

# Tutorials > Tips and Techniques for using Embroidery Design Templates

It is possible to print templates from various Brother™ software programs such as the PE Design® family of software, and the Lettering and Monogramming family of software. Using a printed template provides for perfect placement of embroidery designs. In addition, using a template allows you to visualize the design as it will look when stitched. This is particularly helpful when you wish to combine embroidery designs and build embroidery layouts that are larger than your largest hoop. Use templates to audition your designs prior to stitching them. Templates allow you to create embroidery layouts that are bigger and better than you thought possible!

## Materials and Supplies

- [Brother Software Program](#) for printing templates.
- [Brother Embroidery Machine](#) with included embroidery frame set.
- [SA530](#) Brother Center Placement ruler.
- [SAEPS2](#) Brother Snowman Embroidery Positioning Marker®  
**Note:** These only apply to specific Brother machine models. Check your manual for details.
- Transparent vellum paper or [transparency film](#) to print design templates. Refer to your specific printer manual for the proper type of [transparency film](#).
- Wash away marker or wash away chalk for marking fabric.

**Note:** The embroidery frame set consists of the inner and outer hoop ring and the embroidery sheet, commonly called the plastic template grid. \*See **Figure #1**.

## General information About Embroidery Design Templates:

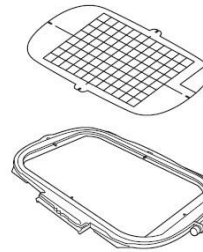
Print a template using your Brother software program for a life size "picture" of the actual design. There are a variety of options depending on your individual software program. We have included just a few examples in this tutorial.

Generally, it is recommended to print the template using a transparent product. Check your specific printer for options. A template printed on vellum paper or special transparency will allow you to view your fabric, as well as any previously stitched embroidery designs through the design template. This makes positioning multiple designs easy and accurate. It is also possible to print templates on ordinary computer paper. However, the use of a [see through medium](#) allows for the greatest amount of accuracy when creating layouts.

Print the template including cross hairs or axis marks. These North/South and East/West lines define the exact center for the height and width of your motif. \*See **Figure #2, #3, and #4** for examples of printed templates.

**NOTE:** When using the added **Snowman Marker®** option it is recommended that you tape a piece of white paper under the marker if you are using transparency. As an alternative, you can affix a **Snowman Embroidery Positioning Marker®** on top of the marker printed on your transparent template.

**Figure #1**



Embroidery Sheet, also known as the Plastic Template Grid.

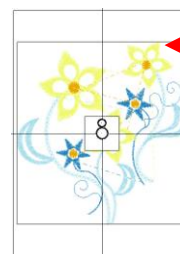
Embroidery Frame Set, also known as the combination of the Inner Hoop Ring and the Outer Hoop Ring.

**Figure #2**



Example of template printed using PE Design Next® and PE Design Plus®.

**Figure #3**



Example of template printed using PE Design Next® with the added Snowman Marker® option.

**Figure #4**



Example of template printed using Pacesetter BES® Lettering Software.

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Once printed, cut the template just outside the center lines or use an eyelet punch to make a hole along each printed cross hair line. Place your printed template in position on your fabric and then use a wash away marker to mark the points at each end of the lines or make dots through the holes. It is also helpful to mark an arrow to designate the top of your design. Use the center placement ruler to mark the lines from end to end. \*See **Figure #5a and #5b**.

Now, to accurately hoop your fabric, begin by selecting the inner ring of the hoop and the included plastic template grid. Note that each hoop has an arrow or arrows to indicate the top of the hoop. First, place the template grid so that it settles inside the inner hoop ring. Check to make sure you have inserted the plastic template so the right side is facing up.

Place the outer ring of the hoop underneath the fabric in the area you have marked for the embroidery position. Next, place the inner hoop ring and template over the marked lines on your fabric, having the center lines matching. Lift the fabric, holding the inner ring of the hoop, having your fingers on the outside edge and having the fabric pulled smooth underneath. Carefully settle the inner ring into the outer ring of the hoop, setting it into the top end first and then pushing the hoop ring down into the bottom end. Adjust the tension screw if necessary until it is snug.

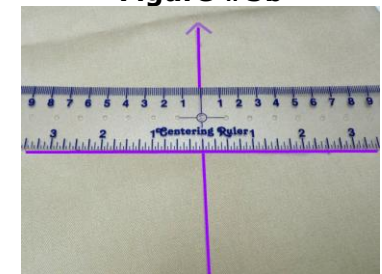
It is not uncommon to need to re-align and re-hoop a second time. In fact, it is a good idea to hoop your fabric and stabilizer the first time as a trial run, without regard for exact placement. This allows you to set the hoop screw tension to accommodate the thickness of your chosen fabric and added stabilizer. When you hoop the second time you can be specific in lining up the grid with your markings. Having hooped the first time as a trial run, you should have little or no adjustment to the screw the second time you hoop. With this method you have essentially pre-set the tension for the fabric and the added stabilizer layer during the trial hooping so that it is appropriate for your actual hooping prior to stitching. Therefore, when hooping fabric for the actual stitching, the inner ring of the hoop should snap in tightly with little or no additional adjustment made to the screw. In most situations this eliminates the need to tug on the fabric after it is set into the hoop, thus avoiding fabric that is stretched too tightly in the hoop. \*See **Figure #6**.

As a final step, remove the template grid and stitch your perfectly positioned design. Repeat the process as many times as necessary to create a combination design. Once you begin using printed templates you will wonder how you ever embroidered without them!

**Figure #5a**



**Figure #5b**



**Figure #6**

Fabric is secured between the inner and outer ring of the hoop. The cross hairs marked on the fabric should align with the center lines on the plastic template grid. The dashed lines indicate the alignment of the two.

