

Importing Settings From an Existing Plan/Layout

Reference Number: **KB-00386**

Last Modified: **January 19, 2026**

QUESTION

I have customized my Default Sets, Default Settings, Layer Sets, Note Types, Saved Plan Views, and/or Wall Types in one of my files, and I would like to use these same settings in another file. How do I take these configurations and import them into another file?

ANSWER

Generally, you should set up your template files accordingly so that they already have these various settings, but there are a number of reasons you may need to import these into a different file. For instructions on setting up template files, see the [Related Articles](#) section at the bottom of this article.

In X17 and newer versions, the Import Settings From Plan/Layout tool is used to transfer these settings between files.

In X16 and previous versions, the various Export and Import tools are

used to transfer your various settings between files.

Either method will allow you to pick and choose the various settings you need.

This article will cover the following:

- [To import settings in X17 and newer](#)
- [To export settings in X16 and prior](#)
- [To import settings in X16 and prior](#)

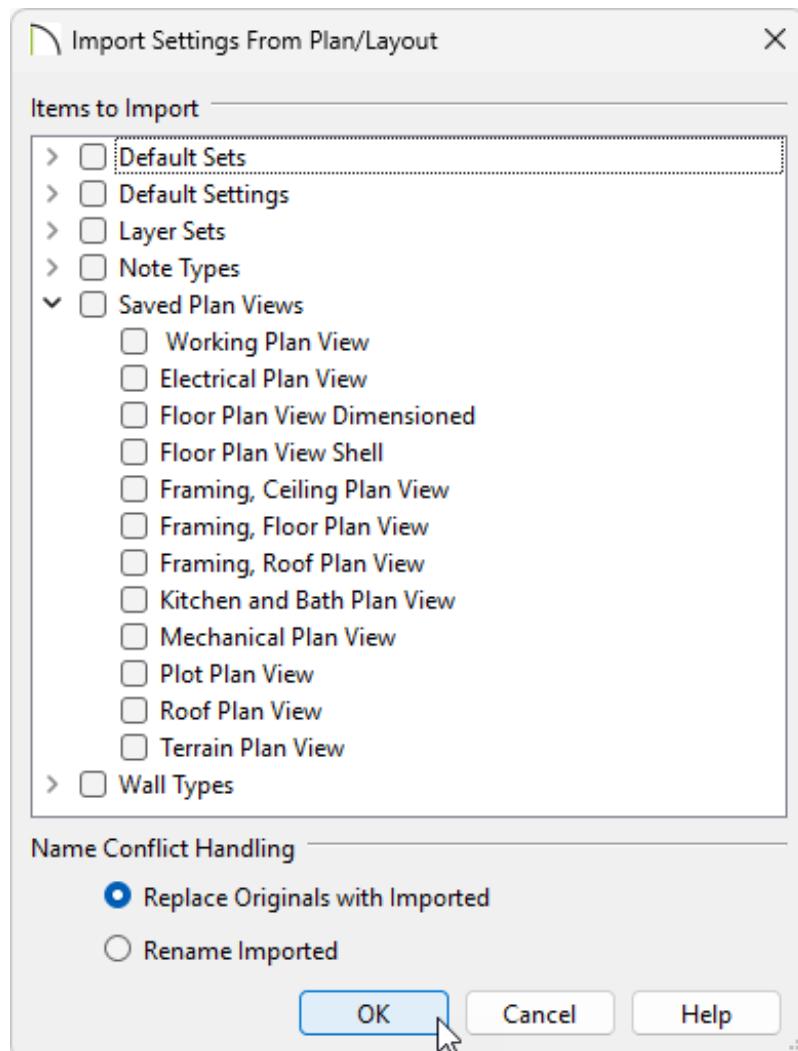
To import settings in X17 and newer

1. Access the plan/layout you would like to bring these settings into.
2. Go to **File> Import> Import Settings From Plan/Layout**  to open the **Select Plan** dialog.

If using Traditional File Management, a Windows File Explorer or Mac Finder Window will display instead.

3. Find and select the plan/layout you'd like to import your settings from and click **Select** or **Open**.
4. This will open the **Import Settings From Plan/Layout** dialog where you can choose the various settings you'd like to import. From here, you can select an entire category or you can expand each category and pick and choose the specific settings you're

looking for.



5. In the Name Conflict Handling section:

- Choose **Replace Originals with Imported** to overwrite and replace any existing settings with the same name.
- Choose **Rename Imported** to not overwrite the existing settings with the same name, and instead rename the newly imported settings with the same name.

More information about these options can be found by clicking the Help button near the bottom of the dialog.

6. Click **OK** to begin the import process.

Once completed, an Information dialog will display that states what was successfully imported.

Note: If you have legacy exported setting files, such as those covered in the section below, you can choose File> Import> Legacy Settings Import and choose which ones you'd like to import.

To export settings in X16 and prior

Note: Saved Plan views and Default Settings do not need to be exported; instead they are directly imported from the .plan file itself. For information on importing Saved Plan Views and Default Settings please see the [next section](#).

1. Access the plan/layout you would like to export your settings from.
2. Select **File> Export:**
 - Select **Export Layer Sets**  to export a .layers file that contains your layer data.

- Select **Export Default Sets**  to export a .cadefs file that contains your default sets data.
- Select **Export Wall Definitions**  to export a .dat file that contains your various wall types.
- Select **Export Note Types**  to export a .json file that contains your various note types.

3. After selecting one of the export options:

- Browse to a location on your computer to save your exported settings file to, such as an easy to find place like your Desktop.
- Type a short, descriptive **File name**.

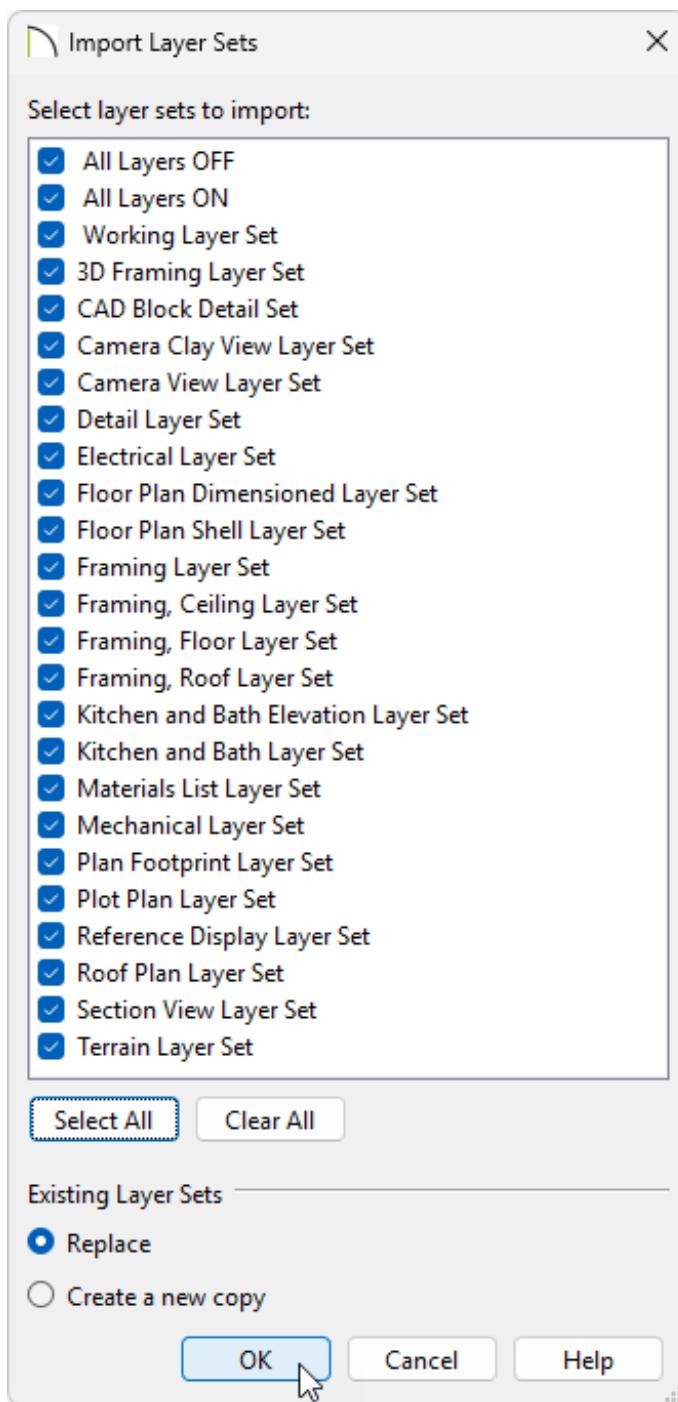
When renaming the file be sure to remove any asterisks (*) from the file name, as this will prevent you from being able to export.

- Click **Save** to close the dialog and complete the export.

To import settings in X16 and prior

1. Access the plan/layout you'd like to import these settings into.

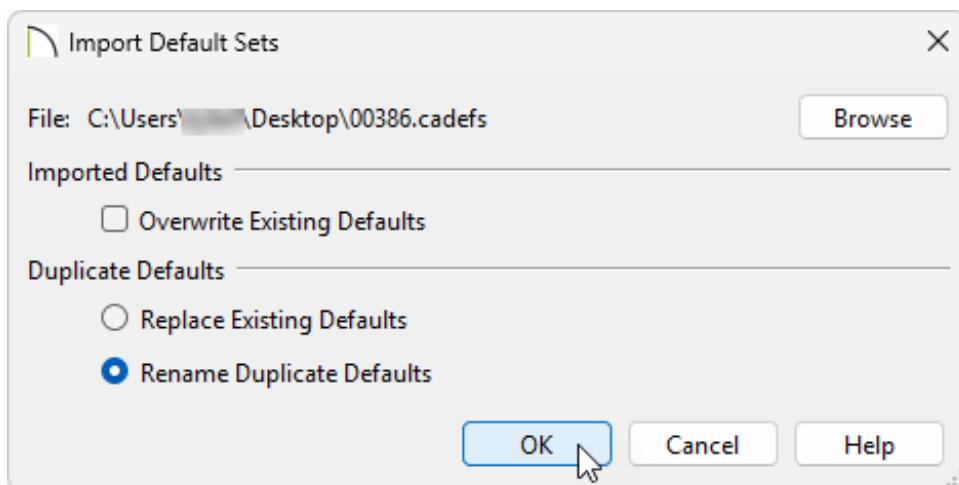
2. To import Layer Sets, navigate to **File> Import> Import Layer Sets** .



- Browse to the location on your computer where you saved your .layers file, created above.
- Select the file and click **Open** to open the **Import Layer Sets** dialog.

- In the **Import Layer Sets** dialog, select the layer sets you'd like to import.
- In the Existing Layer Sets section, choose **Replace** or **Create a new copy** to determine how preexisting layer sets with the same name will be handled.
- Click **OK**.

3. To import Default Sets, navigate to **File> Import> Import Default Sets** .



- Browse to the location on your computer where you saved your .cadefs file, created above.
- Select the file and click **Open** to open the **Import Default Sets** dialog.
- Check the **Overwrite Existing Defaults** checkbox if you'd like to delete all Saved Defaults for Text, Rich Text, Callouts, Markers, Arrows, and Dimensions in the file and replace them with imported Saved Defaults. When left unchecked, which it is by default, existing defaults are retained along with those that are imported.

- In the Duplicate Defaults section, choose **Replace Existing Defaults** or **Rename Duplicate Defaults** to determine how preexisting default sets with the same name will be handled.
- Click **OK**.

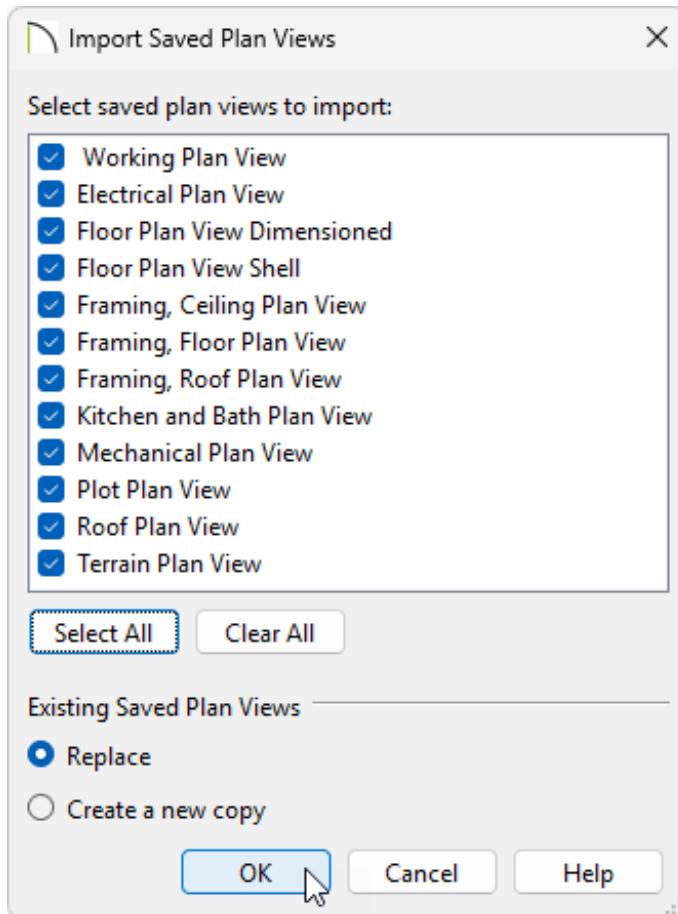
4. To import Wall Definitions, navigate to **File> Import> Import Wall Definitions (DAT)** .

- Browse to the location on your computer where you saved your .dat file, created above.
- Select the file and click **Open** to begin the import.
- In the Information dialog that appears, choose **Yes** or **No** when asked if you'd like to replace existing wall definitions with the same name.

5. To import Note Types, navigate to **File> Import> Import Note Types** .

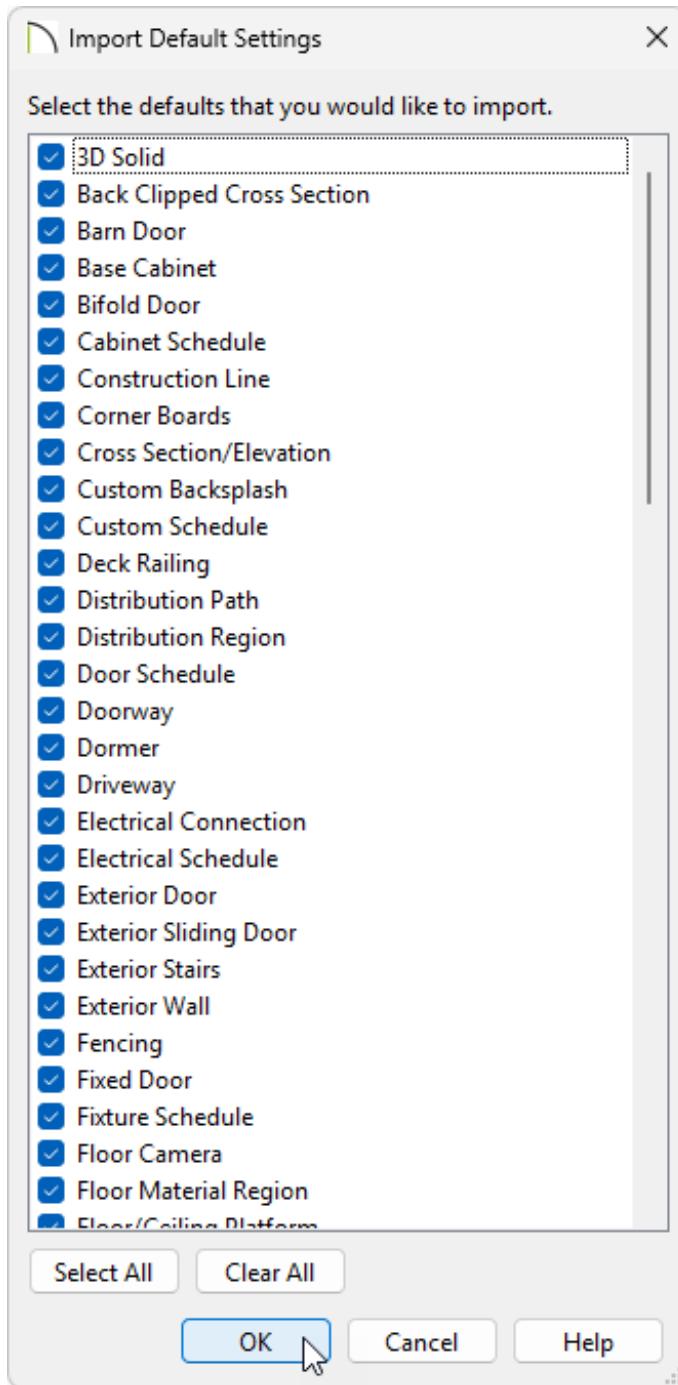
- Browse to the location on your computer where you saved your .json file, created above.
- Select the file and click **Open** to begin the import.

6. To import Saved Plan Views, navigate to **File> Import> Import Saved Plan Views** .



- Browse and find the .plan you'd like to import the saved plan views from.
- Select the .plan and click **Open** to open the **Import Saved Plan Views** dialog.
- In the **Import Saved Plan Views** dialog, select the saved plan views you'd like to import.
- In the Existing Saved Plan Views section, choose **Replace** or **Create a new copy** to determine how preexisting saved plan views with the same name will be handled.
- Click **OK**.

7. To import Default Settings, navigate to **File> Import> Import Default Settings** .



- Browse and find the .plan you'd like to import the default settings from.
- Select the .plan and click **Open** to open the **Import Default Settings** dialog.
- In the **Import Default Settings** dialog, select the default settings you'd like to import.

- Click **OK**.

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Related Articles

-  [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)
-  [Creating and Using Plan Templates \(/support/article/KB-00463/creating-and-using-plan-templates.html\)](/support/article/KB-00463/creating-and-using-plan-templates.html)
-  [Creating Custom Templates from Existing Projects \(/support/article/KB-03094/creating-custom-templates-from-existing-projects.html\)](/support/article/KB-03094/creating-custom-templates-from-existing-projects.html)
-  [Understanding Saved Plan Views \(/support/article/KB-03185/understanding-saved-plan-views.html\)](/support/article/KB-03185/understanding-saved-plan-views.html)



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