

Sewing Machine quick reference guide

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1. Changing the Needle

You should only need to change the needle if the needle is broken or damaged, or if you are sewing with non-standard fabrics, such as knits, leather, or heavy denim.

The sizes for the needles range from 60-120, with the smaller sizes being designed for the lightest fabrics, and the largest sizes for heavy fabrics. We typically use size 90, as it is good for most medium weight fabrics. Ballpoint needles are for knit or stretch fabrics, and jeans and leather needles tend to be labelled, and have sharper points.

First, locate the replacement needle, in the drawer marked “Machine Accessories”. Make sure you do not select an overlocking needle by mistake.

Overlocking needles can be shorter than standard machine needles, and may not behave the same way when sewing, as they are intended for use in a completely different machine.

To change the needle, unscrew the thumbscrew located to the right of the needle shaft, and remove the old needle.

If the old needle is broken, wrap in a piece of sticky tape, along with any broken parts, and dispose of thoughtfully. If the needle is not broken, find a place to store it in the meantime.

Replace the needle by setting the needle in the needle shaft, with the flat edge to the back. Make sure to push the needle up into the shaft as far as it will go, and to screw the thumbscrew up finger tight.

2. Threading the Machine

For safety, it is recommended to thread the machine when it has been turned off.

To thread the machine, begin by locating a bobbin pre-wound with matching thread. If no such bobbin exists, wind a bobbin. For instructions on how to do so, see section 3. Winding the Bobbin.

Remove the lid of the bobbin casing, and set to the side. Place the bobbin inside.

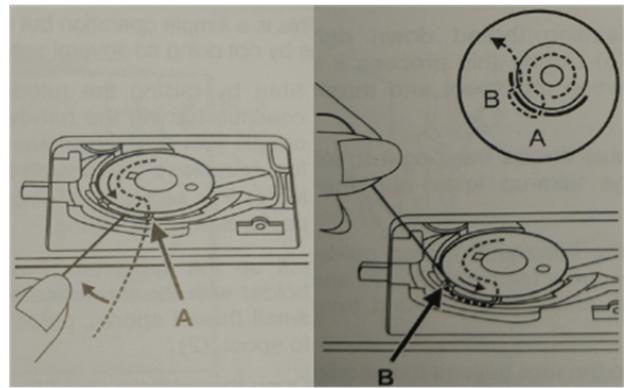


Figure 1: Inserting Bobbin

Pull the thread through the slit, setting the thread so that the bobbin rotates anticlockwise when thread is pulled

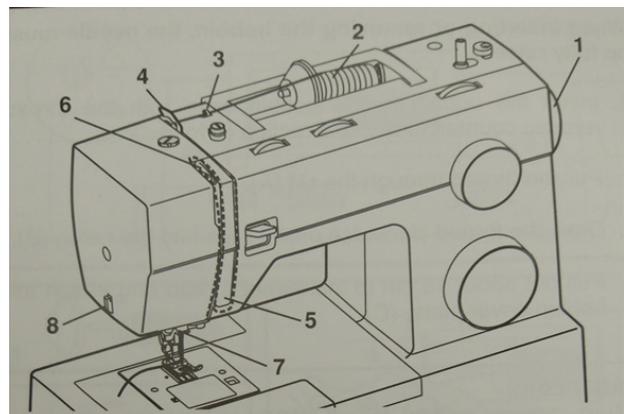


Figure 1: Inserting Bobbin

- 1.) Use the flywheel to bring the needle up into a raised position.
- (2) Place your spool of thread into the spool pin on top of the machine, and secure it with the spool holder.
- (3-6) Raise the presser foot, then, run the thread through each of the numbered thread guides, following the arrows until you reach the needle.
- (7) Lower the presser foot, and pass the thread through the eye of the needle from front to back.



3. Winding the Bobbin

1. Locate an empty bobbin drawer marked “Machine Accessories”.
2. Place the bobbin on the winding spindle.
3. Thread the machine through the first thread guide, then clockwise around the tension post.
4. Thread through one of the bobbin holes.

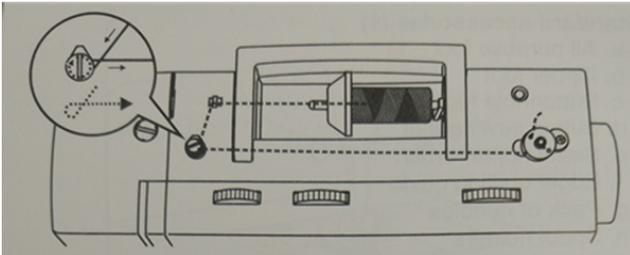


Figure 4: Bobbin Threading Diagram

5. Push the bobbin and spindle to the right, then, while holding the end of the thread, lightly press the foot pedal.
6. Wind the thread until you either have enough on the bobbin, or until the bobbin is full.

To remove, snip the thread, push the bobbin and spindle to the left, and remove the bobbin from the spindle.

4. Sewing Tips and Tricks

For secure seams, you should always begin and end each seam with a backstitch. This is performed by pushing the backstitch lever and then using the foot pedal as usual.

The central dial on the top is the **needle position dial**, and can be used appropriately for **detail work** or where more **accurate stitching** is required. The needle should be in a central position for most work.

The rightmost dial on the top is the **stitch width dial**. This should only be adjusted when using **zigzag or decorative stitches**, and should be left at 0 for straight stitching.

The leftmost dial on the top controls the tension of the upper thread. This **should not** be adjusted, unless you have full understanding of the function of this dial. A tension setting of between 3 and 4 is appropriate for most work.

The smaller dial on the front controls the **stitch length**. A stitch length of **3** is appropriate for most work.

The larger dial on the front controls the type of stitching. The first two stitches, which are straight and zigzag stitch, respectively. Most stitching work will use straight stitching, with the next most common stitch being zigzag.

