

Changing the Default Directory for Opening Plan and Layout Files

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This article also applies to the following legacy products:
Pro

QUESTION

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

ANSWER

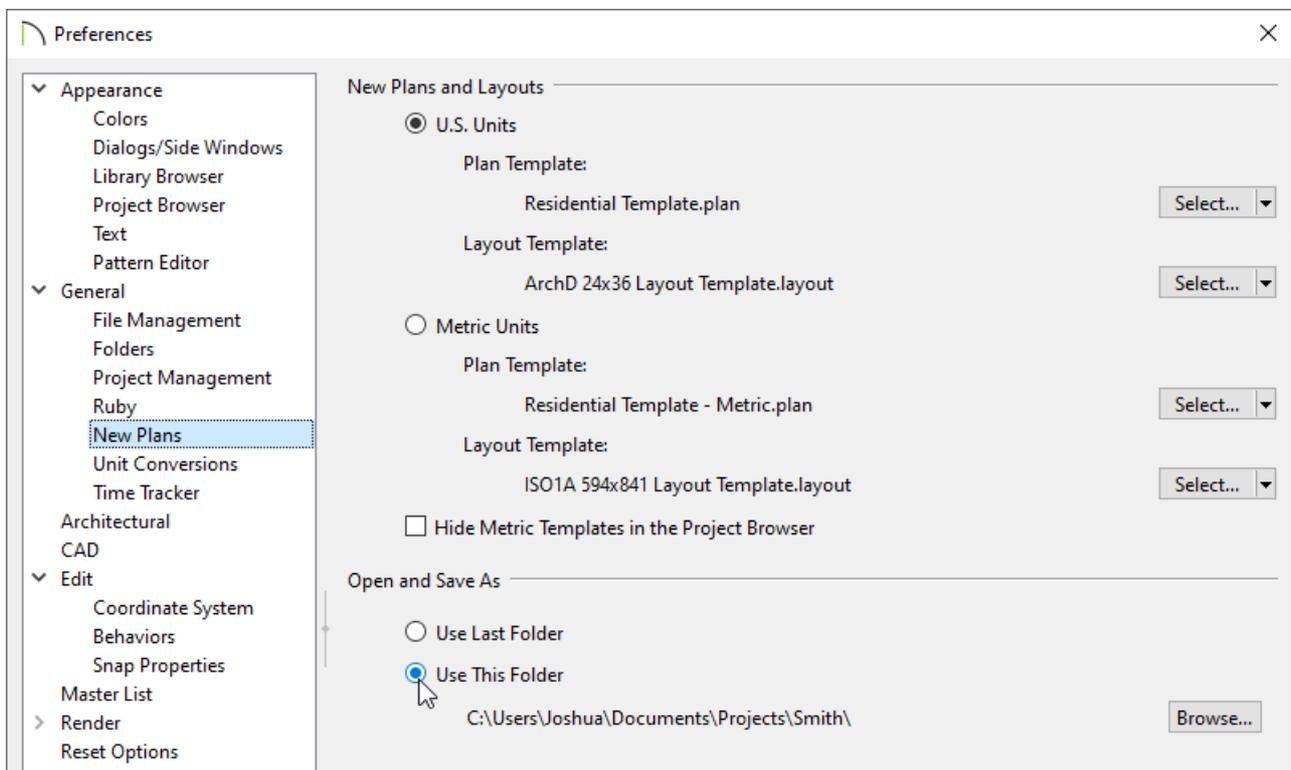
In Chief Architect, you can specify the location on your computer that the program opens when unmanaged plan and layout files are opened or saved using Save As. This is also used when importing unmanaged plan and layout files into a new project using Project Management.

Note: To learn more about Project Management, which is available in X17 and newer versions, please see the [Related Articles](#) section below or refer to your program's documentation.

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. You should always copy the file from a network server, external hard drive, or USB flash drive location to your computer's hard drive before opening it in the software. Then, make your changes, save the file, exit the program, and then copy the file back to its network server, external hard drive, or USB flash drive location. See the [Related Articles](#) section below to learn more.

To change the default directory

1. Select **Edit> Preferences**  if you're on a Windows PC or **Chief Architect/Home Designer> Preferences**  if you're on a Mac.
2. Click on the **NEW PLANS** panel, and under the Open and Save As section, two options are listed:



- **Use Last Folder** instructs the program to open the last directory or folder when **Open Plan** , **Open Layout** , and **Save As**  are used when using Traditional File Management, or when **Open Plan/Layout**  (unmanaged files) and **New Project From Legacy Folder/Import Legacy Folder**  are used when using Project Management.
 - **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 **Open Plan** , **Open Layout**  and **Save As**  when using Traditional File Management, or **Open Plan/Layout**  (unmanaged files) and **New Project From Legacy Folder/Import Legacy Folder**  when using Project Management.
 5. Click **OK** to close the dialog and apply your change.

Related Articles

-  [Enabling or Disabling Project Management \(https://www.chiefarchitect.com/support/article/KB-03210/enabling-or-disabling-project-management.html\)](https://www.chiefarchitect.com/support/article/KB-03210/enabling-or-disabling-project-management.html)
-  [Exporting Projects and Disconnected Files \(https://www.chiefarchitect.com/support/article/KB-03212/exporting-projects-and-disconnected-files.html\)](https://www.chiefarchitect.com/support/article/KB-03212/exporting-projects-and-disconnected-files.html)
-  [Managing Your Archive Files \(/support/article/KB-00775/managing-your-archive-files.html\)](/support/article/KB-00775/managing-your-archive-files.html)
-  [Organizing your Plan and Layout Files\(/support/article/KB-00562/organizing-your-plan-and-layout-files.html\)](/support/article/KB-00562/organizing-your-plan-and-layout-files.html)

[Sharing Projects in a Work Environment that is Utilizing Cloud/Network Services \(/support/article/KB-03155/sharing-projects-in-a-work-environment-that-is-utilizing-cloud-network-services.html\)](/support/article/KB-03155/sharing-projects-in-a-work-environment-that-is-utilizing-cloud-network-services.html)

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