Tailored plaid office accessories are a perfect gift. The classic colors will look great on his or her desk. The monogram adds the finishing touch. Make one or all four pieces for a complete office set!

## **Materials and Supplies**

- <u>Brother Sewing/Embroidery Machine</u> (Machine used in this project is the <u>ULT2003D</u>)
- Brother Embroidery Thread: Colors #348 and #507
- Brother Memory Card #10 Monograms
- 11/4 yards of plaid decorator fabric
- 44/45"wide coordinating fabrics: 1¾ yards of solid polished cotton or broadcloth (for lining) and 5/8 yard of solid decorator fabric
- 7¼ of decorator piping
- Button and carpet thread
- 5 wooden 1/2" buttons
- 17" x 23" piece of medium-weight polyester quilt batting
- 17" x 23" piece of 14" thick foam core board
- Repositionable adhesive spray
- Tailor's chalk or fabric marking pen
- 2 curtain rings
- 19" x 24" purchased desk pad
- 9" x 22" color coordinated mat board
- Purchased 5¼" x 8¼" journal
- Purchased 3" x 4¼" pencil cup
- Temporary iron-on stabilizer
- Tear-away stabilizer
- Fusible tricot interfacing
- Long, heavy-duty sharp needle (for upholstery stitching)
- Size 90/14 machine embroidery needles
- Small machine embroidery hoop
- Zipper or cording foot





#### **Notes**

Use 12" for seam allowances. Stitch pieces with right sides together. To avoid scorching piping during pressing, use a pressing cloth.

**Finished Sizes:** Message board is 17-1/2" x 23-1/2". Desk pad cover fits 19" x 24" desk pad. Book cover fits purchased blank 5-1/4" x 8-1/4" journal. Pencil cup cover fits purchased 3" x 4-1/4" pencil cup.

### **Message Board Cutting**

- 1. From plaid fabric, cut two pieces each 18½ inches x 4¼ inches for top and bottom bands. Cut two pieces each 1½ inches x 26 inches and four pieces each 1½ inches x 14 inches for crossing strips.
- 2. From coordinating solid, cut one piece 18½ inches square for center.
- 3. From lining fabric, cut one piece 18½ inches x 24¼ inches

### **Desk Pad Cutting**

- **1.** From plaid fabric, cut one piece 31 inches x 21 inches for cover outside.
- **2.** From lining fabric, cut one piece 31 inches x 21 inches for cover lining.

# **Book Cover Cutting**

- **1.** From plaid fabric, cut one piece 18 inches x 10 inches for cover outside.
- **2.** From lining fabric, cut one piece 18 inches x 10 inches for cover lining.

### **Pencil Cup Cutting**

- **1.** From plaid fabric, cut one piece 1234 inches x 5 inches for cover outside.
- **2.** From lining fabric, cut one piece 1234 inches x 5 inches for cover lining.



# **Appliqué Cutting**

- **1.** From solid fabric, cut four pieces each 9 inches square.
- **2.** From iron-on stabilizer, cut four pieces each 9 inches square.

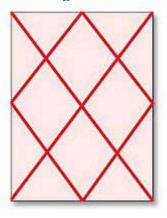
# **Message Board Assembly**

- **1.** Press crossing strips under 38 inch on long edges. Topstitch 14" from folded edges.
- 2. Mark diagonal lines on board center piece. Position 26" strips over center diagonal lines forming an X and pin ends in place. Add 14" strips to form a diamond pattern and baste ends of all strips in place. See Figure #1.
- 3. Trim any excess from ends of strips.
- **4.** Stitch top and bottom bands in place on board center.
- **5.** Press. Round corners.
- **6.** Beginning and ending at center of bottom edge, baste piping to edge of board center.
- **7.** Stitch lining to board center, leaving bottom edge open for turning.
- **8.** Spray one side of foam core board with adhesive and attach batting to board. Insert board through opening at bottom of board cover, hand sew opening closed.
- **9.** Hand sew buttons where strips cross using long, sharp needle and button and carpet thread. You will be inserting needle through foam core board as you work.
- **10.**Hand sew curtain rings to top back corners of board for hanging.

#### **Desk Pad Assembly**

- **1.** Round corners of cover pieces. Baste piping to right side of cover outside.
- **2.** Stitch outside and lining pieces together, leaving an opening on one edge for turning. Trim and clip corners. Turn. Press.

Figure #1



- **3.** Remove blotter paper from desk pad. Spray edges of desk pad with adhesive and center pad over lining side of cover.
- **4.** Wrap cover over edges of pad and press edges of cover, smoothing them in place.
- **5.** Replace blotter paper of desk pad with mat board.

### **Book Cover Assembly**

- **1.** Beginning and ending 12" from short sides, baste piping along edges of plaid piece, folding the ends at a 45° angle at the beginning and end.
- 2. Stitch lining and cover outside together, leaving a small opening for turning on one short edge. Turn. Press.
- **3.** Hand sew opening closed.
- **4.** Press under 2 inches on short edges to form flaps.
- **5.** Edgestitch flaps close to piping. Slip book into flaps.

### **Pencil Cup Assembly**

- **1.** Stitch short edges of cover outside together, forming a tube. Repeat for lining.
- 2. Beginning and ending at seam, baste piping along one edge of cover outside.
- Inserting lining tube inside outside cover tube, stitch pieces together along piped edge. Turn pieces right side out with lining on inside of cover. Press piped edge.
- 4. Press under 12" on raw bottom edges of cover.

# Monogrammed Appliqués

- **1.** Set up machine for embroidery in Edit Mode. Insert memory card.
- 2. Hoop one fabric square backed with iron-on stabilizer.
- **3.** Attach hoop to embroidery module.





- **4.** Program machine for desired monogramming frame (for Pacesetter users, select diamond frame, size M from card 10.
- **5.** Touch SET. Rotate design 90 degrees and resize to 7.7 high and 6.5 wide. Touch END.
- **6.** Re-select diamond frame size M. Touch Set. Rotate 90 degrees and resize second diamond to 7.1 high and 5.9 wide. Touch END.
- 7. Select and program desired set of monogram letters (for Pacesetter users, program desired initials in size M. Touch Set. Touch END. Touch SEWING and STITCH.
- **8.** Stitch a total of four monogram appliqués in this manner. In EDIT mode, you may change thread colors to reflect the actual colors you are using for embroidery).
- **9.** Remove stabilizers and press from the wrong side. Cut out diamonds, leaving approximately 12 inch all around to turn under and press to wrong side.
- **10.**Cut a piece of tricot slightly smaller than appliqué and fuse to wrong side to cover and secure raw fabric edges.
- **11.**Spray wrong side of appliqués with adhesive and position on desk set items as desired.

