

# Counterweight Sleeve Instructions for The Archivist

## MATERIALS & EQUIPMENT

**Sturdy fabric, such as canvas, denim or twill.** (We use a 10 ounce cotton duck canvas.) It should be a tight weave, and shouldn't have any stretch in it. 1/2 yard is the absolute minimum you'll need - 5/8 or 2/3 yard will give you a little room for error.

**Thread.** Matching or contrasting color, your choice.

**Sewing machine.** A regular home sewing machine should do fine unless your fabric is very heavy.

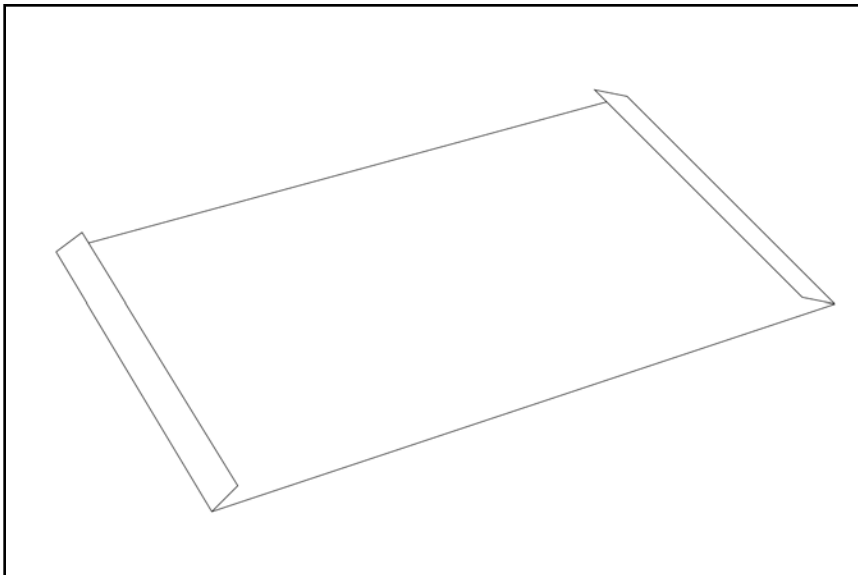
**Iron and ironing board.** Technically optional, but highly recommended.

## INSTRUCTIONS

1. Cut a rectangle of fabric 28" wide and 18" high.

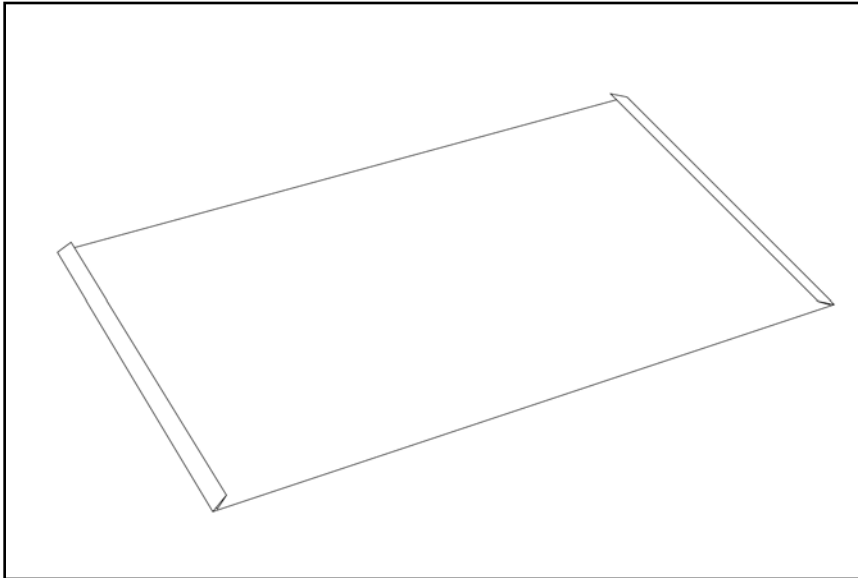
2. Finish (hem) the short ends.

- a. On one short end of the rectangle, fold up a 3/4" flap and iron the crease. Repeat on the other short side, being sure to fold the same direction (both flaps toward the front side of the fabric).

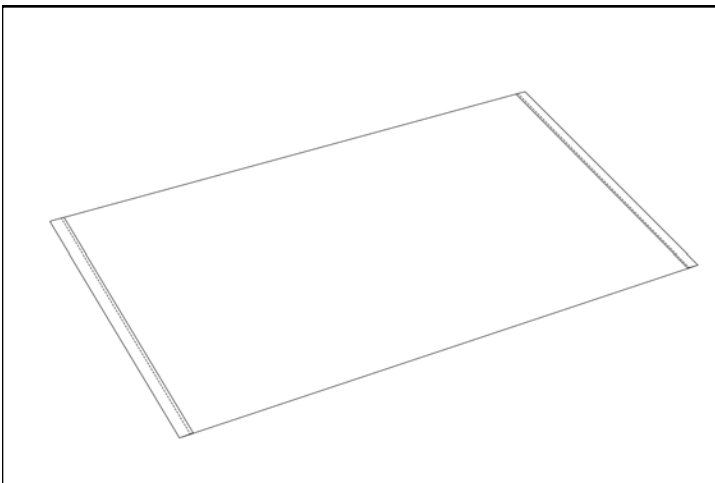


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- b. On one short end, fold the edge of the flap in on itself, tucking the raw edge under, creating a 3/8" double fold. Iron the crease. Repeat on the other short end.

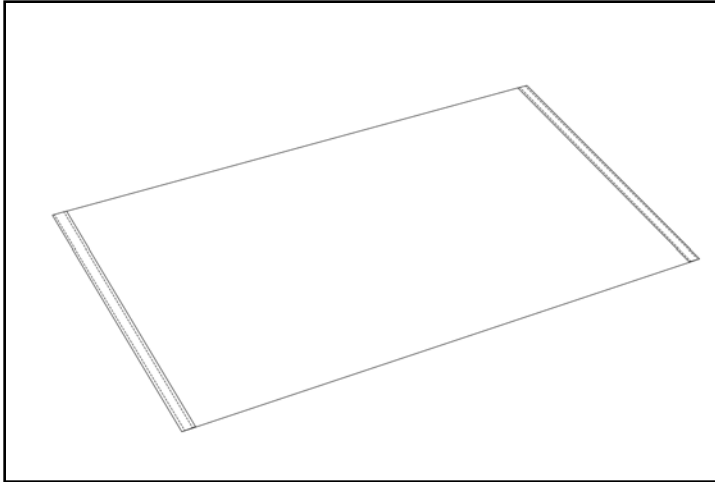


- c. Using a straight stitch, sew along the interior edge of the folded flap, very near to the fold. Repeat on the other flap.



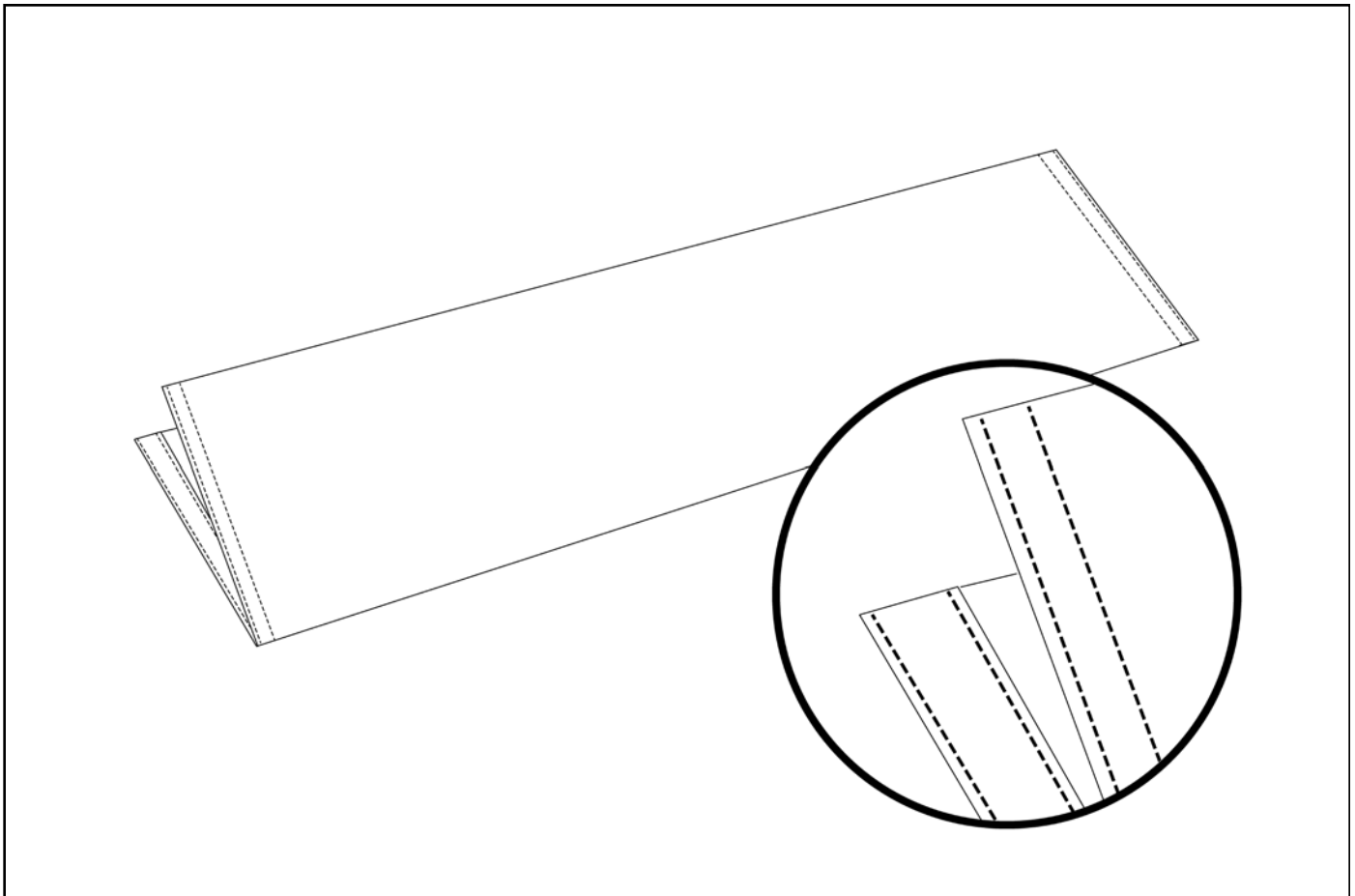
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- d. Using a straight stitch, sew along the outer edge of the folded flap, very near the folded edge (approximately 1/4" away from your first row of stitching). Repeat on the other flap. Iron both flaps.



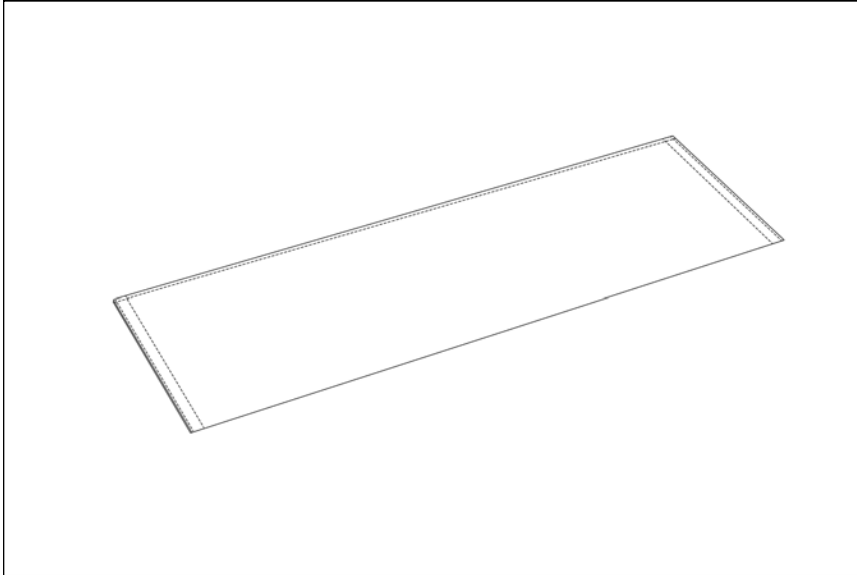
### 3. Sew the long edge, creating the sleeve.

- a. Fold the rectangle in half lengthwise, with the folded hem on the inside of the sleeve.



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- b. Using a straight stitch, sew a very narrow seam (1/8") along the long side of the sleeve. Take care at the beginning and end: you'll be going through 6 layers of fabric. You will need to go slow and/or turn the wheel by hand for a few stitches. Press seam open.



- c. Turn the sleeve right side out (hemmed edges will be on the outside, narrow seam allowance from the previous step will be on the inside). Iron the seam on the long side flat.



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- d. Using a straight stitch, sew along the long side again, 1/4" from the edge, encasing the raw edges from the first seam. Again, take care at the beginning and end where you're going through many thicknesses.

