

Cutting Holes in Floors 2 Methods

Using Cut Opening Tool for Manually Inserted Floor

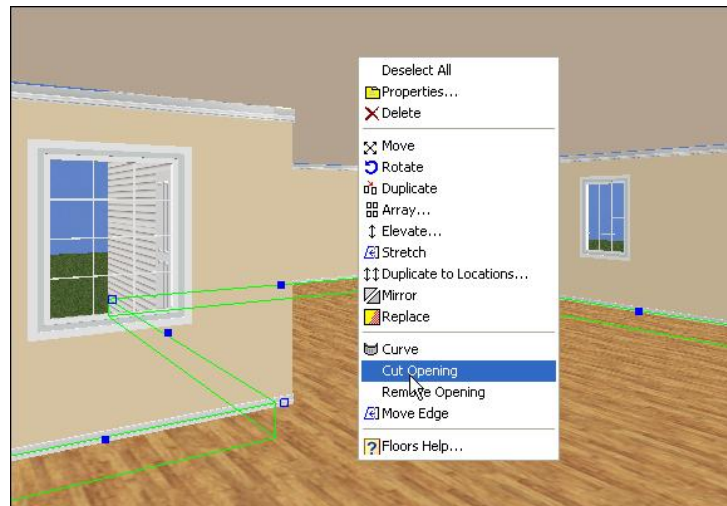
Typically this is most useful when inserting stairs into your drawing, therefore connecting floors located on 2 separate building locations.

How to Cut an Opening in a Manually Inserted Floor

If you have used the Floor by Room, Floor by Perimeter or Floor by Picking Points tool to create a floor, you can use the Cut Opening tool on the floor's right-click menu to create an opening in it of any shape or size.

To create an opening in a manually inserted floor:

1. Select the floor surface. (You will need to go to a 3d view)



2. **Right-click** and select **Cut Opening**.
3. Select a start point for the opening. Continue selecting points to define the size and shape of the opening. You do not have to select the start point again to finish the outline — the last point picked is always connected to the start point.
4. **Right-click** and select **Finish**.

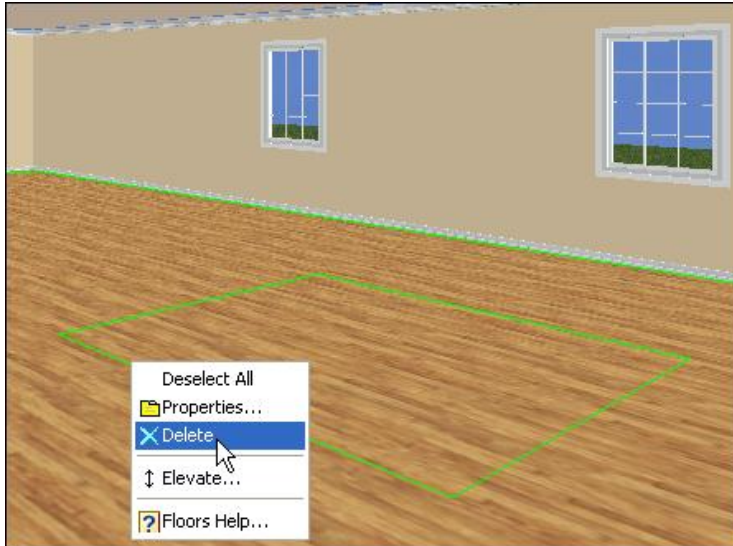
Note: that this tool does not work with automatically created floors. The **Automatically Insert Floors** feature is controlled from **Program Settings|Building Aids**

Cutting an Opening in an Automatic Floor

You can insert an opening of any shape and size in an automatic floor by defining the area to be cut out, then deleting it. You may need to do this to accommodate a staircase.

To insert an opening in an automatic floor:

1. Go to **Insert | Room Division**, or click the Room Division button on the Building toolbar.
2. Select points to define the outline of the opening, ensuring the outline forms a closed shape.
3. Right-click and select Finish. An outline is created on the floor surface. You can stretch, move and curve the outline if necessary to get the exact size and shape you want.
4. Go into 3D view and make sure the floor is visible and accessible.
5. Click in the center of the outline you drew to select the outline.



6. Press the Delete key on your keyboard, or right-click and select Delete, or select **Edit | Modify Elements | Delete**.