

# How to Sync & Share Symbols with the Assets Inspector

In this tutorial, you'll learn how to share, sync, and manage symbols with the new Assets inspector, previously known as the CONNECT Content inspector. With the Assets inspector you can create a single source of truth for design assets by sharing symbols with clients and team members. And when changes are made to an asset, it can be synced across any projects that use the asset. This makes it faster and easier to work in teams, and ensures you are always working with the most current assets.

**NOTE:** the Assets inspector is available exclusively with a CorelDRAW Graphics Suite 2021 subscription or licensing with maintenance.

## What are Symbols?

CorelDRAW lets you create objects and save them as symbols. Symbols are defined once and can be referenced many times in a drawing. Each time you insert a symbol into a drawing, you create an instance of the symbol. For example, if you have a company logo that is frequently used when creating brochures, business cards, and other marketing materials, you can save the logo as a symbol.

Using symbols and creating symbol libraries are a great way to save a lot of time in the design process and reduce file size, especially if you have repeated use of the same symbol in your design files.

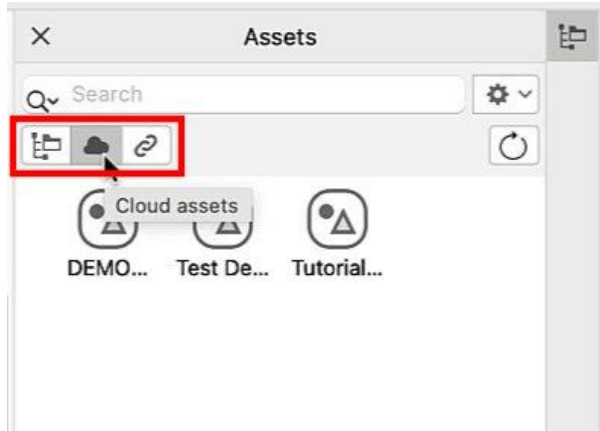
If you edit a symbol in a CorelDRAW file, it will automatically update all other instances of that symbol throughout the document, so you don't need to update each object individually. And with the **Assets** inspector, symbols can now be synced and updated across all documents that they are used in.

To learn more about symbols, watch our full tutorial [Creating and Using Symbols](#).

## Exploring the Assets Inspector

To open the **Assets** inspector, go to **Window > Inspectors > Assets**. Under the search bar along the top there are 3 sections:

- **Local and Network Assets** (formerly the CONNECT inspector): browse through all the assets available by content or category.
- **Cloud Assets:** sign into the Cloud to download, upload, and share assets. The **Cloud Assets** section contains all assets, including your own and those that have been shared with you.
- **Linked Assets:** displays the assets you are using that have been linked to the Cloud.



There are so many benefits to asset management with the **Assets** inspector as it allows you to share symbols through the Cloud with other designers.

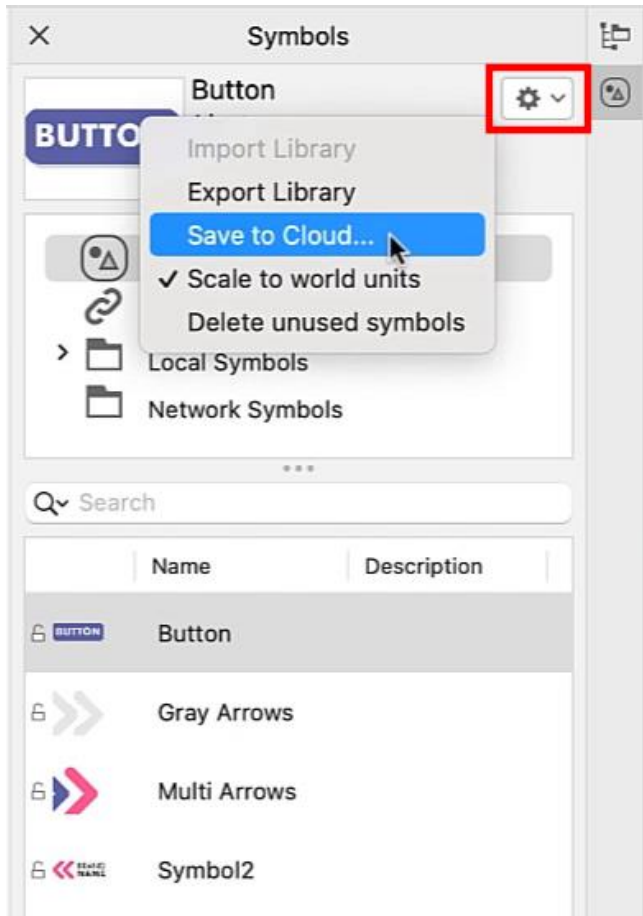
For example, if you design a symbol or logo that other designers are also using and later decide to make changes, the other designers will be notified that there is an update available, and they can sync it to the “source of truth”.

## Creating and Using Corel Symbol Library (CSL) Files

The symbols that you create in a drawing are saved with the CorelDRAW file. If you want to use the symbols in other drawings or share them with other users, you can save or export them to the **Corel Symbol Library** (CSL) format, creating a symbol library.

To create a symbol library, have a document open that contains the symbols you want included in the library. You can either use **File > Save As** and select the **CSL - Corel Symbol Library** file type in the **Save as type** list box, or you can click on the **Options** icon in the top right corner of the **Symbols** inspector and select **Export Library**.

Once you have created a CSL file, you can also save it to the Cloud to share with other users. Click the **Options** icon again and select **Save to Cloud**. Then add your title, select the folder you want to save to and press **Save**.

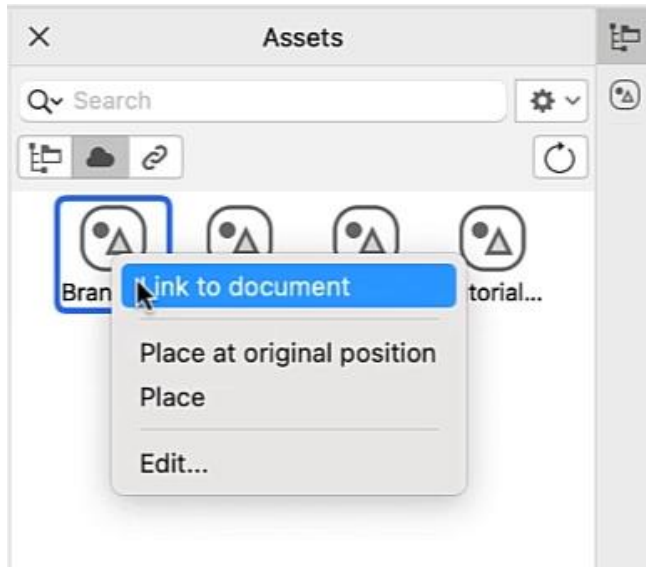


- Select the option **Save to Cloud**. Then add your title, select the folder you want to save to and press and save.

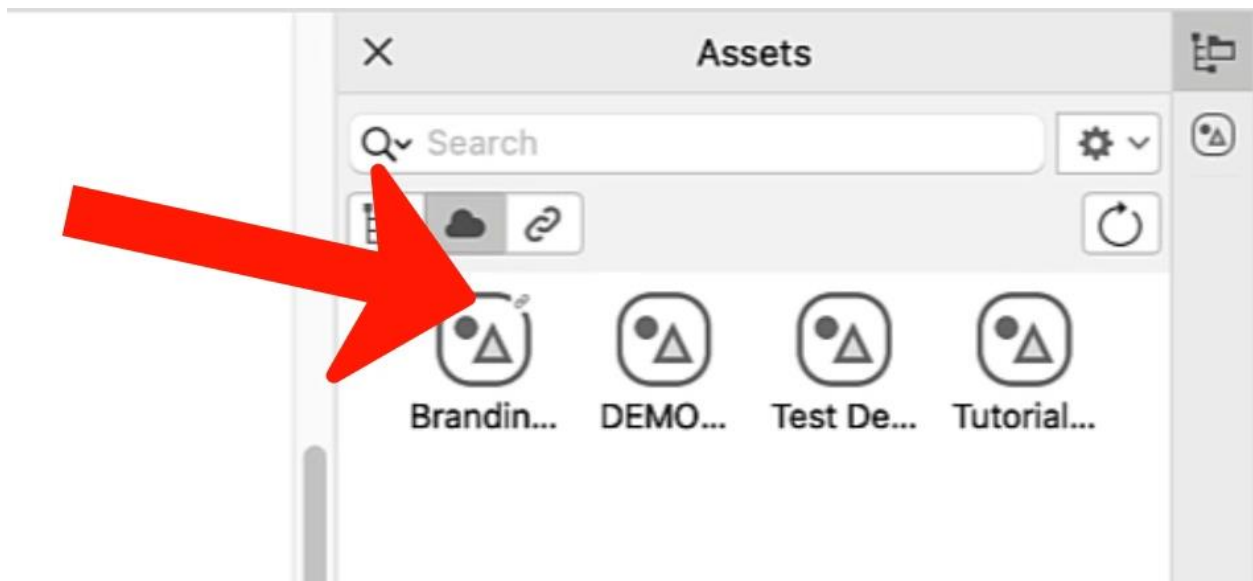
## Linking a CSL File to a Design File

Once you have saved your CSL file to the Cloud, you can now link it to your design documents.

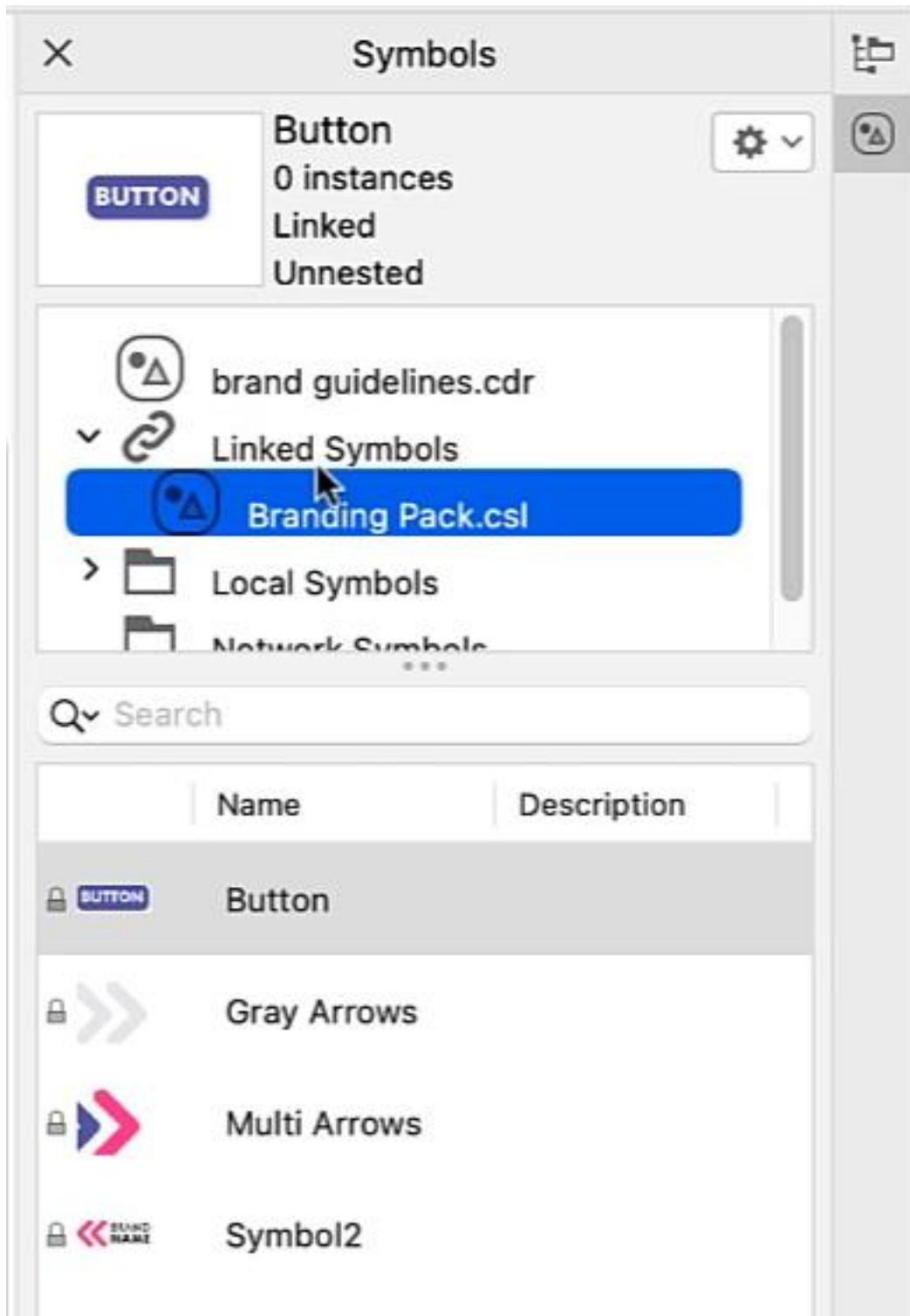
- open the document where you will be using your symbols.
- open the **Assets** inspector
- click on the **Cloud** icon and locate the CSL file you saved to the Cloud
- right-click on the CSL file and select **Link to Document**



A dialog box will pop up telling us we can view and used the linked symbol library using the **Symbols** inspector, and you can see a linked icon in the top right corner of the symbol image in the **Assets** inspector.

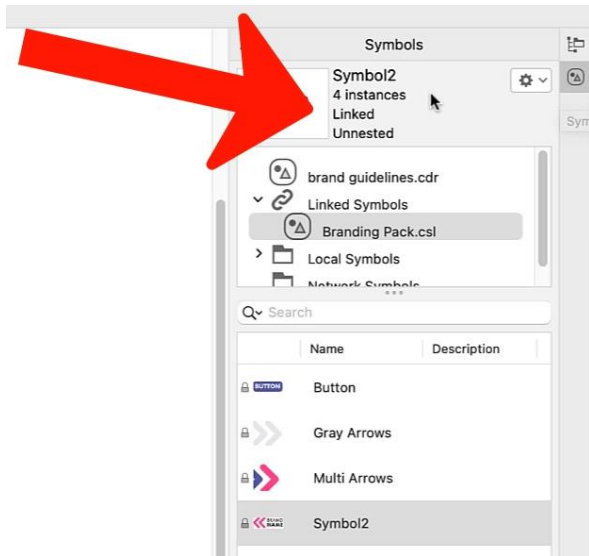


You can access it by going to the **Symbols** inspector, then clicking on **Linked Symbols** and clicking on the CSL file that you just linked.



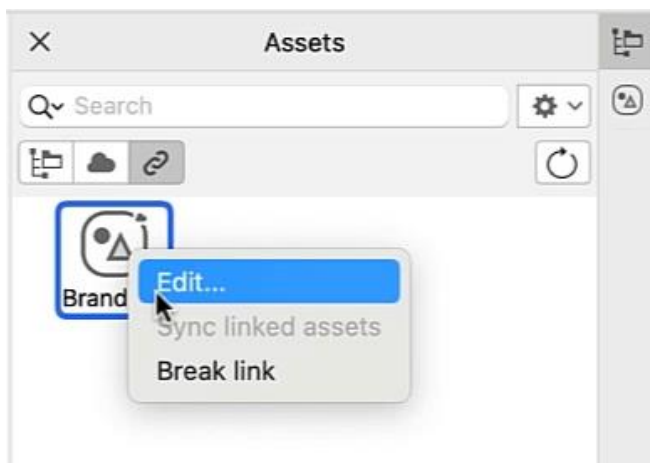
- From here, drag and drop the symbols you want to use into your design file.
- Alternatively, you can click on the Linked section of **Assets** inspector and you'll see the CSL library you just linked.

- As we add symbols from the library to our document, we can now see whether or not it is linked below how many instances of the symbol there are in the document.

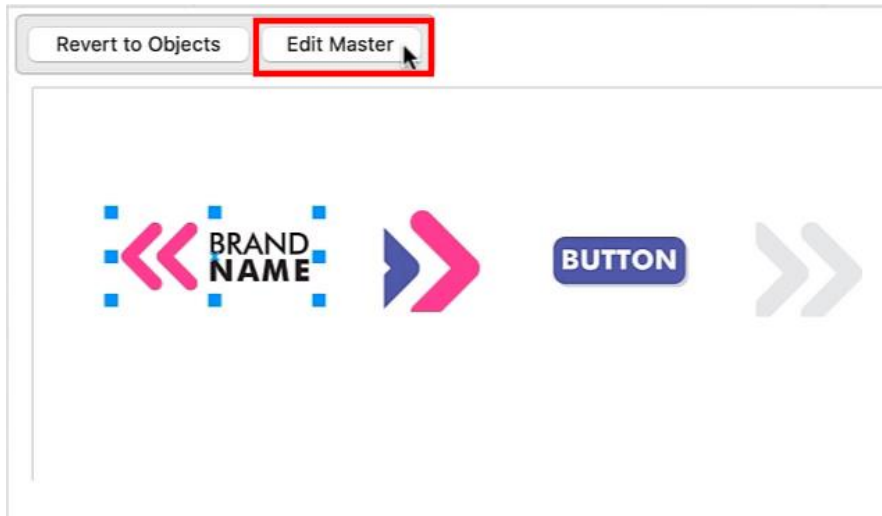


## How to Edit an Existing Symbol

If you want to edit one of these symbols and change all instances of this symbol in your document to your new edited symbol, click on the **Linked** section in the **Assets** inspector. Then right-click and select **Edit** to open the symbol library you saved to the cloud.

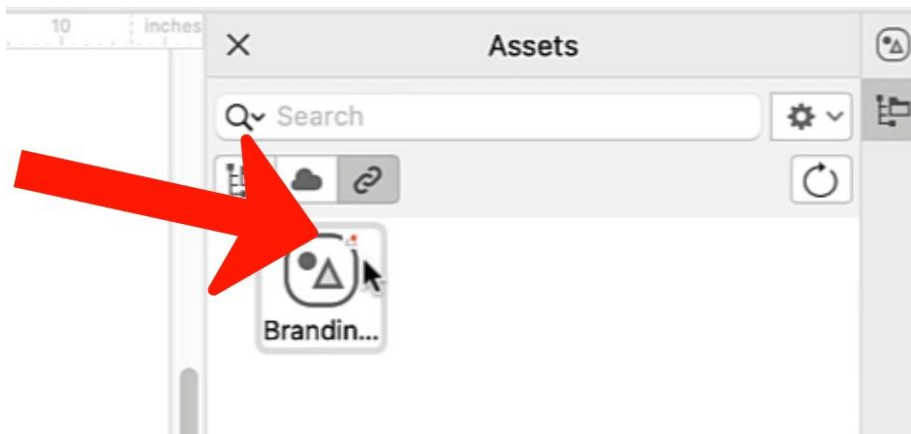


In the drawing window, select the symbol you want to edit then click **Edit Master**.

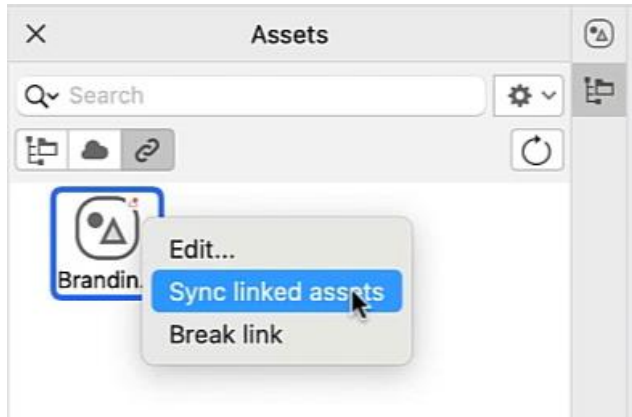


Make any desired edits and then click **Finish**. To save the updated symbol to the cloud, go to **File > Save**. The edited symbol will be uploaded to the Cloud and broadcast to any documents using this symbol.

If another user, such as a client or colleague, is using this symbol in another document, they can click on the **Linked** section of the **Assets** inspector and they will see a red dot notification above the cloud, indicating that there has been an update to this symbol library.



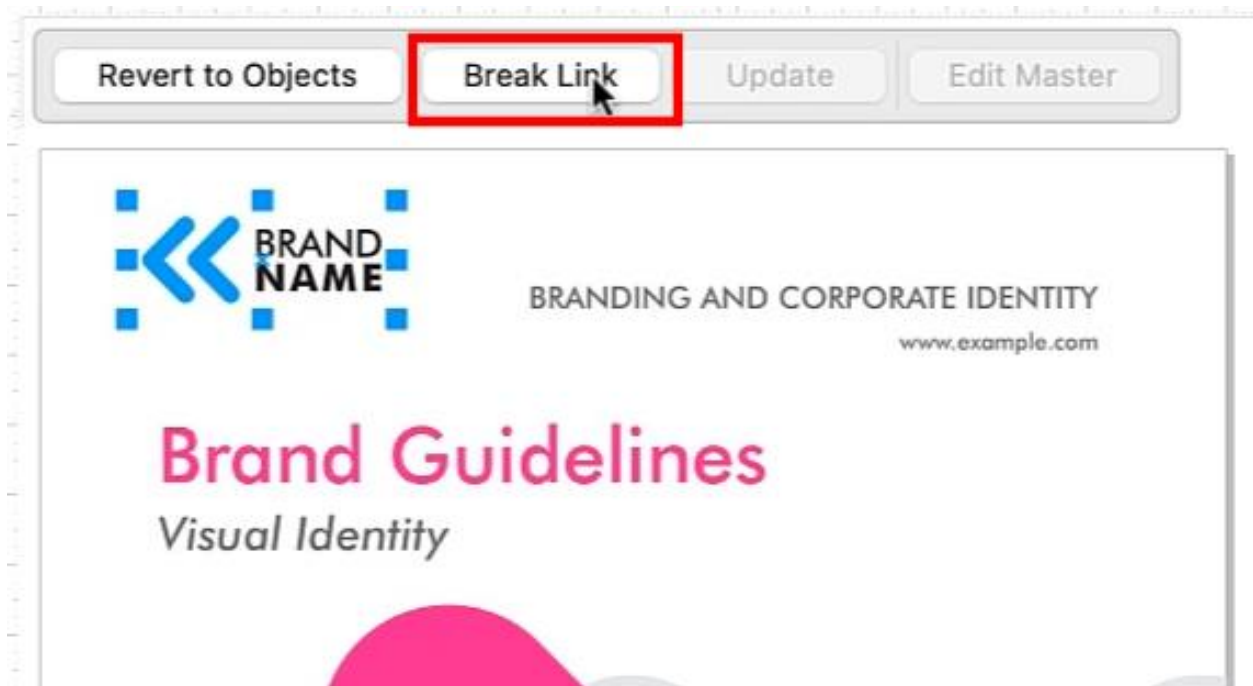
They can sync the assets by right-clicking and selecting **Sync linked assets**.



Now all the instances of the symbol in their design file will be updated to reflect the edits you made.

**NOTE:** Only the owner of a CSL file can edit it, or anyone who has direct access, for example if it is on a shared network.

If you're not an owner and want to edit the symbol, Click on **Break Link** to make a linked symbol internal.



Then you can edit as before, by clicking **Edit Master** and editing the symbol as desired.

The new **Assets** inspector makes it easy to create a single source of truth for design assets by sharing symbols across projects and with teams, and syncing updates when changes are made by you or others.