



## Materials:

- Christmas Gift Tag Design
- 3 pieces of tear away backing
- Front appliqué piece
- Back side appliqué (mirrored appliqué of the front)
- Clear plastic pocket appliqué piece
- Bobbin thread to match the outer border of the tag
- Spray adhesive (use a low tack adhesive for the pocket)
- Card stock paper (tag insert)

### Step 1:

First cut your appliqué pieces. You will need 1 front side and 1 back side appliqué piece. (The back side piece will be a mirrored image of the front side.)

You will also need 1 clear plastic pocket appliqué piece.

Hoop a piece of backing and embroider the 1<sup>st</sup> color stop. Use this as a template for the front and back pieces of fabric appliqué. Then hoop another piece of backing and embroider the 4<sup>th</sup> color stop for a template and cut a clear plastic appliqué piece from it.



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### Step 2:

Now you are ready to embroider the gift tag. Hoop a piece of tear away backing and begin embroidering the design. After the first color stop “dieline” has embroidered, stop the machine and add the top appliqué piece.

We used white PSA twill appliqué.



### Step 3:

Start the machine again and it will tackdown the appliqué piece and embroider the dieline for the clear plastic appliqué piece. Once that is done, stop the machine again, spray the back of the clear plastic sparingly then place within the dieline.

We used a shower curtain for the clear plastic.



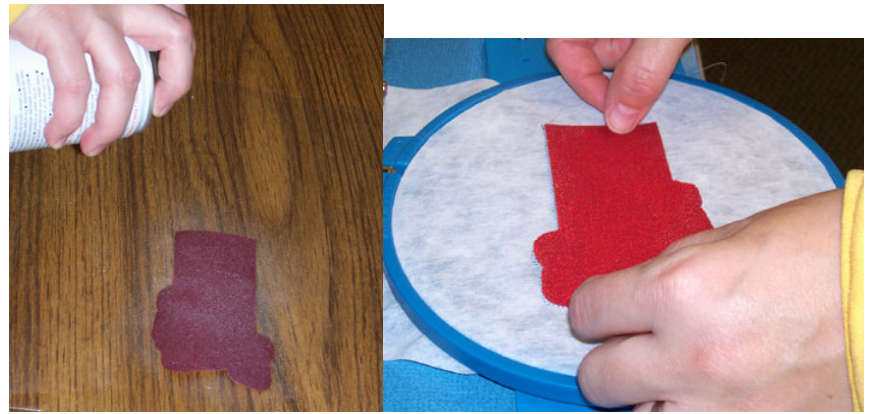
### Step 4:

Start the machine and continue embroidering until you come to the next stop for the back appliqué piece. Remove the hoop from your machine. **(Do not un-hoop the design!)** Turn the hoop over so you are looking at the backside of the design.



### Step 5:

Then take your back appliqué piece and generously spray adhesive to the bottom of the fabric. Now place the bottom appliqué piece on the back of the design making sure that the appliqué piece is secured and will not fall off when you return the hoop to the machine. We used a red metallic fabric.



### Step 6:

Carefully return the hoop to your machine and continue embroidering the design.



### Step 7:

Once the embroidery is completed, remove the hoop and then remove your completed gift tag.

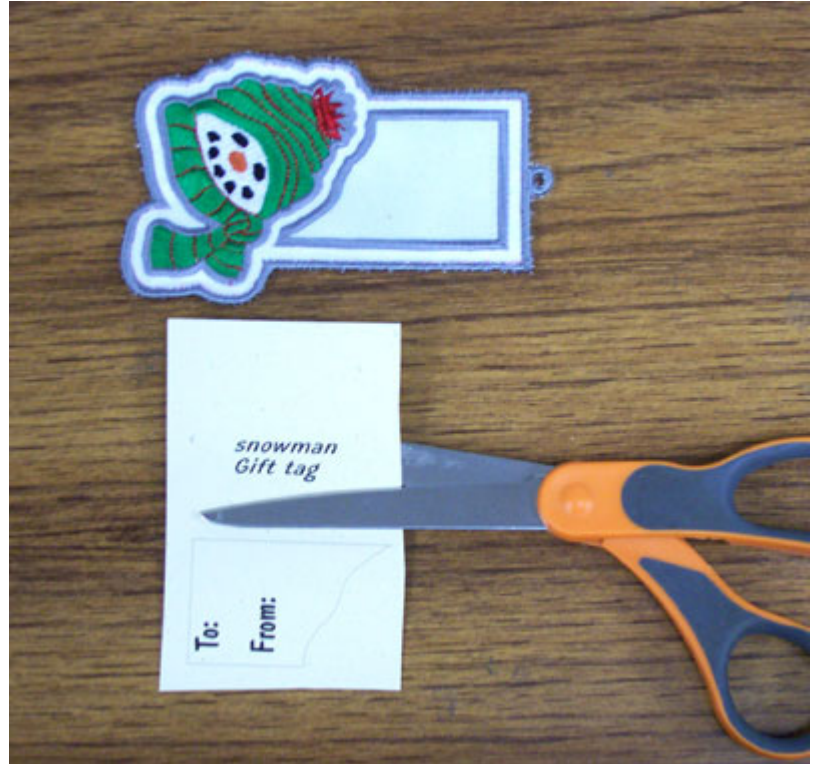
Gently cut out the tearaway backing inside the loop at the top of the gift tag. Then clean up any rough edges around the outside of the tag.



### Step 8:

You are almost done. Print your gift label inserts on card stock paper, found in the Gift Label Template.PDF file. Cut the insert that is for the gift tag you have selected along the printed edges.

On your insert fill in the To: and From: areas with names.



### Step 9:

Now slide your insert into the gift tag pocket and place onto your gifts. You can use a piece of ribbon and bow to attach the tag to your gift.

(You may have to gently slide your scissors between the plastic piece and the tag to separate it from the tag.)



## Finished Christmas Gift Tag



Thank you for your purchase.