

## TASK: Shorten Blinds – 2" or Greater Horizontal Blinds

Use If/When: Remove slats to shorten blind length.

Tools Needed: Screwdriver, Rubber Mallet, Needle-nose Pliers

It is easier and more accurate to shorten when the blind is installed and lowered.

1. Mark the number of slats that will need to be removed.



2. Use a flathead screwdriver to remove the bottomrail retainers. If there are cloth tapes, you will remove the upholstery tacks.



or



3. Untie or cut lift cords under the retainers. While holding bottomrail, use needle nose pliers to squeeze open the brass crimp (if applicable). Remove brass crimp and retain for later use.



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4. Pull lift cord thru and remove the number of slats required to shorten the blind to the desired length out of the ladder cords.



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 ladder cord. Leave one rung just below bottomrail.





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8. Slide the brass eyelet onto ladder cords. Cut last ladder rung just below bottomrail. Use needle-nose pliers to crimp the brass eyelet just below the bottomrail. Make sure all brass eyelets are crimped in the same location to ensure the blind will be level.



**For blinds with no cloth tapes, follow steps 9-10.**

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



10. Cut off excess cord. Tuck brass crimp and ladder cord into the bottomrail hole. Snap retainers into place on the bottomrail.



**For cloth tapes, include steps 11-13.**

11. Trim excess cloth tape from under the bottomrail.



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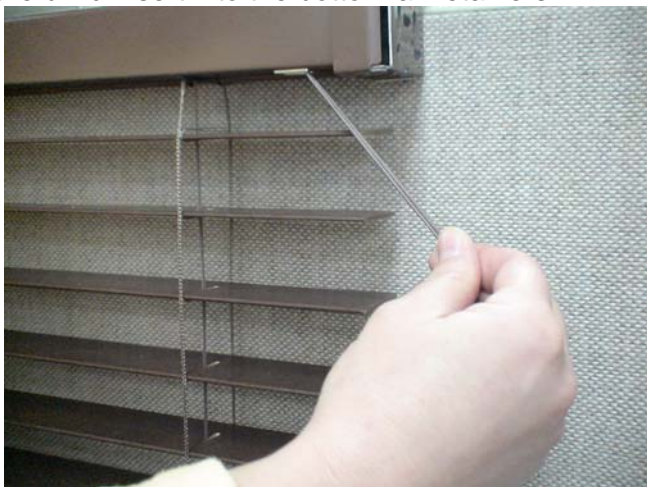
12. Fold ends of cloth ladder tape over approximately 1".



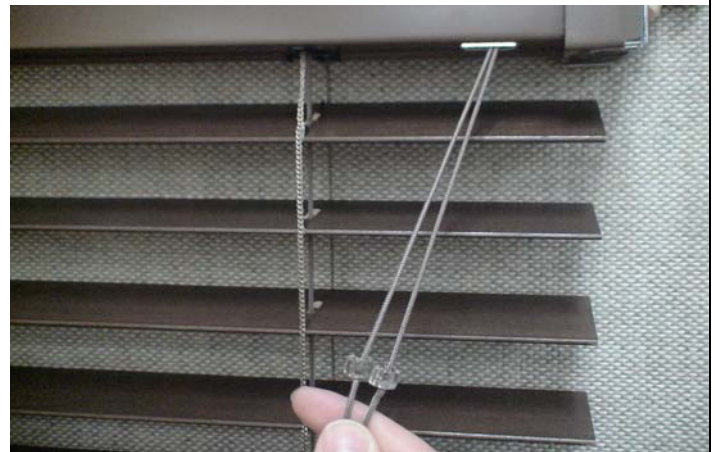
13. Insert upholstery tacks into the ends of folds over the retainer button. You may need a small hammer to tap the tacks into the bottomrail.



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



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



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

