



Design Placement & Hooping A Mock Turtleneck Collar

The monogram or design is usually embroidered in the center from the top edge of the collar to the bottom edge of the collar on the left side between the customer's ear and the point of the chin. Sometimes the customer will want it embroidered in the center front or closer to the collars edge. This is very common for a lady's monogram.

Center Front Location

1. Lay the garment flat so that you have the shoulder seams in the correct position.
2. Pick up the garment by the shoulder seams and fold it in half with the center of the garment in front of you. This will be the center front of the collar.
3. Measure the collar from the collar edge to the neck seam. It is usually about 2 inches.
4. Place a dot with a chalk pencil or one of your marking pens in the center of this area. If the collar is 2 inches wide, the mark will be at the one-inch mark. This represents the center of your logo or monogram. If the customer wants it closer to the top of the collar, make sure that the bottom of the monogram is at least .25 inches from the edge.
5. Choose the smallest hoop possible for the design. The most common size hooping frames used for these collars are the 9 cm and the 12 cm. I personally will not use a design that will not fit in either of these hoops.
6. Lay two layers of backing on the table and the lay the bottom portion of your hooping frame onto the table with the numbers facing down away from you.

7. Fold over the two opposite corner edges of the backing and tape the corners together loosely. Do not pull it tight, you must leave room for the top portion of the hooping frame to slide into this bottom portion. What you are doing here is basically encasing the hoop inside of the backing so that it will not slide around as you are trying to get your garment in the correct position. Refer to the video on [Hooping a T-shirt \(Left Chest\)](#) to see how I actually do this.
8. Turn over the bottom portion of your hooping frame and position this under the garment in the same location as your embroidery is going to be. Position it so that the center of the embroidery is in the center of this hoop. You will notice that all of the collar will not be hooped inside of the frame. All of the backing will be hooped but a portion of the collar will not be.
9. Place the top portion of your hooping frame on top of this same location and line up the center reference lines on the top portion of your hooping frame to the lines on your garment. Make sure that the collar edge is straight with the reference lines on your hooping frame.
10. Push in the top portion of your hooping frame into the bottom portion using your fingertips and the heels of the palm of your hand.
11. Make sure that the reference lines on your hoop and the lines on your garment are all lined up with each other. Take a piece of masking tape and tape the very edge of the collar down to the backing. This will hold it in place and keep it taught. If you are using a water soluble topping, lay it down first and then do your taping making sure that the topping and the collar edge are both caught in the tape.
12. ***Make sure that there are no bubbles inside of the hooped area.*** The garment must be taught and sounds like a drum if you are tapping on it. If it is not taught, your design will not stay in registration during the embroidery process. When you take the hooped garment off of the hooping device, push the inner hoop down a little more so that the back of your garment will lay flat against the needle plate on the machine. This is called ***seating*** and is very important. You do not want your fabric bouncing in the hoop. This is called ***flagging***.
13. Lay your hooped garment into the basket ready to take to the machine.

Left Side Location

1. Lay the garment flat so that you have the shoulder seams in the correct position.
2. Pick up the garment by the shoulder seams and fold it in half with the center of the garment in front of you. This will be the center front of the collar.
3. Fold it in half again and it will actually be in quarters. This is the correct placement for the left side design or monogram.
4. Measure the collar from the collar edge to the neck seam. It is usually about 2 inches.

Follow the same directions from this point as you did for hooping the center front location.