

Copying an Object from One Floor to the Same Position on Another Floor

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The information in this article applies to:




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 objects between floors using the Paste Hold Position tool.


To copy objects between floors

1. With at least two floors present in a plan, and the item you wish to copy already placed, 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**  or **Down One Floor**  button to navigate to a different floor.


Alternatively, you can navigate to **Tools> Floor/Reference Display> Up One Floor**  or **Down 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.

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