Chief Architect®

Architectural Home Design Software

Transferring Text and Spreadsheet Information into Chief Architect

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The information in this article applies to:

PREMIER   INTERIORS

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.

To copy text from Chief Architect to another program

1. **Open** a Chief Architect plan that contains text you would like to copy.

2. Using the **Select Objects** tool, select the text you wish to copy.

3. Click the **Copy/Paste** ▣⇨▣ edit button or navigate to **Edit> Copy** 🗋 using the menu.

4. 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** of you're on a Mac.

2. **Open** 📁 your desired Chief Architect plan file, then click **Edit> Paste> Paste** 🗋.

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 **CAD> Text> Text** 𝕋 from the menu, then click in your drawing area to open the **Text Specification** dialog.

4. Click once inside the Text field, then press **Ctrl + V** if you're on a Windows PC or **Command + V** if you're on a Mac.

5. On the Attributes panel of the **Text Specification** dialog, check **Display Border** and **Display Grid Lines** under the **Box/Grid** section to display column and row

separation lines.
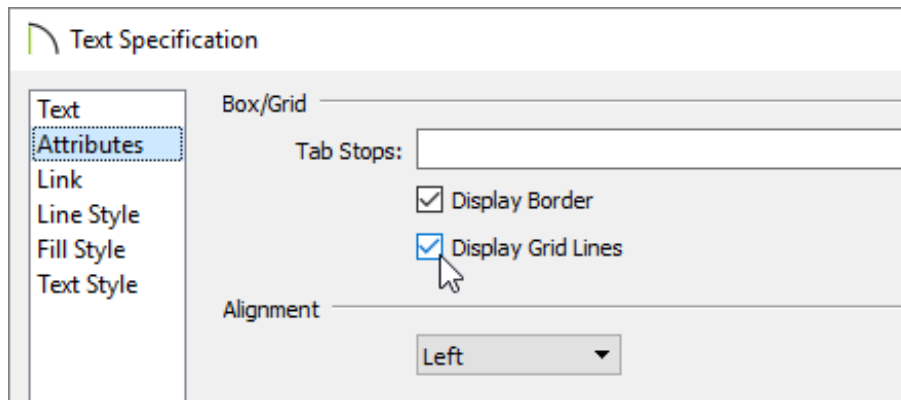
6. Click **OK** to confirm the changes and your selected spreadsheet cells will now appear in the text object.

To add text to the library*

Applies to X13 and newer program versions.

1. With the **Select Object** ⬚ tool, select the text box that needs to be added to the library.

2. On the Edit toolbar, click on the **Add to Library** 📚+ tool to add the text box 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: <u>Right-click on Mac (https://support.apple.com/guide/mac-help/right-click-mh35853/mac#)</u>.
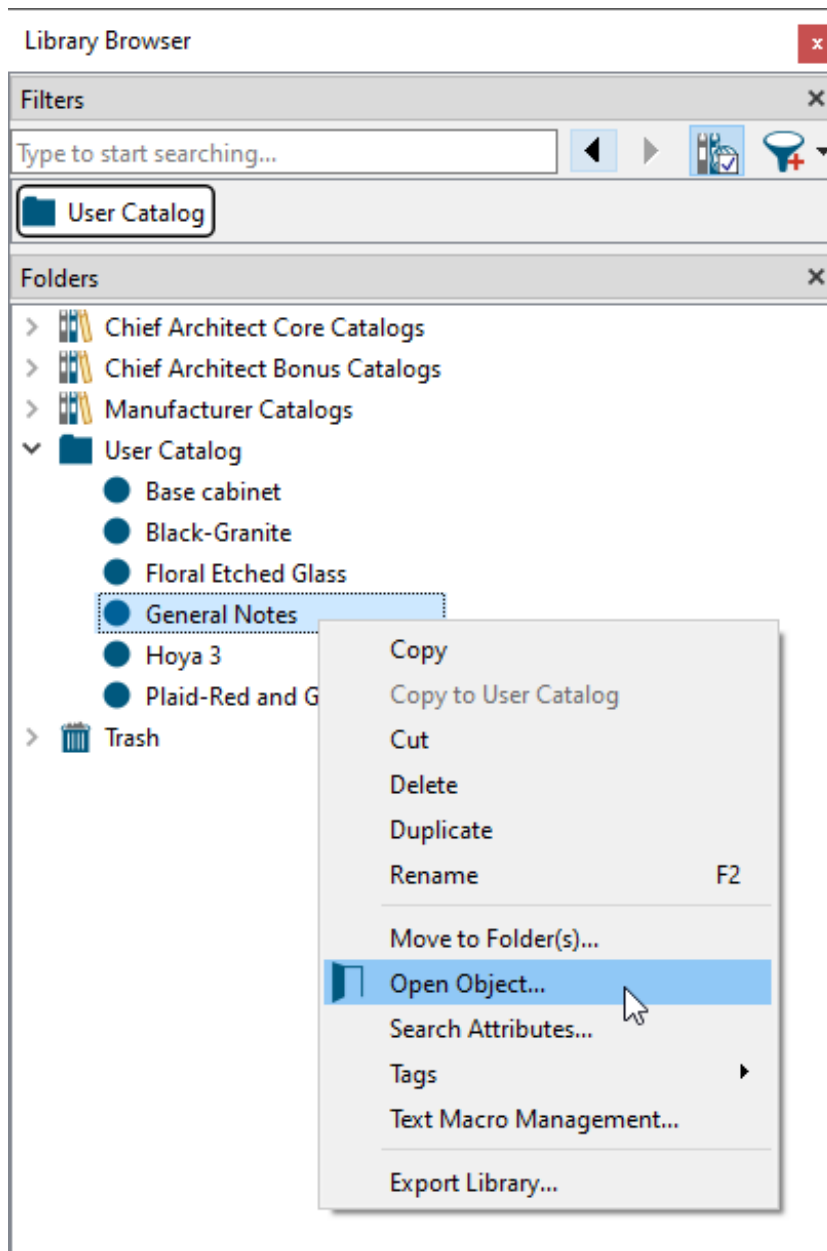
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