

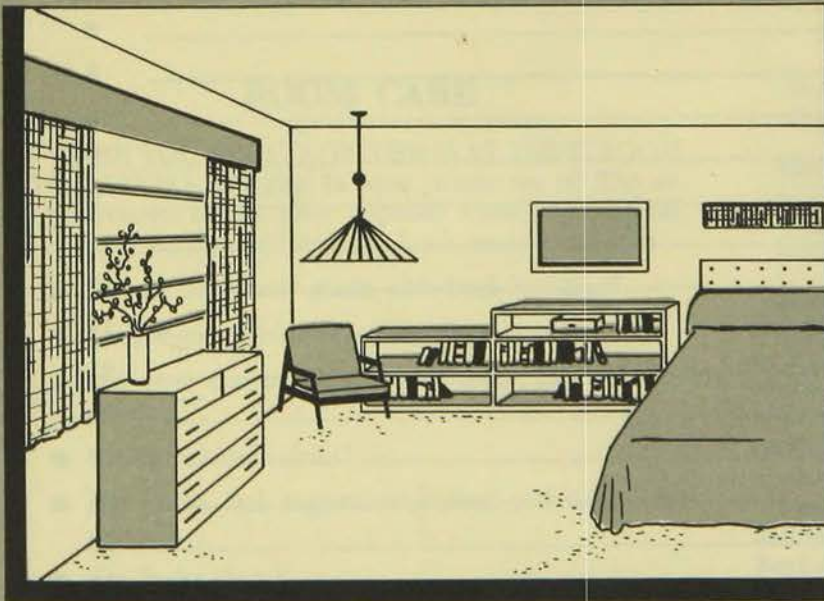
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JUNIOR

4-H HOME IMPROVEMENT--

family living



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4-H Junior

Home Improvement - Family Living

GOOD HOME MANAGEMENT IS THE BEST USE of what you have to get the most of what you want. This may be called family organization.

Each individual must also manage his own affairs. Everyone uses three main resources in everyday living: time, money, and energy. To improve the management of these resources, you can: (1) add to your knowledge, and (2) learn new skills or increase present skills.

But, no matter what your resources or knowledge, attitude influences every situation. If you feel the world is a happy place with friendly people, you will be a happy, friendly person. One student attends school because of a yearning to learn. For him all is an adventurous journey. The one who goes only because he must, often finds no joy in it.

There are many ways that you can make daily chores more enjoyable. First, train yourself to always look on the pleasant side; but also accept a share of "being sad," for this is part of life. Understanding family problems can teach you a great deal. No life has to be humdrum.

Your first habits in personal management work will be valuable all through life if they are good habits. The people close to you will learn from you. Let's hope you will be a good teacher.

In America you have many opportunities for a rich, happy life. It is your responsibility to select the best that you can afford.

In the Home Improvement—Family Living project, we hope you will learn to use your skills so that you and your family may have a satisfying life.

Household Habits

ROOM CARE

ARE YOU PROUD OF THE WAY YOUR ROOM LOOKS and glad to have people see it? The attractiveness of any room depends mainly on whether or not it is clean and orderly. Look around and see:

- Is your bed neatly made with fresh bedding?
- Is your room free from clutter?
- Are your closets and drawers clean and well organized?
- Is the furniture clean?
- Are books and magazines dusted and neatly arranged?
- Are floors clean?
- Are scatter rugs clean and straight with the walls?
- Are windows, mirrors, and picture glass sparkling?
- Are lamps, lampshades, and bulbs clean?
- Are your curtains clean and properly hung?
- Are walls and woodwork clean?

How does your room rate? Could you answer "yes" to all these questions? Housekeeping isn't hard if you:

Plan what is to be done.

Plan when to do it.

Know how to get it done.

If you share your room, you also share the responsibility of keeping it clean and orderly. Work together and it can be fun. Then you may also help mother in others parts of the house.

How often should a room be cleaned? Each room needs some daily—weekly—and occasional care. Make a schedule.

Learning good housekeeping habits saves you time and energy. Review the cleaning practices learned in Beginner 4-H Home Improvement—Family Living. Then study the following cleaning rules.

WINDOWS AND OTHER GLASS

Window panes, mirrors, and picture glass should be wiped every week. Use a dry cloth to remove dust. When necessary, clean them with clear warm water.

You may add a detergent to the water. For very soiled windows, add vinegar or household ammonia to the water. Wash glass and dry.

There are also many commercial preparations for cleaning windows. Follow directions on the container.

Wipe sills, sashes, and frames of windows before cleaning glass. Sills may be waxed for easier care.

FURNITURE

Wood furniture should be dusted daily with a soft, lintless, clean cloth or mitt.

To thoroughly clean wood furniture, first dust it. Then polish using the no-rub method or the cream or the paste wax way. Apply according to directions on the container.

If furniture is heavily soiled, wipe before applying polish. Don't use too much water as it might damage the finish. You may make and use this solution:

- 1 quart warm water
- 2 tablespoons linseed oil
- 2 tablespoons turpentine

Keep solution warm while working. Wipe furniture with a soft cloth wrung out of this solution. Then wipe with cloth wrung out of clear water. Dry and, finally, polish.

To clean painted furniture, use warm sudsy water. Clean in small, overlapping areas with circular motion. Then wipe with soft cloth wrung out of clear water and dry.

FLOORS

Floors should be dusted daily, or as often as needed, with a dry mop or vacuum cleaner.

WOOD FLOORS

To clean painted or varnished floors, wipe with cloth wrung out of clear water. If soap is used, rinse floor with clear water and wipe dry. Floor wax may be applied to protect paint or varnish. Follow directions on the container.

To clean waxed floors, wipe with a cloth wrung out in clear water. Occasionally, re wax it. Before re waxing, remove old wax with a solution of detergent and ammonia water. Simply add 4 tablespoons detergent and 2 tablespoons ammonia to each quart water.

Apply paste or liquid polishing wax and polish. Or, you may use a cleaning wax that dissolves dirt and leaves a protective coating on the floor. Whichever method you choose, follow directions carefully.

To apply paste wax, place about 1 rounded tablespoon in the center of a small, heavy, cloth pad. Fold the sides around the wax. Then, rub the surface until



Fig. 1.

the wax filters through on to the floor. Allow to dry a few minutes or until surface becomes dull. Polish. This leaves a thin film of wax. A thick layer appears greasy and is more slippery.

SMOOTH FLOOR COVERINGS

Hard floor coverings such as linoleum, vinyl, rubber tile, and asphalt tile should be dust mopped often. Use a dry mop or vacuum cleaner.

To clean these floors, wash with clear water. Occasionally, re wax them. Remove old wax with a commercial wax remover or the detergent and ammonia solution.

For linoleum and vinyl, use either a self-polishing or polishing wax. For asphalt and rubber tile, use a self-polishing wax only. Apply wax and wax remover according to the directions on the container or as directed for wood floors.

RUGS

Dust may be kept to a minimum if rugs, carpets, and floors are clean. With a vacuum cleaner, dust and dirt are removed—not just moved around. In order to keep rugs and carpets in good condition several kinds of care are needed.

Daily Or As Necessary—With the vacuum, remove litter from exposed spaces. Run the vacuum over well used areas (the center of the room and hallways).

Weekly—Now give the rugs or carpets a thorough cleaning. You must systematically cover the whole rug.

1. Move all but the heaviest pieces of furniture from one section of the room.

2. Begin in one corner. Move the vacuum cleaner slowly back and forth over one strip of rug. Make two to three strokes for light cleaning, four to seven for thorough cleaning.

3. Then do the same at the next strip. Each new strip should overlap the previous one.

4. When this area is completed, continue the process until the entire rug is finished.

With a canister cleaner, usually twice as many strokes are needed to clean the same rug space as with an upright cleaner. This is because a rug brush or tool is moved rather than the whole appliance. Try to keep the nozzle of the tool as flat as possible. Move it briskly back and forth over the rug.

THE VERSATILE VACUUM

Besides floors, upholstered furniture and other articles may be cleaned with the vacuum cleaner. However, you must know how to properly operate this machine and its attachments. Follow the manufacturer's direction book.

ATTACHMENTS

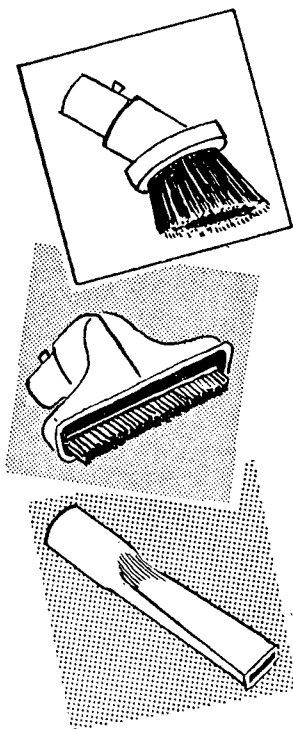


Fig. 2.

Some of the most often used attachments are:

Dusting Tool—helps dust tabletops, books, window ledges, baseboards, wood chairs, and lamp bases. Be sure the brush is clean so that light fabrics are not soiled.

Upholstery Tool—helps clean sofas, upholstered chairs, mattresses, and pillows. Move the tool slowly, working from the top down. Cover each area several times.

Crevice Tool — helps clean hard-to-reach places like radiators, between the seat and back of an upholstered chair, the edge of carpeting, or drawer corners.



Fig. 3.

TAKE CARE

If your vacuum cleaner is to work well, you must take good care of it.

The cleaner collects dust and dirt in its bag. Empty the bag frequently. If it is the kind to throw away, change the bag often. The cleaner cannot operate well if the bag is clogged with dirt. Pick up hard or sharp objects before you sweep. These may harm the appliance.

Clean the attachments and brushes before you put them away. Dirty tools can soil something the next time they are used.

CLEANING LAMPSHADES

Some plastic shades can be brushed and wiped with a damp cloth. However, cloth shades require more care. Although some cloth shades can't be washed successfully, you may try these steps:

1. Remove trim if possible. If not, see that the trim is firmly attached. Braid may need to be basted on to keep it in place.

2. Prepare a suds using soft or softened water. Swish the shade carefully in the suds and brush lightly with a sponge or brush. Rinse two or three times in warm water.

3. Dry the shade quickly in a warm room or outside on a warm day. An electric fan aimed directly at the shade helps. If dried quickly, rust will not occur from the metal band.

SPECIAL TIPS

Note how the furniture is arranged before you clean and later put it back where it was. After you finish a room, take one last look at it. See if:

- Window shades are drawn evenly—not hanging crooked.

- Draperies hang straight with gathers adjusted.
- Pictures are straight.
- Lampshade seams are turned toward the back.

These small details can give the room a neat and attractive appearance.

Laundry Time

EVERYONE LIKES FRESH, CLEAN CLOTHES. By helping mother with the family washing, you make her job easier. And, you also learn how to care for clothes yourself.

GATHERING

Before you wash, gather together all soiled clothes. Each family member should place his soiled clothes in a special bag or box. Or, you may have one large clothes hamper for the whole family.

Remember, washing clothes before they get too dirty is a simpler job than washing very soiled clothes. And, the clothes last longer.

SORTING

Clothes are made of many different fibers—cotton, wool, silk, rayon, nylon, orlon, dacron, etc. Some colored clothes fade. Some clothes become dirtier than others. Therefore, clothes need to be washed in different water temperatures and for different lengths of time.

Sort the clothes into groups according to: (1) type of fabric, (2) color, and (3) amount of soil.

Do not wash white nylon with colored fabrics. Nylon takes on color even from colorfast material. Some rayons, nylons, and other manmade fibers can be washed with cotton if they are of sturdy construction.

Read carefully any labels or tags attached to purchased garments. They usually tell if the garment is “hand washable,” or “machine washable.” Or, they give other cleaning instructions. Often the tag indicates if the garment will shrink and if it is colorfast. Always follow these directions. Set up a card file to save all labels and tags.

You may want to test some garments for colorfastness. To do this, cut a little piece of material from a seam or belt. Put the material into a small glass jar. Add warm water and shake the jar several times. Then let it stand for a few minutes.

Remove the material from the water and blot dry with paper towels. Iron. Note color of water. Compare swatch color with that of whole garment.

- If the dye does not color the water and the swatch looks the same after the test, the color is fast to warm water washing.

- If the dye colors the water, but the test swatch looks the same as the original, wash the garment separately.

- If the test swatch is discolored or faded, the material is not washable.

A sorting table near the washing machine will save you time and energy. As you sort clothes, remove shoulder pads, pins, ornaments, and buttons that are not washable. Empty pockets, roll down sleeves and cuffs, and close zippers.

REMOVING STAINS AND MENDING

Mend all clothes before washing. A small tear or hole becomes larger during washing. Also remove all spots and stains. Hot water and soap make many stains hard to get out.

The sooner you treat a stain, the better chance you have of removing it. Make a stain removal kit and keep it near your laundry area. A handy booklet to have is the USDA Home and Garden Bulletin Number 62, *Removing Stains From Fabrics, Home Method*. (Keep it with your kit.)

PRETREATING

Pretreat heavily soiled shirt collars, cuffs, etc. Dampen soiled areas. Then rub in, either with your fingers or a small brush, a little of the detergent to be used in the washer.

If clothes are unusually soiled, soak them in warm, soapy water for 10 to 15 minutes.

LAUNDRY SUPPLIES

You need:

Soft Hot Water.

Water Softener—Use if water is hard.

Soaps or Synthetic (manmade) Detergents (syndets)—Use soaps in soft water and syndets in hard water. Syndets may be low or high sudsing. Select the type recommended for your washing machine.

Bleaches—There are two general types of bleach—chlorine and perborate.

The perborate bleach may be used on most fabrics and is recommended for silk, wool, and fabric with a special finish (example: wrinkle-resistant cotton). It has a weaker action on stains and will give better results if used regularly.

Chlorine bleach may be used on all white and colorfast fabrics except silk, wool, or any with a special finish. It has a strong action on some stains. Use only as needed. Add diluted bleach about 3 minutes after the wash cycle starts. This gives the fabric brighteners in detergents a better chance to act.

When using bleach always follow the manufacturer's directions.

Bluings—Make clothes look whiter. The flake, bead, or granule types are used only in the wash water and when an oxidizing bleach is not used. Solid and liquid bluing go in the last rinse water.

Follow directions on package. Bluing is not necessary with commercially made soaps and synthetic detergents.

Fabric Softeners—Make fabrics softer, fluffier, less wrinkled, easier to iron, and help to eliminate static electricity. Add one in the last minutes of the final rinse—but before starching.

THE WASHING MACHINE

When using a washing machine, follow the manufacturer's instructions. Fill the washer with water. The temperature of the water depends upon the clothes.

If necessary, add water softener. Then add soap or detergent. Run washer a few minutes until these are dissolved. Then add clothes.

Do not overload the machine. Check your instruction book for the number of pounds allowed in a load. Each of the following is equal to 1 pound:

3 pillow cases	2 luncheon cloths
4 to 6 hand towels	1 pair pajamas
16 washcloths or napkins	5 to 6 dish towels
2 adult dresses	3 diapers

2 men's shirts

4 boy's shirts

2 bath towels

2 sets men's undershirts
and shorts

(1 double sheet equals 2 pounds)

For best results, mix large and small pieces in the load. The washing time depends on the amount of soil and the machine. From 5 to 8 minutes for lightly soiled and 8 to 15 minutes for heavily soiled garments are suggested.

Recommended washing temperatures for different fibers

Fibers	Washing temperature
Cotton and linen	
White	Hot*
Colorfast	Medium hot†
Nonfast colored	Warm to lukewarm‡
Nylon, dacron, orlon, acrilan, and dynel	
White, sturdy	Hot
Colorfast, sturdy	Medium hot
Delicate fabrics	Warm to lukewarm
Nonfast colored	Warm to lukewarm
Rayon and acetate	Warm to lukewarm
Wool and silk	Warm to lukewarm

* Hot (140° to 160° F.)

† Medium hot (110° to 130° F.)

‡ Warm to lukewarm (about 100° F.)

RINSING

Rinsing is very important. Your clothes will be "tattletale gray" if all detergent is not removed. If your water needs softening, use softened water for the rinsing (especially the first rinse) as well as for washing. Ordinarily, two rinses remove all detergent.

WRINGING

When using a nonautomatic washer, you must wring the clothes. Start material straight and guide it through the wringer. Turn or fold inside all buttons, buckles, and zippers.

Sort clothes in like kinds for hanging or for starching as they come from the last rinse.

When handling synthetic fabrics, be careful about causing wrinkles. Avoid putting these through the wringer or wringing by hand. In an automatic washer, shorten the spin dry cycle.

HAND LAUNDERING

Some delicate fabrics require hand washing. Squeeze the suds through the garment. Rinse well.

Follow the same good laundering practices suggested for machine washing. Drip dry or roll in towel to remove excess moisture.

STARCHING

Starch gives clothes a smooth finish, adds body to limp fabrics, and makes cleaning easier. There are several kinds:

- Hot water starch—must be cooked.
- Precooked starch—dissolves in cold water.
- Liquid starch—ready to use when diluted.
- Plastic or permanent starch—lasts through several washings of the clothes.

Always follow manufacturer's directions.

DRYING

Wipe lines before hanging clothes. Shake out as many wrinkles from clothes as possible.

Hang white cottons and linens in the sun but colored clothes in the shade or wrong side out. Hang pieces together in the order you will take them down for sprinkling and ironing. Hang all garments straight. Double thicknesses, such as hems and seams, should be exposed to the air—not pinned to the line.

Fold sheets and large tablecloths in half, crosswise, with hems together. Hang hems several inches over the line. Fasten securely.

Some garments should "drip dry." Use rustproof hangers.

As you take clothes from the line, fold them carefully to avoid extra wrinkles. Remove articles that do not require ironing last and fold them as they are to be stored.

If you have an automatic dryer, follow the manufacturer's directions. Also, follow drying directions that come with the article. If you plan to iron clothes immediately, take them from the dryer while still damp and fold.

Avoid overdrying. Combine pieces of different sizes and check them several times for dryness. Some fabrics dry more quickly and should be removed before the drying cycle ends.

DAMPENING

Dampen clothes with lukewarm water—linens first, then cottons, silks, and rayons. The amount of water needed depends on: (1) the thickness and absorbency of the fabric, (2) how long the garment will stand before ironing, (3) your speed, and (4) the kind of iron. Starched clothes need more moisture.

There are several ways to dampen clothes:

- Dampen each piece separately and then fold.
- Place clothes unfolded in plastic bag. Pour a measured amount of water over them. However, the clothes are not folded ready for easy placement on the ironing board.

IRONING

(Review section on ironing in Extension 4-H Bulletin 36, *Beginner Home Improvement—Family Living*.)

Before you iron, gather necessary equipment and arrange conveniently. Have good light.

Set the heat control for the fabric. Iron nylons and rayons first, then silks, woolens, cottons, and linens.

Iron smooth materials on the right side, especially if you want a shiny appearance. Iron rough materials or embroidery on the wrong side.

Iron with the grain of the material.

Iron each part dry.

LUNCHEON CLOTH

Fold cloth on lengthwise grain with wrong sides together. Place on board with open edge to your right. Smooth.

Iron from open edge toward fold, pressing in the crease at fold. Move cloth away from you as you iron.

Iron first on one side and then on the other.

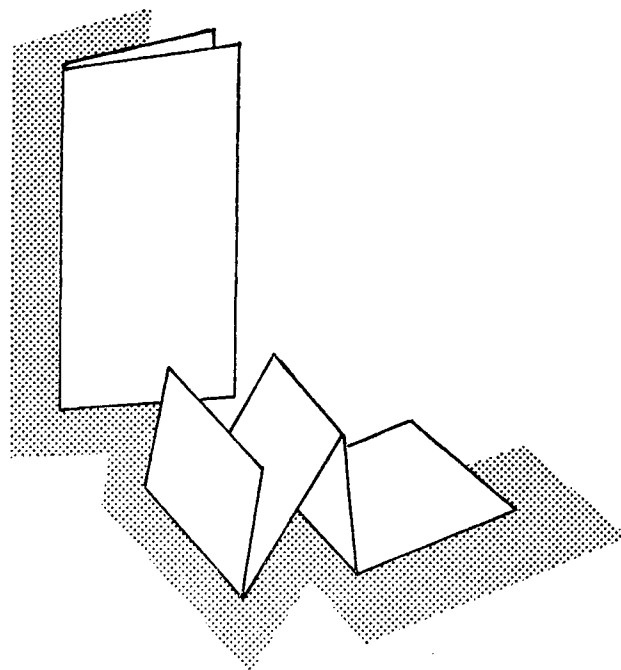


Fig. 4.

Fold cloth as you would a piece of paper in making a fan (see figure 4). Do not press these creases. The number of folds depends upon your storage space.

DRESS

Start with the bodice. Follow the same procedure as for a blouse that you learned in *Beginner Home Improvement—Family Living*. Use the sleeveboard to prevent pressing lengthwise creases into sleeves.

Place the front of the skirt on the board. Iron lengthwise with the grain. Continue to shift the skirt away from you until it is finished.

Place on a hanger.

SLIPS AND BRAS

These may be cotton, synthetic, or blends. Set iron accordingly. Iron fabrics on the wrong side to prevent extra shininess. If necessary, touch up double thicknesses on right side when you are finished.

Place both straps on the board. Iron them at the same time.

Slide the slip over the end of the board and iron. Push the slip away from you around the board. Work with the grain of the fabric.

Today many of these garments may be folded and stored without ironing. However, you may want to press the straps.

Your Dream Room

ARE YOU DREAMING OF A ROOM OF YOUR OWN? A place where you can work out your own color ideas, arrange and improve furnishings—where you can invite your friends, study, read, or work? Everyone longs for such a room. And you can do something about having one for yourself.

START WITH A PLAN

Let's see how your present bedroom can become your "dream room." You must first make a plan for needed changes. If you have a roommate, discuss plans together.

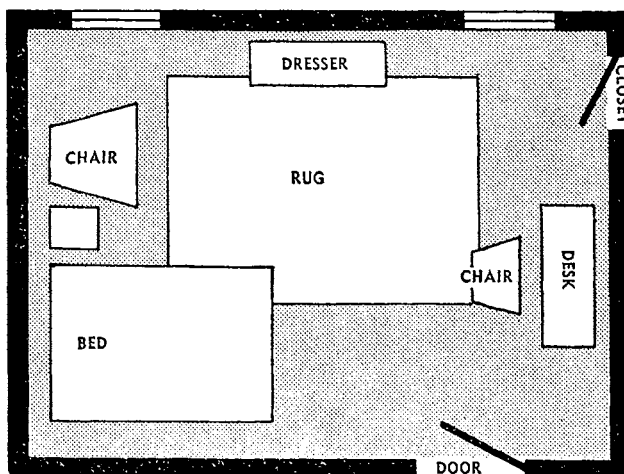


Fig. 5.

Decide just what activities you want to do in your bedroom. List the furnishings you need for these. Then make an inventory of your present furniture and furnishings.

Now draw your floor plan on graph paper (see page 11.) Measure the actual length and width of the floor and the width of the windows and doors. Draw these to scale on the paper. Also show the direction that doors open.

From the cutouts on pages 13 and 15, select furniture to represent the pieces you have or will need. These cutouts are drawn to scale— $\frac{1}{2}$ inch equals 1 foot. Check each piece for size.

ARRANGING YOUR FURNITURE

Use the cutouts and floor plan to discover furniture arrangements. Arrange furniture for comfort, convenience, and to give the room a pleasing appearance. Consider the following points:

- Place large pieces of furniture first, such as your bed, dresser, and desk, to give balance. Set them parallel with the lines of the room. Remember windows and doors.
- Smaller pieces, like a chair, may be placed at an angle for variety.
- Place rugs parallel to the walls.
- Keep "traffic lanes" open.
- Group furniture that is used together.

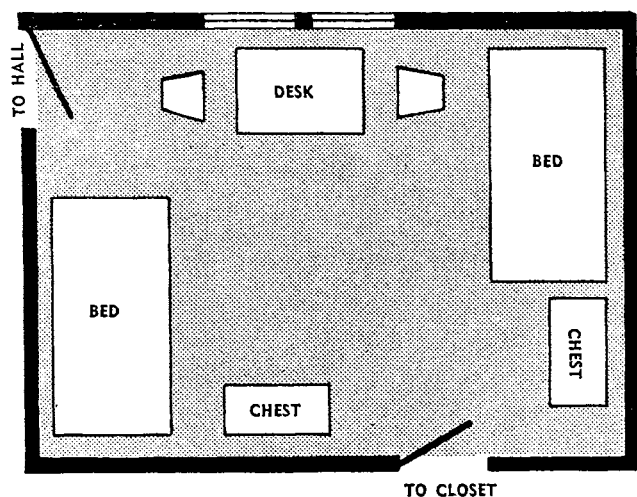


Fig. 6.

Special planning is needed when arranging a bedroom for two people. Each person's needs and interests must be considered (see figure 6).

FURNITURE GROUPS

Choose the necessary furniture groups according to your activities. Place these groups so they are convenient and in good balance with one another. Have variation in the heights and sizes of articles within a group.

Your Sleeping Center—consists of a bed, bedside table, lamp, generally a rug, and perhaps a chair. Place the bed out of a draft and not facing the light. Also put it out from the wall so you can move around on both sides. The lamp may be a pinup type or on the table.

Your Dressing Center—includes a dressing table and stool, chest of drawers, mirror, wastebasket, and lamps. Place the dressing table near the closet and dresser. The light should fall on you—not the mirror. Brushes, combs, and other toilet articles go in your dresser drawer. A mirror or an article for decoration may be left on the dresser top.

Your Study Center—has a desk or table and a chair that are the proper heights for maintaining good posture. Make sure that the front of the desk does not face a window. Proper lighting is important. A wastebasket, bookcase, and bulletin board are often part of this group.

A Separate Reading or Leisure Center—consists of a comfortable chair, foot stool, small table, and lamp. You may want a radio or record player nearby. But, this can all be part of your sleeping or study center.

SPECIAL TIPS

Remove pieces not used. Add additional necessary furniture. If your bedroom is not very large, have furniture that serves more than one purpose.

Furniture should be in proportion to room size and to each other. Extra large, bulky furniture looks crowded in a small space.

If your room is long and not too narrow, a desk may be used to separate sleeping space from other areas.

Try to have the pieces of furniture look well together. Modern and traditional can be combined when size and design are similar. Decide if your furnishings are to be plain or decorative.

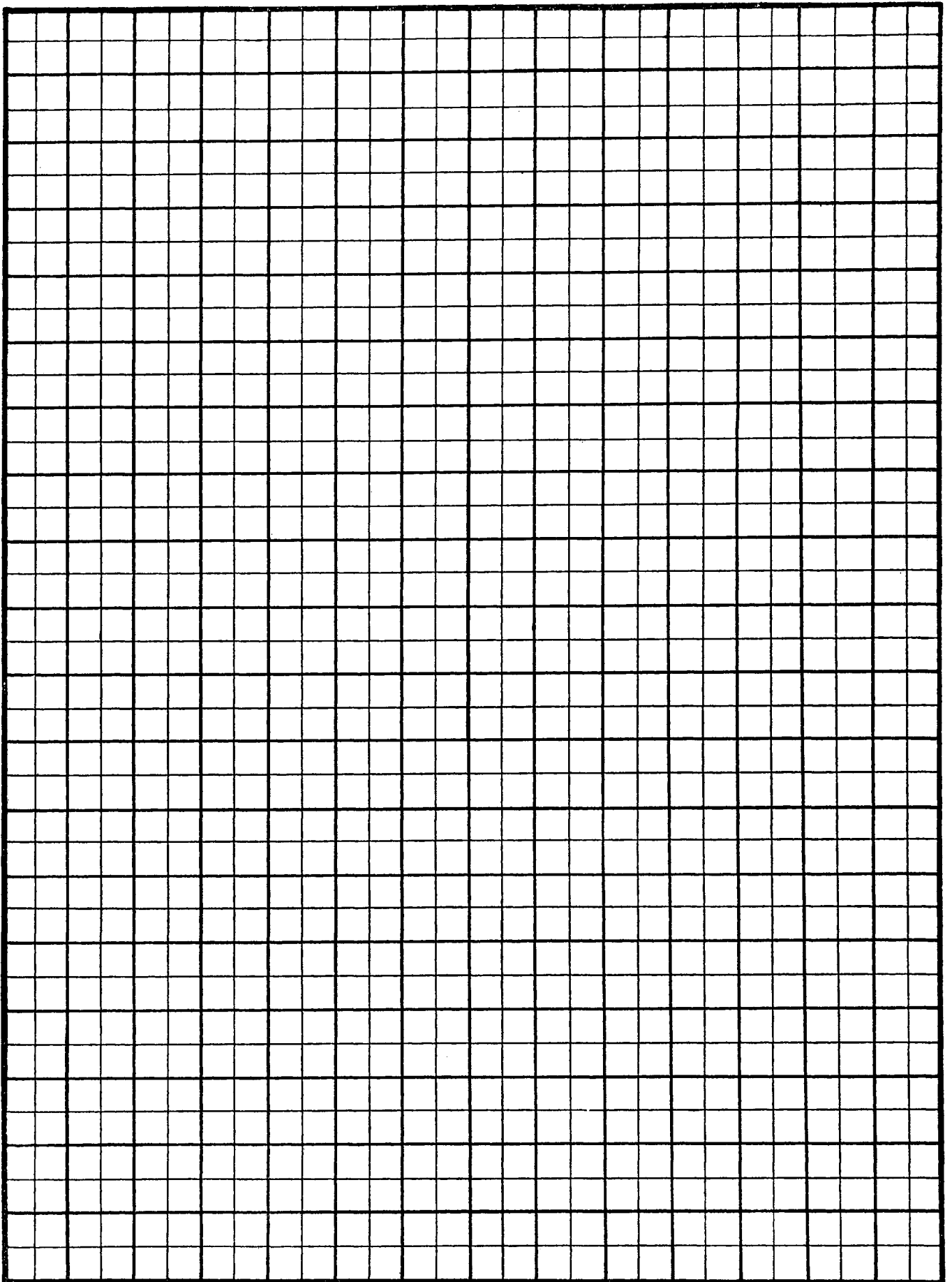
USE COLOR

Color is the key to beauty in a room—as in your wardrobe. It works magic! A dull room becomes alive with some touches of color—and at little cost. Color makes a room seem larger or smaller, higher or lower, cooler or warmer.

Study your colors. A warm color scheme may need small accents of cool colors. Cool colors may be accented with warm. The location, size, and shape of your room, beside your own taste, determines what you select.

When using colors remember the following:

- Cool colors—blue, green, and violet—give the effect of more space. They are restful and quiet.
- Warm colors—red, yellow, and orange—make a room friendly and inviting. Large rooms seem smaller.
- The larger the area, the less bright the color used.
- To add interest, use small amounts of bright color. Add bright spots with pictures, books, pillows, etc. Or, contrast dark with light colors.
- One color should dominate.
- Usually one pattern, figure, or design is enough in any room.
- Backgrounds, such as walls or floor, need to be neutral or quiet in color. Woodwork painted or blended to wall tones makes a room seem larger.
- If the room has figured wallpaper or rug, plain colored, interesting textured fabric is good for window curtains or draperies.
- If you have figured fabric at your windows, build your color scheme from the colors found in it. Use plain colors in other room areas.



BUREAU
36 IN. X 20 IN.
42 IN. X 20 IN.

BUREAU
36 IN. X 20 IN.
42 IN. X 20 IN.

DOUBLE BUREAU
54 IN. X 20 IN.
63½ IN. X 21½ IN.

BUREAU
30 IN. X 17½ IN.

BUREAU
30 IN. X 17½ IN.

CHEST OF DRAWERS
34 IN. X 18 IN.

CHEST OF DRAWERS
34 IN. X 18 IN.
40 IN. X 21 IN.

LARGE DRESSING TABLE
44 IN. X 22 IN.

BENCH FOR DR. TABLE
12 IN. X 18 IN.
16 IN. X 24 IN.

SMALL DRESSING TABLE
36 IN. X 18 IN.

NIGHT TABLE
14 IN. X 14 IN.

NIGHT TABLE
14 IN. X 14 IN.

BENCH FOR DR. TABLE
12 IN. X 18 IN.
16 IN. X 24 IN.

ROCKING CHAIR
32 IN. X 22 IN.

NIGHT TABLE
17 IN. X 17 IN.

NIGHT TABLE
17 IN. X 17 IN.

TABLE
24 IN. X 18 IN.

ROCKING CHAIR
24 IN. X 18 IN.

SLIPPER CHAIR
20 IN. X 18 IN.

CHAIR
20 IN. X 18 IN.

CHAIR
20 IN. X 18 IN.

UPHOLSTERED CHAIR
26 IN. X 24 IN.

CEDAR CHEST
39 IN. X 17 IN.
45 IN. X 18½ IN.
48 IN. X 18½ IN.

STRAIGHT CHAIR
16 IN. X 16 IN.

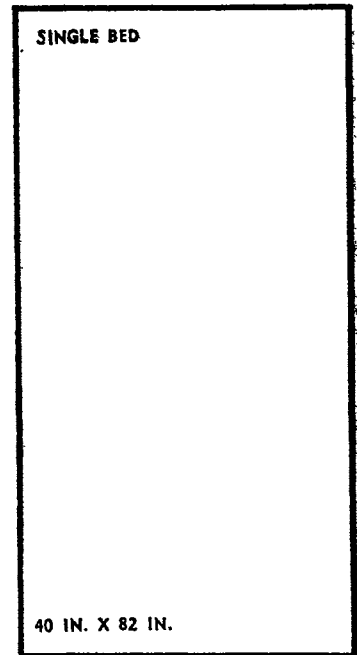
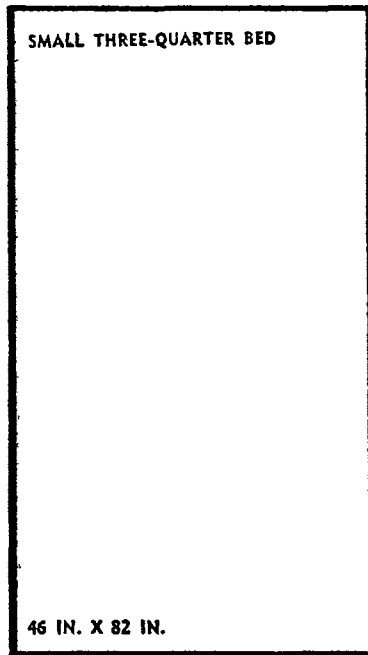
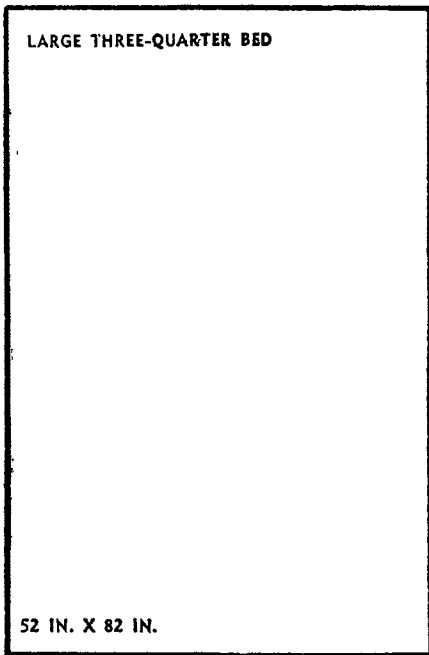
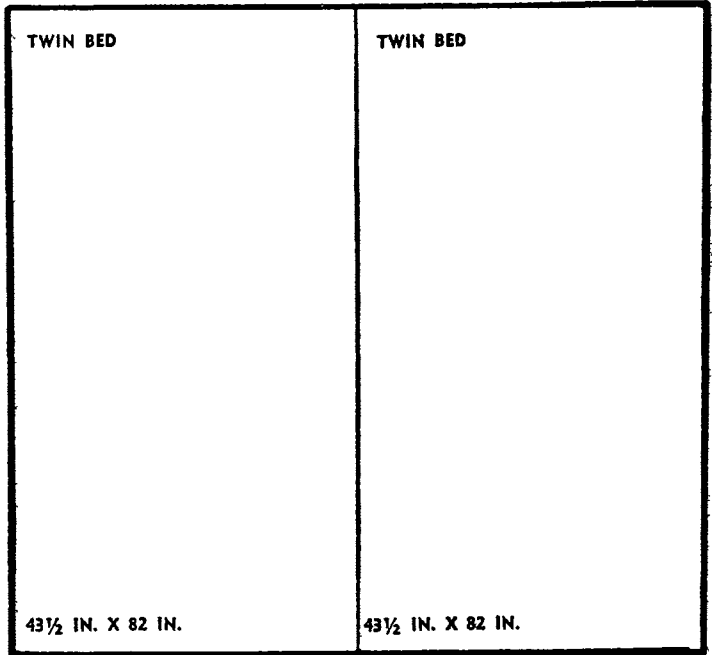
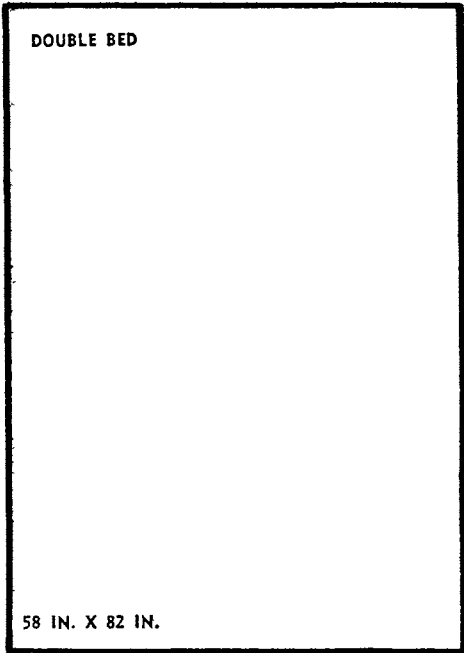
STRAIGHT CHAIR
16 IN. X 16 IN.

STOOL
14 IN. DIA.
18 IN. DIA.

SEWING MACHINE
OPEN 47 IN. X 18 IN.
CLOSED 24 IN. X 17 IN. TO 19 IN.

STUDIO COUCH
30 IN. X 74 IN.

SEWING MACHINE
OPEN 66 IN. X 19 IN.
CLOSED 31 IN. TO 33 IN. X 19 IN.



THE RIGHT LIGHT

For a well lighted bedroom, select a close-to-ceiling center fixture. It should have a frosted glass bowl at least 17 inches in diameter. Insert a 100-watt bulb. Also have two dresser or dressing table lamps.

For your study center a table lamp or two wall lamps are recommended.

For reading in bed, use a table or bedlamp. Center bedlamp over head of bed. Place bottom edge of shade 30 inches above mattress. Use a diffusing bowl or shield, a 150-watt, white bulb, and a shade approximately 14 inches in diameter across the bottom.

DRESSER LAMP

(Use for a dresser approximately 36 inches high.)

What To Use—A pair of vanity lamps (see figure 7). Have height 22 inches to center of shade or center in line with face. Use white or ivory translucent shade, depth 7 inches, top diameter 7 inches, and bottom 9 inches. Insert 100-watt, frosted bulb.

Where To Place—18 inches either side of mirror center, 6 inches from wall.

DESK LAMPS

What To Use—A pair of wall lamps on light wall (see figure 8). Have diffusing bowl with top 6 inches in diameter. Use light colored shade, depth 7 inches, top diameter 6 inches, and bottom 10 inches. Insert 100-watt, frosted bulbs.

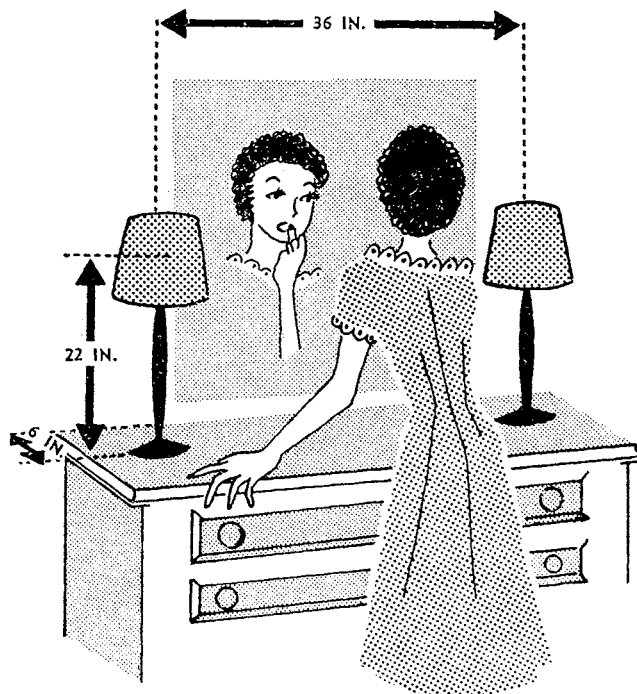


Fig. 7.

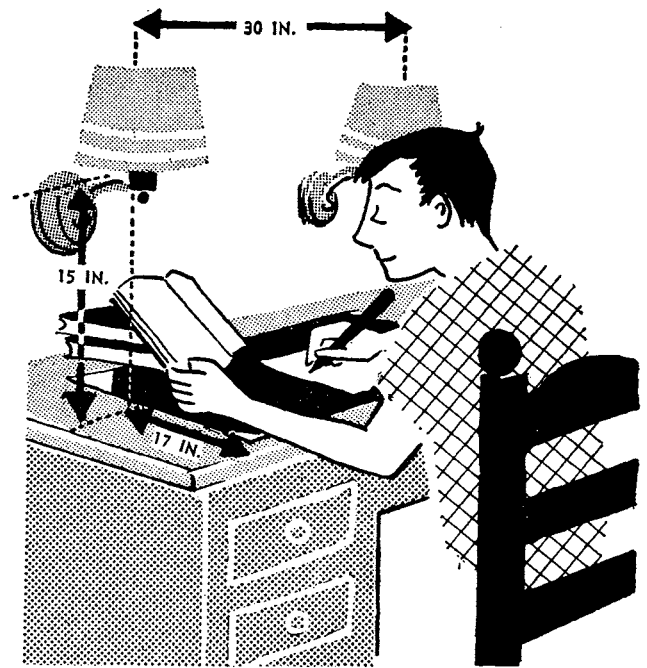


Fig. 8.

Where To Place—Center shades 30 inches apart, 17 inches back from edge of desk. Have bottom of shade 15 inches from desk top.

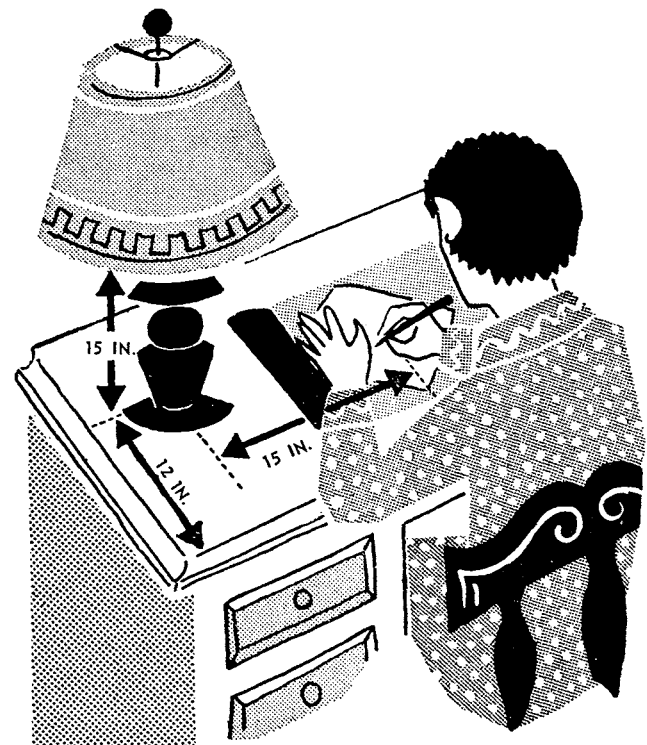


Fig. 9.

DESK OR STUDY TABLE LAMP

What To Use—Lamp 25 inches in height (see figure 9). Have bottom edge of shade 15 inches above desk top and diffusing bowl with top 8 inches in diameter or use a wide harp. Use light shade, depth 10 inches, top diameter 8 inches, and bottom 16 inches. Insert 150-watt, frosted bulb or 50/250 watt bulb.

Where To Place—Center of lamp 15 inches left of work center and 12 inches back from edge of desk. If left-handed, place lamp to right. Desk may also serve as a bedside table if at the right of the head of the bed.

DREAM ROOM PILLOWS

Does your room need something to pep it up or make it prettier? Then why not add a pillow or two. This can help make your color scheme pleasing and successful. It can also give your room the right touch and sparkle. And if you like to lounge in your room, a pillow is a must.

Today's pillows are easy and simple to make. For your room make a square or rectangular pillow.

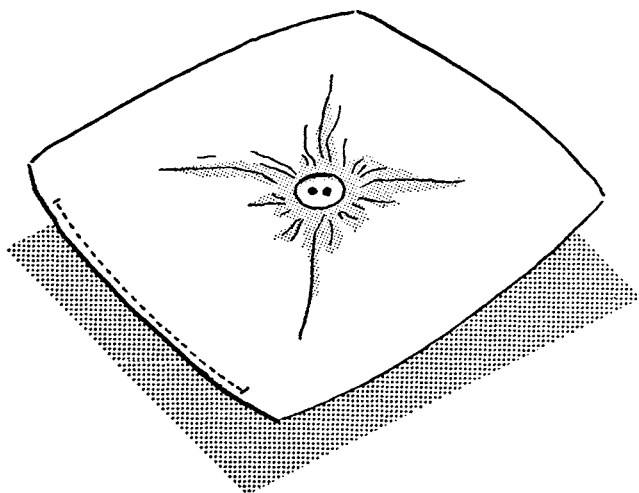


Fig. 10. Flat square pillow.

FLAT SQUARE PILLOW

Materials For The Pillow Cover:

A pillow form, 14 inches square.

Two pieces of material, cut on the grain, 15 inches square.

Zipper, 12 inch.

Thread to match.

Materials For The Pillow Form:

Two pieces of muslin or ticking cut on grain, 15 inches square.

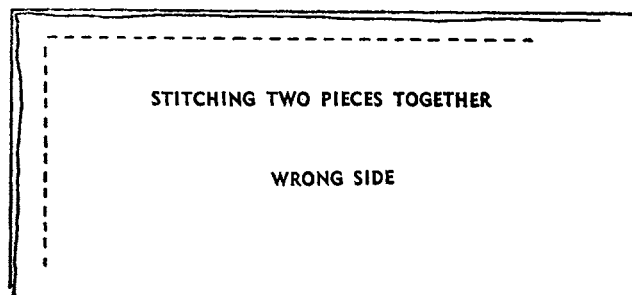


Fig. 11. Starting the muslin pillow form.

Filling—Use one of the following: (1) feathers, use along with ticking; (2) shredded foam, plastic or rubber; (3) fiber-fill, acetate or dacron; or (4) kapok, 1 pound package fills an 18-inch pillow.

Make the Pillow Form—Staystitch, with the grain, along the seamline of one side of each piece of muslin or ticking. Use a $\frac{1}{2}$ -inch seam allowance. Lay the two pieces right sides together, matching the staystitching.

Pin in place. Stitch together, allowing a $\frac{1}{2}$ -inch seam (see figure 11). Leave an opening of 6 to 8 inches on the staystitched side. Stitch back at either end of the seam. This keeps the stitching from pulling out as you fill the form. The staystitching prevents stretching.

Press seam open. Turn right side out. Fill the casing. Close the opening by slipstitching by hand or machine stitching.

Start The Pillow Cover—Staystitch, with the grain, along the seamline on all four sides of each 15-inch square. Seam allowance is $\frac{3}{8}$ inch so the finished cover will just fit over the filled pillow form. If too snug the casing will wrinkle; if too big it will appear loose.

Insert Zipper—One method is to place the right sides of the two pieces together and pin on the lengthwise thread (see figure 12). Machine stitch a seam in from each end $1\frac{3}{8}$ inches. Then, backstitch a few

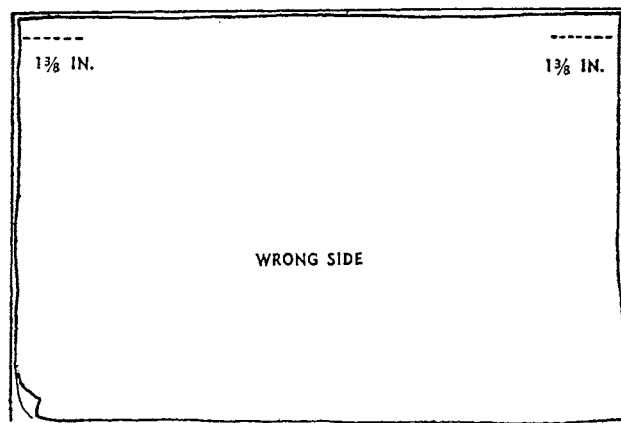


Fig. 12. Leave center open for zipper.

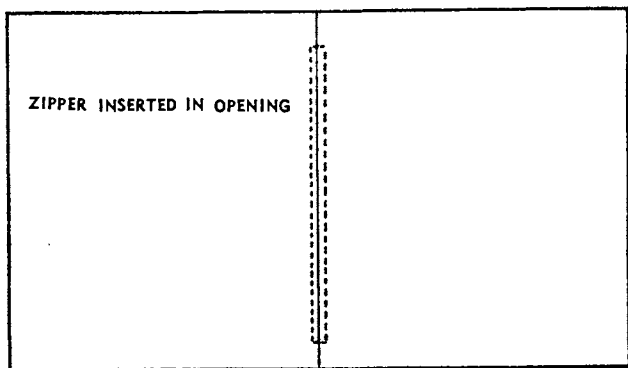


Fig. 13. Insert zipper before stitching seams.

stitches inside each end. This leaves 12¼ inches in which to insert the 12-inch zipper. Press the seam allowance open.

Pin and baste the zipper in place. Baste one side close to one edge of the zipper and lap the other side over enough to cover it. Or, have both edges the same width.

Use a cording foot. Machine stitch the zipper in place from the right side of the cover (see figure 13). Open the zipper before you start. Stitch a few inches. Lift the presser foot and needle if necessary to close the zipper.

Finish stitching one side. Then make a few stitches across the end and stitch down the other side a few inches. Open the zipper again, lift the presser foot, and slip the zipper by. Then finish stitching. Make a few stitches across the end. Pull threads to the wrong side and tie. Remove the bastings and press.

Finish Pillow Cover—Open the zipper partially. It will then be easier to turn later. Pin together or baste around the other three sides of the two pieces. Machine stitch on seamline.

Trim off any surplus. Remove bastings. Press seam open. Finish seam edges if material tends to ravel. Turn to right side and press.

Center Trim—If your pillow seems plain and uninteresting, add a center button trim. You will need

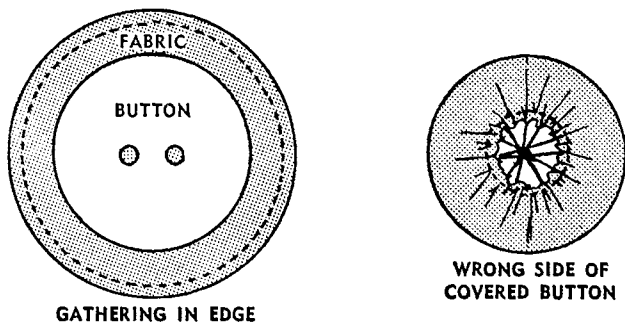


Fig. 14. Cover a button with fabric.

two buttons, 1, 1½, or 1¾ inches in diameter. They must have center holes.

Place the button on the pillow fabric. Using it as a pattern, cut a circle allowing ½ to ¾ inch for a seam.

With double matching thread, make a row of fine gathering stitches ¼ inch from the edge (see figure 14).

Place the button on the circle and pull the gathering thread up close around it. Sew back and forth through the seam allowance until the fabric on the back lies flat. Secure the thread. Cover the second button in the same way.

Thread a large darning needle with a length of double matching thread. Attach it to the wrong side of one button. Force the filling away from the center of the pillow until you have a depressed area. Find and mark the exact center of each side of the pillow. Then stick your darning needle through both sides on the centers.

Slip the second button on to the needle. Pull the thread tight. Go back and forth several times with the thread and needle through the holes in the buttons. Wrap the thread around one button shank. Secure it in place under the button. Cut the thread off.

The buttons have to be removed when the pillow is laundered.

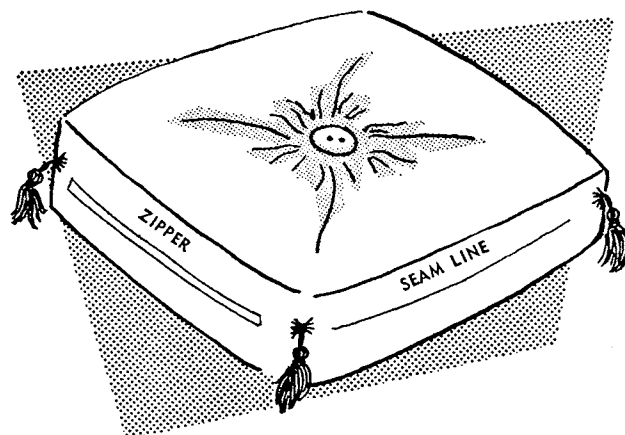


Fig. 15. Mandarin pillow.

BOX PILLOW—MANDARIN TYPE

Materials For The Pillow Cover:

A box shaped pillow form 14 inches square and 3 inches deep.

Two pieces of material, cut on grain, 18 inches square.

Zipper, 12 inch.

Thread to match.

Make The Pillow Form—If you make the pillow form, follow directions for the square pillow. Before stuffing the case, press seam allowance open on all

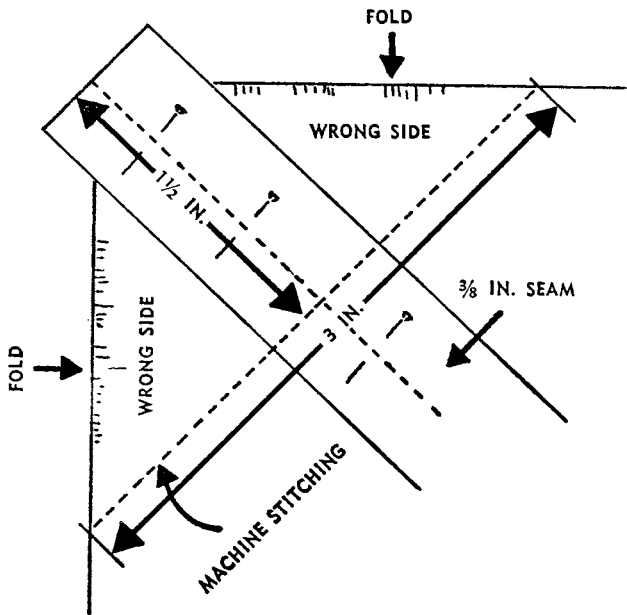


Fig. 16. Seam across corner to form 3-inch boxing.

four sides. Fold the corners so the seams, running diagonally from each corner, lay one above the other. Pin to hold them in place.

Mark a pencil line across the tip $1\frac{1}{2}$ inches from the point down the seam line. This should measure 3 inches across from side to side (see figure 16). Machine stitch and cut off all but a seam allowance (see figure 17).

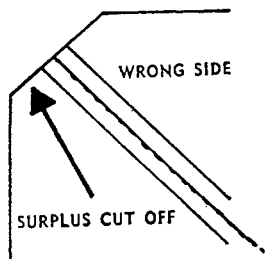


Fig. 17. Pillow corner wrong side out.

Repeat this for the other three corners. Press seams at corners open. Fill with stuffing material. Close the opening by slipstitching by hand or machine.

Insert Zipper—Follow the same method as for the square pillow.

Make The Pillow Cover—With the wrong sides out, fold, stitch, and trim off the corners as for the inside casing. Press seams open. Insert the pillow.

Center Trim—A button trim may be used (see directions under square pattern).

Tassel Trim—May also be used at the corners in the center of the boxing.

For tassels select a matching or contrasting colored floss. A slick, hard floss makes a better tassel than a soft, clinging one. How much you need depends upon how long and full you make the tassels. Save enough floss to attach tassels to the pillow corners.

To make, cut a 12-inch piece of floss for a tie. Lay it across the top of a cardboard strip. Strip should be the length you want your tassel (4, 5, or 6 inches).

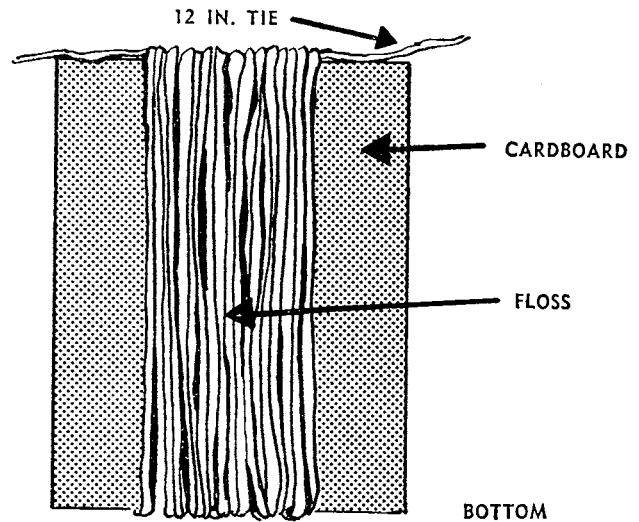


Fig. 18. Wrap floss around cardboard to make tassel.

Start at the bottom end and wrap the floss around the cardboard (see figure 18). Continue until the tassel is the thickness you want. Cut off floss at the bottom. Tie a knot in the center of the 12-inch tie.

Slip the loops of floss off from the cardboard. Wrap them tightly with braid or floss, $\frac{1}{2}$ to 1 inch from the tie. Secure the wrap and cut off. Cut the loops at the bottom of the tassel (see figure 19).

Make three more tassels.

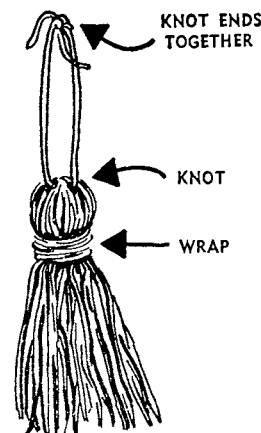


Fig. 19. A finished tassel.

Attach the tassels to the corners of the pillow in the center of the boxing. Use satin stitches in the shape of a fan or a diamond (see figure 20). Cover the tie ends with the stitches. Secure floss and cut off.

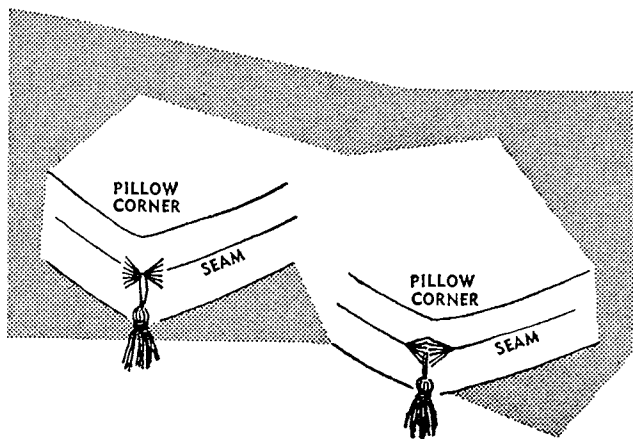


Fig. 20. Two ways to attach tassels to pillow corners.

DRESSING YOUR WINDOWS

The windows of your room need special treatment. You can have fun making shades, curtains, or draperies that blend well with your other furnishings in color and style.

Your window must let in light and air. The treatment can help keep out the hot sun in summer, the cold in winter, or provide privacy. Shades and blinds may serve part of your needs. And they can be hidden, when not in use, behind cornices or valances.

Curtains are usually made of sheer or semisheer fabric. They soften light and give privacy in the daytime, as well as dressing the window.

Draperies, lined or unlined, are usually made of opaque fabric. They can hang at the sides of the window only or be drawn across.

Use one or a combination of these treatments:

Roller shades	Ruffled tie-back curtains
Venetian blinds	Side draperies
Sheer panels	Draw draperies
Cafe curtains	Cornices
Tier curtains	Valances
Your own invention	

Good curtains are made with:

- An easy-to-care-for fabric, usually washable.
- A fabric resistant to fading by sunlight.
- Enough fullness to look well ($2\frac{1}{2}$ window widths for draperies or 3 or more for sheer curtains).
- Bottom edge at one of three correct lengths—sill, apron, or floor (see figure 21).

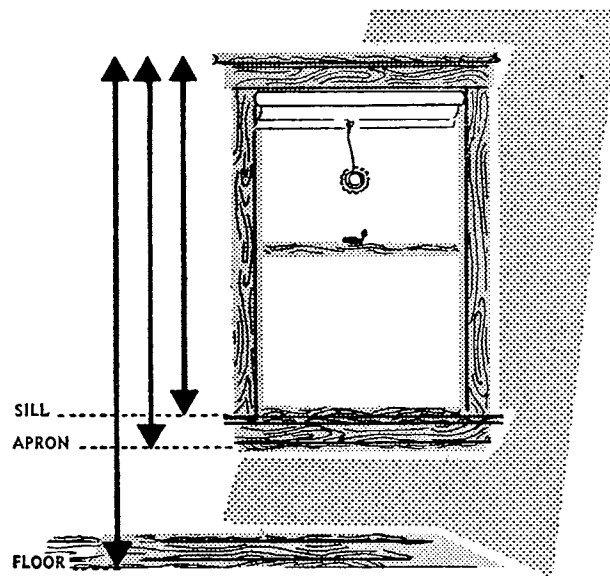


Fig. 21. Three correct curtain lengths.

- Straight, even, and inconspicuous machine stitching with thread matching exactly.

IN YOUR CLOSET

A place for everything makes it easier to be neat and orderly. But, once you have the places, you must form the habit of putting things away.

In planning your closet arrangement, take inventory of what goes into it.

1. Remove items you no longer use. List only those dresses, coats, hats, shoes, galoshes, scarfs, skirts, and sweaters that you wear.
2. Keep party and special dresses separate.

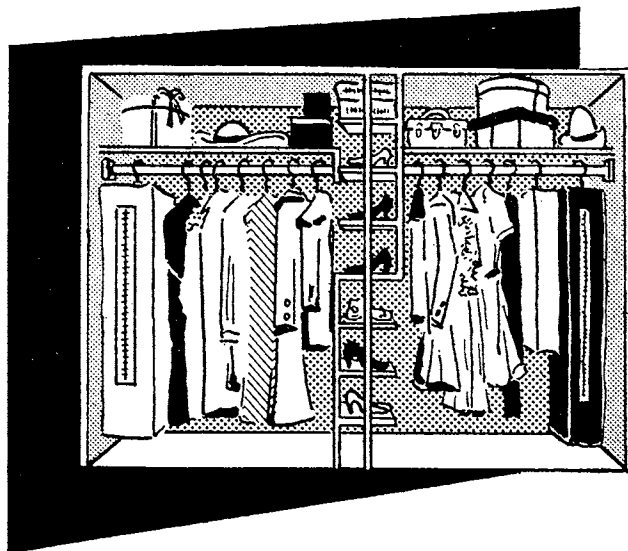


Fig. 22. A well organized closet for two.

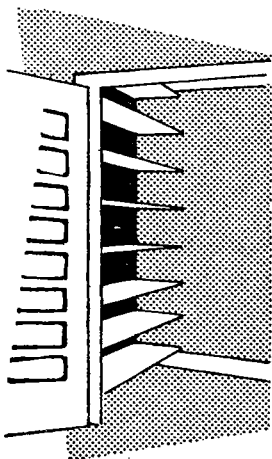


Fig. 23.

Select and install closet equipment that will help you keep clothing in good order. Plan the space so nothing stands on the floor. Then the closet will be easier to clean.

SHELVES

In shallow areas difficult to use, shelves may be placed from the floor to the ceiling (see figure 23). However, a shelf or two over the rod is often all that is possible.

Place the first shelf 2 to 3 inches above the rod. Hangers can then be easily

removed. Leave enough space between shelves for the articles being stored plus several inches for ease in handling.

Deep shelves let things slip to the back and out of sight. To prevent this, measure the articles to be stored and plan the depth to fit. A 12- to 15-inch shelf is just right for hat boxes.

If shelves are already installed and far apart, a half shelf may give you the extra storage space needed.

STORAGE BOXES

Use storage boxes for hats, out-of-season clothing, and things not often used. Hats stored in boxes are



Fig. 24.

protected from crushing, dust, and soil. These boxes may be covered with adhesive backed plastic materials, wallpaper, or fabrics. They should blend with your color scheme.

Cut a strip of your covering material 2 inches wider than the depth of the box and long enough to extend all around with 1-inch overlap. Spread paste if necessary on outside of box and carefully fit covering material to it. Allow 1 inch to extend at the top and bottom. Fold material neatly over the top edge and paste down on inside of the box.

Paste the 1-inch extension smoothly on to the bottom of the box. For a neatly mitered corner, you may need to slash the material at the four corners and trim away some of the bulk. Then cut a piece of material to cover the bottom of the box.

Cover the box lid in the same way.

If the box is not clean and attractive inside, you may want to line it with the same or a contrasting material. Cut lining 1 inch wider. Fit it even with the top edge. Fasten the extra inch to the inside bottom

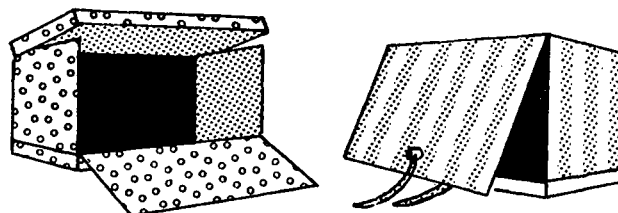


Fig. 25.

of the box. Cover inside bottom with a piece cut to just fit.

A convenient way to use a square hat box on a high shelf is to cut corners so one side lays flat with the bottom. Then turn the box upside down on the lid. The open side hangs outside the lid and lifts up from the bottom. The hat can be reached without taking the box off the shelf (see figure 25).

RODS

A closet with plenty of space for hanging clothes—what a joy to have. Your rods may be metal or wood.

The closet in figure 26 has space for long garments, jackets or blouses, or children's garments. At the same time more shelf space can be added.

A U-shaped rod or wall rod can give space for four garments each. A pullout rod is still another way to make a shallow closet more usable. And for extra rod space, you can use an over-the-door hanger (see figure 27).

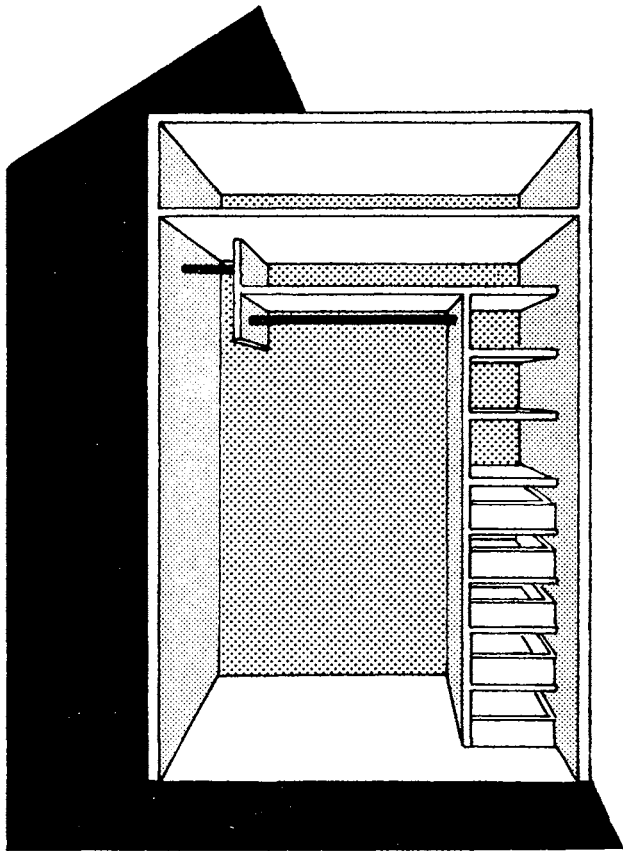


Fig. 26.

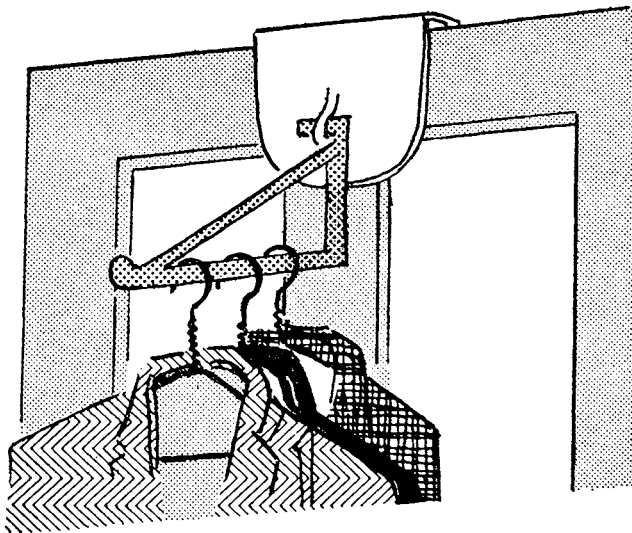


Fig. 27.

GARMENT BAGS

Out-of-season clothes and special dresses need extra protection. Therefore, use a garment bag. Some hold only one garment while others are large enough for six garments.

If you want the bag to match other room and closet accessories, you may have to make it. Usually it does not pay to make a garment bag.

BLANKET BAG

A plastic zipper bag protects blankets being stored for your bed. Place on a shelf in your closet. Most bags hold four blankets.

PEGBOARDS

Pegboards in closets or on other walls are convenient for storage (see figure 28). You can buy many adjustable fixtures to use with this board. Mount pegboards away from the wall to allow just enough space for fixtures.

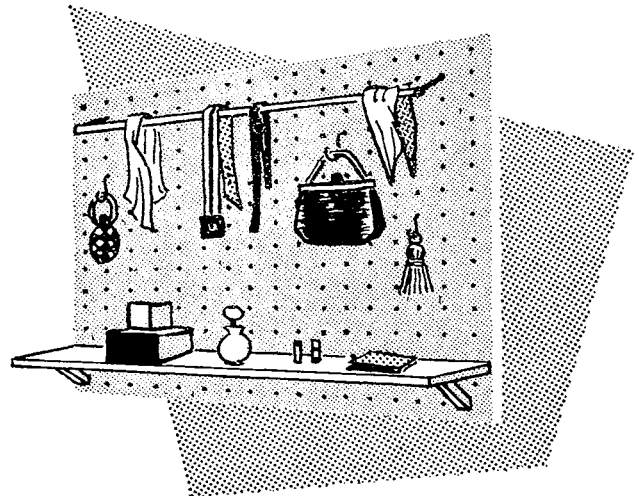


Fig. 28.

A SHOE BAG

A bag for shoes keeps them clean and off the closet floor. And it isn't hard to make.

Materials:

1½ yards of sturdy fabric such as denim or sailcloth. Cut a piece 36 inches square. Cut three strips 9 by 36 inches for pockets (see figure 29).

Thread to match.

Make The Back Section—Fold the large piece in half. Pin the selvages together. Then machine stitch a ¼-inch seam along the edge. Press the seam open. Turn right side out. Press flat.

Turn under ¾ inch for a hem and press. Make a turn under for the hem wide enough to slip in a

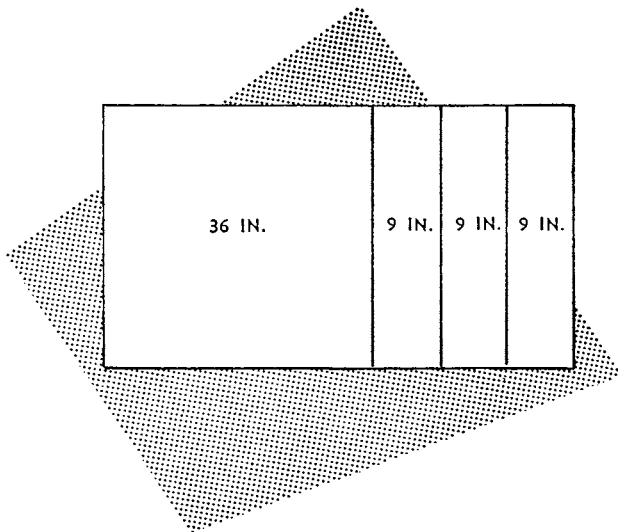


Fig. 29. Use the large piece for the back and the small pieces for the pockets.

piece of wood. This will keep the top edge rigid when it is hung in the closet. Press.

Then turn back the first turn. Trim away the underneath one of the two thicknesses. Machine stitch in the hem, stitching back a short way at each end to secure the thread.

Make The Pocket Sections—Staystitch one edge of each pocket section. Turn under $\frac{1}{4}$ inch along the same side and press. Turn once more to make a $\frac{3}{8}$ -inch hem. Press. Do this for all three pocket sections. Machine stitch the hems. Make a second row of stitching right on the fold of the hem to give your shoe bag added strength.

Turn under $\frac{1}{4}$ inch on both ends of all three pieces. Press. Fold each section in half. Mark with pins at top and bottom. Then divide each half into halves again. Mark with pins, both top and bottom.

With a pencil and ruler, measure and mark four equal spaces at the bottom edge of the main section of the bag.

Lay one pocket section on the bottom of the bag. Pin the half and quarter markings together. Pin the turnunder ends of the pocket section to the edges of the main section.

Make an inverted pleat in the center of each pocket. Use up all excess fabric. This will be just about 4 inches. Carefully pin in the pleats.

Remove pocket section from main section. Staystitch across the bottom to hold in pleats. Press all pleats flat. Repeat with other two pocket sections.

Apply The Pockets—Measure 11 inches up from the bottom of the main section on each side. Mark a line across for the bottom of the second pocket section. Measure 22 inches up from the bottom on each side. Mark a line across for the bottom of the third pocket section.

With a pencil, lightly mark all points on the main section where the pocket sections will be stitched on (see figure 30).

Pin one pocket section to the wrong side at the bottom, with right side of pocket to wrong side of main section. Stitch a $\frac{3}{8}$ -inch seam across the bottom. Turn pocket section to right side and press. Pin in place at ends and pocket division marks.

Pin the remaining two pocket sections in place with bottom edges of pocket sections on pencil lines. Stitch seam and turn up into place. Press and pin as for the first pocket section.

Stitch sides and pocket divisions. Start at the bottom and make a triangle of stitching at the top edge. To strengthen, continue back down about $\frac{1}{8}$ inch from first stitching. Clip threads. Pull through to back and tie. Press well.

Hang Your Shoe Bag—An old yardstick, cut the needed length, will serve for a stick across the top. Screw the ends to the moulding in your closet or to

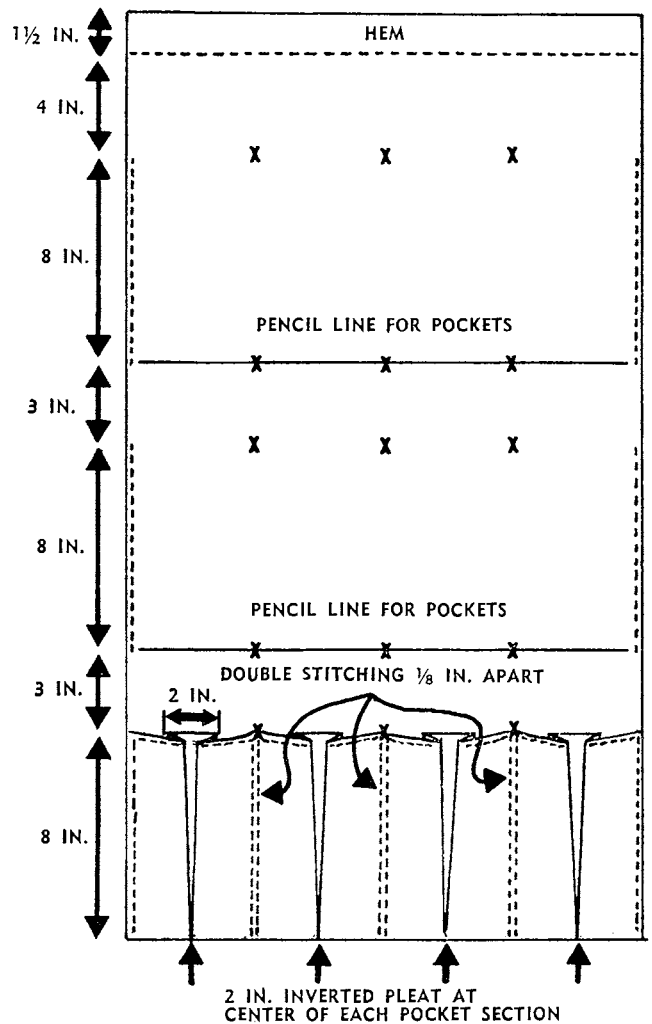


Fig. 30. Layout for placing and stitching pockets to back.

the inside of the closet door. Or use a dowel pin and cup hooks for this purpose.

ON YOUR WALLS

Do you have a place for your party souvenirs, high school pictures, etc. Make a bulletin board. It's fun

to do and keeps all your memos, calendar of events, and pictures where you can see and enjoy them readily.

There is no one way to make a bulletin board. Use your own imagination. But keep it simple, neat, and attractive. It might be made of fabric, cork, or wall-board.

Be A Babysitter

AS YOU GROW IN EXPERIENCE, you will have more opportunity to care for younger children. Maybe you can assist younger brothers and sisters as you learned in Beginner Home Improvement. Or babysit in someone else's home.

If you babysit outside the home, ask for some information from the parents. Use this Babysitter Information Sheet as a guide:

1. Family name: _____
2. Children's names and ages: _____

3. Feeding instructions: hour _____
place _____ menu _____

4. Bedtime instructions:
hour _____ ventilation _____
blankets _____ lights _____
toys _____ prayers _____
5. Things he likes to do:
A. _____
B. _____
C. _____
D. _____

6. Stories he likes:

- A. _____
- B. _____
- C. _____

7. Where clothing is found: _____

8. Telephone numbers in time of need:

- A. Parents _____
- B. Relative _____
- C. Neighbor _____
- D. Doctor's name _____
Home phone _____
Office phone _____
- E. Police—dial operator and ask for police.
Or, call _____
- F. Fire—get children out of house at once.
Then dial operator and ask for
fire department.
Or, call _____
- G. Gas Company _____
- H. Electric Company _____

9. Telephone messages:

Money Matters

IF YOU MANAGE MONEY WISELY, you get the greatest satisfaction possible from its use. By good money management you:

- Encourage awareness of your values.
- Relate values to the purpose or goals you seek in everyday activities and long range planning.
- Use money and other material resources most effectively.

YOUR VALUES

Human values relate to both the individual's personal development and to his relationships with others.

Values may be called ideals like honesty, loyalty, and courage. These have spiritual tones and are really moral values. Religious training helps create moral values. Then there are values such as popularity, smartness, comfort, security, and cleanliness. These also influence behavior and motives.

You receive values from society in some complex way. And, in some complex way society also enforces them. Values are guides to and justification for action.

Values can be conflicting. A man may want to spend time after regular working hours with his family to strengthen family ties. Yet, he may need the time for self-improvement to prepare himself for promotion.

Values can also be classified as economic, social, aesthetic, etc. One individual may choose a dress with high economic worth. Another may place emphasis on what a dress will mean to her socially.

Moreover, values can change. America was made great by such values as hard work, thrift, and the belief in the inalienable rights of the individual. But, what values are held today? Wealth, leisure time, bigness, change, progress—these now loom important. The pressures brought about by these values often cause emotional upsets.

Values need to give stability and tradition. What are the values that play an important part in your life?

GOALS OR A PURPOSE

You always strive for goals. These show your values and philosophy about life.

Goal setting is a continual process. You weigh values and change attitudes. You must also consider personal and family goals.

There are short time goals such as doing the family laundry. There are long time goals such as buying a home. Another way to divide goals is to think of some as definite, such as wanting a television, and some as less clear, such as wanting a happy family life.

A family should discuss their goals. Progress is faster when everyone has the same purpose in living. Desires of the group are controlled and directed by having a clear image of what is to be accomplished.

TO GUIDE YOUR USE OF MONEY

The entire income (money, goods, services, and satisfactions) must be captured and directed into the channels of family living if maximum satisfaction is to be received. This involves planning, controlling, and evaluating over and over again.

This process may be used for small or large problems:

1. Make a plan based on your goals and values.
2. Put the plan into action.
3. Keep records of the plan's usefulness.
4. Evaluate the action in terms of the goals realized.
5. Make a new plan based on evaluation of the previous plan.

Once you have set up goals and definitely decided on the action to take, progress usually follows. The application of science and the use of common sense is the basis for management.

When you have money to spend you have choices to make. These are dictated by values and goals. Because everyone has a limited amount of money, you can't buy everything you see and want. Is this bad? Not necessarily. In fact, it makes you study a little more carefully the things that money can buy.

If you keep track of how you spend your money, it will help you to see whether you are getting the things you really want. Sometimes people are impulsive in their buying. Then they wish they hadn't spent their money to buy things they didn't want in the long run.

Keeping track of your expenses will not make a money magician of you. But it will give you a chance to see how much money you have to use at a time. It will give you an opportunity to plan what you want the money to do for you and to see that it does that.

Give A Demonstration

HAVE YOU EVER SHOWN ANYONE HOW TO USE a vacuum, make a pillow? If you have and, at the same time, described what you were doing, then you were giving a demonstration.

Perhaps you gave your demonstration to 1 person, or 10, or 50. It makes no difference as long as you show and tell how to do a particular skill. This is an excellent way to share with others what you have learned.

Best of all, each time you show how to do something, you become more familiar with the skills. Here are some skills you may have learned well enough to demonstrate this year:

- Wax a dresser
- Apply paste wax to floors or furniture
- Sort clothes for the washing machine
- Iron a dress
- Set up a study center
- Arrange furniture in a bedroom
- Insert a zipper in a flat pillow
- Figure amount needed for a drapery panel
- Make a bottom hem for a drapery panel
- Make drawer dividers, shoe bag, bulletin board
- Clean a window
- Demonstrate use of vacuum cleaner attachments
- Cover a hat box

Be A Good Judge

WITH PRACTICE YOU CAN BE A GOOD JUDGE. This means that you learn as much as you can about an article. You know why it is good or poor. You know words that describe the good and poor qualities and can explain to others how you think it should be rated and why.

Try judging articles that you and other club members have made. Have each of your club members arranged dream rooms? Here is a chance to practice judging furniture arrangements in certain parts of the room. Talk this over with your leader. She will help you with this interesting part of 4-H Club work.

The major part of this bulletin is adapted from material prepared by Irene Crouch and Marguerite Olson, Home Management, Extension Service, North Dakota State University, Fargo, North Dakota.

It is recommended by specialists in management, housing, furnishings, family life, and the 4-H Club staff.

Adaptions and some additions were made by Mary Lou Muller, Home Improvement Specialist; Myra Zabel, Home Furnishings Specialist; Edna Jordahl, Home Management Specialist; Charles Martin, Family Life Specialist; and Betty Elliott, Assistant State 4-H Club Leader.



FOR FURTHER INFORMATION

—see other available publications—

They're full of more ideas and helpful hints. Obtain copies from your county agent or the Bulletin Room, 3 Coffey Hall, University of Minnesota, St. Paul 55101.

USDA Home and Garden Bull. 62—*Removing Stains from Fabrics, Home Method*

Extension 4-H Bulls.:

#316—*Here's How to Make Slip Covers*

#317—*Your Furniture Selection, Series I—Before You Buy*

#318—*Your Furniture Selection, Series II—Upholstered Furniture*

#319—*Your Furniture Selection, Series III—Wood Furniture*

#323—*Selecting Pictures*

#324—*Framing Pictures*

#325—*Hanging Pictures*

#330—*Buying Mattresses for Comfort*

#332—*Finishing and Refinishing Wood Furniture*

#338—*Selecting Natural Wood Finishes*

Ext. F. 188—*Short Cuts in the Home*

4-H M-41—*Making Curtains for Your Room*