



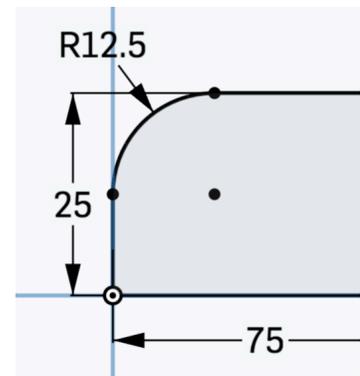
Your name tag should look like the picture to the right. It is 75mm long, 25mm high and 4mm thick. The hole has a diameter of 5mm and is 6mm from the side. The text size is 10-15mm. The “Extrude” is 2.5mm

1. Start Project

1. Onshape > Create > Document... > Name document > Create public document
2. Change units to mm:  > Workspace Units... > Millimeter
3. Click green checkmark to accept changes

2. Create basic shape

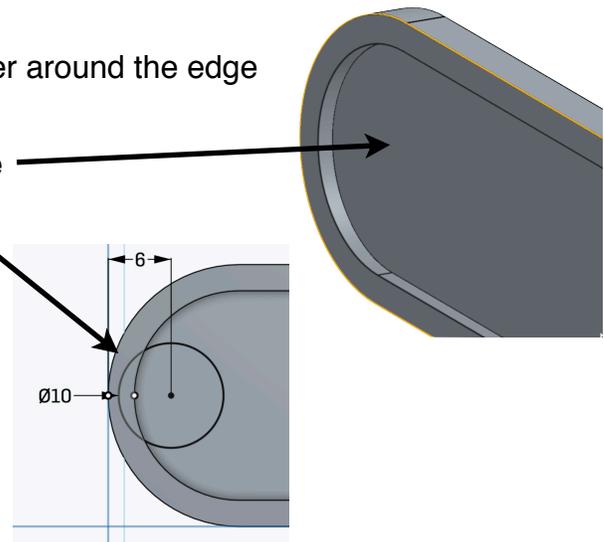
1. New sketch > click on “Front” view
2. Use the rectangle tool to make a rectangle 75mm X 25mm
3. Use the fillet tool  to round the edges 12.5mm
4. Repeat fillet for all four corners
5. Extrude shape 4mm
5. Click green checkmark to accept changes



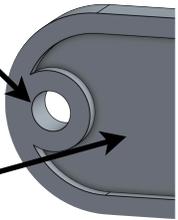
3. Create boarder and hole

1. Use Shell tool  to create a 2.5mm boarder around the edge
5. Click green checkmark to accept changes

1. Create new Sketch on the depressed surface
2. Create a 10mm circle 6mm from the side
3. Extrude 1.5 mm level with the boarder
4. Create new sketch
5. Create a 5mm hole in the middle and extrude for the hole



4. Create Text

1. Create new sketch
2. Click here 
3. Use text tool  to drag a rectangle where your name will go
4. Type your name and make it bold > Click green checkmark
5. Use the dimension tool to change the size of your text once it's on the name tag
6. Extrude text 1.5mm > Click green checkmark to finish