Introduction
Before beginning a sewing project, it is essential to become familiar with the process of threading and using the sewing machine. The following tutorial will outline the basic steps associated with threading the Bernina B330 sewing machine. Even though the instructions are for a specific machine, the process can be similar on other models. Consult the owner’s manual for details on the process required for other sewing machines.

STEP 1: Bobbin & Bobbin Case
After threading the bobbin, place the bobbin directly into the bobbin case (see Figure 3). Make sure that the thread is turning clockwise in the bobbin case (see Figure 3). Once the threaded bobbin is secure in the bobbin case, pull the thread through the opening found on the side of the bobbin case (see Figure 4).

Supplies:
- Sewing Machine
- Spool of Thread
- Bobbin with Thread
- Bobbin Case (depending on machine)

NOTE:
Use all-purpose thread unless specified by pattern guide sheet/instructions.
STEP 2: Insert Bobbin Case in Machine
While pulling the lever on the bobbin case, insert the bobbin case into the sewing machine (see Figure 5). The thread from the bobbin should be left as illustrated in Figure 5.

STEP 3: Threading the Top of the Machine
Place thread on spool pin (see Figure 6). Begin to follow arrows on the top of the sewing machine that identify each thread guide (see Figure 7). Even though machine design can vary, the first thread guide is often found on the top of the machine (see Figure 7).

STEP 4: Continue to follow the thread guides and arrows along the front of the machine (see Figure 8). After following the arrow down the front of the machine, guide the thread back to the top of the machine and pass the thread through the thread take-up lever (see Figure 9). The thread take-up lever is controlled by the hand wheel. Adjust the hand wheel as needed to complete this step.

STEP 5: Pull the thread through two thread guides that lead to the needle of the machine (see Figure 10).

STEP 6: To complete the process pass the thread through the eye of the sewing machine needle (from the front of the needle to the back). Once the thread is through the needle, guide the thread through the opening on the presser foot, set aside.
**STEP 7:** Before sewing, the bobbin thread needs to be brought up through the bottom of the machine to meet the top thread. The hand wheel is turned counter clockwise (towards the individual sewing) to move the top thread, which will catch the bottom thread. Continue to turn hand wheel until the bobbin thread forms a loop. Gently pull the loop until both pieces of thread are exposed under the presser foot (see Figure 11). Pull both threads under the presser foot and to the back of the machine before sewing to avoid a sewing machine malfunction (see Figure 12).

![Figure 11](image1.jpg) Bobbin thread and top thread forming a loop.

![Figure 12](image2.jpg) Threaded sewing machine.

**TIP 1: Tension**
Most machines have a line, dot, or other indicator to identify the standard tension for the machine (see Figure 13). Typically, a pattern guide sheet/instructions requires the standard tension setting unless otherwise noted.

**TIP 2: Stitch Width**
For a straight stitch, the stitch width should be set to 0. If a zig-zag stitch is required for the project the stitch width can be changed to any width desired from 1-5.

![Figure 14](image3.jpg) Stitch width/length selector.

**TIP 3: Stitch Length**
A common stitch length is 2.5. The greater the number, the longer the stitch will be (with a maximum of five on this machine). A longer stitch is referred to as a basting stitch, while shorter stitches would be used for bar tacks or button holes.

**NOTE:** This machine has a digital display and the settings are changed with the buttons to the right. Some machines have knobs for these settings. Make sure to consult the owner’s manual for the sewing machine before beginning a sewing project.

**REFERENCES:**

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