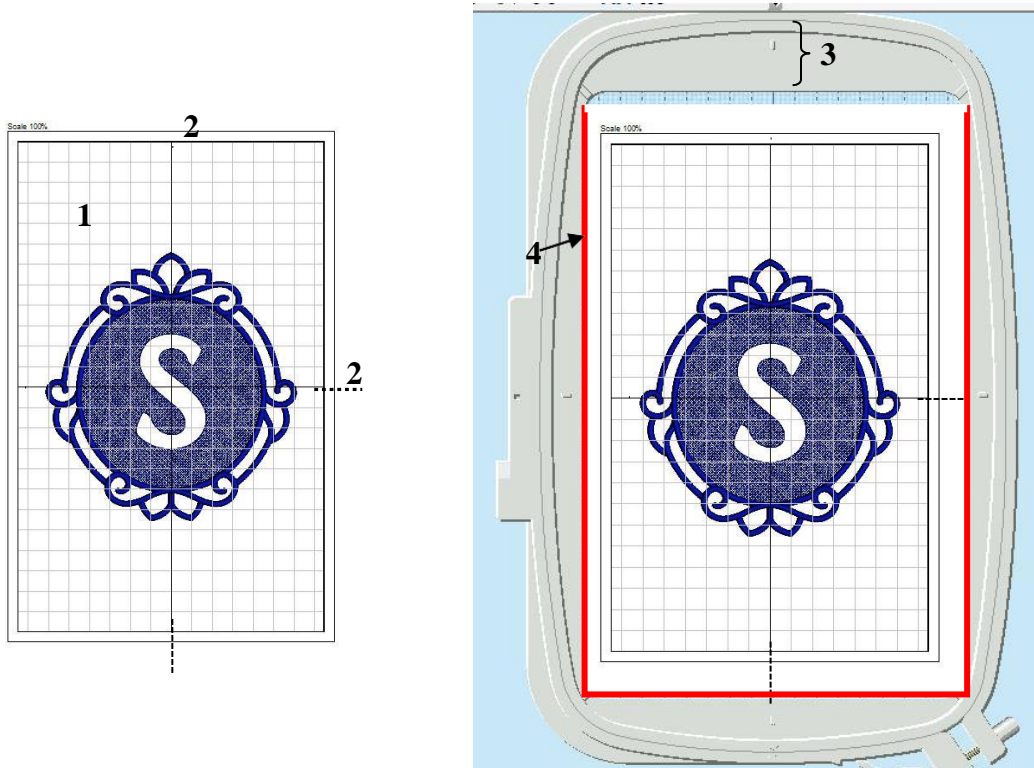


# How to Create an Embroidery Design Placement Template

By Susan P. Nelson

## Create Placement Template from Design Printout (Susan's Method)

1. Print out a 100% scale design from embroidery software.
2. Extend center lines to edges of paper
3. Place hoop over printout and align center lines with the Inner Hoop center line markers.
4. Draw the inner hoop inner perimeter on the printout (*red line in illustration below right.*)



5. Remove inner hoop; cut out the template on the inner hoop perimeter lines, *the red line in illustration.*
6. Pin this template to the fabric, placing the design where desired.
7. Place the inner Hoop over the template. (*Strips of 2-sided tape on underside of inner hoop help hold hoop in place on project.*)
8. Move this assembly to the outer Hoop and insert it, beginning at the top of the hoop and working down the sides and bottom to where the adjustment screw is located.
9. Place hoop on the machine; use the move or 'precise positioning' function to refine placement in hoop.
10. Remove the template before starting the embroidery.

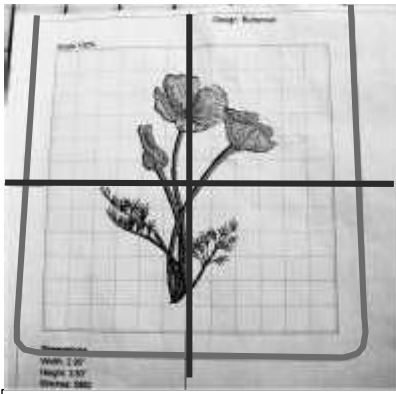
## Create Placement Template from Design Test Stitch-Out (Susan's Method)

1. Before removing hoop from the test stitch-out mark the hoop alignment points (i.e., center point on each side of inner hoop) on the stitchout.
2. Draw around the inner perimeter of the inner hoop.
3. Remove the stitch out from the hoop; Draw the cross hairs to mark the center of embroidery field; Cut out the template on the inner hoop inner perimeter lines.
4. Follow steps 6 through 10 above.

## Create Placement Template from Design Baste Stitch-Out (Susan's Method)

1. Hoop scrap fabric. Use BASTE function on machine to stitch out the perimeter of the design.
2. Follow steps 1 through 4 (...from Design Test Stitch-Out) above.

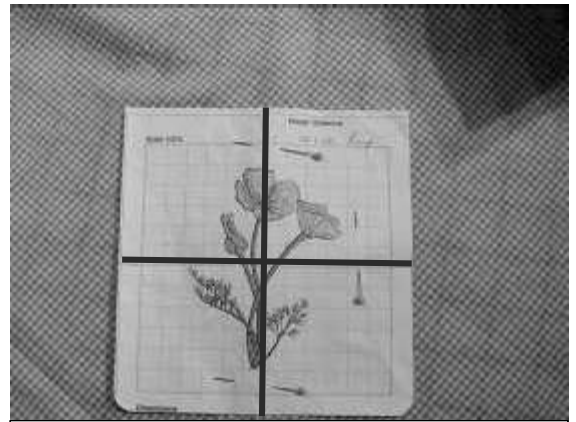
## How to Use a Printed or Stitched Embroidery Design Template, by Susan Nelson



1. Trace around the inside of the hoop. Extend the center lines.



2. Cut out the hoop shape.



3. Place the template on the project, position the designs exactly where it is to stitch out and pin it in place. Put stabilizer behind the project fabric.



4. Put strips of two-sided tape on the backside of the inner hoop. The tackiness will help hold the hoop to the project fabric.



5. Place the inner hoop on the project, fitting it to the template and matching the center lines with the centering marks on the hoop.



6. Fold the project fabric and stabilizer over the inner hoop so you can pick it up without disturbing the template and hoop placement.



7. Place it inside the outer hoop.



8. Unfold the fabric. Make any necessary minor adjustments. Tighten the outer hoop screws so the project is held securely in the hoop.

9. Keep the template in place until the hoop is on the machine. Use the machine's features for aligning the loaded design with the template. When satisfied with the design position, remove the template and start to embroider.

Machine features for aligning vary from one machine to another. Could be simply moving the design to align design centers; using a built-in camera; using a 'precise positioning' feature, etc.