Changing the Default Directory for Opening Files

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The information in this article applies to:

PREMIER INTERIORS

QUESTION

I would like Chief Architect to default to a specific folder on my local machine's hard drive when opening files. How do I do this?

ANSWER

In Chief Architect, you can specify the location on your computer that the program opens when a plan or layout is either opened or saved using Save As.

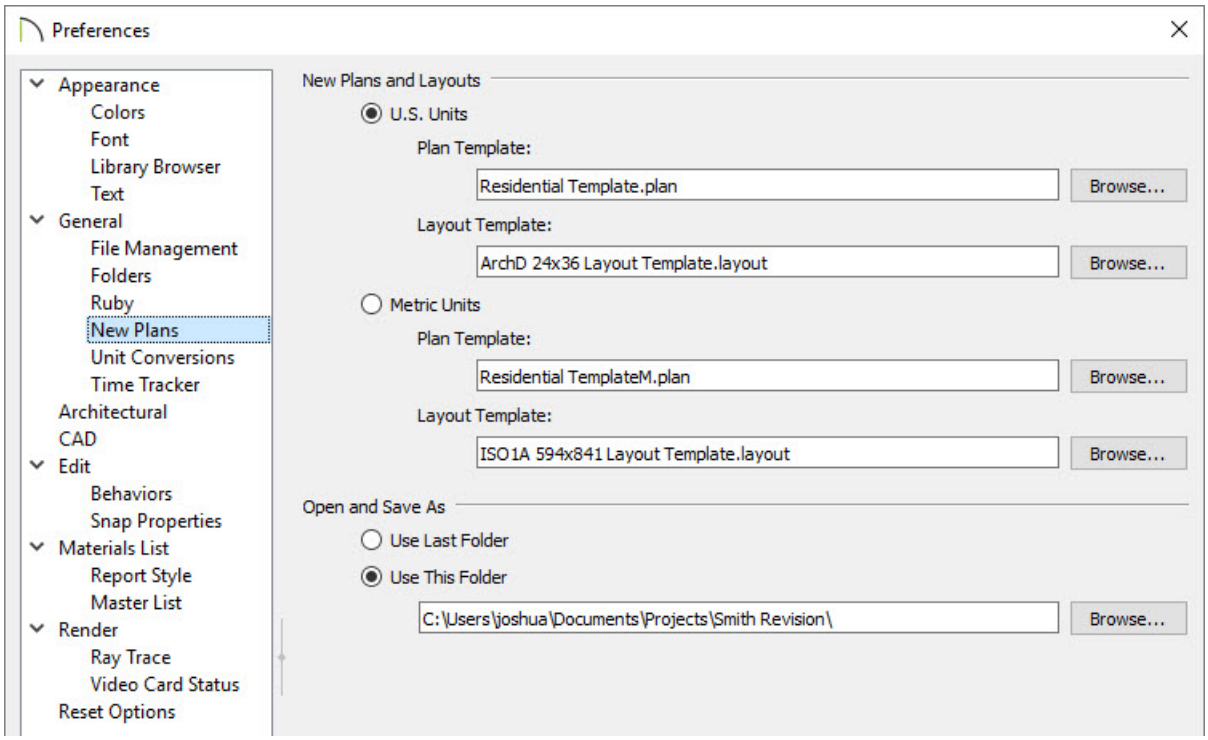
The method of specifying the default Open and Save As directory in Chief Architect depends on the version being used.

> Working on files over a network server, external hard drive, or USB flash drive device is not supported as this can lead to file corruption and data loss.

To change the default Open and Save As directory

1. Select **Edit> Preferences** if you're on a Windows PC or **Chief Architect> Preferences** if you're on a Mac.

2. Click on the NEW PLANS panel, and in the lower right side under the **Open and Save As** section, you have two options:



- **Use Last Folder** instructs the program to open the last directory or folder used when **File> Open Plan**, **File> Open Layout** or **File> Save As** was used.
- **Use This Folder** instructs the program to open a specific folder, as specified by the user. When **Use This Folder** is selected, the path name field and **Browse** button become active to allow the user to either type or Browse to the location they wish to set.

3. Click the **Browse** button to open the **Select a Plans Folder** dialog.

4. Browse to the location on your computer where you would like Chief Architect to refer every time you select **File> Open Plan**, **File> Open Layout** or **File> Save As** from the menu, then click **Select Folder**.

5. Click **OK** to close the dialog and apply your change.

Related Articles

- Enabling or Disabling Project Management (https://www.chiefarchitect.com/support/article/KB-03210/enabling-or-disabling-project-management.html)
- Exporting Projects and Disconnected Files (https://www.chiefarchitect.com/support/article/KB-03212/exporting-projects-and-disconnected-files.html)
- Managing Your Archive Files (/support/article/KB-00775/managing-your-archive-files.html)
- Organizing your Plan and Layout Files (/support/article/KB-00562/organizing-your-plan-and-layout-files.html)
- Sharing Projects in a Work Environment that is Utilizing Cloud/Network Services (/support/article/KB-03155/sharing-projects-in-a-work-environment-that-is-utilizing-cloud-network-services.html)

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