

# Accessing Your Archive Files

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The information in this article applies to:



## QUESTION


Recently, I experienced a power outage while working in the software and now when I try to open my plan file, an error message tells me that it cannot be read by the program. What can I do to recover at least some of my work?

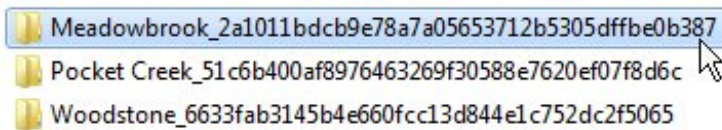
## ANSWER

Whenever you give a plan or layout file a name, either by saving it for the first time or by using Save As to save an existing file using a new name, the program will automatically create an archive folder for that file and will save a copy of the file in that folder or update the most recent file in that folder whenever you Save your work.

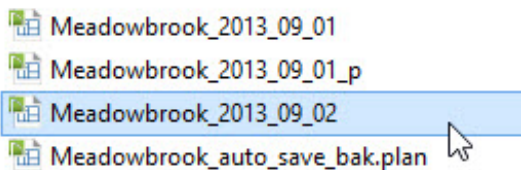
In the event of an improper shutdown, you may be able to recover some of your work from the file Archives.


## To open an Archive file

1. Launch the program and select **File> Open Plan**  from the menu.
2. Browse to your program's Data folder, which is located in the Documents directory by default, and open the **Archives** folder.
3. Locate the Archive folder with the name of the file that you're hoping to recover and open it.



4. Open the most recently saved file in this folder,





5. Note any error or warning messages that may appear, and examine it for missing data or other problems.
6. If the file appears to be affected by corruption, close it without saving and open the file that was saved prior to that one.
7. Repeat steps 4 - 6 until you find a version of the file that does not appear to have any problems associated with it, then select **File> Save As**  from the menu.
8. In the **Save Plan File** dialog:
  - o Save the file in the same location on your computer as the original file.

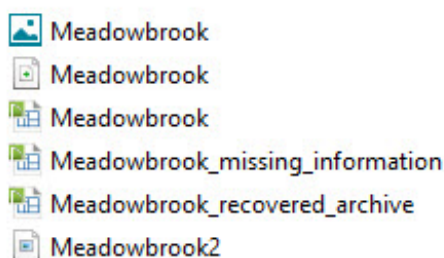
- Give the file a new, unique name that identifies it as recovered from the Archive folder.
- Click **Save** to save the file at the new location using the new, unique name.

9. In the future, this newly saved file is the one that you will work on.

## To use an Archive file

Once you have saved a copy of the Archive file you plan to use to resume your work, you can make a few changes to your file names for the sake of good file management:

1. Rename the original file from which some of your work was lost.
    - If you can open the file in the program, select **File> Save As**  from the menu;
    - Give this file a short, descriptive name that indicates it is missing data.
    - If you cannot open the file in the program due to corruption, it can be deleted in Windows Explorer.
  2. Open the Archive copy that you saved in your project folder and select **File> Save As** .
  - Assign the original name of the file to this newest copy.
3. The end result will be that you have three copies of this file: the original with a name that indicates it is missing information, the recovered Archive file, and the drawing that you will continue to work in.



4. **\*Chief Architect and Home Designer Pro only**- If the file is a plan from which you have sent views to layout, you will need to relink those views.

To learn more about linking layout files, please see the article 'Message: Files not found in Layout' listed in the Related Articles section below.

It is extremely important to understand that Archive files should not be used as an alternative to regularly backing up your files yourself. Archive files may not reflect the progress you have made in a given project, the state of the model, or any other criteria that you might consider to be important.

In Chief Architect Premier and Chief Architect Interiors, you can specify how many Archives are created on the File Management panel of the Preferences dialog.

However, it is important to note that these settings cannot guarantee full, exact restoration of your plan files under all circumstances.

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#### Related Articles

##### [Managing Your Archive Plan and Layout Files](https://www.chiefarchitect.com/support/article/KB-00775/managing-your-archive-plan-and-layout-files.html)

<https://www.chiefarchitect.com/support/article/KB-00775/managing-your-archive-plan-and-layout-files.html>

##### [Message: Could not successfully open all of this layout's associated plan files.](/support/article/KB-00022/message-could-not-successfully-open-all-of-this-layout-s-associated-plan-files.html)

</support/article/KB-00022/message-could-not-successfully-open-all-of-this-layout-s-associated-plan-files.html>