

Make-Roman-Shades.com

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Balloon Shade

PATTERN #00003

Finished Width:	60½ inches
Finished Length:	80¾ inches
Scallops:	4
Mounting:	Inside
Cord Lift:	Right
Shade Description:	Sample Balloon Inside Mount & Right Lift

If you have questions or need assistance you can email us at sales@make-roman-shades.com or call us at 800-939-2843.



Tools and Supplies Needed For The Project

- Sewing machine (zipper foot preferable)
- Tape Measure
- Scissors
- Pins
- Fine-toothed saw for mounting board
- Screwdriver or drill capable of driving screws
- Optional tweezers for threading cord lock and/or Balloon Loop Tape
- Fabric marking pen



Creating The Finished Shade Panel Preparation

NOTE 1: The drawings and pictures contained in this document are for illustration only and are not to scale. However, the dimensions displayed are specific and accurate for the size shade this instruction is intended to produce.

NOTE 2: Due to the wide variation in decorator fabric bolt sizes and patterns, work with your fabric store professional to assure you purchase enough decorator fabric to create the fabric panel shown in Illustration 1 below.

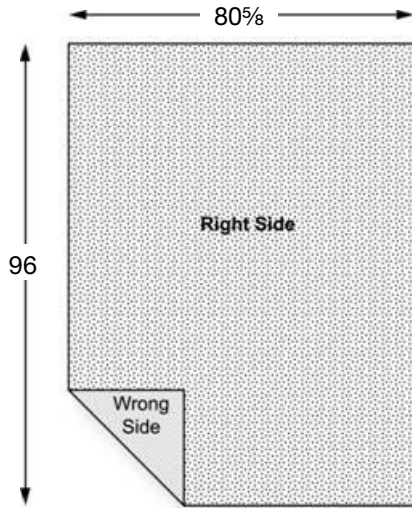


Illustration 1
Decorator Fabric Panel

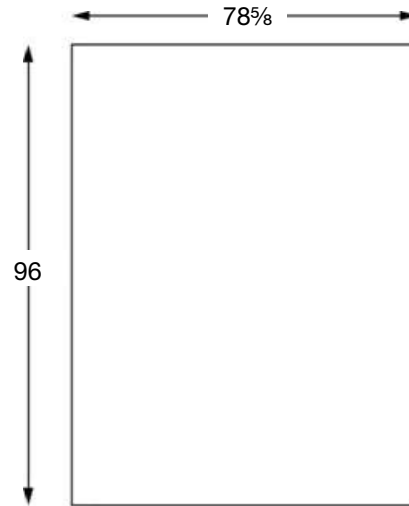


Illustration 2
Lining Fabric Panel

- 1 Press any wrinkles or creases out of the Decorator and Lining fabrics before measuring and cutting.
 - 2 Depending on the width of your decorator fabric, the necessary cutting width for your shade may exceed the width of your fabric. If this is the case, you will need to sew pieces from your decorator fabric together before you can cut the final width. If your fabric has a repeating printed design, you will want to try to match the design. Once you have sewn the pieces together (if it was required), cut a panel of fabric 80 $\frac{3}{8}$ inches wide and 96 inches long.
 - 3 Depending on the width of your lining fabric, the necessary cutting width for your shade may also exceed the width of your fabric. If this is the case, you will need to sew pieces from your lining fabric together before you can cut the final width. Once you have sewn the pieces together (if it was required), cut a panel of fabric that measures 78 $\frac{3}{8}$ inches wide and 96 inches long.
- Note: Your lining panel will be 2 inches narrower than your decorator panel.

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- 4 **IF MAKING YOUR SHADE USING TAPES:** Cut 5 pieces of Roman/Balloon Ring Tape or Balloon Loop Tape to 96 inches. Cut the tapes so the rings/loops of each tape begin at the same place on each.
 - 5 Cut a single piece of Two Cord Shirring Tape to 83 $\frac{3}{8}$ inches.
 - 6 Cut and label 5 pieces of shade cord as follows:
 - 111 inches and label as Cord 1
 - 126 inches and label as Cord 2
 - 141 inches and label as Cord 3
 - 157 inches and label as Cord 4
 - 172 inches and label as Cord 5
 - 7 Cut both your mounting board and Sew-On Velcro to 60 $\frac{1}{2}$ inches. Attach the hard hook side of the Velcro to one of the $\frac{3}{4}$ - inch sides of your mounting board using either Velcro glue or a staple gun.
 - 8 Try to match your bobbin thread as closely as possible to your decorator fabric as the stitching of the tapes will show through to the finished side of your shade. You may choose to use invisible nylon thread. When sewing on the tapes you will want to use white thread through your needle.



Creating The Finished Shade Panel Sewing

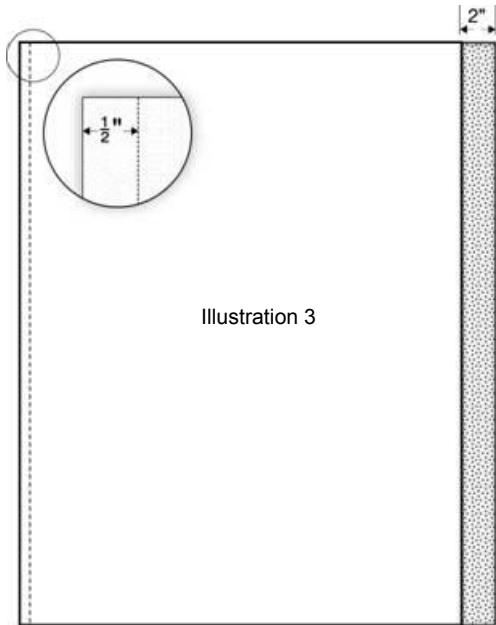


Illustration 3

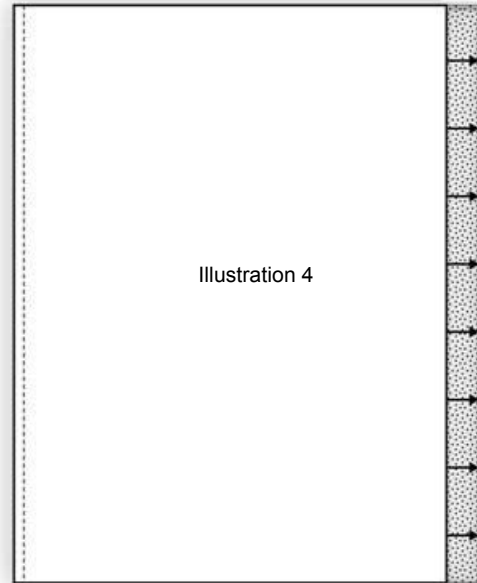


Illustration 4

- 1 Place the lining panel on top of the decorator panel with right sides together. Pin along the length of the lefthand side and stitch a $\frac{1}{2}$ inch seam. Remember your decorator panel is 2 inches wider than the lining panel.

- 2 Move the lining panel to position it on the righthand side so that it lines up with the righthand edge of the decorator panel. Pin into place.

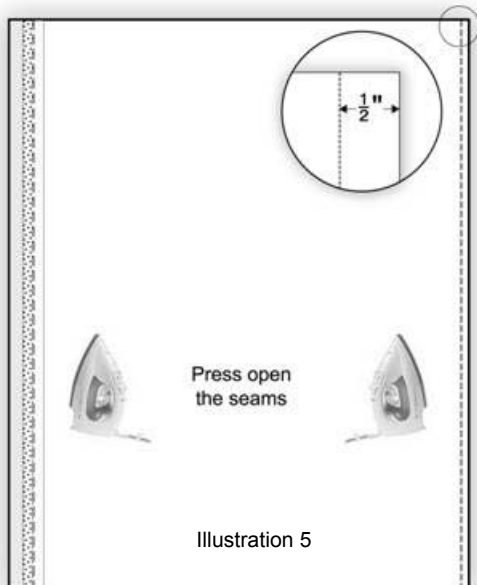


Illustration 5

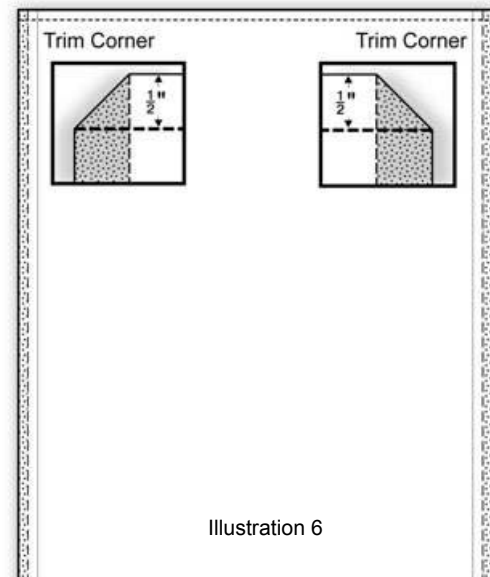


Illustration 6

- 3 Stitch a $\frac{1}{2}$ inch seam along the righthand side. Press both seams open.

- 4 Center the lining panel so a $\frac{1}{2}$ inch fold of decorator panel is on each side of the lining. Stitch a $\frac{1}{2}$ inch seam across the top and trim the top corners. Press the top seam open.



Creating The Finished Shade Panel Sewing (continued)

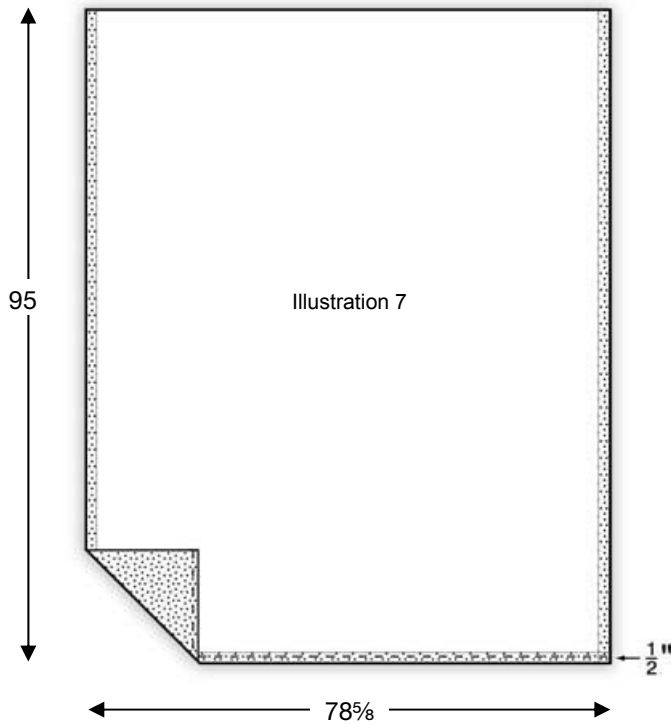


Illustration 7

- 5 Turn right side out. With the lining panel face up, press across top seam and down each side forming a $\frac{1}{2}$ inch decorator panel border on lefthand and righthand side of the lining panel.
- 6 To form the hem casing, fold the raw edges of the fabric and lining toward the lining side $\frac{1}{2}$ inch and press. Stitch close to the pressed edge.

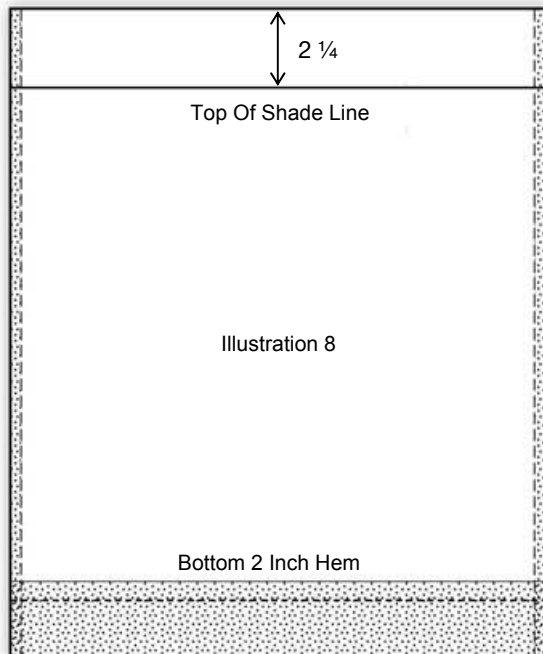


Illustration 8

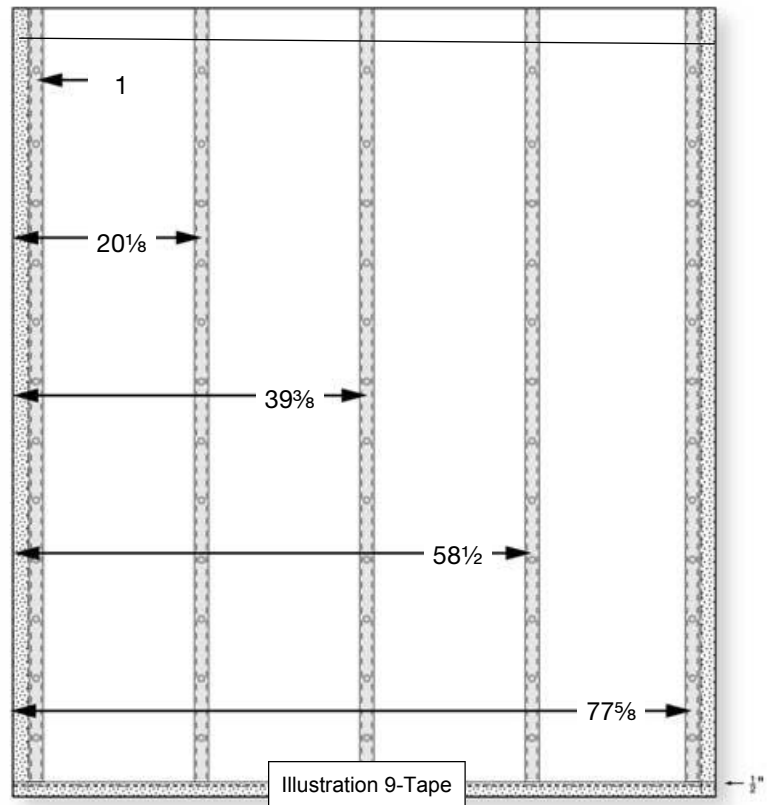
- 7 Turn bottom hem up 2 inches and pin into place.
- 8 Starting at the top of your shade panel measure down $2\frac{1}{4}$ inches and using a fabric marking pen draw a straight line that represents your "top of shade". Everything above this line will be hidden from view because it will wrap around your mounting board.



Creating The Finished Shade Panel Sewing (continued)

If using Balloon Shade Tapes Illustration 9-Tape

- 9 Place lining side up on a flat surface. Using a fabric marking pen, with the left of the shade panel as zero, use the dimensions supplied in Illustration 9-Tape to draw lines down the length of the shade panel representing the placement of the balloon tapes.
- 10 Position each tape so the bottom ring/loop is 3" above the bottom edge tucking the excess tape into the hem. Pin each tape centered on each placement mark. Check periodically to ensure all rings/loops across the width of the shade are parallel. To ensure your tapes are straight, you can use masking tape to hold them in place by placing the masking tape over the tape covering all but $\frac{1}{8}$ of one side edge. You can also use the masking tape as a stitching guide when sewing the tapes.
- 11 Stitch along the long side edges of the Balloon tape through all layers of fabric. For the best results, use a zipper foot and sew both edges of the tapes in the same direction. If using masking tape, be sure to remove it before stitching the opposite side of each length of tape. Stitch along the hem edge.



If using Sew-On Rings Illustration 9-Ring

- 9 Place lining side up on a flat surface. Using a fabric marking pen, with the left of the shade panel as zero, use the dimensions supplied in Illustration 9-Tape to draw lines down the length of the shade panel representing the vertical placement of the Sew-On Rings.
- 10 For the horizontal location, begin by measuring 3" from the bottom of the shade and draw a horizontal line. Then measure and draw lines every 5". Do not draw within 5" of the top of shade line made in Step 8 on Page 5. Sew on a ring at each location where the lines intersect being sure that the rings are lined up both horizontally and vertically. The rings can be sewn either by hand or by machine using a zigzag stitch with your stitch length set to zero.
- 11 Stitch along the hem edge.

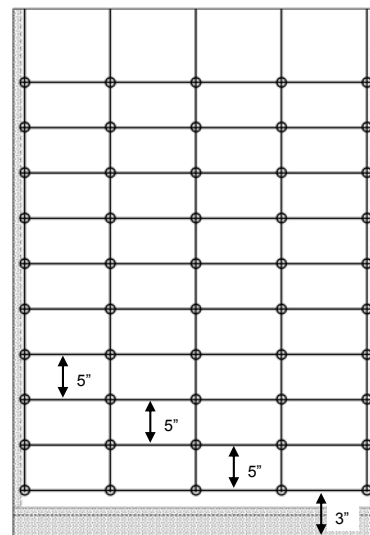


Illustration 9-Ring

Illustration 10

- 12 With the lining side up, pin the Shirring Tape across the top of the shade $\frac{1}{2}$ " from the top edge leaving 2 $\frac{1}{2}$ " extending on both sides as shown in Illustration 10.

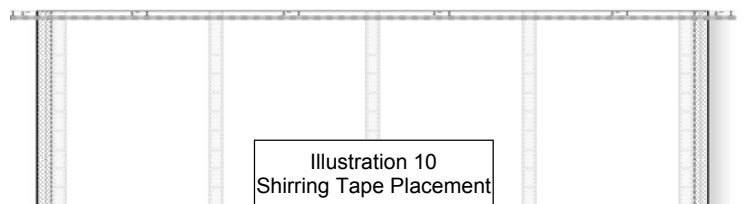


Illustration 10
Shirring Tape Placement



Creating The Finished Shade Panel Sewing (continued)

Illustration 11

- 13 Stitch along the top edge of the tape being sure not to sew over the cords in this tape. You will be stitching the Shirring Tape on top of the Balloon Tapes which were sewn on in Step 11. Stitch along the bottom edge of the tape being sure not to sew over the cords. You will get the best results by using a zipper foot and sewing both the top and bottom edges in the same direction.
- 14 Using a straight pin, pick out the cords at least 2" from each end and knot them together at each end. Draw the cords, shirring evenly to the finished width of your mounting board. Trim the shirring tape (but not the enclosed cords) on each side of the fabric. Knot the cord ends securely and trim the excess.

➔ After shirring, verify the total width is 60½ inches. Adjust shirring if necessary to achieve the desired width.



Illustration 11 shows the lining side after shirring is completed.

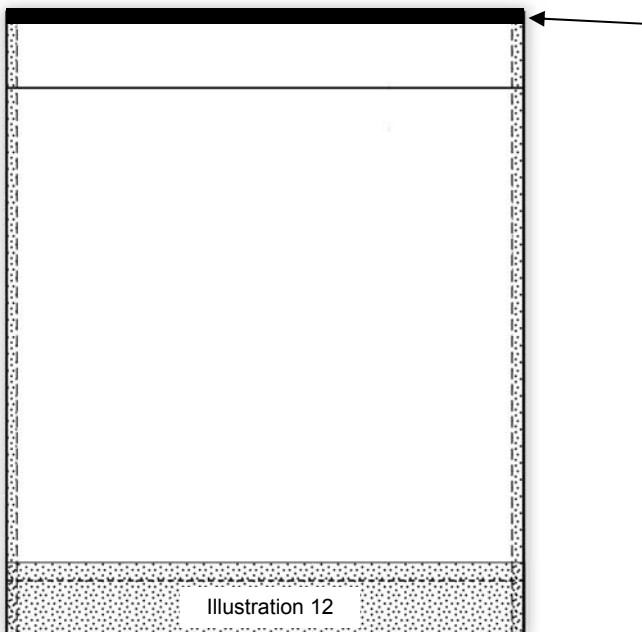


Illustration 12

- 15 The last sewing step is to stitch the soft loop side of the Sew-On Velcro to the very top of the **lining side** of the finished shade panel. Run a stitch along each long edge as close to the edge as possible. Be sure to keep the shirring in tact as you stitch.

Note: The hard hook side of your Sew-On Velcro was attached to your mounting board earlier.



Shade Assembly Preparing To String The Shade

COMPLETE YOUR MOUNTING BOARD: As shown in the example below, your mounting board has four pulleys and a cordlock (or 5 eyehooks). Each of these is numbered in the illustration below to match the stringing instructions found on the middle of this page. Attach this lifting hardware **CENTERED** on the **exact** dimensions supplied below. Please note, if using a cordlock that its "slanted side" faces the end of the mounting board.

Finally, install your shade mounting hardware's 2-inch screws using the illustration below as a relative positioning guide. Unlike the illustration, your mounting screws should NOT extend beyond the top of the mounting board.

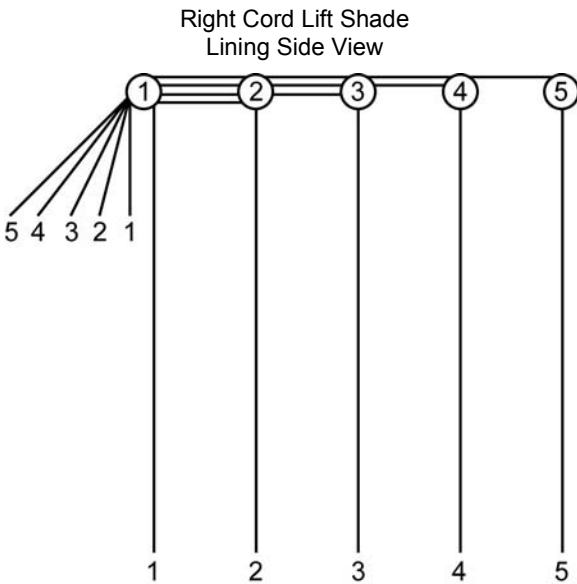
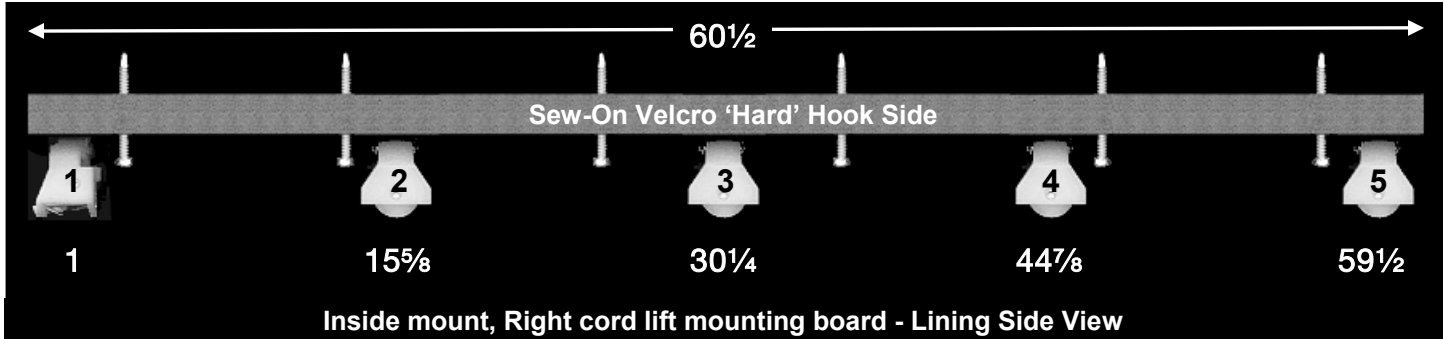


Illustration 13

Illustration 13 at left represents the lining side view of your shade having 5 cords and 5 pieces of lifting hardware. Earlier you trimmed and labeled 5 pieces of shade cord. Using these:

- 1 Thread your cordlock as described below and then string all cords through Hardware 1.
- 2 String all cords except Cord 1 through Hardware 2.
- 3 String all cords except Cord 1 and 2 through Hardware 3.
- 4 Continue as described above with Cord and Hardware 4 and 5 as depicted in Illustration 13.

Illustration 14
Threading A Cordlock

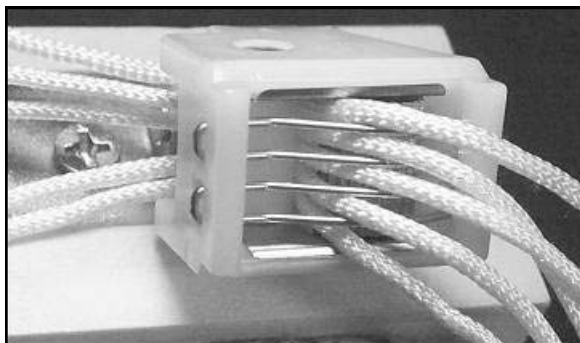


Illustration 14

Be sure to keep the numbered labels on your cords until threading of your shade is complete.

- 1 ***If using pulleys/cordlock,*** thread the cords through the cordlock, one at a time, through the **bottom** between the white roller and the brass roller. The cord should come out the side of the cordlock facing the pulleys. Be sure to thread only one cord per spacer at the bottom of the cordlock. Do not cross cords inside the cordlock.

Hint: Using tweezers will be helpful during the threading process. It will also help to wrap a piece of tape on the end of each cord to form a point. This will keep the ends from fraying and make it easier to thread.



Shade Assembly Stringing The Shade

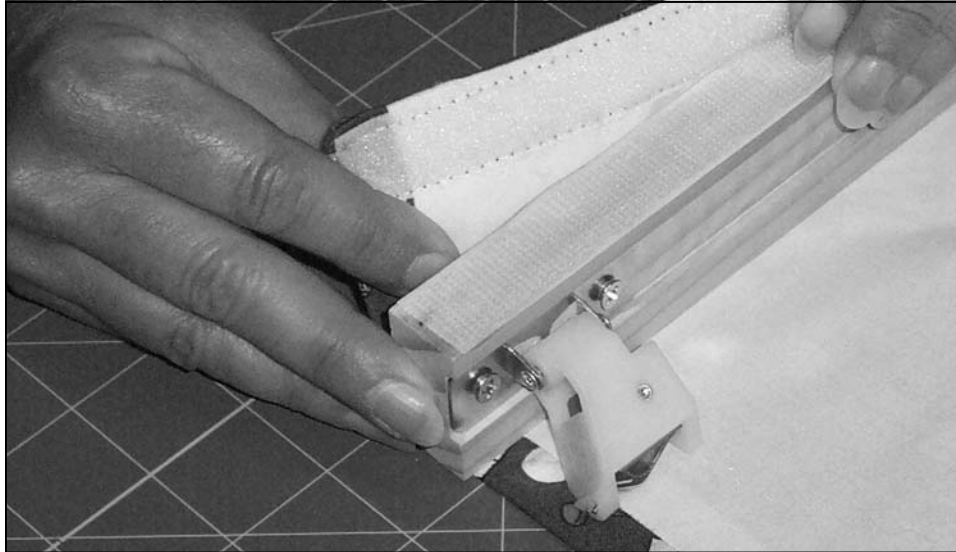


Illustration 15

Example of mounting Flat Roman Shade to mounting board.

The process is the same for all shade types.

- 1 With the lining side of your finished shade panel up, place the top front edge of your mounting board along the “top of shade line” you marked on page 5. Fold the remaining 2¼ inches of your finished shade panel across the top of your mounting board until the loop Velcro strip meets the hook Velcro strip on the back of your mounting board. Press the two halves of the Sew-On Velcro strip together firmly.
- 2 Starting at the top edge of the shade, thread each cord through the loops in the tape to the bottom of the shade forming a straight line, leaving about 4” extra cord at the bottom. Do not thread the cord through any rings/loops within 5” of the mounting board.
- 3 Using the bottom 4 inches of each cord, tie the lowest 3 or 4 rings/loops together with a knot on each row of tape or Sew-On rings to keep the fullness at the lower edge of the shade.

NOTE: Using tweezers will be helpful during the threading process. It will also help to wrap a piece of tape on the end of each cord to form a point. This will keep the ends from fraying and make it easier to thread.



Installing The Shade Inside Mount

Using the mounting screws you installed on your board, screw the mounting board to the inside top of the window frame. Be sure the board is straight in the frame. You will be making holes through your fabric where the shade covers the top side of the mounting board. Be careful to move the cords out of the way when installing the screws.

Cord Condenser

If you choose to use a cord condenser then, with the shade fully extended, just outside the cordlock, thread all the cords through the large end of the cord condenser. Knot all the cords below the condenser and trim all except one cord. Thread this one remaining cord through the washer and the bottom half of the condenser (see Illustration 16) and screw the top and bottom of the condenser together to complete (see Illustration 17).



Illustration 16



Illustration 17

Cord Drop

With the shade fully extended, attach a cord drop by threading the cords through the top of the cord drop. Tie the cords into a knot below the cord drop to hold the drop in place. Trim any excess cord below your knots.



Illustration 18

Congratulations, your shade is now complete!



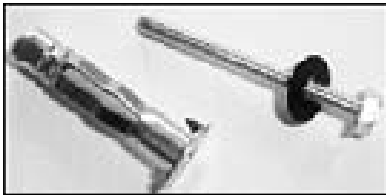
Glossary Of Terms

Decorator Fabric: This is the main fabric that is used for the front of your shade. It is sometimes referred to as face or self fabric. Decorator Fabric is shown as gray/dotted in the drawings.

Finished Length: The actual length after the shade has been completed.

Finished Width: The actual width after the shade has been completed.

**Hollow Wall Fasteners:
(shown below)**



A Hollow Wall Fastener is a type of fastener used to hang an object on wallboard (sheetrock) that has open space behind it. A Fastener consists of 3 pieces: a screw, a washer, and a metal sleeve that fits over the screw. The sleeve is open at both ends, slightly larger than the screw, and has a flat, nail-like head. The middle part of the sleeve is not solid, but made of 4 wavy metal strips that are continuous with the solid ends of the sleeve. The inside of the sleeve is threaded to fit the screw and the washer fits between the screwhead and the metal sleeve. The sleeve is inserted into a properly-sized hole in the wall. As the screw is screwed into the sleeve, the metal strips of the sleeve expand behind the wallboard, shortening and thickening the sleeve to provide a large area of contact between the sleeve and wall holding the screw firmly in place.

Raw Edge: An unfinished or unstitched edge of the fabric.

Right Side: The right side of the fabric is usually the better looking or printed side. This is the side which will be visible. The right side of the Decorator Fabric is shown as dotted in the drawings. The lining is shown as white.

Roman/Balloon Ring/Loop Tape: Ring tape is constructed of twill tape with plastic rings sewn on. Loop tape is constructed with corded loops incorporated into the tape.

Shirring and Shirring Tape: Shirring is a process of gathering the fabric by pulling or drawing out two cords on each side of the tape until the shade is of the desired width.

Stitching Lines: Stitching lines are shown as broken lines in the drawings.

Wrong Side: The wrong side of the fabric is the back side or that side which will not be seen. The wrong side of the Decorator Fabric is shown as gray in the drawings. The lining is shown as white.

**Zipper Foot:
(shown below)** A zipper foot is a special attachment for your sewing machine that will allow you to place stitching close to an edge, like along the shade tapes.

