



Marking and Hooping Above Pockets No Hooping Device-Using Tubular Hoops

When you are placing a design above a pocket, make sure that the design is not too high and extends too close to the neck. The bottom of the design should be no closer than one half inch to the top of the pocket. If it is too large it would be better to place it on the opposite side of the garment centered with the pocket. You also must place the design in line with the pocket edge. If the pocket edge is slightly crooked, you still have to go by that line and not the center line on the shirt.

1. **Lay a clear ruler over the edge of the pocket.** Draw a chalk line or a disappearing ink line $\frac{1}{2}$ " to $\frac{3}{4}$ " above the pocket edge. Make sure that your line is straight with the pocket edge and that it extends out past the pocket edge. Determine the center of your pocket. Your embroidery must be centered over your pocket and should not extend out past the edge of the pocket.
2. **Print out a worksheet of your design.** Trim it out of the paper close to the design edges. Determine the center of your design. Mark an X in this spot. Lay the bottom edge of your design print out on the top edge of the line that you have drawn making sure that the center of the design is lining up with the center of the pocket. Tape this print out in place.
3. **Determine which size hooping frame you are going to use.** It is very important that you use one that is larger than your pocket. You do not want to catch the top edges of your pocket in the hooping frame. It must be large enough so that the edges of the pocket are within the framed area. If these edges are caught in the frame your pocket will buckle and not lay flat or straight. It has a tendency to pull down when you are hooping it if you make this mistake.

4. **Place a piece of masking tape or freezer tape over the edge of the pocket holding it closed.** This will prevent it from being pulled out of shape. This is especially important on a knit shirt.
5. **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.** 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 is encasing the hoop inside of the backing so that it will not slide around as you are trying to get your hoop into the correct position. Refer to the video **Tape Backing Around Hoop** to see how I actually do this.
6. **Turn over the bottom portion of your hooping frame with the backing attached and position it inside 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 making sure that there are no folds or creases in your fabric. Press them out with the hands. If it is a knit garment you do not want to pull or stretch it. You want it to lay perfectly flat. If it has a lining, make sure that the lining is pulled down and matches the outer portion of your garment. It must lay flat together. Reach inside of your garment to make sure that there are no creases or wrinkles in the garment, lining or the backing. Sometimes the backing shifts as you are putting in inside of the garment. The line that you have drawn across the embroidery area is to be centered in the hooping frame
7. **If this is a knit fabric, it is best to lay a piece of water-soluble topping on top of the garment over the design area.** Make sure that it is wide enough to be caught into both sides of the hoop. You do not want it flopping around.
8. **Lay the top part of the hooping frame onto your garment and push it into place using your fingertips and the heels of the palm of your hand.**
9. **Make sure that there are no bubbles inside of the hooped area.** The garment must be taut and sound like a drum if you are tapping on it. If it is not taut, your design will not stay in registration during the embroidery process. Make sure you push the inner hoop down a little more so that the back of your garment will lay flat against the throat

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***. The hooped garment is now ready for the machine.