

Copying Projects or Files Using Project Management

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QUESTION

I need to create a copy of my current project or file. How do I do this and what are my options?

ANSWER

When using the Project Management feature in X17 and newer, a variety of tools and functions are available to create copies of your projects or files. Depending on your workflow, you may find one of these tools or functions more helpful than another.

The following topics are discussed in this article:

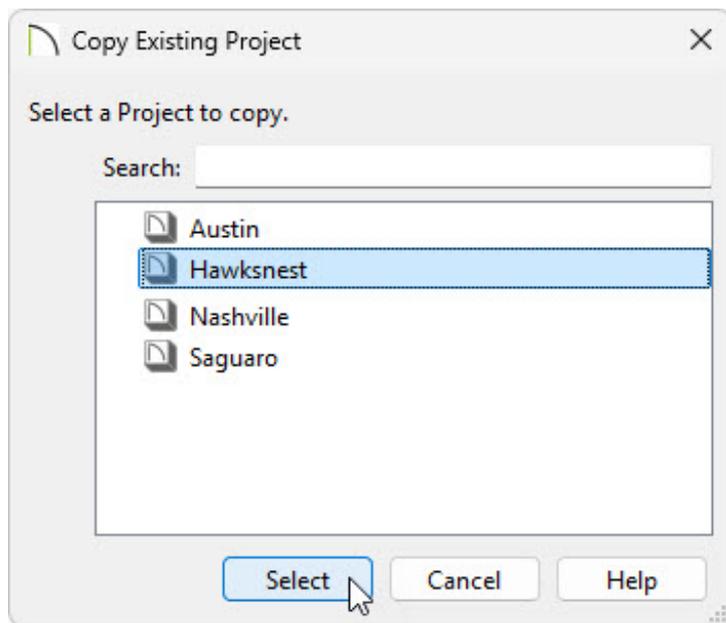
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Creating a copy of an entire project

Creating a copy of a project will create a new project with all of the files that were contained in the original project. There are two different methods you can utilize to create a copy of an entire project:

Method 1

1. Go to **File> Make a Copy of an Existing Project**  from the menu.
2. In the **Copy Existing Project** dialog that displays:



- Use the **Search** function to find the specific project that you would like to copy.
- Select the project that you would like to make a copy of, then click the **Select** button.

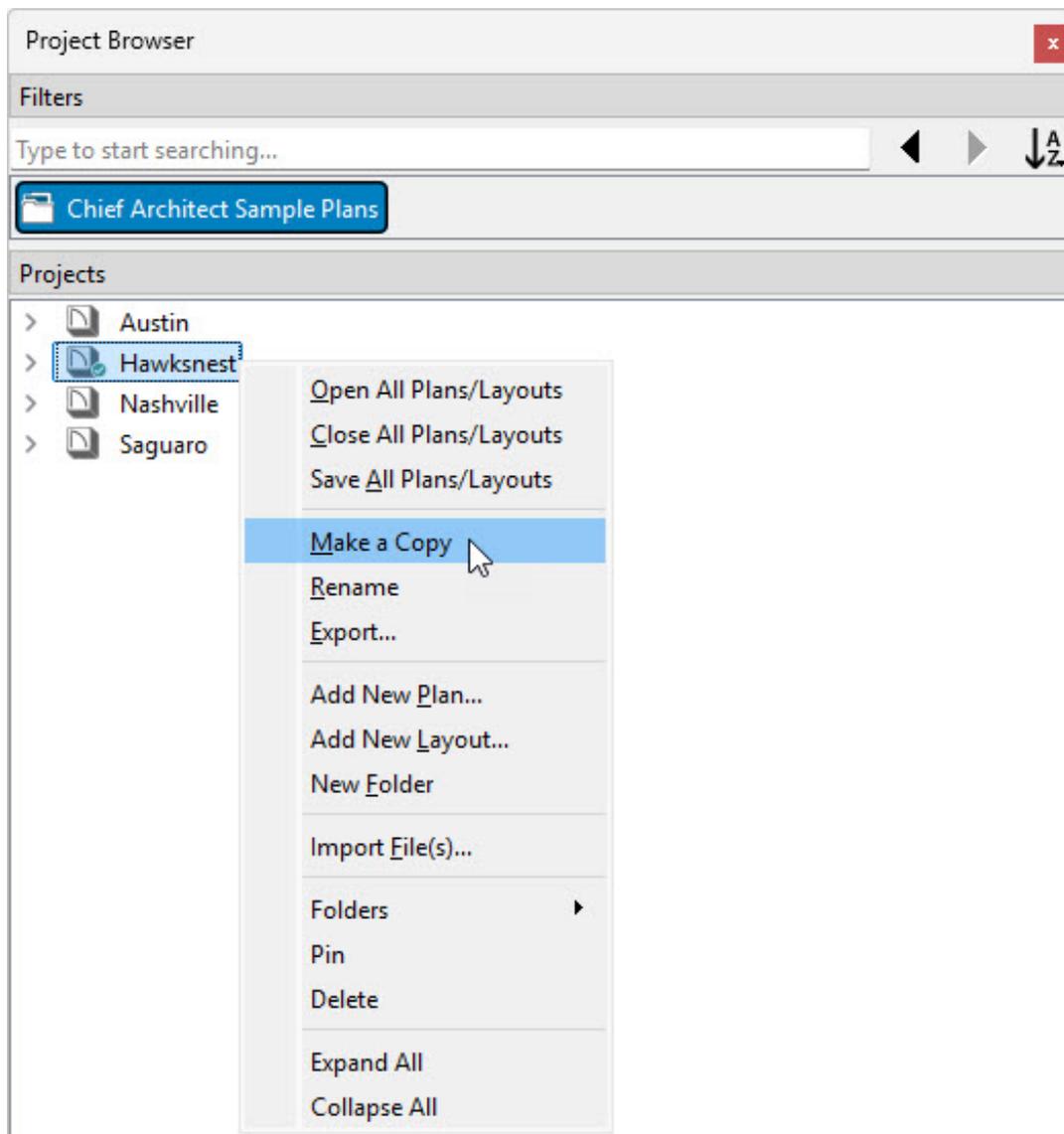
You will find a new project with the original name of the project followed by "- Copy" in the Project Browser.

Method 2

1. Open your Project Browser by going to **View> Project Browser**  if it's not already open.
2. In the **Projects** section of the Project Browser, navigate to and find the project you'd like to copy.

3. Right-click on the project you'd like to copy and choose **Make a Copy**.

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>).



A new copy will be created below the original, and from here, you are able to give it a new name.

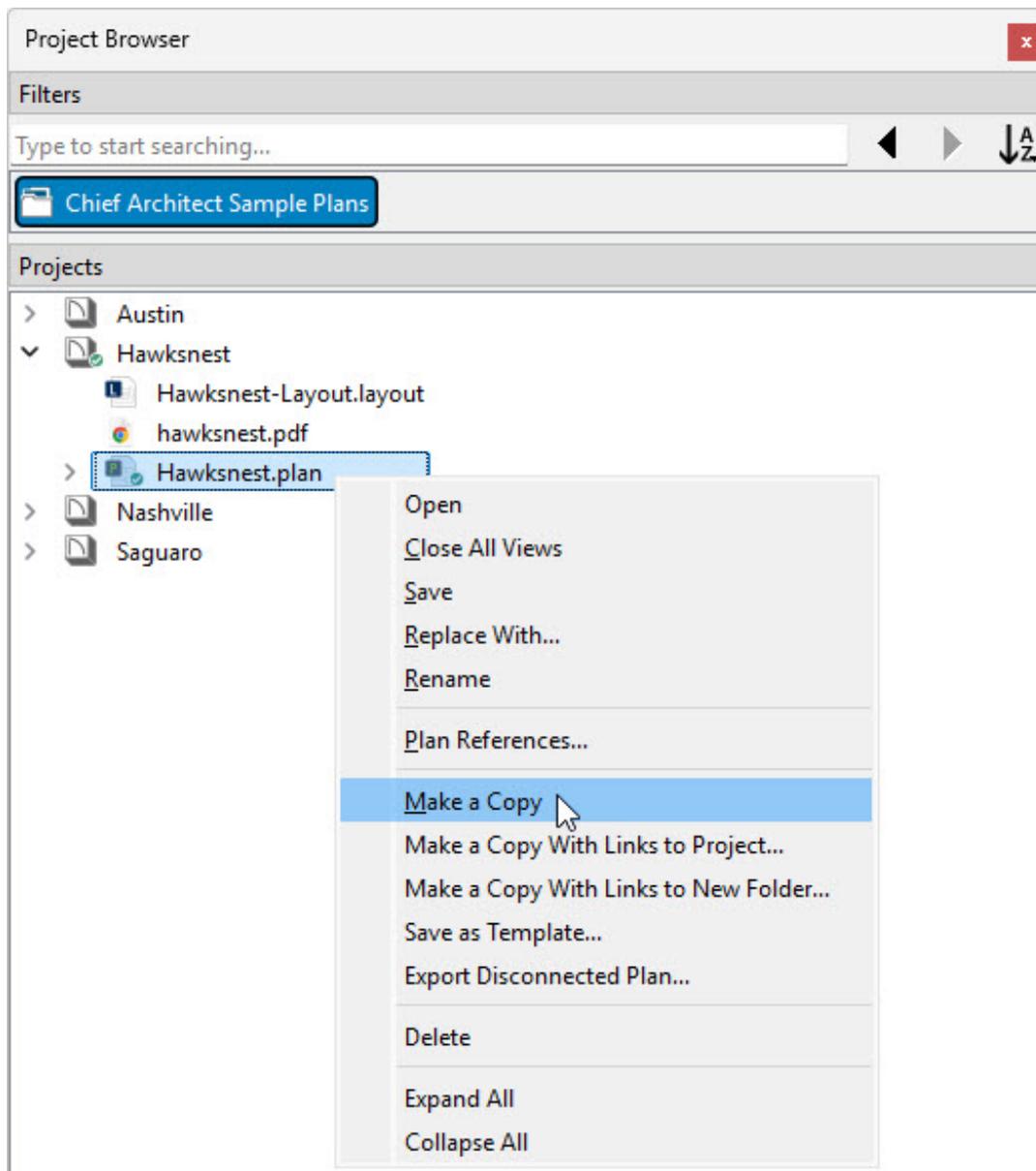
A project can be renamed at any time in the project browser by right-clicking on the project and choosing Rename.

Creating a copy of a single file without links

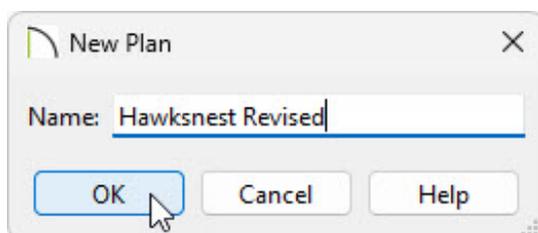
This tool will allow you to create a copy of a single file without creating copies of other linked files, such as a layout. Creating an unlinked copy can be helpful for creating different iterations of a design without affecting your layout.

1. With the plan or layout file open, go to **File> Make a Copy** .

Alternatively you can use the Project Browser to create a copy. Using the Project Browser find the file you'd like to create a copy of, right-click on the file, and choose **Make a Copy**.



2. If you're copying a plan or layout using the File menu option, a **New Plan/Layout** dialog will display; give your copied file a name, then click **OK**.



Your new copy of the file will be listed within the project.

If the file is open and has been edited, but not saved, it will copy the unsaved changes, and the original will still be in that edited/unsaved state.

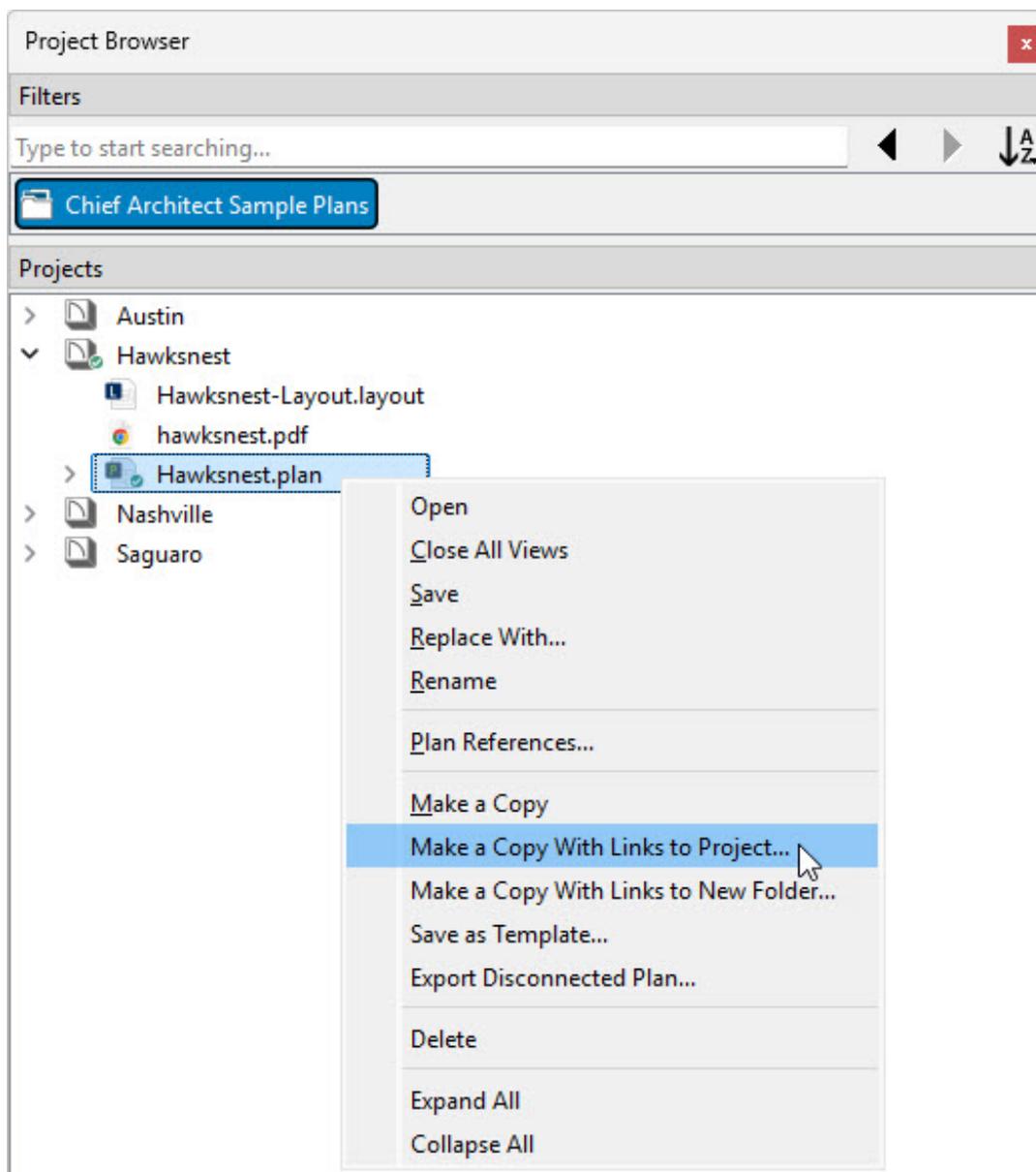
Creating a copy of a single file with links

This tool will allow you to create copies and maintain the links of your files, while also placing the copy in an entirely different project. This can be helpful if you have a linked plan and layout file that you can utilize in a different project.

1. If not already open, open the Project Browser by going to **View> Project Browser**



2. In the Project Browser, navigate to the file you'd like to copy, right-click on the file, and choose **Make a Copy with Links to Project**.



3. In the **Select Project** dialog, select the project you'd like to copy your file to, then

click **Select**.

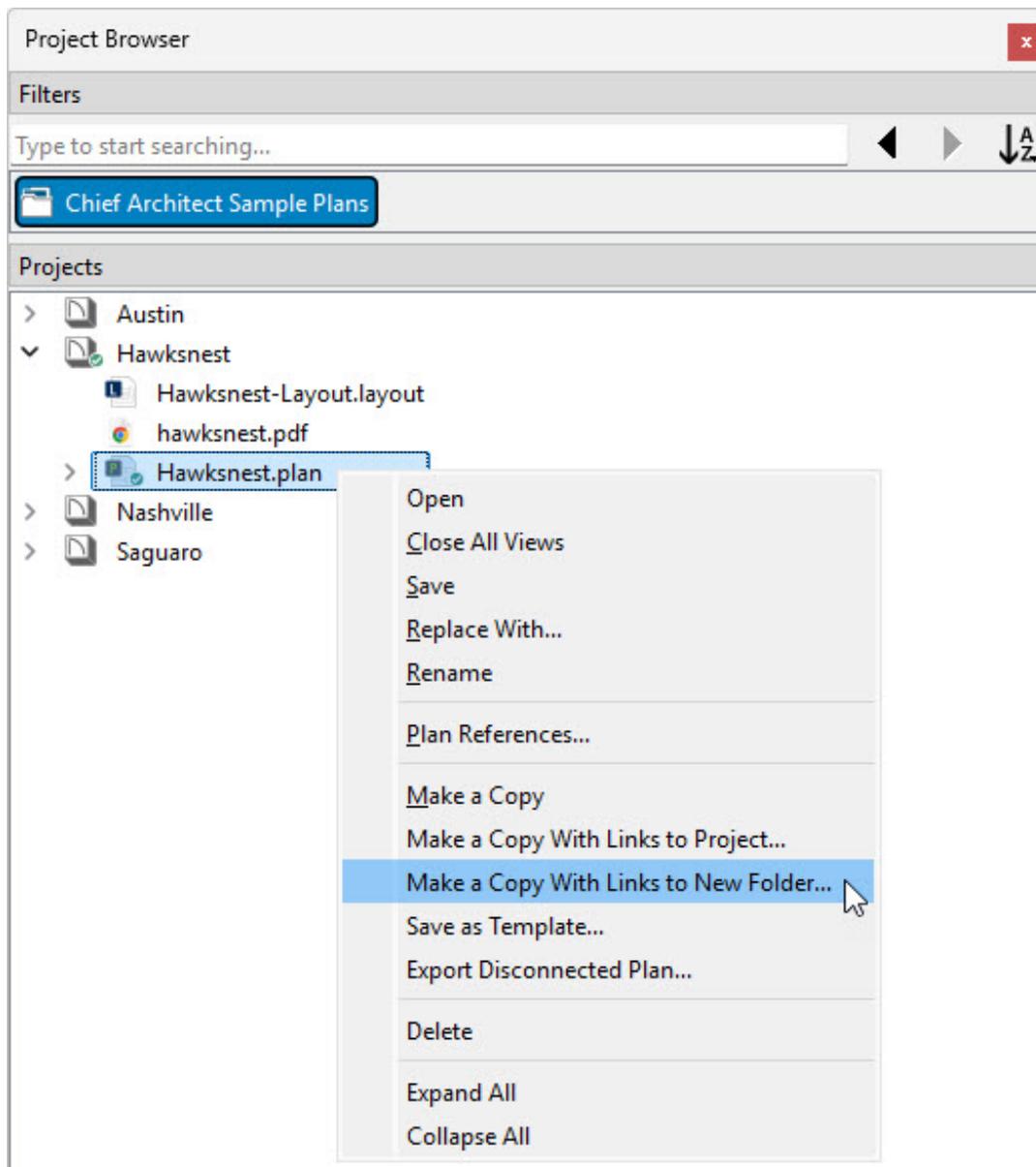
Alternatively, you can create a new project to copy your file to by clicking **New Project**.

Note: If copying a file that is linked to another file, you will be met with a Question asking if you'd like to include the linked file as part of the import.

Creating a copy of a single file with links to a new folder in the existing project

This tool will allow you to create copies and maintain the links of your files, while creating a new folder within a project from them to reside in. Creating a linked copy of a file to a new folder can be useful for filtering or archiving different/old versions of a file within the same project.

1. If not already open, open the Project Browser by going to **View> Project Browser** .
2. In the Project Browser, navigate to the file you'd like to copy, right-click on the file, and choose **Make a Copy with Links to New Folder**.



A new folder containing the copied file will be created in the current project, which can then be renamed.

Note: If copying a file that is linked to another file, you will be met with a Question asking if you'd like to include the linked file as part of the import.

A folder, file, or project can be renamed at any time in the project browser by right-clicking on the item and choosing Rename.

[📄 Copying CAD Details Between Projects \(/support/article/KB-03191/copying-cad-details-between-projects.html\)](/support/article/KB-03191/copying-cad-details-between-projects.html)

[📄 Exporting Projects and Disconnected Files \(/support/article/KB-03212/exporting-projects-and-disconnected-files.html\)](/support/article/KB-03212/exporting-projects-and-disconnected-files.html)

[📄 Using the Project Browser \(/support/article/KB-03003/using-the-project-browser.html\)](/support/article/KB-03003/using-the-project-browser.html)



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