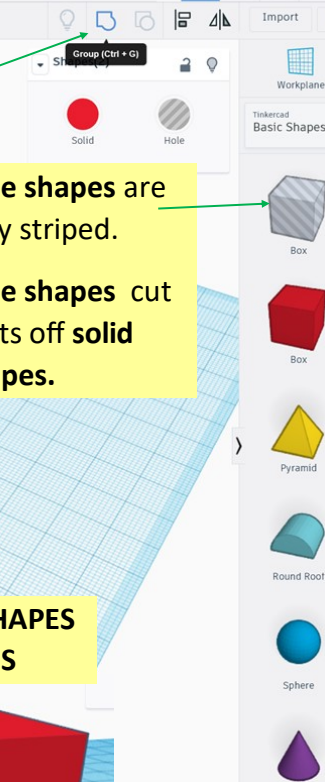


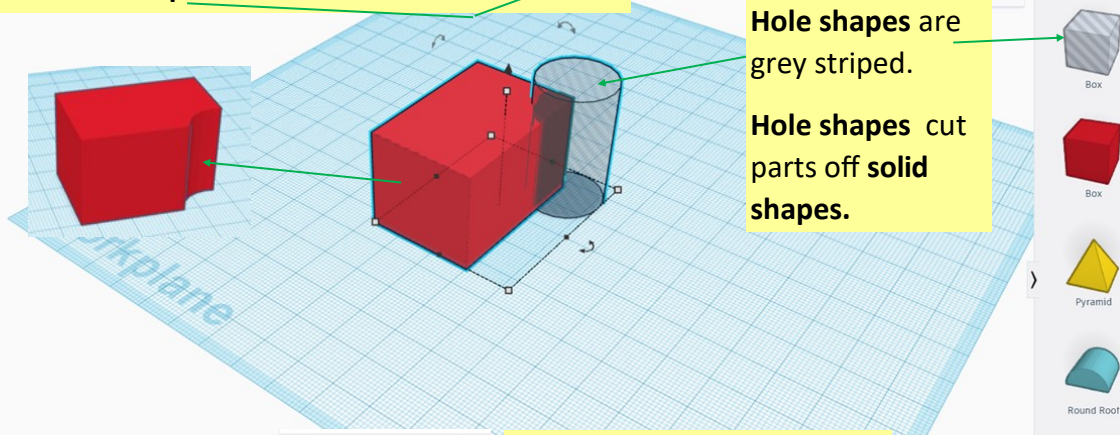
**TO CUT A HOLE**

Hold down **Shift** on the keyboard then left click on the **solid** and then on the **hole** to select them, then click **Group** to make the cut.



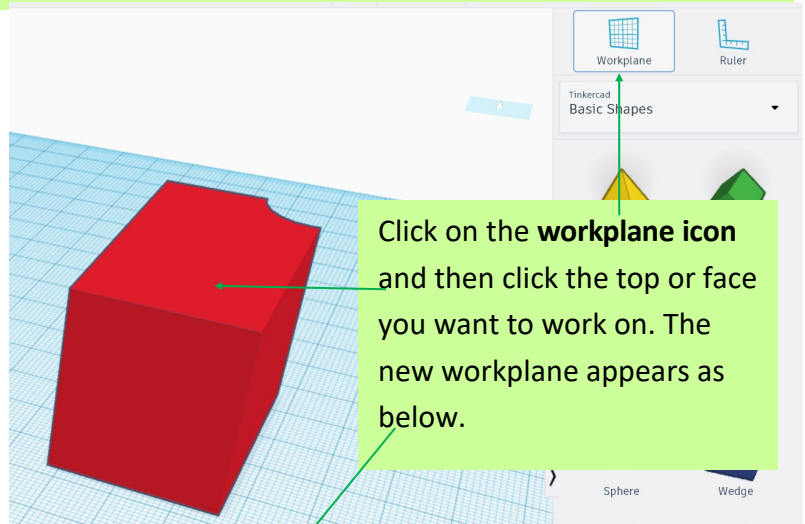
Hole shapes are grey striped.

Hole shapes cut parts off solid shapes.

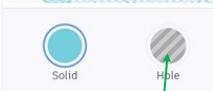


**ADDING SHAPES OR TEXT TO THE TOP OR A SIDE FACE**

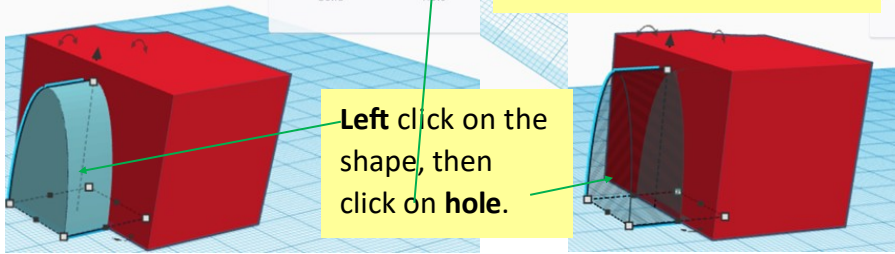
Click on the **workplane icon** and then click the top or face you want to work on. The new workplane appears as below.



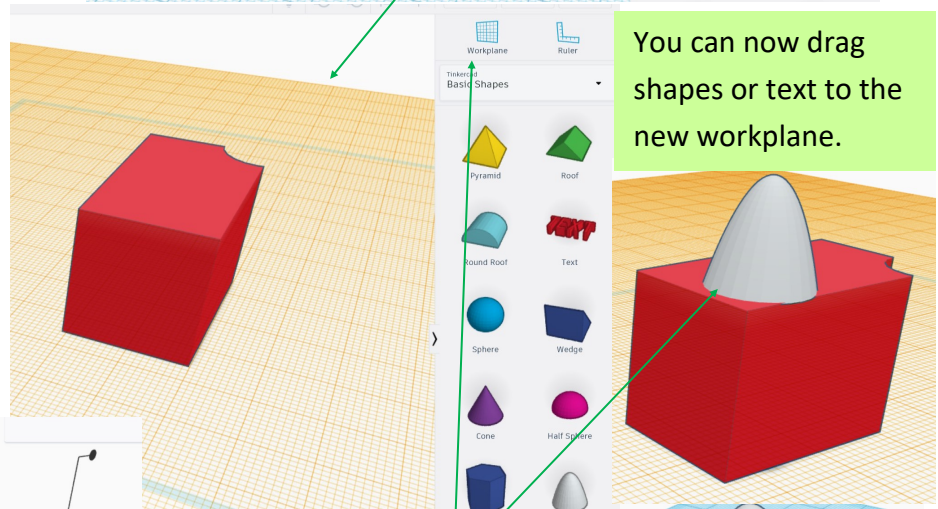
**CHANGING SOLID SHAPES TO HOLE SHAPES**



Left click on the shape, then click on **hole**.

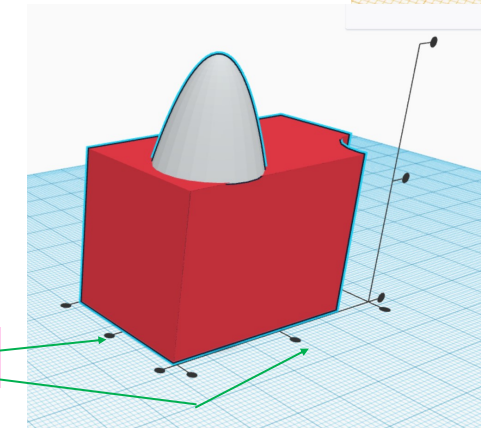


You can now drag shapes or text to the new workplane.



**CENTRE 2 SHAPES**  
Hold down **Shift** on the keyboard and select both objects, click the **Align** icon.

Use the **centre indicators**



When you've finished with the extra workplane, click on the **workplane icon** then on the workplane to delete it.

