

Transferring Text and Spreadsheet Information into Chief Architect

Reference Number: **KB-00173**

Last Modified: **February 8, 2019**

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 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 using your keyboard.

To copy text from another program into Chief Architect

1. Select the text you would like to copy, right-click and choose **Copy**.

Alternatively, press **Ctrl + C** if you're on a Windows PC or **Command + V** if you're on a Mac using your keyboard.

2. Open Chief Architect and click **Edit> Paste> Paste** .


Alternatively, you can press **Ctrl+V** if you're on a Windows PC or **Command + V** if you're on a Mac using your keyboard.

To copy a spreadsheet into Chief Architect

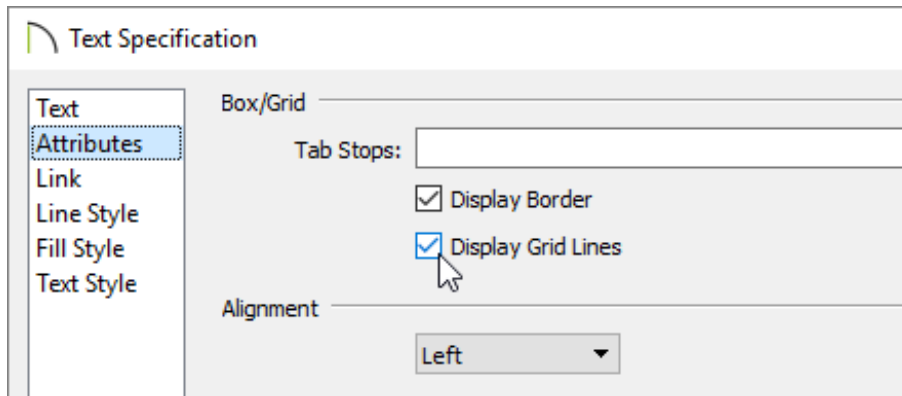
1. Select the cells that you would like to paste from a spreadsheet application, then select the **Copy** option.

Alternatively, press **Ctrl + C** if you're on a Windows PC or **Command + V** if you're on a Mac using your keyboard.

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**  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 using a Windows PC or **Command + V** if you're using 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. Your selected spreadsheet cells will now appear in the Text object.

Related Articles

[📄 Selecting Text Items \(/support/article/KB-00722/selecting-text-items.html\)](/support/article/KB-00722/selecting-text-items.html)