

Handy Measurement Conversion Reference

1/10ths = Decimal Fraction Inches = MMs

1/10	=	0.100"	=	2.540mm
1/8	=	0.125"	=	3.175mm
1/4	=	0.250"	=	6.350mm
3/10	=	0.300"	=	7.620mm
3/8	=	0.375"	=	9.525mm
1/2	=	0.500"	=	12.700mm
5/8	=	0.625"	=	15.875mm
7/10	=	0.700"	=	17.780mm
3/4	=	0.750"	=	19.050mm
7/8	=	0.875"	=	22.225mm
9/10	=	0.900"	=	22.860mm
1	=	1.000"	=	25.400mm

Quick Conversion

1 in	=	2.54cm	=	254mm
1 cm	=	10mm	=	.3937in
1 mm	=	.10cm	=	.0039in

To convert millimeters to centimeters, divide by ten.

To convert centimeters to millimeters, multiply by ten.

MMs Decimal Inches

1 mm	=	0.0394 in
2 mm	=	0.0787 in
3 mm	=	0.1181 in
4 mm	=	0.1575 in
5 mm	=	0.1969 in
6 mm	=	0.2362 in
7 mm	=	0.2756 in
8 mm	=	0.3150 in
9 mm	=	0.3543 in
10 mm	=	0.3937 in
11 mm	=	0.4331 in
12 mm	=	0.4724 in
13 mm	=	0.5118 in
14 mm	=	0.5512 in
15 mm	=	0.5906 in
16 mm	=	0.6299 in
17 mm	=	0.6693 in
18 mm	=	0.7087 in
19 mm	=	0.7480 in
20 mm	=	0.7874 in
21 mm	=	0.8268 in
22 mm	=	0.8661 in
23 mm	=	0.9055 in
24 mm	=	0.9449 in
25 mm	=	0.9843 in
26 mm	=	1.0236 in

CMs Decimal Inches

1 cm	=	0.3937 in
2 cm	=	0.7874 in
3 cm	=	1.1811 in
4 cm	=	1.5748 in
5 cm	=	1.9685 in
6 cm	=	2.3622 in
7 cm	=	2.7559 in
8 cm	=	3.1496 in
9 cm	=	3.5433 in
10 cm	=	3.9370 in
11 cm	=	4.3307 in
12 cm	=	4.7244 in
13 cm	=	5.1181 in
14 cm	=	5.5118 in
15 cm	=	5.9055 in
16 cm	=	6.2992 in
17 cm	=	6.6929 in
18 cm	=	7.0866 in
19 cm	=	7.4803 in
20 cm	=	7.8740 in
21 cm	=	8.2677 in
22 cm	=	8.6614 in
23 cm	=	9.0551 in
24 cm	=	9.4488 in
25 cm	=	9.8425 in
26 cm	=	10.2362 in

Monogram Placement Guidelines

The correct placement of monograms is subject to many variables. Surprisingly, tradition is not a big factor. The size of the article, the size of the monogram, the ease of hooping, and the customer's preference are the most important factors to be considered. After some experience, you will become familiar with where monograms look best and what sizes and thread density you prefer for various materials.

Here we provide you with some guidelines to follow when monogramming these popular items. Feel free to change them to suit your needs and taste.

BATH SHEETS4" above hem or 3" above border.

BATH TOWELS4" above hem or 2" above border.

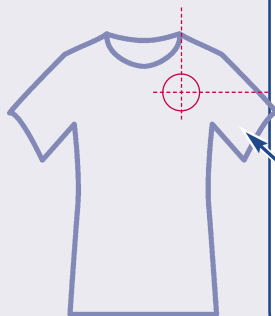
GOLF SHIRTS, ETC. Place 7 1/2" to 9" down from the left shoulder seam and 4" to 6" over from the center.

HAND TOWELS2" above hem or 1 1/2" above border.

LADIES BLOUSESSAME AS FOR ROBES.

LADIES ROBESPlace 4" to 6" down from the left shoulder seam and 3" to 5" over from the center.

LADIES SWEATERS ..Place 3 1/2" to 4 1/2" down from the collar and centered on the front.



NOTE: Another way of determining the correct placement of a left chest design on any size is to draw an imaginary line vertically from the top of the shoulder down and then draw another line horizontally through the middle of the sleeve. Where these two lines intersect is your correct placement. This should work on almost any size garment.

SATIN JACKETSFor designs on the left breast area, place 3 1/2" to 4" over from the center edge and 6" to 8" down from the shoulder seam. For the back of the jacket, the placement depends on the size of the design and the size of the jacket. A design or lettering can be centered anywhere from 6" to 9" down from the seam on the collar.

SHEETSThe bottom of the monogram should be centered about 2" above the wide hem line on the top side of the sheet.

SHIRT CUFFSTo place the monogram in the top center of the wrist, start 1" from the center of the cuff toward the buttonhole and 1/4" to 1/2" above cuff edge. The bottom of the letters should fall at the bottom of the cuff.

SWEATSHIRTSPlace 3 to 3 1/2" down from the bottom of the crew neck edge.

TIESPlace 2" to 1 1/2" up from the bottom tip or 9" to 11" up from the bottom tip when worn with a vest.

TOWELS.....Place the monogram on the opposite side of the label on the opposite end. (Measurements are from the bottom of the monogram.)

WASH CLOTHS1 1/2" above the hem or 1" above border.

WOMEN'S FURSRight side at waist level in the lining.

NOTE: Monograms and names should be placed on the left front unless otherwise specified. For children's clothing, these measurements should be scaled down.



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Quick Reference Card

The Stabilizing Factor – Taking the Mystery Out of Backing

One of the most frequently asked questions is "What kind of backing do I use?" Because we've been through this just as you have, we thought a few guidelines might be helpful. The following suggestions are our own tried and true rules. You may have some other thoughts and feelings about backing.



• **Stitch Count:**

- *Stabilizer* is the foundation upon which you "build" your embroidery design.
- *Larger Stitch Count:* You will need more backing for these types of designs.
- *Several Layers* of light backing may be better than one layer of heavy backing.

• **Fabric Type, The Standard Rule:**

- *Stretch:* If the fabric stretches, use cutaway, if it doesn't, use tearaway.
- *Common Sense* - Sometimes you may be able to get by with a quality tearaway on knits if the design isn't too heavy.

• **Backing Types:** Make sure your backing does not stretch, vertically or horizontally or diagonally.

If you have any other comments or questions about The Stabilizing Factor, please see your local dealer for more information!

Designs
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No Need to Panic...See your Local Dealer for Isacord & Yenmet Threads

Needles, Needles, Needles

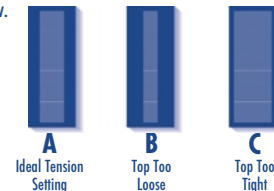
There are four basic types of needles - sharps, ballpoints, wedge points, and metallic. These are fairly self explanatory as to what they are, but you will need to know which needle to use and when.

- **Sharps** - a very sharp point that will penetrate threads.
 - *Fine Fabrics:* use the smallest needle you have. A #60/8, #65/9, or #70/10 would be appropriate.
 - *Denim & Heavy Woven Fabrics:* Use a larger needle to penetrate this heavy fabric. for this you will want to use a larger needle such as #75/11, #80/12, or #90/14.
- **Ball Point** - These needles have a rounded point that more easily goes between the threads of the fabric instead of penetrating them.
 - *Knits and Loosely Woven Fabrics:* The same size constraints will apply to these fabrics as well. The finer the fabric, the smaller the needle.
 - *Tapestry* also works well with a ballpoint since these will more easily go between the threads of the fabric.
- **Wedge Point** - A sword-like point that is very sharp, but instead of making a round hole, they will actually make a slice instead of a hole.
 - *Vinyl, Leather, and Non-Wovens:* In embroidery, the stitches and needle penetrations are so close together that if a large hole were made in these types of fabrics, the design may be "cut" out.
- **Metallic** - Made especially for metallic threads by having a differently shaped eye allowing the thread to flow smoothly through the needle. Sizes for the metallic needles apply here as mentioned in the above paragraphs.

TENSION – Not Yours, The Thread's

When machine tension is right, your machine sews beautifully. When it's not, you can pull your hair out. Getting it right is tricky. Most of us know the basics. The bobbin thread should be the middle one-third of the back of your stitching. This is easy to say, not so easy to achieve consistently.

• **Upper Tension** should be the first thing you check. The easiest way is to sew out the letter I. Remove the hoop and compare with the examples below.



Do not adjust the bobbin thread more than a quarter turn at one time (remember, righty-tighty, lefty-loosey). After adjusting, check again by sewing another I.

- **Thread Type** - If you are using rayon thread, your tensions may have to be loosened. Polyester can stand a tighter tension and needs it to avoid looping.
- **Needle** - Check and change your needles as a dull needle may not pick up the bobbin exactly the way it should.
- **Speed** - If your tension seems tight, slow the machine down to see if it improves.

Also check your needle depth as well as timing of your machine if none of the above adjustments work. Once you get the hang of adjusting your machine's tension correctly, YOUR tension level will drop as well.



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