Chief Architect®

Architectural Home Design
Software

Creating Project Files from Existing Plans and Layouts

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QUESTION

I'm using the new Project Management feature and would like to import existing plan and layout files to create new projects. How do I create a project with these files?

ANSWER

When using Project Management, you can import plan and layout files into a new or existing project. Once they've been imported into a project, they are now managed by Chief Architect.

If the file you'd like to import is already linked to an existing layout, you should always import the layout file instead of the plan file. Importing the layout file will automatically import the linked plan file(s) along with it, meaning you will not experience any new missing links or additional copies of your plan(s).
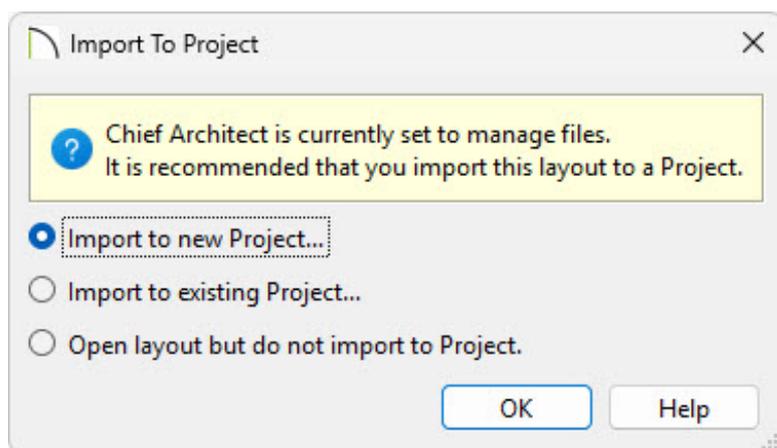
If you import a plan file first and then choose to import the layout file later, the layout file will bring over the original linked plan(s) along with it, resulting in extra copies.

In this article, we will discuss the following:

- Creating a project from an existing plan/layout
- Creating a new project from a legacy folder
- Relinking plan/layout files

Creating a project from an existing plan/layout

1. Navigate to **File> Open Plan/Layout** .

2. Towards the bottom of the **Open Plan/Layout** dialog that displays, underneath of the Unmanaged Files section, click **Browse** to search for the plan/layout file on your system.

3. Once you've located the plan/layout file you'd like to import, click on it to select it, then click **Open**.

4. The import process will begin, and you will be met with the **Import To Project** dialog, where you must choose between 3 options:

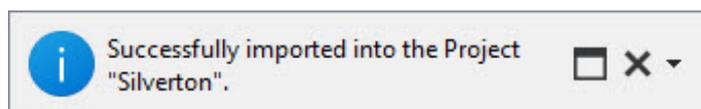   When importing a layout:

   - **Import to a new Project** will import the layout file and any associated plan files into a new project.

   - **Import to existing Project** will import the layout file and any associated plan files into an existing project.

   - **Open layout but do not import to Project** will open the layout file, but it will not be included in a project. Once you close out of the file it will no longer be listed within your Project Browser.

When importing a plan:

- **Import to a new Project** will import the plan file but not bring over any associated layout files.

- **Import to existing Project** will import the plan file but not bring over any associated layout files.

- **Open plan but do not import to Project** will open the plan file, but it will not be included in a project. Once you close out of the file it will no longer be listed within your Project Browser.

> When choosing to import into a project, Chief Architect will automatically search for other plan/layout files within the same folder as the initially selected file. If Chief Architect finds other plan/layout files, you will be met with the Additional Import Selection dialog, which will allow you to choose other plan/layout files to import into your new project, even if they aren't linked to the selected file.

5. Once successfully imported, you will receive a message in the lower right corner indicating that the import was successful. You can now find your imported file(s) listed in the **Project Browser** .

Successfully imported into the Project "Silverton".

Creating a new project from a legacy folder

If you had previously organized your plan/layout files when using Traditional File Management, you may find it helpful to instead import an entire folder that contains your various plans/layouts.

1. Navigate to **File> New Project From Legacy Folder** or click on the **Import Legacy Folder** tool within the **Project Browser** .

   This tool will allow you to select a folder and import any plans, layouts, and assets (such as materials or PDFs) into Project Management. It will also search through any

subfolders inside of the folder you selected, and then create the same folder structure for your new project.

2. In the **Select Folder** dialog that displays next, locate and select the folder you'd like to import, then click **Select Folder** to start the import process.

3. Once successfully imported you will receive a message in the lower right corner indicating that the import was successful. You can now find your imported file(s) listed in the **Project Browser** .

Relinking plan and layout files

If you chose to import a plan and then import a layout into your project later, you may end up with extra copies of your plan file, and you may need to relink the correct plan to your layout.

1. Open a layout file that is already imported into a project, then navigate to **Tools> Layout> Referenced Plans/Layouts** .

2. In the **Referenced Plans/Layouts** dialog that displays, underneath of the Files Present area, you will see the plan files that are currently linked to your layout file. Select the plan file you'd like to replace, then click **Replace Reference**.

3. The **Replace Reference Plan** dialog will then open, which will allow you to select a different plan from within the same project as your layout, or a file from your **Common Documents**.

> If you do not see the plan file you'd like to relink to, it's because it's not currently within the same project as your layout. You can either copy it from an existing project, or import it directly into your project.

For more information on both of these methods, please see the Related Articles section.

4. Select the plan you'd like to replace the original plan with, then choose **Select**. Once you're done relinking your files, click **OK**.

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