Sharing Projects in a Work Environment that is Utilizing Cloud/Network Services

Reference Number: **KB-03155**

Last Modified: **January 11, 2024**

The information in this article applies to:

QUESTION

I would like to share a Chief Architect plan and layout file with a colleague in my workplace. Is it possible to collaborate using a cloud service or network?

ANSWER

Cloud services (e.g. Microsoft OneDrive, Google Drive, Apple iCloud Drive, Dropbox) and network locations are great for sharing files with colleagues, however, Chief Architect does not recommend opening and working on project files that are saved within one of these environments. To collaborate with colleagues using a cloud service or network location, we recommend always working on a local copy of the plan and layout file, then uploading/copying the file(s) to the cloud/network when finished. If another colleague needs to work on the project, it's recommended that they download/copy the file to a local file location on their machine before opening it in Chief Architect.

Transferring files to another user using a cloud/network service

1. If the plan or layout file is open in Chief Architect, select **File> Save** 🖫 from the menu, then close the file.

    > **Note:** Consider utilizing the Backup Entire Plan/Layout tool to backup custom textures, backdrops, and other related project information into a single folder before proceeding. For more information on using this tool, see the Related Articles section below.

2. Using File Explorer on Windows or Finder on macOS, navigate to where you saved the plan, layout, or backed up folder.

> If you're unsure of where your plan or layout is saved to, please see the "Locating Lost or Missing Files on your Computer" resource in the <u>Related Articles</u> section below.

3. Right-click on the file or backed up folder, then click **Copy** from the contextual menu, or select the file and use **Ctrl+C** on Windows or **Command+C** on macOS to copy the file or backed up folder to the system's clipboard.

> On a Mac, hold down the Control key while clicking to initiate a right-click command. More information about right-click commands on Apple input devices can be found in the following Apple resource: <u>Right-click on Mac (https://support.apple.com/guide/mac-help/right-click-mh35853/mac#)</u>.

4. Next, navigate to the cloud or network location you'd like to place the file or backed up folder for a colleague to access it.

5. Right-click in this location, then click **Paste** from the contextual menu, or press **Ctrl+V** on Windows or **Command+V** on macOS to paste the file or folder.

6. Once the file or folder is uploaded to the cloud or network location, a colleague can copy it to their local hard drive to make modifications.

> Never open or work on a file that is stored on the cloud/network, especially if the file is in use by another person, as it could lead to file corruption and/or data loss.

MORE INFORMATION

Some Cloud services will backup your Documents and other local file locations on your system automatically. To check to see if your Chief Architect files are on a Cloud service, right-click on a suspected file or folder, then select **Properties** from the contextual menu on Windows or **Get Info** on macOS. If the file or folder is located on a Cloud service, it will likely be listed next to the **Where** or **Location** sections under GENERAL. For example, files that are located on Microsoft OneDrive will have "OneDrive" in the file path. To learn how to manage the files that are backed up to your Cloud service, please get in touch with the owner/developer of the Cloud service that you use.

Related Articles

⬛ <u>Locating Lost or Missing Files on your Computer (/support/article/KB-00369/locating-lost-or-missing-files-on-your-computer.html)</u>
⬛ <u>Moving Library Content to the Cloud or Other Custom Location (/support/article/KB-03090/moving-library-</u>

content-to-the-cloud-or-other-custom-location.html)

Organizing your Plan and Layout Files (/support/article/KB-00562/organizing-your-plan-and-layout-files.html)

Using the Backup Entire Plan/Layout Tool to Send Files to Another User (/support/article/KB-00987/using-the-backup-entire-plan-layout-tool-to-send-files-to-another-user.html)