Coasters
(formal and informal styles)
Template
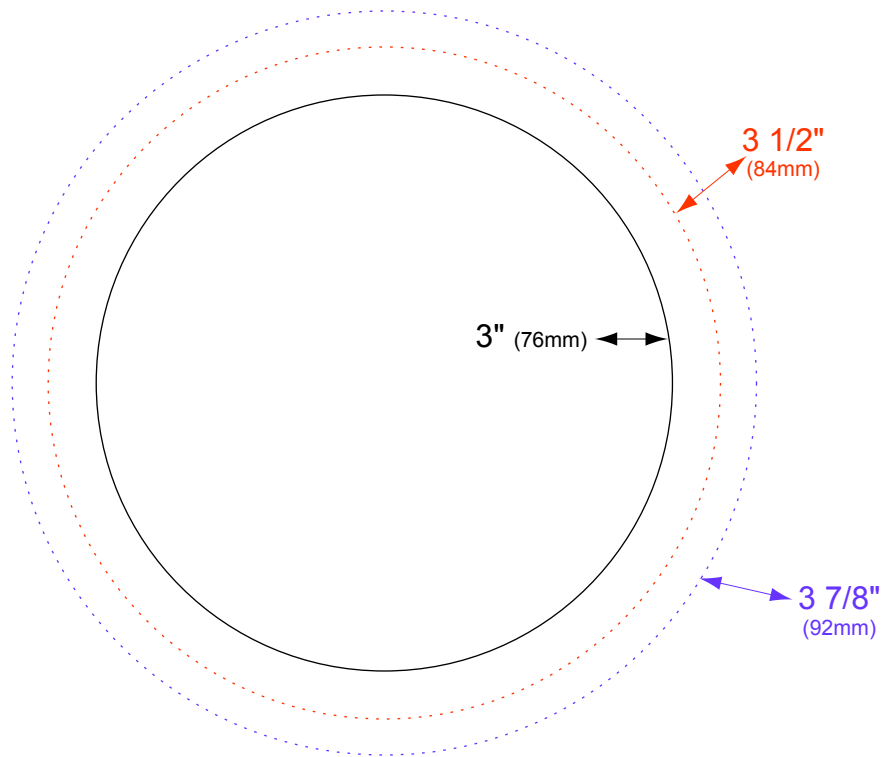
3 1/2"
(84mm)

3" (76mm)

3 7/8"
(92mm)

<u>*Directions for Coaster Project (both formal and informal styles) / January 2000*</u>

Step 1. Print the template and instructions.

These are .pdf files, and require Adobe Acrobat Reader software in order to view and print.

The template shows three circles. They are to be used as follows:

3 " (76 mm) diameter circle. This circle is to be used as a guideline for digitizing your own decorative border.

3 1/2" (84mm) diameter circle (broken lines). This circle is to be used to cut out the fabric for attachment to the cork backing (informal style).

3 7/8" (92mm) diameter circle (broken lines). This circle is to be used to cut out the fabric for placement inside the silver-plate and glass display coaster (formal style).

If you are a do-it-yourselfer, and want to digitize your own version of the coaster borders or backgrounds, print out the template and scan the printed sheet into your design software. Then, utilizing the 3î (76mm) circle, digitize the design as you want it, and save it with a file name of your choice.

If you are using the pre-digitized designs, the template is still useful, since it locates the outside trim edge with a broken line (see Step 6).

Step 2. Purchase pre-digitized designs (do-it-yourself users - skip this step).

If you are using the pre-digitized coaster designs, purchase and download the design.

It will be received as a self-extracting zip file (.exe), with one of the the following product numbers:

        00159   Coasters - Set - csd
        00160   Coasters - Set - dst
        00161   Coasters - Set - exp
        00162   Coasters - Set - hus
        00163   Coasters - Set - pcs
        00164   Coasters - Set - pes
        00165   Coasters - Set - sew

The coaster set, which can be used with either the informal or formal coaster style, contains 12 individual embroidery files.

        Coastr01 - a two-color decorative outline border resembling rope.
        Coastr02 - a two-color decorative outline border , interlocking diamond shapes.

Coastr03 - a two-color decorative outline border, hearts with a running stitch outline for each heart.

Coastr04 - a two-color decorative outline border with a smooth outside edge and a jagged inside edge.

Coastr05 - a two color decorative outline border with a string of circles, with running stitch outlines.

Coastr06 - a one-color basic satin stitch outline.

Coastr07 - a two-color design. The open decorative fill, with small squares with diamonds in the corners, is one color, surrounded by a satin stitch outline in a second color.

Coastr08 - a two-color design. The open decorative fill, with small crosses, is one color, surrounded by a satin stitch outline in a second color.

Coastr09 - a two-color design. The open decorative fill, with small star shapes, is one color, surrounded by a satin stitch outline in a second color.

Coastr10 - a two-color design. The open decorative fill, with small diamond shapes, is one color, surrounded by a satin stitch outline in a second color.

Coastr11 - a two-color design. The open decorative fill, in a basket weave pattern, is one color, surrounded by a satin stitch outline in a second color.

Coastr12 - a two-color design. The open decorative fill, a lace pattern, is one color, surrounded by a satin stitch outline in a second color.

The product also contains a .txt file that can be read or printed, called "Notes". This file contains information about the number of stitches in the design, and the sewing sequence of the various parts of the design.

We ordinarily suggest colors, but in this case the designs are very simple, and the choice of thread colors is basically infinite. Color choice would depend on the color of the fabric, and the colors being used for the Monogram Set letter chosen. Feel free to experiment with different thread colors. For instance, we have done the open fill patterns with thread colors just slightly different than the color of the felt in order to emphasize the texture that the pattern creates. You may want to have more color contrast.

The product files come in 7 different formats:

.csd	Singer / P.O.E.M
.dst	Tajima
.exp	Melco expanded
.hus	Husqvarna Viking
.pcs	Pfaff
.pes	Brother, Babylock, Bernina
.sew	Janome/New Home, Elna

Choose the appropriate format when purchasing and downloading the designs.

Import the coaster design of your choice into your design software.

Step 3. Merge a coaster design and letter from the Monogram Set of your choice.

The decorative outline circle borders, basic satin-stitch circle border, and the decorative fill patterns with satin-stitch circle border are all designed to be merged with a letter from one of our monogram sets. Although it is possible, by choosing smaller sizes, to fit several letters within the circle outline border, the project is designed to utilize a single letter.

Choose one letter (typically the letter first letter of a surname), and move it as required until you are happy with the overall design. (Note: for more information on how to import and merge designs together, consult your embroidery design software Help files.)

When you are happy with the overall design, save the file with a filename of your choice.

Step 3. (alternate method) Sew a coaster design, plus a letter from the Monogram Set of your choice, without using the Merge software function.

The files for the coaster project start with the initial needle position at the exact center of the circle, and return to the design center after sewing the final lock stitch.

Our Monogram Set letters also start in the center and return to the center. As a result, the letter can be correctly positioned in the center of the circle without software.

A. Hoop the fabric.
B. Sew the background or border.
C. Without removing the hoop from the machine, or unhooping the fabric, load the letter into the machine's memory and sew the letter. It will automatically be placed in the center of the circle.

Step 4. Sew out the coaster design.

Although the ultimate choice of fabric is yours, we recommend felt as the best fabric for this project because it comes in several colors, is easy to acquire in small quantities, and when trimmed has a finished edge that will not unravel.

We also recommend that the felt be stabilized with one layer of iron-on medium weight backing, which will create a continuous backing surface that is attached to the felt, making trimming the edge easier. The same result can be obtained by fusing a layer of "Wonder-Under" paper-backed transfer web, manufactured by Pellon (or similar product) with an iron to a layer of medium or heavy weight backing, then removing the paper backing and fusing the two to the felt.

Step 5. Collect the parts for the coaster.

In addition to the coaster design, you will need the following:

1. Coaster support. There are two styles:

A. Informal: this style uses 3/32" (2mm) thick cork circles as backs. The cork circles are 3 1/2" (84mm) in diameter. The fabric will absorb moisture from the glass, and the cork provides thickness and a rigid, non-scratchy surface.

After much experimenting, we have concluded that the best and most easily available material for the purpose of joining the embroidered fabric to the cork is double-sided carpet tape.**(Note: although double-sided tape and double-sided adhesive sheets are available in craft and hardware stores, these lighter weight materials aren't sufficiently tacky to bond cork and fabric together.)** We also tried spray adhesive (e.g. 3M Super 77 Spray adhesive), which didn't produce as secure a bond, and was very messy to use.

Another method that we had success with was to use "HeatnBond", manufactured by Therm O Web. Using an iron, fuse the shiny side to the back side of the embroidered fabric, then remove the paper backing, and placing the iron, with an ironing cloth on top on the top of the embroidered fabric, fuse it to the cork circle.

B. Formal. This style utilizes a 4 3/4" (120mm) silver-plated beveled ring, with a clear glass window 3 13/16" (97mm) in diameter, through which the embroidered design is viewed.

(See the list of supply sources at the end of these instructions.)

Step 6. Final assembly (informal).

Cut out the template along the smaller of the two dotted circles (3 1/2" (84mm) diameter). This is the same size as the purchased cork circle. You will find the template most useful if you cut away the circle in the center, and save the full sheet, with a circular cut-out "window".

Attach one side of the double-sided carpet tape to the cork circle by pulling away the protective paper layer. This carpet tape, in all the variations we've seen, isn't quite wide enough to cover the 3 1/2" (84mm) circle with one piece, so two pieces should be applied side by side, with edges meeting, to cover the entire surface. Trim away the excess tape before proceeding.

Working on the reverse side, position the circular cut-out "window" over the sewn design until the design is correctly centered inside the window, then draw this outline onto the backing with a pencil.

Carefully cut the fabric along the traced outline.

Remove the other protective paper sheet from the adhesive attached to the cork circle, align, and press the two pieces together.

Alternate method:

If you want to try this attachment with HeatnBond, apply a dry iron set on *silk setting* to the paper side of the material, with the shiny side against the back side of the embroidered fabric.

Allow the material to cool, then peel off the paper backing. The adhesive should appear milky in color. Trim the fabric circle and backing to the correct size.

Align the adhesive side of the fabric circle with the cork circle, then, utilizing an ironing cloth, heat the two parts with the dry iron for 5-10 seconds. Test the bond, and heat longer if necessary

Step 6. Final assembly (formal).

The silver-plated display coaster recommended below comes with it's own assembly instructions, and all parts required for assembly.

The set comes with two cardboard circles. The smaller and thicker of the two is a 3 7/8" (92mm) diameter circle. The embroidered design is attached to this circle, which sits inside the beveled recess in the bottom of the silver-plated ring, behind the glass. A larger and thinner 4" (120mm) cardboard circle and a soft circular pad, adhesive on one side, complete the assembly.

Congratulations! Your project is complete.

Sources for Materials

Felt and iron-on backing:

Available from fabric or craft stores.

Double-sided carpet tape:

Worldwide, Scotch Brand Heavy Duty Indoor Carpet Tape, manufactured by 3m, comes in a variety of widths and lengths. None of the commonly available widths is quite wide enough to cover a 3 1/2" (84mm) circle with one piece, so two pieces should be applied side by side, with edges meeting, to cover the entire surface.

In the UK, a similar product is manufactured by Davies Tapes. Other countries will most likely have a locally manufactured product of the same type.

HeatnBond (manufactured by Therm O Web):

This product is sold worldwide in craft and fabric stores.

For more product information, or to find a retail outlet, please consult the company's website:

http://www.thermoweb.com/cpd2.html#heatnbond

Cork Circles:

Available for purchase online from TheCork Store.com.

The appropriate product is called "Coasters and Hot Pads - 3 1/2" diameter". They can be purchased individually in three different color shades. We used the "light" color for our samples.

http://www.thecorkstore.com/webcart/store.htm

This link will take you to a product search engine. Type in "Coasters" and you will be taken to a screen with displays of several types. Look for the 3/12" diameter product. Enter the number of units required and complete online purchasing.

Note: this is a US company with direct shipping options to the US and Canada. For questions about international shipping, contact the company by email: info@jelinek.com

Formal Display Coasters:

We found the silver-plated coaster described in these instructions, and pictured on our website, in England. They are designed for displaying lace or embroidery. They were quite reasonably priced.

The product, Coaster 9cm diameter, is by Gilde van den Bergh.

They are marketed by Mainly Lace, Moulsham Mill, Parkway, Chelmsford, Essex, CM2 7PX, UK.

The company does a mail order business internationally, and accepts major credit cards.

The company does not currently have a website, but can be contacted by email : mainlylace@mcmail.com