Chief Architect®

Architectural Home Design Software

Copying an Item from the First Floor to the Same Position on the Second Floor

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The information in this article applies to:

PREMIER   INTERIORS | PRO   ARCH   SUITE

QUESTION

I have a cabinet or other item on the first floor, and I want it in the exact same place on the second floor. How can I do this?

ANSWER

You can easily copy and paste information between floors or between drawings using the Paste Hold Position tool.

To copy, paste and hold position

1. With your first two floors already built, and the item you wish to copy in place on the first floor, select the object and click on the **Copy/Paste** ▮⇨▮ edit button.

    Alternatively, you can navigate to **Edit> Copy** ⬜ from the menu.

2. Click on the **Up One Floor** button to move to floor 2.

   Alternatively, you can navigate to **Tools> Floor/Reference Display> Up One Floor** from the menu.

3. Navigate to **Edit> Paste> Paste Hold Position** and the object will paste in place, keeping the same X and Y coordinates of the copied object.