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Step by Step Guide to Creating Your Embroidery Templates

Creating your templates does not have to be hard or complicated. It does take some time and concentration to get started but once you have them in place it is such a huge timesaver. Using templates on a regular basis is a huge money maker. This is when you are really reaping in the rewards of charging for each set up and really making out great on it.

Once they are all in place, many of your basic layout designs will just take you seconds to create. This can make the difference in just getting by and making some real money. **DO NOT GIVE YOUR DESIGN SET UPS AWAY** unless you are using them as a lead generation to get in large orders!

1. Decide on the Layouts you want to provide
2. Create Your Layouts-Keep this simple, just open up your software and create them quickly so that you have pictures to follow. This will not be your final templates, just your layouts. Add your jpgs to a Word Doc.
3. Decide on the Fonts you want to offer - Select about 3 script & 3 blocks. These will be the ones that you are currently using or you get the most requests for. Copy them onto a word doc when you are finished.
4. Give your layouts style code names-names that are simple & easy for you to use and remember. The simpler the better.
5. Create Your Font Sheet- Again which ones are the fonts that you currently use the most or get the most requests for. Do not try to come up with something new. You want to keep this simple.

6. Create your Template Spreadsheet - for Each lettering style & Layout style for knit and woven for Left Chest, Cap Front, Cap Back and Jacket Back. You will not need a knit for a cap front or back. You can use the left chest templates for some of these applications. We will discuss that later. You will use an Excel spreadsheet for this. If you do not have Microsoft office, you can use a free program called Open Office. It works pretty much the same. Microsoft Works spreadsheet will work also. You will be creating the templates for each layout that you offer. On this same sheet add the type of backing that you will be using and a picture of the layout to keep it simple and easy.
7. Print out your Excel spreadsheets with all of the templates listed for each layout and place them in a binder. This will make it very simple to select the template code that you need for each setup. After a while you will have many of them in your memory. If they are simple enough, they will just make sense and be easy to recall.
8. Create Recipes or Styles or Presets for Block & Script-Left chest size and Jacket Back Size-You will need Medium weight woven fabric, and Pique Knit, If you do a lot of Performance Wear you will need one for that also.
Go into your software and see what you currently have to offer. If you do not have any way to create Recipes, Styles or Presets, you will need to figure out what setting will work the best, write down your settings and create your own recipes. You will then apply these recipes to each template as you are setting it up. This will not be hard, just remember to write them all down and keep them so you have an easy reference.
9. Start Creating Your Actual Templates- Go into your software and start creating your actual templates. Start with the first layout, your Single Line Straight one, set it all up, apply your Recipe settings and give it your name. The same name that is on your style sheet. Next go to the next layout and repeat the same process until you have each one completed.

10. Create a folder in My Documents folder for all of your Templates. Inside of the Templates folder, create a folder for each layout and save all of the templates for that particular layout in that folder. Again, you want to keep it as simple as possible.
11. Sew out your Templates and make adjustments on the same type of fabric that you are going to be using. By that I mean, a basic medium weight woven fabric and a Pique knit. If you make them for Performance wear, you will need to sew them out as well. Most performance wear only require a lighter density and maybe less underlay. You need to experiment with your software and your fabrics.
12. Once you have all of your templates created, sew out your main layouts onto white felt to hang in a picture frame or add to a binder.
13. As you are sewing out your templates, take each layout in your software, remove your grid, do a screen capture of it and save it in your template folder.
14. Create your layout sheet in Microsoft Word adding all of your information for your customer about your layouts such as sizes and locations and add it to your binder and website.