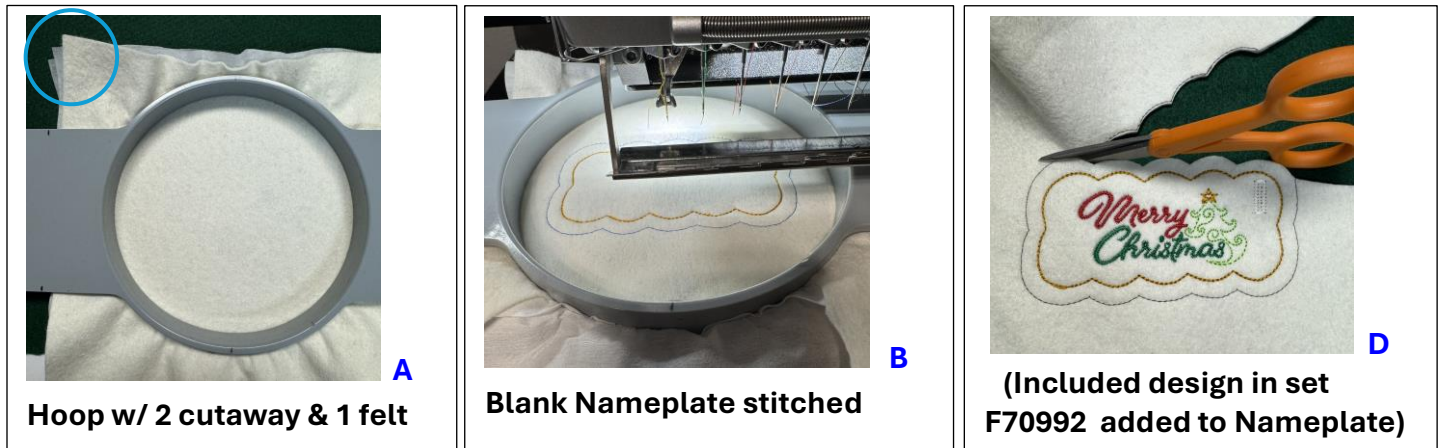


F70992 FELT NAMEPLATE / 2.36" H x 4.36" W / attaches to ITH FELT CHRISTMAS STOCKING



STEP 1 - Please read through all instructions first. Before stitching and constructing the ITH Christmas Stocking, create and stitch the Felt Nameplate that attaches to the stocking top during stocking construction. Do not slit the buttonhole until after the Nameplate is attached to the stocking and the stocking removed from the hoop, then trim away the extra felt around the stocking and slit the buttonhole. (FYI / Some images might display a differently stitched buttonhole style. It was changed to the style seen in image NFC4668 below to accommodate a longer buttonhole opening and is the same in the files NFC4667 and NFC4668 that are used for all styles of the ITH Christmas Stocking construction.)

START, Example A - hoop together two pieces medium weight cutaway 8.5" x 8.5" with one piece same size felt or cut product into sizes necessary to fit a hoop that accommodates the Nameplate measuring 2.36" H x 4.36" W.

Attach hoop to machine. Center hoop. At machine, open one of two Nameplate choices as listed below.

- 1) **NFC4667** Blank Nameplate. View in **Example B**.
- 2) **NFC4668** Nameplate with MERRY CHRISTMAS lettering included.
Example C. This file was created and added as a freebee to give the user a quick way to stitch a finished Nameplate. This is a different design than the Merry Christmas design seen in **Example D** above.



Run a trace to verify the Nameplate will stitch inside the hoop. Stitch the Nameplate. Only remove hoop from machine and unhoop product if have used the MERRY CHRISTMAS NFC4668 Nameplate design or option a below.

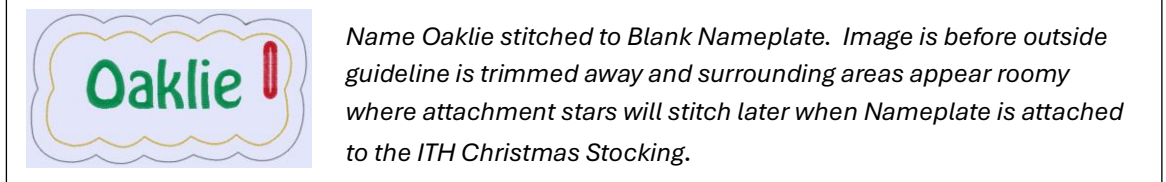
BLANK NAMEPLATE: Three suggested ways to use the Blank Nameplate, see a, b, c.

- a) **Use NFC4667** Blank Nameplate as is. **OPTIONAL:** Can attach own media of buttons, sequins, writing, ribbons, glitter, yo-yo's, etc. adorning it as desired.

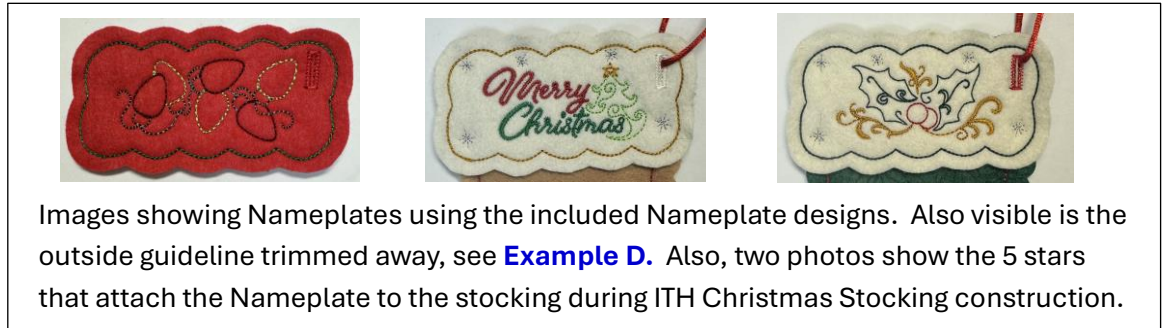
Additionally, the silver stars seen on the image at right show how the Nameplate is attached to the stocking during the final step of the ITH Christmas Stocking Construction.



- b) **By adding customized lettering**, such as a name. Create lettering no larger than 2.75-inch-wide x 1.25-inch-high. Center lettering. Save. After the Blank Nameplate is stitched, DO NOT REMOVE HOOP FROM MACHINE OR MOVE HOOP. At machine, load the customized lettering. Run a trace to verify the lettering will stitch positioned on the Nameplate as expected. Make adjustments if needed. Stitch the lettering. Be aware, since stitching on felt, less density on the lettering may be necessary. Perhaps test stitch the lettering first on felt with cutaway.



- c) **By adding one of the included Nameplate designs**. After the Blank Nameplate is stitched, DO NOT REMOVE HOOP FROM MACHINE, MOVE HOOP, or unhoop Nameplate. Load a Nameplate design and run a trace to verify the design will fit inside the Nameplate as expected. Make adjustments if needed. Stitch the Nameplate design.



Example D - Remove hoop from machine; remove Nameplate from hoop. Using fabric cutting shears, and by following inside the stitched outside guideline, cut through all layers of the Nameplate, removing only the guideline and excess fabric all the way around leaving a scant 1/4 inch wide scalloped edge around the Nameplate.

NAMEPLATE DONE.

Set aside.



Example D
Procedure for
trimming away
Nameplate guideline



Example E
Trim thread-
tail shorter

After the Nameplate is attached to the stocking, using instructions included in the ITH Christmas Stocking Construction PDF file, the stocking removed from the hoop, and the stocking cut out, slit the buttonhole all the way through the cutaway, not through the back stocking felt. Add a rope or ribbon hanger which will hold the right upper corner layers of the stocking and Nameplate together.

PLEASE NOTE: Be aware that when the Nameplate is stitched to the stocking during ITH Christmas Stocking construction, it is attached with 5 stars that stitch around the Nameplate edge, view on PDF printout of ITH Christmas stocking. Using a design or lettering larger than 2.75-inch-wide x 1.25-inch-high may cause a star to be stitched in an undesirable place.

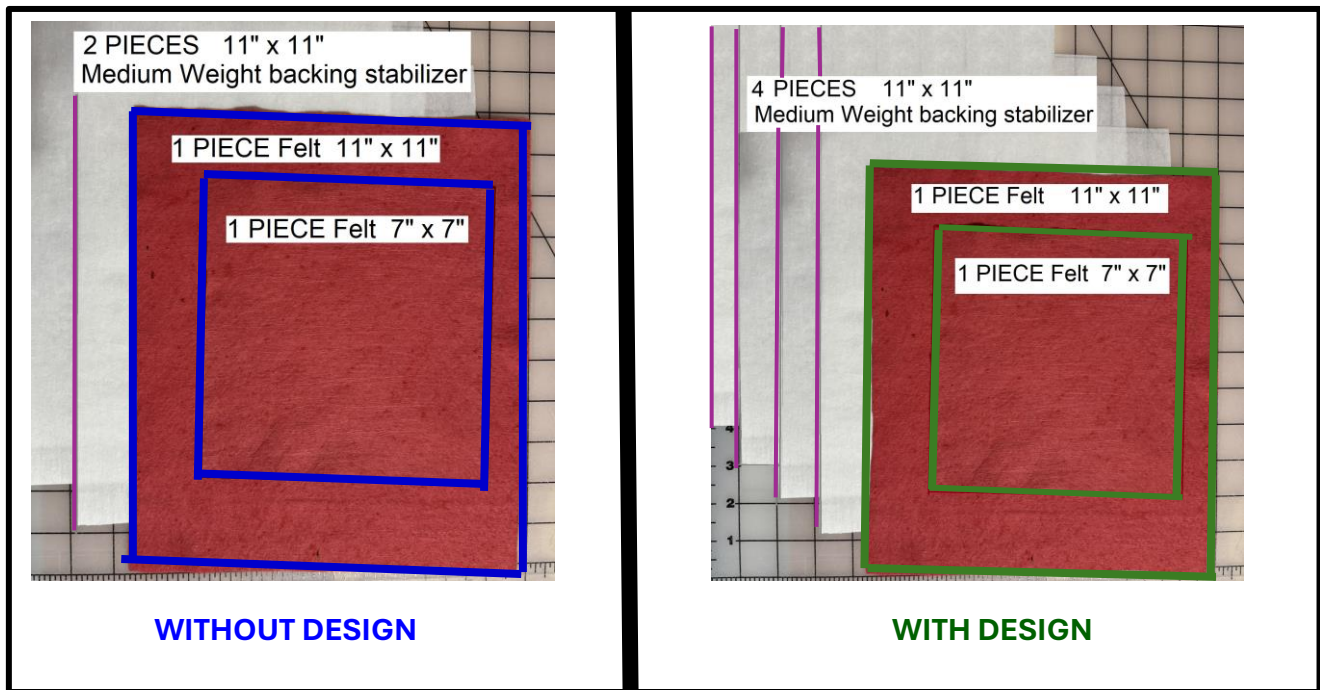
HINT: [Example E](#) displays thread tails hanging over the edge of the Nameplate. If trimming away thread tails is desired, a general rule is to trim thread tails shorter, but do not trim all the way to the backside stitching. The thread tail is part of the lock stitch that prevents the embroidery from coming undone. To trim the thread tail away completely may weaken the lock stitch causing the embroidery to unravel.

F70992 ITH FELT CHRISTMAS STOCKING / 6.19" High x 4.98" Wide

PROCEDURE: BEGIN BY STITCHING THE NAMEPLATE as it is applied in the hoop during the last step of the stocking construction. If making more than one stocking, may want to stitch several Nameplates and have them ready. These instructions are for two different style of stockings. One style is without an embroidered design on the stocking front; the other is with an embroidered design on the stocking front. To help the user follow instructions easier, a procedure may begin with either **blue** or **green** print.

START - Cut out the necessary medium weight cutaway and felt pieces as follows:

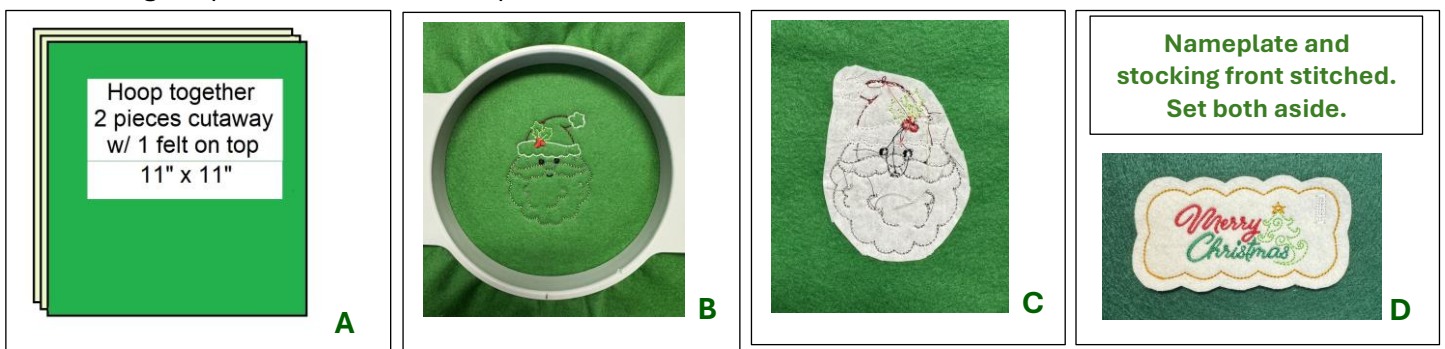
- **For the stocking WITHOUT a design, plain felt front, cut**
 - 2 pieces medium weight cutaway 11 inches x 11 inches and 1 piece felt same size, for constructing the stocking back and stocking front.
 - 1 piece felt 7 inches x 7 inches for the stocking back, can be a different color.
- **For the stocking WITH a design, cut**
 - 4 pieces medium weight cutaway 11 inches x 11 inches and 1 piece felt same size /
2 pieces will be used as cutaway for constructing the stocking and 2 pieces cutaway will be used as backing for stitching the design onto the 11" x 11" felt.
 - 1 piece felt 7 inches x 7 inches for the stocking back, can be a different color.



PLEASE NOTE: When stitching at machine, must advance through color changes manually, because must stop after each color change to add product to hoop. White or black bobbin thread should suffice as back of the stocking probably won't be for show. If desired, one can use same color bobbin thread as top thread in Color Change #3. All stitched guidelines are removed after the stocking is stitched and cut out. The written construction stitching process here is numbered according to the color change and stitching order in the stocking design data.

DEFINITION of positions: Horizontal = Left to Right / Vertical = Up and Down

For STOCKING WITH DESIGN, stitch a design to the front stocking piece first. To proceed, with chalk or disappearing ink, or even a stickpin, mark a spot in the middle of the 11" x 11" felt piece. **Example A** – Having the cutaway and felt quite level, hoop together TWO 11" x 11" cutaway with the 11" x 11" felt having the dot or stickpin near the center of the hoop. You only need to use a hoop large enough to stitch a design approximately 2.25" Wide x 3.00" High. There will be excess felt around the hoop that is necessary for creating the stocking front in a later step; DO NOT CUT the excess felt away or use a smaller piece of felt. This positioning does not have to be exact; the mark or pin is only used to help hoop. You do not have to move the needle to the dot or pin in the hoop. **Example B** - Remove the stickpin after hooping. Place hoop on machine. Center hoop. Load design. Perform a trace to guarantee design will stitch in hoop. Stitch using desired thread colors. **Example C** - After stitching, remove hoop from machine and unhoop product. On backside, trim away excess cutaway backing near edge of design. With low heat, iron felt if necessary to remove any hoop lines. **Examples B and D** - Set embroidered front of stocking felt piece aside with Nameplate.

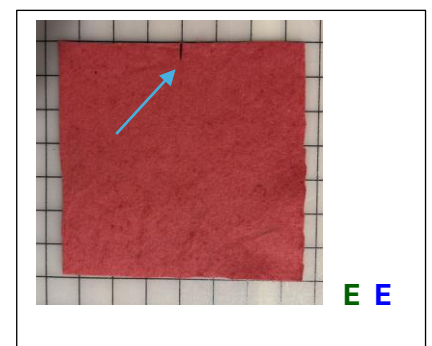


TO BRIEFLY EXPLAIN HOW THE STOCKING IS CREATED - The stocking construction is accomplished in four easy stitching steps as outlined here. Color Change #1) stitches a guideline onto the two hooped pieces of cutaway. Color Change #2) attaches the back stocking felt to the backside of the hoop, plus adds extra stitched guidelines. Color Change #3) stitches the top stocking felt to the hoop using specific instructions for **with** and **without** a design as explained in that color change. Color Change #4) attaches the Nameplate.

Additionally, to help the user, some written instructions are color coded. Color **green** instructions will indicate the use of the stitched design on the stocking front felt. Color **blue** instructions will indicate the use of a plain piece of felt on the stocking front. Some **Examples** have both **blue** and **green** letters because those instructions are for both styles of stocking.

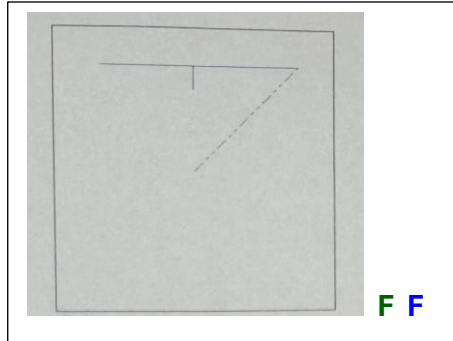
PROCEED:

To prep the stocking back, and for both stocking styles, (with or without a front design, on the wrong side of the 7-inch x 7-inch felt piece, and on the straightest edge, in the center along one edge and from the edge, draw a vertical 1/2-inch placement line dark enough to see through the cutaway, use disappearing ink or a black fine Sharpie pen if necessary. The line will be hidden inside the stocking. See **Example E E**.
(The color of the product in the picture is arbitrary, it only describes what to do.)



DEFINITION of positions: Horizontal = Left to Right / Vertical = Up and Down

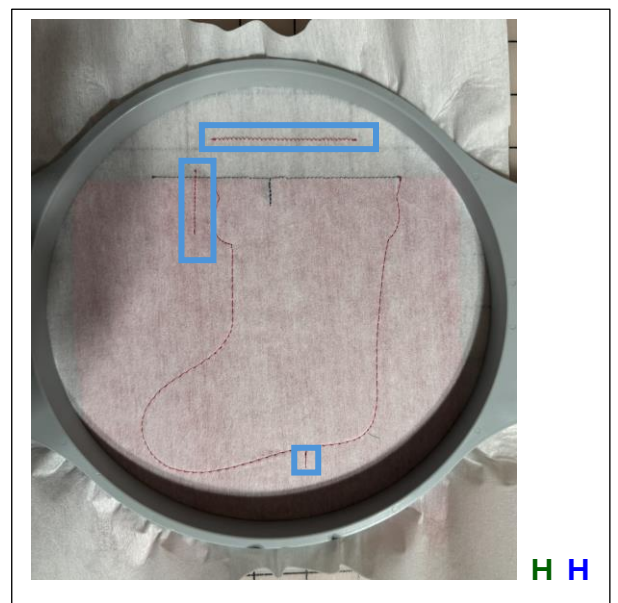
1. **COLOR CHANGE #1.** Hoop 2 pieces medium weight cutaway backing 11" x 11" in a hoop large enough to accommodate the ITH Christmas Stocking Construction file, NFC4669 that measures 6.19 High x 4.98 Wide. Attach hoop to machine. Center hoop. Load stocking construction file. Perform a trace to guarantee design will fit within hoop. **Example F F - Using any color thread, stitch color change # 1** that stitches the guideline onto the cutaway for placement of the back stocking felt pictured in **Example E E**. **STOP to prepare for next step.**



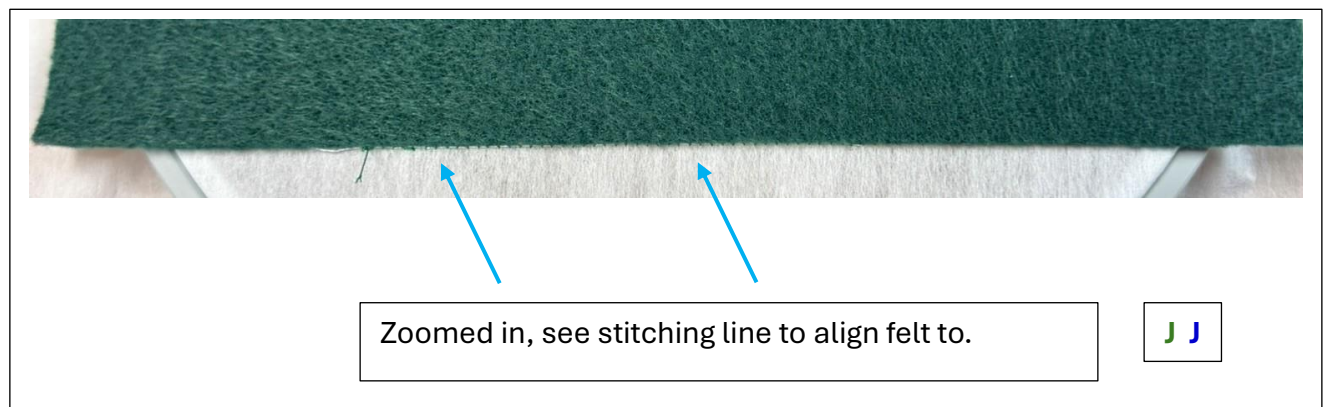
2. **COLOR CHANGE #2.** There are two different approaches for attaching the back stocking piece **Example E E** to the underside of the hooped stabilizer because some embroidery machines have a tabletop to rest the hoop upon, others do not, the hoop simply attaches to side arms and floats above the bobbin compartment.

APPROACH a) Example G G Machine with tabletop.

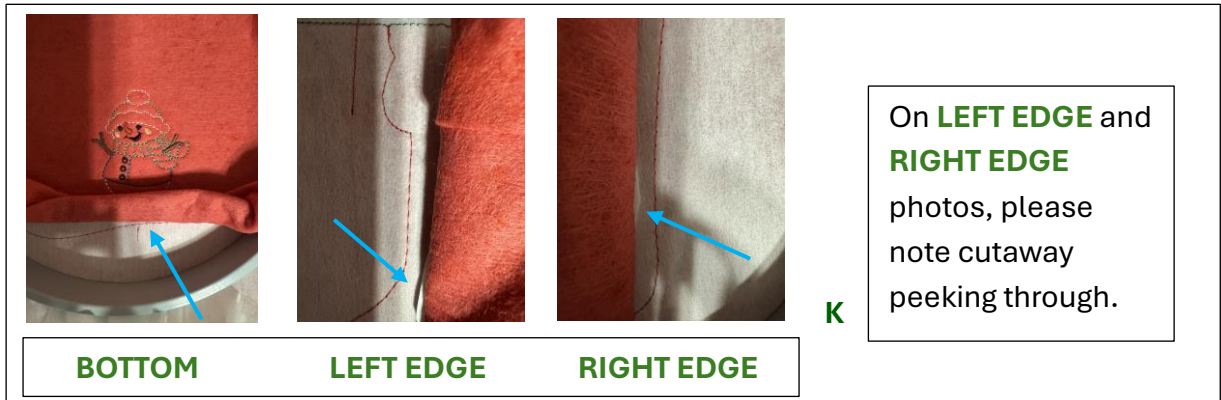
Please note the shape stitched on the cutaway in **Example G G**. that looks like **Example F F**. If your hoop rests on a tabletop at the machine, slide the back 7-inch square of felt, vertical mark side up, under the hoop aligning the top felt edge evenly with the horizontal top stitched guideline, while also aligning the vertical mark on the felt edge with the vertical stitching on the cutaway. **Using any color thread, stitch color change # 2 that attaches the** back felt stocking piece to the cutaway backing. The stocking shape stitches first. Last, the guidelines seen in **Example H H** in the blue boxes stitch across top, left side, and bottom for placement of front stocking felt, and Nameplate. Those guidelines will be cut away after the entire stocking is stitched and removed from the hoop. **STOP for next step.**



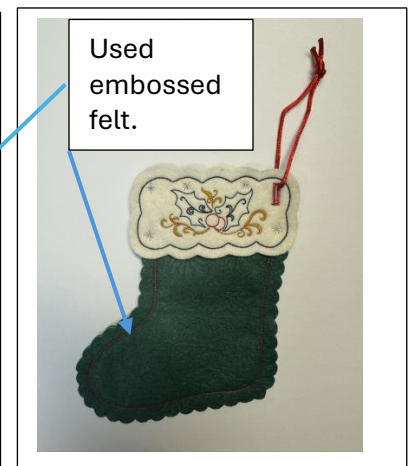
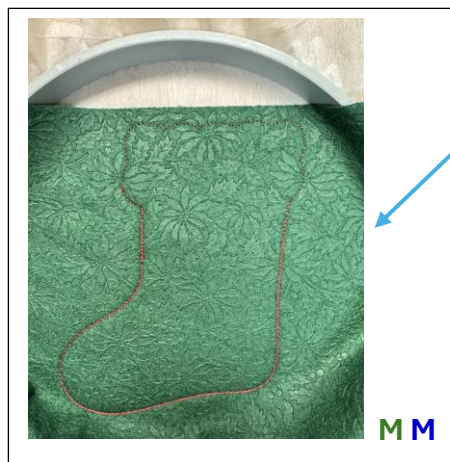
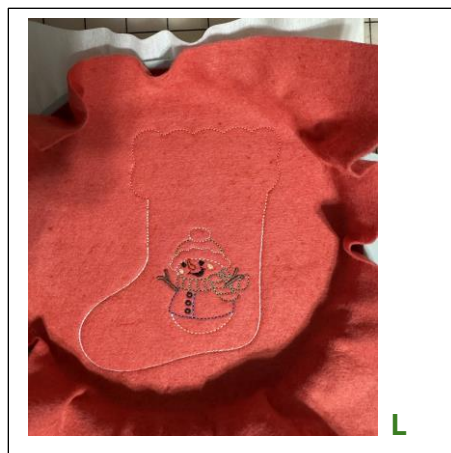
APPROACH b) Example J J Alternatively, if your hoop attaches to a machine without a tabletop; attaches by side brackets with no tabletop to support the hoop or anything under the hoop, remove the hoop from the machine, turn the hoop over, note the stitched guideline, spray the 7 inch square of back felt lightly with adhesive spray on the same side as the 1/2 inch vertical mark on the felt, then place the felt onto the back of the hoop aligning the top of the felt with the stitched guideline while also having the vertical 1/2 inch mark on the felt align with the vertical stitched guideline. Smooth in place allowing the felt to temporarily affix to the hoop. Reattach the hoop to the machine. **Using any color thread, stitch color change # 2 that attaches the back felt stocking piece to the cutaway backing.** Guidelines for placement of front stocking felt and Nameplate also stitch across the top, left side and bottom. Those guidelines will be cut away after the entire stocking is stitched and removed from the hoop. **STOP for next step.**



Again, review Examples in F F, G G, H H

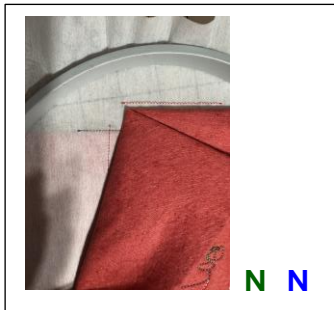


3. **COLOR CHANGE #3** is written in two different ways, one **with** design, one **without**. Go to one needed. **COLOR CHANGE #3. Example K - ADDING TOP FELT WITH EMBROIDERED DESIGN.** Review where to place the top felt piece by placing it on the stocking and paying attention to the left, right, and bottom edges of the stitched stocking shape that is already holding the back of the stocking in place. First position the bottom of the embroidered design so that the design is approximately 1/2 inch above the stocking stitching. If desired, as shown on the picture marked **K BOTTOM**, use the vertical stitching line to help align the design so it is visually centered. Peek under the felt to see the areas. Review where the left edge of the embroidered design is and also where the right edge is. Remove the embroidered felt piece. Spray the backside of the embroidered felt piece lightly with adhesive spray covering mostly all of the piece. Reapply the embroidered piece to the hoop realigning the bottom, left and right edges allowing the adhesive spray to temporarily hold the embroidered piece in place. Peek under to be certain none of the embroidered design on left, right, and bottom edges, is hanging outside the stocking shape. Be aware too that the bottom edge of the embroidered design needs to be above the stocking outline by only approximately 1/2 inch. The space at the top is where the Nameplate will be added so do not have the embroidered design up too high or the Nameplate will cover it. **Example L** - After position is verified, smooth embroidered felt piece out flat pushing from center outwards allowing the adhesive to hold piece in place. Make sure the felt is flattened and held in place all the way tightly to the hoop edge. Using a decorative thread, metallic thread or any thread of choice since it will show, run color change # 3 that attaches the top stocking piece to the stocking. An outline for the Nameplate also stitches at the top. **Example M M. STOP, DO NOT REMOVE STOCKING FROM HOOP. However, for ease of accomplishing next step, "may need to remove hoop from machine".**



Color Change #3 – Example M - ADDING PLAIN TOP FELT 11" x 11" WITHOUT EMBROIDERED DESIGN.

Spray the backside of the felt lightly with adhesive spray, place the piece right side up in the hoop covering ALL of the stocking stitching on both sides, top and bottom. It is important that all of the stocking outline be covered by the top felt piece. This stitching line in color # 3 will show, therefore, use rayon or metallic thread that will enhance the front felt color of the stocking and the hanger rope or ribbon. An outline for the Nameplate also stitches at the top. After stitching, **STOP, DO NOT REMOVE STOCKING FROM HOOP. However, for ease of accomplishing next step, "may need to remove hoop from machine"**.



4. **COLOR CHANGE #4 - ATTACHING NAMEPLATE TO STOCKING. Example N N** - Fold top edge of felt and left side of felt away to peek at guidelines. Very carefully position the finished Nameplate on top of the stocking by aligning the **top** of the Nameplate scallops evenly with the top stitched guideline while also aligning the **left side** of the Nameplate so the left side scallops are up to the left side guideline. Lift and peek at guidelines several times to verify position just to learn where to place the Nameplate. **Example O O** After position is verified, lift Nameplate off and spray backside lightly with adhesive spray then reset Nameplate into position. Double check guidelines. If hoop was removed from machine, reattach hoop to machine. **Example P P** Using any color thread, such as, same color as felt, a different solid color, variegated pastel, or metallic, stitch color # 4, the 5 stars that attach the Nameplate to the stocking.
5. Remove hoop from machine; remove stocking from hoop. **EXAMPLE Q** - Cut away the excess felt around the Nameplate with regular scissors following the Nameplate scallops. **EXAMPLE R** - Using regular scissors, pinking shears, wave scissors, or any decorative fabric scissors, trim away the felt on the stocking. Slit the buttonhole on the Nameplate all the way through without cutting the back felt. Add rope or ribbon approximately 8-10 inches long, or length of choice, for a hanger. **EXAMPLE S** - Fill pocket with candy, gift card, note pad, letter, money, coins, jewelry, any item that fits. Hang or attach to package.



IDEAS



Add a decorative rope or ribbon. Fill the pocket with goodies, gift card, candy, letter, notepad, pens, candy canes, money, coins, jewelry, toys, etc.