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**Creating a Personalized
VINYL CHECKBOOK COVER INSERT
PROJECT #1**

The Vinyl Checkbook Cover (item 64-7460) from *Embroider This!* is a useful and unique gift for both men and women.

Use the instructions below and the accompanying template to create a custom embroidered insert for this checkbook cover quickly and easily.

Please read all instructions before beginning this project.

Materials:

- Fabric of your choice at least 9" x 9". The fabric must be large enough to fit comfortably in your in your embroidery hoop and may be larger than 9" x 9". The fabric will be cut to the exact size for the checkbook cover later in this procedure.
Quilter's weight cottons are a great fabric choice for this project and come in a wide variety of colors and patterns. Decorator fabrics also work well for this project or you may want to piece together your own unique fabric!
- Interfacing cut to the same size as your main fabric piece.
*Heavy to Medium weight interfacing works well with lighter fabrics like quilter's cotton. A Medium to Light Weight interfacing is a better choice for heavier weight decorator fabric. The interfacing provides a nice wrong side (back) finish to the checkbook cover insert as well as gives the fabric "body" which makes it easier to insert into the cover. You can substitute Iron-On interfacing for regular interfacing and skip the Paper-Backed Fusible Web step.
Interfacing is available at your local sewing center.*
- Paper Backed Fusible Web approx 1" smaller than your main fabric size.
*This item is unnecessary if you are using an Iron-On Interfacing.
Paper Backed Fusible Web is available at your local sewing center.*
- Embroidery Machine and Standard Machine Embroidery Supplies including the Machine Embroidery Design of your choice. We used the **Free Embroider This** design "Live in Gratitude" for our sample project.
- Visit www.embroiderthis.com for a wide variety of free designs available for you to download and use on your embroidery machine.

Materials (continued):

- Fabric marking tool (air or water erasable marker or chalk)
Fabric marking tools are available at your local sewing center.
- General sewing supplies: scissors, thread, ruler, pins, pencil, iron
A Rotary Cutter, Ruler, and Mat are helpful but not necessary
- Vinyl Checkbook Cover available at Embroider This (www.embroiderthis.com)
Item # 64-7460

STEP BY STEP INSTRUCTIONS:

Please read all instructions before beginning this project.

Step 1: Cut out the Template

- Cut out the *Vinyl Checkbook Cover Template* along the *outer* cutting line.
- Use a sharp pair of small scissors to cut out the center “window” area of the Vinyl Checkbook Cover Template.

If you will be making multiple Checkbook Covers, you may want to trace this template on to cardboard or template plastic to make it more durable..

Step 2: Prepare your Fabric

- Iron your chosen fabric to remove any wrinkles.
Some folks like to prewash all fabrics, others don't. The checkbook insert will likely not need to be laundered, so prewashing the fabric is unnecessary. If you will be using the Paper Backed Fusible Web, this product normally recommends prewashing fabrics to remove sizing so the adhesive sticks properly.

Step 3: Mark your Fabric:

- Lay the template on your chosen fabric and position the cut out window over the area where you wish your design to be.
Use a disappearing pen or chalk that can easily be removed when marking your fabric in case you need to adjust or remove lines after stitching your design.
- Mark the fabric along the *outer* edges of the template to indicate the final size of your insert. **Do Not Cut the Fabric on this line until Step 7!**
- Mark the fabric along the *inner* edge of the window to indicate the design area.
- Place marks at the top, bottom, and side center points to help line your fabric up in the hoop.
- Trim the fabric to a size that **easily fits into the hoop** you plan to use in your embroidery machine, **and at least two inches larger** than the marked outer template lines. Give yourself plenty of “elbow room”! You will trim the fabric to the final size later in Step 7. **DO NOT CUT OUT** the design or “window” area of your fabric!

Step 4: Hoop your Fabric:

- To aid in centering your fabric in the hoop, fold the fabric along the side center point marks and crease. Unfold. Then fold the fabric again along the top and bottom center point marks and crease. Unfold. This creates lines marking the center of your design area.
- Using these crease lines, mark the design center point on the fabric using your chalk or disappearing pen.
- Carefully hoop your fabric using the marks and crease lines to center the design area in your hoop.
- Stitch the machine embroidery element on your chosen fabric in the marked design area.
- Remove the embroidered fabric from the hoop.

Step 5: Apply the Paper Backed Fusible Web to the Embroidered Fabric.

If you are using an Iron-On Interfacing, skip this step.

If you are using a standard interfacing, prepare the embroidered fabric as follows:

- Start by cutting a piece of paper backed fusible web approx ½-1” smaller than your embroidered fabric.
Cutting the fusible web a bit smaller than your fabric helps keep the sticky fusible web off your iron!
- Center the fusible web on the wrong side of the embroidered fabric and fuse using the instructions provided from the fusible web manufacturer.
- Remove the paper backing to expose the adhesive on the back of your embroidered fabric and you are now ready to fuse the embroidered fabric to the interfacing.

Step 6: Apply the Interfacing to the back of your Embroidered Fabric.

- Cut a piece of interfacing the same size as your embroidered fabric.
- Following the manufacturer’s instructions, fuse the interfacing to the wrong side of your embroidered fabric piece.

Step 7: Trim the Embroidered Checkbook Insert to fit the Vinyl Checkbook Cover

- Using the outer lines you marked in step #3, trim the finished Checkbook Insert to its final size. 6-1/8 wide x 6/5/8” long fits the checkbook cover perfectly!
*If necessary, re-mark the outer cutting lines using the template before cutting.
A rotary cutter, ruler, and mat make this job easy.
If you don’t have these tools, scissors work well, too.*
- The outer edges of the fabric are fused to the interfacing backing, so there is no need to finish the edges further. If you do wish to make the edges more decorative, you can apply a trim, lace, or ribbon the outer edge by using fusible web tape, stitching the trim, or gluing the trim. The edges could also be finished with a decorative stitch.

Step 8: Insert the finished piece into the Vinyl Checkbook Cover!

Insert the finished piece into the checkbook cover and your personalized gift is ready for gift giving!