BASIC TOOLBOX FOR DOMINATING THE DIY PROJECT A WOMAN'S GUIDE [WWW.WOODSHOPGIRL.COM]





Women used to rely heavily on their male counterparts to be the ones with the tool skills. But let's face it ladies, men are no longer the only gender who require the ability to make or fix things, nor to have an interest in building things with their bare hands. In fact, the ability to use tools is no longer a common skill possessed by most, with many younger generations opting for urban lifestyles and relying on "professionals" to take on the most basic of handyman (ahem; handyPERSON) tasks. Regardless of gender, the bottom line is this: The ability to use tools is, simply put, an IMPORTANT LIFE SKILL. Period.

As it turns out, we women are excellent at working with tools. We are innate creators (we create LIFE. Yeah.) and have incredible capabilities to work with our precise and dexterous (even precision manicured) hands. We've put together this guide to help you get started, because having a toolbox with some basic tools and the savvy to actually be able to use them properly spells independence, self reliance and unlimited potential to what we can create.

Like a well stocked pantry, a toolbox should house all the essentials you need. Whether you want to tackle some fixing up, make some beautiful DIY furniture, or just become straight up handy, here is a list and lowdown of the basic hand tools you really should have in your kit.

TOOL INDEX

THE MUST HAVE

Page 6

This guide provides the lowdown on each of these tools I would personally stock my basic toolbox with. You will find the many uses and proper technique along with a few tips and tricks for each item.

- Multi-Bit Screwdriver
- Hammer
- Tape Measure
- Pliers, Vise-Grips or Channel Lock Pliers
- I evel

- Utility Knife
- Combination Square
- Hand Saw
- Corkscrew

THE NICE TO HAVES Page 26

These are a few more things that aren't absolutely integral when you're just starting out, but as your tool collection and the skills you develop along with it grows, they are a few more things I find very useful. You will find pictures and a brief description for each item here.

- Small Set of Chisels
- Stud Finder
- Nail Sets
- Pry Bar

- Clamps
- Flashlight
- Caulking Gun
- Putty knife

HANDY TO HAVE ON HAND Page 31

Also "Handy to Have on Hand" are a few other essentials that are depleted over time as they are used up, but worth keeping around to save an extra trip to the hardware store when you want to finish a project.

- Wood Glue
- Sandpaper
- Rags
- Tape (green painter's tape or yellow tape are great.. Also duct tape for plumbing emergencies

THE NEXT STEP...

POWER TOOLS!! (Insert feminine pride grunt here)

Stay tuned for the **Power Tool Guide**, including how to buy and what order to purchase in. If you haven't already, SIGN UP up for the email list to be the first to get your hands on our next Guide.. FOR FRFF!!

Let's Go! Click to Sign up for Email >>

PART ONE: MUST HAVES

MULTI BIT SCREWDRIVER

THE LOWDOWN

A good screwdriver is an essential in any handywoman's toolbox, both for repairs and upgrades around the house as well as creating magnificent DIY projects. Rather than keep a multitude of different sizes and varieties of them like one used to, tool manufacturers have created more efficient multi-bit screwdrivers which have a variety of bits that are interchangeable with one handle.

I have a hands-down favourite here, and it is the multi-bit screwdriver with the interchangeable bits built in which slide in and out of place. You are **GUARANTEED** not to lose any of the bits with this design; you can only lose the whole screwdriver at once... Don't do that. I recommend this specific type because it saves so much time fumbling around finding the right driver. If you can't find this particular type of screwdriver, any multi-bit will do. A ratcheting feature is nice, but not essential. Especially if you also have a drill.







The 3 main types of driver bits are the **Robertson**, **the Philips and the Flathead**. If you live in Canada, the Robertson is likely going to be the most common, since this little piece of design brilliance was born in Canada. It is shaped like a square and comes in different sizes. The Philips is the x-shaped, or 4 point star, and also comes in different sizes. This one is more commonly used in the US. Lastly, the flathead. Just as it sounds, just a flat head, it is shaped like a - hyphen and is the oldest one, used around the world.



Driving in and drawing out screws, making unique impressions in playdoh.

HOW TO USE

Hold the handle in your dominant hand (If you're a righty, hold it in your right... Lefty, opposite) and with your other hand, hold the tip and press firmly into the screw head. If you are driving a screw, turn the handle clockwise (righty tighty, left loosey) and let the tip spin through the fingers of your guiding hand. The hand holding the handle is applying pressure into the screw, whether you are driving OR drawing, and your other hand acts as a guide and holder/catcher of the screw.

TIPS + TRICKS

The bit and the screw you are driving or removing should be in a **STRAIGHT** line with each other. If your screwdriver is at a different angle than the screw, you are FAR more likely to slip or strip the screw you are dealing with. Look at it from a few angles to make sure they are in line from every which way.

Use the right tip size. The tip you are using should fit **TIGHTLY** into the corresponding depression of the screw head; if it wiggles around you probably need to try one size up of the same shaped head.

Apply **PRESSURE** into the head of the screw, whether you are driving or drawing (pulling out) the screw. Lack of pressure will result in the blade skipping around in the screw head, potentially stripping it or rounding it out.



THE LOWDOWN

This handy gizmo here is probably one of the most universally recognized basic hand tools. It is used for pounding in and/or pulling out nails. There are a variety of different hammers out there, but for the sake of brevity we will focus on the most common type for woodworking, which is the claw hammer. It is comprised of a head which is shaped like a "T", with one side being round and flat, meant for hammering nails, and the other side having two curved prongs designed for pulling out nails. I would recommend getting a 16 ounce, because the weight can tackle most tasks yet it's not too heavy for continuous use. I would steer clear of the tiny little hammers with flowers on the handle... These belong in the toy box, not the toolbox ladies.

USES

Hammering In and Pulling Out nails, Hanging Pictures, Breaking stuff, making dents, scratching your own back.

For safety's sake, make sure the hammer you are using has its head on right; meaning steer clear of a loose handle or cracked face. The proper way to hold a hammer is specific to the job you're using it for; if you're hammering in something small or starting a nail which requires a little more precision, hold it halfway up the handle for more control. If you're hammering in something a little more hefty, hold the handle closer to the end and swing from the elbow, keeping your wrist straight. Either way, you want to grip it as though you're shaking someone's hand; firmly.

To pull a nail with the claw of the hammer, slide the claw underneath the head of the nail as far as it will go, then pull the handle like a lever to lift the nail from the wood. If you place a block under the hammer after you've lifted the nail slightly, this will add extra leverage as well as help protect your work surface.

TIPS + TRICKS

When you're starting a nail, hold it with your thumb and pointer finger near the head (the flattest or fattest part, no innuendo intended) and push the tip in exactly where you want it to go (again, no intended innuendo....) Be precise here, the extra attention to detail will make you a better carpenter in the long run. Give it a few controlled taps to drive it into the wood, enough that it stands on it's own, and then grip the hammer closer to the end and use your more powerful swings until the head is recessed slightly into the wood. Unless, of course, it is a decorative nail, in which case you may want the head to sit slightly proud of the wood.

Focus on the nail you are hammering; where you look is where you'll make contact.

Let the weight of the hammer do the work for you. Proper technique will feel easier, and your arm will not fatigue as quickly.



TAPE MEASURE

THE LOWDOWN

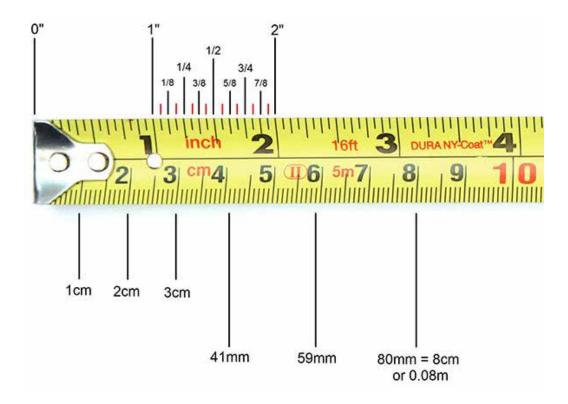
This toolbox staple plays an important role in many projects. It is used to measure dimensions of length, width and height, and/or distances between points. It is basically a retractable thin metal tape, which is marked at specific intervals and rolled into a plastic or metal case. The tape is rolled out to the required length for the purpose of measuring something. There is generally a metal tip which is meant to hook onto an edge, and a locking mechanism to hold out the tape at a desired length. Tape measures can be bought in both metric and imperial increments. Being in Canada, I would recommend one with both systems. Although we are a metric nation, the use of inches and feet is much more common in real practice yet our building codes are cited in metres, centimetres and millimeters.

USES

Measuring length, width, height and distances between points. Also useful for measuring exact foot size when ordering shoes online.

TIPS + TRICKS

Most tape measures have special markings for standard and repetitious measurements, notably the 16" mark and all subsequent multiples of 16 for framing walls. The stud centers are generally measured 16" from center to center, and the markings on the tape measure make measuring them a little foolproof.



Either hook the metal end of your tape on the edge of what you're measuring or hold it in place. Roll out the tape to the desired length. You can either hold it here or lock it by sliding the locking mechanism so the tape doesn't automatically retract.

READING THE IMPERIAL SIDE: These measurements will be in Feet, Inches, and fractions of Inches. 1 foot (written as 1' when abbreviated) is divided into 12 inches (or 12"). Each inch is then further divided into half, quarter, eighth, sixteenth and thirty-second (for the incredibly meticulous) of an inch increments. To simplify this, just have a look at the picture. Imperial measurements are generally stated in Feet, then Inches, then fractions of an Inch and abbreviated. For example, 3' 6 $\frac{1}{2}$ " means three Feet, six and a half Inches. Or, you could just state this in inches which would be 42 $\frac{1}{2}$ ". (12" per foot x 3 + 6 $\frac{1}{2}$ ")

READING THE METRIC SIDE: These measurements will be in Meters, Centimeters and Millimeters. 1 Meter is equal to 100 Centimeters or 1000 Millimeters, and 1 Centimeter is equal to 10 Millimeters. The metric system also comes in handy for certain mathematical calculations that just don't work simply in inches. (*Such as calculating the distancing between spindles*)

It may seem slow at first to properly and accurately read the measurements on your tape, but as with anything practice will make it come easy.

PLIERS, VISE GRIPS OR CROSS LOCKING PLIERS

(Have at least ONE of these)

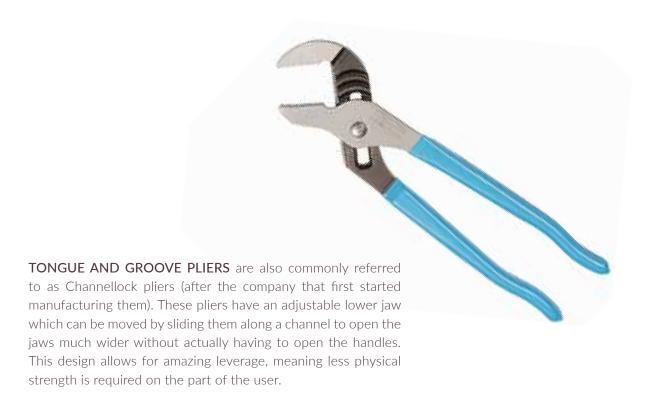
THE LOWDOWN

PLIERS are ultimately two levers joined together and were designed to grip and hold things with a stronger, more reliable and precise grip than your hands or fingers could possibly achieve. They come in different shapes and sizes, including standard slip joint, needle nose, side cutters, round nose, and the following variations among other specialty types. I would recommend getting a set of pliers that includes the first 3 of the aforementioned.





VISE GRIPS are essentially pliers that can be locked into place and are a versatile gripping tool. They have a bolt at the end of one of the handles which is used to adjust the opening size of the jaws, and a lever on the other handle to release the jaws once they are locked. Vise Grips are available in many different shapes and sizes, including needle nose and locking clamps. They can function as pliers, clamps or in place of wrenches in many cases.



USES

Holding things like a boss (with precision and strength greater than possible with just your hands/fingers), loosening/tightening nuts and bolts in a pinch, plumbing, making jewellery, cutting wire, electrical work, repairing musical instruments, handling hot objects, body piercing

HOW TO USE

All of the above are operated with your dominant hand and held in a similar fashion to the way you would handle a pair of scissors, without putting your fingers in any holes. The handles are spread apart wide enough to grasp the object(s) being worked. Then, by using the handles, the jaws are closed around the object(s). The use of leverage from the handle to the jaw gives the pliers fantastic grip strength

TIPS + TRICKS

You can use pliers to break a wire or finishing nails at a very precise point by simply grasping the wire/nail at that specific point and bending it back and forth a few times

When cutting wire or small nails with side cutters, hold on to the offcut as you snip or better yet, wear safety glasses. The small bits can go flying far. And fast!

Vise grips are also excellent for removing screws when the head has broken off; just clamp them onto the nub of the screw and spin counterclockwise.



LEVEL

THE LOWDOWN

Also referred to as a bubble level, spirit level or carpenter's level, this nifty little tool is used to establish perfectly vertical or horizontal lines in relation to the universe. When something is perfectly horizontal, it is "level". When something is perfectly perpendicular, it is "plumb". A traditional level has a bubble encapsulated in a tube of colored liquid with two lines marked on the tube. The level establishes something to be either level or plumb when the bubble is perfectly centered between the two lines.

USES

Levelling or making something plumb; hanging pictures, installing cabinets, shelves, fences, spindles, stairs, walls, windows, wainscoting; basically building an entire house.

Place the long side of the level on the surface you wish to make level or plumb. While watching the bubble on the level, carefully move your object until the bubble is **EXACTLY** in between the two lines. It's a good idea to check again as you are fastening or setting the thing which you are levelling, as the process of doing so can tend to move your object slightly. And voila! Level!



TIPS + TRICKS

If the bubble is leaning towards the left, it means the right side of the level needs to be lifted; conversely, if it is leaning to the right then the left side must be lifted

When levelling something that continues on further than just the length or area you are levelling, take the time to get it perfect. For example, if you are hanging cabinets and the first one is slightly out of level, that discrepancy will be compounded the further along you go.

There's an app for that! Yes, you can now use your phone as a level with the right application!



UTILITY KNIFE

THE LOWDOWN

A highly underestimated tool, the versatile utility knife has a retractable blade. Also referred to as an X-acto or Boxcutter knife, this handy little tool has reloadable blades that are also designed to be broken off at set intervals to allow constant access to a very sharp cutting surface. The blade slides up for use and back into it's casing for safe storage.

USES

Cutting carpet, vinyl, drywall, cord, rope, packaging, sharpening pencils, shaving/trimming wood, making templates, removing slivers.

Although I have recently seen many new variations of utility knives, they all have a similar standard form. There is a casing which surrounds the blade and acts as the handle, a way to load in the blade(s) and a lever/dial which slides the blade up for use or for breaking off a length to expose a new sharp section. The manner in which the blades are loaded into the knife will vary by design, but in general the blades are loaded from the bottom where there is usually a section of the knife which is removable in some way; sliding, clicking, pulling... A little experimentation and you should be able to figure it out. To snap off the blade, slide the knife up to reveal the first scored line on it. Place this side down at a slight angle on a flat surface and apply pressure on the back, flat side of the blade just above the line. It should just snap right off.

TIPS + TRICKS

Always use a sharp blade! It may seem counterintuitive that the safest blade is sharper, but this means it requires less force and is far less likely to slip.

You do NOT need a lot of force with this tool. Make a few lighter passes with the blade instead of putting a ton of pressure on the blade to cut anything; you're cuts will be more precise and it is also safer to do so.

For perfectly straight lines, use with a straight edge such as a ruler or t-square and make several passes if necessary





COMBINATION SQUARE

A seasoned woodworker may have a few or more methods to check a right or 90 degree angle. The precision of every square or rectangular box depends on it, and the basic box just happens to be the most widely utilized form in woodworking. If I had to choose just one type of square for building my own projects, I would go with the versatile combination square. This fancy little instrument is basically a metal ruler with a square head called the anvil or the head (which is also interchangeable, but again in the interest of brevity I will discuss this common woodworking variety). The head can glide along the ruler and be set at any point along the measuring tool. Most designs also include a small level and a scriber hidden in the base of the square.

Measuring and marking, determining accuracy of 90 degree and 45 degree angles, use as a depth guage, levelling, scribing, layout of projects, transferring dimensions.

To check for square, or a 90 degree angle, hold the head in your right hand (or dominant hand) and turn the thumbscrew to the left (always remember this adage: lefty loosey, righty tighty:). You can either slide the rule all the way to the right to form a right angle with the head and the rule, or you can simply place the straight edge of the head against you work and view how it lines up with the rule, wherever it is in relation to the head. You can also use the other side of the head, or anvil, to check a 45 degree angle in a similar way. Another convenient use for this baby is to use it as a depth guage or for marking multiple points of the same depth; simply loosen the thumbsrew by spinning it counterclockwise (or lefty loosey, as mentioned above) and slide the rule to the desired depth, then tighten the thumbscrew

TIPS + TRICKS

To make sure your combination square is tuned and actually square, use the head and the rule to mark a line intended to be 90 degrees. Then reverse the square and strike another line in the same place. If they are not directly lined up on top of one another, your square is out of "true", or not perfectly square.



HAND SAW

THE LOWDOWN

This old-school cutting tool serves the fundamental basic purpose of cutting wood. There are a few varieties, including but not limited to the crosscut saw, rip saw, hacksaw, backsaw, coping saw, keyhole saw... La-Tee-Dah. The hand held saw had it's place in the toolbox because it is faster, easier, quieter and cleaner than it's big sisters, the power saws. It won't give you the efficiency or versatility of, say a miter saw, but you can quickly tackle many DIY projects with just this girl here and a few nails or screws. I would recommend a crosscut saw, which is also commonly referred to as the handsaw because it is the most common variety and has a broader capability than some of the other aforementioned specialty saws.

USES

Cutting wood, cutting plastic, cutting plastic pipe, installing smaller trim moulding

The first step is to hold the saw in your dominant hand with the PROPER grip. So take your hand and make a play gun with it; now put the saw in there and grip it firmly but remain relaxed. If you tense up all your muscles when you're sawing you'll wish you had a power tool far too soon... So your index finger should point forward, which will help Next, you need to get it started by making a kerf. A kerf is the slit or notch that is created with the teeth of the saw. This step is worth taking your time to do properly, because what you start with is what the saw will want to follow. Hold the board you are cutting with your non-dominant hand close to the mark of where your cut will be, your fingers curled over the edge facing away from you. With the same hand, steady the saw to the line by touching the side of the saw with the knuckle of your index finger (keep your thumb tucked away from the teeth of the saw!) and with a slow and controlled motion, begin to saw back and forth with the saw in your dominant hand. Focus on cutting straight in both directions, back and forth, and keep a firm but relaxed grip as you let the teeth of the saw do their job without a lot of force or pressure.

TIPS + TRICKS

As with any cutting tool, the sharper it is the easier (and safer!!) it will be to use.

The teeth of the saw are designed to cut only in one direction, so when you're moving it back and forth focus on a straight cutting motion and then pulling it back smoothly through the kerf.

Keep your saw arm in a straight line from your shoulder for the most effective straight cut.

CORKSCREW

THE LOWDOWN

This little tool here is like the modern woman's swiss army knife. It's just one of those things that you will always have a need for, especially if you love your vino as much as I do. As with many tools, the corkscrew comes in a variety of forms, but for your toolbox I recommend the one pictured here, because it allows you to utilize leverage with the double hinges. A corkscrew has a spiral metal rod which is twisted into a cork in order to pull it up for extraction.

USES

Opening wine, paint can opener, sliver removal, untying knots, marking pilot holes, prying the battery out of a cell phone, removing staples, letting the air out of tire valves, picking mud out of a shoe, popping balloons, among many others.



As a corkscrew, you open the tool so that the spiral rod is perpendicular to the body of the tool. With a twisting motion and downward pressure, screw the rod into the cork by turning it in a clockwise motion. When it is inserted into the cork roughly ¾ of the way, rotate the metal opener down so so the first hinged opener rests on the lip of the bottle, and pull up on the handle. If the cork does not easily pull out easily at this point, push the handle back down and use the second part of the hinged metal opener. Enjoy your wine.

TIPS + TRICKS

You can often find this type of corkscrew as a promotional offering attached to the bottle of wine. I have been known to try a new varietal for this reason and this reason only.





SMALL SET OF CHISELS

A chisel is a tool with a sharp wedge shaped blade on one end with a handle on the other. It is meant for carving or cutting a hard material such as wood, stone, or metal by hand. I recommend a set of 3 of these in varying sizes. These are more of a fine woodworking tool, but I find that I use them frequently for atypical tasks and little ninja tricks when working with wood, especially when I'm using the miter saw to make specialty cuts and the blade doesn't go all the way through the wood. I also keep one that I call my "wrecking chisel", which is exactly what it sounds like. I don't take the normal care and precaution to keep this baby sharp, because I use it to demolish things, pry things, scrape stuff and generally abuse it.



STUD FINDER

I'm not talking about your inner hunk radar, I'm talking about a tool that can detect the framing studs behind your drywall. The "studs" are generally either wood or metal and compose the framing of structure behind your wall. This is a very handy thing when you are mounting anything on the wall, because you generally want to screw or nail into the center of the stud for the most secure hold. Some stud finders also detect electrical wiring.

NAIL SETS

These are an inexpensive addition which come in handy for a number of tasks, particularly when you're doing everything with hand tools. I also recommend a set of 3 in varying sizes. Used with a hammer, the intended purpose of these babies is to "set" a nail head that is sitting proud of the wood just below the surface. I also use the smallest size as a center punch to mark where I'm going to drill, screw, or nail something. By making a small indentation with the "center punch" or nail set, you gain precision and prevent the screw or nail from slipping around when getting started.

PRY BAR

This bad girl comes in handy mostly in demolition or pulling things apart. If you are ever removing something, such as some baseboard, this tool will make the job easier with less physical effort through the science of leverage. They also come in many shapes and sizes, but generally have a 90 degree hook at one end with prongs (like the back end of a hammer), with the other end sloping to a flatter blade, also with prongs. Tip: If you're attempting to pull apart a pallet to make something with the wood, a large one of these will make your life way easier.



CLAMPS

These will come in very handy when you start building more of your own woodworking projects. They are designed to hold pieces of wood together with a great degree of pressure while gluing something up, and come in many shapes and sizes. They are also handy for holding something down or in a certain position while your are working on it.



FLASHLIGHT

I'm hoping everybody knows what this is; basically a hand-held light source. I would recommend an LED light, for extended battery life. This will come in handy if you ever need to fix something in a dark area, like under the sink. Because once you're handy with all these tools you can bet that you'll be taking on all kinds of handywoman tasks yourself.



CAULKING GUN

for the use of any glue, sealant, silicone, filler or other product sold in a tube. It is designed to hold the tube and push the product up through the shaft (get your mind out of the gutter) for continuous application. Tip: there is usually a long metal poker (not a technical term) somewhere on the gun to pierce the protective film on the inside of the tube's applicator.



PUTTY KNIFE

This is another inexpensive addition that will come in handy any time you're painting, filling, gluing, etc. It is basically just a flat, flexible blade with a handle on one end designed to push a malleable product into a hole or indentation. If you're going to tackle any drywall mudding, you'll need a few different sizes. But for general use, I just keep a 2" blade in my basic toolbox.

PART THREE: HANDY TO HAVE

WOOD GLUE

A chisel is a tool with a sharp wedge shaped blade on one end with a handle on the other. It is meant for carving or cutting a hard material such as wood, stone, or metal by hand. I recommend a set of 3 of these in varying sizes. These are more of a fine woodworking tool, but I find that I use them frequently for atypical tasks and little ninja tricks when working with wood, especially when I'm using the miter saw to make specialty cuts and the blade doesn't go all the way through the wood. I also keep one that I call my "wrecking chisel", which is exactly what it sounds like. I don't take the normal care and precaution to keep this baby sharp, because I use it to demolish things, pry things, scrape stuff and generally abuse it.

SANDPAPER

This is a disposable tool. It has an abrasive surface and comes in paper sized sheets along with many other forms for different sanding power tools (such as a belt sander, orbital sander, quarter sheet sander, just to name a few). Sandpaper comes in different degrees of roughness, technically called "grit". The lower the number of the grit, the rougher the sandpaper. It's function is to smooth, polish, shape or roughen wood or other materials (think of a nail file; it is ultimately the same thing.) It is also your best friend if you're re-finishing furniture. I like to keep a few sheets of 80 grit and a few sheets of 120 grit for woodworking, and a few sheets of 220 grit (which is finer than the aforementioned) for the finishing process.

TAPE

This is a disposable tool. It has an abrasive surface and comes in paper sized sheets along with many other forms for different sanding power tools (such as a belt sander, orbital sander, quarter sheet sander, just to name a few). Sandpaper comes in different degrees of roughness, technically called "grit". The lower the number of the grit, the rougher the sandpaper. It's function is to smooth, polish, shape or roughen wood or other materials (think of a nail file; it is ultimately the same thing.) It is also your best friend if you're re-finishing furniture. I like to keep a few sheets of 80 grit and a few sheets of 120 grit for woodworking, and a few sheets of 220 grit (which is finer than the aforementioned) for the finishing process.

RAGS

It's a given; you can never have too many of these around when you're working with something messy like glue, paint or stain. It's a good idea to have at least one handy, because sometimes you just need one. FAST.

NAIL & SCREWS

The type and length of exactly what you may need here will vary. It's just always easier to have a few of them handy than it is to run out and buy some if you only need a couple. I would recommend a small package of finishing nails and a variety pack of screws. They can also be found packaged with drywall anchors, so if ever you want to hang a picture, mirror, or one of your beautiful DIY projects on the wall you



So there you have it. This reference guide is a very good place to start on your journey to becoming a tool savvy sister (or brother...or person... As I've always said, we are absolutely not gender exclusive). Once you start to get comfortable with the basic hand tools, you will be able to move up to using power tools with confidence and greater ease. Congratulations on taking a step toward being self-reliant, and may you find greater joy and deep satisfaction with your growing ability to work with your hands.

Please put this guide to good use.

Yours Truly, Woodshop Girl

THE NEXT STEP...

POWER TOOLS!! (Insert feminine pride grunt here)

Stay tuned for the **Power Tool Guide**, including how to buy and what order to purchase in. If you haven't already, **SIGN UP** up for the email list to be the first to get your hands on our next Guide.. **FOR FREE!!**