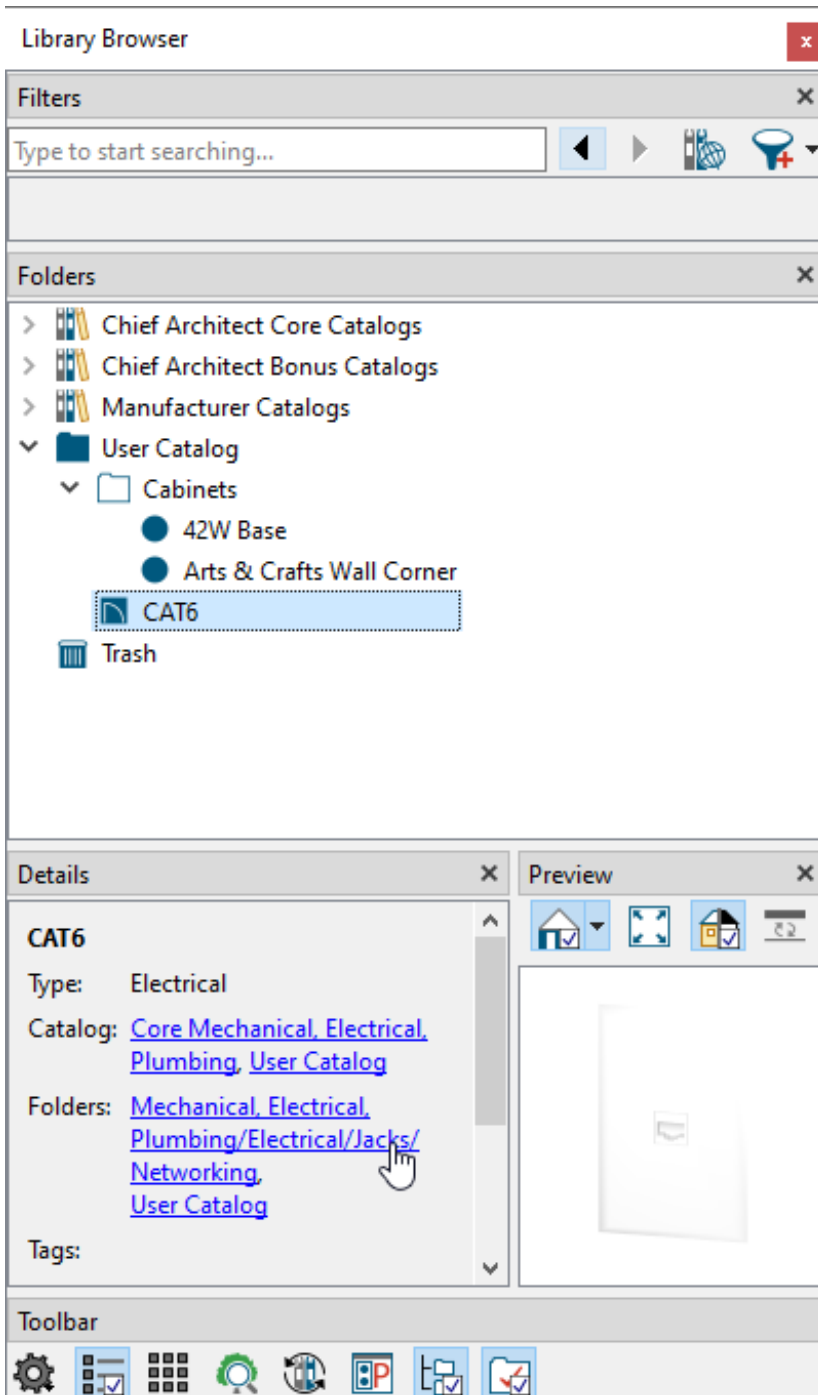
Starting in X15, you can right-click on objects located in the User Catalog and select an option called **Move to Folder(s)**, allowing you to specify the exact folder to move the object(s) to.



Another option is to right-click on your desired object, select **Cut** from the contextual menu, then right-click on the desired folder and choose **Paste**.

To locate a shortcut/link source

In the User Catalog, select a linked object, then click on one of the interactive line items located in the Details pane.



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

[Return to Top](#)

Related Articles

[Adding a 3D/Polyline Solid to the User Catalog \(/support/article/KB-00035/adding-a-3d-polyline-solid-to-the-user-catalog.html\)](/support/article/KB-00035/adding-a-3d-polyline-solid-to-the-user-catalog.html)

- [Adding a CAD Object, CAD Detail, or Text to the Library \(/support/article/KB-00002/adding-a-cad-object-cad-detail-or-text-to-the-library.html\)](/support/article/KB-00002/adding-a-cad-object-cad-detail-or-text-to-the-library.html)
- [Creating a Custom Cabinet and Adding it to the Library \(/support/article/KB-00446/creating-a-custom-cabinet-and-adding-it-to-the-library.html\)](/support/article/KB-00446/creating-a-custom-cabinet-and-adding-it-to-the-library.html)
- [Creating a Custom Door \(/support/article/KB-01808/creating-a-custom-door.html\)](/support/article/KB-01808/creating-a-custom-door.html)
- [Customizing a Library Material \(/support/article/KB-01006/customizing-a-library-material.html\)](/support/article/KB-01006/customizing-a-library-material.html)
- [Designing Cabinet Fronts \(/support/article/KB-02945/designing-cabinet-fronts.html\)](/support/article/KB-02945/designing-cabinet-fronts.html)
- [Editing 2D CAD Blocks Assigned to 3D Symbols \(/support/article/KB-00805/editing-2d-cad-blocks-assigned-to-3d-symbols.html\)](/support/article/KB-00805/editing-2d-cad-blocks-assigned-to-3d-symbols.html)
- [Group Selecting Objects \(/support/article/KB-00623/group-selecting-objects.html\)](/support/article/KB-00623/group-selecting-objects.html)
- [Locating and Importing 3D Symbols \(/support/article/KB-00117/locating-and-importing-3d-symbols.html\)](/support/article/KB-00117/locating-and-importing-3d-symbols.html)
- [Obtaining Library Content \(/support/article/KB-00090/obtaining-library-content.html\)](/support/article/KB-00090/obtaining-library-content.html)



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