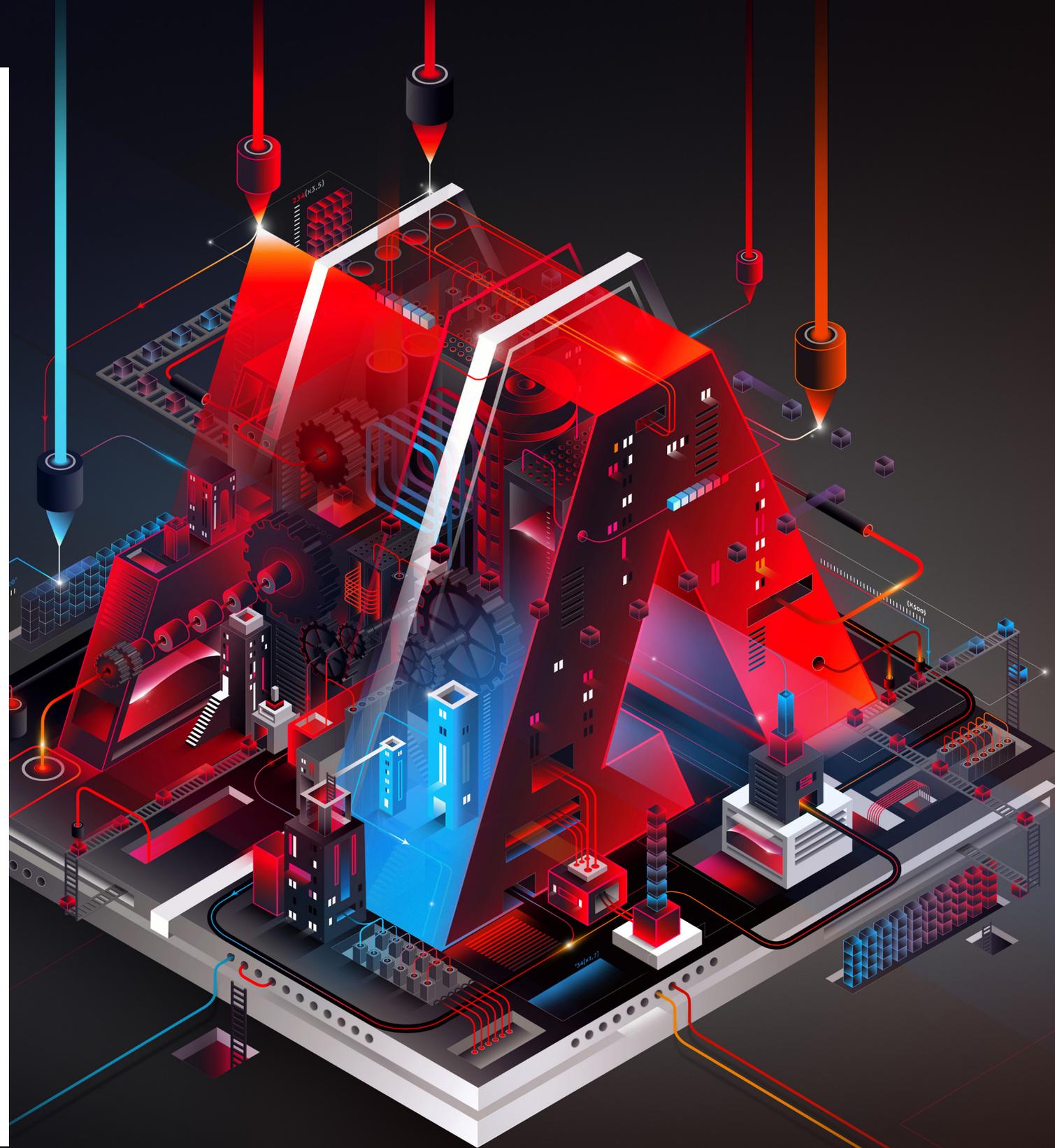




# Creative Cloud Libraries Implementation Guide

Creative Cloud Libraries speed workflows  
and help enterprise designers adhere to  
brand guidelines

MAY 2020



# Table of Contents

---

<b>OVERVIEW</b>	3
-----------------	---

## **CREATIVE CLOUD LIBRARIES BASICS**

The benefits of Libraries for creative work	5
---	---

How do Creative Cloud Libraries work?	6
---------------------------------------	---

## **CREATE A CORPORATE STYLE**

### **GUIDE LIBRARY**

Create a Library	9
------------------	---

Add design assets to a Library	10
--------------------------------	----

Add color swatches	11
--------------------	----

Add text styles	12
-----------------	----

Use Library assets	13
--------------------	----

Add editors and viewers for collaboration	14
---	----

Use and update linked assets	15
------------------------------	----

Update Library assets in a collaborative workflow	16
---	----

## **MANAGE LIBRARIES WITH THE CREATIVE CLOUD DESKTOP APP**

Benefits of the Creative Cloud desktop app	18
--	----

Create groups	19
---------------	----

Move elements	20
---------------	----

Add elements	21
--------------	----

## **CREATIVE CLOUD LIBRARIES AND APPS**

Adobe Stock	23
-------------	----

Adobe Capture mobile app	24
--------------------------	----

Adobe Capture in Photoshop	25
----------------------------	----

The Creative Cloud mobile app	26
-------------------------------	----

Adobe Fresco and Photoshop on the iPad	27
--	----

Adobe Premiere Rush	28
---------------------	----

Microsoft Word and PowerPoint integration	29
---	----

Zapier integration	30
--------------------	----

## **ENTERPRISE CREATIVE CLOUD LIBRARIES**

Export, import, and archive Libraries	32
---------------------------------------	----

Best practices for enterprise Libraries	33
---	----

Frequently asked questions	34
----------------------------	----

Library ownership and continuity	35
----------------------------------	----

# Overview

---

Creative Cloud Libraries accelerate work by reducing clicks in the creative process. By making it easy for designers to use the right assets—and for enterprises to control the use of assets—Creative Cloud Libraries improve efficiency almost 8x. The following use-cases are most often cited by our enterprise customers:

## **CORPORATE STYLE GUIDE**

Store corporate colors, type styles, and brand assets in a read-only Library to maintain control, ensure brand consistency, and know that designers always have the most up-to-date assets.

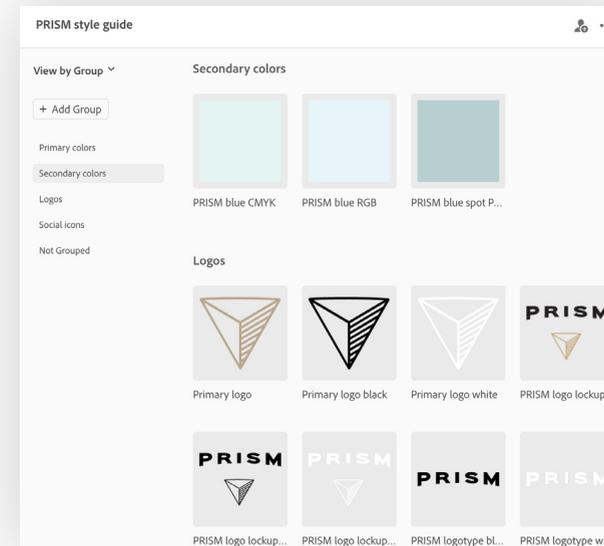
## **SHARED PROJECT LIBRARIES**

Teams may easily share design elements, colors, text styles, stock photos, brushes, videos, and more when collaborating. These items, as well as updates, are automatically synchronized across all users.

## **USER EXPERIENCE ELEMENT LIBRARIES**

Web, mobile, and UX design teams often reference buttons, menus, and other user interface elements across multiple design projects. These elements can be saved from Adobe XD and then utilized as Components across multiple XD projects.

*Corporate style guides are a good use case for Creative Cloud Libraries. A Library curator can create a read-only Library and share it with design staff. Designers can use elements from the Library in their designs, but cannot edit the original brand assets. If the Library curator changes a brand asset, it is updated for all collaborators across all Creative Cloud applications and projects that reference the Library item.*



## Independent research study on Creative Cloud Libraries

Pfeiffer Consulting LLC, an independent research firm, found that CC Libraries can greatly improve productivity.

### **DOWNLOAD THE REPORT HERE:**

[Adobe Creative Cloud Libraries: Boosting productivity for creative teams](#)



# Creative Cloud Libraries basics

# The benefits of Libraries for creative work

---

Creative Cloud Libraries make it easy to capture design assets from Adobe creative apps and Adobe Stock and then easily re-use those assets virtually anywhere.

Libraries help reduce clicks and minimize the time searching for design assets.

While Creative Cloud Libraries are simple to use, organizations should have a good understanding of how they work in order to derive maximum benefit.

Enterprise creative organizations may think about Libraries as a curated brand asset repository or a live, real-time style guide, ensuring that any materials utilized from that Library will be the most current versions of those files. Libraries have some unique qualities that help solve typical collaboration issues:

#### **CROSS DOCUMENT**

Items stored in a Library aren't document-specific—create a Library item in one document and use it in another.

#### **CROSS APPLICATION**

Store frequently used elements in one app and use them in another.

#### **COLLABORATIVE CONTROL**

Share frequently used elements with others. Read-only invitations offer enterprises control over their brand assets.

#### **CLOUD CONVENIENCE, LOCAL PERFORMANCE**

Elements are automatically synced to your desktop so they work fast even when you don't have an internet connection.

#### **HIGH VOLUME**

You can have a virtually unlimited number of Libraries, each with a unique name. Each Library can store up to 10,000 elements. You are limited only by the amount of your Creative Cloud storage.

## What's the difference between Creative Cloud Libraries and a DAM (Digital Asset Management) system?

Creative Cloud Libraries are not a replacement for a DAM. A DAM system is primarily intended to maintain a large number of approved image assets. Creative Cloud Libraries are best suited for design elements that speed in-application tasks such as creating and applying colors, paragraph styles, page elements, and assets. Creative Cloud Libraries are synced to each user's desktop. A DAM, by contrast, runs exclusively on a server or in the cloud.

# How do Creative Cloud Libraries work?

Library assets can be created in many ways: via drag and drop, by clicking the Add Asset button at the bottom of the Libraries panel, with the Adobe Capture mobile app, or by using the Creative Cloud desktop app. When a Library asset is updated, it synchronizes with Creative Cloud and each subscribed user receives the change.

You don't need to be online to use Library assets since they are synchronized between your hard drive and the cloud. For example, if you travel, the next time your computer connects to the internet, the Library will update with the most recent changes.

1

Using the Libraries panel in almost any Adobe Creative Cloud app, **Ashton** creates a Library and adds assets and elements to it. The Library is saved locally on his computer and syncs to Creative Cloud.



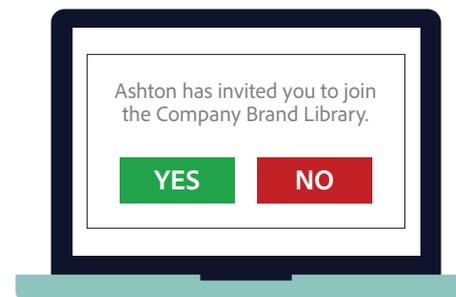
2

**Ashton** invites Emily to the Library he created.



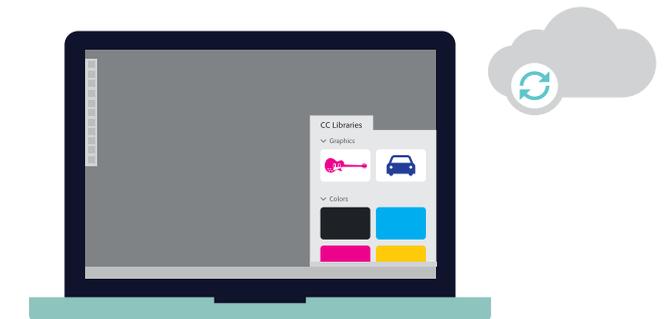
3

**Emily** accepts the invitation to the Library.



4

The Library and its contents are synced from Creative Cloud to **Emily's** computer.



# What can go into a Library?

Creative Cloud Libraries make your favorite assets available to you anywhere. You can add images, colors, text styles, and other assets in most Creative Cloud desktop and mobile apps, and then easily access them across other apps for a seamless creative workflow. Here are the types of assets that each application can save to a Library or access from a Library.

**“All the digital designers at Atlantic Records use Creative Cloud Libraries differently, but we all have one collaborative library. This is our asset locker, which contains all of our templates and common assets for quick, easy reference. The majority of the work we do has a really tight deadline, so having one centralized location is vital.”**

**Dana Tandoi**  
Senior Manager, Atlantic Records

	Ps	Ai	Id	Br	Pr	Ae	Ru	An	Dn	Dw	Xd	Capture	Stock	Fr
	Photoshop	Illustrator	InDesign	Bridge	Premiere Pro	After Effects	Rush	Animate	Dimension	Dreamweaver	XD	Capture	Stock	Fresco
Paragraph styles		●	●											
Character styles	●	●	●								●			
Color swatches	●	●	●			●		●	●	●	●			●
Color themes	●	●	●			●		●		●	●	●		●
Text		●	●											
Patterns	●	●										●		
Gradients	●										●	●		
InDesign page items	●	●	●		●	●		●	●	●	●			
Illustrator artwork	●	●	●		●	●		●	●	●	●		●	
Photoshop layers/layer groups	●	●	●		●	●		●	●	●				
Photoshop layer styles	●													
Graphics*	●	●	●	●	●	●		●	●	●	●		●	
Brushes	●	●										●		●
Lumetri color looks					●	●						●		
Animate animations/symbols			●					●						
3D models and lights									●				●	
3D materials									●			●	●	
XD components											●			
Video				●	●	●							●	
Templates	●	●	●	●	●	●	●						●	

\* Any file in the ai, png, bmp, psd, svg, gif, jpg, tif, pdf, heic, heif, and dng formats. File type support is determined by the application.



Create a corporate style guide Library

# Create a corporate style guide Library

## Step 1: Create a Library

In the next few pages we'll use a corporate style guide as an example to show you how to create and use a Library. The Library can be created right in your creative application of choice by using the Libraries panel.

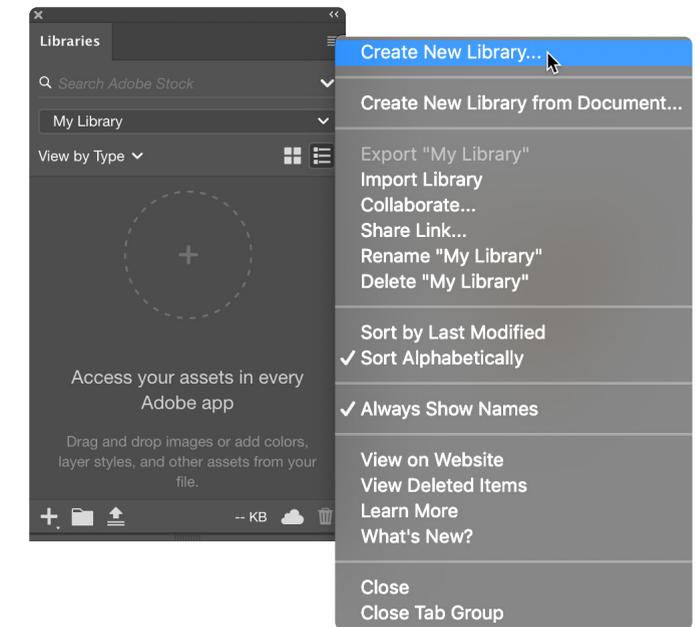
A

Display the Libraries panel on your screen.

- In most Creative Cloud applications you'll find the panel in *Window > Libraries*.
- In Animate, InDesign, and Dreamweaver you'll find the panel in *Window > CC Libraries*.
- In Adobe XD, you'll find the panel in *File > Open CC Libraries*.

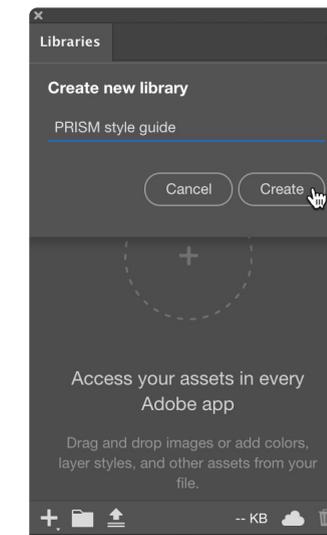
B

Select **Create New Library** in the Libraries panel menu.



C

Give the Library a name and click **Create**. Next, you can populate the Library with design components.



**“Whenever we introduce a new feature, we create a new Creative Cloud Library with all of the icons and other design elements so we’re all in sync.”**

Marie West  
Senior UX Manager, Poshmark

# Create a corporate style guide Library

## Step 2: Add design assets to a Library

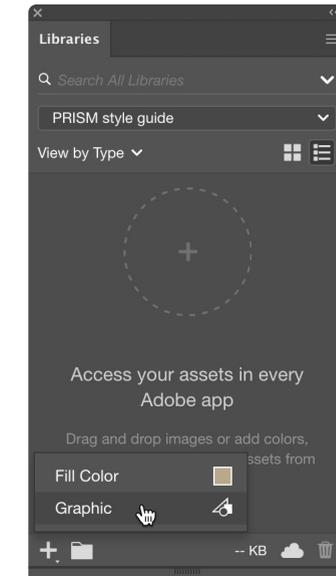
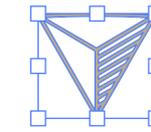
Creative Cloud Libraries provide a mechanism to capture design elements from a variety of apps: Photoshop, Illustrator, InDesign, XD, and more. You're not limited to desktop applications. You can capture inspiration, whenever it strikes, using mobile apps such as Adobe Capture, or download assets from Adobe Stock.

This examples uses Illustrator.

A

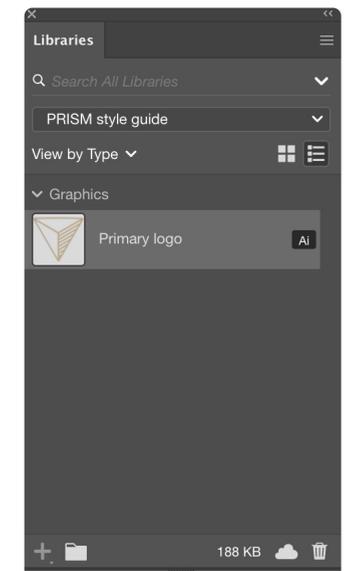
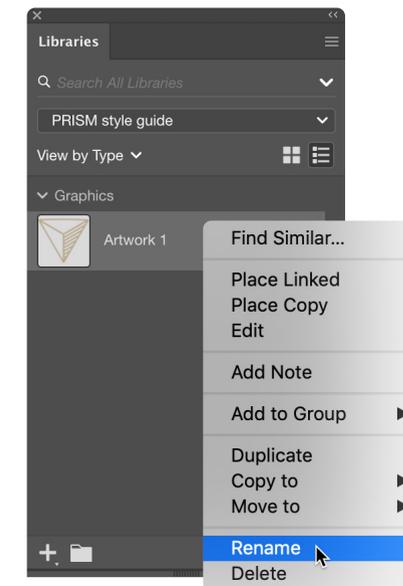
Select some artwork in Illustrator, then click the Add Content button  and select **Graphic** to add the artwork to the Library as a graphic.

You can also drag and drop artwork from an Illustrator page into a Library, but clicking the Add Content button  provides more control over which properties of the artwork are added to the Library.



B

Right-click the asset name and choose **Rename** to change the name to something meaningful.



# Create a corporate style guide Library

## Step 3: Add color swatches

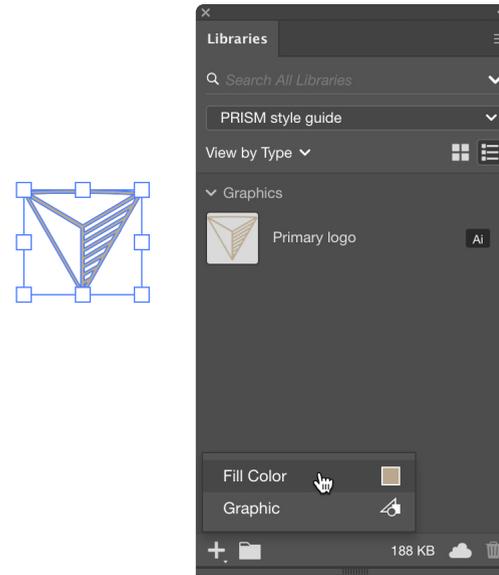
You can greatly simplify and standardize color communication across your teams by adding swatch colors to a Library.

Brand guidelines often specify RGB, CMYK, HEX, and spot color versions of each color. You can either create multiple libraries, one for each color space, or create a single library and organize the colors by groups (see page 19).

This example uses Illustrator.

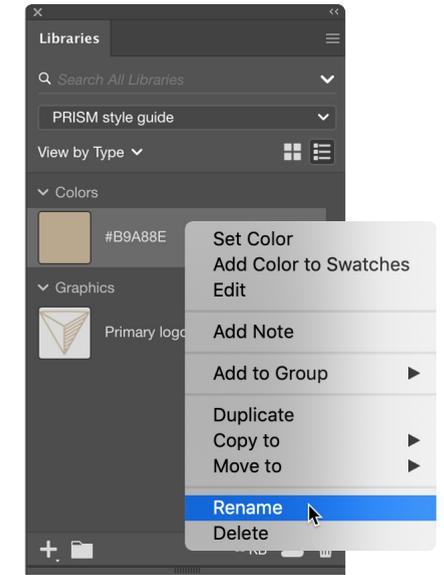
A

Select an object that has a color fill or stroke in Illustrator, then click the Add Content button  and select **Fill Color** or **Stroke Color** to add the color to the Library.



B

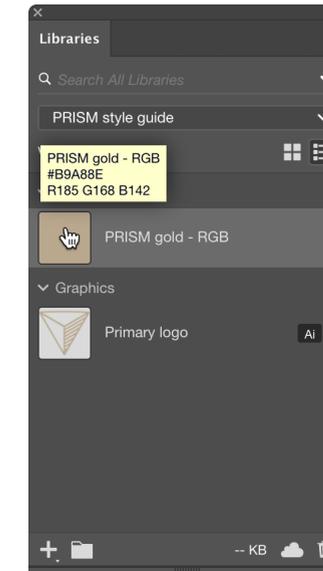
The asset is automatically named with the Hex value of the color. Right-click the name and choose **Rename** if you wish to rename it to something else.



C

Hover over the color, and you'll see the CMYK or RGB value of the color displayed. The color is added to the Library as a CMYK color if it is added from a CMYK document, as an RGB color if it is added from an RGB document, or as a spot color if the added color is a spot color.

You can also right-click on a color swatch to add a Note. This can be helpful to provide context for when a certain color should be used.



# Create a corporate style guide Library

## Step 4: Add text styles

Standardizing typographic styles is important for maintaining brand compliance. Using paragraph and character styles in your layouts reduces clicks and increases productivity.

Illustrator and InDesign support paragraph styles in Libraries, while Photoshop, Illustrator, InDesign, and XD all support character styles in Libraries.

This example uses InDesign.

A

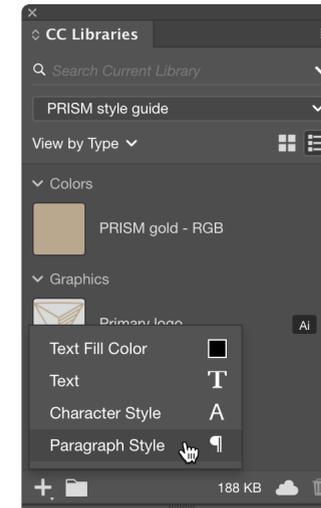
Select some text in an InDesign document, then click the Add Content button  and select **Character Style** or **Paragraph Style** to add the text style to the Library.

**Simposam**

Duciatu sendand amenaessi doluptas rehenisquame de eossi ulparum faccat dent alit fugiaepa qui cus dollabor modignatque veliquid quiaer-aecte nonsenihil eost occum reusam veniet.

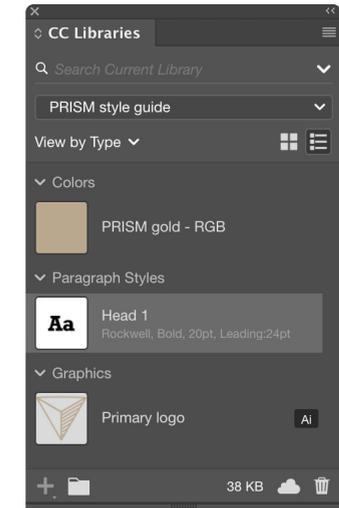
**Rrovitias dendae**

Eil ipsandem hillorerciis ser-feri busdae ium exped quata-ssimus, quost, cum et facit.



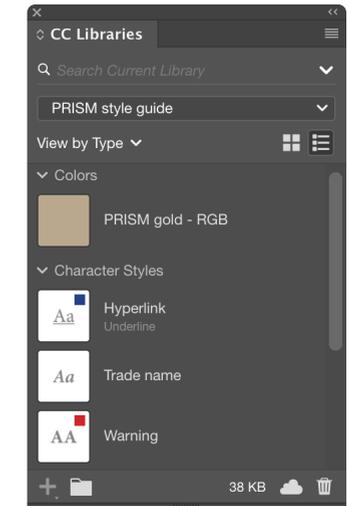
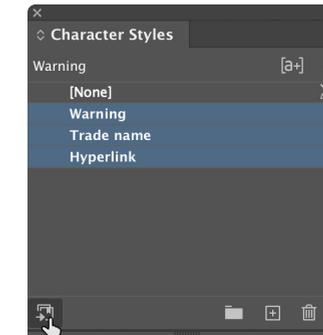
B

Right-click the asset name and choose **Rename** to change the name to something meaningful.



C

If your document contains named Paragraph Styles or Character Styles in the Paragraph Styles or Character Styles panels, you can add these styles to a Library by selecting one or more styles in the panel and clicking the Add to Library button  at the bottom of the panel.



# Create a corporate style guide Library

## Step 5: Use Library assets

Once assets are saved in CC Libraries, you can reuse them in your designs—in the same file, another project, or another app—without worrying that you’ll grab the wrong versions.

To add a graphic asset to your project, you can drag it directly from the Library onto your Illustrator artboard, Photoshop canvas, or InDesign layout, or into projects in other Creative Cloud applications.

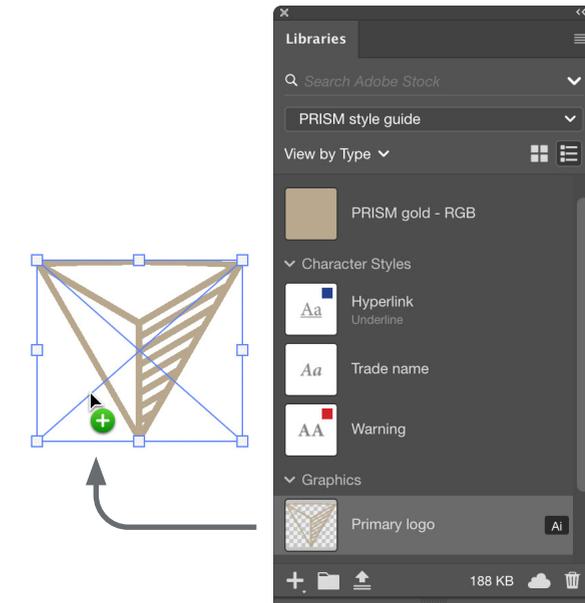
To apply colors, text styles, layer styles, and certain other types of assets, select the object, text, or other item to which you want to apply the asset, and click the thumbnail of the asset in the Libraries panel.

This example uses Photoshop.

A

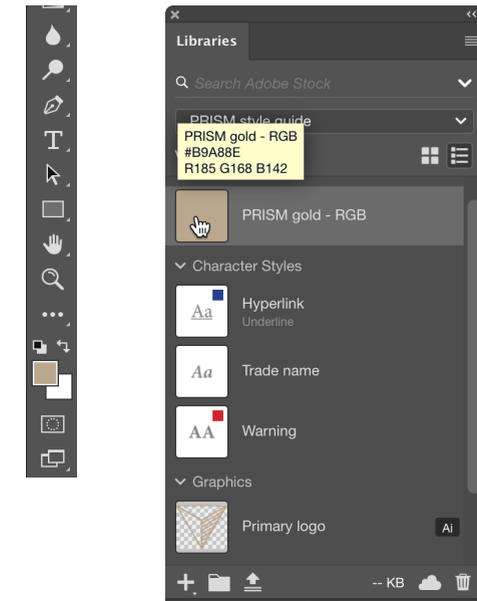
In an existing or new Photoshop document, drag a graphic from the Libraries panel onto the canvas.

Adjust the transform handles to scale the item, then click the **Commit** button or press Enter.



B

Click the icon for a color that you’ve stored in your Library. You’ll see that the color is applied as the current foreground color in Photoshop.



# Create a corporate style guide Library

## Step 6: Add editors and viewers for collaboration

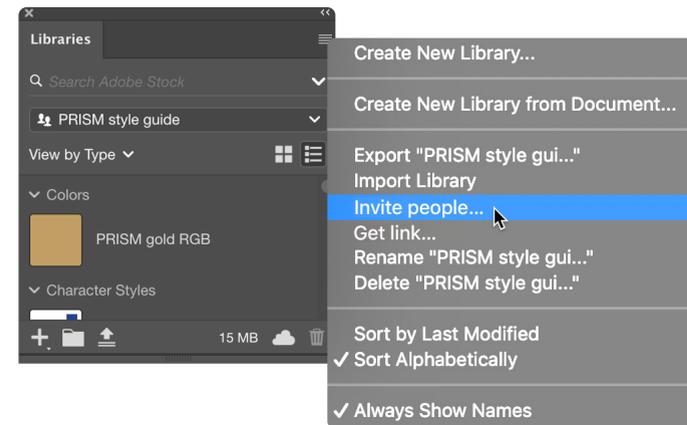
You can invite other Creative Cloud users within or outside your organization to collaborate on individual Libraries you create. Each collaborator that you invite can be given either **Can Edit** or **Can View** permission.

When you provide Can Edit permission to a Library, collaborators can use, modify, rename, move, and delete Library content. Can View permission (aka read-only) allows recipients to view and use assets, but not modify the assets or the Library itself.

A Library with Can View access ensures your creative assets stored in Creative Cloud can't be changed or deleted by other collaborators, while still making those assets available for use by your team.

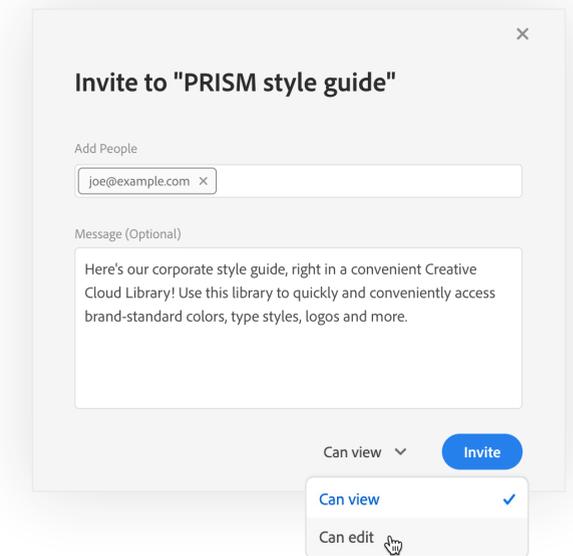
A

Choose **Invite people** from the Libraries panel menu.



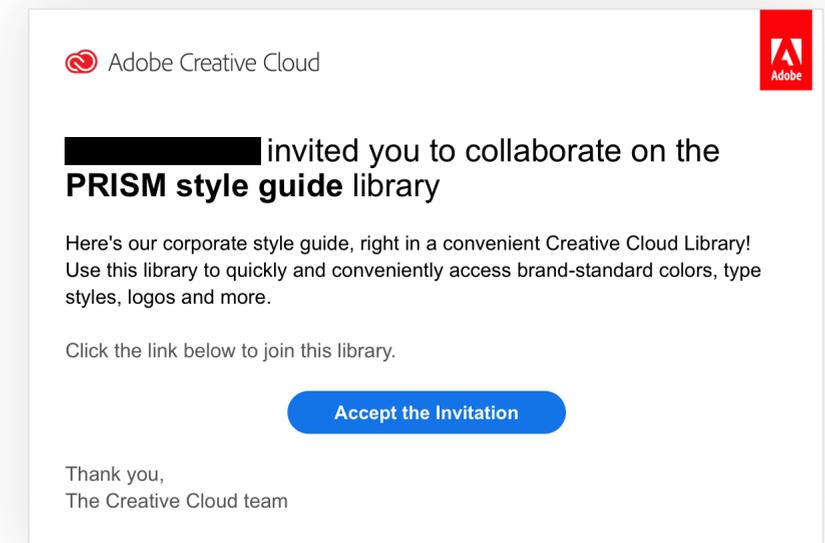
B

Your default browser is launched. Type one or more email addresses of your collaborators. After each address that you type, choose **Can View** or **Can Edit**, and then click **Invite**.



C

The potential collaborator will receive an email invite. They must click through the email to accept the invitation (or respond to a notification they will receive through the Creative Cloud desktop app). Once they have done so, the Library you have shared, along with all of its assets, will appear in their Libraries panel.



# Create a corporate style guide Library

## Step 7: Use and update linked assets

Photoshop, Illustrator, and InDesign all have the unique ability to use assets from a Library as either “linked” or “copied” (unlinked) assets. It’s important to understand the difference.

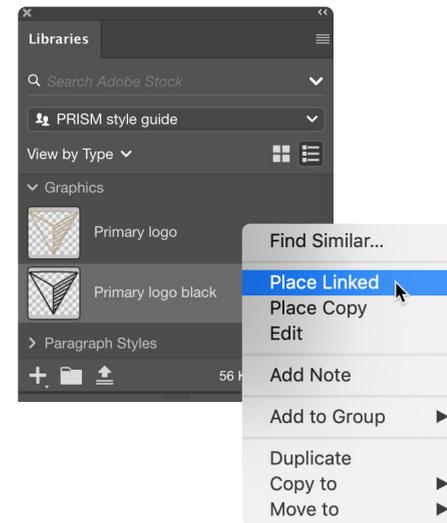
Linked assets remain associated with the original asset in the Library. When the original asset is changed or updated, all instances of its use in Photoshop, Illustrator, or InDesign documents are automatically updated.

Copied, or unlinked assets, do not change in the Photoshop, Illustrator, or InDesign documents where they have been used when the original Library item is changed.

This example uses Photoshop.

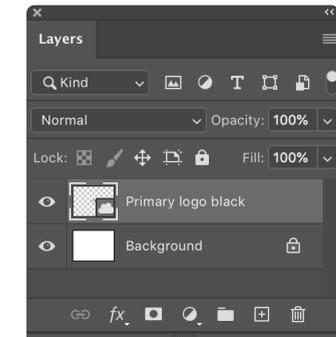
A

In an existing or new Photoshop document, right-click on a graphic asset in a Library and select **Place Linked**.



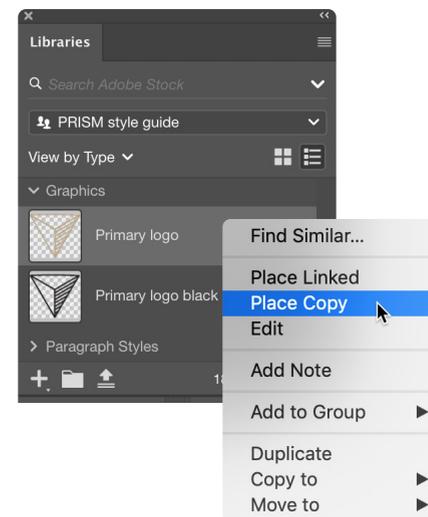
B

Note the cloud icon on the layer in the Layers panel. This indicates that the asset is linked to a Library. When the Library asset is changed by you or a collaborator, the asset will update in this document.



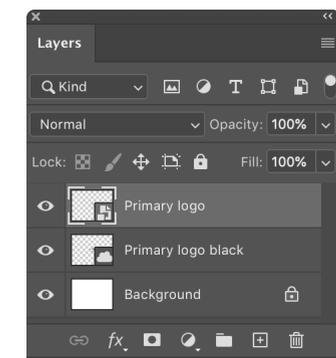
C

Right-click on another graphic asset in a Library and select **Place Copy**.



D

Note the Smart Object icon on the layer in the Layers panel. This indicates that the asset is embedded in the Photoshop document as a smart object. The asset is not linked to a Library, and will not update in the document if the Library asset is changed.



# Update Library assets in a collaborative workflow

Working with linked graphic assets in a collaborative workflow can be very powerful. The workflow for working with linked graphic Library assets is similar in InDesign, Illustrator, Photoshop, XD, and Dimension.

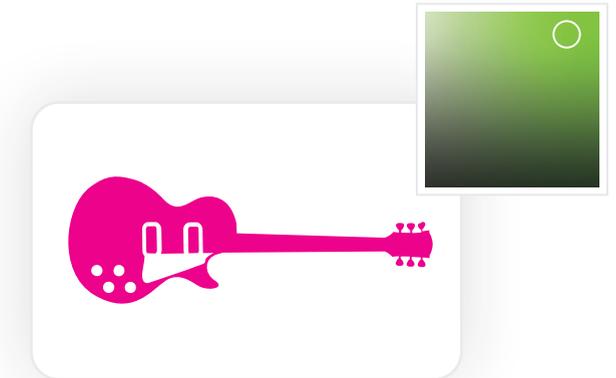
1

**Matt** has “Can View” privileges to a shared Library. He places an Illustrator graphic from the Library into his InDesign layout as a **linked** asset.



2

**Carol** has “Can Edit” privileges to the same shared library. She decides to change the color of the Library asset that Matt used. She double clicks on the asset **in the Library** to edit it. The graphic opens in Illustrator, where she changes the color.



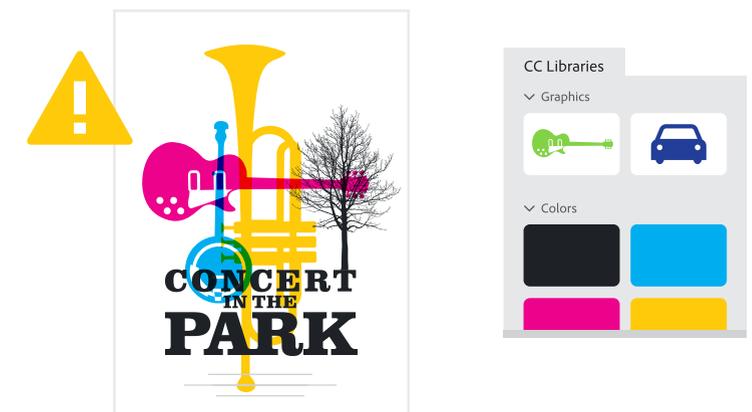
3

**Carol** saves her changes in Illustrator and closes the file. The Library item is updated on her local drive and synced to Creative Cloud and to all her collaborators.



4

The revised Library item is automatically updated in **Matt's** Libraries panel. Working in his InDesign layout, Matt receives an alert that the graphic is out of date in his layout, so he updates it in the InDesign Links panel.



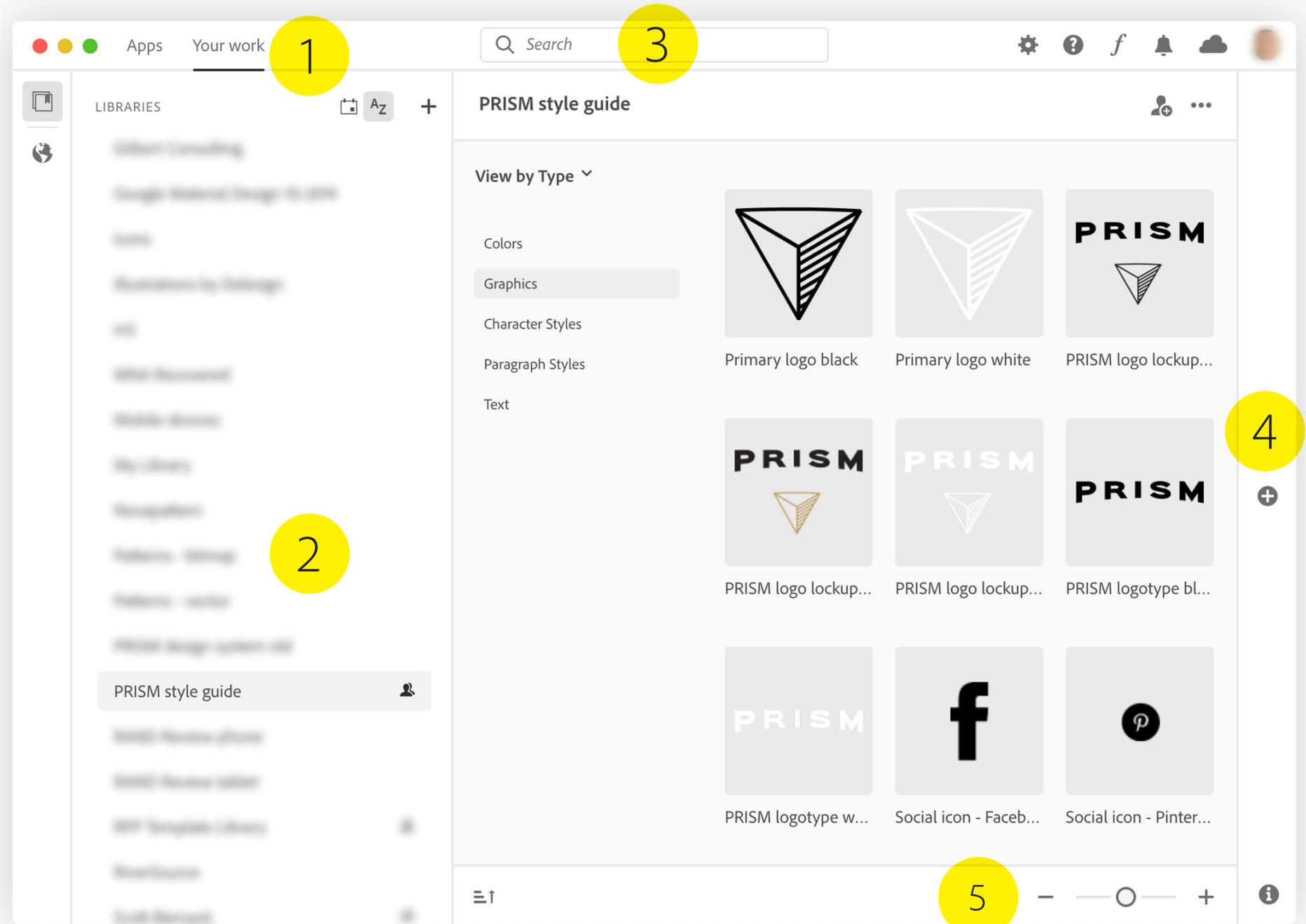


# Manage Libraries with the Creative Cloud desktop app

# Benefits of the Creative Cloud desktop app

As valuable as it is to create, name, and update Library assets right inside creative applications, sometimes it is useful to be able to see, sort, and search assets across multiple Libraries. The Creative Cloud desktop app is a convenient place to manage and organize your assets in a workspace that provides more “elbow room” than the Libraries panel in applications.

- 1 Show a list of all your Libraries
- 2 Select a Library
- 3 Search Library assets and more
- 4 Manage assets
- 5 Display large thumbnails

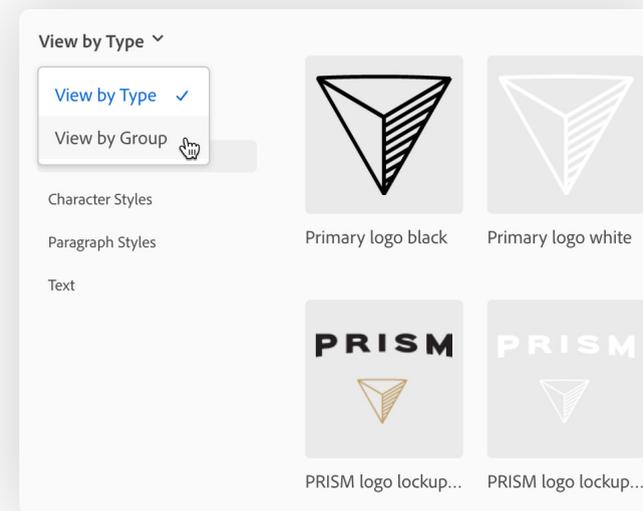


# Create groups

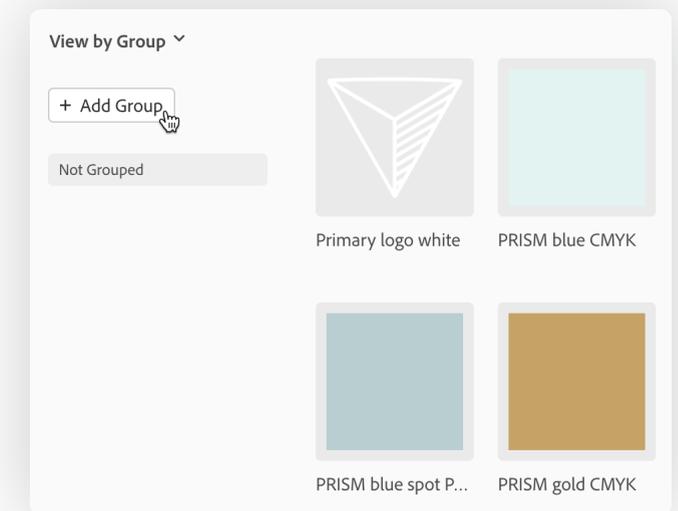
There are two ways to organize and view assets in a Library. “By type” organizes the assets according to file type, displaying all the swatches together, all the graphics together, all the type styles together, and so on.

“By group” allows you to create groups (much like folders) to fit your organizational needs. For example, you could organize your logos into groups named Primary Logos and Alternate Logos, or your colors into CMYK, RGB, and Spot Color groups.

1 Choose **View by Group**.

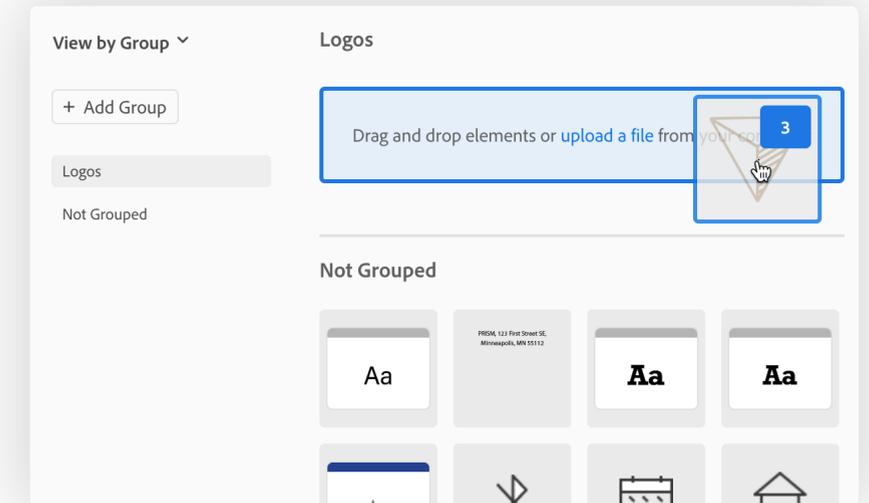


2 Click **Add Group**, and then give the group a name. Each Library can have as many groups as you wish.



3 Drag assets into the group. By default, the assets are sorted in chronological order in the group, with the most recently added assets at the top.

You can drag and drop Library assets within the group or between groups to specify the order. When you change the order of assets in a group, the same order is visible across all applications and for all the collaborators with whom you've shared the Library.

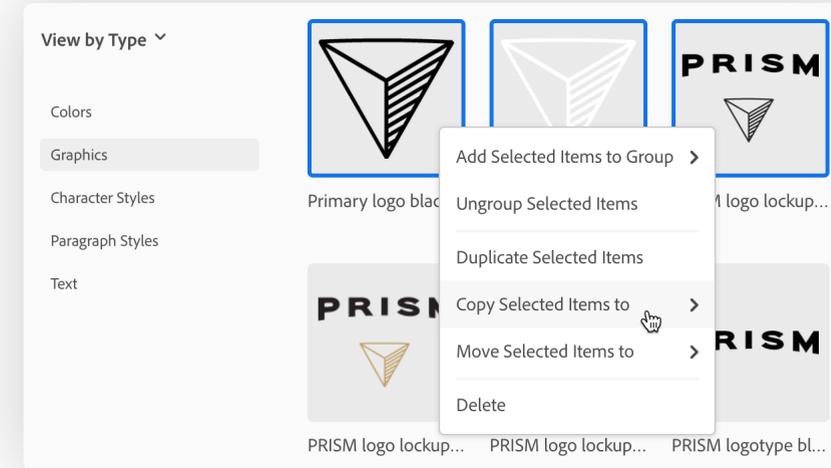


# Move elements

There are two easy ways to copy or move assets from one Library to another—right-click or drag and drop.

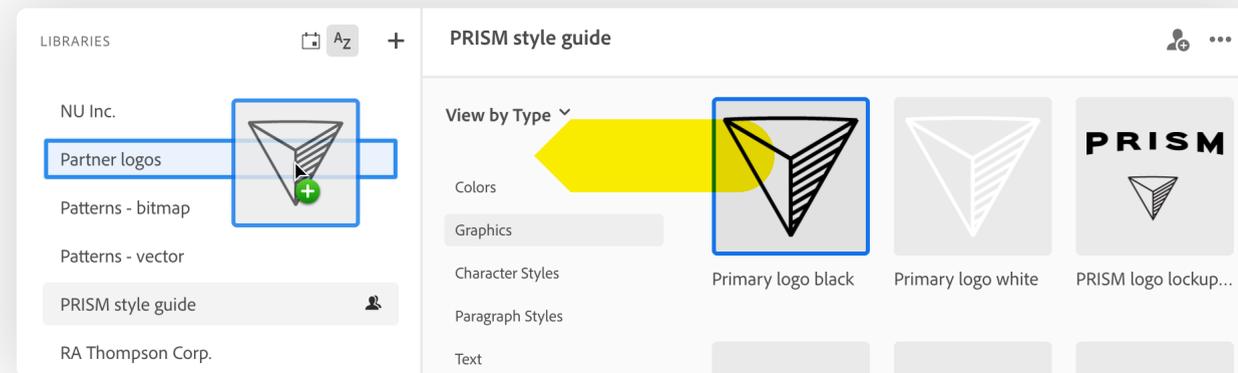
1

Select the assets you want to copy or move, right-click, and choose **Copy Selected Items to** or **Move Selected Items to**, and then select the destination Library.



2

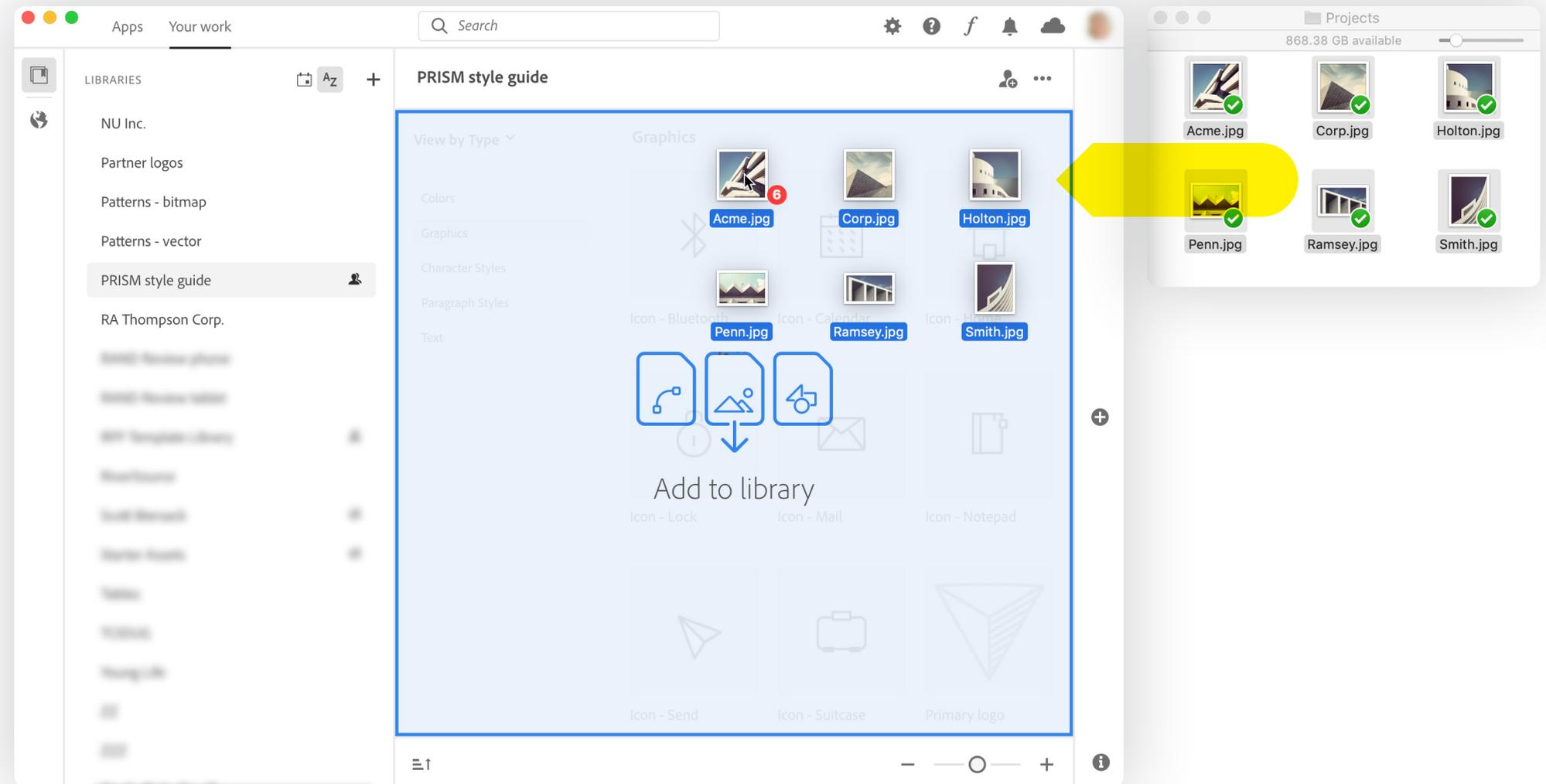
Or, drag and drop assets from one Library to another. Add the Option key (macOS) or Alt key (Windows) to copy the items instead of moving them.



# Add elements

The Creative Cloud desktop app offers a fast way to “bulk load” assets into a Library. Just drag and drop one or more files from the macOS Finder or Windows File Explorer into a Library in the Creative Cloud desktop app.

This is a great way to populate a Library from an existing folder of assets in any of the following file formats: ai, png, bmp, psd, svg, gif, jpg, tif, pdf, heic, heif, dng, psdt, ait, indt, fla, mp4, mov, wmv, or mpeg.





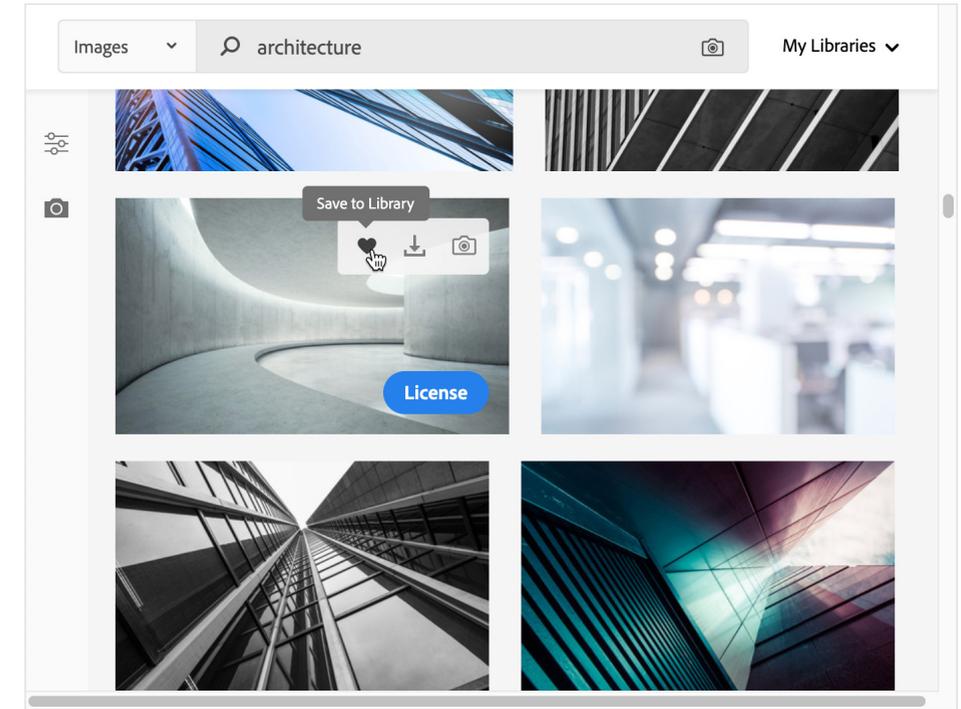
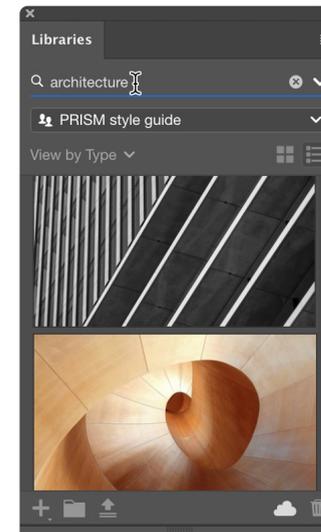
# Creative Cloud Libraries and apps

# Adobe Stock

Adobe Stock delivers the creative assets that you need with the tools to find and use them quickly and efficiently. Adobe Stock is deeply integrated with Creative Cloud Libraries.

1

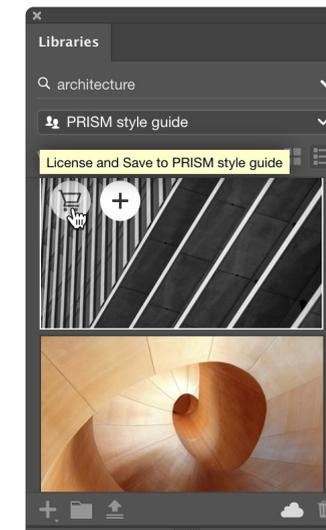
Search for Adobe Stock assets in the Libraries panel within most apps, or use the Adobe Stock website to add a watermarked preview of any stock asset to any of your Libraries.



2

Then drag the watermarked stock asset from the Libraries panel to your creative project. When you're satisfied that the stock asset is appropriate for your project, you can license the stock asset right in the Libraries panel.

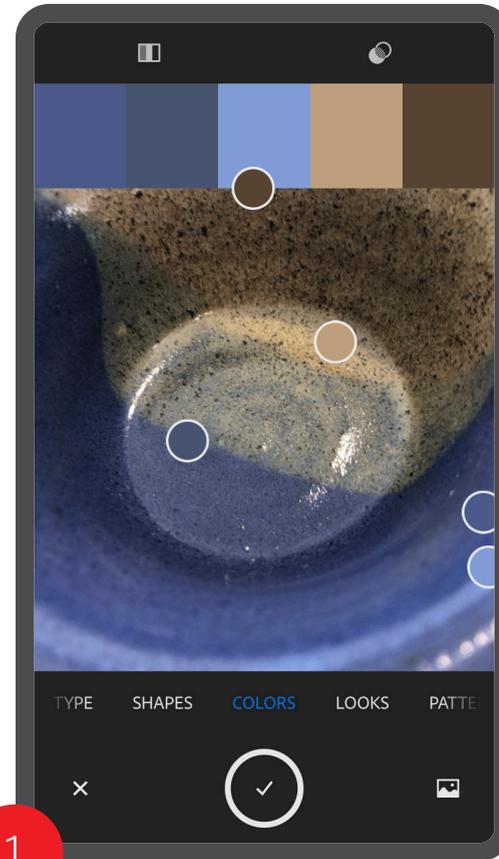
Photoshop, Illustrator, InDesign, Premiere Pro, and After Effects take this integration even deeper. When you license the stock asset, all linked instances of the stock image in your open documents are automatically updated. In Photoshop, any non-destructive edits made to the asset are automatically preserved—potentially saving hours of rework.



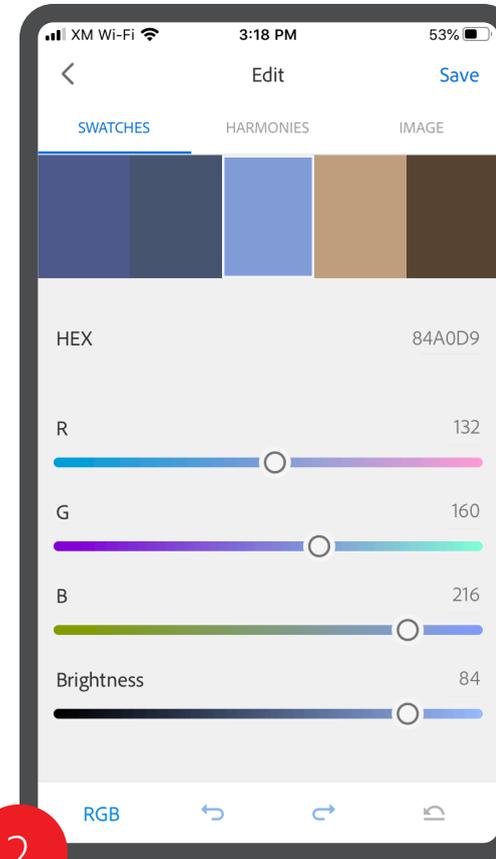
# Adobe Capture mobile app

The purpose of Adobe Capture is to help you capture inspiration from the world around you and generate an asset you can add to your Libraries and then use in your creative projects. Starting with your device camera, or a photo from your camera roll, you can create seven different types of assets:

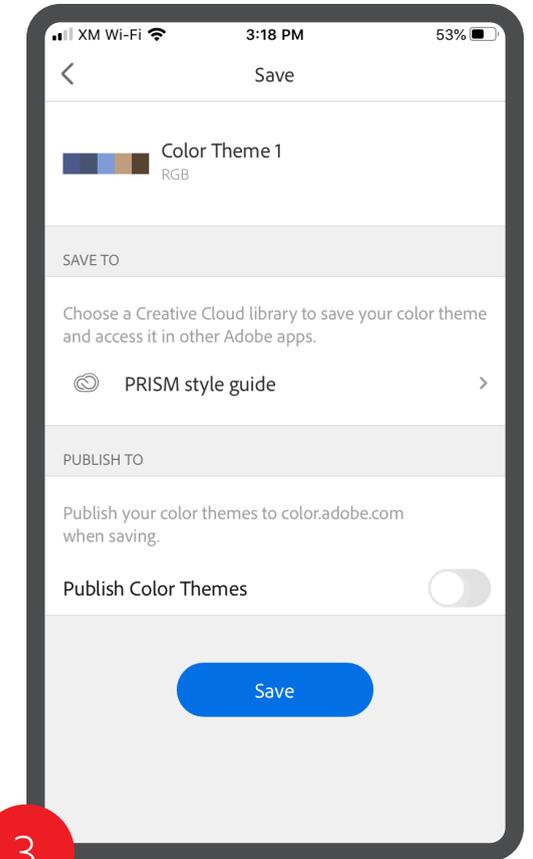
- **Materials** that can be applied to the surface of a 3D model in Adobe Dimension.
- Automatically identify the type style in a photo and save it as a **text style** to use in Photoshop, Illustrator, InDesign, or XD.
- Convert images into vector SVG **shapes** to use in many other Creative Cloud applications.
- Extract five-color **color themes or gradients**.
- Capture color and light, then generate unique **looks** to enhance your video projects.
- Generate geometric bitmap and vector **patterns** to use in Photoshop and Illustrator.
- Create custom bitmap and vector **brushes** to use in Photoshop, Illustrator, and Fresco.



Here's how to capture a color theme: choose **Colors** and then snap a photo.



Capture extracts the dominant colors from the image, and builds a color theme. Edit the colors in the theme as you wish.



Name the theme, choose a Library to save the theme to, and then tap **Save**.

4

In almost any Creative Cloud application, go to the Library you saved the theme to, and use it in your design.

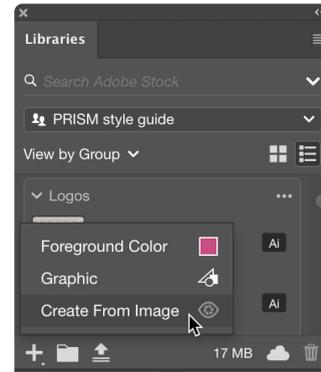
# Adobe Capture in Photoshop

Much of the creative fun built into the Adobe Capture Mobile App (see page 24) is also available right in Photoshop. This allows you to quickly create four types of assets from one or more Photoshop image or layers:

- Generate geometric bitmap **patterns** to use in Photoshop.
- Convert images into vector SVG **shapes** to use in many other Creative Cloud applications.
- Extract five-color **color themes**.
- Create **gradients** with up to 15 colors extracted from your image.

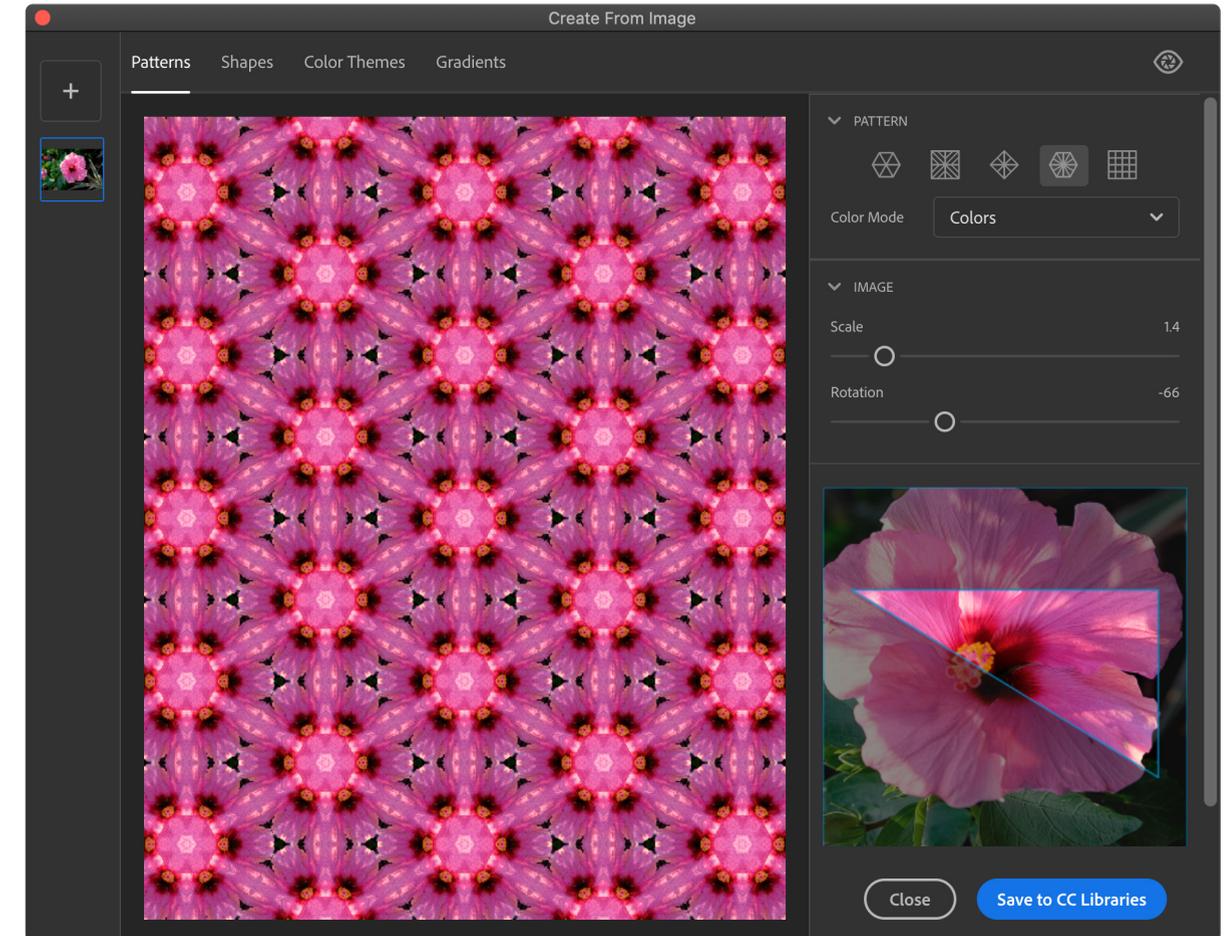
1

With a document open in Photoshop, choose a Library in the Libraries panel. Click the Add Content button  in the panel and select **Create From Image**.



2

Select **Patterns**, **Shapes**, **Color Themes**, or **Gradients** at the top. Choose the desired options at the right, and then click **Save to CC Libraries**.

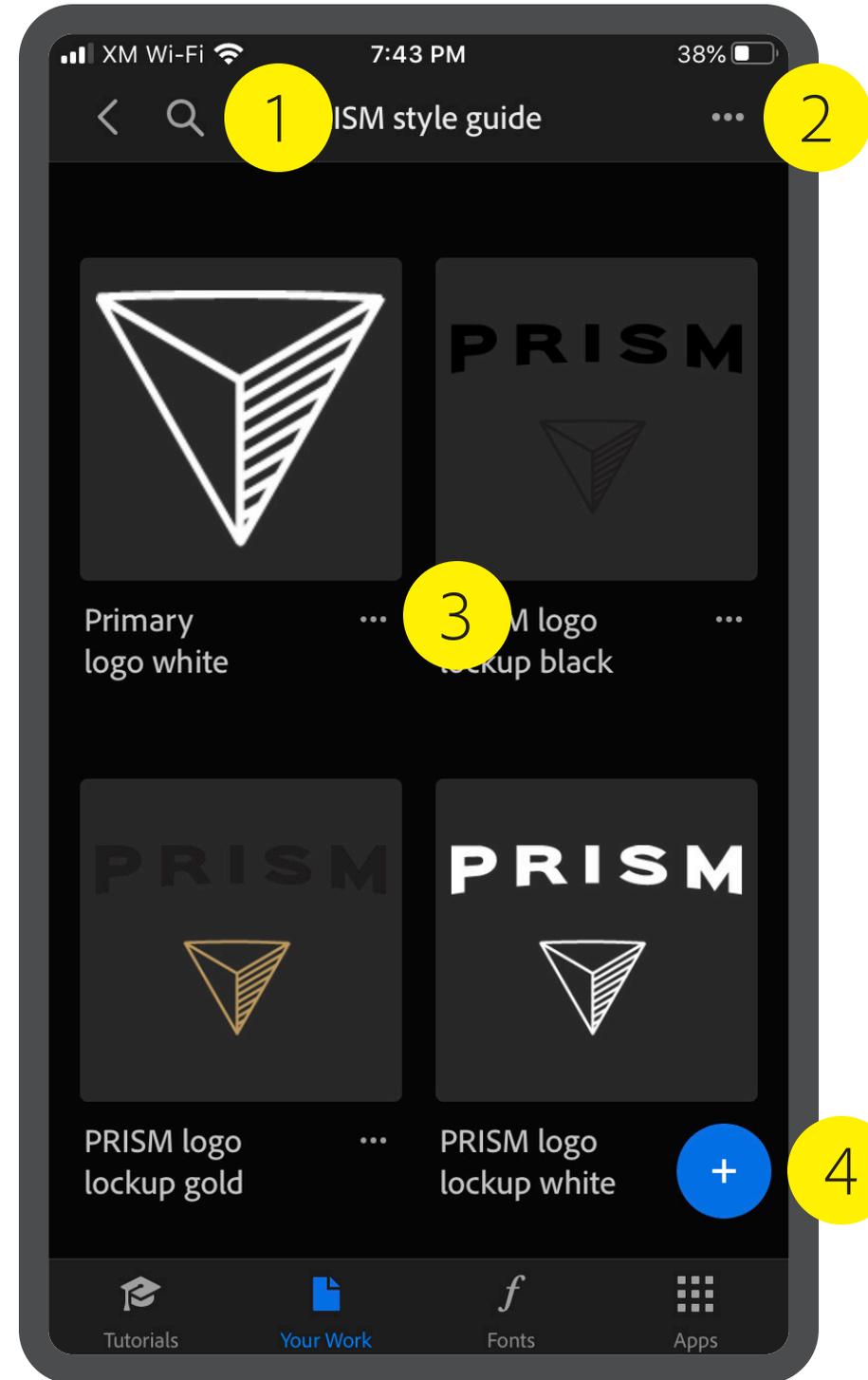


# The Creative Cloud mobile app

---

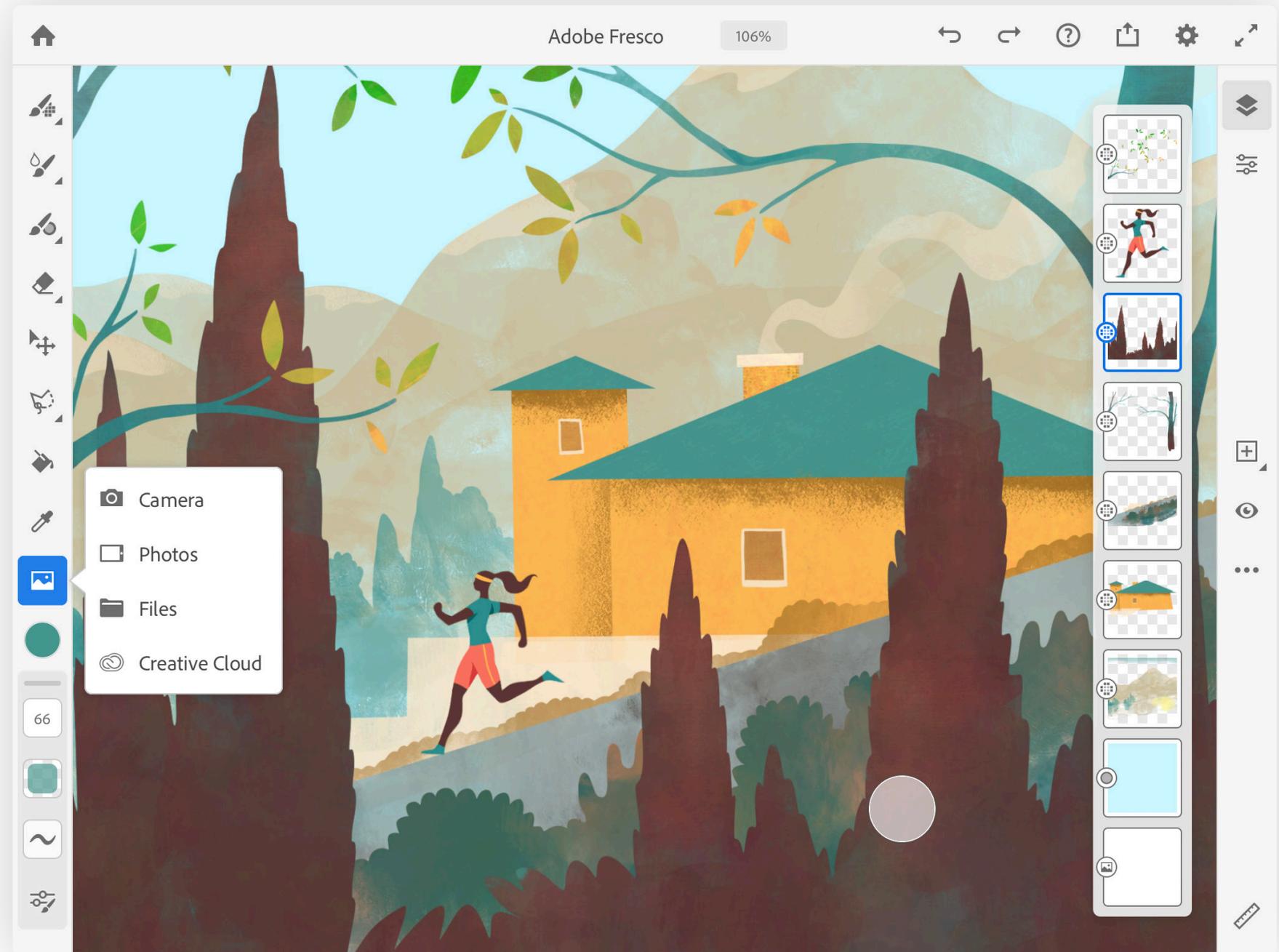
The Creative Cloud mobile app lets you view and manage your libraries on the go.

- 1 Search for assets in your Libraries by name.
- 2 Change the way items in the Library are displayed and sorted. Invite others to join the Library.
- 3 Export, download, or share a link to the asset. Rename, duplicate, move, or delete the asset.
- 4 Add items to the Library from Adobe Stock, the camera, your camera roll, or other files on your device.



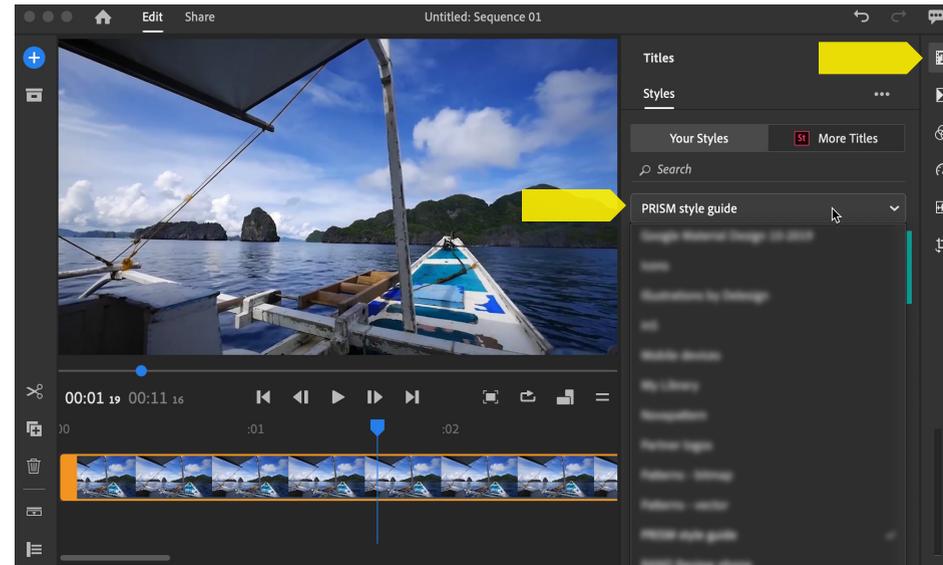
# Adobe Fresco and Photoshop on the iPad

Fresco is a drawing and painting app built specifically for touch-first and stylus-powered platforms like the Apple iPad with Pencil, Wacom Mobile Studio Pro, and select Microsoft Surface devices. You can access your Creative Cloud Libraries in both Fresco and Photoshop on the iPad.



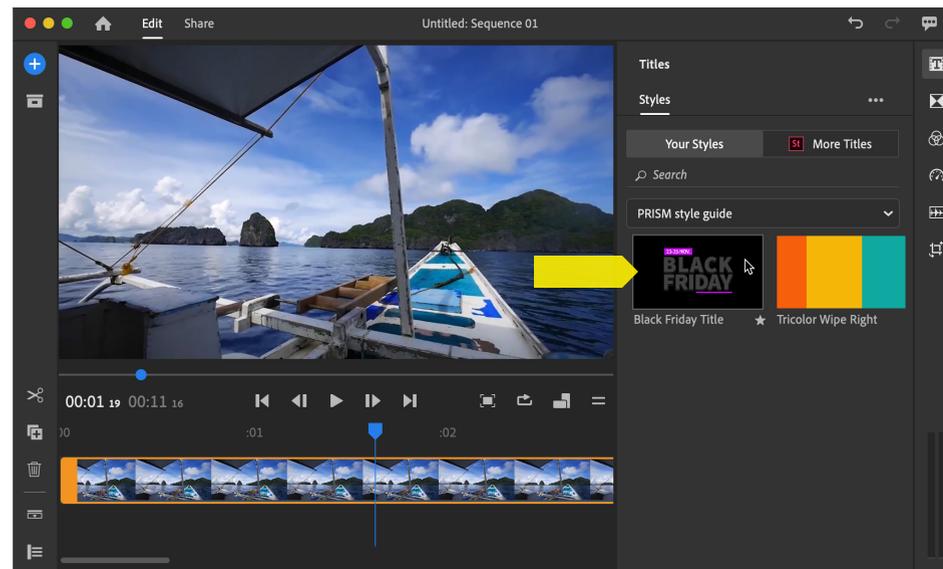
# Adobe Premiere Rush

Adobe Stock features a large collection of motion graphics templates. These templates can be saved to a Library and then used in both the mobile and desktop versions of Adobe Premiere Rush (as well as Adobe Premier Pro).

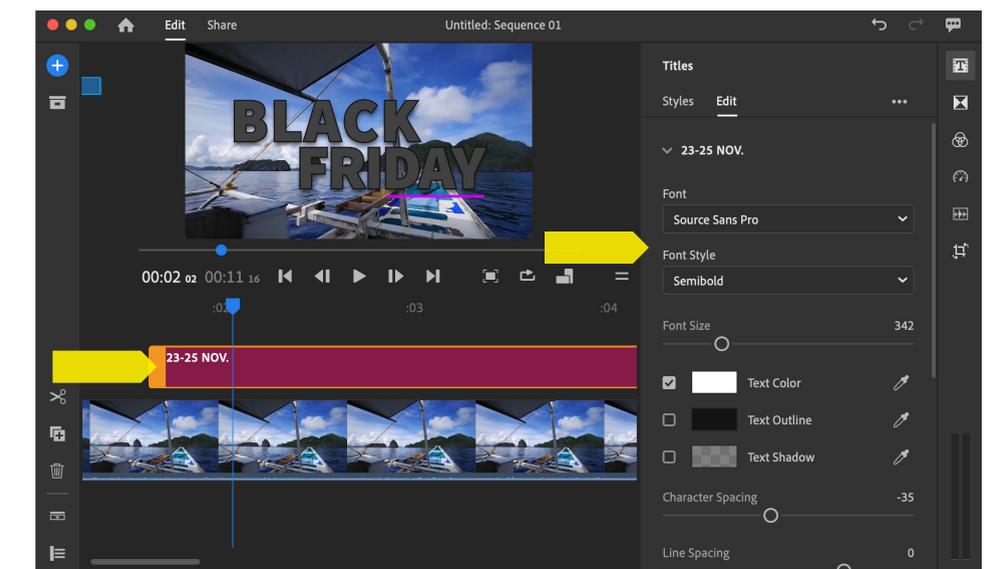


1 Click the Titles icon.

2 Choose a Library.



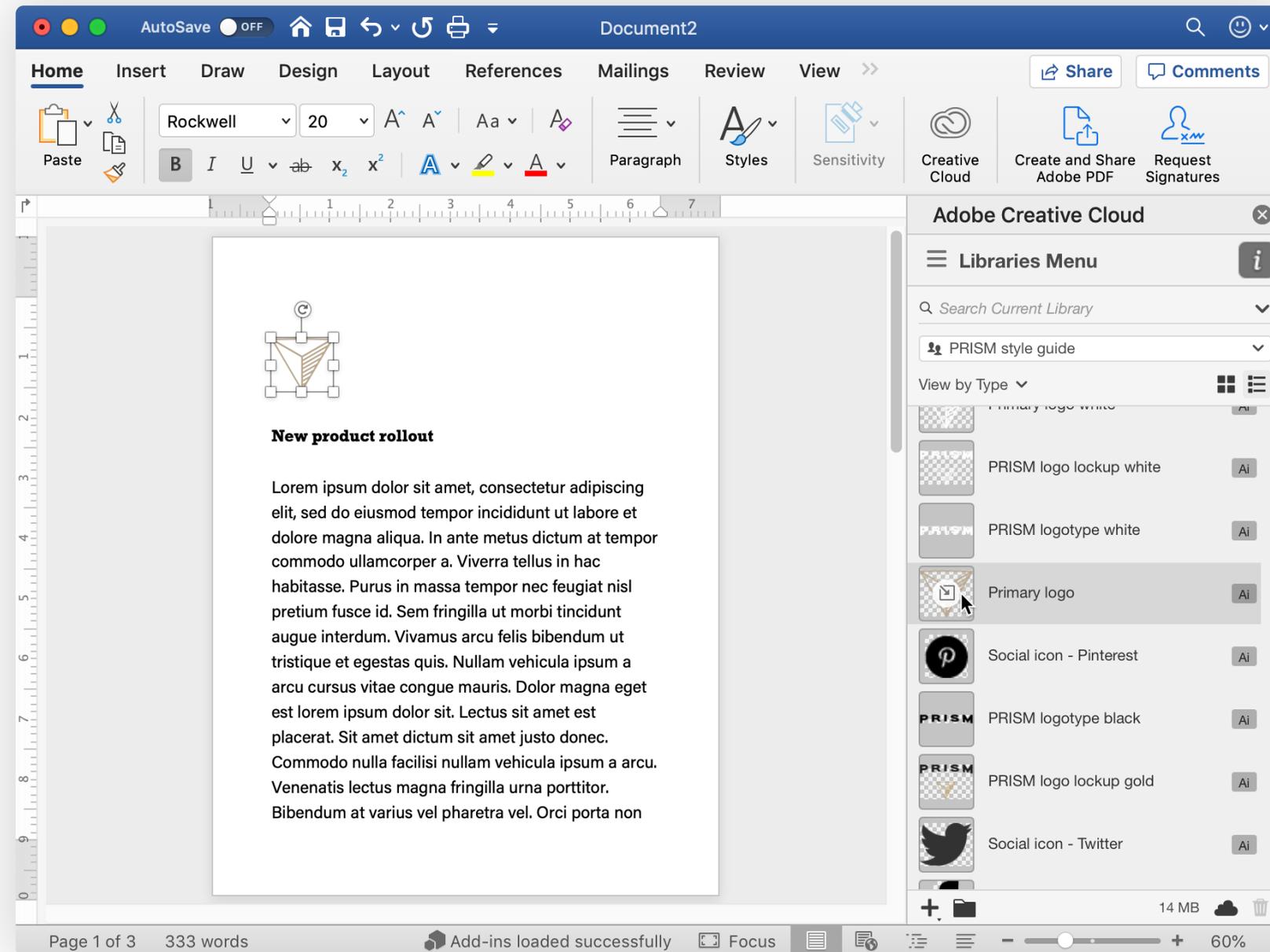
3 Double-click on a motion graphics template that you've added to the Library from Adobe Stock.



4 The asset will be added to the project timeline. Edit the attributes of the template in the properties panel.

# Microsoft Word and PowerPoint integration

The Adobe Creative Cloud Add-in for Word and PowerPoint allows you to use assets from CC Libraries in Microsoft Word and Microsoft PowerPoint, as well as save assets to your Libraries from those applications. Graphics, colors, character styles, paragraph styles, and text assets are supported. System requirements and instructions for downloading, installing, and using the Add-in can be found [here](#).



# Zapier integration

Creative Cloud Libraries for Zapier lets you create automatic workflows (called “Zaps”) that connect your Creative Cloud Libraries with other third-party apps. For example, you could configure a Zap that sends a Microsoft Teams or Slack message whenever a new collaborator is added to a Library.

For instructions on how to connect your Creative Cloud Libraries account with Zapier, see [adobe.ly/2UxJ2gl](https://adobe.ly/2UxJ2gl).

The screenshot displays the Zapier interface for configuring a Zap titled "Notify users about new Library item". The Zap is currently turned ON. The configuration is as follows:

- Trigger:** "When this happens ... 1. New Element in Library in Adobe Creative Cloud Libraries".
- Configuration Steps:**
  - Choose App & Event:** Completed (green checkmark).
  - Choose Account:** Completed (green checkmark).
  - Customize Library Element:** Completed (green checkmark). The "Library" field is set to "PRISM style guide" and is marked as "(Required)". Below the field is a "Refresh Fields" button.
  - Find Data:** Completed (green checkmark).
- Action:** "Do this ... 2. Send Channel Message in Microsoft Teams".

The interface includes a "Done Editing" button and a vertical sidebar on the right with icons for menu, calendar, notifications, clock, and settings.



# Enterprise Creative Cloud Libraries

# Export, import, and archive Libraries

Exporting a Library is useful when you want to transfer ownership of a Library from one Creative Cloud user to another, or archive the contents of a Library you no longer need.

## The top three reasons to export Libraries:

**Pass the baton:** If your role changes, you can export your libraries and store the files for the new owner to import.

**Clone it:** Creating a CC library for one seasonal promotion can save a lot of time when the next season rolls around.

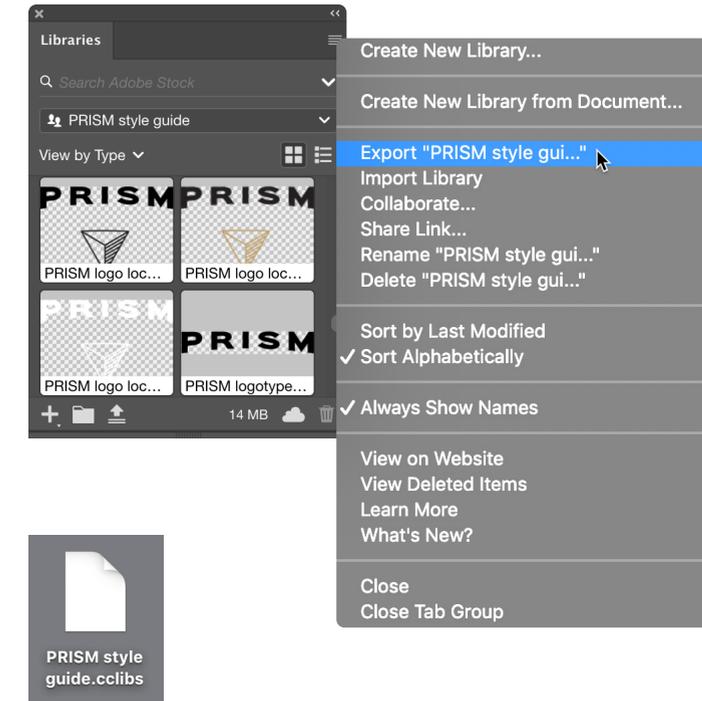
**Keep it safe:** Store libraries off-line until they're ready to reintegrate into current design projects.

1

To export a Library, select the Library in the Libraries panel, then choose **Export "(Library name)"** from the Libraries panel menu.

This will export all the Library items together into a single cclibs file. This special file contains all the Library assets, as well as asset names, groups, everything necessary to create an exact duplicate of the Library.

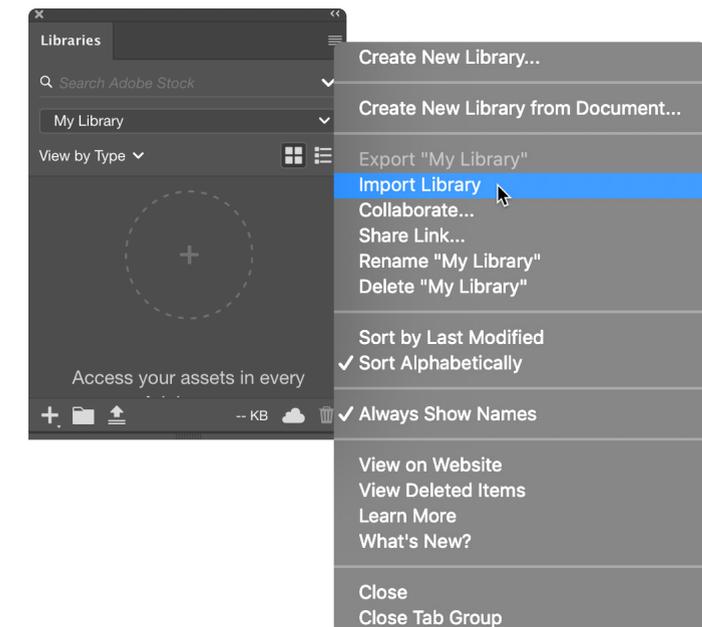
You could archive this file on a server or send it to another user so they can have their own copy of the Library.



2

To import a Library, choose **Import Library** from the Libraries panel menu, and then select a cclibs file.

This will extract all the assets from the cclibs file, and create a new Library with the same name as the original Library.



# Best practices for enterprise Libraries

---

## **RGB VS CMYK ASSETS**

Libraries do not offer a method to filter items by color space. There are three possible workarounds:

- Add text to the Library asset name such as Logo (RGB) or Logo (CMYK).
- Create separate RGB and CMYK groups within a single Library.
- Create separate RGB and CMYK Libraries.

## **RESOLUTION CONSIDERATIONS**

Some disciplines such as UX design require specific resolution source files. Libraries do not offer a method to filter by size or resolution. Consider these workarounds:

- Add text to the Library asset name such as “1920 x 1080 Logo” or “1024 x 768 Logo.”
- Create a separate group within a single Library for each resolution needed.
- Create separate Libraries for each resolution needed.

## **NAMING CONVENTIONS**

Be mindful about how you name Library elements. The only way to find Library elements is either visually or by searching for text in the item name. Be consistent with your naming scheme.

## **SPOT COLOR SUPPORT**

Spot colors in Libraries are supported only in Illustrator and InDesign. They are not supported in other Creative Cloud desktop and mobile apps.

## **AVOID MULTI-LEVEL LINKS**

Libraries do not support multi-level links. For example, do not create a Library item that contains another Library item. Similarly, avoid creating a Library item with a link dependency to another file on your local file system or server. One workaround in InDesign and Illustrator is to embed the linked item before adding the asset to your library.

## **NOT ALL APPS TREAT PROPERTIES THE SAME**

If you use an InDesign text style asset in Illustrator, Photoshop, or XD, those applications will attempt to map the properties of the asset with the properties for text styles available in the host application. Any properties not found in the host application are ignored.

## **ALWAYS ADD AT LEAST ONE EDITOR TO A READ-ONLY LIBRARY**

It is likely that you will need to add or update Library elements over time. We recommend that you add at least one other person in your company as an “editor” (a collaborator with “Can Edit” privileges) to each of your Libraries. This way, if the Library owner is not available, the editor can make the changes necessary in the Library to keep everyone on deadline.

## **SHARE THE LIBRARY BEFORE YOU SHARE A DOCUMENT WHICH HAS LINKS TO IT**

When multiple creatives across many teams need access to files utilizing Library assets, it is a best practice to share the Library first. If the source file is shared first, then applications will report missing links and each cloud asset will need to be relinked. Always share the Library first.

## **RELINKING TO A DIFFERENT LIBRARY IS TIME-CONSUMING**

It is a lot of work to redirect links from one Library to a different one because each link must be updated individually.

# Frequently asked questions

---

## HOW MANY LIBRARIES CAN I HAVE?

The number of libraries you can create is unlimited. You are limited only by your amount of Creative Cloud storage space.

## HOW MANY ELEMENTS CAN BE STORED IN A SINGLE LIBRARY?

While Libraries can contain up to 10,000 elements, we recommend the use of groups to more efficiently organize assets. Scrolling through very large Libraries can be tedious.

## HOW MANY COLLABORATORS CAN SHARE A SINGLE LIBRARY?

Each Library can be shared with up to 1,000 collaborators.

## DO LIBRARIES COUNT AGAINST MY CREATIVE CLOUD STORAGE QUOTA?

The content of each Library counts against the Library owner's storage quota. But Libraries do not count against the storage quota for each user who accepts an invitation to a Library.

## WHAT IS THE DIFFERENCE BETWEEN INVITE PEOPLE AND GET LINK?

**Invite people** allows multiple users to work together securely and only with others who have been invited. **Get link** creates a public link that lets anyone with the link download a copy of your library assets. The copy is completely independent and not linked to the original Library.

## WHAT IS THE MAXIMUM FILE SIZE FOR A SINGLE LIBRARY ASSET?

The maximum file size for any single asset is 1gb. Library assets must synchronize to the cloud, and huge files take time to upload. Remember that other creatives may be using the same Library. The file size of elements like color swatches, text, and paragraph and character styles are negligible, while assets like multi-layer high resolution Photoshop content are heavy assets.

## I ALREADY USE ADOBE BRIDGE. HOW IS THIS DIFFERENT?

Adobe Bridge is a desktop application that makes it easy to quickly locate and view large numbers of files in different graphic file formats stored on your local hard drive or file server.

Some people build “libraries” of assets consisting of folders on their hard drive, and use Bridge to quickly navigate those folders and work with the assets. This workflow is similar to that of Creative Cloud Libraries in some respects, but Creative Cloud Library assets are stored in the cloud, appear in a panel in the desktop applications, and are more closely integrated with the functionality of Creative Cloud desktop applications. Creative Cloud Libraries also work closely with the Creative Cloud mobile apps and specific third-party applications in ways that Bridge does not.

## WHERE CAN I FIND MORE HELP WITH LIBRARIES IN MY FAVORITE APPLICATIONS?

[Help with Libraries in Adobe Photoshop](#)

[Help with Libraries in Adobe InDesign](#)

[Help with Libraries in Adobe Illustrator](#)

[Help with Libraries in Adobe XD](#)

[Help with Libraries in Adobe Premiere Pro](#)

[Help with Libraries in Adobe After Effects](#)

[Help with Libraries in Adobe Animate](#)

[Help with Libraries in Adobe Stock](#)

[Help with Libraries in Adobe Dreamweaver](#)

[Help with Libraries in Adobe Fresco](#)

[Help with Libraries in Adobe Bridge](#)

# Library ownership and continuity

---

Organizations may have multiple people and projects dependent on Libraries, so it is a good idea to put some thought into Library ownership, and focus on business continuity implications. The identity type of the Library owner can affect the longevity and security of assets.

## **WHAT HAPPENS WHEN A LIBRARY OWNER DELETES A LIBRARY?**

When a Library is deleted by the asset curator, all the elements linked to the Library will remain in the various files, projects, and timelines. They will not disappear. Also, those assets will remember they were formerly associated with a Library. Assets will display error messages stating a relink is required. You can either embed the asset in the file or drag the asset into a new Library.

## **ENTERPRISE AND FEDERATED ID**

Libraries belonging to Enterprise ID or Federated ID users only exist if the user is part of the organization and has a storage entitlement.

Therefore, any user who is subscribed to a Library owned by an Enterprise ID/Federated ID will lose access to it if the storage entitlement is lost by the owner, which can happen when an account is deleted or the user is removed from an entitlement which includes storage.



# Conclusion

---

Creative Cloud Libraries are the perfect companion for capturing, organizing, and sharing your creative elements inside your favorite Creative Cloud applications. Whether you want to share creative elements with other designers, your creative teams, or even business stakeholders, Libraries increase the efficiency of your workflow and the workflows of everyone within your project group or organization, while helping ensure creative consistency across projects, platforms and teams.

Adobe, the Adobe logo, Adobe Premiere Pro, After Effects, Animate, Bridge, Capture, Creative Cloud, the Creative Cloud logo, Dimension, Dreamweaver, Fresco, Illustrator, InDesign, Photoshop, Rush, and XD are either registered trademarks or trademarks of Adobe Systems Incorporated in the United States and/or other countries. All other trademarks are the property of their respective owners.

Adobe Creative Cloud services require an internet connection and are available only to users 13 and older. Use of services and applications require agreement to additional terms and Adobe's privacy policy (see <http://www.adobe.com/privacy/policy.html>). Applications and Services may not be available in all countries or languages and may be subject to change or discontinuation without notice.

© 2020 Adobe Systems Incorporated. All rights reserved. Information subject to change.