

Tutorial:

Back to School: Pencil Case

In-the-hoop project

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INTRODUCTION



It's time for back to school and we are always looking for something quick and inexpensive we can make for that special person heading back to the class. You can make this project entirely in your embroidery hoop! If you are the lucky one that is selected to make gifts for all the children in the classroom this year, this would be a great project to make. It's *inexpensive* and takes *less than 30 minutes* to stitch together.

GETTING STARTED



1 Supplies

You will need a number of different fabrics, threads, stabilizer, adhesives and other accessories to complete this project. You will find the complete list on the following page. It is best to gather all your supplies before you start working on the project.

2 Software Requirements

The minimum Software requirement for this project is Hatch Embroidery Basics with Monogrammer add-on. Monogrammer is needed for changing the lettering/name.

(If you have Hatch Embroidery Creator and Digitizer, the Monogrammer tool is already included.)

3 Preparing Your Design

Open your .EMB embroidery design file in your Hatch Software. Finalize the lettering to however you like. Save the .EMB file and then export it to your machine file format.

Note:

You will notice that each step uses a different color (color change) in your design. This is to force your machine to stop after each step, so you can prepare for the next step. You do not need to change your thread colors each time. You can use one color of thread throughout the whole design. The color changes are only there to make the sewing and editing easier.

4 Skill Level Required

Basic sewing skills are required for all in-the-hoop projects. While they are simple from an embroidery design point, it does require the user to know how to sew. You should know basic embroidery and sewing terms. This project is not suitable for a person that does not know how to sew or is just beginning to sew.



HOOP/SIZE:

The finished size of the case is 3.5 in. x 8.5 in. (89mm X 216mm). A 255 x 155mm oval hoop was used in the sample project. If you need to resize the design to fit in your hoop be sure to take these points into consideration:

- Colors 1 & 2 should not be resized in the spacing as they fit most zippers.
- If you are using a zipper with large teeth, you may need to adjust color 2 spacing further from color 1.
- Assuming you will not need to make adjustments for your zipper, an easy way to resize your bag within the Hatch software is to select colors 3–6 and group. Then adjust the sides, top, and bottom as necessary.

Note:

Right side: This is referring to the right side of the fabric that you want to show when the project is finished.

Wrong side: This refers to the side of the fabric that you do not want to show when the project is finished. Generally if the fabric is printed, the print will have a more faded look on the wrong side.

SUPPLIES



Fabric A: Top front section This is where you will stitch your embroidery, so be sure to consider the print and color. Cut one piece 7.5 in x 3.5 in. (190.5mm X 89mm)



Fabric B: Bottom front section This can be solid, print or clear vinyl. Cut one piece 7.5 in x 9 in. (190.5mm X 228.5 mm)



Fabric C & D: Back and inside lining

This can be the same fabric or each piece different. Fabric C will become the inside lining. Fabric D will become the back outside fabric

Tip:

The fabric pieces do not have to be cut exactly. They are oversized so you do not have to worry about missing the edges when stitching.



Wash away mesh stabilizer



Zipper At least 7" (177mm) for this project. The zipper should have nylon coil (teeth) and not metal teeth as you will be stitching through them



Embroidery Thread Color of choice



'Pencil Case with Hatch' Embroidery Design

Provided in .EMB and various other machine file formats



Hatch Embroidery Software



Print out of sewing order Optional, from Hatch Embroidery Software for the pencil case design



Temporary Adhesive of choice Wonder Tap, spray, fabric glue stick, tape, etc.



Scissors Embroidery and regular



Ribbon and latch Of choice (optional) for "tab"



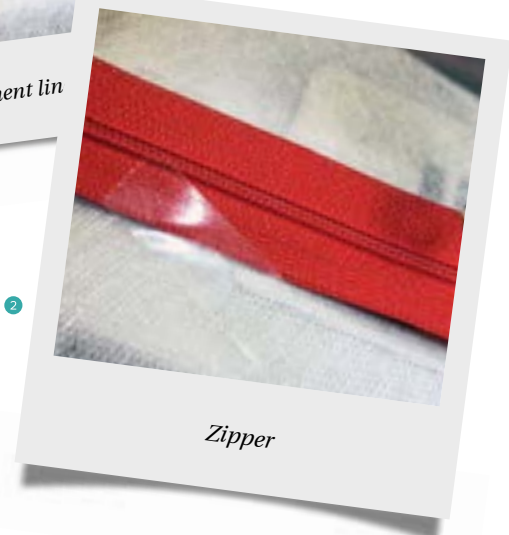
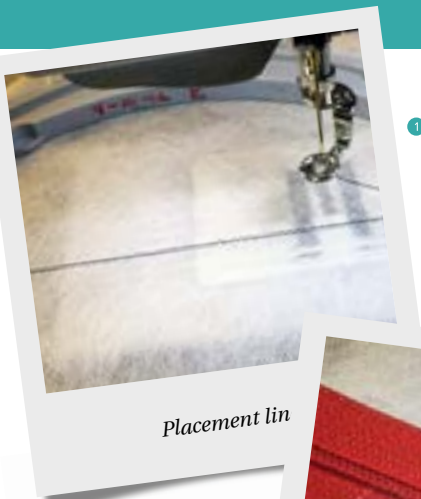
Creating the Pencil Case

1 Stitching Zipper Placement Line

Stitch embroidery design **Color 1**. By doing this, you will stitch the placement line for the zipper (1).

Center the zipper face side up over this line & tape to hold down. You can use tape or fabric glue to lightly secure the zipper to the stabilizer until it is stitched (2).

Make sure the zipper pull is facing up and it is to the far left.



2 Stitching Zipper Tack-Down

Stitch embroidery design **Color 2**. This will tack down the zipper that you just placed in the previous step.

3 Stitching Front Top Fabric

Using **Fabric A**, fold under ¼ inch (6mm) on one side and press.

Lay the folded edge of the top section along the zipper. Place the wrong side of the fabric facing down. Leave a small amount of space between the fabric and the zipper teeth to ensure you can unzip the zipper without getting it caught in the fabric.

Stitch embroidery design **Color 3**. This will stitch around the top section (3).



Creating the Pencil Case cont'd

4 Stitching Embroidery on Top of Fabric

Prepare your name, monogram, or design in your Hatch Embroidery software.

Stitch embroidery design **Color 4**. Stitch the prepared name, monogram or design on the top piece (**Fabric A**) (4).

Tip:

You can slide a small piece of stabilizer under the areas where you are going to stitch the lettering.

6 Adding Tab and Snap Rings

Stitch embroidery design **Color 6**. This will stitch the placement of the tab (6). Insert the snap rings, clips, etc. in the folded ribbon. Lay slightly below the zipper on the left front side.

Important: Make sure the tab is laying to the inside of the pencil case!

It is recommended to tape the metal tab to the inside of the fabric, so that it does not get caught in the seam line or under your machine foot (7).

5 Stitching Front Bottom Fabric

Using **Fabric B**, fold under ¼ inch (6mm) on one side of the bottom piece and press. Lay the folded edge of this bottom section along the zipper leaving a small amount of room and tape. Be sure the right side of the fabric is facing up. Use clear vinyl here if you want to be able to see the contents of the pencil case from the front.

Stitch embroidery design **Color 5**. This will stitch around the bottom section of the pencil case (5).

7 Unzip Zipper!

Be sure to unzip the zipper before the next step about ½ way across the pencil case (8).



Creating the Pencil Case cont'd

8 Stitching Back and Inside Back Lining

Remove the hoop from the machine, but DO NOT remove the fabric from the hoop.

Using **Fabric C**, lay one piece of fabric on top of your overall design and your hoop. This fabric will be laying (floating) on the top of your hoop and will not be hooped (9). Make sure the right side of the fabric is facing down towards the hoop. You may want to pin or lightly spray this fabric to keep it in place.

Now, turn your hoop over. You will now be looking at the back side of your hoop.

Using **Fabric D**, lay one piece of fabric across the bottom of the overall design and the hoop. This fabric will be laying (floating) on the backside of your hoop and will not be hooped.

Important: Make sure the right side of the fabric is facing up towards the hoop. You may want to pin or lightly spray this fabric to keep it in place.

Put the hoop back on your machine.

Stitch embroidery design **Color 7**. This will stitch around the complete design twice, leaving an opening at the top of the bag. The opening at the top is to be used later for turning the pouch, which will turn the raw edges to the inside, so they are not showing (9).

9 Remove Design from Hoop and Trim Edges

Remove the hoop from the machine and then remove the design from the hoop. Now you can remove the excess stabilizer.

Trim the edges of the pencil case to approx. ¼ inch (6mm) (10).

At the top leave approximately ½ inch (12.5mm) seam allowance, so you can leave a “tab” at the top for easy turning and tacking the open seam together after turned (11).



Seam Allowance

Creating the Pencil Case cont'd

10 Expose the zipper

Cut away the stabilizer from behind the zipper, then slide the zipper to the far open position. Turn the pouch and trim the corners (12).



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11 Slip Stitch Top Edge

Slip stitch the top edge by hand. You can also use a fabric adhesive to seal the top seam (13).

If you are using clear vinyl, you will see the stabilizer rather than the back of the pouch. Turn the pencil case back thru the zipper and trim the stabilizer close to the edges. Trim the stabilizer close to the zipper (14).

Tip:

Use a Q-tip dipped in water to remove any leftover excess stabilizer that you can see in the seams (provided you used wash away stabilizer). Turn back through the zipper.



Back and Inside stitched

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You're Finished!

Well done, your personalized pencil case is ready!

Fill the finished pencil case with your favorite pencils, crayons, scissors, etc. and enjoy!

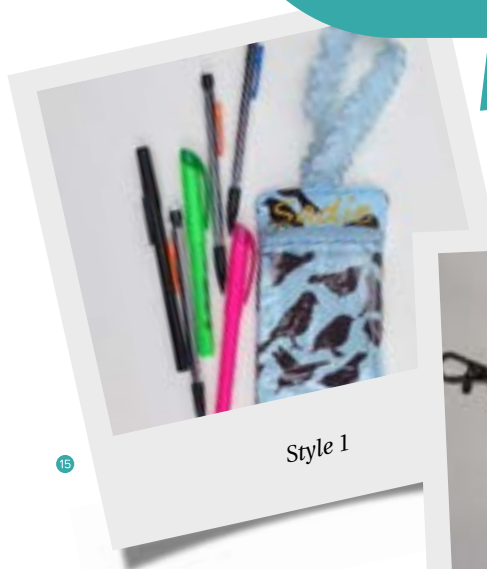
When you finish your project, share it with us! Everyone would love to see your ideas. You can share them on our [blog](#), [Hatch Facebook](#) page, or email them to hatchsales@wilcom.com.

Tip:

As a nice gift for your child's teacher, you can also add a gift card and a note of appreciation.

Idea:

Notice on one of the pencil cases we put the tab at the top and made it from ribbon (15). If you do this, simply go into your Hatch Embroidery Software and move Stitch embroidery design Color 6 to the top of the bag. It is really easy to do with Hatch!



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Style 1



Style 2



Style 3

NOTES

[illegible]



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