

Transferring Text and Spreadsheet Information into Chief Architect

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The information in this article applies to:



QUESTION




I have text and/or spreadsheet information that I would like to copy into Chief Architect. How can I do this?

ANSWER

Text can be copied to and from Chief Architect using the Copy and Paste tools and/or the associated shortcut keyboard commands for Copy and Paste.

- [Copying text from Chief Architect to another program](#)
- [Copying text from another program into Chief Architect](#)
- [Copying a spreadsheet into Chief Architect](#)
- [Adding text to the library](#)


To copy text from Chief Architect to another program

1. While in a Chief Architect plan or layout file, use the **Select Objects**  tool to select the text you wish to copy.
2. Click the **Copy/Paste**  edit button or navigate to **Edit> Copy**  from the menu.

If you don't want to copy all of the content located within a text object, open the text object to specification instead, highlight the desired text that you wish to copy, then press **Ctrl + C** if you're on a Windows PC or **Command + C** if you're on a Mac.

3. Open the program you wish to paste this copied text into and press **Ctrl + V** if you're on a Windows PC or **Command + V** if you're on a Mac.

To copy text from another program into Chief Architect

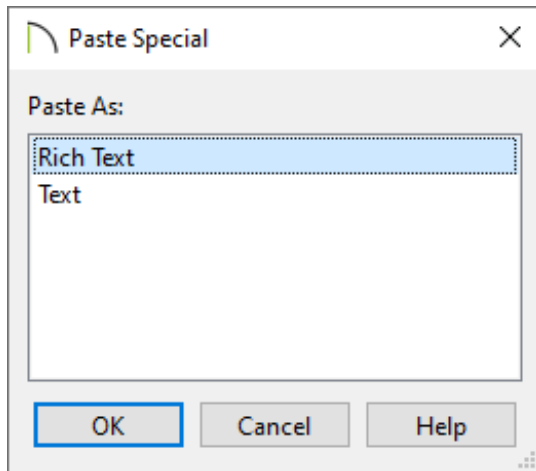
1. Select the text you would like to copy, then press **Ctrl + C** if you're on a Windows PC or **Command + C** if you're on a Mac.
2. Open your desired Chief Architect plan or layout file, then click **Edit> Paste> Paste**  from the menu, or press **Ctrl + V** if you're on a Windows PC or **Command + V** if you're on a Mac.

To copy a spreadsheet into Chief Architect

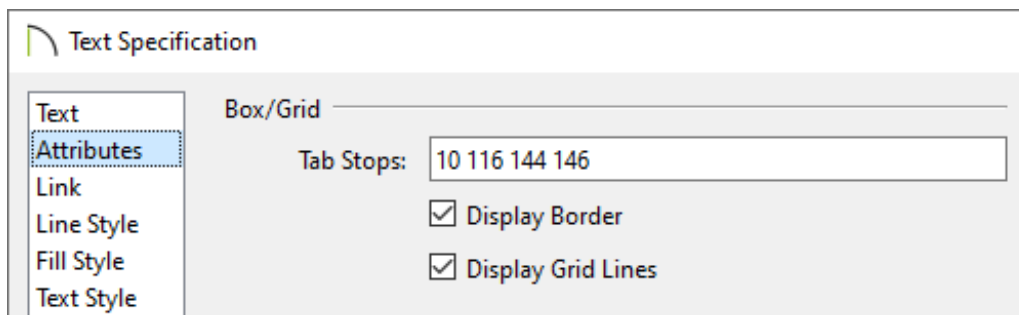
1. Select the cells that you would like to copy from a spreadsheet application, then press **Ctrl + C** if you're on a Windows PC or **Command + C** if you're on a Mac.
2. Open the Chief Architect plan or layout file in which you would like to paste the text from another program.

3. Select **Edit> Paste> Paste Special** .

4. In the **Paste Special** dialog:




- Choose **Rich Text** and click **OK** if you would like to create a rich text object that will maintain hyperlinks, text color, and other limited formatting from the original application.
- Choose **Text** and click **OK** if you would like to create a simple text object with a single font and style format, or a text object with Tab-delimited columns. If choosing this option, consider checking the **Display Border** and **Display Grid Lines** boxes located on the **ATTRIBUTES** panel of the **Text Specification** dialog if you would like to simulate columns/rows. Alignment options are also available on this panel.





To add text to the library*

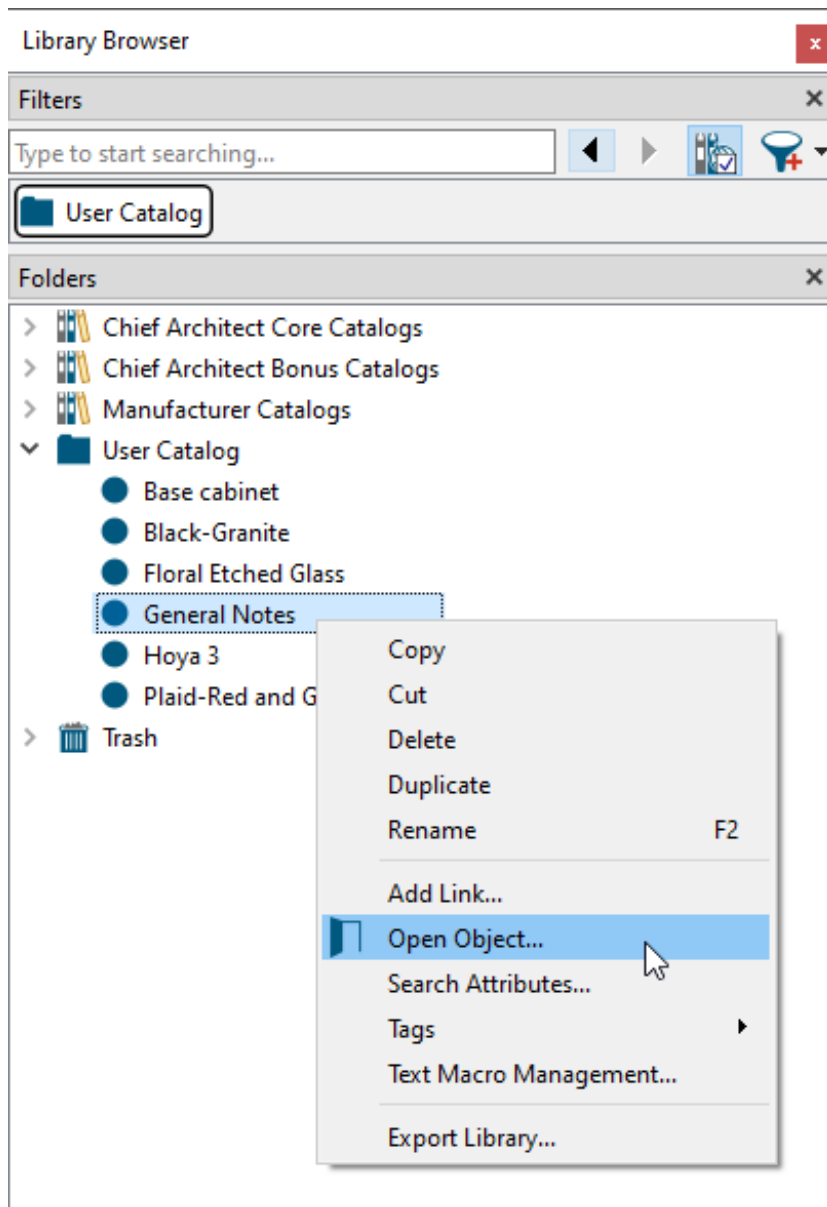
**Applies to X13 and newer program versions.*

1. Using the **Select Objects**  tool, select the text object that you would like to add to

the library.

2. On the Edit toolbar, click on the **Add to Library**  tool to add the text object to the User Catalog section of the Library Browser.
3. If additional changes need to be made to the added text object, right-click on it from within the User Catalog and choose **Open Object** .

Note: On a Mac, hold down the Control key while clicking to initiate a right-click command. More information about right-click commands on Apple input devices can be found in the following Apple resource: [Right-click on Mac \(https://support.apple.com/guide/mac-help/right-click-mh35853/mac#\)](https://support.apple.com/guide/mac-help/right-click-mh35853/mac#).



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