

TASK: Shorten Blind Length – ½” and 1” Horizontal Aluminum

Use If/When: Adjust the blind length

Tools Needed: Flathead screwdriver, Scissors

1. With the blind installed and fully lowered, mark the number of slats that need to be removed by placing a piece of tape or sticky paper to the “new” last slat.



2. Use a flathead screwdriver to remove the bottomrail retainers.



3. Untie or cut lift cords under the retainers.



4. Pull lift cord through the bottomrail. Slide the bottomrail and number of slats required to shorten the blind to the desired length out of the ladder cords.



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5. Reinsert the bottomrail through the ladder rung that gives the desired length.



6. Thread the lift cord through the hole in the bottomrail.



7. Cut off the excess ladders. Leave one extra rung.



8. Thread the retainers onto the lift cord. Tie double knot in bottom of cords.



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9. Cut off excess cord. Tuck ladder cord into the bottomrail hole. Snap retainers into place on the bottomrail.



10. Pull on lift cords so that all knots at the bottom of the blind insert into the bottomrail retainers.



11. Adjust the cord stop beads or safety tassel so they are approximately 3” from the bottom of the headrail.



12. If the tassels are uneven, slide washer and tassel up and retie a double knot. Cut off excess cord.

