Backup Entire Plan

Because Chief Architect plans and layouts often contain many references to other external files, it is necessary to copy all the associated files to a new location when a plan or layout is moved. You can do this easily by selecting **File> Backup Entire Plan**.

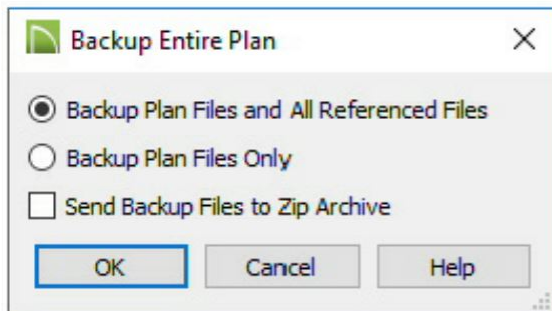Backing up an entire plan or layout is important when:

- Migrating legacy files created in older program versions.
- Transferring files to another computer or sending them to another user.
- Archiving or backing up your work.

> Note: Always use File> Backup Entire Plan when sending files to a user of the Chief Architect Viewer to make sure that they have all associated data. See Sharing Your Files with Clients.

To back up a plan or layout

CV: Always backup the layout (not plan) file. That will ensure that all files (including the plan file) is backed up in the same folder. CA acts like the plan file is associated with the layout file but not visa versa.

1. To copy all associated plan or layout files to a new directory, select **File> Backup Entire Plan** . The **Backup Entire Plan** dialog opens.

- Choose **Backup Plan Files and All Referenced Files** to copy the plan or layout file and all externally referenced files such as linked plan files, inserted picture files, metafiles, .pdf files, and texture, image, backdrop, and bump map graphics files.
- Choose **Backup Plan Files Only** to copy all associated plan files and any externally linked files and inserted picture files, but no graphics or texture files. This is best used only when transferring a file to a computer that already has the graphics files installed.
- Check **Send Backup Files to Zip Archive** to save the files in a zipped folder instead of a regular folder.
- Click **OK**.

2. The **Select the Plan Backup Folder** or Choose Zip Archive to Backup dialog opens next. This is a typical Save File dialog. See Saving, Exporting, and Backing Up Files.

3. Navigate to a folder on your system and select it. If you did not opt to save the files in a zipped folder, the destination folder must be empty.

4. With the destination folder for the backup selected, click **OK**.

5. If the destination folder already contains files, the program will confirm whether you want to overwrite them.

Returning Viewer Files

When customers review and annotate files using the Chief Architect Viewer, they only need to return the **.plan** and/or **.layout** files. The associated files do not need to be returned.