

Projects > Monogrammed Office Desk Set

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

- [Brother Sewing/Embroidery Machine](#) (Machine used in this project is the [ULT2003D](#))
- [Brother Embroidery Thread](#): Colors #348 and #507
- Brother Memory Card #10 - Monograms
- 11/4 yards of plaid decorator fabric
- 44/45"wide coordinating fabrics: 1³/₄ yards of solid polished cotton or broadcloth (for lining) and 5/8 yard of solid decorator fabric
- 7¹/₄ 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 5¹/₄" x 8¹/₄" journal
- Purchased 3" x 4¹/₄" 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



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Notes

Use 1/2" 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.

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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 3/8 inch on long edges. Topstitch 1/4" 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.

Figure #1



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.

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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.
3. 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.

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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 1/2 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.