

COMMUNITY THREAD

Sewing Instruction Workbook

north coast community college

A NOTE FROM US

Welcome to Community Thread.

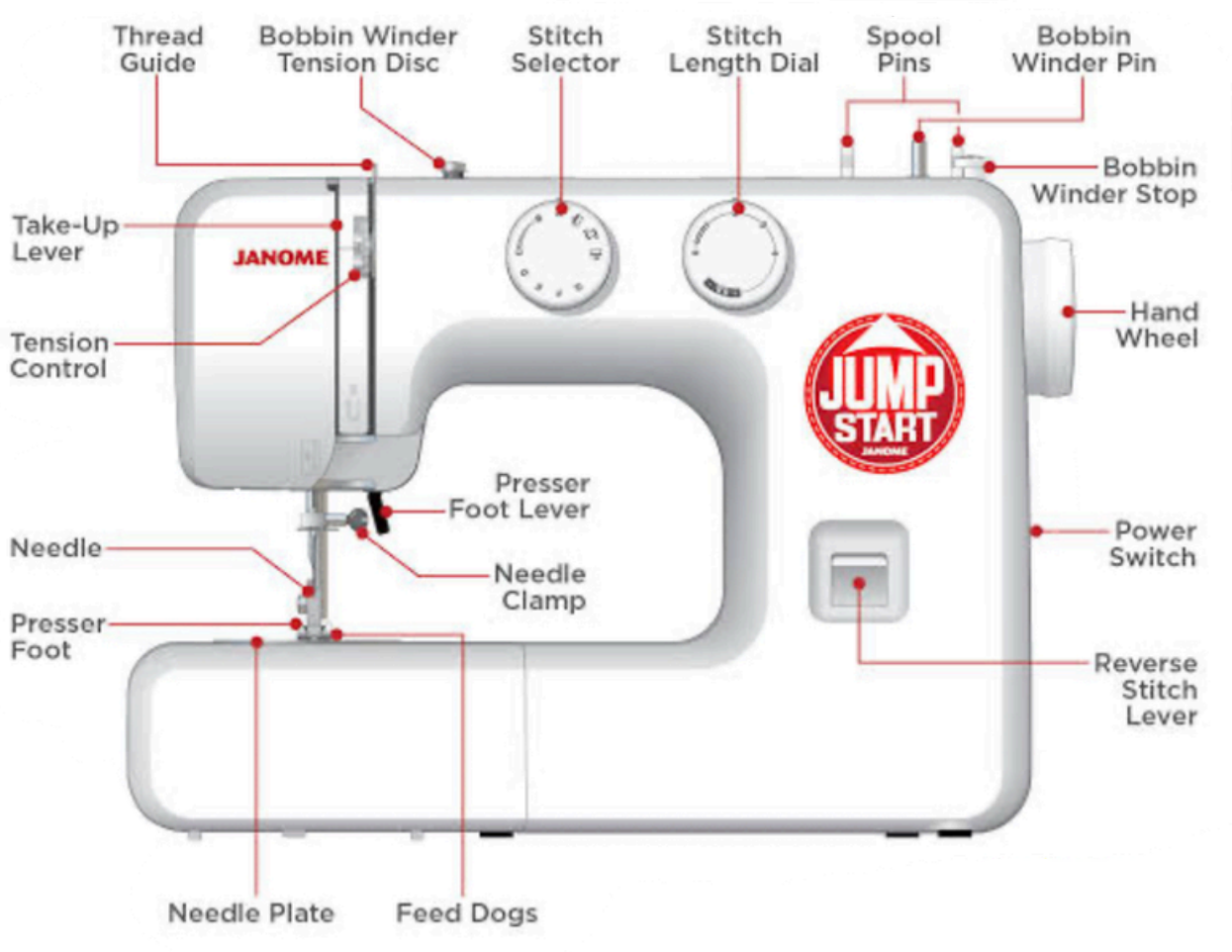
This is your time.
A time to slow down, step away from the busy and create something with your hands.

Whether you're brand new to sewing or picking it up again after years away, we're so glad you're here.

Don't worry about being perfect.
Just enjoy the process.

Let's get stitching ✨

ESSENTIAL MACHINE PARTS



SETTING UP YOUR MACHINE

1. TURNING THE MACHINE ON

1. The power switch is usually on the right-hand side
2. Make sure the machine is plugged in
3. Ensure the foot pedal is securely connected
4. Turn the switch on — you're ready to stitch!

2. PRESSER FOOT PLACEMENT

1. The presser foot holds your fabric in place while you sew
2. Always lower the presser foot before sewing to prevent thread tangles
3. Line up the fabric edge with a guide mark on the needle plate for straight seams

3. WINDING THE BOBBIN

1. Place the thread spool on the spool pin
2. Guide thread through the bobbin-winder tension disc
3. Wrap thread around the bobbin a few times by hand
4. Place bobbin on winding spindle and push to lock, then pop the hand wheel out
5. Press foot pedal to wind until almost full
6. Trim thread and remove bobbin

4. PICKING UP THE BOBBIN THREAD

1. Insert the bobbin into the bobbin case
2. Hold the top thread gently
3. Turn the handwheel toward you to lower and raise the needle
4. A loop of bobbin thread will appear
5. Pull the loop out and bring both threads to the back

5. THREADING THE MACHINE

1. Follow the numbered threading path on your machine
2. Thread passes through the tension discs and take-up lever
3. Thread the needle front-to-back

NEEDLE SIZES

Size	Use for
70/10 - 80/12	Lightweight fabrics
90/14	Standard cotton & quilting
100/16+	Heavy materials (denim, canvas)

Remember: Always backstitch at the beginning and end of every seam — sew forward a few stitches, press reverse and sew back, then sew forward again. This locks your stitching so it doesn't unravel.

DRAWSTRING BAG

FABRIC SIZE

- 16" W X 18" H



MATERIALS NEEDED

- Fabric - Cotton is best
- Drawstring - Cord or ribbon

INSTRUCTIONS

Step 1

- Cut fabric to size
- Cut the drawstring, 2 pieces three times the length of the bag

Step 2

- On each piece of the fabric, measure 2" down from the top edge and make a 1cm horizontal cut.
- Fold the side edges inward 1", press with fingers or iron.
- Fold the top edge down once by 1", then again by another 1" to form the drawstring casing.
- Stitch along the bottom edge of the folded top to secure the casing.
- Leave the ends open so the drawstring can be threaded through the side openings.

Step 3

- Place the rectangles right sides out and sew down the sides and across the bottom with a ½ inch seam allowance.
- Turn project so right sides are together and sew down the sides and across the bottom with a ½ inch seam allowance.
- Turn the project back to right sides out.

Step 4

- Attach a safety pin or bodkin to one end of the string, thread it from left to right through one casing, then continue through the other casing from right to left.
- Repeat with a second string starting from the opposite side.
- This creates loops on both sides and allows the bag to close by pulling both ends

TOTE BAG



Materials Checklist

- Main Fabric (Canvas, Denim, or heavy Cotton)
- Lining Fabric (Cotton or Broadcloth)
- Thread
- Scissors/Rotary cutter
- Pins/Clips
- Iron
- Sewing Machine

Cutting Guide

- Main Body Panels: Cut (2) — 19" Wide × 17" Tall
- Lining Panels: Cut (2) — 19" Wide × 17" Tall
- Handles: Cut (2) — 5" Wide × 28" Long

INSTRUCTIONS

STEP 1: MAKE THE HANDLES

- Fold handle strips in half lengthwise, Right Sides Together (RST).
- Sew along the long edge using a 1/8" seam - Stitch length 2.
- Turn right side out and press flat.
- Topstitch down both long edges for extra strength - Stitch length 3.

STEP 2: ATTACH HANDLES

1. Place handles on right side of main fabric on the 19 inch side.
    - Ends 3" from side edges
    - Raw edges aligned with top
2. Baste in place and repeat on second main panel - Stitch length 2.

STEP 3: ATTACH LABEL

- Pin the label where you would like it to be placed.
- Sew around all 4 sides - Stitch length 3.

STEP 4: SEW MAIN BAG

1. Place main fabric pieces right sides together.
2. Sew both side seams (17 ") and bottom seam (19") - Stitch length 2.
3. Box corners: Flatten corner, measure 2" across, sew a straight line and trim excess.

STEP 5: SEW LINING

1. Sew lining pieces together the same way - Stitch length 2.
2. Leave a 4" opening in the bottom seam.
3. Box corners as in Step 4.

STEP 6: ASSEMBLE BAG

1. Insert lining into main bag, right sides together, including handles inside.
2. Align seams and top edges and sew around the top - Stitch length 2.
3. Turn bag right side out through lining opening.
4. Stitch lining opening closed, push lining into bag and press - Stitch length 3.
5. Topstitch around top edge (optional)

FABRIC TUBS

MATERIALS

- Main fabric x 2 (5" x 6")
- Lining fabric x 2 (5" x 6")



INSTRUCTIONS

STEP 1: SEW OUTER FABRIC

1. Place main fabric pieces right sides together
2. Sew both side seams (5") and bottom seam (6")
3. Box corners: Flatten corner, measure 1" across, sew a straight line and trim excess

STEP 2: SEW LINING

1. Sew lining pieces together the same way
2. Leave a 1-2" opening in the bottom seam
3. Box corners as in step 1

STEP 3: ASSEMBLE TUBS

1. Insert main bag into lining, right sides together
2. Align seams and top edges and sew around the top
3. Turn bag right side out through lining opening
4. Stitch lining opening closed, push lining through bag and press
5. Topstitch around top edge (optional)

BOOKMARK



MATERIALS

- Main fabric x 2 (7cm W x 20cm H)
- Medium weight interfacing (6cm W x 18cm H)

EQUIPMENT

- Scissors or rotary cutter
- Pinking scissors
- Clips
- Iron & ironing board
- measuring tape

INSTRUCTIONS

- Cut two fabric pieces and one piece of interfacing to the required size.
- Layer the pieces by placing the interfacing between the two fabric pieces, with the right sides of the fabric facing outwards.
- Press the layers with an iron to help hold them flat and in place.
- Clip all layers together around the edges.
- Optional label: Choose one short end of the bookmark for your label. Trim this end with pinking scissors, then insert the label between the two fabric layers and secure it with a clip.
- Sew around all four edges using a 0.5-inch seam allowance and a stitch length of 3, making sure to catch the label if you are adding one.
- Trim any loose threads.
- Using pinking scissors, carefully trim the remaining three edges of the bookmark to create a decorative finish.
- Press the completed bookmark with an iron so it lies flat and neat.

ZIPPER POUCH



MATERIALS

- 2 pieces of outer fabric (8" x 6")
- 2 pieces of lining fabric (8" x 6")
- 1 zipper (7" or 8")

INSTRUCTIONS

- Place one outer fabric piece right side up.
- Place the zipper face down on top, zipper pull facing the fabric.
- Place one lining piece right side down on top of the zipper.
- Align the top edges and pin or clip in place.
- Sew along the top edge using a zipper foot.
- Repeat for the other side.
- Open the zipper halfway. This is important!
- Match the outer fabric pieces (right sides together) and the lining pieces (right sides together).
- Pin or clip all around the edges.
- Sew all the way around the edges, leaving a 2–3 inch gap at the bottom of the lining.
- Clip corners to reduce bulk and help turn it neatly.
- Turn the pouch right side out through the gap in the lining.
- Push out the corners and straighten the zipper area.
- Sew the gap in the lining closed with a small stitch (by hand or machine).
- Push the lining into the pouch and press if needed.

KEYCHAIN CHAPSTICK



MATERIALS

- Main fabric X 2 (8" x 2.5")
- Keychain tab
- Wadding
- Keyring

INSTRUCTIONS

- Cut main fabric pieces and 1 keychain tab piece
- Cut 1 piece of interfacing or wadding
- Loop the tab through the keyring and sew the ends together.
- Center the tab at the top and sandwich it inside the 2 pieces of fabric, right sides together.
- Sew around the chapstick holder 1/4″ from the edges, pivoting at each corner. Leave an opening about 2″ wide on one of the long edges closer to the top of the chapstick holder.
- Clip corners and turn right side out. Press well focusing on aligning the edges of the opening
- Fold the bottom of the chapstick holder up, leaving 3/4″ at the top of the pocket.
- Be sure your edges are lined up and the opening edges are flush with the edge. Topstitch on both side edges of the chapstick holder, backstitching at both ends of your stitching.

AIRPODS CASE



MATERIALS

- Main fabric x 2 (4.5" x 12")
- Keyring loop
- Keyring tag

INSTRUCTIONS

- Cut 2 pieces of fabric 4.5x12, keyring loop and optional interfacing or wadding.
- Create the Flap Curve (Optional). On one short end of the fabric, round the corners to create a flap shape. Use a cup or lid to trace a curve.
- Place the outer and lining fabrics right sides together, add keyring loop and tag.
- Sew around the edges leaving a small gap at the bottom for turning.
- Clip corners and curves, then turn right side out.
- Press flat with an iron.
- Fold and Stitch the opening.
- Fold the bottom up about 6 cm to form the pocket.
- Pin in place and sew along both sides to secure the pocket.
- Attach a snap button to the flap and pocket.