



Hooping A Sweatshirt With Collar & Front Yoke (Left Chest) No Hooping Device-Using Tubular Hoops

If you do not have a hooping device you will have to hoop your garment flat on a table. This is much harder to do, but sometimes necessary, depending on your budget.

These hooping directions are for left or right chest designs and apply to sweatshirts, sweaters, jackets, or any item that has a front yoke and a collar.

Follow the Left or Right Chest Placement Chart provided for the actual horizontal placement per garment. The vertical placement will depend on the size of the yoke, size of the design and the collar. It is advisable to mark every garment to insure that each one is embroidered in the correct location. This can be done using a ruler or a marking template such as the Marking Template that is available through our **On-Line Store**. The Marking Template system is much faster to use but you can get the same results using a clear plastic ruler.

To mark the garments, you can use a water or air erasable marker, white chalk pencil or freezer tape and a pen. I have found that a white chalk pencil and a purple air erasable pen work for most garments. I have used the freezer tape on garments that I was afraid to mark with either the chalk or the water erasable pen. **NEVER USE THE WATER OR AIR ERASBLE PENS ON RED GARMENTS OR ANY GARMENTS THAT HAVE RED DYE IN THEM, SUCH AS SCARLET, BURGUNDY, PURPLE, ORANGE OR PINK.** This can cause a reaction with the dye and it can become permanent.

If you are using the air erasable pens make sure that you do not mark your garments too soon before you are going to be hooping them. If you decide to mark them and not hoop them until the next day, the marks will be gone.

1. With the garment flat on the table, lay a paper copy of the design on the yoke. The approximate vertical placement will be the same as the

measurement on the **Left or Right Chest Placement Chart**. I say approximate because it all depends on the size of the collar and how it folds down. Sometimes the design will have to be a little closer to the right instead of the center.

Lay a ruler at the top of the shoulder seam at the neck edge and measure down to where the center of your design will be. Use the chart to determine on the size and type of your measurement. It will be between 4 and 9 inches depending on your garment. Mark a dot at this spot. Measure both the left and the right sides of your neck edge.

2. Lay a ruler on both of these dots and draw a line from the center of your garment over a couple of inches past the dot. If you are unsure where your center front is, check your reference dot that you made in #1 where you marked the center front with a dot.
3. Lay the ruler again on that line, but lay the edge of the ruler at the center point on your shirt that you created when you folded your shirt. Measure over and mark with an X where the center of your design will start. This measurement is also on the **Left or Right Chest Placement Chart**. This X will also be the center of your hoop.
4. Determine by the print out of your work sheet which size hooping frame you are going to use for your design.
5. Lay two layers of cut-away backing(if it is a knit)(tear-away backing if it is a woven) on the table and the lay the bottom portion of your hooping frame onto the table with the numbers facing down away from you.
6. 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 encasing the hoop inside of the backing so that it will not slide around as you are trying to get your hoop in the correct position in your garment. Refer to the video on **Taping Backing Around A Hoop** to see how I actually do this.
7. Turn over the bottom portion of your hooping frame and slide it in between the front portion and the back portion of your garment and position this hoop 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.

8. 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.
9. 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.
10. Make sure that the reference lines on your hoop and the lines on your garment are all lined up with each other. Pick up your garment by the shoulders and see if the hooping frame is straight. If it is, your embroidery will be straight.
11. ***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***.

12. If you are embroidering a knit garment, lay a piece of water-soluble topping on top of the garment before you push the top portion of the hooping frame in place. If it is a dark color and you cannot see your chalk mark with the topping on, do not hoop it in with the garment.

Lay the topping on top of the area where you are going to be embroidering and tape it to the edge of the hoop. Do not let it lay free inside of the hoop. It can fold over and get caught in the pressure foot. It is very hard to remove when this happens. Always keep it taped in place.

13. Lay your hooped garment into the basket ready to take to the machine.