

## Setting Up A Permanent Cap Grid Template For Lettering On The Front And Sides Of A Cap!

In this lesson I will show you how to set up a design to embroider on the front of a cap and also on the side. This will be a permanent grid template that you can use for any cap setup in the future. I have a design already set up that I will merge onto a new page for the front center design. I will add a number on one side and Champions 2016 on the other side.

I am using the Tajima by Pulse software to do this set up but you can do it using any embroidery software that you have. Some of the steps or tools may be a little different or be called something different but the concept is still the same.

The object here is to create a design on the cap front, mark the center front so that it always starts in the same spot and add embroidery to one side or both sides. When you create this grid template, and bring it up each time you do a cap design that will have embroidery on the sides, it will make it very easy and it will only take you a very few minutes to accomplish this.



When selecting or setting up a design for caps, you want to make sure that it is around 2 inches in height. For some caps it can be as high as 2.25 inches but I find that it is best to keep it around 2 inches at max. If you have a low profile cap (cap with a low front on

it) you will have to stay within 2 inches. You can see by the design that I have loaded that the cap design is almost 2 inches in height. Each square is equal to 1 inch.

You can bring in a design that is already digitized or you can set up a new one.

In this design setup I am going to bring in the design that I already have set up and then I will set up lettering to add to each side. I set this design up using one of my embroidery fonts and a stock design that is in the center of the logo.

Further down in this lesson I will show you how to set the design that will be embroidered off center on the front of the cap. This is very popular at the present time.

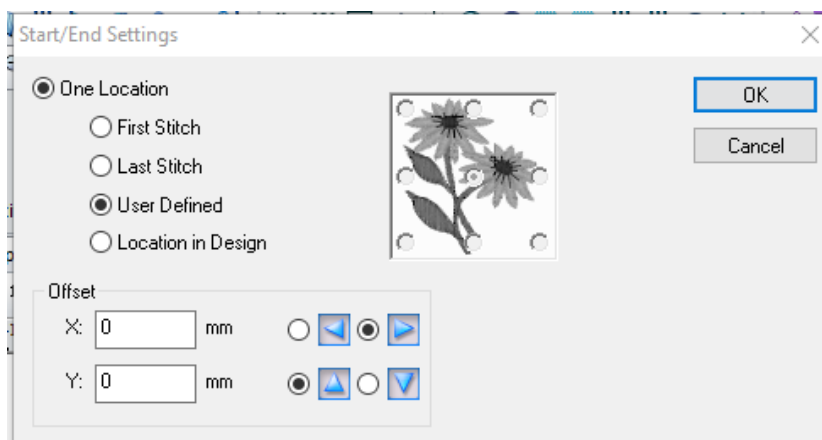
Go to **File** on the **Menu Bar**. Scroll down to **New**. Select the **Recipe/Style** that will work for the caps. For most caps, I choose **Woven Fabrics**. This will have the **Basic Settings** already in it that will work for the lettering that I will set up for the sides of the cap. For the **Basic Settings**, I mean the **Underlay Stitching**, **Pull Compensation** and **Design Density**.


Select the **Design file** that you want to use for the center front. In this lesson our design is **East Buffalo Cap front**. Go to the workspace and place the design in the desired location, left click to complete and set it in place.

Turn on the **Show Commands** button on the Tool Ribbon. If you are not using the Pulse software you will need to figure out how to turn on the scissors or trims and the Start & Stop point in your design in your own embroidery software.



The scissors and the **Start/Stop** sign will show up. I am going to set the **Start/Stop** location that will remain permanent when I add designs onto the sides.



 Go to the **Set Design Start/Stop End** button. Click on it and it will open up the large **Start/Stop Settings** box. Choose **One Location** and scroll down to **User Defined**, select it and click **OK**. The box will close and you will be back on the

workspace.

With Show Commands button turned on, move the mouse pointer to the exact



center of design. If you are using the Pulse software, Press the **Control Key +J** on the keyboard. This will give you guidelines that are vertical and horizontal crossing at that spot. This will be your permanent center Start & Stop spot for the Cap Grid Template. If you do

not have the Pulse Software, you will need to add grid lines that will mark the vertical and horizontal lines for the center of the cap.

*These grid lines will mark the exact center and will remain there even when you delete the center design that you have currently on the screen, allowing you to bring in another design and sit it in the exact same location.*

Now you will add another grid line at the very bottom of the design as in this case just below FREE ACADEMY. This grid line will be the bottom line of the design as well as the bottom line for the designs on each side of the cap.

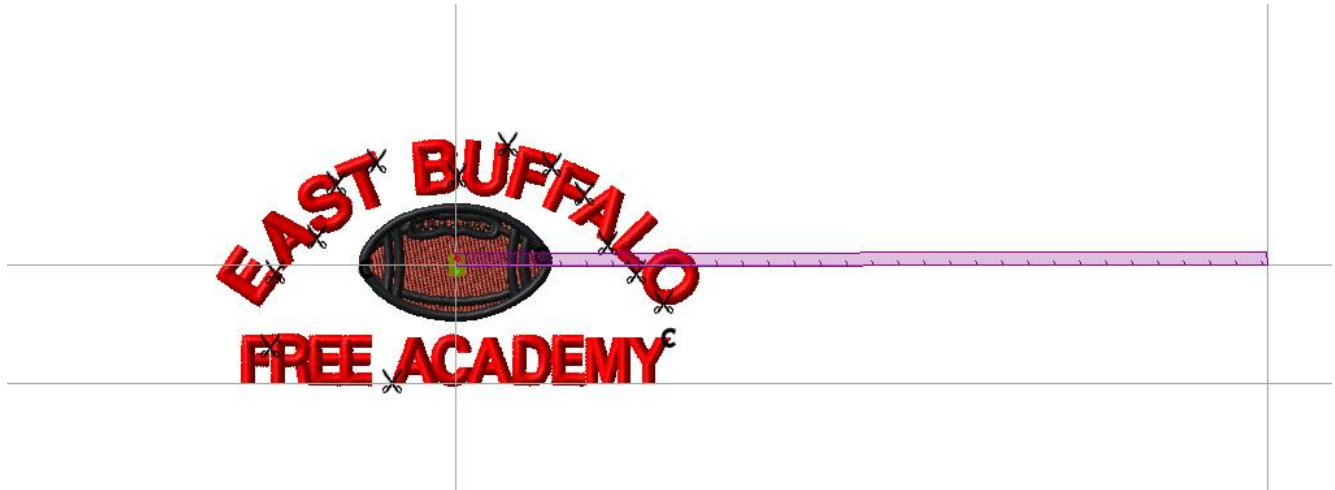


I have turned off the inch square grid lines so that you can see just the grid lines that I have added for your Permanent Cap Grid Template.

Your next step is to mark that back edge where the side designs must finish. By that I mean it will be the farthest point from the center of the cap that the design can finish and work with the 270 cap frames.

In order to find the measurement for the placement of the designs, you must measure with the measuring tool. Left click on the **measuring tool** in the **View Tools**. Measure over from the center guideline to the left or right.

Drag the measuring tool until you see the maximum distance that you can place the outside point of the design. This measurement is 6 ½ inches or 165 mm. You will see this measurement at the lower left corner of the **Status Bar** as you are dragging the measuring tool in the Pulse Software. When you have reached that point, drag over a guideline to the end of the rectangle.



To finish our Permanent Cap Grid Template, repeat this for the other side of the cap.



You now will have the outside point for any of your cap side designs for the left or right side or both. If you are going to be creating a design for one side only, this is OK. The line will be there for both sides for any future applications. After you have all of these lines in place, save your design as a Cap Grid Template in your design folder. You will be able to go in at any time and change the lettering, add more lettering or bring in a new design in the

center. This template will work for all of it and you won't have to re-measure every time you create a new cap design.

This is the finished **Permanent Cap Grid Template**. The outside lines are the ones that will mark the outside boundaries of the side lettering or design. The bottom guideline under the bottom line of lettering will mark the bottom of your side lettering or design.

To use the **Cap Grid Template**, open it up from the **Design folder**. If you want to change the design on the front, just delete the present design and open up a new design and place it in the exact same spot.

When you make any adjustments, save it under a new name so that the **Permanent Cap Grid Template** will stay as it is. Once you are finished with the front, create the lettering for the sides. If you do not have any lettering for the sides, that's OK. You still have saved yourself time using this template instead of starting from the beginning every time.

To create the lettering for the sides, go to the **Lettering Tools** and go thru the same process as you have done previously to create basic lettering. Once you have the lettering created, move it to the side position on the **Permanent Cap Grid Template**.

You can save your **Cap Grid** with lettering on both sides and then change it or delete it as needed when you are creating your new designs. This is what I have done. It makes it faster if you use a lot of standard basic lettering. This is a huge timesaver.



This is my standard setup for all caps. This template works for all standard placements for the center front and side designs.

## Off Center Placement

If you are going to have an off center placement, you will need to add 2 more grid lines for the center of the off center placement and the first side seam. You will leave the center Start & Stop the same as the standard placement but you will set your design in the center of the new grid line. You will be centering your design between the center from seam and the next seam of the cap panel.

Center Front Seam  
Start & Stop point

Center of Off Center Design

First Side Seam



Design is placed in the center of these 2 seams. If it is a one-line design, it will be placed more towards the bottom of the cap rather than in the center of the cap.