

Very dirty articles should be washed separately from those with less soil.

If some articles are to be line dried, put them into separate loads so you can transfer other loads to the dryer without further sorting.

How much separating you do, of course, depends partly on the total amount of laundry.

UNDERSTANDING an appliance is basic to its use and care.

The instruction book is the text. Read it and underline things you may want to refer back to.

If the appliance requires a sequence of attention, make a step-by-step outline to follow until you are completely familiar with its operation.

Stay near the equipment when it is operating.

Be alert to sounds or odors that indicate trouble.

A misplaced drain hose or stopped drain may cause flooding.

An unbalanced load may trip the release that stops extraction, so you will need to redistribute the load and reset the safety button to finish the cycle.

A motor that is burning out has a characteristic odor. A slipping belt may smell like burning rubber. A dryer may continue to heat and tumble past the "off" and need to be stopped manually.

Fit the cycle to the job.

Extra-dirty clothes need a soak, 10 to 15 minutes of washing time at fastest speed (if there is a choice), and water as hot as color and fabric permit.

Lightly soiled fabrics of manmade fibers may wash clean in a short cycle at low speed with warm water; use the "wash-and-wear" cycle for both washer and dryer if the machine has one.

To cool manmade fabrics at the end of drying, tumble them without heat.

Use the right amount of detergent.

Articles in contact with the skin for long (underwear, shirts, sheets, pillowcases) are heavily soiled whether they show it or not. Insufficient detergent leaves soil in fabrics.

On the other hand, too much suds can create spin problems in automatics and overflow in tumbler washers and add to the rinsing job.

Incorrect bleaching causes damage to fabrics that sometimes is blamed on the equipment. If you use a bleach, measure it carefully and dilute it properly before adding it to the wash.

Make full use of your equipment. You can use the washer to remove water from hand-washed articles. You can also use the washer for dyeing and starching clothes. Dry starched loads in the dryer, but clean the dryer drum with a damp cloth afterward. Use the dryer for partly drying wool blankets and to fluff and air (without heat) draperies and stored or dusty fabrics.

Learn which articles need no ironing when dryer dried.

When the laundry is finished, turn off the water to automatic washers to relieve the pressure on valves and hoses. Empty and clean lint filters on washer and dryer; clogged filters interfere with operation. Remove and clean the agitator, as the instructions direct. Wipe away any spilled laundry agents. Leave washer and dryer openings ajar until the interiors are cool and dry. (R. KATHERINE TAUBE)

Handy Tools

THE JOBS you plan to do, the money you wish to spend, and storage space are matters to consider when you buy tools.

Buy tools of good quality. Premium-quality tools are not necessary, but very cheap tools, especially edge tools, such as saws and chisels, often are unsatisfactory.

Usually it is wise to rent costly tools that you use only occasionally.

Keep your tools in good condition. The teeth of a crosscut saw should be nearly as sharp as a needle. Keep chisel and plane irons nearly razor sharp. If you lack the ability or equipment to sharpen tools, have a skilled craftsman do it for you.

Keep your tools clean. Dry metal tools to prevent rust. Put a light coat of oil on sharp-edged tools, such as saws and planes, before storing—especially if they are kept in a place that may be damp.

Our table on the next pages lists items we recommend for common tasks around the house. The least expensive tools and supplies to perform the job we list in the column headed "Minimum equipment." Other practical equipment that may aid or replace items in that column we list as desirable equipment. Additional equipment that may make the job easier or faster is mentioned as supplementary equipment.

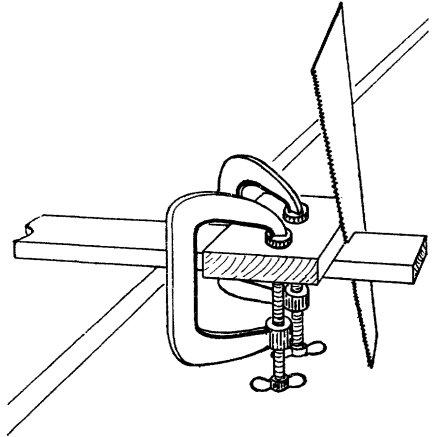
Tools and equipment should be stored as close as possible to the site of frequent use. The crate opener, jar and can openers, scissors, ruler or yardstick, screwdriver, and pliers, for example, may be kept in a drawer or closet in the kitchen, workroom, or utility room.

A carrier for cleaning supplies may be used to carry cleaning supplies or tools needed for jobs of household maintenance. When not in use, it may be stored with the other cleaning supplies, polishes, waxes, or tools.

Store other larger and less frequently used tools in one common area. Duplicate items of the more frequently used tools, such as screwdrivers and pliers, also are stored there. Storage in one specific place makes it easier to find the desired tool.

Well-planned storage also provides protection for the sharp edges of cutting tools and protects the user from accidentally cutting himself on one tool while reaching for the other.

Cutting edges of saws, auger bits, planes, chisels, and rasps should be protected so they will not bump or



Saw guide clamped in position. You may clamp a 1- or 2-inch piece beside your mark to serve as a saw guide for an accurate cut.

come in contact with other metal. They should be stored so that other tools will not fall on them and they will not fall on anything else.

The storage area may be simple or elaborate, as determined by space, interest, and finances.

Providing ample storage space should be the first step. Pegboard or shelves installed in an existing area or closet may be the simplest arrangement. A specially built tool cabinet could very well be an improvement.

A workbench is a practical means to provide both a work area and storage facilities. Hip height is a comfortable and practical height for the workbench top unless you plan to do a great deal of hand planing. In that event, it may be well to build it a little lower.

Light the workbench with fluorescent fixtures placed over the front of the bench and 48 inches above the work, or use an incandescent 150-watt silvered-bowl bulb in a 12- to 14-inch-diameter metal reflector.

Keep all instruction books and warranties with your important household records and papers. However, some people may wish to keep some instruction books in the workshop. In that event, protect them from dust, oil, and damage. (GLENN D. BARQUEST AND MARION W. LONGBOTHAM)

TOOLS FOR HANDYMAN AND HANDYWOMAN
FOR HOUSEHOLD OPERATION, MAINTENANCE, AND REPAIR

<i>If you plan to do—</i>	<i>Minimum equipment</i>	<i>Desirable equipment</i>	<i>Supplementary equipment</i>
Household or kitchen activities:			
open crates and boxes.	crate opener or pry bar or 8'' screw-driver.	12 or 13 oz. claw hammer.	
open jars, can, etc.	jar and can openers.	combination opener.	
cut cardboard.	scissors and paring knife.	utility knife.	
lubricate appliances, locks, hinges, etc.	high-grade oil suitable for small appliances.	powdered graphite. graphite in oil.	
measure and space items.	ruler or yardstick or good-quality measuring tape.	6'-10' steel tape or folding rule.	25' or 50' tape.
attach items to walls.	paste-on tabs for light items. hangers with nails or screws for heavier items: 12 or 13 oz. curved claw hammer. hand drill and bits. screwdrivers.	Hollow-wall screw anchors and toggle bolts: hand or electric drill and twist drills ¼'' and up. stud locator.	For masonry or concrete: screw anchors and screws. proper size star drill or electric drill and tungsten carbide masonry drill.
level items.	pan of water to level appliances. string with attached weight.	level as part of combination square.	9''-12'' level.
Small repair jobs:			
tighten or loosen screws.	4'' and 6'' screwdrivers. Nos. 1 and 2 Phillips screwdrivers.	hex wrenches. special screwdrivers and wrenches.	ratchet screwdriver.
tighten nuts or hold small items.	6''-7'' slip joint pliers. adjustable wrench.	locking-type wrench pliers. needle-nose pliers.	open-end and box-end wrenches.
drive or pull nails, etc.	12 or 13 oz. curved claw hammer. 6'' screwdriver.	hand stapler. pry bar. liquid mender for type of plastic.	staple gun. tack puller. plastic repair kit with strips and adhesive.
repair plastic items.	plastic mending tape.		
seal openings and joints.	special sealants and tapes.	calking gun.	
replace ordinary faucet washers.	adjustable wrench. screwdrivers.	tape or cloth to place between wrench and polished fitting.	flexible drain auger.
open drains and pipes.	force cup.	small wire.	glass cutter.
other minor jobs.	packaging material and string. polishes and waxes. cleaning supplies and equipment. step stool.	putty knife. vacuum cleaner. stepladder.	fabric mending and fastening kits.
Small jobs with wood:			
measure and mark.	sharp pointed No. 2½ or 3 common pencil.	8'' by 12'' utility, steel combination, or try square.	dividers. rafter or framing square.

(NOTE.—Operations are listed in their usual sequence.)	ruler or yardstick. tablet back or drawing triangle may serve as a square. pencil compass.	6' to 10' steel tape or folding rule.	
cut wood	coping saw. friction vise or bench hook to hold wood.	20''–22'', 10–11 point hand saw. two 4'' C-clamps.	hand rip saw. miter box. electric hand and sabre saws. jack or smoothing plane. electric sander.
smoothen wood (may be repeated after assembly).	fine, medium, and coarse sandpaper. sandpaper block.	block plane, or multiblade wood smoothing tool. rasps and scraper.	
assemble pieces into unit	assorted sizes of wire nails and brads. 12 to 13 oz. curved claw hammer. 1/16'' nail set. 6d nails. white glue (not moisture resistant).	wood screws. countersink. 4'' and 6'' screwdrivers. hand drill with drills and bit brace with bits or light duty electric drill with bits. nails with heads cut off may be used as small drills. urea or plastic resin glue (moisture resistant).	gluing clamps. 8'' or stub screwdriver. assorted sizes of common, finish, and special nails. set of combination drill and countersink bits for use with screws. resorcinol glue (waterproof).
fill holes in wood: nail holes larger holes	colored putty. wood dough, plastic wood, or surfacing putty.	spackling compound for surfaces to be painted.	
finish wood	see other chapters.		
Work with metals:			
measure and mark	see measure and mark wood.	see measure and mark wood.	metal scribe.
cut	utility saw or keyhole-type hacksaw.	tin snips. 3/8'' cold chisel. vise. hacksaw with set of blades. light-duty electric drill with a set of twist drills.	power grinder and safety goggles.
drill holes	hand drill with twist drills.	8'' half round file. 8'' round file.	high-speed drill bits desirable for frequent heavy use.
smoothen or sharpen	8'' mill file. sharpening stone.	locking-type wrench pliers. adjustable wrench.	emery cloth. grinder and safety goggles.
assemble	4'' and 6'' screwdrivers. Nos. 1 and 2 Phillips screwdrivers. 6''–7'' slip-joint pliers.		small sets of open-end and box-end wrenches.
polishing		emery and crocus cloths.	
repairing	epoxy resin.	epoxy resin and fiber glass.	soldering equipment.