

## Monogram Placement Guidelines

The correct placement of monograms is subject to many variables, surprisingly, tradition is not a factor. The size of the article, the size of the monogram, the ease of hooping, 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 size and density you prefer for various materials.

Here are some guidelines:

**BATH SHEETS-** 4" above hem or 3" above border

**BATH TOWELS-** 4" above hem or 3" above border

**GOLF SHIRTS, ETC-** Place 7 ½" to 9" down from left shoulder seam and 4" to 6" from center

**HAND TOWELS-** 2" above hem or 1 1/2" above border

**WASH CLOTHS-** 1 ½" above the hem or 1" above border

**LADIES BLOUSES & ROBES –** 4" to 6" down from the shoulder seam & 3" to 5" from center

**LADIES SWEATERS-** 3 ½" to 4 ½" down from collar and centered on the front

**SATIN JACKETS-**for designs on the left breast area, place 3 ½" to 4" over the center and 6" to 8" down from 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 can be centered anywhere from 6" to 9" below the collar

**SHEETS-** The bottom of the monogram should be centered about 2" above the wide hem line of the top side of the sheet

**PILLOWCASES-** 3" up from the opening of the case or centered inside the hem line

**SHIRT CUFFS-** to place monograms in the top center of the wrist, start 1" from the center of the cuff toward the buttonhole and ¼" to ½" above the cuff edge. the bottom of the cuff should fall at the bottom of the cuff

**SWEATSHIRTS-** place 3" to 3 ½" down from the bottom of the crew

**TIES-** place 1 ½" to 2" up from the bottom tip

**ABOVE THE POCKET-** ½" above the pocket

### Downloading from a website that has free designs:

Let's use [www.brother-usa.com/HomeSewing/](http://www.brother-usa.com/HomeSewing/) as our example

1. Find where they free designs are on the website. In this case they are under *Free designs and Stitches*.
2. Click on *free designs* (a new page appears)
3. Click on the *down arrow* next to the word designs
4. Click on a category like *Taste of Brother*
5. Click on the picture of the design
6. A file download box will appear Click on *Save*
7. A Save as box will appear Choose where you want the design saved and *click save*

### To load the designs to your sewing machine via a USB stick:

1. Place your USB stick in the computer
2. Go to *MY COMPUTER*
3. Double Left Click on *Local Disk (C:)*
4. Double Left Click on Designs Folder
5. Right Click on the design you want
6. Then left click on the Send To
7. Find the drive your USB stick is in (usually it appears as the name brand of the USB Stick) Left click on that drive
8. Your design will appear on your machine under the USB icon

### To load designs to your sewing machine by direct connect

1. Connect the USB cord to your machine and to your computer
2. Go to *MY COMPUTER*
3. Double Left Click on *Local Disk (C:)*
4. Double Left Click on Designs Folder
5. Right Click on the design you want
6. Then left click on the Send To
7. Find the *Removable Disk Drive* (Your machine will show up as a Removable Disk) left click on it
8. Your design is now on your machine under the USB symbol

