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Architectural Home Design
Software

Importing a Group of Symbols

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The information in this article applies to:

PREMIER   INTERIORS

QUESTION

I have a folder full of 3D symbols and would like to import them into Chief Architect. Is there a way to import them as a group, or do I have to do it one symbol at a time?

ANSWER

More than one symbol can be imported into the library at a time provided that the following requirements are met:

- The symbols are located in the same folder on your computer.

- Multiple symbols can only be imported using the Import 3D Symbol dialog.

  If you try to drag and drop group-selected files, only the file that was selected first is imported.

- When imported as a group, symbols must be assigned to the same symbol category.

If you wish to assign them to different categories, they must be imported separately.

Symbols that are imported as a group are assigned names based on their original file names with the file extension omitted.

To select multiple files in the Import 3D Symbol dialog

- Click on the first symbol, hold down the **Shift** key on your keyboard, then click on another symbol. The two symbol files plus all files in between will be selected.

- To select multiple files individually, click on one, hold down the **Ctrl/Command** key, then click on additional files. Only the files you click on are selected.

- To select all files in the directory, click on one and press **Ctrl + A/Command + A**. Only do this if you wish to import all files in the folder.

To select multiple files in the Library Browser

- Right-click on the **User Catalog** folder located in the Library Browser, select **New> 3D Symbol** from the contextual menu, then follow the same steps mentioned in the section above to select the needed files.

Related Articles

📄 Locating and Importing 3D Symbols (/support/article/KB-00117/locating-and-importing-3d-symbols.html)

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