

Adobe® InDesign Working with Libraries

An object library is a way to store image and text elements that you use on a regular basis for quick and easy use in your publication.

During a work session, you can open as many libraries as system memory will allow. Object libraries can be shared across servers and across platforms, but only one person can have the library open at a time. If an object library includes text files, make sure that the file's fonts are available and active on all systems that will access the library.

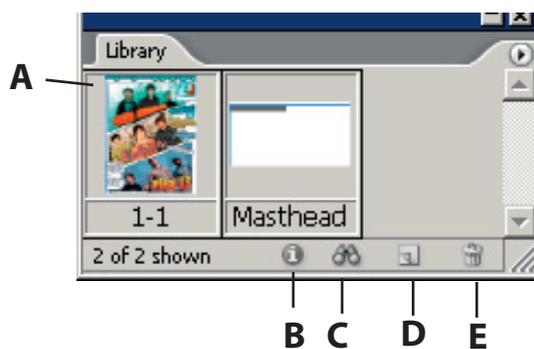
When you add a page element, such as an image, to an object library, InDesign preserves all attributes that were imported or applied. For example, if you add an image from an InDesign document to a library, the library copy will duplicate the original, including the original's link information, so that you can update the graphic when the file on disk changes.

If you delete the object from the InDesign document, the object's thumbnail will still appear in the library palette, and all of the link information will remain intact. If you move or delete the original object, a missing link icon will appear next to the object's name in the Links palette the next time you place it in your document from the library palette.

Within each object library, you can identify and search for an item by title, by the date it was added to the library, or by keywords. You can also simplify the view of an object library by sorting the library items and displaying their subsets. For example, you can hide all items except EPS files.

When adding an item to an object library, InDesign saves all page, text, and image attributes automatically, and maintains interrelationships among library objects and other page elements in the following ways:

- 1) Elements grouped in an InDesign document when dragged to the Library palette stay grouped when dragged out of the Library palette.
- 2) Text retains its formatting.
- 3) Paragraph styles and character styles that have the same name as styles used in the destination document are converted to the destination document's styles; those that have different names are added to the document.
- 4) The original layers of an object are preserved when the Paste Remembers Layers option is selected in the Layers palette menu.



- Object library in Library palette**
- A. Object thumbnail and name**
 - B. Library Item Information button**
 - C. Show Library Subset button**
 - D. New Library Item button**
 - E. Delete Library Item button**

An object library exists as a named file on disk. When you create an object library, you specify where to store it. When you open a library, it appears as a palette that you can group with any other palette; the object library's filename appears in its palette tab. Closing an object library removes it from the current session, but does not delete its file.

You can quickly add or remove objects, selected page elements or an entire page of elements to or from an object library. You can also add or move library objects from one library to another.

To create a new library

Choose **File > New > Library**.

Specify a location and name for the library, and click **Save**. Remember that the name you specify becomes the name of the library's palette tab.

To open an existing library

Do one of the following:

1) If you have already opened a library in the current session (and have not closed it), choose the library file in the Window menu.

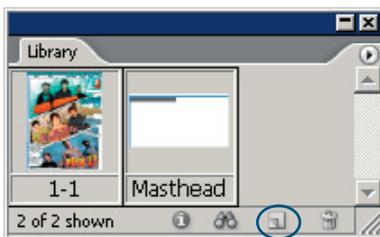
2) Choose **File > Open**, and select one or more libraries. In Windows, library files use the INDL extension.

To add an object or page to a library

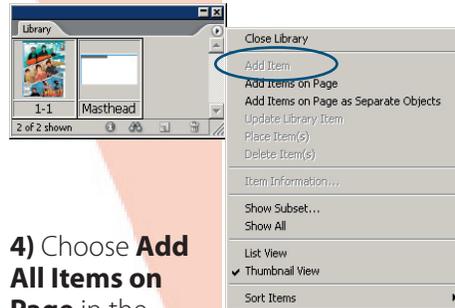
Do one of the following:

1) Drag one or more objects from a document window to an active **Object Library** palette.

2) Select one or more objects in a document window, and click the **New Library Item** button in the **Object Library** palette.



3) Select one or more objects in a document window, and choose **Add Item** in the **Object Library** palette menu.



4) Choose **Add All Items on Page** in the **Object Library** palette menu.

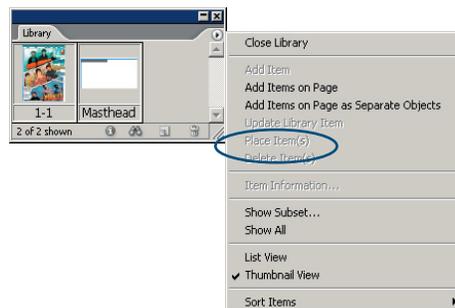
If you hold down Alt (Windows) or Option (Mac OS) while you perform any of the above commands, the **Item Information** dialog box appears as the item is added to the library.

To add an object-library object to the document

Do one of the following:

1) Drag an object from the **Object Library** palette to a document window.

2) In the **Object Library** palette, select an object, and choose **Place Item(s)** in the Object Library palette menu.



To copy an object from one library to another

First, drag one library's palette tab out of the **Object Library** palette group to separate them, so you can see both libraries at the same time.

Then, drag an item from one library palette tab to the other.

To move an object from one library to another

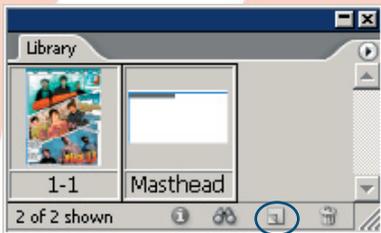
1) Drag one library's palette tab out of the **Object Library** palette group to separate them, so you can see both libraries at the same time.

2) Hold down Alt (Windows) or Option (Mac OS), and drag an item from one library palette tab to the other.

To delete an object from an object library

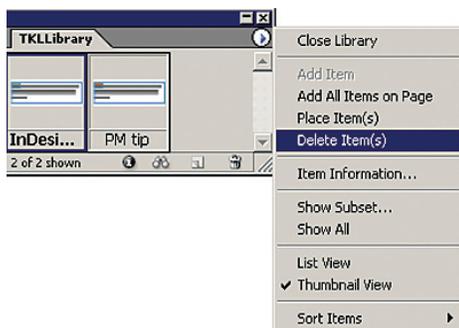
In the **Object Library** palette, select an object, and do one of the following:

- 1) Click the **Delete Library Item** button .
- 2) Drag the item to the **Delete Library Item** button.
- 3) Choose **Delete Item(s)** in the **Object Library** palette menu.



To delete a library

In Explorer (Windows) or Finder (Mac OS), drag a library file to the Recycle Bin (Windows) or Trash (Mac OS). In Windows, library files have the INDL extension.



To close a library

- 1) Click the tab for the library you want to close.
- 2) Choose **Close Library** in the **Object Library** palette menu.

