



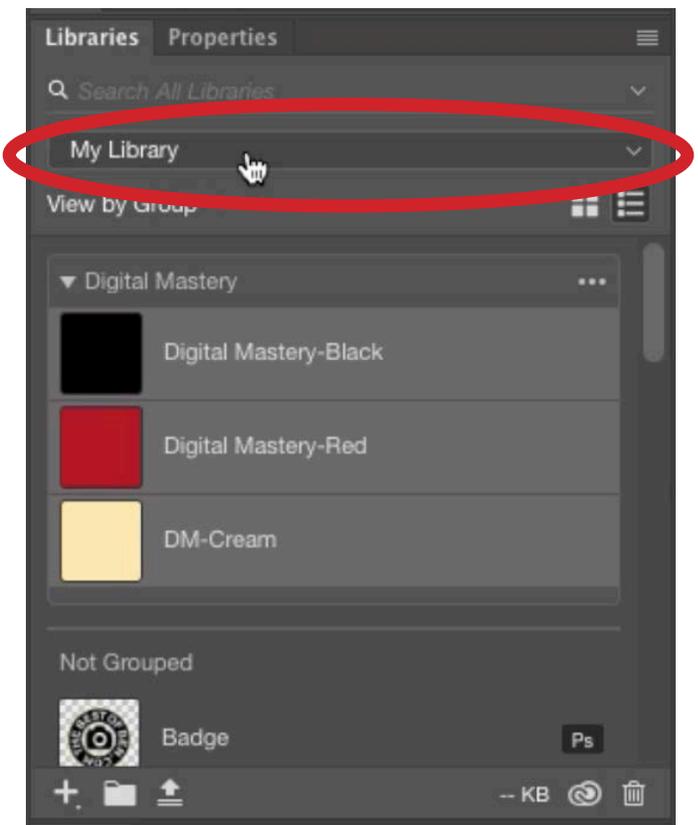
CC Libraries

CC Libraries

In this lesson, we're going to take a look at Libraries in Photoshop. Libraries are found in Photoshop, as well as InDesign, Illustrator and many other Adobe products, including their mobile applications. Libraries allow you to store images, graphics, colors, type settings and brushes so that you can access them using any of your devices. Libraries also allow you to share items with friends/colleagues, which makes them great for project collaboration. Let's take a look at what Libraries are, how they work and why you probably want to be using them. If you're already using them, you'll learn some tips for getting the most out of them.

The Libraries Panel (Timestamp: 1:09)

Your Libraries can be accessed via the Libraries panel in Photoshop. If the panel is not already open on your screen, click on the Window menu and choose Libraries. If you've never created a library before, the panel will only contain the default library, titled "My Library." If you have multiple libraries, you can access them by clicking on the dropdown menu at the top of the panel. This menu also contains the option to create a new library. When creating a new library, you'll be prompted to give the new library a name. This will open the new, empty library and you can store all sorts of things within it.



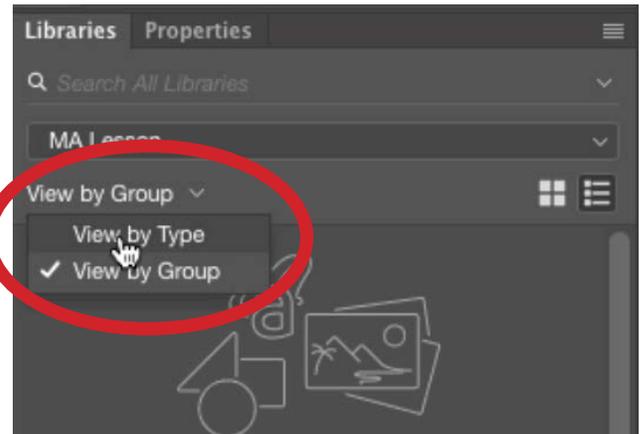
The Libraries panel in Photoshop. Switch between different libraries by using the menu at the top of the panel (circled).

Adding things to a library (1:45)

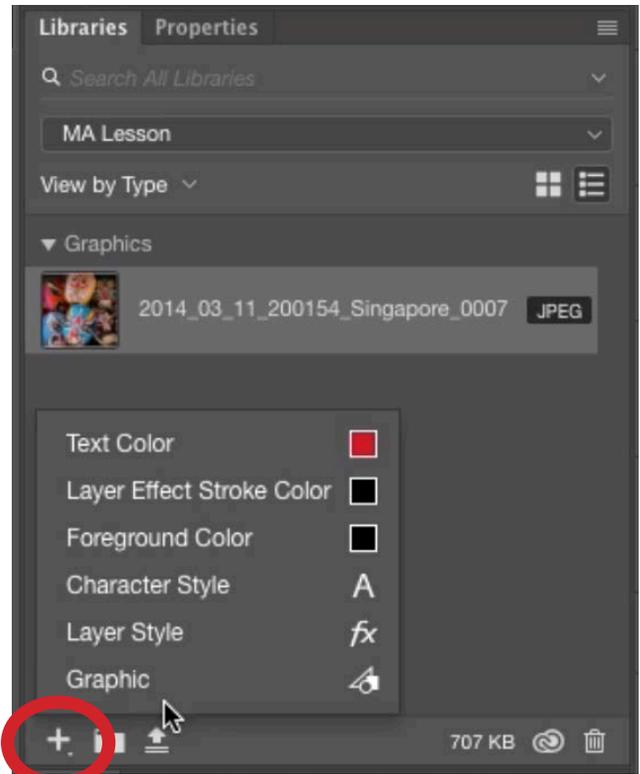
Adding the contents of a layer You can save the contents of one of your layers to a library. With the desired layer active, make sure that the Move Tool is active and simply click and drag the contents of the layer into the Libraries panel. In the panel, the new item will appear as a little thumbnail, along with the name of the layer and the file type.

Near the top of the Libraries panel is the View By menu and this give you the option to view by type or by group. If you don't have any groups set up, set this menu to Type. (We'll cover groups later.)

Adding colors, text styles, etc. Add different elements to a library by clicking the little plus sign in the lower right corner of the Libraries panel. This will pop open a menu that contains a bunch of things related to the layer you're currently working on. If it's a text layer, you can save the Character Style, which includes the typeface, size, etc. You can also choose to save the color of the text (Character Color), the Foreground Color, Background Color, etc. If the active layer has a layer style applied to it, then you can choose to save that layer style to the library.



Near the top of the Libraries panel, you can choose to view by Group or by Type.

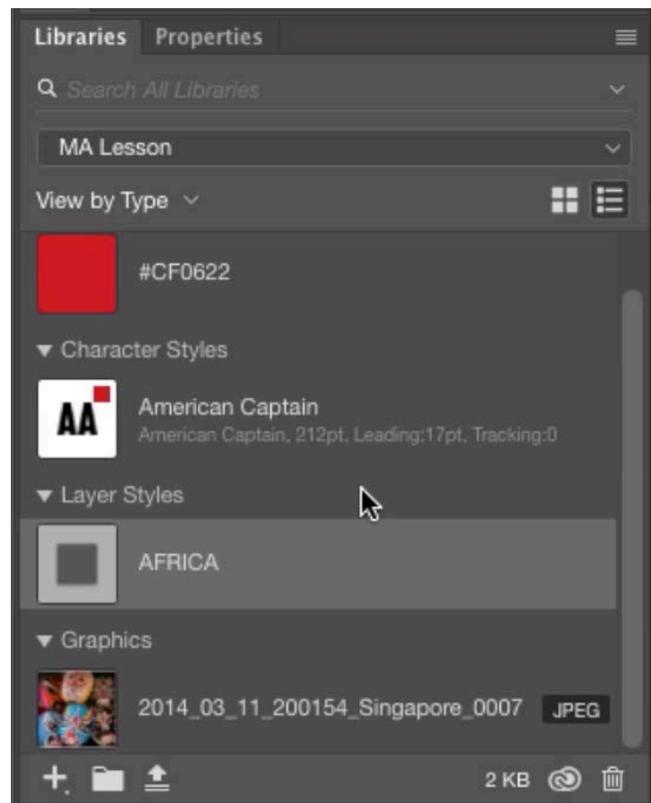


Click the plus sign and a menu will appear that lets you add an element from the active layer to the library.

Using Library Items in Another Document (4:11)

After you've added various items from one document into a library, you can access those items while working on a different document. To apply a certain attribute to a layer, make sure that the layer is active and then click on the attribute within the Libraries panel. For example, let's say that you want to apply a saved layer style to the active layer. Simply click on the layer style item in the Libraries panel and it will automatically be applied to that active layer. If the layer is a text layer, you can click on a Character Style within the library to apply those settings to the text.

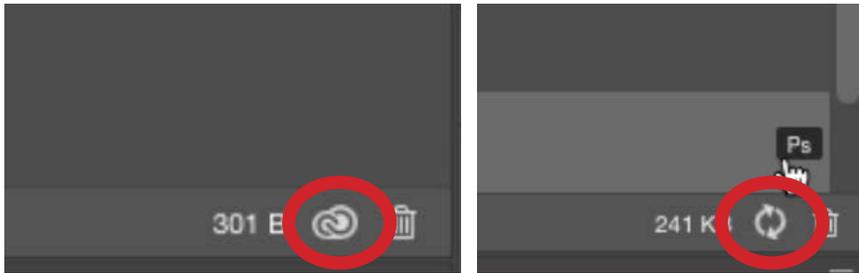
You can use a saved graphic by dragging it from the Libraries panel directly into your document. When you release the mouse button, the graphic will be placed on its own layer and there will be transform handles you can use to scale and position the graphic. Click the Return/Enter key to lock in the transformation and remove the transform handles.



Many different types of assets can be added to a library. Here, you can see that this library contains Colors, Character Styles, Layer Styles and Graphics.

How Libraries Work (5:20)

In the bottom right corner of the Libraries panel is a little Creative Cloud icon. When you drag an item into the panel, you'll see that the icon will change, which indicates that it's busy doing something. It looks like two arrows, spinning in a circular shape. This lets you know that it's in the process of saving the item.



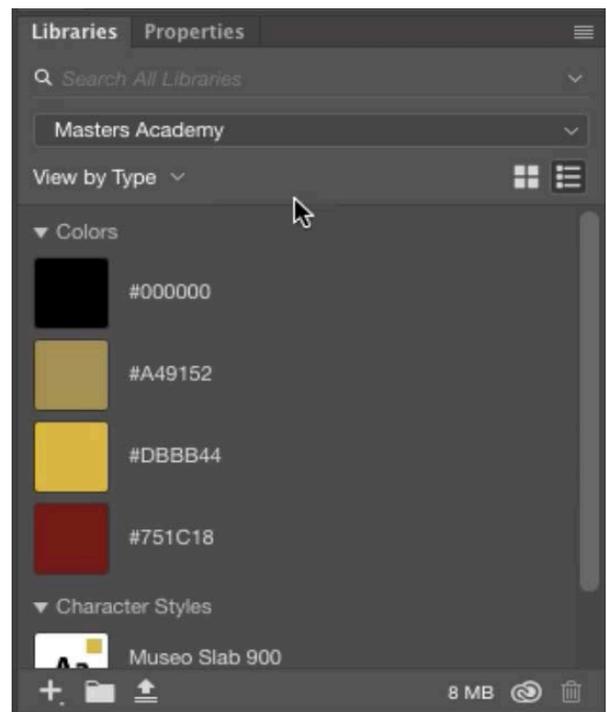
The Creative Cloud icon appears at the bottom of the Libraries panel. If it changes to look like two spinning arrows, that means that it is actively syncing the library to the cloud.

When you save something to your library, it saves a copy on your hard drive and it also uploads the graphics and other attributes to your Adobe Creative Cloud account on the Internet. It also automatically downloads those items to any other computers/devices that are using the same Adobe ID. (Note that those computers need to be on the Internet.)

Different Uses for Libraries (7:03)

Libraries are very useful for storing items you use on a consistent basis. It eliminates the need to search for a commonly-used element every time you need it. Corporate graphics are a good example of this. I have a library set up for Masters Academy, which contains our signature colors, fonts and graphics. This makes it easy to access these items while working on different machines.

I also have a series of graphics that I use for my photographic arts. These are logo-style graphics that I like to place on my images, either as watermarks or logo stamps. I keep all of these in a library so that I can always access them from inside Photoshop, regardless of which machine I'm working on.



I have a library set up for Masters Academy, which includes our colors, fonts and logos.

Libraries Across Multiple Applications (8:51)

What's nice about libraries is that they're not limited to Photoshop. You can use them in many other Adobe products. This means that you can create a graphic in Illustrator, add it to a library, and then open the Libraries panel in Photoshop or InDesign and drag that graphic into the document.

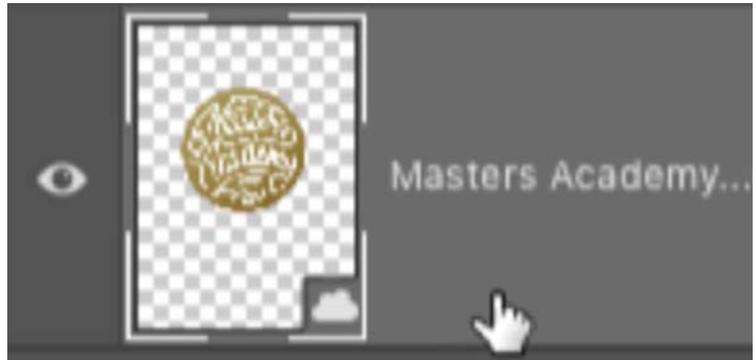
The Libraries panel looks the same whether you're in Photoshop, InDesign, Illustrator, etc. It can be accessed via the Window menu at the top of the interface.



This logo was created in Adobe Illustrator and then saved to a library. Here, we are dragging the logo from the Libraries panel within Photoshop into the Photoshop document.

Libraries and Smart Objects (10:33)

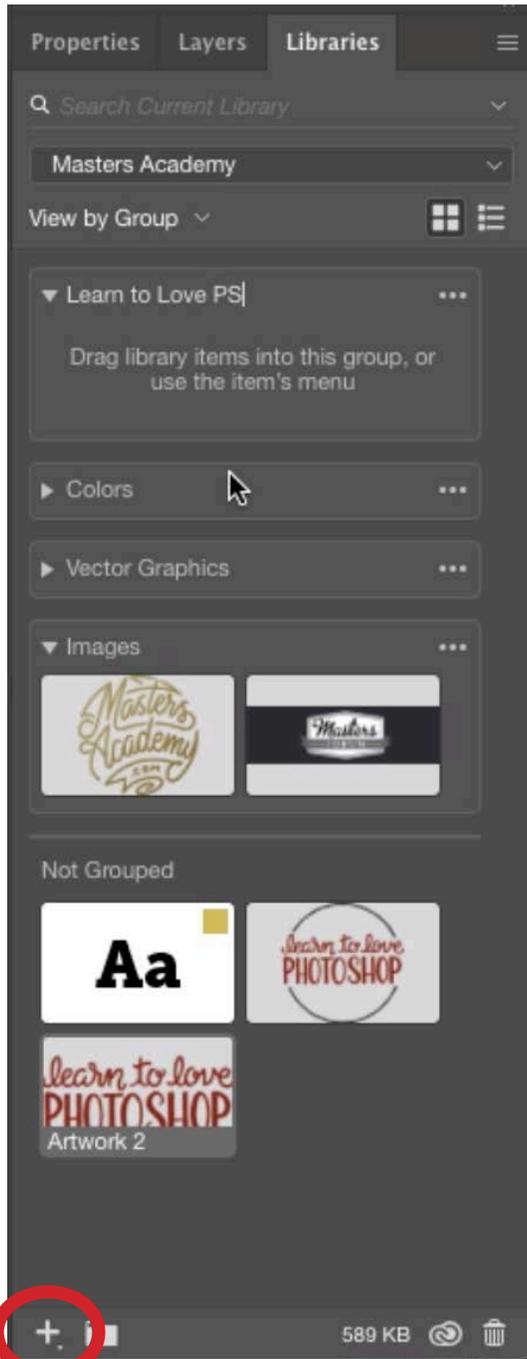
Whenever you drag a graphic from the Libraries panel into an open document, it places the graphic as a linked smart object. When a Photoshop layer is a smart object, a little icon will appear in the bottom right corner of the layer thumbnail in the Layers panel. If the little icon looks like a sheet of paper with the corner turned down, it means that it's a normal smart object. If the little icon looks like a link, it means that it's a linked smart object that is linked to a file that's stored on your hard drive. If the icon looks like a cloud, it means that it's linked to some content that's stored on the cloud. In InDesign, that same icon will appear in the Links panel.



This is the thumbnail for a smart object that was added to the document via the Libraries panel. The cloud icon indicates that it's a smart object that's stored in the cloud.

When working with a regular smart object in Photoshop, you can edit the original contents by double-clicking on the layer thumbnail to open the contents in a separate document window. That's not necessarily what will happen if you double-click on the type of smart object that has the cloud icon. When you double-click on the smart object with the cloud icon, it's going to open the image/graphic in whatever program that the image was created in. In the video example, I double-clicked on the smart object containing a logo and it opened the logo in Adobe Illustrator. That's because the logo is a vector file that was created in Illustrator. I can make changes to the logo in Illustrator and when I save and close the document, the file will update in the Libraries panel and any open documents that contain the logo. If there is a file that contains the logo but is not open at the time I made the update, it won't automatically change when I open it. Instead, there will be a little exclamation point in the bottom right corner of the smart object layer thumbnail, indicating that changes were made to the file and that the version that's stored in the cloud is different than the version in the document. To update the file, right-click on the icon and choose the update option.

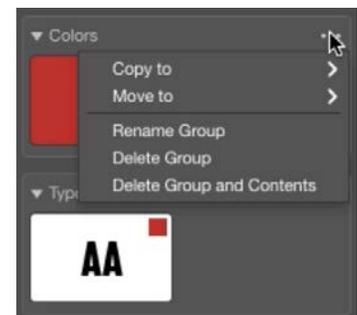
Organizing Libraries using Groups (15:52)



We're viewing the panel by Group and clicked the plus sign (circled) to create a new group, which you can see near the top of the panel.

Once you start accumulating a lot of graphics in your Libraries panel, you'll probably want to start organizing them. If the menu at the top of the Libraries panel is set to View by Type, then it will be categorized by asset type (such as Colors, Character Styles, Graphics, etc.). To organize your panel in a more custom way, change the menu to View by Group. If you already have some groups set up, they will be listed in the main part of the panel. Create a new group by clicking the little folder icon at the bottom of the panel. A new group will be created within the panel and the name will be highlighted so that you can type in the new group name. Add items to the group by clicking and dragging them into the new group box.

Make changes to a group by clicking the three little dots in the top right corner of the group. This will pop open a menu that gives you the options to copy the group, move the group, rename the group, etc. If you choose to Delete Group, it will not delete the individual items inside the group.

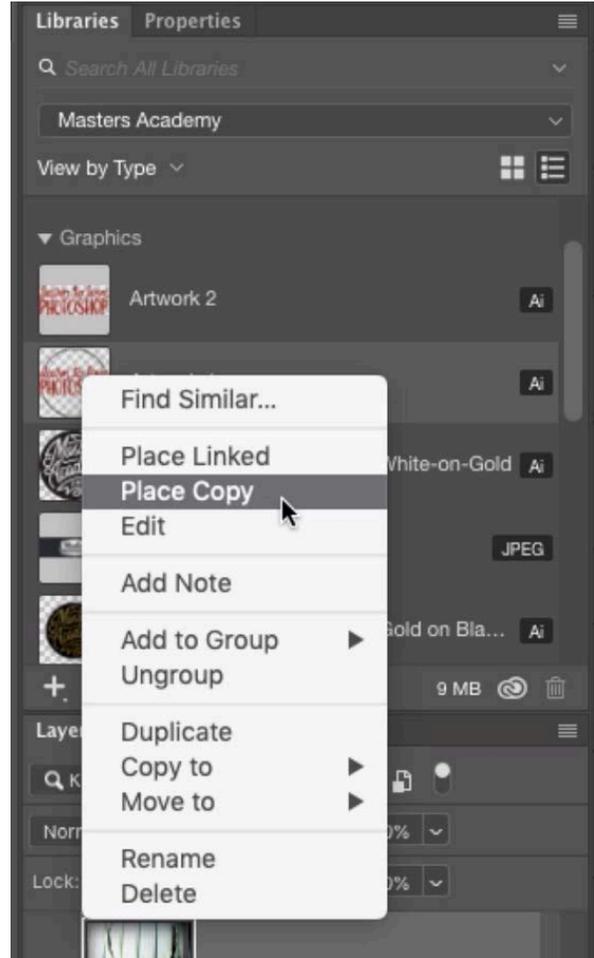


Click the three dots to the right of a group name to access different edit options.

If you choose to Delete Group and Contents, it will delete both the group AND its contents.

Unlinking Items from the Cloud (21:41)

So what do you do if you no longer want a graphic to be linked to the version that's in the cloud? This could be the case if you want to make changes to an item in the document you're working on, but you don't want those changes to apply to every document the item is contained in. Well there's a special way of placing a graphic so that when you place it, it's no longer linked to the cloud. Right-click on the item in the Libraries panel and a pop-up menu will appear, giving you the option to "Place Copy." A copy will be something that is independent of what's in the Libraries panel and independent of what's stored in the cloud. Therefore, any changes you make to it will not be reflected in the version within the Libraries panel or in the cloud. This works the same for every application that has a Libraries panel. You can also place a copy by holding down the Option key (Alt on Win) and dragging the item from the panel and into the document. The item will still be a smart object, but it will not be linked to the cloud.



To place an item from a library into the document so that it's no longer linked to the cloud, right-click on the item and choose Place Copy.

If you have already placed an item that has been linked to the cloud, you can still opt to convert it to an unlinked version. To do this, make sure that the layer is active, click on the Layer menu and choose Smart Objects > Embed Linked. When you do this, you'll see that the icon in the bottom right corner of the layer thumbnail switches from being the cloud icon to being the regular smart object icon.

In InDesign, You can also take a graphic that has been placed from the Libraries panel and you can unlink it from the cloud. To do this, right-click on the link (within the Links panel) and choose Unembed Link from the pop-up menu. You'll be prompted to specify a location on your hard drive for the new unlinked graphic to be saved.

Quickly add multiple items to a library (27:22)

There are instances where you may need to save several different items to one of your libraries. This could be the case if you have a document that contains a series of corporate logos, colors, fonts, etc. There are two different ways of doing this. To add an element from the active layer to your Library, click on the plus icon (+) at the bottom of the Libraries panel. A menu will pop up, giving you a list of items relating to the layer (Color, Character Style, Graphic, etc.) and you can choose which of these to add to the Library.

If you'd like to create a new library from multiple different elements from the document (not just a single layer), click on the icon that looks like two lines with an upward pointing arrow at the bottom of the Libraries panel. This will open a dialog and Photoshop will look at the current document and ask you which of the properties you'd like to save into your library. The properties listed are the ones that Photoshop thinks are important and these could include character styles, layer styles, colors, etc. Select the desired assets from the dialog and then click the "Create New Library" button at the bottom of the dialog.

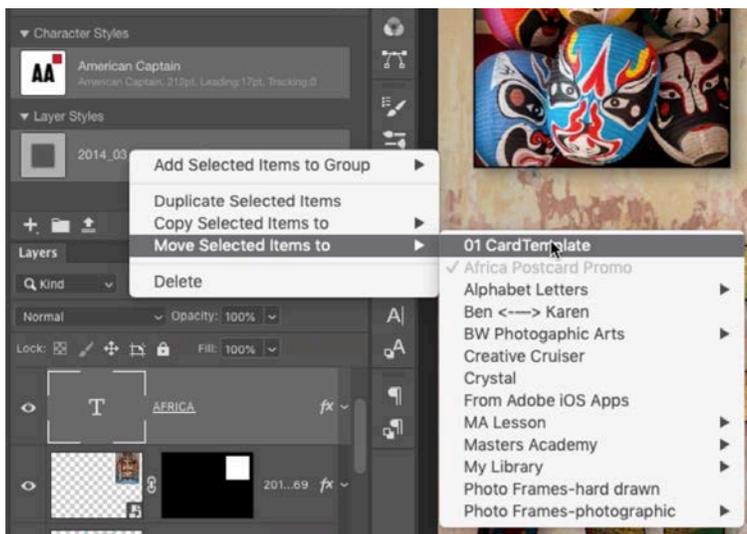


Here, we're creating a new library based on the elements in the document. We'll check all the elements we want to be added and then click the "Create New Library" button.

The new library will appear in the Libraries panel and you can continue to fine-tune it. If the library was created from a complex document, there may be a lot of unnecessary elements that you may want to remove in order to clean up the library. In the video example, it added the foreground/background colors of white and black to the library. I found these to be unnecessary so I deleted them. I also ended up with several versions of the same font, so I deleted all but one in order to tidy up the library.

If there were a lot of layer styles added to the library, you may want to click through them so you can see what each one is doing. Then decide if you want to keep all of them in the library or if you want to remove some. When a layer style is automatically added to a library like this, it takes the name of the layer it was applied to and adds the word “style.” This isn’t always the best naming system because it’s not truly telling you what the style is doing. I like to rename these styles to better reflect their purposes.

In the video example, it added all of the styles to the library, but it didn’t add the graphics. I’d like to add the graphic that looks like a magnifying glass with some stars next to it so I will select the two layers that make up that graphic and I’ll drag the graphic into the Libraries panel.



We selected some elements from the library, right-clicked on them and are choosing to move them to a different library.

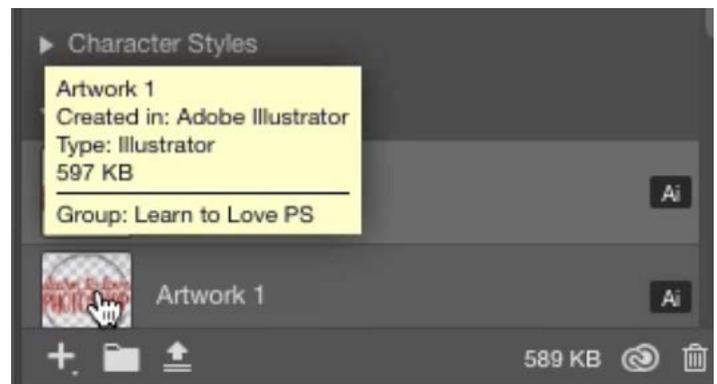
You may want to take the elements from the current document and then add them to a different library that you have already created. After creating the library based on the document, select the elements you would like to move, right-click on them and a menu will appear. From that menu, choose “Move Selected Items To.” A list of your other libraries will appear and you can choose the one you’d like the items to be moved to.

You can delete an entire library by clicking on the hamburger menu in the top right corner of the Libraries panel and choosing “Delete *library name*.”

More Libraries Panel Features (35:25)

Bottom icons There is a number on the bottom right side of the Libraries panel and that number will change from one library to another. It represents the amount of space that the library is taking up in your Creative Cloud account. The icon to the right of the number is the Creative Cloud icon. If, instead, it looks like two arrows moving in a circle, it means that it’s actively syncing the current library with your Creative Cloud account. The icon on the far right is the trash can icon and you can click this to delete a selected element from the current library.

Tool Tips Tool tips are little boxes that pop up when you hover your cursor over a particular item. They can be found throughout Photoshop as well as in the Libraries panel. If you hover your cursor over one of the library items, a box will temporarily pop up, giving you some information about the item (file size, name, the program it was created with, etc.).



Hover the cursor over a library item and a tool tip will appear, providing additional info.

We already discussed that the View By menu can be used to determine whether the Libraries panel should categorize the elements by Type or by Group. The two icons to the right of this menu allow you to decide whether the items should be displayed as a list or as a grid of thumbnails. When viewing the items as thumbnails, the names of the items should appear below the thumbnails. If they don’t, click on the hamburger menu at the top of the panel and choose to “Always Show Names.”



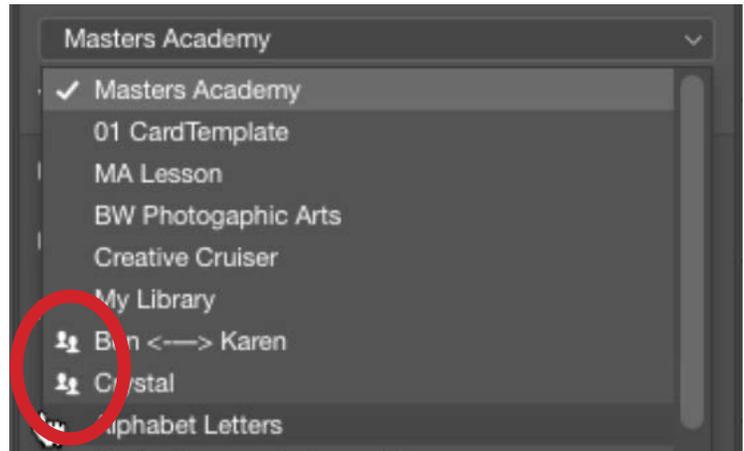
These icons determine whether you’re viewing items as thumbnails or as a list.

Sharing Libraries (38:29)

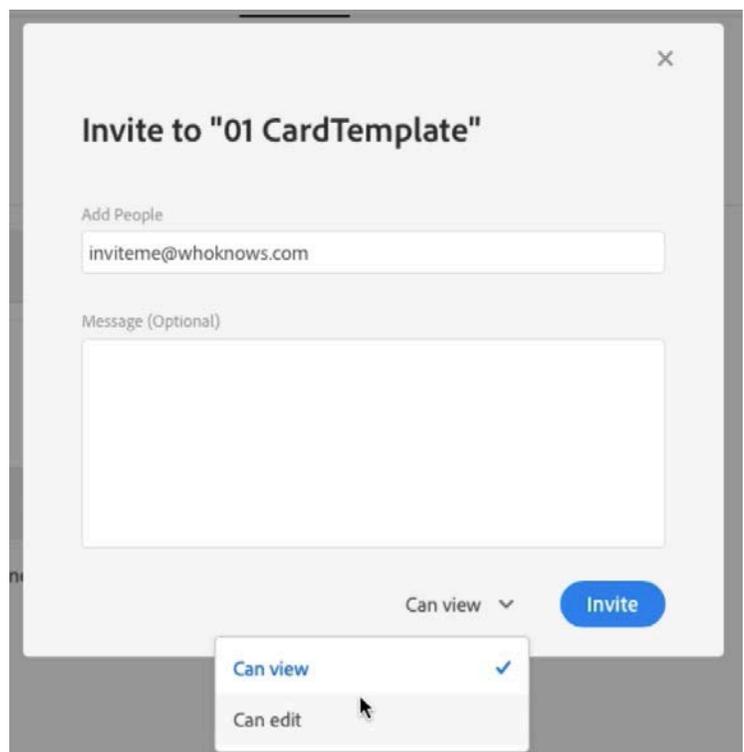
The menu at the top of the panel contains a list of all your libraries. You may find that some of the libraries have a little icon to the left of their name. That's because you can share a library amongst other people (as long as they have an Adobe ID).

To share a library with someone, click on the hamburger menu at the top of the Libraries panel and choose Collaborate or Share Link.

Collaborate If you choose to “Collaborate,” it's going to take you to <http://assets.adobe.com> and this is where you can manage all your libraries. An invite box will appear, where you can enter the email for the person you want to collaborate with. You can also use the menu at the bottom of the box to determine whether the person will be able to edit the library. If you choose “Can edit,” it means that the person can change, add or delete items from the library. If you choose “Can view,” it means that the person can see and use the items, but can't make changes.



The people icons indicate that these are shared libraries.

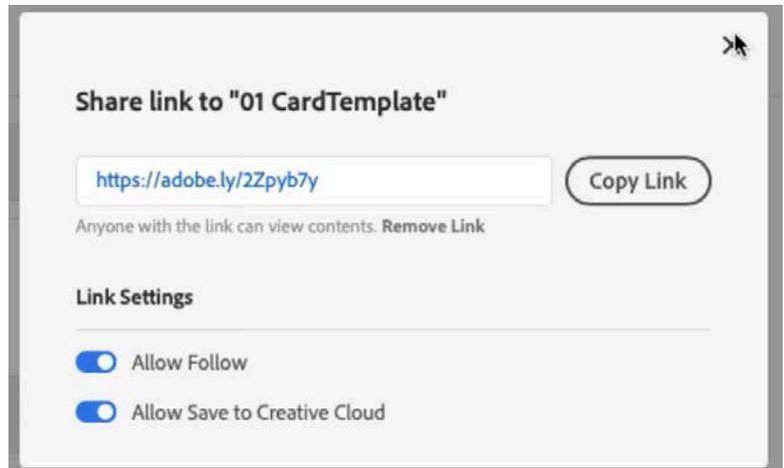


This is the box you'd fill out to invite someone to collaborate. Use the menu at the bottom to specify whether they can edit the library or just view it.

Click the Invite button and the person will receive an email that contains a link which will take them to <http://assets.adobe.com>. They'll be prompted to sign in with their Adobe ID and accept the invitation. When they accept, the library will appear within their Libraries panel.

You can always change whether or not the collaborator can edit the library by viewing the library at <http://assets.adobe.com> and changing the settings for it.

Share Link If you choose to share a library with someone via the Share Link option from the hamburger menu, you will be given a URL that you can copy and send to someone else. Anyone who receives this web address will be able to view the contents of the library. This is the method you'd use if you want to share a library with a large amount of people.



If you choose to share link, this box will appear, which includes the link you can send to others.

Additional Menu Features (42:57)

Importing and Exporting Libraries The hamburger menu contains options for importing and exporting libraries. If you choose to export the library, it will create a file on your hard drive that contains the contents of that library. You could use this file as a backup or you could send it to someone else. To import a library that someone else exported, click on the hamburger menu at the top of the Libraries panel and choose Import. You'll be prompted to navigate to the location of the file on your hard drive.

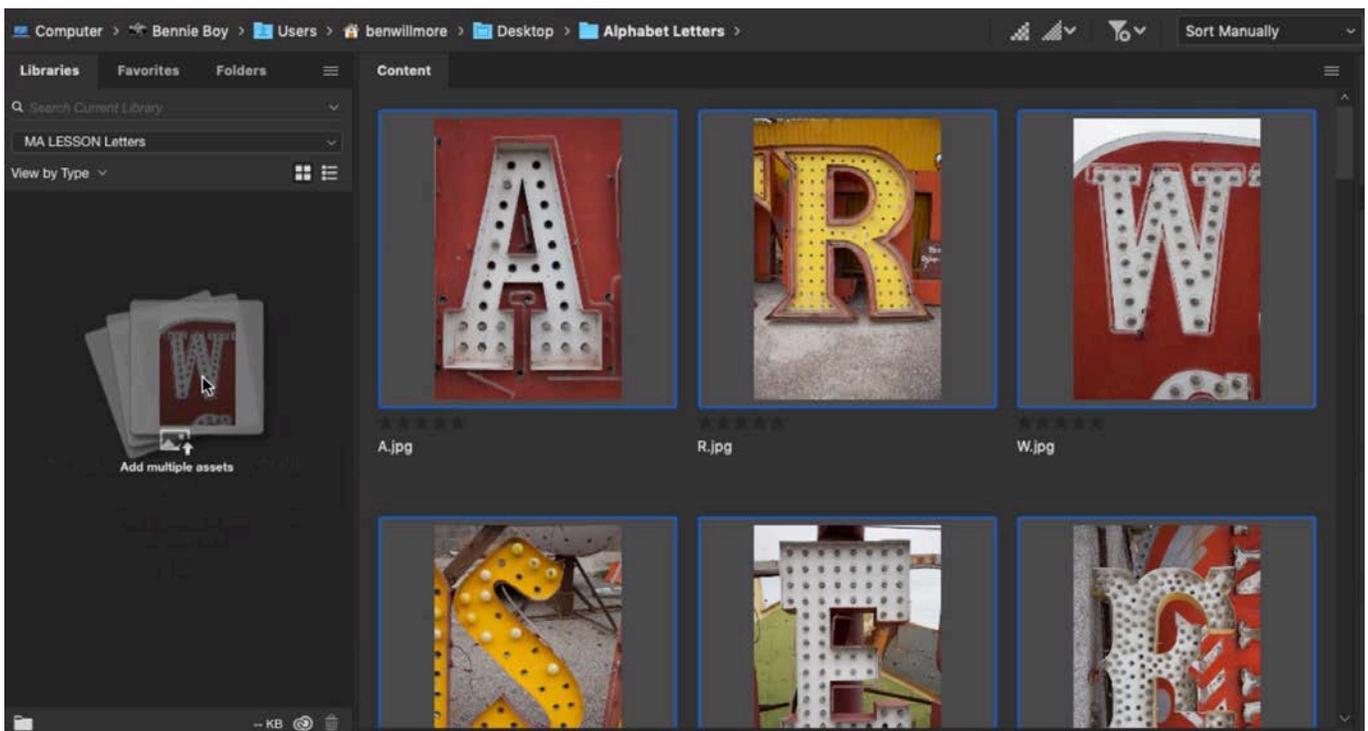
View on Website This is another option within the hamburger menu. Choosing it will cause the library to open within <http://assets.adobe.com>. You can manage the library from here if you'd like.

View Deleted Items This option would also take you to the assets website and it will take you to the section that contains all of your deleted items.

Learn more The Learn More and What's New options will take you to Adobe's website so that you can access some additional tutorials on the Libraries panel features.

Drag and Drop for Adding Many Files to a Library (7:06)

Sometimes, you may want to add a large number of graphics to a library. One way of doing this is by dragging files from your hard drive directly into your Libraries panel. You can also add multiple files to a library from within Bridge. Bridge also has a Libraries panel. If it's not currently open, you can access it by clicking on the Window menu and choosing Libraries Panel. With the panel open, you can drag multiple files into a library from within Bridge.



Here, we are in Bridge, dragging files from the main window into the Libraries panel.

Using Libraries to Share Files (47:55)

You can use shared libraries for simply sharing files back and forth (instead of using email, Dropbox, etc.). When the file appears in your library, you can place it into your document as a smart object or you could right-click on the document and choose “Edit.” This will open the file in its own window and you can save it as you choose.

Extra Tips (50:09)

Search Libraries There is a search field at the top of the Libraries panel and you can use this to search for specific items within your libraries.

Add note Any time you need to add more detail about an item, you can right-click on it and choose to “Add Note.” This will allow you to add up to 130 characters of text to the item info. When you use the search field, it will search within the notes as well.