

Adding a CAD Object, CAD Detail, or Text to the Library

Reference Number: **KB-00002**

Last Modified: **June 19, 2023**

The information in this article applies to:



QUESTION


I have a CAD detail, a single CAD object, or text that I would like to be able to use in more than one plan. How do I add these to the library for future use?


ANSWER

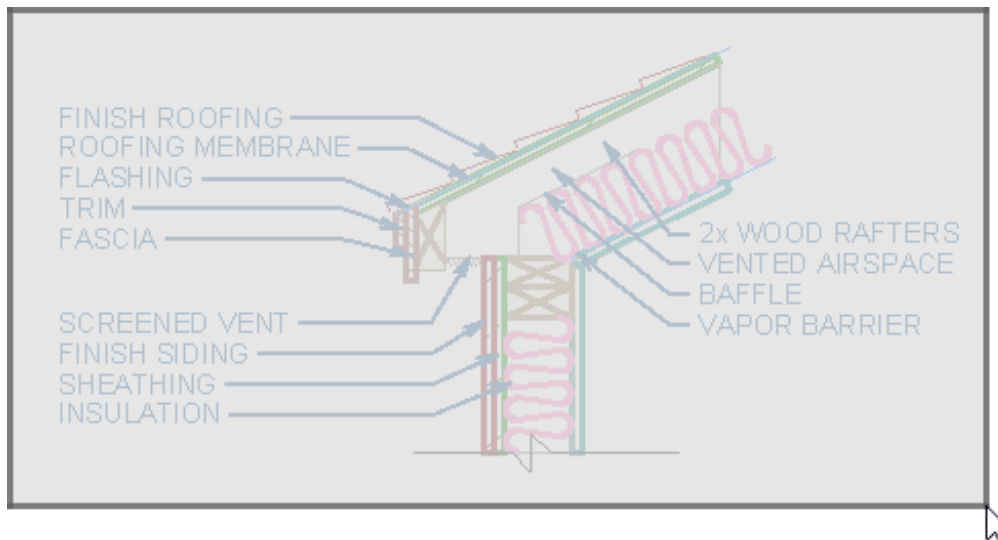
Before you can add CAD components to the User Catalog, a block must be created using the Make CAD Block edit tool. Once a CAD block is created, use the Add to Library edit tool to add it to the User Catalog for future use.


Text objects can be added directly to the User Catalog without the need for them to be blocked first. To do so, simply select one or more text objects, then click the Add to Library edit tool.

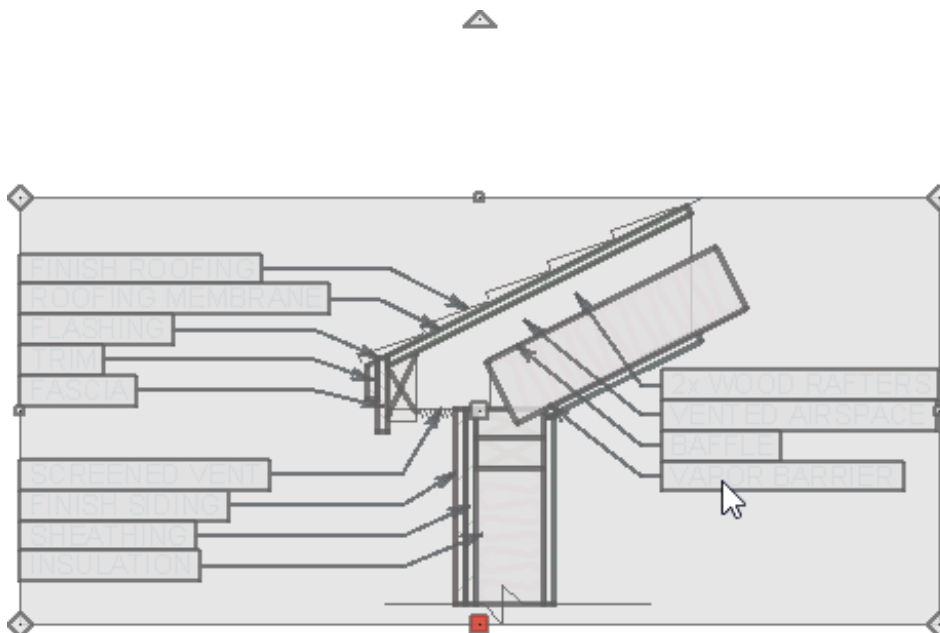
To add CAD or text to the library

1. Using the **Select Objects**  tool, click and drag a selection marquee around a CAD object, a CAD detail, or multiple CAD/text based items.




If you only want to add text to the User Catalog, select the the text object(s) you'd like to add, then click the **Add to Library**  edit tool. Once the text is added, right-click on it and choose **Rename** to give it a new name.




2. Once you have marquee selected the CAD object(s), click the **Make CAD Block**  edit button to convert your selection to a CAD block.



If you do not see the Make CAD Block edit button, then check to make sure your detail does not contain any architectural objects. Only CAD, images, text, and dimensions can be contained within a CAD block.

3. With the newly created CAD block selected, click on the **Add to Library**  edit button to add it to the User Catalog. With the block added, right-click on it and choose **Rename** to give it its own unique name.
4. If you find in the future that you need to make modifications to the components within the CAD block, right-click on it once again and choose **Edit CAD Block**  to open a separate window for editing. If you have added a standalone text object to the User Catalog and would like to edit it, select **Open Object**  instead.

In legacy versions, the Edit CAD Block option was not available. Instead, place the block into a view of your choosing, then click the **Explode CAD Block**  edit tool to allow for editing. Once you have made your desired changes, block the components together once again and add the newly customized block back to the User Catalog.

Related Articles

-  [Adding Hyperlinks to Text \(/support/article/KB-03172/adding-hyperlinks-to-text.html\)](/support/article/KB-03172/adding-hyperlinks-to-text.html)
-  [Customizing a CAD Block or Detail \(/support/article/KB-00500/customizing-a-cad-block-or-detail.html\)](/support/article/KB-00500/customizing-a-cad-block-or-detail.html)
-  [Exploding a Resized CAD Block \(/support/article/KB-00014/exploding-a-resized-cad-block.html\)](/support/article/KB-00014/exploding-a-resized-cad-block.html)
-  [Using an Insertion Point to Accurately Position a CAD Block \(/support/article/KB-01032/using-an-insertion-point-to-accurately-position-a-cad-block.html\)](/support/article/KB-01032/using-an-insertion-point-to-accurately-position-a-cad-block.html)



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