

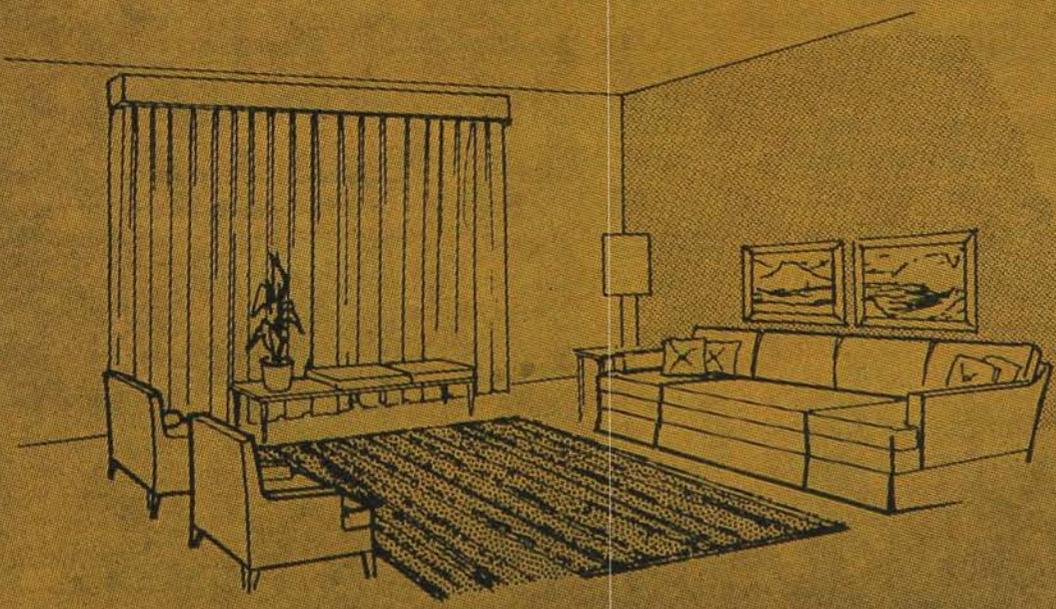
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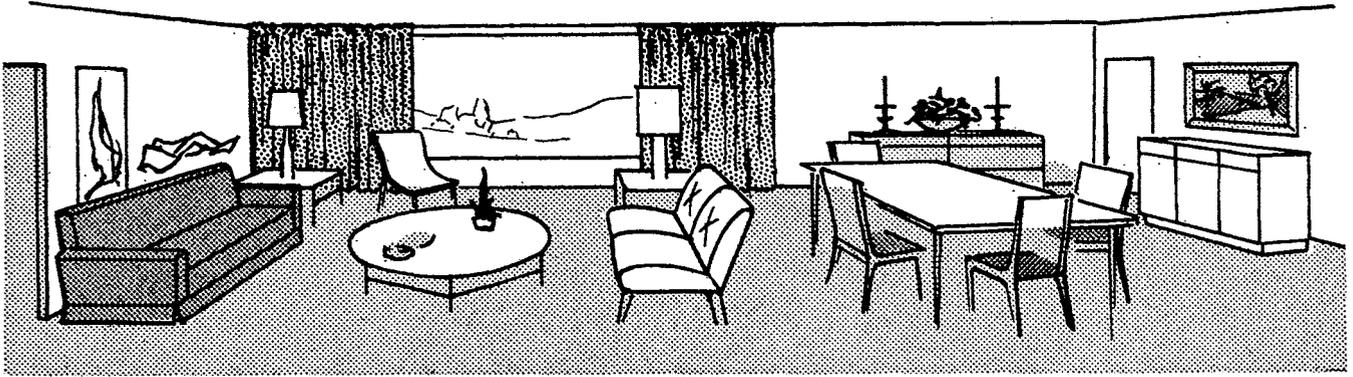
4-H HOME IMPROVEMENT--

family living



UNIVERSITY OF MINNESOTA
AGRICULTURAL EXTENSION SERVICE
U. S. DEPARTMENT OF AGRICULTURE

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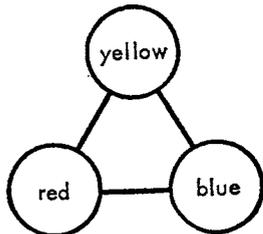
Planning for Your Living Room

An exciting adventure awaits you—having a home of your own. The aim of this project is to prepare you to meet this great challenge. Have fun!

Your Color Scheme

Color is the decorator's most valuable tool. It can help build or destroy a room's unity. It can stimulate, soothe, depress, or irritate.

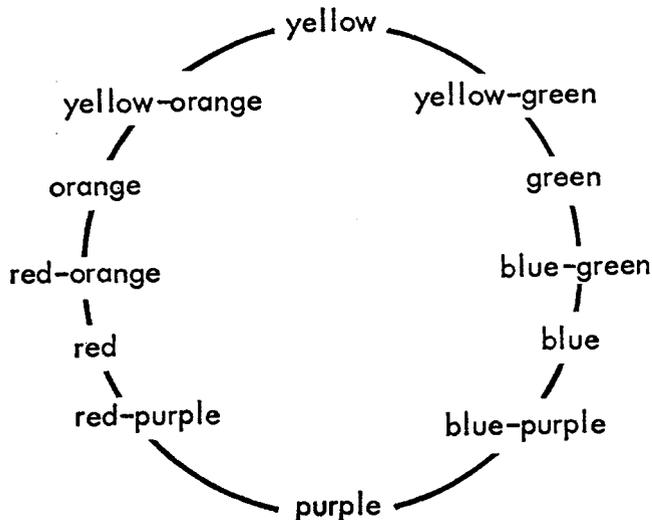
When skillfully used, color can make your room appear warm or cool, large or small. And color can work wonders for poorly proportioned rooms.



Kinds of Colors

Primary—Red, yellow, and blue are the primary color pigments. They cannot be made by mixing other colors together, but from them all other colors are made.

Secondary—Mix any two primary colors together and you get a secondary color. Mix red and yellow



for orange, blue and yellow for green, red and blue for purple.

Related—If you mix one secondary color with one of its neighboring primary colors (see color wheel) you have a related color. Related colors are named for their parent colors: yellow-orange, yellow-green, blue-green, blue-purple, red-purple, and red-orange.

The color wheel—The color wheel is a manmade arrangement of color that simplifies its use and study. The color wheel is made up of 12 distinct colors.

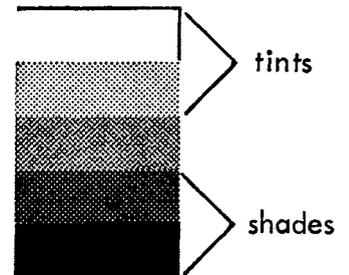
Qualities of Colors

Colors have three qualities—hue, value, and intensity.

Hue is the name of a color. Red, green, and blue are all different hues.

Value is the **lightness** or darkness of a hue. Light colors are called tints and dark colors shades. Pink is a tint and wine is a shade of red.

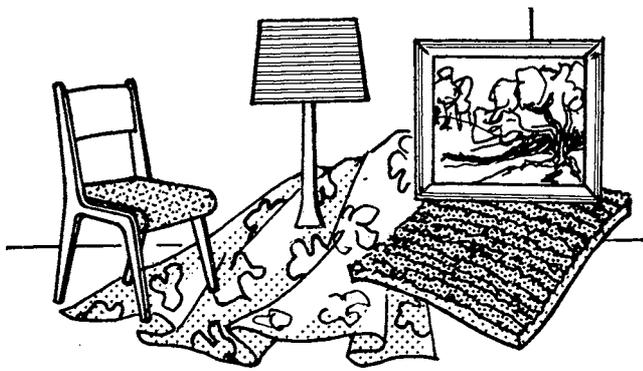
Intensity is the **brightness** or dullness of a hue. Scarlet is a bright red. Dusty rose is a dulled red.



Selecting Color for Your Room

Here are some guides to follow in selecting color:

- Proportion is important. You'll be more comfortable with your color scheme if you use soft neutral or grayed tones for the largest color areas—walls and floor. Use medium tones for your next largest color



Build your color scheme around a color in a fabric, floor covering, wallpaper, picture, or piece of furniture.

area—upholstered furniture. Use strong colors sparingly—for small items such as accessories.

- The larger the object the less intense should be its color. The smaller the object the brighter it may be.
- Warm colors such as red and yellow make objects appear larger. Warm-colored walls appear nearer and make your room seem smaller.
- Cool colors such as green and blue make objects appear smaller and give a restful appearance to a room. When used on walls they make a room appear larger.

• To make rooms appear warm and friendly in cold climates use warm colors generously and cool colors sparingly.

• Tints of such colors as yellow—yellow-orange, red-orange, and yellow-green—express gaiety and youth. They may increase apparent size of an object.

You may build a color scheme around lovely colors in a fabric, wallpaper, picture, or furnishing. Limit yourself to two or three hues and use different values of hues for variety. Start with a floor covering or a fabric for they come in fewer colors. Then mix paints for walls and ceiling to get desired color.

Choosing Your Floor Covering

Floors can set the pace for your entire room plan; choices are many in this modern age. Smooth surface floorings are varied. And your carpet may be an area rug, room size, or wall-to-wall. Such coverings last several years so choose colors that will blend well with changes in color schemes.

Floor color can determine your decorating theme and major color. A solid color gives an uncluttered background. Light colors show soil more readily than those of middle value. Dark shades show dust.

Hard surface floors are of natural wood, vinyls, cork, rubber, asphalt, and linoleum. You don't have to worry about spills with any smooth surface flooring.

They can give you built-in color. Natural wood and warm toned floor coverings blend well with furniture woods. And you can find colors in tiles to carry out your color scheme.

Area rugs are used over wood or other smooth surface floors to separate one area from another in the same room. They are square, oval, round, or oblong.

“Room size” is the name given to the standard 6, 9, 12, and 15-foot wide rugs that are cut, bound, and ready-to-lay. You can change these rugs end-for-end to distribute wear.

Wall-to-wall carpeting makes a room look larger and less cluttered. Daily and weekly care with a vacuum cleaner is needed.

Carpets come in wool, cotton, or synthetics such as rayon, acetate, Acrilan-acrylic, nylon, and orlon. To double a carpet's life, lay a good pad under it. A pad cushions the carpet against pounding of heels.

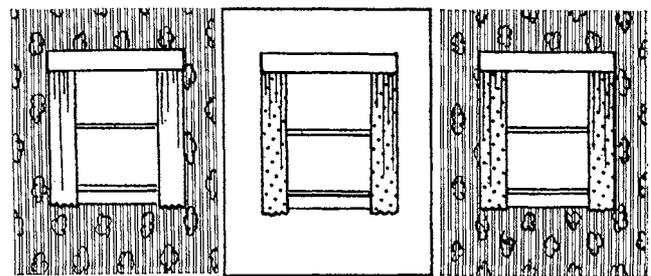
When buying a carpet, pick it on the basis of appearance, color, texture, and feel. To test quality, bend a corner toward the wrong side so that tufts stand out. Density or closeness of tufts indicates quality. Do fibers spring back when crushed? This springiness is desirable when a carpet is walked on or has furniture on it.

Decorating Walls and Ceiling

In almost every home, walls are constructed of plaster, wood, or wallboard. They are usually painted or covered with wallpaper. Wooden walls may have a natural wood finish. Texture of painted walls may be smooth or rough.

These guides can help you plan your walls and ceiling:

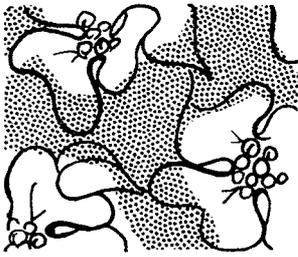
- If rooms are of good size and have regularly spaced openings, you may select different colors for walls and woodwork.
- Use plain colored walls if you have figured floor covering, drapery, or upholstery fabric. If you use a pattern, use it in just one way—floor, walls, or fabric. Keep the rest plain.



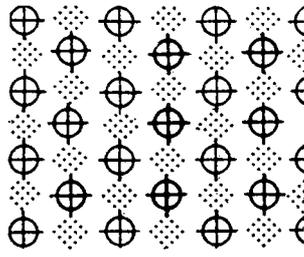
This

or this

but not this



Large design



Small design

- Select design in wallpaper with care. A big design makes a small room look smaller. A tiny pattern may be lost in a large room.

- You may use textured wallpapers on walls that require expensive repairs before painting. They usually come in neutral tones. Texture means that the pattern looks as if it is woven of threads or fibers; this adds variety.

- Stripes affect room proportion. Horizontal stripes make a high ceiling appear lower. Vertical stripes seem to push the ceiling up. Narrow, fine stripes are good for a small room, but use wide, well defined stripes for a large room. Stripes of equal widths are monotonous; for a more interesting effect, select stripes of uneven widths.

- Many wallpapers come with matching drapery fabric. Using this gives you a smooth transition between wall and window and creates the effect of space. If this fabric is also used in slipcovers or upholstery it adds to unity of design. But avoid using too much of the same pattern in a single room.

- If you choose paint for your living room use flat paint. It won't produce glare.

- Usually white or off-white ceilings are used because of more reflection of light.

- If rooms are small or cut up by many doors and windows use the same color for walls, woodwork, doors, and curtains. This creates a feeling of unbroken space.

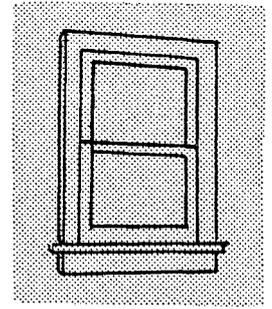
Treating Windows

Window treatment is an important part of your decorating scheme. You can plan it to control light and ventilation. Your window can provide privacy for you or frame a view. In any case it should enhance your room decorations. And the window treatment always depends on window type and size.

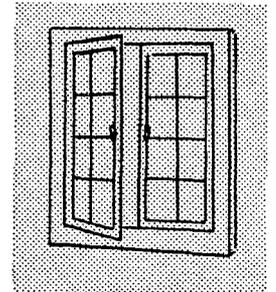
One good guide to remember is: the bottom hem of curtains or draperies should come to the sill, bottom of apron, or floor. Floor length curtains should clear the floor by about 1 inch to keep them clean along the lower edge.

These are some of the windows you may have and suggested treatments:

A double-hung window or sash window is the most common type. If well proportioned, the double-hung window offers practically no problems. Treatment may be curtains only, draperies only, or curtains and draperies combined. Draperies may be fixed or draw type.

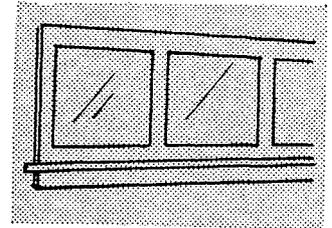


A casement window may open in or out. If the window opens in, place fixtures on the wall beyond the window frame. Then you can draw curtains or draperies clear when windows are open. If your window is long try tier curtains. Or use sheer material shirred on rods at top and bottom. If the window opens out there is no problem. Screens are on the inside of the window.



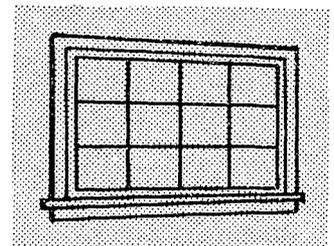
A strip window gives you two decorating choices: to play your window up or to play it down:

- To play up the window make draperies the decorative feature in your room. Place a piece of furniture under short draw draperies. Use a tall vase or other accessory on the furniture that will lead the eye up.



- To play down the window, choose curtains or drapery material that exactly matches the color on the walls.

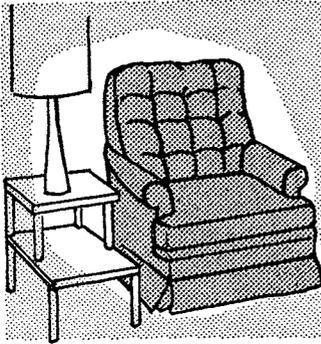
A picture window also gives you two decorating choices. If there is a good view, use simple, full-length, pleated draw draperies. The drapery fabric may be opaque or lined. Pull draperies for privacy at night. If there is no particular need for privacy, sheer or semisheer material is fine. Arrange furniture to take advantage of the view.



If the view is a poor one, sheer curtains plus draw draperies give privacy and a background for furniture. Arrange furniture so that you turn your back to your window. You can place your sofa in front of the window if other parts of the room permit.

Choosing and Arranging Furniture

What will the living room of your dreams look like? Try to decide on its size, shape, and placement of doors and windows. Draw a plan of your room. When you have finally decided, draw your arrangement on the graph paper on page 23 (let each one-half inch equal 1 foot). In setting up your arrangement, plan for comfort and convenience.



How will you use your living room? Will you read there? Then you need an easy chair, good reading lamp, and places for books, magazines, and newspapers.

Will you entertain a great deal? Then provide a seating arrangement for conversation. This will include a sofa, chair or two, tables, and one or two good lamps.

Will you want a piano, TV, or hi-fi? Locate these pieces so they can be used.

You can only plan for the right furniture or comfortable arrangement when you know what activities will take place. List furniture and furnishings you need.

After you draw your floor plan, sketch in traffic lanes. In walking in and out of the room, what path do you follow? If path takes you diagonally across the room, it is a poor plan.

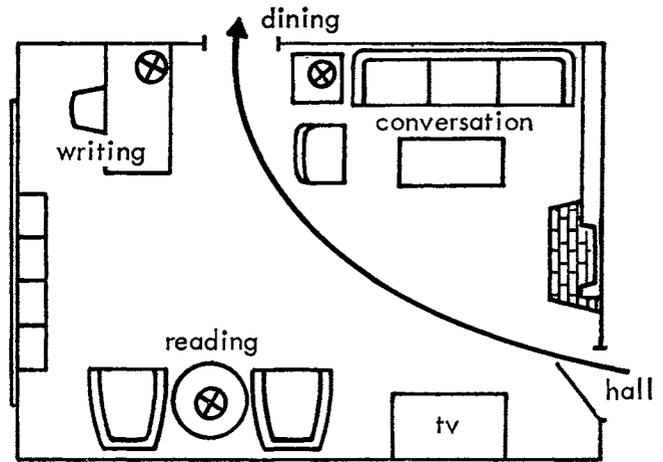
Study house plans in magazines. Choose a living room with doors located so that traffic lanes, if any, follow along one side or end of a room.

Make cutouts of furniture at the same scale as that of your room (see page 21). Patterns of furniture provided are drawn to scale—one-half inch equals 1 foot. Trace patterns on lightweight cardboard and cut them out. Save your patterns; you may want to use them again.

Arrange cutouts on your floor plan. This planning method is easier than shoving furniture around. Group furniture needed for one activity. Start with your most important group—perhaps the conversation group.

People require space. Plan about 10 to 15 inches for knee room between a coffee table and sofa and 2 feet between groups of furniture. Place large pieces of furniture first; then add small ones to complete a convenient grouping. Now check your arrangement:

- Does your room have a center of interest? This is where you place emphasis.



- Is the room well balanced? Are furniture groupings evenly distributed around your room? Avoid placing all high and bulky pieces on one side. Balance is also achieved through distribution of color, texture, and pattern.

- Is furniture in good proportion to room size and to people using it? Are pieces of furniture in proper scale with each other?

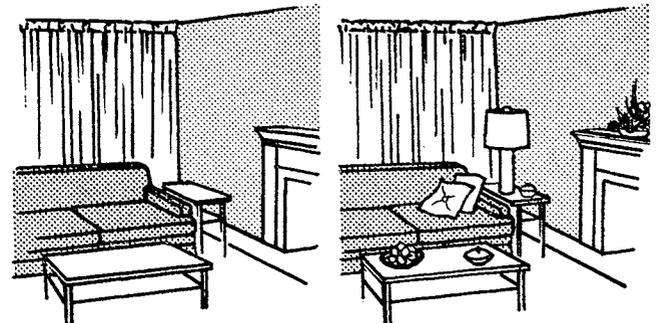
- Is furniture placed in harmony with room shape? Locate large pieces parallel to walls. Diagonals waste space and tip a room off balance.

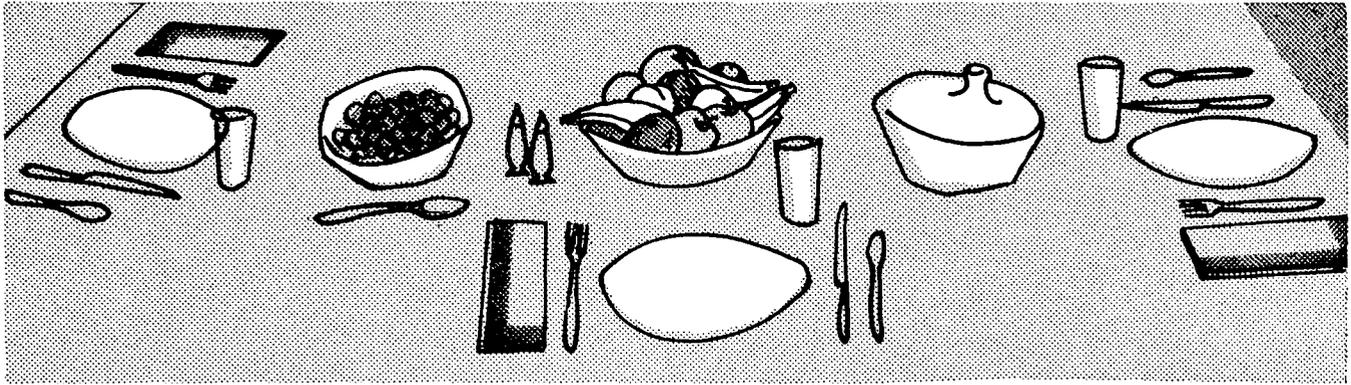
- Is provision made for all living room activities?

- Are all things for an activity convenient for use?

Accessories add the Finishing Touch

A few well chosen accessories, skillfully placed, complete a room. They bring your home to life and give it charm and personality. Good accessories: (1) Are simple in line. (2) Harmonize in texture with other furnishings. (3) Are beautiful in shape. (4) Harmonize with other colors used. (5) Are good in size with other things used. Too many useless and meaningless objects produce a cluttered and untidy room. It is better to leave unused spaces on walls and tables so your few accessories may be seen and enjoyed.





Shopping for Your Home

Selecting dishes, silver, glassware, table linens, and linens for bedroom and bath is fun. Whether you shop for your own home or buy these things as gifts, you want to make wise choices.

How is your buymanship? Do you plan before you buy? Are you a good judge of quality? Do things you buy express good taste and individuality?

A wise buying rule is to invest in the best quality you can afford. It is better to purchase a few pieces of high quality than many "bargains." Deal with a reliable dealer and manufacturer. When shopping for yourself, buy according to your mode of living. Do you enjoy colorful, casual things or quiet elegance?

Shopping for Tableware

Your china, glass, silver, and linen should harmonize in color and texture and blend in scale and design. If possible, they should also be suited to the occasion and menu.

Selecting Dinnerware

The finest dinnerware is made of china or porcelain.

China is made from pure white china clay fired at a high temperature. This gives it a glasslike appearance and makes it translucent and nonporous so it doesn't absorb food or dirt. Though china looks fragile, it is durable. When bone ash is added to the basic mixture the china is known as bone china.

Porcelain is only slightly different from china. It looks more like glass and is more translucent.

Besides china and porcelain, dinnerware also comes in earthenware. The three main kinds of earthenware are semiporcelain, stoneware, and pottery.

Semiporcelain dishes are fired at high temperatures and look glassy. They are made from light clays and have fine textures. They are durable and fairly inexpensive. Because they are somewhat porous, they absorb food and dirt when once chipped.

Stoneware is highly fired earthenware that resists heat. It is used mostly for kitchenware.

Pottery is made from common clay, baked at a temperature just high enough to harden clay. It breaks and chips easily and absorbs moisture, grease, and food after it is chipped.

Plasticware or dishes made of molded melamine are durable and won't break under ordinary use. Plasticware doesn't scratch easily but knives may cut marks on plates. Cups become stained with coffee and tea. Good plasticware is medium to high in price.

When buying your dinnerware, check these points:

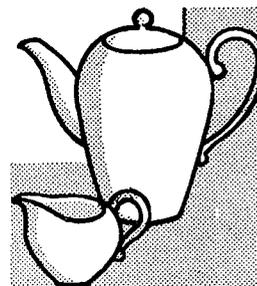
- Is the decoration underglaze or overglaze on china or earthenware? Underglaze is more permanent because overglaze may come off in electric dishwashers.

- Is the pattern open stock? Will it be available for years to come?

- Will the pattern go well with your dining room furniture? Plain simple china harmonizes with any furniture style.

- Does applied design, when used, enhance the original shape?

- Does the color and design provide an excellent background for food? Gold, sand, tan, cream, and white are more usable with most foods than blue or pink.

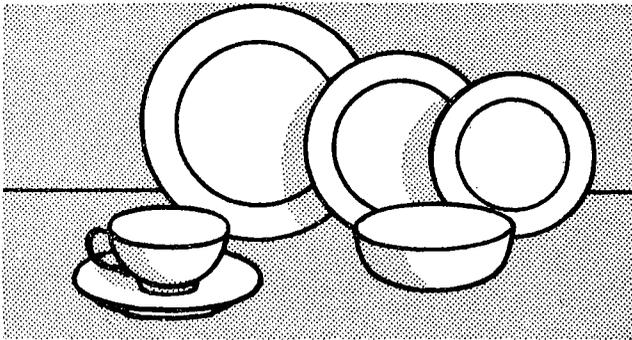


- Is the cup easy to handle? Lift it to see.

- Will pitchers and teapots pour well?

- Are all pieces easy to clean?

- Are shapes and decoration perfect—without flaws?



Purchase dinnerware in place settings. A place setting is a complete service for one person. Starter sets consist of four dinnerplates, four fruit dishes, four dessert plates, four cups, and four saucers.

Selecting Glassware

The basic kinds of table glassware are machine-made and handmade. Glass may be shaped by blowing, blowing into molds, or pressing into molds. The best quality handmade stemware is blown. Usually the pressing method is used in producing plates, bowls, and other heavy pieces.

Glassware may be plain or decorated by the following methods:

Etching—A design is made on glass by acid corrosion. The part that is to remain plain is covered with wax or an acid-resisting substance.

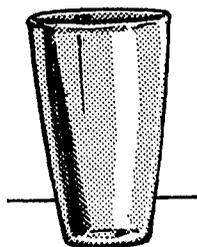
Cutting—A design is cut when glass is held against a rapidly revolving abrasive wheel. When cut design is polished it is known as Rock Crystal cutting. Grey cuttings have a dull finish.

Sandblasting—Heavy tape is put on glass parts that are to remain plain. By means of compressed air an abrasive, such as sand, is blown against uncovered glass until glass has a smooth, frosty appearance.

Hand coloring—Enameled colors or metals in liquid form are painted on glass by hand. Color is then fused to glass by slow firing.

When buying your glassware, check these points:

- Are edges smooth and regular?
- Is glassware clear and does it have a lustrous, permanent polish? To check this characteristic of good quality, hold glass against a pure white background.
- Does ornamentation follow the shape without being too heavy for it? Look for breaks and faults in the design.



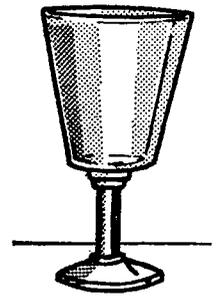
- Are pieces well balanced and symmetrical with bowls, stems, and feet belonging together?

- Are there relatively few specks and bubbles?

- Is the pattern open stock?

- Are there prominent mold marks or ridges on pressed glass?

- Does blown glass have a clear, rich, musical ring when tapped?



Selecting Flatware and Hollowware

The pieces you eat with—knives, forks, and spoons—are called flatware. The pieces you eat from—serving dishes, platters, and trays—are called hollowware. The most common types of tableware are sterling silver, plated silver, or stainless steel.

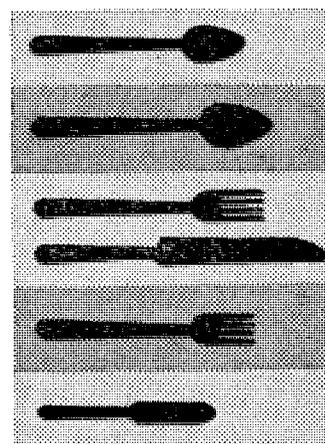
Sterling silver lasts indefinitely. It is an alloy of silver with copper added for hardness and to increase wearing quality. Law requires sterling silver to contain 92.5 percent pure silver.

Silver plate consists of a metal coated with a layer of pure silver. The quality of silver plate depends on how heavy the plating of pure silver is and how well pieces are reinforced with silver at points of wear.

Stainless steel is strong, easy to care for, and resistant to stains. Because it is made of solid metal, there is no surface coating to wear off. You can buy stainless steel with a shiny mirror or soft satin finish. Patterns for stainless steel are usually simpler than for sterling or silver plate.

When buying your flatware, check these points:

- Are tines well shaped, smooth, and strong?
- Are shanks of spoons and forks strong and well balanced? Try them by balancing each piece in your hand.
- Is finish smooth and well ground? This indicates good quality.



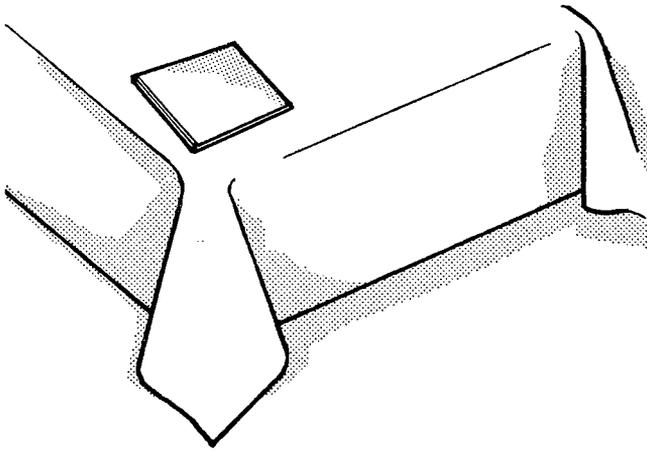
teaspoon

place spoon

place fork and knife

salad fork

spreader



Selecting Table Linen

The term table linen refers to any table covering. You may use tablecloths, luncheon cloths, or place mats. Many colors and textures are available. Materials that lie flat and stay in place are best:

Cottons—Checked or plaid gingham, prints, crash, novelty weaves, Indian head, waffle pique, organdy, and lace.

Rayons—Butcher linen, spun rayon, and novelty weaves of rayon or rayon and cotton.

Linens—Toweling (for place mats), dress linen, crash, damask, and art linen.

Linen damasks come in floral and conventional designs. Single and double damasks are terms referring to tightness or looseness of weave. When buying a damask cloth, if price of double and single damask is the same, choose single damask. If a double damask is far higher in price than single damask at the same counter, you are fairly safe in assuming that the double damask is a fine cloth. Rayon and cotton and all cotton damasks are less expensive than linen.

Linen crashes and art linen are usually less costly than linen damask. They are chiefly chosen for their interesting texture or color while damask is chosen for its smooth satiny sheen.

Besides materials already mentioned place mats are made of cork, grass, matchsticks, splints, raffia, paper, and plastic.

Napkins may be made of the same fabric as the table or lunch cloth—in the same or a harmonizing color. With a lace cloth use linen napkins of as near the lace color as possible. You may use colored napkins, place mats, or cloths as a color link between table and rest of room.

When buying your table linen, check these points:

- Is material dyed with fast colors to withstand repeated washings?
- Is the printed pattern on the straight of the material?

- Is edge finish on readymade table linens on the straight of the material and suitable for type of material?

- Is decoration simple and will it launder as well as fabric?

Before buying or making table linens, know your table size:

Luncheon cloths should be at least 36 by 36 inches square. Most tables require larger cloths.

Table cloths should have an overhang of 10 to 15 inches on all four sides. So add 20 to 30 inches to both length and width of your tabletop. Allow 10 percent for shrinkage unless cloths are preshrunk.

Place mats are found in varying sizes. Readymade mats are usually 12 by 18 inches. When used for a big meal, this size may seem small. If you make your own mats, you may increase size to 14 by 20 inches. A good idea is to try out sizes on the table where they will be used. Generous sized mats crowd a small table. You may want to use round mats on a round table.

Napkins for lunch vary from 12 to 17 inches square. Dinner napkins are from 16 to 22 inches square. Napkins usually have the same edge finish as the cloth.

Party or picnic linens can make your table sparkle with gaiety. You could use wide fabrics such as Indian head or drapery materials. If you select 36-inch fabric, piece it to make the cloth wide enough. Terry cloth makes up into a gay cloth and napkins and is easy to care for. Bright colors, big polka dots, pretty plaids, and big checks are all fun to use for variety.

Shopping For Bathroom Linens

Selecting Towels

Terry towels are the most popular bathroom towels. Made of cotton, they are soft, absorbent, and easily laundered. They may be plain, banded, figured, or printed.

White towels of the same quality are least expensive and most absorbent, pastel colors are next, and dark colors last. Stripes and florals cost more.

A good durable towel is closely woven to resist stretching, pulling, and rubbing when in use or during laundering. Woven bands in the border may shrink when laundered. Hold towel to light to check uniformity and closeness of weave. A good towel shows only tiny pinholes of light. A thick dense towel absorbs moisture quickly and thoroughly.

When buying your towels, check these points:

- Are selvages firm? They should be.
- Are hems three-eighths to 1 inch wide, stitched with small stitches, and backstitched at corners?
- Are colors washfast?

- Are sizes large enough for drying, yet easy to handle? Small ones are better for children. Medium sizes are easier to handle in the home laundry. Recommended sizes are:

- Guest—11 by 18 inches.
- Small—16 by 30 or 18 by 36 inches.
- Medium—20 by 40 or 22 by 44 inches.
- Large—24 by 46 or 24 by 48 inches.

Selecting Washcloths

A firmly woven terry with loops on both sides is better than a washcloth with a knitted back. Knitted terry is soft, stretches out of shape, and becomes stringy.

When buying your washclothes, check these points:

- Are yarns strong?
- Is there a good close foundation weave?
- Are twisted curly loops held securely in place?
- Are edges made with close, even, lockstitches and are threads well fastened?

Shopping for Bed Linens

Selecting Sheets and Pillowcases

Good quality sheets and pillowcases wear for years. Allow at least four sheets for each bed so that you can have two in use and two in the laundry. Plan on three pillowcases for each pillow.

You may select colored sheets and cases to harmonize with your bedroom color scheme. Colored sheets and those with floral patterns are more expensive than plain white sheets of the same quality.

Muslin and percale are used for these linens. Fineness and closeness of weave and durability are determined by thread count. Thread count refers to number of lengthwise and crosswise threads per inch of material. You can usually find five types of cloth count numbers on the market:

Muslin—type 112, 128, and 140.

Percale—type 180 and 200.

Recommended sheet widths

Bed	Mattress width	Sheet width
		inches
Cot	Under 31	54 or 63
Single	Under 37	63
Twin	39	72
Three-quarter	48	72 or 81
Double	54	81 or 90

Sizes are available in some stores for extra long or extra wide beds.

The highest thread count muslin is the strongest, longest wearing buy of all cotton sheets. However, it is coarser and heavier. Percale sheets are light, fine, and smooth, and give long wear. The 180-count percale outwears the 128-count muslin.

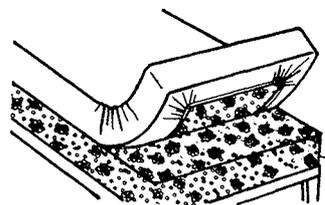
When buying sheets and pillowcases, check these points:

- Is material woven evenly? It should be free of knots, uneven yarns, and black spots.
- Is material almost free of sizing (a starchy substance used as filler)? Rub fabric between your fingers. Does a white, powdery substance come out?
- Is fabric torn rather than cut from bolt to assure straight hems? Hems should be smooth with short even stitches (at least 14 per inch).
- Are there tape selvages for added strength?
- Is material easy to launder? Some bed linens can be washed, dried, and used with little or no ironing.

Sheet size is also important. A sheet should be the right width and length to:

1. Allow enough for tucking securely under mattress at sides and ends.
2. Assure a comfortable bed for sleeper. Ill-fitting sheets pull out and make your bed untidy.
3. Protect mattress and blankets.

Measure length, width, and depth of your mattress before buying a sheet. Allow approximately 6 inches for tuck-in and as much as 5 inches for length shrinkage. The 108-inch length is recommended for a standard bed, whether twin or double size. Remember that sheet sizes are measured before hemming.



Check to see that fitted sheets are preshrunk. Buy according to type and size of your mattress. You should be able to slip a fitted sheet easily over mattress corners. Fitted sheets do not require ironing, save bedmaking time, and are considered cooler because they cannot bunch. But they do not wear as long as regular sheets.

For correct pillowcase size, measure pillow width and add 2 inches. Measure length and add 6 inches. Readymade pillowcases are available in 42-inch and 45-inch widths and 36-, 38½-, and 40½-inch lengths.

Selecting Blankets

You will want your blankets to be warm, lightweight, durable, and attractive. Blankets are made of

cotton, wool, rayon, and Acrilan-acrylic, or blends of these fibers. Nylon bindings last the life of the blanket. Blankets having edges finished by stitching usually cost less. Wool blankets may be treated for shrinkage resistance.

When buying your blankets, check these points:

- Is blanket big enough to allow a good tuck-in?
- Is blanket thick? A thick blanket is a warm one.

Always wash blankets according to label directions. Careful washings keep original blanket thickness.

Selecting Quilts and Comforters

A quilt often serves as a bedspread. A comforter is used for extra lightweight warmth at night. How you use them determines how often they need washing or drycleaning.

When buying or making your quilts and comforters, check these points:

- Is fabric closely woven, sunfast, and washfast?
- Is filling of washable fibers such as cotton or nylon? Comforters filled with wool, down, or feathers should be drycleaned.
- Is quilting close and even so filling won't lump when washed and cleaned?
- Are edges bound or turned under and stitched? Both methods are good if well done.

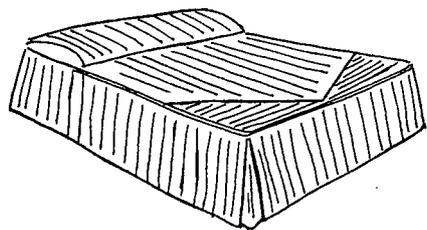
Selecting Bedspreads

A bedspread not only covers the bed—it is often the decorating keynote of a room. You may prefer a trimly tailored rather than a feminine spread. Whether you buy or make your spread consider color, theme, and character of the room as well as bed type. Small scaled patterns or plain colors should be used in small rooms.

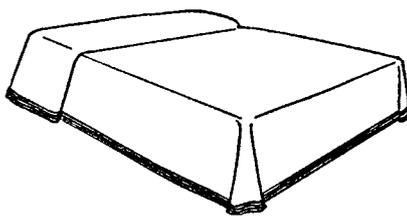
Bedspreads may be classed in three groups:

Tufted spreads are made of chenille or candlewick and are easily washed.

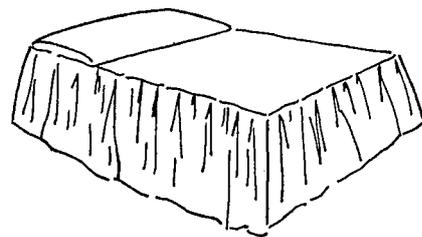
Woven spreads have color and pattern woven into the fabric and are easily washed.



Interesting use of stripes for a fitted spread.



Tailored spread with heavy corded trim and rounded corners.



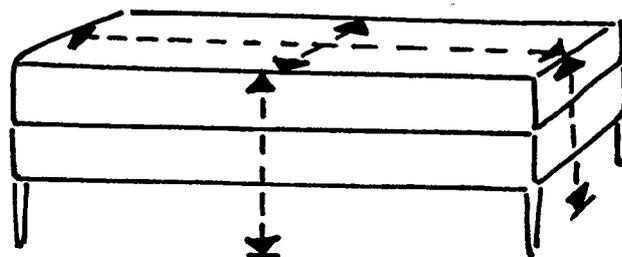
One-piece spread with gathered founce.

Tailored spreads are made of firmly woven fabric with dressmaker details. These spreads may completely cover the bed or be used with dust ruffle or founce.

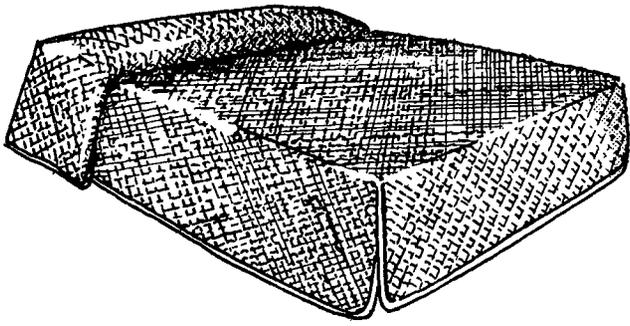
When buying or making your bedspread, check these points:

- Is fabric closely woven to give good wear?
- Will color resist fading from sunlight, drycleaning, or washing?
- Is fabric resistant to shrinkage and wrinkles?
- Do founces and dust ruffles, whether pleated or gathered, have lengthwise grain of fabric running up and down side of bed?
- Are hems on lower edges 1 inch or more wide to give weight to edge?
- Are machine stitches loose enough to prevent puckering when laundered?
- Are top stitchings done with exactly matching thread?

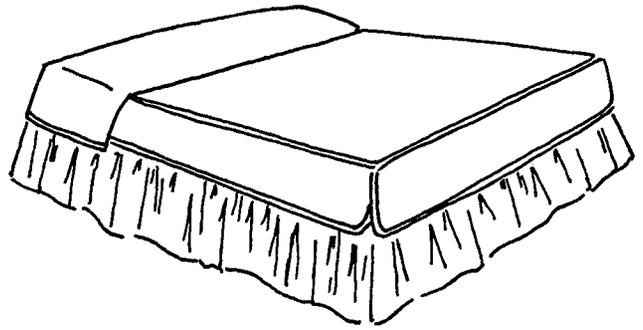
If you decide to make your bedspread, select a style before buying fabric. You may like a tailored spread with pleats at the corners—or a two-piece spread with a dust ruffle and a coverlet top—or a spread with founce or ruffle attached to top section.



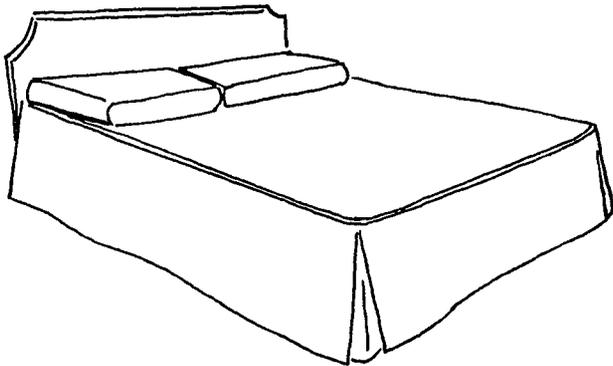
Once you decide on style, measure your bed to figure how much fabric to buy. Make up your bed as usual. Then measure length and width, plus overhang on sides and end. Allow for hems and seams. If spread is to cover pillows, add at least 18 inches. The illustrations will help you decide on styling and finishing details.



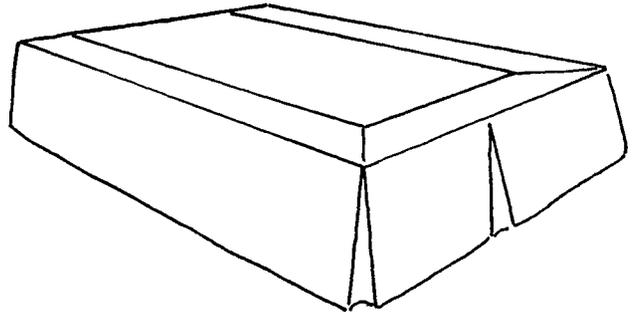
Coverlets may be quilted or be made of quilted fabric.



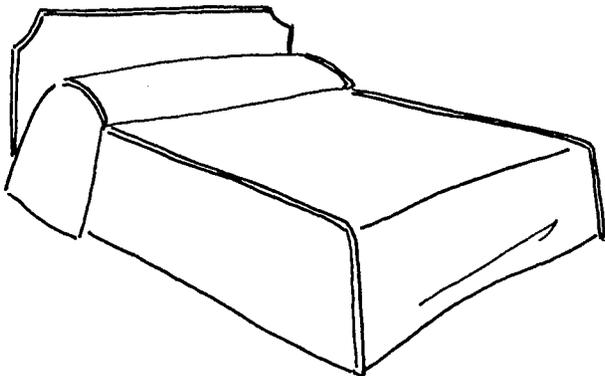
Overhang on coverlet is depth of the mattress; used here with separate dust ruffle.



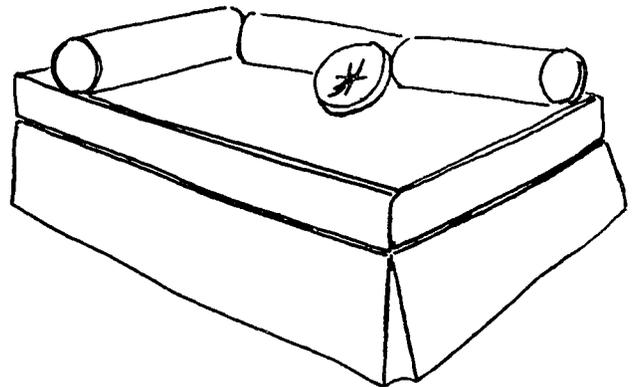
Fitted cover with a bed-fitting top; straight sides and end; may have an inverted or mock pleat at corner; may be made with corded edge.



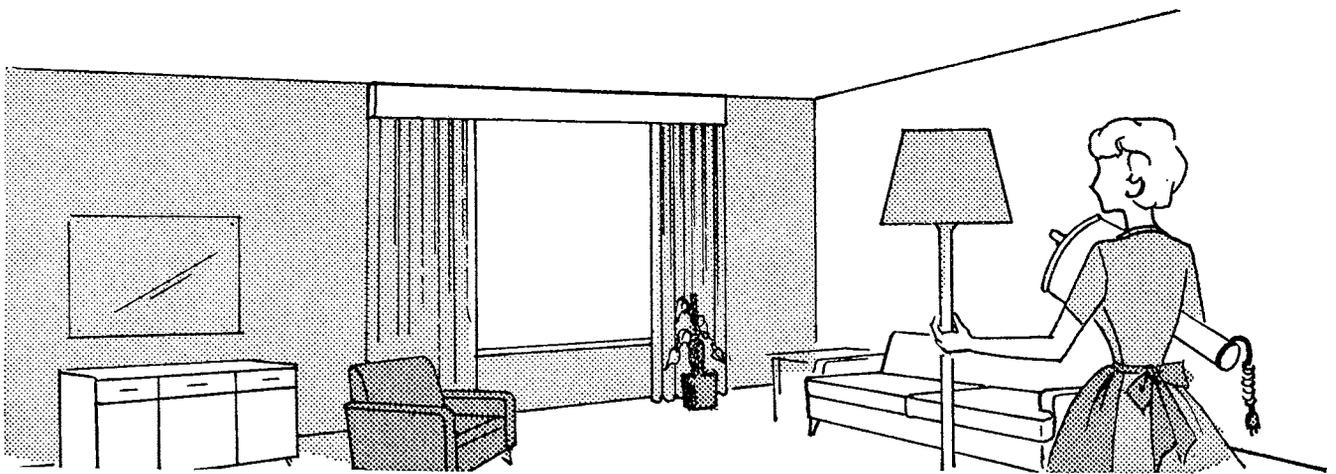
Pleated flounce may be as illustrated, be box pleated, or have small continuous pleats.



Bias colored cording used to join lengthwise seams and add decoration.



Boxed spread has a boxing the width of the mattress. Corners have inverted pleats.



Providing the Right Light

Good lighting for all activities prevents eyestrain and contributes to everyday comfort. It also plays a big part in your home's decorative scheme. Walls, ceilings, floors, and furnishings form your living surroundings, but it's light that makes them live.

Four Essentials For Better Lighting

1. Have the right amount of light for seeing the task. What may be adequate lighting for one task may be inadequate for another.
2. Avoid glare. Glare occurs when ceiling fixtures do not have shades or when light from a lamp shines in your eyes. It is also caused by glossy surfaces of books and desks reflecting the light from unshaded bulbs.
3. Have enough light in enough places. Do not confine lighting to one spot, leaving the rest of room dim. Such lighting forces your eyes to adjust to extreme differences in brightness. Use both ceiling fixtures, wall fixtures, and lamps to distribute light upward and downward over large areas.
4. Direct lighting correctly. Place your lamps so you are not working in your own shadow. Make sure to place the light close enough to your work.

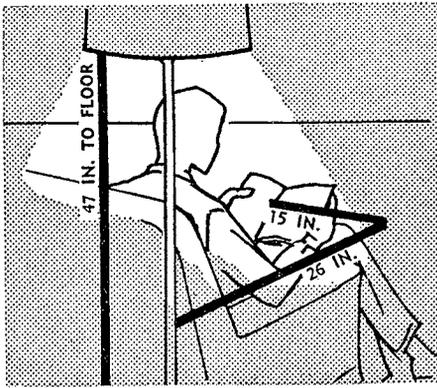
Selecting Lighting Equipment

Lighting equipment comes under three groups: light fixtures, built-in light units, and portable lamps. (Light fixtures and built-in light units are used for general illumination, and portable lamps for local or specific lighting.)

When choosing a ceiling light, select a simple, functional, inconspicuous fixture. It should be 16 to 22 inches in diameter and shallow. Avoid types with exposed bulbs, etched and crystal glass with incandescent bulbs, or strong color.

When you select a lamp, have its use clearly in mind. Be sure that the lamp is not only decorative, but also provides enough light where you want it. Tall lamps give wider circles of light than shorter ones. But if lamps are too tall they may be too far away to furnish enough light on your work and the bulb may shine in your eyes. A lamp that sends some light up to the ceiling or lets some through the shade helps chase away heavy shadows. A diffusing bowl in a lamp also does this.

Portable lampmakers have set standards for a good lamp. This certified lamp has a diffusing bowl and bears the Certified Lamp Manufacturer's tag (CLM). Such lamps come in many styles, types, and finishes to meet individual tastes.



Floor Lamp For Reading

WHAT TO USE

Standard or double swing-arm lamp:

Height—47 inches to lower edge of shade

Diffuser—10 inches top diameter.

Bulb—100/300 W (300 W for reading).

Shade—white, depth 10 inches, top diameter 10 to 14 inches, and bottom diameter 18 inches.

WHERE TO PLACE

Place lamp stem about 10 inches behind shoulder, near rear corner of chair. Measure 15 inches left or right of book center, then back 26 inches.

Table Lamp For Reading

WHAT TO USE

End table lamp:

Height—lower edge of shade should be at eye level when you are seated (table height + lamp base height = eye height).

Diffuser—bowl 8 inches top diameter or use a wide harp.

Bulb—50/150 W or 50/250 W (150 W for reading).

Shade—white, depth 10 inches, top diameter 8 inches, and bottom diameter 16 inches.

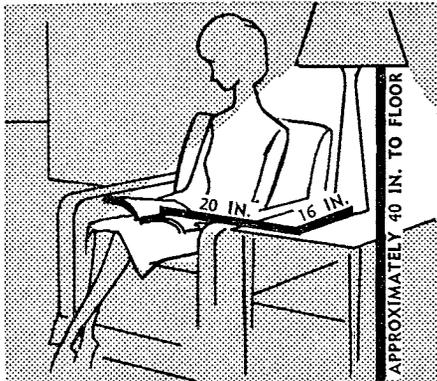
Senior table lamp (preferred):

Height—lower edge of shade should be at eye level when you are seated.

Diffuser—8 to 10 inches in diameter.

Bulb—100/300 W.

Shade—white, depth 13 inches, top diameter 14 inches, and bottom diameter 16 inches.



WHERE TO PLACE

Place base about in line with shoulder. Measure 20 inches left or right of book center, then 16 inches toward rear of chair or sofa.

Floor Lamp For Reading Music

WHAT TO USE

Senior double swing-arm lamp:

Height—47 inches to lower edge of shade.

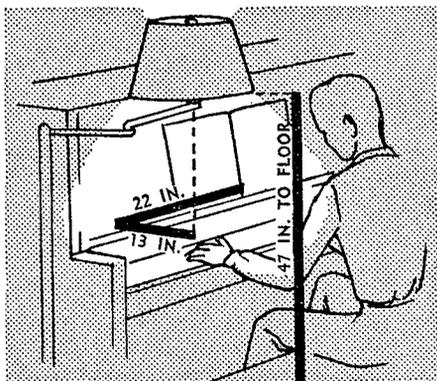
Diffuser—10 inches top diameter.

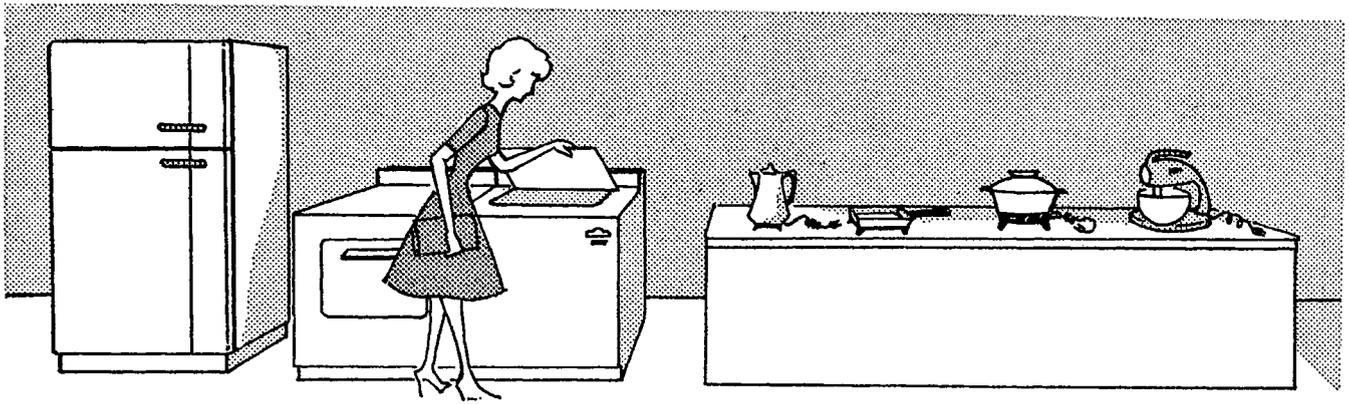
Bulb—100/300 W.

Shade—white, depth 10 inches, top diameter 10 inches, and bottom diameter 16 inches.

WHERE TO PLACE

Place center of shade 13 inches in front of lower edge of music rack, 22 inches to left or right of keyboard center. With senior standard floor lamp, place center of shade 3 inches in front of lower edge of music rack, 34 inches left or right of keyboard center.





Becoming Familiar with Appliances

Which dryer should you buy? Which refrigerator? Which range? Right now you are not burdened with such decisions. But by becoming familiar with appliances now, you will know how to make wise choices for your future family.

Shopping For Appliances

To make wise choices of appliances, first analyze your family situation and decide . . .

- **Which pieces of equipment can serve you best.** Young people furnishing a home for the first time need basic equipment—a range, refrigerator, washing machine, and vacuum cleaner. A dryer may be important for a family with children. Automatic features may be helpful to the woman with a job outside the home.

- **Which models can serve you best and fit best into your budget.** In standard and deluxe models the quality of materials, construction, and performance should be equal. Difference in price depends on size and special features.

To make the best use of money and space available, select small appliances that complement rather than duplicate features of appliances you already own. These special features should be of real value to you. They should save time, save work, save money, or add to the usability of the equipment in your home.

Many small appliances have multiple uses which save money as well as counter and storage space. Not every make of appliance has, or can have, every available feature. Make sure your choice has the features important for your particular situation and that they are *true convenience* features—not merely gadgets.

- **Where dependable service for appliances is available.** Mechanical equipment gets out of adjustment or breaks, even under normal usage. Satisfaction with an appliance depends greatly on service available.

A manufacturer who puts his name on a product is interested in customer satisfaction and so tries to make a good product. Some products are sold with free service for 60 or 90 days, others with service for 1 year. A manufacturer's warranty usually covers only replacement of defective parts. Be sure to understand the service to which you are entitled.

- **Which size is best.** Height, width, and depth are important. Available floor space often determines size of equipment selected. Storage and work space may determine the value of small appliances. Can they be stored near the place you will use them and will they be easy to operate at that point?

Comparative shopping takes time but it insures you greater satisfaction. To make comparisons easily, draw up a chart so you can see quickly how one brand compares with another. Visit stores and study catalogs and magazines. Then write down information for comparing three brands of refrigerators and three brands of vacuum cleaners. Do the same for two small appliances—coffeemaker, a standard mixer, or an iron. Use record sheets on pages 16, 17, 18, 19, and 20.

Learn how to use one small appliance and demonstrate its use at a club meeting. Choose any small appliance you wish for the demonstration.

Caring For and Using Appliances

To make good use of your appliance you must know how it operates, its special features, and care directions. You may learn appliance operation and care by seeing a use demonstration or by carefully reading the instruction book.

Often your use of a special feature or even the appliance itself may be delayed. If you are uncertain of the correct operating method, the instruction book can be helpful—if it is handy. Store directions where they will be easy to use and perhaps check your urge to experiment.

Keep an Appliance File

An appliance file is one way to keep important information handy. You could use an expanding file folder, available at office supply, stationery, and variety stores. Or keep an 8½- by 11-inch notebook with a large envelope for information about each appliance. Label each section or envelope with the appliance name.

When you add information about a new appliance to this file, record the purchase date, model number, and serial number (if there is one). This will be helpful if repairs are needed. This information could also be noted in the instruction book.

Some references that will help you select and use appliances are available from the county extension office. Ask the county extension agent for fact sheets and electrical project aids.

Learn About Electricity

Electricity makes possible the *use* of appliances. In order to operate properly, each appliance requires a stated quantity of electrical power. Check the quantity of electricity, wattage, needed. Then determine whether or not your appliance is receiving its share. This is all a part of using equipment well.

If electricity is a mystery to you, familiarize yourself with the terms used to describe it. Learn to make a house circuit chart, figure circuit load, and replace a fuse. Contact your county extension office for electrical project aids that will help you do these activities. The electrical supplier in your area may help you with these questions.

Follow Rules of Good Care

Following manufacturer's instructions lengthens the life of your appliance and keeps it ready for use.

- Keep appliances clean. Dirt causes moving parts to wear or stick, may cause discoloration, and is unsanitary. Check directions for recommended method of cleaning appliance.

- Do not immerse a small electrical appliance when washing it unless instructions specifically say you can.

- Use cord provided with appliance and handle it with care.

- Keep cords clean by wiping with damp cloth.

- To store a cord: (1) wrap it loosely around an appliance that has no sharp corners, (2) coil it loosely and store in a convenient drawer, or (3) hang it over two hooks. Appliance cords contain many fine wires that may break if they are sharply bent many times.

- Check direction book to learn whether your appliance needs oil.

- Make safe operation a habit. When using any electrical appliance make a habit of this routine:

To connect:

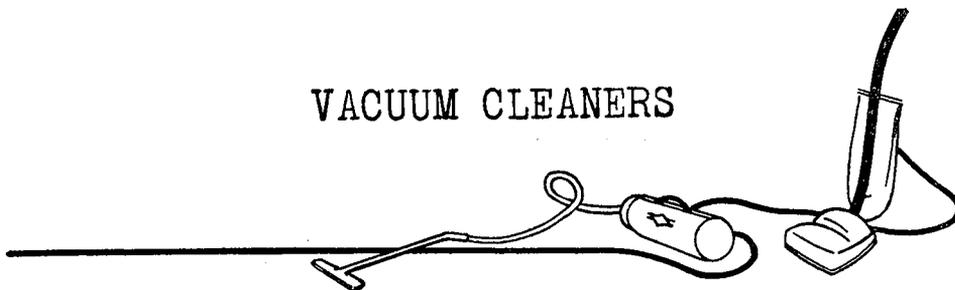
1. Turn control to off.
2. Insert plug into wall outlet.
3. Set control.

To disconnect:

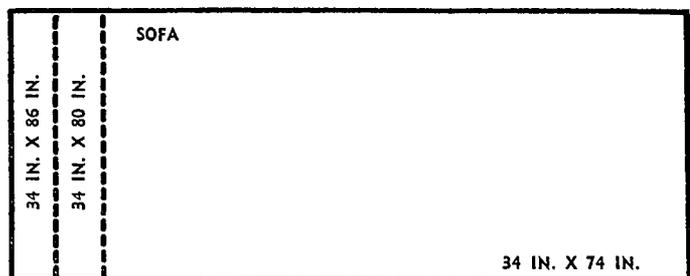
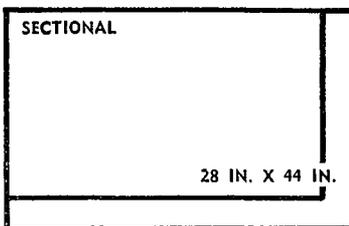
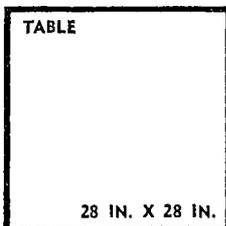
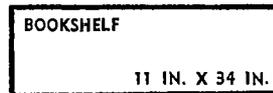
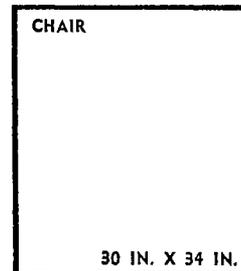
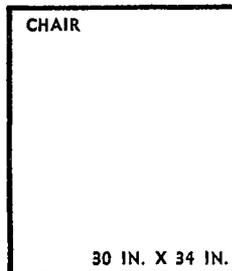
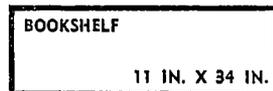
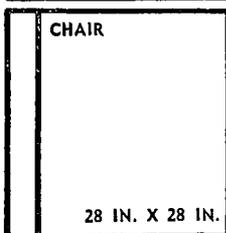
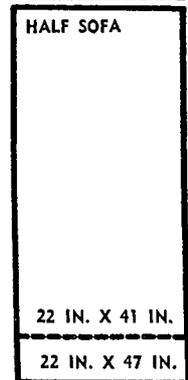
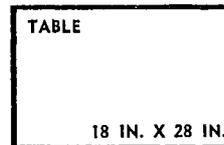
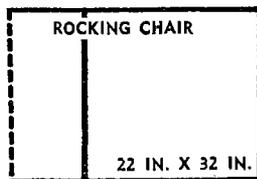
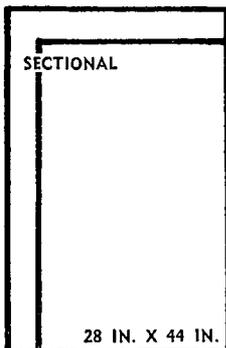
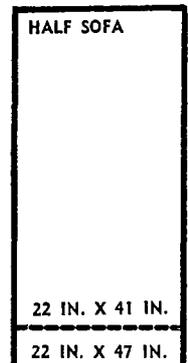
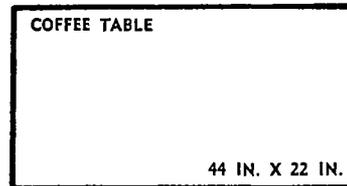
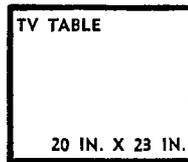
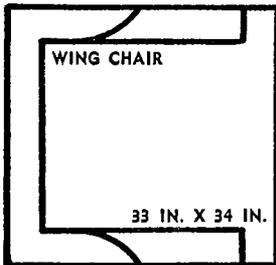
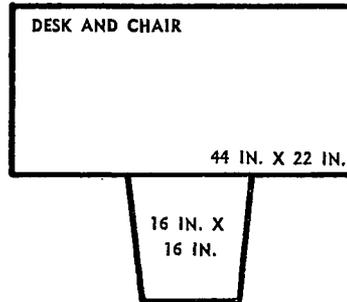
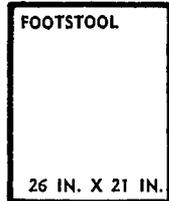
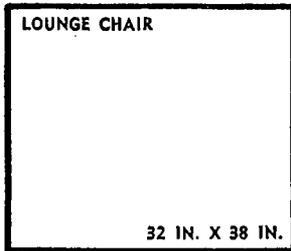
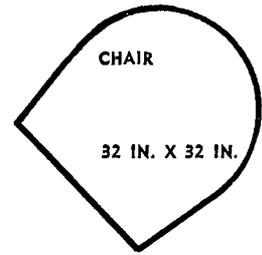
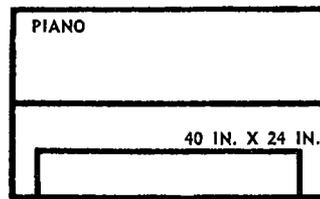
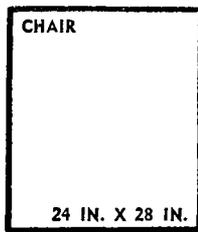
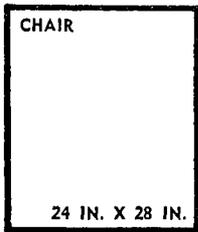
1. Turn control to off.
2. Disconnect at wall outlet.
3. Disconnect at the appliance.

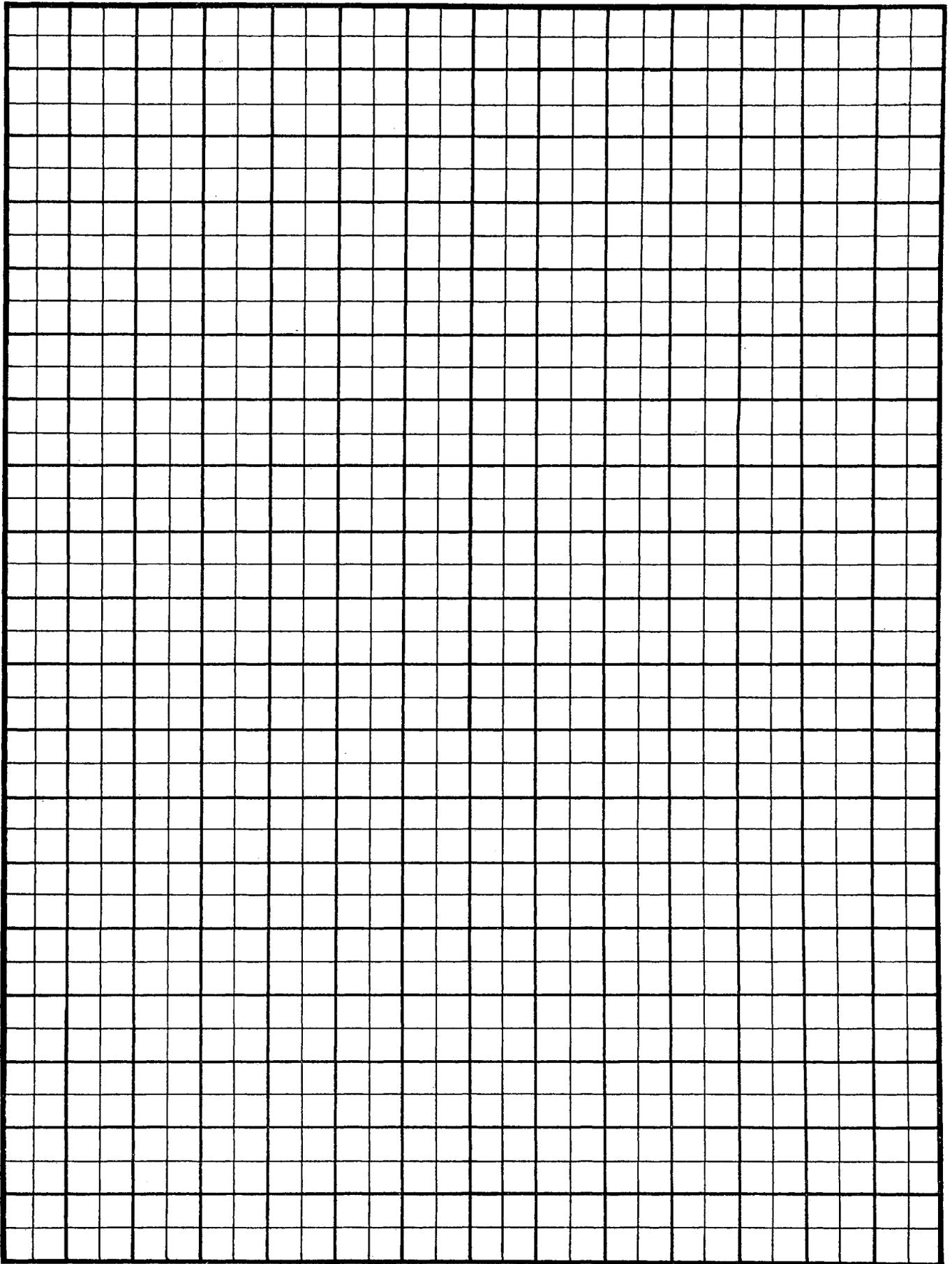
- Always grasp plug rather than pull on the cord.

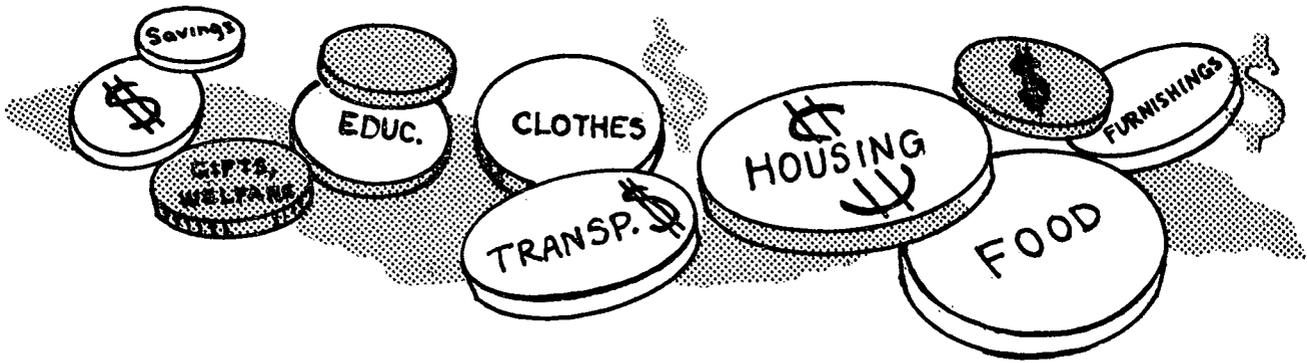
VACUUM CLEANERS



Brand name	1.	2.	3.
Price			
Warranty period			
Free service period			
Availability of service			
Type			
Wattage required			
Dust receptacle—easy to clean—disposable			
Storage space needed			
Attachments			
Ease of operation			
Recommended care			
U. L. seal			
Other features of value to you			







Managing Your Money Wisely

Managing money wisely is an important factor in your family's happiness. If not handled well, money can cause disagreement and strained relationships. Sometimes people do not realize that money is the root of their domestic trouble.

The wisest use of money is that which gives the greatest satisfaction. The amount of money earned indicates little; it is the level of living you purchase that is important.

Planning A Budget

A democratic way to decide use of money is by planning a budget. All family members should have a certain share in the family purse—as well as the work involved in family life. You probably share the family purse to a greater extent than you realize and surely you must share in the work.

Each family must plan its own budget for each has different resources and wants. Each family also has different values and goals.

Major steps in planning a family budget are:

1. List all individual and family goals. Include those that are urgent now, those for the near future, and those you hope to accomplish later. The list for your family may include such things as:

- Good relationships with family, neighbors, and community.
- A complete education for all children. Perhaps you are the one who will be receiving a higher education.
- A debt-free home. Your parents may have been paying on your home for years.
- New, exciting experiences—such as a family vacation.
- An adequate car.
- Reasonable but adequate living and working conditions.

- A savings account.

2. Estimate total real income for the coming year. Consider the family income—let's say it is about \$5,500 a year. Then think of materials and skills that can be used by the family such as garden vegetables, meat, sewing, and painting. 4-H projects can provide incentives as well as material goods (as a finished dress or an animal for market).

3. List fixed expenses for year. These may be items such as taxes, house payments, insurance, fuel, and licenses.

4. Estimate annual day-to-day living costs. They may include food, clothing, transportation, furnishings and equipment, household goods, church and welfare, education, recreation, improvements, savings, and miscellaneous.

5. Find the balance (plus or minus).

Total dollar income	—
Less fixed expenses	—
Less day-by-day expenses	—
Balance	—

6. Select from your list those goals which should be part of this year's plan if you have a plus balance. You are fortunate if money is sufficient.

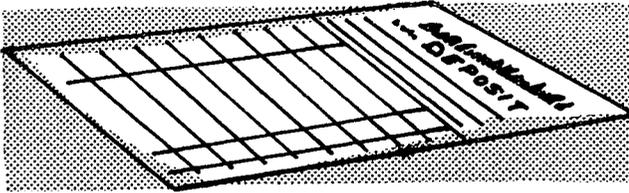
7. Recheck all expense items to decide how to reduce some if you have a minus balance (this is a warning). For a particular year credit may be the only answer.

8. Set aside a portion of your income as savings.

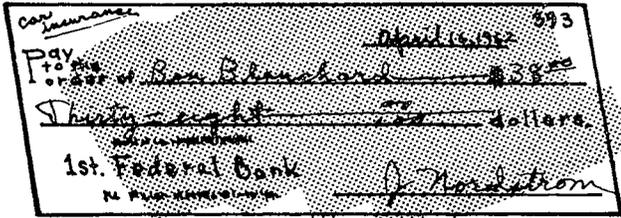
Periodic reviews can help you work toward individual and family goals. In making checkups, know how much money you have to use, plan what you want it to do, and see that it does it. This is money management or making your money work for you. Application of scientific principles and use of common sense are basic requirements.

A Family Financial Record System

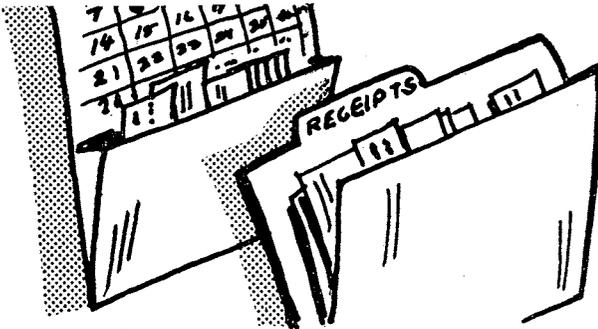
Records are an important tool in evaluating spending. Many facts are obtained from records which you can use to check your spending plan. Only records which are useful should be kept and these should be kept well enough to be useful.



Deposit all money in the bank. File copies of deposit slips with information as to source of funds.



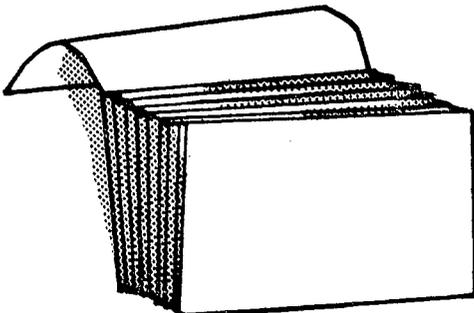
Write checks for all major expenditures. Note the expense on the check. File cancelled checks. Complete checkbook stub for quick reference or proof in case of a lost check.



Keep receipts and invoices in chronological order. Use a simple spindle, folder, envelope, pocket on a calendar, or a record book.



Enter transactions in record book. You may want separate books for living expenses, car expenses, college expenses, and others. Some people keep their car expense record in their car. Summaries at end of month and year are useful for evaluation. Keep entries up-to-date.



File receipts in an accordion file. Have file divisions correspond with record column headings. To keep file in chronological order, always place new papers behind the papers already in the file. Keep receipts 5 years for proof of debt payment.

A record of income tax, money deducted for social security or retirement, and other deductions is valuable. Save any record received with a paycheck—compare them with an annual statement of earnings and deductions.



Deciding on the Way for You

We are decision-makers. That's why we are in charge of the world. Perhaps that is also why we have grey hair, ulcers, and neuroses.

A one-celled organism makes decisions automatically. Among animals the mother teaches the young and there is a built-in decision-maker—memory. But human beings are equipped with little biological decision-making. As our society becomes more complex, decision-making is more difficult. Therefore, education becomes a major occupation and desire.

But there may be conflicts. What is learned from friends may differ from what is learned from parents. You must then draw on past experiences of your own and others and reason logically. Reasoning is one of man's highest accomplishments.

Today you may be a student—tomorrow a member of a young family. Sharing family problems can be enriching. In family living you experience some of your greatest happiness and satisfactions but also your greatest frustrations and severest tensions.

Some common family decisions concern buying and decorating a home, selecting furnishings, planning family spending and maintaining adequate records, managing routine of daily living, and training children. When solving these problems together, you must be realistic in your approach. Have respect for the other's viewpoint and think through the whole situation. This is not always easy but the results will usually be better.

A scientific approach to solving any problem is to:

1. *Observe the situation*—what is the problem? The kitchen floor is soiled.

2. *Analyze resources*—what do you have in time, money, or work capacity? Cleaning agents, tools, and equipment are on hand. It is 8:00 p.m. and family members are gathered before bedtime—time is limited. Mother is tired at the end of day—has little energy.

3. *Consider goals*—what is important to you? Importance centers on a sanitary kitchen floor for good health; a clean, shiny floor for appearance.

4. *Look for alternatives*—what are the various ways of reaching goals?

- Floor could be scrubbed and waxed now. Mother would become wearier and miss family get-together.

- Floor could be: vacuumed only, scrubbed but not waxed, or left as it is.

- Other members of the family could do all or a part of the floor cleaning.

- Part could be done now and the rest later.

5. *Make the decision*—what is the best way for you?

- Part should be done now and the rest later.

6. *Carry out your plan*—what to do?

Now:

- You sweep and move the furniture.

- Mother washes the floor.

Tomorrow:

- You will rise one-half hour early and wax floor before breakfast.

7. *Assume responsibility*—can you accept and live with consequences? You will be more tired than usual but you can retire earlier. You will lose a half hour of rest but will also be happier with a tidy kitchen.

8. *Evaluate results*—what changes would you make? Next week you would try to clean the kitchen floor earlier in the day.

The management process is a continuous process used in solving large and small problems. When you understand what combination of resources leads to the best combination of satisfactions, you can manage well.



Activities and Demonstrations

Thinking is the key to good money management. But how can you display mental activity? For money management displays and demonstrations show results instead of the process. Begin with these ideas and then let your imagination work: ● Show a savings made through purchase or self-service. ● Illustrate a good buymanship principle. ● Show financial plans for attending college. ● Show money management jars, envelopes, or a record system. ● Plan a budget—it may be an allowance budget. ● Bank money—display forms used. ● Figure credit—show what credit charges are involved with a specific purchase. ● Depict differences between regular merchandise, irregulars, seconds, and thirds. ● Read labels, warranties, and guarantees.

Here are suggestions for other activities and demonstrations you might do for this project:

Activities

Select a color scheme for the living room; paint the walls or wallpaper them.

Select fabric and make curtains or draperies for the living room.

Select a smooth floor covering for your home.

Select a carpet for your home.

Rearrange furniture in your family living room or any other room.

Arrange accessories with a purpose for a room.

Select something new for your family dining room.

Make a bedspread.

Help select a new appliance for your home and learn how to use it.

Make an appliance file for your family.

Care for all electrical appliances in your home.

Demonstrations

Kinds of paints and how to apply them. How to select proper tools for painting. How to mix and apply patching plaster to repair spots and cover seams.

How to mix paint to match a color in a drapery fabric. How to make hems in curtains or draperies. How to make headings for draperies. How to measure a window and figure curtain yardage for it.

How to select floor coverings. How to wax a floor with two types of wax.

How to select carpeting for a room. How to figure amount of carpet needed for a home. How to shampoo a carpet.

How to arrange a living room (explain why with a flannel graph).

What makes a good accessory for a room.

How to select dinnerware, plasticware, glassware, silver, stainless steel, table linens, sheets, blankets, bedspreads, or towels.

How to make a bedspread.

How to select a refrigerator, vacuum cleaner, mixer, coffeemaker, or iron.

How to make and keep an appliance file.

How to safely use and care for electrical appliances.

Check the lighting in your home, remove any safety hazards, and make several improvements.

Refinish or paint a piece of furniture.

Make or restyle a piece of furniture.

Recover an upholstered chair.

Repad and recover dining or kitchen chairs.

Make a slipcover for a chair or sofa.

Improve kitchen storage with step-shelves.

Take over the family home and manage it while your parents are on a vacation.

Buy a blanket for your family, yourself, or as a gift.

Wash winter blankets and store them for summer.

Improve lampshades in your home or make new ones.

Frame one or more pictures for a room.

Make a cleaning closet or improve storage in an existing closet for cleaning equipment and supplies.

Make and install rods and shelves to improve closet storage in your home.

Make shelves or some means of storing out-of-season articles in attic, basement, or garage.

Requirements for good lighting needed for sewing, reading, or writing.

How to apply natural finishes to wood.

How to use wood-working tools.

How to apply webbing or springs.

How to pad and cover a removable chair seat.

How to make cording and set it into a seam.

How to make step-shelves.

How to make a time schedule of hours spent on each job while having complete care of a family.

How to buy blankets.

How to wash and dry a blanket.

How to make a cardboard or fabric lampshade.

How to refinish a picture frame. How to cut a mat and assemble picture in a frame. How to hang pictures.

How to make a portable cleaning kit and what supplies to have in it.

How to install a pegboard and use it for storage. How to use hooks and devices on a pegboard.

How to use moth sprays and seal clothing or blankets in airtight containers.

This bulletin is partly adapted from material prepared by Irene Crouch and Marguerite Olson, Home Management, Extension Service, North Dakota State University, Fargo. Adaptions and additions were made by Mary Lou Muller, home improvement specialist; Myra Zabel, home furnishings specialist; and Edna Jordahl, home management specialist.

For more information see the publications listed below. Obtain copies from your county agents or the Bulletin Room, 3 Coffey Hall, University of Minnesota, St. Paul 1.

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

4-H M-42—*Finishing Furniture Wood*

4-H M-61—*Accessories For The Home*

4-H M-92—*Get Enough Light Of The Right Kind*

Ext. F. 188—*Short Cuts In The Home*

Ext. Bull. 268—*Lampshades You Can Make*

Ext. Bull. 269—*Slip Covering Your Furniture*

Ext. Bull. 279—*Pictures—Selecting, Framing, Hanging*

Ext. Bull. 280—*Letting Color Work For You*

Ext. Bull. 282—*Home Laundering*

Ext. Bull. 289—*Window Treatments*

Ext. Bull. 291—*Smooth Surface Floor Coverings*

Ext. Bull. 301—*Blankets For Warmth—Buying and Care*

Ext. Bull. 698—*Oregon State College—Re-upholstering A Chair At Home*

HF-4—*Making And Using Decorator Pillows*

HF-6—*Plans Pave The Way*

HF-8—*So You're Buying A Carpet*

HF-12—*Take Care Of Your Floors*

HF-23—*Settings For Today's Tables*

HF-30—*When You Buy Your Tableware*

HF-74—*Tips On Painting Interiors*

HM-9—*Higher Education*

HM-12—*Be A Better Buyer*

HM-15—*Nail Those Living Costs*

HM-27—*Ironing A Shirt*

HM-121—*Philosophy Of Money Management*

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