

# Digital Embroidery Guidelines **RISD TEXTILES**

---

***Please read through this document completely before signing up. By submitting your files and signing up for a slot on the digital embroidery schedule, you are confirming that you have read, understood, and agree to the requirements for the use of the machine and all machines/spaces related to the processing of your digital print, as well as the deadlines for submission of files.***

## **Machine Specs**

### *SAI (knits and wovens)*

- Small frame: 3.5" x 3.5" or 88mm x 88mm
- Large frame: 11.5" x 7.5" or 292mm x 190mm

For thicker knits, sandwich water soluble backing on bottom and top of hoop frame with fabric in between

### *TEMX-C (no knits or stretchy materials)*

- 20" x 20" or 509mm x 509mm

## **Machine Use and Studio Policies**

You will be accompanied for each sew out session in person. Please plan to arrive 5-15 minutes early to select your thread, load designs on usb, and begin the set-up process. If you want to sew on anything other than plain muslin, please bring your chosen fabric with you to your session. Use of fabrics will be permitted at the guidance of techs or faculty who are working with you at your session.

Do not turn on the machine until a tech or professor is with you. If you are running late for any reason, text or email whoever is supervising your sew out as soon as possible. If you are 15 minutes late for the sew out and we have not heard from you, the session will be canceled. The embroidery machine is located College Building Room 325 (near the 3rd floor print studio)

# Digital Embroidery Guidelines **RISD TEXTILES**

---

Students are responsible for proper care of the area, and thread cones should be returned to the rack with thread-ends tucked in the notch at the base of the cone. Do not undo the threading, simply cut the cone off of the back of the machine. \*\*It is also helpful to photograph or write down the colors used for each sew out in case you need to duplicate the colors at a later time!\*\*

## **Files**

Files have a stitch count limit is 40,000 stitches per file unless otherwise directed. Please contact Caroline for questions about the stitch limit. Files should be labeled with your first initial and last name, for example; "FlowerDesign1\_CSilverman". DST and PXF versions of your file should be on the USB at the beginning of your sew out. Any edits that need to be made during your session will take away from your time on the machine (which cannot be extended), so please take care that everything is as you want it prior to your session. You are welcome to send your file before your session (**no later than 24 hours before your sew out**) for Caroline to review.

Please feel free to contact Caroline with any questions you may have about your file ahead of time, especially if you have any plans for your sew out beyond one single file on flat yardage. For example if you plan to: appliqué, use metallic thread, sew in various colorways, sew on garments, need difficult/specific placement, unusual substrates, etc.

## **Weekly Schedule**

[Weekly Schedule](#) is hosted on the department website. Session sign ups are due for the following week at 11:59pm on Sunday night. Each sew out session will be 90 minutes long, which includes both set up and sewing time. Canceled or forfeited sessions will be made up according to schedule availability, but are not guaranteed. Email Isac with any schedule concerns or changes as soon as you are aware of them.

## **Cost of Use**

Base fee \$16/hour + stitch count (\$0.5/1000 stitches) + number of bobbins (\$0.5/bobbin) + backing (\$2/foot)

## **Contact Information**

Madeleine McGarrity: mmcgar01@risd.edu

Isac Su zsu03@risd.edu

Caroline Silverman: csilve02@risd.edu