You are now the owner of a new straight stitch machine, the most versatile machine of its type you can possess.

To aid you in obtaining the greatest achievement from your machine this book on its care and use has been written for you. Read the instructions carefully as a thorough understanding will reward you with many hours of trouble-free sewing.

Time-saving attachments such as rufflers, binders, buttonholes, edge-stitchers cording feet, automatic decorators and so forth to complement the accessories, are available from your dealer.
# I N D E X

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<th>Removing the work</th>
<th>Page</th>
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<td>29</td>
</tr>
</tbody>
</table>
Stitch length mechanism same as 625 except color of knob.

→ Note: 82526 Face Plate Complete

Fig. 1
FEATURES AND PARTS
(Front view)

1. Spool pins
2. Hand wheel 82507
3. Bobbin winder 82506
4. Stitch length dial 82509
5. Push button reverse
6. Bobbin winding tension
7. Drop feed buttons
8. Bed
9. Needle plate-seam guide 77533
10. Cover plate 77536
11. Presser foot
12. Attachment and foot thumb screw
13. Needle clamp and screw
14. Needle bar thread guide
15. Face plate thread guide
16. Tension regulator 82504
17. Take-up lever
18. Thread guides
19. Pressure release-darner
20. Light Assembly
FEATURES AND PARTS
(Back view)

21. Thread cutter
22. Presser bar lifter
23. Feed
24. Motor
25. Belt

Fig. 2
## NEEDLE - THREAD - FABRIC - STITCHING GUIDE

<table>
<thead>
<tr>
<th>Fabric</th>
<th>Needle No.</th>
<th>Machine Stitches Per Inch</th>
<th>Cotton Thread</th>
<th>Mercerized Thread</th>
<th>Silk or Nylon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extremely heavy</td>
<td>4</td>
<td>6</td>
<td>24</td>
<td>to</td>
<td>Heavy Duty</td>
</tr>
<tr>
<td>tarpaulin, sacking, canvas,</td>
<td></td>
<td>to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>duck, etc.</td>
<td></td>
<td>8</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy upholstery fabric</td>
<td>3</td>
<td>8</td>
<td>30</td>
<td>to</td>
<td>Heavy Duty</td>
</tr>
<tr>
<td>ticking, denim, leatherette</td>
<td></td>
<td>to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium heavy drapery fabric</td>
<td>2</td>
<td>10</td>
<td>40</td>
<td>to</td>
<td>Heavy Duty</td>
</tr>
<tr>
<td>velveteen, suiting, felt,</td>
<td></td>
<td>to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>terry, etc.</td>
<td>12</td>
<td>60</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium broadcloth, percale,</td>
<td>1</td>
<td>12</td>
<td>60</td>
<td>to</td>
<td>A</td>
</tr>
<tr>
<td>gingham, linen, chintz,</td>
<td></td>
<td>to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>taffeta, sheer wool, shantung</td>
<td>14</td>
<td>80</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>etc.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sheer voile, lawn, dimity,</td>
<td>0</td>
<td>14</td>
<td>80</td>
<td>to</td>
<td>A</td>
</tr>
<tr>
<td>crepe, handkerchief linen,</td>
<td></td>
<td>to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>plastic film, etc.</td>
<td>16</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Plastic film)</td>
<td>8 to 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Very sheer chiffon, batiste,</td>
<td>00</td>
<td>16</td>
<td>100</td>
<td>to</td>
<td>A</td>
</tr>
<tr>
<td>lace, organdy, ninon, net,</td>
<td></td>
<td>to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>marquisette, etc.</td>
<td>20</td>
<td>150</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SETTING THE NEEDLE

See Fig. 3. Raise the needle bar A to its highest point, turning wheel toward you by hand. Then loosen the needle clamp screw B and the needle can be inserted into clamp C. Place needle (flat side to right) in the needle clamp and push it upward as far as it will go into the needle clamp hole, tightening the needle clamp screw securely with a screw driver.

After changing the needle make one complete revolution of the balance wheel by hand to be sure the needle is in the correct position.

WINDING THE BOBBIN

Disengage the hand wheel (S, Fig. 4) from the stitching mechanism by turning the clutch 6 toward you or counterclockwise.

Place a spool of thread on one of the spool pins, lead thread through the upper thread guide on the arm, and down through the tension disc (10, Fig. 5) at the base of the machine. Run end of thread through a hole in the bobbin edge and place bobbin B on spindle of bobbin winder 7, fitting the notch on bobbin over small pin on spindle. Push bobbin winder pulley against hand wheel. Hold thread end loosely and start machine slowly.

Bobbin will stop winding when it is filled. Turn clutch away from you until sewing mechanism is again engaged so that needle moves when you turn the hand wheel.

Break off loose thread end used to start the winding.
THREADING THE BOBBIN CASE

Step 1 (illustrated in Fig. 6). Hold bobbin case between thumb and forefinger of left hand, so that the slot in the edge of the bobbin case is on top. Take the bobbin between thumb and forefinger of right hand so that the thread on top leads from left to right. Step 2. Insert bobbin into bobbin case, pull the thread into the slot of the bobbin case as shown in Fig. 7, and draw it under the tension spring and into the fork-shaped opening of the spring as shown in Fig. 8.
PLACING BOBBIN CASE IN SHUTTLE

Raise needle bar to highest position, and lift hinged cover plate. (See 10, 10, Fig. 1.) Hold the bobbin case latch, (D), Fig. 9, between the thumb and forefinger of the left hand, with at least three inches of thread running from the top of the bobbin case to the right. Insert and center the bobbin case on the stud of the shuttle body, (C). Be sure the bobbin case finger, (E), is opposite the shuttle race notch, (A). Press the bobbin case (B) into the shuttle as far as possible until latch catches on the center post of the shuttle. THEN release the bobbin case latch, (D). Press bobbin case again after latch has been released to make sure the bobbin case is locked securely in place. Close the cover plate.

UPPER THREADING (Fig. 10)

1) Place spool of thread on spool pin nearer the needle.
2) Lead thread through upper thread guide A on back of face plate.
3) Down and around tension discs B from back to front
4) Into check spring C.
5) Then tug on thread to pull it into hook D (see insert, Fig. 10).
6) Up into take-up lever E from back to front.
7) Down into thread guide F on face plate.
8) Through the needle bar thread guide G.
9) And into needle from left to right. Pull three or four inches of thread through needle.

Hold the end of upper thread loosely and turn hand wheel toward you until the needle goes all the way down and comes back up. A loop (Fig. 11) will be formed over the upper thread which then can be pulled out straight. Place both thread ends under the slot of the presser foot and draw toward the back of the machine, leaving both threads three or four inches long.

**SETTING THE STITCH LENGTH**

The length of the stitch is regulated by the dial, shown in Fig. 12. Near 0 is the shortest stitch and 5 is the longest, but the dial may be set at any spot between the markings for a variety of lengths. Turn the dial to the right to length and to the left to shorten the stitch. The number stitch length you choose is indicated by the triangular pointer.
STITCH LENGTH CHART (APPROXIMATE)

<table>
<thead>
<tr>
<th>Figures on indicator</th>
<th>0</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of stitches per inch</td>
<td>No Feeding</td>
<td>30</td>
<td>25</td>
<td>15</td>
<td>10</td>
<td>7</td>
</tr>
</tbody>
</table>

SEWING IN REVERSE

When you wish to sew backward to tie the threads at the beginning or end of a seam, press in the button R, Fig. 12, as far as it will go. The machine will sew backward as long as the button is held in.

ADJUSTING THE TENSIONS

Always adjust the upper tension with the presser foot down, as the tension is automatically released when it is raised. To increase the tension on the upper thread, turn dial (Fig. 13) toward you. To decrease, away from you. The higher the number on the dial the tighter the tension.

Before adjusting lower tension be sure that the machine is threaded properly. When necessary to change the bobbin tension, turn small screw (Fig. 14) on side of the bobbin case clockwise to tighten, counterclockwise to loosen.

When the upper and under tensions are properly balanced, a perfect stitch will be formed with both threads interlocking in fabric (Fig. 15).

When the upper tension is too tight, the lower thread is pulled up over the upper thread which is lying flat on the fabric (Fig. 16). When the upper tension is too loose, the upper thread forms loops over the lower thread lying flat on the fabric (Fig. 17).
ADJUSTING PRESSURE AND FEEDING OF FABRIC

GENERAL SEWING. Usually for straight sewing, the pressure bar cap or darnor release, Fig. 18, is at its lowest position and the drop feed buttons are both set at the same height (Press up button all the way down and it will spring back to the correct height) Fig. 19.

SEWING THIN OR LIGHT WEIGHT FABRICS.

When lighter pressure is required to sew satisfactorily on thin silk or filmy material, the pressure cap should be about halfway down. Release all the way by pressing the snap lock, A, Fig. 20, and then press cap B down again to half way spot. Lower the feed slightly by pressing the down button (Fig. 19) to the red line.
DARNING AND MENDING. In order to move the fabric freely in any direction for darning-and mending, release the pressure cap B completely by pressing down on the snap lock, A, Fig. 20. Press down button (Fig. 19) all the way down, which drops the feed well below the needle plate. To return feed to normal press the up button all the way down.

PREPARING TO SEW

Have take-up lever at highest point before starting to sew. Do not try to help the feeding by pulling the material as this may deflect the needle and cause it to break.

NEVER run machine without material under presser foot.

Place material and threads in position under the presser foot and lower the presser foot. You are now ready to begin sewing. By having the needle at its highest point, it is not necessary to touch the hand wheel to start the machine. You merely press the control. The speed of the machine is regulated by increasing or decreasing the amount of pressure exerted on the control.

REMOVING THE WORK

Be sure to stop the machine when the thread take-up lever and needle bar are at the highest position.

Now raise the presser foot and draw the fabric back and to the left, Fig. 21-A and B, and
pass the threads over the thread cutter. 
Pull down slightly, holding thread in both hands, so as not to bend the needle. 
Leave the ends of thread under the presser foot.

CARE AND MAINTENANCE OF YOUR MACHINE

HOW TO OIL YOUR MACHINE

Your machine should be oiled occasionally to keep it operating smoothly-how often depends on the amount of sewing you do.
Before oiling the upper part of the sewing unit at points indicated by arrows in Fig. 22 turn hand wheel toward you until the take-up lever is at its lowest point.

Avoid over-oiling—only a drop is needed at each point.

To oil parts under the bed of the machine, tip the unit back on its hinges and apply a drop of oil at each point indicated in Fig. 23.

HOW TO REPLACE LIGHT BULB

Pull light bracket down by hooking index finger tip on curved piece under light bulb. Unscrew bulb and replace with bulb of same size, which is available from your sewing machine dealer.

CLEANING AND OILING THE SHUTTLE

(See Fig. 24 and 25)

The stitch forming mechanism occasionally becomes clogged with loose threads and lint. This will interfere with the efficient operation of the machine. Cleaning and removal of the lint will safeguard the performance.

To remove the shuttle assembly, proceed as follows:

1. Turn the balance wheel until the needle reaches its highest position. Tilt head back on its hinges.
2. Remove bobbin case (A), Fig. 24.
3. Turn the two shuttle race cover clamps (B) downward and remove the shuttle race cover (C) and shuttle body (D).
4. Clean the shuttle race, the shuttle, and shuttle race cover by removing all threads, lint, etc.
5. Apply a drop of oil with finger tip to outer edge of shuttle.

When the cleaning has been completed, proceed as follows to replace the shuttle assembly:
1. Turn the balance wheel until the needle reaches its highest position.
2. Place shuttle body, (D), in race against shuttle driver.
3. Replace shuttle race cover, (C), over hinge pin at lower edge and lock into position with shuttle race cover clamps, (B), making certain the clamps have been snapped securely into position.
4. Put bobbin into bobbin case.
5. Put the bobbin case into the shuttle race, fitting tongue into notch E of race cover.

ACCESSORIES

1. Plastic Oilier
   (Sealed and filled)
2. Package of Needles (5)
3. Large Screw Driver
4. Small Screw Driver
5. Felt washers (2)
   (For spool pins)
6. Bobbins (3)
### TROUBLE CHART

<table>
<thead>
<tr>
<th>Trouble</th>
<th>Probable Cause</th>
<th>Correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>If Machines Binds</td>
<td>Thread or lint in raceway</td>
<td>1—With take-up lever in highest position, tilt head back on hinges and remove bobbin case.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2—Turn clamps outward and remove race cover.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3—Remove hook.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4—Clean Thread and lint from all parts, including race.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5—Run a drop of oil along rim of hook.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6—Replace hook, then race cover. Snap clamps into place.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7—Grasp threaded bobbin case by latch and replace, fitting tongue into notch of race cover.</td>
</tr>
</tbody>
</table>

![Diagram](image)
<table>
<thead>
<tr>
<th>Trouble</th>
<th>Probable Cause</th>
<th>Correction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skipping Stitches</td>
<td>Bent needle</td>
<td>Discard and replace</td>
</tr>
<tr>
<td></td>
<td>Needle placed incorrectly in clamp</td>
<td>See instruction page No. 8</td>
</tr>
<tr>
<td></td>
<td>Too fine a needle for thread being used</td>
<td>See needle and thread chart, page No. 7</td>
</tr>
<tr>
<td>Irregular Stitches</td>
<td>Upper thread tension too loose</td>
<td>Tighten upper tension</td>
</tr>
<tr>
<td></td>
<td>Improper threading</td>
<td>See threading instruction, page No. 10</td>
</tr>
<tr>
<td></td>
<td>Bobbin not wound even</td>
<td>Rewind bobbin</td>
</tr>
<tr>
<td>Uneven Stitches</td>
<td>Pulling or holding material</td>
<td>Avoid pulling or holding material, just guide it.</td>
</tr>
<tr>
<td></td>
<td>Not enough tension on upper thread</td>
<td>Increase tension</td>
</tr>
<tr>
<td></td>
<td>Poor quality thread</td>
<td>Try different thread</td>
</tr>
<tr>
<td></td>
<td>Needle too fine for thread being used</td>
<td>See needle and thread chart, page No. 7</td>
</tr>
<tr>
<td>Trouble</td>
<td>Probable Cause</td>
<td>Correction</td>
</tr>
<tr>
<td>----------------------</td>
<td>-------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Upper thread breaking</td>
<td>Improperly threaded</td>
<td>Refer to threading instructions see page No. 10 and rethread machine</td>
</tr>
<tr>
<td></td>
<td>Too much tension</td>
<td>Loosen tension on upper thread by turning thread tension knob to lower number.</td>
</tr>
<tr>
<td></td>
<td>Starting with take up in incorrect position</td>
<td>Always start sewing with take up lever in highest position</td>
</tr>
<tr>
<td></td>
<td>Improper setting of needle</td>
<td>Refer to needle setting instruction see page No. 8</td>
</tr>
<tr>
<td></td>
<td>Bent or eye of needle of too sharp</td>
<td>Try a new needle</td>
</tr>
<tr>
<td></td>
<td>Bent or blunt needle</td>
<td>Discard all blunt or bent needles and replace with new</td>
</tr>
<tr>
<td>Material puckering</td>
<td>Tensions too tight</td>
<td>See tension adjustment page No. 12</td>
</tr>
<tr>
<td></td>
<td>Dull needle</td>
<td>Change needle</td>
</tr>
<tr>
<td></td>
<td>Stitch length too long</td>
<td>Reduce stitch length</td>
</tr>
</tbody>
</table>
Your sewing machine comes equipped with the basic set of accessories described earlier in this book.

The following pages illustrate additional time saving attachments that have been designed specifically for your machine. They are available at modest cost from your Dealer. If your dealer cannot supply you, order by part number from:

Apex Service Division, Elm and Washington Streets,
Cleveland 13, Ohio.
SOME OF THE ATTACHMENTS AVAILABLE FOR YOUR MACHINE

PART #74132
RUFFLER

PART #2146
DARNING SPRING

PART #1873
CORDING AND ZIPPER FOOT

PART #74174
ATTACHMENT FOOT

PART #74159
BINDER

PART #75554
EDGESTITCHER

PART #76553
HEMMERS

PART #76552

PART #76551

PART #76550
ATTACHMENT FOOT

In order to attach the binder, edgestitcher and the hemmers, it is necessary to remove the presser foot and replace it with the attachment foot. Fig. 26.

Mount binder, edgestitcher or hemmers sliding the attachment to the left as far as possible and tighten screw.

The mounting slot enables you to sew as close to or as far away from the edge as desired. Just move the attachment to the correct position before tightening the mounting screw.

THE EDGESTITCHES

The edgestitcher is used in making lace insertions, edgings and pippings. The slots serve as guides. To sew lace edging to fabric, place the material you want on top in slot. Fig. 27, and the other piece in slot 4. Fig. 28.

To trim with a wide piping, place the fabric in slot 4, and the fold of the piping to the left in slot 3, for a narrow piping, place the fabric in slot 2 and the folded edge of the piping to the right in slot 3.

Slot 5 may be used as a guide in stitching a french seam.
BINDER

This attachment folds bias binding, applies it to the edge of material in one operation. Slots on scroll of the binder are for corresponding widths of commercial folded bias binding.

The open mouth of binder scroll is used for unfolded bias strips cut 15\(\frac{1}{16}\) inch wide.

FOLDED BINDING (Fig. 29)

Cut a point on folded binding, insert in appropriate slot. Draw through slot and under binder with strong pin. Test stitching to be sure it is on the edge. Adjust by sliding binder to right or left.

TWO-TONE BINDING (Fig. 29)

Two bindings can be sewn on fabric edge also in one operation. When two are used, always skip one size between widths, inserting each in correct size slot.

HAND-CUT BIAS BINDING (Fig. 30)

Cut 15\(\frac{1}{16}\) inch bias binding fold in half for a couple of inches. Cut binding diagonally toward end, almost to fold. Slip fold into center of binder. Draw back until cut opens and binding encircles open end of scroll. Test stitching to be sure it is on the edge and adjust if necessary.
The riffer will produce yards of delicate ruffling or precision pleating. Ruffling can also be done and sewn to another piece of fabric at the same time. This highly versatile attachment despite its wide range of use, is simple to use. Use the riffer for making aprons, curtains, pleating a skirt, adding fullness to the bodice of a dress and etc.
THE ADJUSTABLE CORDING AND ZIPPER FOOT

This attachment is used to make and insert covered cording, and to sew in zippers. Loosen thumb screw to slide foot to either right or left of needle.

CORDING. Fold bias strip of fabric over cord. Loosen thumb screw and set foot so needle is centered in needle hole. Machine baste cord in place (Fig. 34).

To sew covered cord to material, reset adjustable foot so needle stitches closer to cord, and on edge of base fabric.

SEWING IN A ZIPPER

Loosen thumb screw and slide foot so needle enters center of needle hole. Guide metal of zipper along edge of foot (Fig. 35). Stitching should be close to zipper to allow easy opening and closing. Adjust to sew from either right or left side, whichever is more convenient.
THE SET OF HEMMERS

Before attaching any of the hemmer. Be sure bobbin thread is pulled up. Then, with hemmer in place, hold top thread loosely and turn handweel one full turn toward you, making a loop under hemmer. Grasp bobbin thread with both hands and slip horizontally under hemmer toward back. Bobbin thread will catch loop and carry upper thread to back of hemmer.

Fold material to suit for two inches along edge, hold at each end of fold. Slip fold into guide and up over spoon (Fig. 36). Fold hem in material back of hemmer. Draw forward to end of hem and fasten with point of needle. Pull on threads gently as you start stitching.

DARNING SPRING

HOW TO ATTACH

Remove presser foot, unthread needle, place darning spring, on needle and slip hook up over needle clamp.
MAKE BUTTONHOLES "AUTOMATICALLY"
(Fig. 38)
Perfect buttonholes every time... all uniform in size when you let the Buttonholer take over for you. Once it's on the machine you do not even guide the fabric... the buttonholer thinks for itself. It comes with five different size keys for buttonholes ranging in length from 5/16" to 1-1/16" in both the straight and keyhole type. Once you have used this Buttonholer you will realize there's no greater timesaving accessory for your sewing machine. Keys for other size buttonholes are also available.

BUTTON SEW-ON
(Fig. 39)
This is a time saving attachment which will convert your machine to a unit that will sew buttons of various size on any item you care to sew. Just place the button under the foot of the attachment let the machine take over and sew it to the material quickly, easily and in a neat appearing manner.
AUTOMATIC DECORATOR
(Fig. 40)

With the wonderful new automatic decorator your machine converts to a master-controlled performer of embroidery magic. It's so simple, too. Just remove the presser foot, attach the "A. D." and you're ready to make eight different decorative patterns. Each pattern of course, has many variation in width and length. All designs are built right into the decorator, reducing your effort to a minimum... and you use ordinary thread, standard needles.

BLIND STITCH HEMMER
(Fig. 41)

With the use of this attachment you are able to quickly produce invisible stitched hems on dresses, skirts, draperies and etc. Also save many tedious hours of hand work and give your sewing that professional look.

Just fold your material and let the attachment take over.