



Hooping a Placket Shirt Collar

There are 3 basic locations to place a monogram or design on the Placket Shirt knit collar. It can be embroidered horizontal with the front edge of the collar, vertical along the side edge of the collar and at a diagonal from the center to the point of the collar.

There are several methods to use to hold the collar for your embroidery, but I am going to explain to you a method that will work without spending the extra dollars for the clamps or hooping frames that you use with the sticky backing. You can use the sticky backing for the method that I teach, but I do not because the glue is more cost effective and I always have it on hand. I am not saying that I do not like or never use the sticky backing. It does have it purposes.

I want you to have the capability to embroider on a collar without it costing you extra money for other equipment. Embroidering on a collar is not something that is done on a daily basis. This may be a once in a great while type of job.

Horizontal or Vertical Placement With Front Edge

- Lay the collar flat and place a paper copy of the design in the correct position where you want to embroider the design. The design should be up at least .25 inches from the collar front edge and no closer than .25 inches from the side edge. Tape the design in the location with some cellophane tape.
- Take a straight pin and push it through the center point of the design and through the collar. Lift up the edge of your paper design and place a dot with a chalk pencil or one of your marking pens at the center point in the design area next to the straight pin. This represents the center of your logo or monogram. Make sure that the bottom of the monogram is at least .25 inches up from the edge of the collar before you place your mark. Measuring up from the collars edge with your clear ruler, draw a

straight line horizontally across through your mark and draw a vertical line at the center point of your design.

Diagonal Placement from the Point

- Fold the collar from the point matching the side and front edges of the collar together. Place a chalk line on this fold. Lay the collar flat and draw the chalk line up the entire fold. Place a paper copy of the design in the correct position where you want to embroider the design. The design should be up at least .50 inch from the collar front edge and no closer than .50 inch from the side edge. Tape the design in the location with some cellophane tape.
- Take a straight pin and push it through the center point of the design and through the collar. Lift up the edge of your paper design and place a dot with a chalk pencil or one of your marking pens at the center point in the design area next to the straight pin. This represents the center of your logo or monogram. Make sure that the bottom of the monogram is at least .50 inch up from the edge of the collar before you place your mark.

Making a Template / Vinyl Window to Hold the Collar for Embroidery

Creating a vinyl window to hold collars and cuffs is an inexpensive way of being able to work on this type of item and other items that cannot be easily hooped. A few years ago we only had hoops to work with and I had to be very creative in order to make by customers happy. We did not have any type of clamps to work with, they did not exist. I came up with the vinyl window and it has worked out very well for me.

- Lay a piece of heavy gauge vinyl on the table and then lay the bottom portion of your hooping frame onto the table with the numbers facing towards you.
- Place the top portion of your hooping frame on top of the bottom portion hooping the vinyl only. You are hooping a piece of vinyl that will be your template to lay each collar into in the same location.

- With a black fine line marker, draw a line thru the center of your hoop from one reference dot to the other horizontally.
- Using your clear plastic ruler, measure down 1.25 inches from the marked center line and draw another line. Measure up from the marked center line 1.25 inches and draw another vertical line. You now have three horizontal lines inside of your hooping frame.
- Draw a vertical line thru the center reference points from the top of your hooping frame to the bottom of your hooping frame. Measure over to the right from the center of your hoop 1.25 inches and draw a straight vertical line. Measure again over to the left from the center of the hoop and draw another straight vertical line. You now have 3 vertical lines.
- With the front of the hooping frame facing away from you, you are going to cut out a rectangle from where the horizontal line and the vertical line meet at the top left corner of your frame straight down to where the rectangle and vertical lines meet at the lower left corner of your frame. Cut straight across horizontally to the where the vertical and horizontal lines meet at the lower right corner of your frame and on up to where the lines meet at the top right corner of your frame. Cut straight across to the other side and you have completely cut out the rectangle. This is where you will be laying your collar to embroider.
- Take a piece of cut-away backing and spray it with spray glue that is designed for appliqués. *(Make sure that you are using glue designed only for embroidery. If you try using any other glue, it will stick to your needles and you will have a lot of thread breaks.)*
- Stick the glued backing to the underneath side of the vinyl.

Placing your Items Inside of the Vinyl Window

Horizontal Embroidery on the Front Edge of the Collar

- Lay your marked collar inside of the hoop lining it up to the edge of the cutout rectangle. You want the collar lined up perfectly with the front edge of the collar against the bottom edge of the rectangle and the side edge of the collar lined up with the right-side edge of the rectangle. The collar will stick to the backing. Press it tightly in place. *(Make sure that*

the brackets for installing the hooping frame into the machine are away from you as you are doing this. You are going to embroider your collar upside down.)

- Lay a piece of water-soluble topping over the embroidery area and onto the edge of the collar. Take a piece of masking tape and tape the front edge of the collar and the topping in place. The masking tape should cover only about 1/8 of an inch over the edge of the collar. The remainder of the tape is on the backing. You can also use another small piece of masking tape to tape the side edge to the backing. Your collar will hold perfectly in place while it is in the machine sewing.

Vertical Embroidery on the Side Edge of the Collar

- Lay your marked collar inside of the hoop lining it up to the edge of the cutout rectangle. You want the collar lined up perfectly with the front edge of the collar against the left side edge of the rectangle and the side edge of the collar lined up with the bottom edge of the rectangle. The collar will stick to the backing. Press it tightly in place. *(Make sure that the brackets for installing the hooping frame into the machine are away from you as you are doing this. You are going to embroider your collar upside down.)*
- Lay a piece of water-soluble topping over the embroidery area and onto the edge of the collar. Take a piece of masking tape and tape the front edge of the collar and the topping in place. The masking tape should cover only about 1/8 of an inch over the edge of the collar. The remainder of the tape is on the backing. You can also use another small piece of masking tape to tape the side edge to the backing. Your collar will hold perfectly in place while it is in the machine sewing.

Diagonal Embroidery on the Collar

- Making your template is the same except you will cut a diamond shape in your vinyl instead of a rectangle. Draw both a vertical and a horizontal line from the reference lines on the inside of your hooping frame. Place a dot 1.5 inches to the left of the center and another one 1.5 inches to the right of the center. Place a dot 1.5 inches up from the center and 1.5 inches down from the center vertically. Draw a line from each intersecting point at the top, sides and bottom of the vinyl to create the diamond.

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- Cut the diamond shape in the vinyl. The point of your collar will be at the bottom of the hoop. Proceed as in the previous directions for gluing and taping.

Refer to the video Making a Template for Hooping the Collar to see how I actually do this.

You will make two of these for each head on your machine. You will be setting up one set while the other set is being embroidered. You only have to do this once for the entire job. You will be reusing the template over and over until the job is finished. After each one is embroidered, remove the collar and the backing. Glue another piece of cut-away back and place it on the underneath side of the vinyl for the next collar.