Tip Sheet

This TIP Sheet has been updated from September 2007

ArchiCAD 12
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Graphisoft New Zealand
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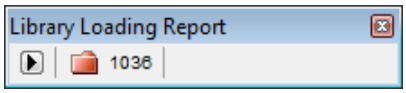
ArchiCAD Library Management

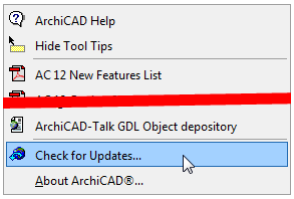


Library management in ArchiCAD is fundamental to the smooth running of ArchiCAD and efficient sharing of projects. If you have ever had a Library Loading Report then this Tip is for you! Correct Library management solves many users ArchiCAD problems. Duplicate library objects slow ArchiCAD performance drastically.

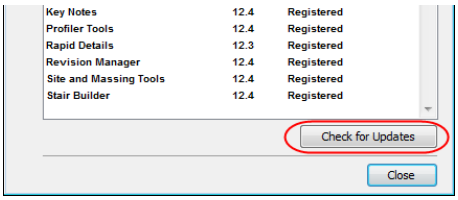
Library management is increasingly important in the later versions of ArchiCAD 10, 11, 12 and especially if you are using any Add-Ons (i.e. almost all Cadimage Tools).

Firstly, ensure you have all the latest ArchiCAD libraries loaded, including Cadimage Tools.

In ArchiCAD go to **Help > Check for Updates...** to check if your ArchiCAD and ArchiCAD Library are up to date.



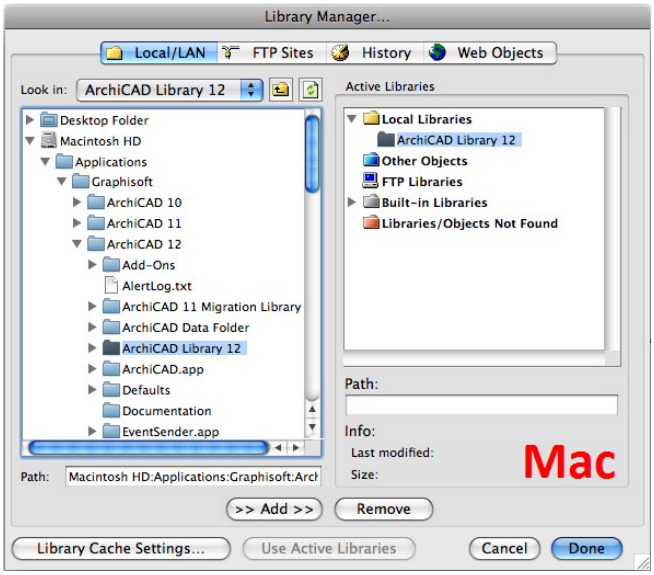
Then go to **File > Activate Cadimage Tools** and click on **Check for Updates** to see if there are any newer versions of your loaded Cadimage Tools.

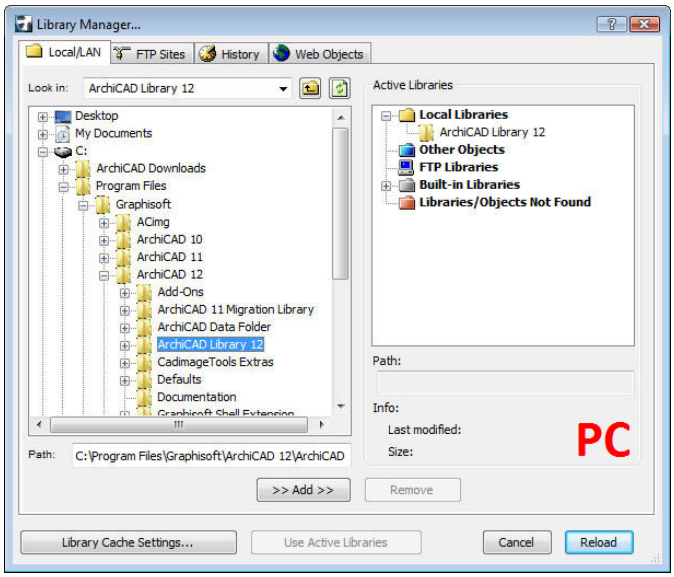


If new versions exist, Logon to www.archicadselect.com and download the corresponding tool.

The ArchiCAD Library and the Cadimage Tools should be installed in their default location (if you hit "next" on the installers this is where they go by default).

This default installation of the Tools will place them in the **ArchiCAD Library 12** folder; loading your ArchiCAD Library 12 into your Local Libraries will load all of these tools (and the Standard ArchiCAD Library 12). See Screenshots below.





Additional Libraries

In addition to the standard ArchiCAD Libraries you may have some additional Libraries. These may be:

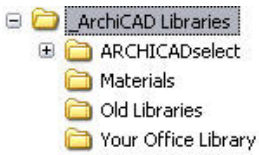
- objects downloaded from other sources e.g. www.objectsonline.com, www.archibase.net, www.cgtextures.com, http://archicad-talk.graphisoft.com/object_depository.php
- objects made specifically for your practice or objects you have made in-house e.g.; fretwork for heritage work
- the ARCHICAD*select* Object Library.
- old special Libraries e.g.; the ArchiCAD 7 Anniversary Special Edition library or other Libraries you have…

These additional Libraries can be stored either locally on your computer or on a network / server drive. Storing them on a share drive is preferable as it means there is only one copy to update and they are available for all to use.

Suggested Filing Structure

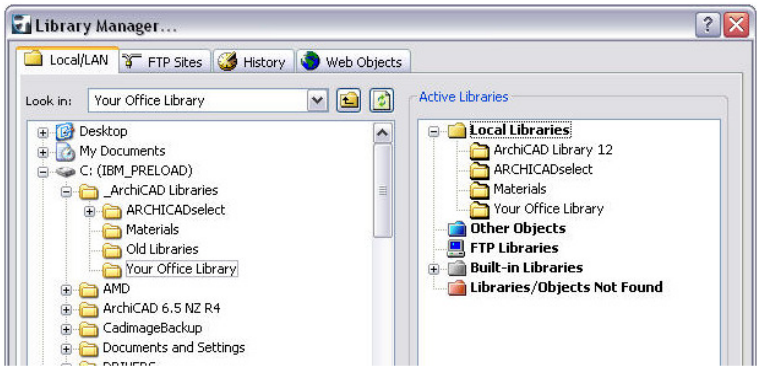
Typically these libraries fall into four categories:

- ARCHICAD*select* (objects created monthly as part of ARCHICAD*select*)
  Note: for ArchiCAD 12 the ARCHICADselect library is loaded into the ArchiCAD Library 12 folder by default.
- Materials (additional image files for ArchiCAD materials)
- Old Libraries (e.g. ArchiCAD 7 Anniversary Special Edition library)
- Your Office Library (extra Library parts created in-house, or purchased)



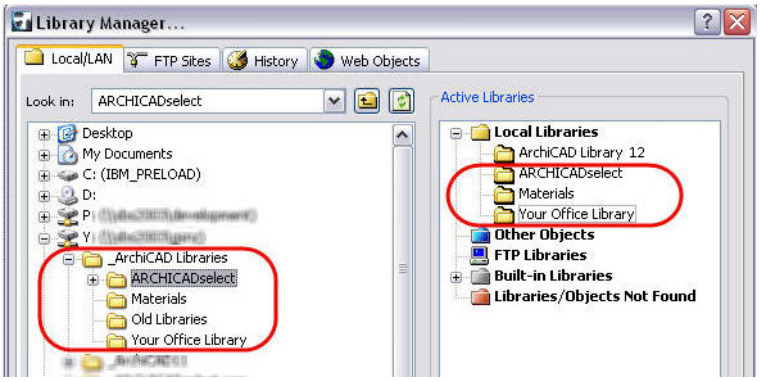
Sole Practitioner or No Network Share Drive

If you are a sole practitioner or don't have a server (e.g. a small practice) you can store the Additional Libraries locally on each machine.



Office with Server or Network Share

If you are in a practice with a server or network share drive, then it is best to store these Additional Libraries on a share drive, so they are available to all users. This also means you only have to keep this one location up-to-date.



Project Specific Libraries

In addition to your standard Libraries, you may occasionally have project specific Libraries and objects (eg stairs objects). It is suggested that they are stored with your project for the duration of the project. If at some point it is decided that these objects are relevant for other projects, then the objects can be moved to "Your Office Library" for all to share.