

Hooping Caps for your PBG Embroidery Machine

Note to Operator: Hooping caps is by far the most important step in having successful embroidery on caps. If you find yourself struggling with any part of these instructions, please watch the video for Hooping Caps, there are many tutorials available

[Video for Hooping Caps](#)

Supplies Needed:

- Cap Driver



- Cap Frame



- Cap Framing Gauge



- Caps that you are going to sew on



- Cap Backing/ Stabilizer

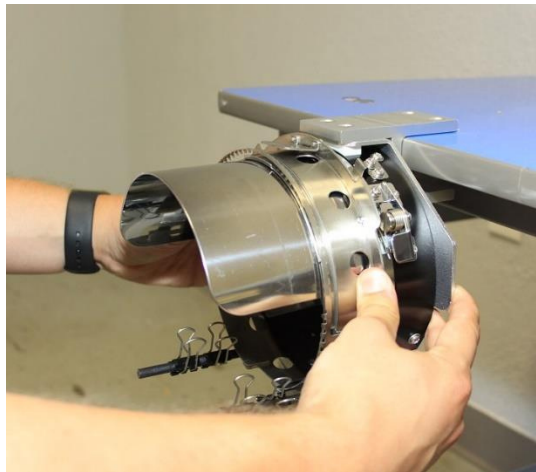


Step by Step Instructions:

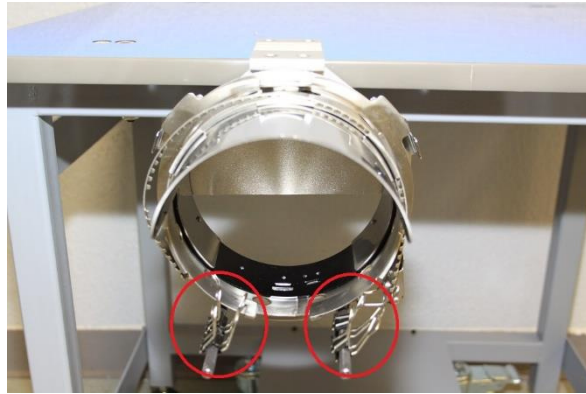
1. Mount the cap framing gauge on a prep table or some other stable surface. PBG does not recommend using the frame of the machine to mount the framing gauge.



2. Load the cap frame onto the framing gauge by securing all three latches in place.



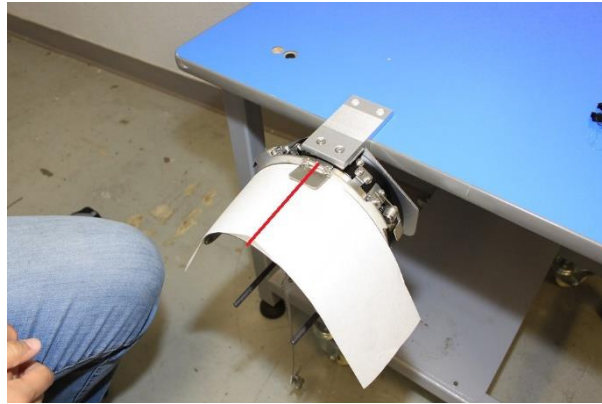
3. Remove the black binder clips from the metal posts on your cap frame and open the cap strap to let it hang off on the left side.



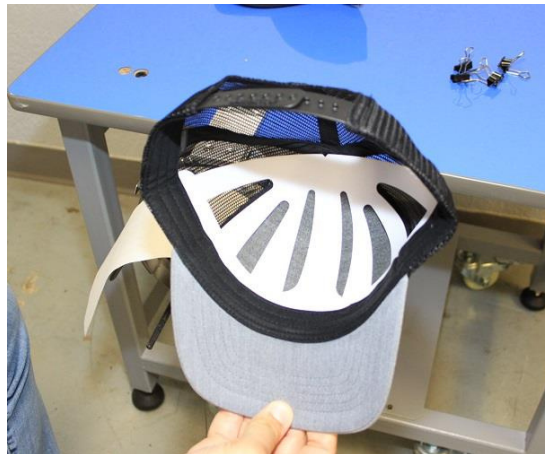
4. Fold your cap backing in half, creating a crease in the middle



5. Unfold your cap backing and place it on your cap frame under the alignment tab. Be sure to line up the crease you made in step 3 with the center line in the alignment tab.



6. Remove any cardboard packing material from the cap and open the back of the cap (if applicable).



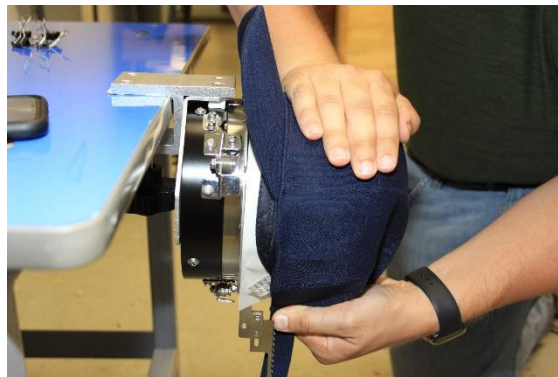
7. Fold out the sweat band under the bill and on the sides of the cap



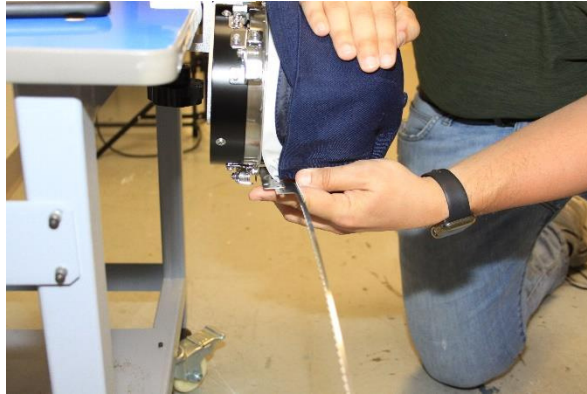
8. Place the cap onto the framing gauge on top of your backing with the sweat band going under the metal alignment tab.
 - a. Push the cap onto the cap frame only until the bill rubs up against it. Do not set the cap on top of the alignment tab.
 - b. Be sure that the black posts at the bottom of the cap frame go inside the cap.



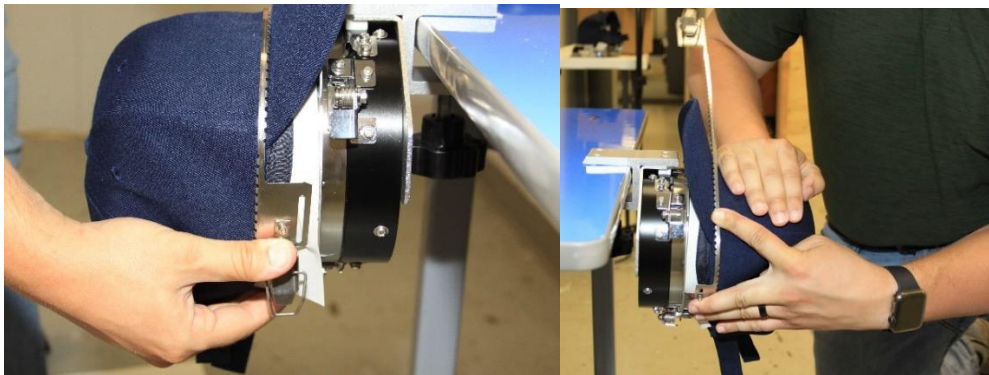
9. Placing one hand on the top of the cap, ensure that the sides of the cap are flat and that the black posts on the cap frame are inside the cap.



10. Holding the left side of the cap flat and in place with your thumb on the metal post, use your index finger to bring the metal strap up and over the top of the cap and then down on the right side.



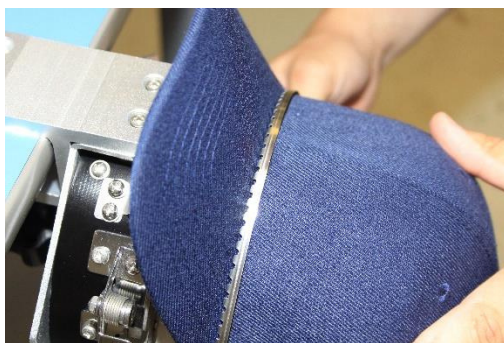
a. Make sure that the teeth on the strap are making contact with the left and right sides of the cap (SEE PICTURE BELOW)



Not like this:



b. Make sure that the teeth on the strap are also going in the seam on the cap where the crown meets the bill. (SEE PICTURE BELOW)



Not like this:



11. Loosely secure the strap on the right side of the cap frame



12. Looking at the metal alignment tab, move the center seam of the cap slightly to the left so that when you close down on the metal strap the cap centers itself on that tab



13. Hold down on the top of the cap and close the metal strap
a. Double check and make sure the center seam on the cap is lined up with the alignment tab.



14. Pull each side of the cap down tightly around the outside of the black post at the bottom of the cap driver. Then, place one of your binder clips around the fabric and post. Do this on both sides.



Once you have successfully performed all steps listed above, you are ready to load the cap on your embroidery machine and prepare the machine for embroidery. For further assistance hooping caps, please call PBG Support