

Restoring the Default Plan and Layout Template

Reference Number: **KB-00333**

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The information in this article applies to:



QUESTION

When I open a new plan or layout, I notice that older content appears in the file. How can I open a blank new plan or layout every time instead?



ANSWER

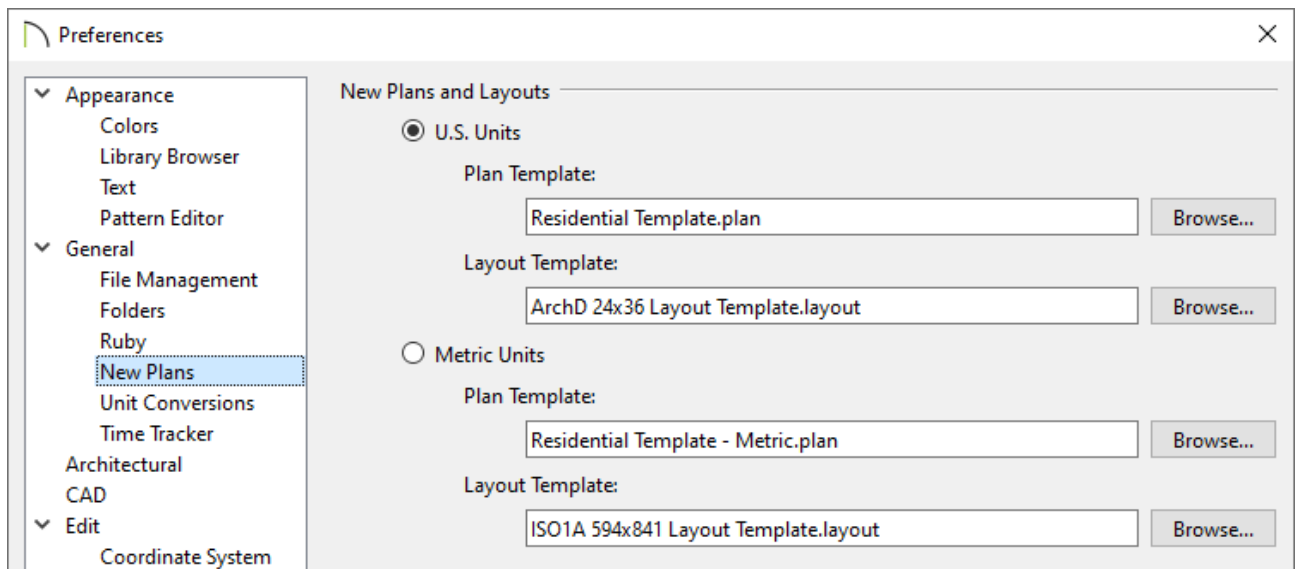
Whenever a new plan file or layout file is created, all of its settings are drawn from a template. A template is a plan or layout file in which a user has setup the default settings, layer display options, wall types, and other user-defined options to suit their particular needs. Template files are otherwise blank, with no architectural or CAD drawings so that they can serve as the basis for new, untitled files.

If you select New Plan or New Layout and you notice older content appears, there is a likely chance that one of your projects was specified to be used as your default plan or layout template. Follow the instructions in this article to restore the default templates.

Making changes to the Chief Architect templates is not recommended. Instead, we recommend creating your own custom templates. Please see the [Related Articles](#) section below for more information.

To restore the default plan or layout template

1. Select **Edit> Preferences**  from the menu if you're on a Windows PC or **Chief Architect> Preferences**  if you're on a Mac.
2. On the **NEW PLANS** panel of the **Preferences** dialog, note the path of the **Plan/Layout Template** that is currently active.





- If this is referencing a project you finished in the past, you will want to select the **Browse** button to the right of the Plan/Layout Template fields and browse the Templates folder to select a different file.

The default plan templates for Imperial, U.S. Units are the "Residential Template.plan" and "Kitchen and Bath Template.plan," while the default plan templates for Metric Units are the "Residential Template - Metric.plan" and "Kitchen and Bath Template - Metric.plan."

The default layout template for Imperial, U.S. Units is the "ArchD 24x36 Layout Template.layout," while the default layout template for Metric Units is the "ISO1A 594x841 Layout Template.layout."



Only choose a template file with *- Metric.plan, *M.plan, *- Metric.layout, *M.layout, or ISO in the name if you're using Metric Units.

Never specify a *.layout file as your plan template.

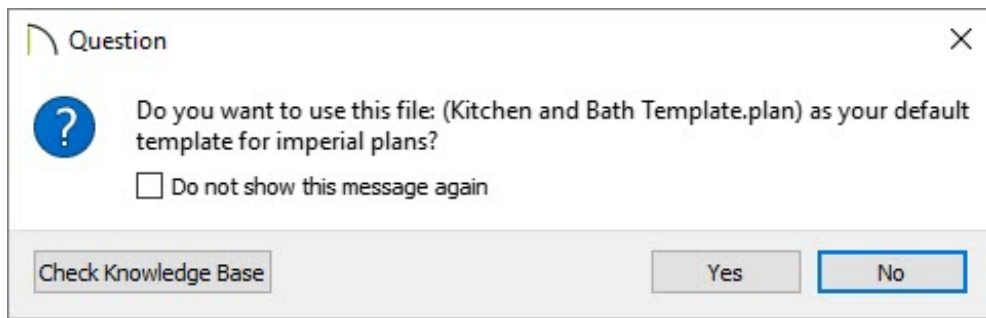
- Once the templates are to your liking, click **OK** to confirm the change and close the dialog.
3. Now, when you select **New Plan**  or **New Layout** , the template that was specified will be used.

To start a new file using a different template

Many users setup multiple template files for different design needs. To open a new, blank file based on a template other than the one you have specified on the New Plans panel of the Preferences dialog, follow these steps:

1. Select **File> Templates> New Plan From Template**  or **New Layout From Template** .
2. In the **Choose Template File** dialog:
 - Browse to the location of the file you would like to use as your template for your new drawing.
 - Click on the desired template file to select it.
 - Click **Open** to start a new, blank file based upon the selected template.

In some versions, a message may display asking if you want to make this your default template. Select the appropriate choice to continue.



Related Articles

[📄 Creating and Using a Plan Template \(/support/article/KB-00463/creating-and-using-a-plan-template.html\)](/support/article/KB-00463/creating-and-using-a-plan-template.html)

[📄 Creating and Using Layout Templates \(/support/article/KB-00737/creating-and-using-layout-templates.html\)](/support/article/KB-00737/creating-and-using-layout-templates.html)



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