

Using the Backup Entire Plan/Layout Tool

Reference Number: **KB-00987**

Last Modified: **June 4, 2025**

This article also applies to the following legacy products:
Pro | Architectural | Suite

QUESTION

I would like to send a plan or layout file to someone. What is the best way to send them the file so that they can see all of the materials and other related files, including those that I have created and imported?

ANSWER

In X16, Home Designer 2025, and prior versions, the Backup Entire Plan/Layout tool can be used to create a backup of your plan and/or layout along with any external files, such as textures and materials.

Note: If you're using X17 or a newer version, please refer to the "Exporting Projects and Disconnected Files" resource located in the [Related Articles](#) section.

Reasons you might want to use the Backup Entire Plan/Layout tool include:

- Sending the file to someone using the [Chief Architect Desktop Viewer](https://www.chiefarchitect.com/resources/viewerrequest.php) (<https://www.chiefarchitect.com/resources/viewerrequest.php>).
- Submitting a plan to [Chief Architect Technical Support](https://www.chiefarchitect.com/support/article/KB-00717/using-the-technical-support-center.html) (<https://www.chiefarchitect.com/support/article/KB-00717/using-the-technical-support-center.html>) for evaluation and troubleshooting.
- Working with a colleague on plan changes.
- 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.

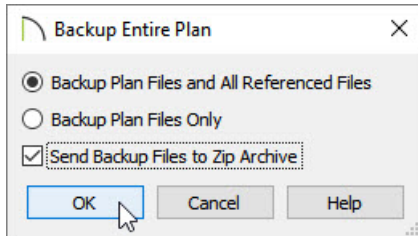
To use the Backup Entire Plan/Layout Tool in X16, Home Designer 2025, and prior versions

1. Access the plan or layout* that you want to send to the person who will be viewing the file.

**Layouts are not available in Home Designer Suite or Home Designer Architectural.*

Note: If you use the Backup Entire Plan/Layout tool while in a layout file, the layout and all plans associated with the layout will be backed up. However, if you use the Backup Entire Plan/Layout tool while in a plan file, only the plan will be backed up.

2. Select **File> Backup Entire Plan/Layout**  and in the dialog that displays:



- Ensure that the **Backup Plan Files and All Referenced Files** option is selected.
 - Check the **Send Backup Files to Zip Archive** box to create a compressed (zipped) folder, if desired.
 - Click **OK**.
3. Browse to an easy to find location, such as your Desktop, then click **Save**.

Note: If the "Send Backup Files to Zip Archive" box was not checked in the step above, you will need to create a new, empty file folder on the Desktop for the plan and referenced files to be backed up to. Once the backup is complete, you must compress this newly created folder before it can be sent to someone.

- On a Windows system, right-click on the folder containing this content and choose Send To> Compressed (Zipped) folder.
 - On a macOS system, right-click on the folder and select Compress "Folder name."
4. If backed up from a plan, a copy of the plan file, including the associated files such as images, textures, and backdrops will now be backed up. If backed up from the layout*, a copy of the layout, all plan files sent to the layout, and the associated files such as images, textures, and backdrops will now be backed up.

**Layouts are not available in Home Designer Suite or Home Designer Architectural.*

5. You're now ready to send the compressed (zipped) folder to another computer, another Chief Architect user, or to Chief Architect Technical Support using the [Technical Support Center](https://support.chiefarchitect.com/) (<https://support.chiefarchitect.com/>).

If sending your files to Chief Architect Technical Support, please do not use third party compression utilities in order to submit different compressed file types such as .zipx, .7z, and .rar files.

Related Articles

- 📄 [Backing Up Chief Architect Content Using Traditional File Management \(/support/article/KB-00001/backing-up-chief-architect-content-using-traditional-file-management.html\)](/support/article/KB-00001/backing-up-chief-architect-content-using-traditional-file-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)
- 📄 [Using the Technical Support Center \(/support/article/KB-00717/using-the-technical-support-center.html\)](/support/article/KB-00717/using-the-technical-support-center.html)