

### *Directions for Monogrammed Key Rack / March 2003*

This project utilizes letters from our Arts and Crafts Monogram Set 4 and our Art Deco Monogram Set 3. The letters from the Arts and Crafts Monogram Set 4 have a flower design to the left of each letter, so they have a feminine quality. The letters from our Art Deco Monogram Set 3 have a thin upright masculine quality, with a crosshatch accent behind each letter. They look quite nice together, and will make it easy to see where to hang your carkeys at the end of the day.

This project utilizes a solid wood key rack, with an oak finish. It has four brass hooks to hang your keys, with two cutouts in the back for easy hanging on any wall.

#### *Step 1. Print the instructions.*

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

#### *Step 2. Prepare the fabric.*

We chose white felt as the fabric for this project. It is easily available, adds a plush depth to embroidery, and has a softer look.

In order to add some extra stability to the felt, we adhered a layer of medium weight tear-away backing to the back of the felt with a heat fusible pellon (“Wonder Under” or similar product.)

This also makes it easier to trim the completed embroidery without distorting or stretching it.

Fuse the pellon to the felt with a hot iron. Once the surface has cooled, remove the paper surface, place the tear-away backing against the pellon surface, and fuse the materials together with a hot iron.

Make sure that you use a piece of fabric that is at least 2 “ (50mm) larger than the frame on all sides.

#### *Step 3. Make a template.*

Open the key rack packaging. Turn the frame over and bend the metal tabs back toward the frame, which will allow you to remove the two precut cardboard sheets.

Put one of the cardboard sheets on top of a sheet of paper and trace around the perimeter. Cut along this line with a sharp pair of scissors.

Insert this paper template in the back of the frame, turn the frame over, and transfer the location of the two drilled that are closest to the center to the paper template. Remove the template from the frame, mark a matching upper point for each key location, and draw a vertical line at each location. Measure the height of the paper template, divide in half to find the midpoint, and draw a horizontal line to mark the center of the space.

The intersection point of these lines will locate the center point for each letter. Using an x-acto knife, cut out a small square at the center point of each letter location. This will enable you to transfer this start point to the fabric.

#### *Step 4. Sew out the monogram.*

If you have a hoop large enough to accommodate both letters in one hooping then you will not have to rehoop between each letter. If you have a smaller hoop you will have to rehoop, but can still get accurate placement of the letters by using the template.

Make sure that you have sufficient excess fabric all around, and use the template to mark the center of each letter. You can either use an air soluble marker, or a small piece of masking tape with a dot on it, positioning the dot at the design center behind the small center opening in the template.

Sew out each letter with your choice of thread colors, being careful to locate the needle over the marked center point before beginning to embroider each letter.

*Step 5. Assemble the Key Rack.*

Using the template, mark the outside of the design area and trim the fabric.

We felt that the design would seem a bit more formal if there was a mat surrounding the two designs, so we cut a piece of mat board to be the same outside dimension as the backing boards and template, then measured in 3/4" (20mm) from all sides and cut an opening in the matboard.

You may not feel the need to add this extra feature.

Also optional is the addition of a piece of Plexiglas to protect the embroidery - we felt that the white felt might get dirty too quickly without it. Plexiglas is a better choice than glass for this use since it will not break. This piece does not come with the key rack, so we had one cut at our local art supply store.

Turn the frame over, insert the various layers from the back in the correct sequence, and bend the metal tabs over with a screwdriver to secure everything inside the frame.

Turn the frame over, facing up, and screw in the brass hooks, one for each predrilled hole.

**Congratulations! Your project is complete.**

Sources for Materials

*Felt, Heat Fusible Pelon:*

Widely available from fabric stores

*Mat Board , Plexiglas:*

Widely available from art supply and craft stores

*Oak Key Rack:*

Manufactured for Sudberry House, the key rack is available at many gift and craft shops, online from the company's website at:

<http://www.sudberry.com>

Also available online from Embroider This:

<http://www.embroiderthis.com/oakkeyrack.html>

(The oak key rack is # 72-10168. It has a 5" x 7" design area.)