

## Introduction to the Machine And Safety Basics

All long hair, loose clothing and accessories must be moved away from any of the moving parts of the machine.

No food or drinks are allowed on the sewing machine tables.

Once we are ready to sew, we position ourselves at the table with the machine close enough to comfortably reach it and also with the foot pedal under the table under the right foot.

The machine has already been threaded, and adjusted, for straight stitching.

There should be two threads coming out of the machine. One from the top and one from the bobbin. Pull both threads out to the left of the machine when getting started.

### Terms to know

The large wheel at the right side of the machine is called the **hand wheel**. This is what we use to move the needle up and down. When we turn the hand wheel, we turn it towards ourselves.

1. The **presser foot** is what holds the fabric in place to be sewn. Underneath there is a lever that lifts the presser foot up and down. We squeeze the lever to gently lift or drop it. The machine will not sew if the presser foot is not down.
2. There is a button on the machine for locking in a stitch at the end of the seam. On some machines it has an arrow. This is called the **backtack** button. To backstitch, we press and hold this button.

## Getting started with sewing

1. Turn the hand wheel to move the needle up into the highest position. Then we lift the presser foot to slip our project into position.
2. Then we drop the presser foot down to hold our project in position. Now turn the hand wheel to manually move the needle down into the fabric.
3. Now we can gently press down with our right foot onto the foot pedal. This will start the sewing process of moving the needle in and out of the fabric to create the stitches.
4. After sewing the first three stitches, we will stop. Push in the backtack button for a count of three stitches, then release the button and continue to sew for the rest of the length of the first side.
5. Once we get to the end of the first side, we will pivot.  
**Pivot**-changing directions while keeping the needle down in fabric. At the corner, lift presser foot and turn fabric 90 degrees to sew down the next side. Then lower the presser foot again.
6. Once the sewing is complete, we remove the project from the machine. After turning hand wheel to raise needle all the way up, lift presser foot it to remove the project by gently pulling it out. The cutter on the left side of the machine can be used to snip threads.

Always keep your eyes on the needle/project when sewing. If you need to look away, take your foot off the foot pedal.