

Quick Tips

Fabrics & linings:

1. Interlinings:

- a. **English Bump** – Very thick, soft form of interlining.
- b. **Heavy Weight Flannel or Interlining Plus** – Heavier than regular interlining, but not as heavy as table felt.
- c. **Table Felt** – Very thick heavy form of interlining. (*stiffer than English Bump*)
- d. Always interline silk treatments.
- e. Cut interlining, **let it rest for 24 hours before fabrication**. Interlining is stretched when rolled on tube from mill. Interlining returns to original size when allowed to rest.
- f. Interlining can be put in face fabric hems of draperies, dust ruffles & top treatments.
- g. Instead of seaming interlining, join seams by overlapping.

2. Linings:

a. Black lining:

- i. Use as room darkening.
- ii. Keeps fabrics their original color during daylight hours.
- iii. Use four or five layering method:
 - (1) Four layers – 1st face fabric, 2nd interlining, 3rd black lining, 4th lining.
(*Note: When using a light colored face fabric, black lining turns face fabric a slight gray color.*)
 - (2) Five layers – 1st face fabric, 2nd interlining, 3rd lining, 4th black lining, 5th lining.

b. Blackout lining:

- i. Regular blackout lining can be stiff, Bella Notte (*self-healing blackout lining*) is available & has a very soft hand. Rub fingernail over a hole & hole disappears. (*see Sources – Fabrics/Angels Distributing, Inc.*)
- ii. Provides total blackout.
- iii. **TIP:** Pin or needle holes can show through treatment during daylight hours in regular blackout lining.
- iv. In addition to blackout lining, use interlining in balloons & roman shades **to reduce light holes** where rings are tacked.
- v. If possible, check cuts for flaws on blackout lining with a light machine.
- vi. Glue baste widths of blackout lining together before sewing to avoid pin holes.
- vii. Lightly spray machine & back of blackout lining with silicone to make stitching easier.

c. Ivory & White lining:

- i. Use ivory lining whenever possible, has a softer look than white.
- ii. Ivory lining can change color of face fabric.
- iii. White lining keeps color true on face fabric.

d. Tan or Putty colored linings:

- i. Use as lining for window treatments, coverlets or duvets.
- ii. For an upscale look on draperies, use colored linings. Great for home with brown & beige colored exteriors.

e. Thermal Suede – Heavier than regular lining & has a rubber backing for insulation.

f. Lining color should be coordinated across front of client's house.

g. Place linings behind face fabric, hold layers up to light to test for change in color.

Fabrics & linings continued:

3. **Maintaining & cleaning fabrics:** *(always test on scrap fabric first)*
 - a. **Grease** – Janie Stick *(a powder stick)*, Dawn dishwashing liquid, Rowley's Crease Away, CarboSol, Energine or baby powder.
 - b. **Blood stain** – Moisten a cloth with your saliva.
 - c. **Ink** -- Hair spray.
 - d. **General stains** – Fantastic cleaner works great on polyester or poly cotton blends.
 - e. **Trim Adhesive** – To remove, use denatured alcohol or mineral spirits.
 - f. **Dry cleaning** – Clients should use a dry cleaner that specializes in draperies & bedding. Their solvent is not as harsh as normal dry cleaners. They usually guarantee no shrinkage.
4. **Protecting fabrics:**
 - a. Use Fabri-Coate from Guardsman to protect cushions, slipcovers, etc.
 - b. Include cost in client's proposal.
5. **Shower liners *(extra long)*:**
 - a. Use nylon shower liners instead of vinyl. Nylon is softer & lasts longer.
 - b. Extra long nylon & vinyl liners can be ordered from Bradford's of Tampa or Williamson Supply. *(see Sources – Miscellaneous)* Most nylon liners from these companies are waterproof.
 - c. Use Vinyl Deco Fold, color: Frosty Clear liner if shower does not have a light. Frosty clear color allows light & still gives privacy.
 - d. Vinyl liners can be trimmed to any length.

Installations:

1. **Blinds on commercial metal doors:**
 - a. When one side of bar handle is against door, use a metal spacer to project handle. *(purchase from Jillze – see Sources)*
2. **Dust Ruffles:**
 - a. Use a tagging gun to attach dust ruffle sections to box springs.
 - b. Leave tagging gun & extra tags with client; give client a lesson for removal & re-installing dust ruffle for cleaning purposes. Inform client of many other uses for the tag gun. *(include cost of tag gun in client's invoice)*
3. **Functional draperies on wood poles with rings:**
 - a. Spray top of wood rod with silicone a couple of times before hooking draperies on rings. Leave can of silicone with client for spraying pole; if drapery rings start grabbing.
 - b. When draperies are extremely heavy, use silicone in tube & rub on with fingertips. Leave tube with client.
4. **General:**
 - a. Use Quick Grips as an extra set of hands when installing by yourself.
 - b. Use white angles instead of silver for a really custom look underneath treatments. *(be sure to paint screw heads)* *(see Sources – Miscellaneous/Rowley Co.)*
 - c. Wear a tool belt to keep tools, brackets & screws at hands reach.
 - d. Paint screw heads to match wood or metal brackets with markers. *(see Sources – Tools & equipment/Rowley Co.)*
 - e. Trace brackets from each vendor & record measurements for deductions when mounting draperies to rings. For easy reference keep all pages in your **"Quick Tips"** file folder.
 - f. Give rooms a larger look by installing treatments close to ceiling or 6" – 8" higher than top of window.
5. **Iron rods:**
 - a. No supports are needed on 1½" rods up to 90".
 - b. No supports are needed on 1" rods up to 60".

Installations continued:

6. **Mattress sizes for beds:** (*Mattress settings can vary, however, these are the most common sizes.*)
- Twin 39" x 75"
 - Full 54" x 75"
 - Queen 60" x 80"
 - King 78" x 80"
 - California King 72" x 84"

7. **Pin setting for drapery hooks:** (*Pin settings can vary, however, these are the most common pin settings.*)

- Standard traverse rod 1 3/4"
- Ceiling mount traverse rod 1 1/2"
- Under draperies on double traverse 1 1/4"
- Decorative traverse rod with rings 1/2"
- Ringless decorative traverse rod 7/8"
- Wood rings with eyelets 1/2"
- Above settings are measured from top of pin to top of drapery.

8. **Pleated draperies:**

- To calculate stack of pleated draperies: stack will be approx. 1/3 of drapery finished width.
- Standard overlap & return for pleated draperies is 3 1/2".
- Sell casement fabrics as unstable goods. This fabric changes with humidity in the air.

9. **Return for pleated draperies:**

- Regular/one layer 3 1/2"
- Double traverse/two layers 5 1/2"

10. **Rod pockets:** (*Use a larger rod pocket when a smaller stack is needed. Take up varies with type of fabric.*)

	Rod Type	Suggested Rod Pocket	Take Up
a.	3/4" Curtain Rod & Oval Rodding	1 1/2"	1/2"
b.	Continental I (4 1/2" rod)	5 1/2"	1/2"
c.	Continental II (2 1/2" rod)	3"	1/2"
d.	Wood Pole (2" dia.)	4"	1 1/2"
e.	Wood Pole (1 3/8" dia.)	3"	1 1/4"
f.	Pinacle Rod	7"	2 1/2"

11. **String or tab tie treatments:**

- After panel is finished; tie two sets of ties on pole to determine desired length.
- Mark each tie at top of pole with chalk pencil.
- Take off pole & stitch along each mark.
- At install insert pole into ties. Tie each tie above stitch line.
- Treatment will install much faster & all ties will be exact same length.

12. **Top treatment projections:**

- Single treatment (*roman shades or treatment over kitchen sink*) 1 x 2 board
- Single treatment (*top treatment over regular window*) 1 x 4 board
- Double treatment (*top treatment & drapery*) 1 x 6 board
- Triple treatment (*top treatment, drapery & sheer*) 1 x 8 board

Sewing:

1. Use clear rules for easy reading.
2. Use a rotary cutter & rubber mat to cut strips for welting & any long cuts. (*use self-healing rubber mats*)
3. Use a metal straight edge to cut banding straight.
4. Use various size straight edges i.e., 1", 1½" or 2" to draw mounting lines on board. Width of straight edge serves as mounting line guide.
5. Use the Purple Thang for turning & poking. (*see Sources – Sewing supplies/Brewer Sewing Supply Clotilde or Nancy's Notions*)
6. Use **large plastic head push pins**, #4435, to mount treatments on boards. (*see Sources – Sewing supplies/Atlanta Thread & Supply*)
7. Use Newey glass headed pins in workroom. (*see Sources – Sewing supplies/The Custom Home Furnishing School*)
8. Use brass roman shade rings instead of plastic rings. (*will not sun rot & makes a smaller bite on front of fabric*) (*see Sources – Sewing supplies/Rowley Co*)
9. Use binding & hem clips or jumbo paper clips instead of pins when working with blackout fabric. (*see Sources – Sewing supplies/Brewer Sewing Supply/Clotilde*)
10. Attach printed fabric labels in side hems of draperies or staple on underneath side of top treatment. A great marketing tool. (*see Sources – Sewing supplies/Rowley Co.*)
11. **Balloons & roman shades:**
 - a. For Child Safety; use a Cord Condenser to reduce multiple cords into one lift cord. (*see Sources – Sewing supplies/Rowley Co.*)
 - b. Use brass rings (*ST16*) for a smaller tack on front side of shade. Brass rings will not break or rot from exposure to sun. (*see Sources – Sewing supplies/Rowley Co.*)
 - c. For a less conspicuous looking cord use 1.4 mm cord.
 - d. Use fabric tubing for to cover weight rod; when rod is not inserted into bottom hem of roman. (*see Sources – Sewing Supplies/Rowley Co.*)
 - e. Make sure screw eyes on board are in line with ring rows on shade; shade will not raise properly if screw eyes & ring rows are not in line with each other.
 - f. Purchase Screw Eye Drivers to attach screw eyes faster. Screw Eye Drivers come in two sizes, one for regular screw eyes (*SK77*) & one for micro screw eyes (*SK75*); purchase both if you use 9 mm cord to use with a clutch system. (*see Sources – Equipment & tools/Rowley*)
12. **Hand sewing:**
 - a. Use 2" – 3" curved needles when sewing pillow closures or attaching rosettes to treatments or pillows. (*see Sources – Upholstery suppliers*)
 - b. Use #4 milliners needles for drapery & side hems. (*see Sources – Sewing supplies/Sew True*)
 - c. Wax all thread with beeswax. (*stops thread from breaking & tangling*)
 - d. Rice's Silamide thread is waxed & precut. (*see Sources – Sewing supplies/Atlanta Thread & Supply*)
 - e. Use Buttonhole Twist thread for pillows, cushion closures & attaching buttons.
 - f. Use a 12" - 14" upholstery needle with a bayonet point (*a cutter*) to attach buttons on ends of neckrolls or bolsters. (*see Sources – Upholstery suppliers*)
13. **Half pole smooth cover cuts (2½"):**
 - a. Cut 9" x length of pole, plus 2" (*turn under allowance*).
 - b. Serge top & bottom of cover.
 - c. Turn under 1" on each end & staple fabric to back side of pole. Staple fabric flush with end of pole.
 - d. **Option:** Leave ¾" of fabric to staple or glue to pole end.

Sewing continued:

14. **Half pole Shirred cover cuts (2½"):**
 - a. Cut 10" x length of pole x 3 (*fullness*).
 - b. Serge top & bottom of cover.
 - c. Gather top & bottom edge. (*gather each width to 18"*)
 - d. Turn under 1" on each end & staple fabric to back side of pole. Staple fabric flush with end of pole.
 - e. **Option:** Leave ¾" of fabric to staple or glue to pole end.
15. **Hems for drapery linings:**
 - a. Doubled 4" hem in face fabric = doubled 3" hem in lining.
 - b. Doubled 5" hem in face fabric = doubled 4" hem in lining.
 - c. (*Top of face fabric & lining hem should be at same height. Lining will be 1" shorter.*)
16. **Millennium tape:** (*see Sources – Sewing supplies*)
 - a. Do not sew over millennium tape, it will gum up needle on machine.
 - b. Burnish tape to make tape adhere to surface.
 - i. Apply tape to item.
 - ii. While paper backing is still on tape, use back of fingernail & rub across tape.
 - iii. Peel off paper backing & press the other layer on top of tape.
 - c. Millennium tape is not dry cleanable.
 - d. Tape bonds stronger with time.
17. **Needles (sewing machine):**
 - a. Sharpen needles by stitching a few stitches through sandpaper.
 - b. A burr on a needle is the most common reason for poor stitching.
 - c. Machine needles:
 - i. Upholstery weight fabric use #18 – #22 size needles.
 - ii. Medium weight fabrics use #14 – #16 size needles. (*standard*)
 - iii. Light weight fabrics use #10 or #11 size needles. (*sheers*)
18. **Notches:**
 - a. Notches can be made by folding front & back fabrics together & making a small cut in seam allowance.
 - b. Cut notches in any treatment or pillow to keep front & back lined up.
 - c. A Notcher can be used for making notches. (*see Sources – Equipment & tools/Southstar Supply Co.*)
19. **Proportions:**
 - a. Dust ruffles should have 2½–1 to 3–1 fullness. Upholstery fabrics 2 x fullness.
 - b. Draperies (*stationary*) on double window use 1 – 1½ widths of fabric, triple window use 1½–2½ widths of fabric.
 - c. Draperies (*Cuffed, Ruched or Cupped*) 1¾–1 fullness.
 - d. Jabots lengths should be 2/5 – 3/5 of total treatment height to floor.
 - e. Sheers should have 3–1 to 5–1 fullness.
 - f. Swags should be 1/5 of total treatment height to floor.
 - g. Top treatments should be 1/5 of total treatment height to floor.
20. **Stitching – no slip:**
 - a. With both hands approx. 8" – 10" apart, grab a section of fabric layers to be stitched. One hand will be in front of needle & other hand behind needle.
 - b. Stitch held section of fabric. Don't pull, just hold.
 - c. With needle down into fabric, release hands. Grab next section to be stitched, repeat steps.

Sewing continued:

21. **Swags:** (*stop lining from showing*)
- Option 1: Stitch curved edge of swag as normal with lining & interlining.
 - Open lined swag like a butterfly.
 - Finger press seam allowance toward lining & topstitch seam toward wrong side of lining $\frac{1}{8}$ " or less from seam.
 - Option 2: Add string welting (1.8mm) in seam allowance of swags.
22. **Swags:** (*sheer fabric*)
- Self-line solid sheer swags.
 - Line print sheer swags with a solid voile sheer.
 - Stack layers of sheer fabric.
 - Draw around swag pattern with a marker & cut all layers at one time.
 - Leave at least a 3" allowance for serging. Staple to hold layers together.
 - Serge off line, turn & press.
23. **Welting cuts w/ $\frac{1}{2}$ " & $\frac{3}{4}$ " (*serging*) seam allowance:**

	Cording size	Cuts w/ $\frac{1}{2}$"	Cuts w/ $\frac{3}{4}$"	Encased on bias
a.	1.8mm (<i>roman shade lift cord</i>)	1 $\frac{1}{2}$ "	2"	1 $\frac{3}{4}$ "
b.	4/32"	1 $\frac{1}{2}$ "	2"	1 $\frac{3}{4}$ "
c.	6/32"	1 $\frac{1}{2}$ "	2"	2"
d.	10/32"	2"	2 $\frac{3}{4}$ "	2 $\frac{1}{4}$ "
e.	12/32"	2 $\frac{1}{4}$ "	2 $\frac{3}{4}$ "	2 $\frac{1}{2}$ "
f.	16/32"	2 $\frac{1}{2}$ "	2 $\frac{3}{4}$ "	3"
g.	22/32"	3 $\frac{1}{2}$ "	4"	3 $\frac{3}{4}$ "
h.	1"	5"	5"	5"

TIPS:

- Serged welting allows for a $\frac{3}{4}$ " seam on industrial machines.
- Use 4/32" covered welting between seams of duvets or bedspreads.
- String welting (1.8mm) can be used on edges of swags & jabots, top treatment edges & pillows. It makes turning swags & jabots easier. This small added detail gives a great finished look.
- Good cording sizes to stock are 4/32", 6/32", 10/32" & 22/32" or 1" (*for jumbo welting*).
- When fabric ravel, add $\frac{1}{4}$ " to cut size.
- For an easy reference, record **all three cut sizes** on top of cording spools.
- Trim all seams to $\frac{1}{4}$ " before turning encased welting.

Workroom:

- Use an air compressor with a special air blowing nozzle to blow off worktables.
- Use a tape lint roller to clean off tables.
- Make long wooden bins under work table to store tape measures, electric cutter, extra scissors, stapler, metal straight edges, etc. (*see Resources/Photos of Workrooms/Debbie's Designs on Minutes Matter Website*)
- Line off worktable with permanent lines. (*Use a Super Permanent Sharpie (Industrial strength). Industrial Sharpies will not bleed when steam is used on table.*) (*see Resources/Photos of Workrooms/Debbie's Designs on Minutes Matter Website*)
- Mark vertical rows in romans & balloons using a template made from vanes of a PVC vertical. Punch a hole every 6" with a paper hole punch. (*make a template for each different ring spacing used in workroom*) Or, purchase a "**Ring Marking Template**" from **Minutes Matter**.
- Use plexiglass corner templates for making different radius corners; Katie's Korner Radial Rule. (*see Sources – Sewing supplies/Brewer Sewing Supplies*)
- Use Large Scallop Radial Rule to make 6" – 10" scallops. (*see Sources – Sewing supplies/Brewer Sewing Supplies*)

Workroom continued:

8. Use Easy Threader to insert cording, ribbon or elastic into a casing. (*see Sources – Sewing supplies/Brewer Sewing Supplies*)
9. Use a Stiletto to save fingers when working close to machine needle. (*see Sources – Sewing supplies/Brewer Sewing Supplies*)
10. Rub chalk on shank of sewing machine needles to make reading needle size easier.
11. Use a surgical seam ripper to remove straight or serged stitches easy without damaging fabric.
12. **Diameters (circles):**
 - a. Multiply dia. x 3.1416 (*pi*) i.e., 30" Table top + 60" (*two 30" drops*) = 90" x 3.1416 = 282.75" ÷ 36 (*yds*) = 7.85 yds. amount of fringe or cord needed for bottom edge of tablecloth.
 - b. Make a beam compass to draw large circles.
 - i. Use a 1 x 2 or preference, drive a large nail into one end.
 - ii. Attach a flat carpenter's pencil at desired measurement with small clamp.
 - c. Beam compass integrated with a tape measure #23227 (*Rotape*). (*Rockler Company*)
 - d. Tape a pencil or disappearing pen to a metal straight edge at desired measurement.
 - e. Use EZ Circle Marker for circles 1" – 18". (*see Sources – Sewing supplies/Nancy's Notions*)
13. **Foam (shredded or chipped):** (*See sources – Upholstery suppliers*)
 - a. Foam is hard to get off clothing.
 - b. When working with shredded foam, cover yourself with a plastic dry-cleaning bag.
 - c. Stick head through opening at top of bag. Cut holes for arms.
14. **Foam (cutting):**
 - a. Use an electric knife to cut rubber foam for cushions or pillows.
15. **Fractions:**
 - a. Divide fractions; double bottom number of fraction i.e., $3/8 = 3/16$ or $3/4 = 3/8$.
 - b. Convert fractions to decimals; divide top number by bottom number i.e., $3/8 = 3 \div 8 = .375$.
16. **Machine Maintenance:**
 - a. Oil machines weekly.
 - b. Once a week use a Blo Gun nozzle to blow out machines to remove lint.
 - c. Change oil in machines once a year.
 - d. Replace a bent bobbin case.
 - e. When bobbin is back lashing, put a drop of oil in back of bobbin case.
 - f. Use R-33 instead of WD40. R-33 lasts for 9 months, WD40 lasts 8 hours.
 - g. Use carbide blades on top & bottom of serger.
 - h. To adjust tension on blind stitch machine; loosen tension all the way, then tighten a little at a time until looping stops & stitch is correct.
 - i. Run serger thread through beeswax a couple of times for ease when threading serger.
17. **Pattern filing:**
 - a. Set up a filing system for patterns made in workroom.
 - b. Set up several main categories i.e., Arches, Swags, Top Treatment, Pillows, Misc., etc.
 - c. Type a master list with categories. As you make a pattern, add new pattern to one of the main categories.
 - d. Place each pattern in a 12 x 14 manila envelope. Glue a picture to front of each envelope. Label each envelope with a title. Put main category number with a letter for each different pattern. Example for a swag: Tailored Swag & Jabot w/Bell or Necktie **6b**. The "6" denotes category which is Swags and "b" indicates that it is the second pattern made in this category. Write pattern numbers in top right corner. Write title with black marker & numbering with a red marker. Label each pattern piece inside envelope with pattern number & letter.

Workroom continued:

18. Pillows:

- a. Make a template from heavy plastic or plexiglass with a 5" diameter circle in center. The 5" circle helps to find center immediately. Make templates for most common pillow sizes.
- b. **Standard pillow sizes:**
 - i. Regular/Standard 20" x 26"
 - ii. Queen 20" x 30"
 - iii. King 20" x 36"
 - iv. Body 20" x 60"
 - v. Euro 27" x 27" or 26" x 26"
 - vi. Neckroll 6" x 17"
 - vii. Neckroll/Bolster 8" x 23"
 - viii. *(Pillow sizes can vary; these are the most common sizes.)*

19. Pressing:

- a. Cut a cardboard fabric tube 18", cover with batting & lining. Use tube as a pressing aid for hard to reach areas.
- b. To prevent shrinkage problems, steam press fabrics before fabrication.
- c. Use different size dowel rods to press seams in small ties or any other hard to reach area.
- d. Use a 3' section of stair railing as another pressing aid; will not roll on table, since one side is flat.

20. Thread:

- a. Gutermann is a high quality multi-purpose thread.
- b. Serger thread – A very fine Polyester #1276 size #15 for lightweight fabrics & sheers. *(See Sources – Sewing supplies/Atlanta Thread & Supply Co.)*
- c. Serger thread – All purpose/extra strength cotton covered polyester thread #1061 size 60/36, Coats American Dual Duty for all fabrics. *(Atlanta Thread & Supply Co.)*
- d. Serger thread – Fine thread/extra strength cotton covered polyester thread #1022 100/60, Coats American Dual Duty. *(See sources – Sewing supplies/Atlanta Thread & Supply Co.)*
- e. Rice's Silamide is great for hand sewing. *(pre-cut, waxed thread) (See Sources – Sewing supplies/Atlanta Thread & Supply Co.)*
- f. For accurate thread colors, purchase thread color charts.
- g. Use Button-hole twist thread for sewing pillow openings.

21. Wood for cornices: *(four stars represents most expensive product)*

- a. **MDF: ****** *(Medium Density Fiberboard)* A waste wood product that is made with wood fiber mixed with resins & glues then pressed into sheets by machine. Will not bow or warp like plywood. A very stable material, however, it will swell if exposed to moisture. Must pre-drill. MDF can be purchased in 4 x 8 sheets, ½" - ¾" thick & is the heaviest product listed in this section. Can be painted.
- b. **OSB: *** *(Oriented Strand Board)* Made up of layers of wood chips about 3" or 4" x 1" or 2" wide. Chips are deposited on a form & glue is added. 6" - 8" stack is pressed to less than ½". Can be cut with all power saws, however it is not suitable for shaping or sanding. Will not bow or warp like plywood. Corners can break away when sustaining a blow. This wood should be used as an underlayment only, never a finished product to be painted or stained. OSB can be purchased in 4 x 8 sheets, ¼" - ¾" thick. Great for fabric covered cornices; heavier than plywood.
- c. **Particle board: ***** A wood waste product that is made by mixing sawdust with resins & glues then pressed into sheets by machines. Will not bow or warp like plywood. Particle board can be purchased in 4 x 8 sheets, ½" - ¾" thick.

Workroom continued:

- d. **Plywood C/DX :** ** A product that consists of odd number of wood veneers glued over each other at right angles. Has a tendency to bow or warp. Plywood may be purchased in 4 x 8 sheets, ¼" - ¾" thick & is lightest product listed in this section. Great for fabric covered cornices; lightest wood in this section.
22. **Wood rings, brackets & finials (painting):**
- a. Use a quilting frame on a stand, or use a 1¾" wood pole with 1 x 4's & make a stand. Rings can be hung from either stand. Use drapery pins on quilting frame & use book hangers hooks for 1¾" wood poles. Cup hooks can also be screwed into bottom of 1¾" wood pole. Be sure & place plastic or newspaper paper underneath to catch all drips.
 - b. Rings can be dipped into a can of paint or sealer. After all rings have been dipped, take a brush & wipe drip at bottom of ring. Repeat if necessary.
 - c. **TIP:** Test process before dipping in paint; paint may need to be thinned a little. Do not over thin.
 - d. Rings can also be painted regular with a brush.
 - e. Make a painting stand for brackets & finials. Cut a 1 x 6 approx 24" L (*top piece*) & 2 legs approx. 8" long. Screw legs to bottom of top piece on each end. Finials can screw directly onto top piece, use drywall screws to secure brackets to top piece. Be sure to leave enough space between items to paint. Make extra stands for large jobs. Brackets & finials can be dipped also, be sure to leave enough space between items for dipping.

Workroom tools:

1. **Air compressors & air tools:**
 - a. Use quick connect fittings for hoses & air tools.
 - b. Use a pig tail recoil hose. (*Hose has a straight end, which makes working with hose easier.*) Purchase a "Nycoil Air Hose" from **Minutes Matter**.
 - c. Put a drop of oil in each air tool before use. (*use only recommended oil for your air tool*)
 - d. Use a Blo Gun nozzle to blow off work tables & blow out machines. (*see Sources – Equipment & tools/Duo-Fast*)
 - e. Use a light weight stapler for general fabrication in workroom. (*Duo-Fast #TI-3118A, uses 3/16" – 9/16" staples*) (*see Sources – Equipment & tools/Duo-Fast*)
 - f. Use a braid nailer for constructing cornice boards. (*Duo-Fast #DBN-440, uses ½" – 1¼" staples*) (*see Sources – Equipment & tools/Duo-Fast*)
2. **Bias Tape Maker** – Make bias tapes perfect every time. Comes in many sizes from ¼" – 2". (*see Sources – Equipment & tools/Brewer Sewing Supplies*)
3. **Buttons:**
 - a. **Junior No. 1 Button Machine** – A great time saver when making a lot of covered buttons. (#T5541) (*see Sources – Equipment & tools/Farber Sales Co., Inc.*)
 - b. Dies must be purchased for each size button.
 - c. Good sizes to stock, #36, #45 & #60. Add interlining to button for softer look.
 - d. Use a small piece of millennium tape on top of button to stabilize slick fabrics.
4. **Bostitch P3 Stapler** – Use this stapler in place of pins. (*plier stapler*) Example: Staple box pleats at top of treatment before mounting. Staples hold layers in place. (*see Sources – Equipment & tools/Atlanta Thread & Supply*)
5. **Chickadee-B Cutter** – A corded electric rotary cutter. Cuts through many thicknesses. (*see Sources – Equipment & tools/Workroom Concepts*)
6. **Dritz Electric Scissors** – An inexpensive cordless/electric scissor cutter, cuts 1 – 2 layers at a time. (*see Sources – Equipment & tools/Brewer Sewing Supply*)

Workroom tools continued:

7. **Erasable Fabric Marking Pens** – Has a purple/pink marker on one end & an eraser on the other. **TIP:** Do not iron over markings, fabric can burn. (*see Sources – Sewing supplies/Rowley Co.*)
8. **Grommet Tool** – Cuts a hole in fabric & forms grommets. Dies must be purchased for each size grommet. (*see Sources – Equipment & tools/Rowley Co.*)
9. **Kwik Release Chuck Adapter** – Allows you to quickly change shafts or drill bits. (*see Sources – Equipment & tools/ Rowley Co.*)
10. **Screw Eye Driver Tool & Micro Screw Eye Driver** – Set screw eyes in seconds with this tool, a real time saver. Use Micro Driver for Roll-Ease systems. (*see Sources – Equipment & tools/ Rowley Co.*)
11. **Sewing Machine feet:**
 - a. **Cording foot (right)** – A channeled foot that rides over top of cording on right side.
 - b. **Cording foot (left)** – A channeled foot that rides over top of cording on left side.
 - c. **Couching foot** – A foot that zigzags over roman shade cording or multiple cords. (*See Sources/Equipment & tools/Nancy's Notions*)
 - d. **Pin Tuck foot** – A foot that makes tiny tucks next to each other. (*Nancy's Notions*)
 - e. **Ring foot** – A foot that holds roman shade rings in place. (*Bill's Sewing Equipment*)
 - f. **Roller foot** – A great foot for sewing napped or slippery fabrics. (*Nancy's Notions*)
 - g. **Spring foot clamp** – Quick way to change feet without a screwdriver. (#MISSFC2 (*see Sources – Equipment & tools/Bill's Sewing Equipment*))
 - h. **Turret foot** – Quick way to change feet on a straight stitch machine. This foot looks like a Ferris wheel. Have 3 of your favorite feet attached. Dial desired foot. This foot is custom made. (*see Sources – Equipment & tools/Bill's Sewing Equipment & Dunlap Sales*)
 - i. **Zipper foot** – This tiny foot is great for zippers & also perfect for backing off welting. (*keeps stitching away from cording*) (*see Sources – Sewing supplies/Atlanta Thread & Supply & Nancy's Notions*)
12. **Staple Lifter** – Great for pulling staples out of top treatments or cornices boards. (#T554) (*see Sources – Upholstery suppliers/Farber Sales Co., Inc.*)
13. **Staple & Tack Remover** – Great for pulling staples out of top treatments or cornices boards. (#T2525) (*see Sources – Upholstery suppliers/Farber Sales Co., Inc.*)
14. **Rod cutter** – Cuts weight rods for roman & balloon shades. Cuts Roll-Ease rods. Rod cutter makes task much easier & faster. (*see Sources – Equipment & tools/Rowley Co.*)
15. **Tagging Gun:** Temporarily holds pleats for jabots or box pleats until installation & install a dust ruffle (*see Quick Tips – Installations/Dust ruffles*). There are dozens of other uses for this tool. (*see Sources – Equipment & tools/QuilTak*)
 - a. Use ¼" tags.
 - b. Use purple tags for a temporary hold. Easy to spot & clip after installation.
 - c. Use clear tags for permanent tacking.