

## HAND SEWING PROCESS STEPS

### Tying a Knot



1. Place the needle and longer end of the thread together.
2. Pinch them between your thumb and index finger.
3. Take the thread (NOT the one closer to the needle), and wind it twice or thrice around it.
4. Clump it down to the bottom by pulling the thread downwards.
5. Now, gently pinching the needle, the end of the thread, and the clumped thread between the fingers, slowly pull out the needle.
6. The wound and clumped thread form a knot at the end of the thread as you finish pulling out the needle completely.

### Running Stitch



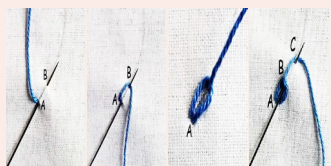
1. Begin the running stitch by poking your threaded needle up through the fabric (A).
2. Poke the needle back down through the fabric next (B) to where you just came up and pull the thread down into your first stitch.
3. Now poke your needle back up through the fabric, leaving a space from the previous stitch. Then poke the needle back down through the fabric again making your second stitch.

### Back Stitch



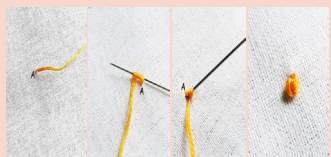
1. Bring the thread through (A) from the back to the front and take it through (B) to the back. This creates one stitch.
2. Bring the thread through (C) and take it in through (B). This way we are creating a stitch by taking the thread backwards.
3. Bring the thread through (D) and take it in through (C). Continue this pattern to finish the design.

### Chain Stitch



1. Bring the thread out through A. Put the needle back in A and bring it out through point B, but don't pull the needle out completely.
2. Now, take the thread around the needle from left to right to form a loop.
3. Pull out the needle now to tighten the loop and you will get the first part of the chain.
4. Now, put the needle in through B (now inside the loop) and bring it out on C (outside of the loop).
5. Continue the action by taking the thread around the back of the needle from left to right to form a loop and pull out the needle to get the next loop of the chain. Keep on with this procedure till the finish.

### French Knots



1. Bring the needle up from the back of the fabric. (A)
2. Place the needle close to the fabric. Wrap the thread that is coming out of the fabric (A) around the needle twice – don't pull too tight or it won't work!
3. Hold the longer end (not the bit coming out of the fabric) of the thread between your fingers.
4. Thread the needle back into the fabric close to the starting point (A) but not in the same hole.
5. Whilst holding the longer end of the thread, pull the needle through the fabric until you see a French Knot form.

### Couching



1. You will need two threads – one sits on the top (B) and the other hurdles over it (R).
2. Place your top thread on the fabric. Bring the needle up from the back of the fabric with your hurdle thread.
3. Jump over the placed thread with the needle and thread into the fabric on the other side of the top thread (next to) to fasten the top thread down.
4. Bring the needle out a short distance from the previous stitch. Make sure your top thread is near this.

## THREADING THE SEWING MACHINE

### STEP 1

**Turn Off the Sewing Machine:** Before you begin threading up **TURN OFF** your sewing machine! This is for safety, as your hands will be near the needle and moving machinery.

### STEP 2

**Put the Needle Up:** Turn the handwheel on the side of the sewing machine towards you until the needle is fully up.

### STEP 3

**Positioning the Thread Spool:** Begin by putting the thread spool onto the spool holder. You may also have a spool holder that is sitting sideways.

### STEP 4

**Back Thread Guide:** Holding the thread place it through the back thread guide. There should be a small groove or hook. Make sure the thread goes through this otherwise the machine won't sew correctly.

### STEP 5

**Front Thread Guide:** Take the thread down the front channel and around the front tension guide at the bottom.

### STEP 6

**Through the Take-up Leaver:** Take the thread up from the front thread guide and through the take-up lever hook.

### STEP 7

**Above Needle Hook:** Pull the thread down the channel from the take-up lever and through the small hook above the needle. This hook is usually around the same spot the top of the needle sits.

### STEP 8

**Thread The Needle:** Place the thread in the eye of the needle from the front through to the back. Pull the thread under the presser foot and past the back of the machine to create a long thread tail.

### STEP 9

**Insert the Bobbin:** Remove the bottom cover by pulling it towards you and place the bobbin into the bobbin case. Follow the arrow directions on the bobbin cover for the way to position the bobbin correctly.

### STEP 10

**Pull Up the Bobbin Thread:** Hold the top thread tail while turning the handwheel towards you on the sewing machine. You should see the bobbin thread looped around the top thread. Pull until you can grab the bobbin thread. Replace the bobbin cover on the machine.