

Flat Roman Shade

PATTERN #00001

Finished Width:	60½ inches
Finished Length:	80¾ inches
Rib Spacing:	12 Inches
Mounting:	Inside
Cord Lift:	Right
Shade Description:	Sample Flat Roman 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 and optional shade ribs
- Screwdriver or drill capable of driving screws
- Optional tweezers for threading cord lock
- 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.

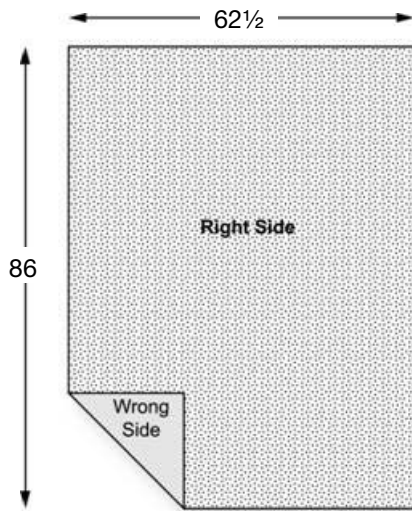


Illustration 1
Decorator Fabric Panel

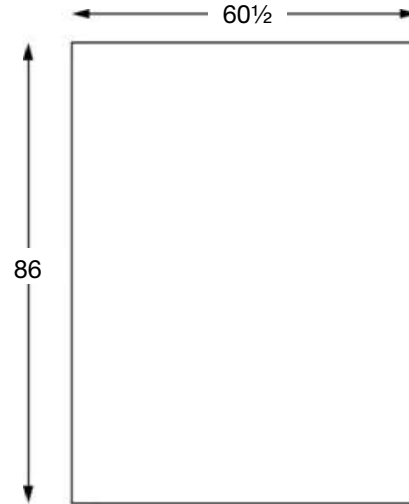


Illustration 2
Lining Fabric Panel

- 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 62½ inches wide and 86 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 60½ inches wide and 86 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 RIBS:** Cut 6 pieces of Roman Shade Tube Tape to 61½ inches.
 - 5 **IF MAKING YOUR SHADE USING RIBS:** Cut 6 ribs and weight rod to 59½ inches.
IF MAKING YOUR SHADE USING RINGS: Cut weight rod to 59½ 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 60½ inches. Attach the hard hook side of the Velcro to one of the ¾ - 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

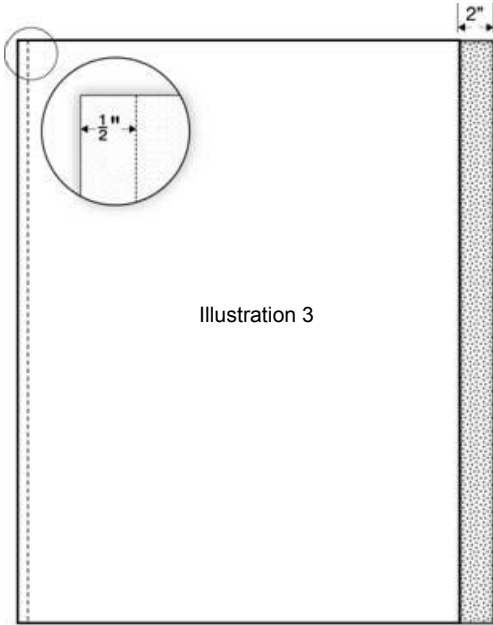


Illustration 3

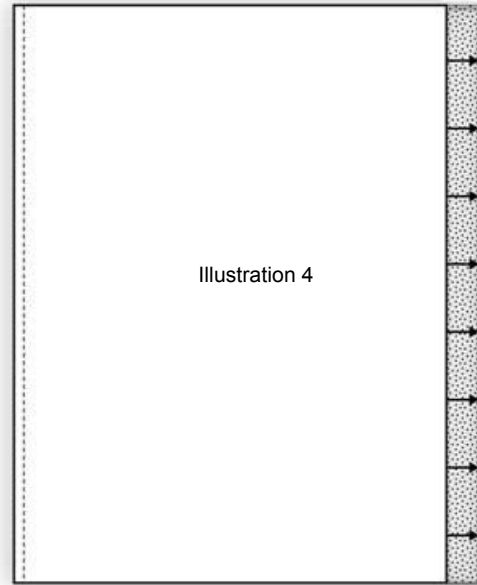


Illustration 4

- 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.

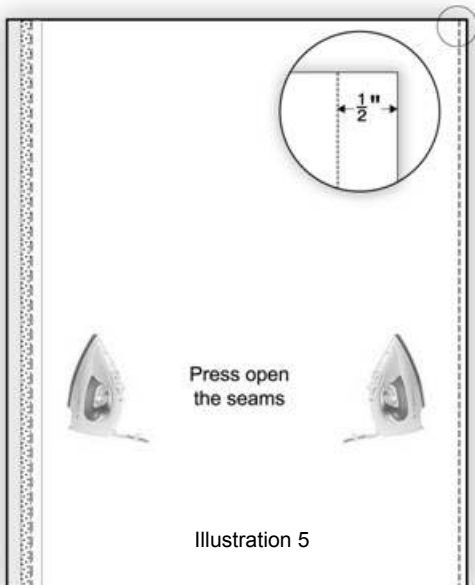


Illustration 5

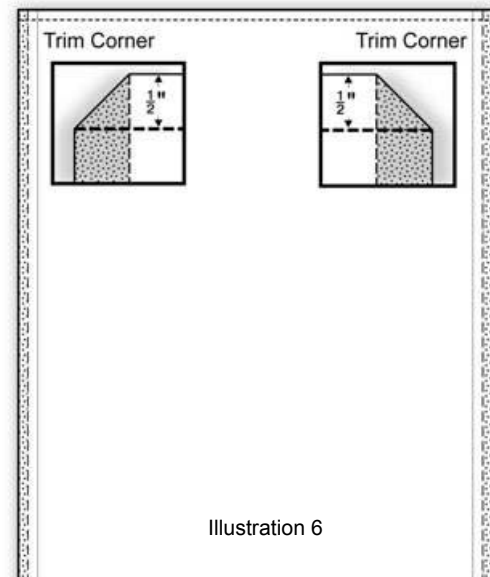


Illustration 6

- 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)

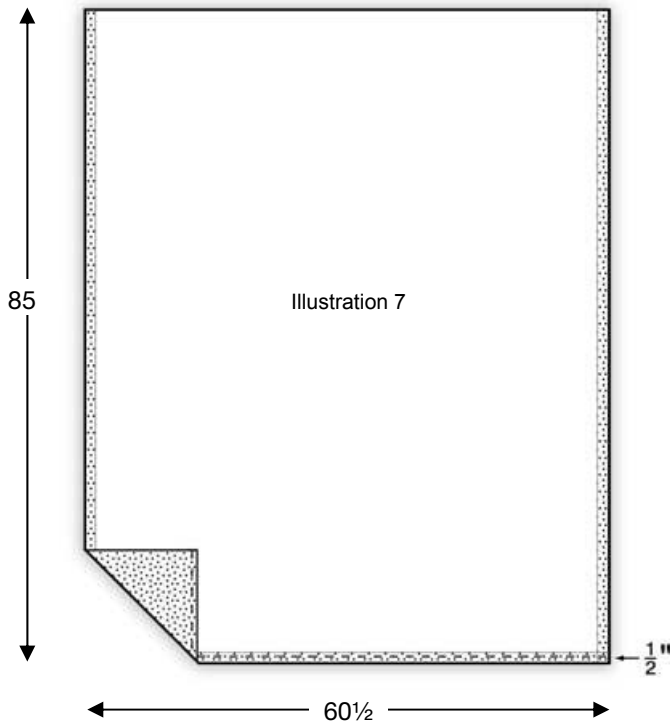


Illustration 7

- 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 for the bottom rib, 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.

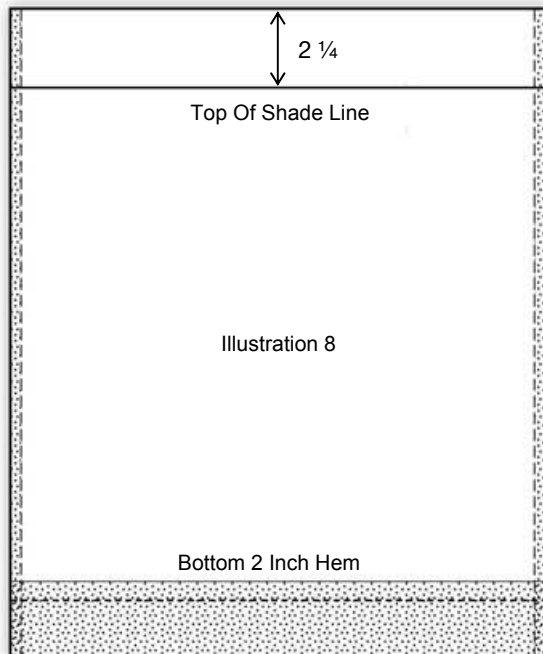


Illustration 8

- 7 Turn bottom hem up 2 inches and pin into place. Stitch along the hem edge leaving the lefthand and righthand ends open to insert the bottom rib (weight rod) later.
- 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)

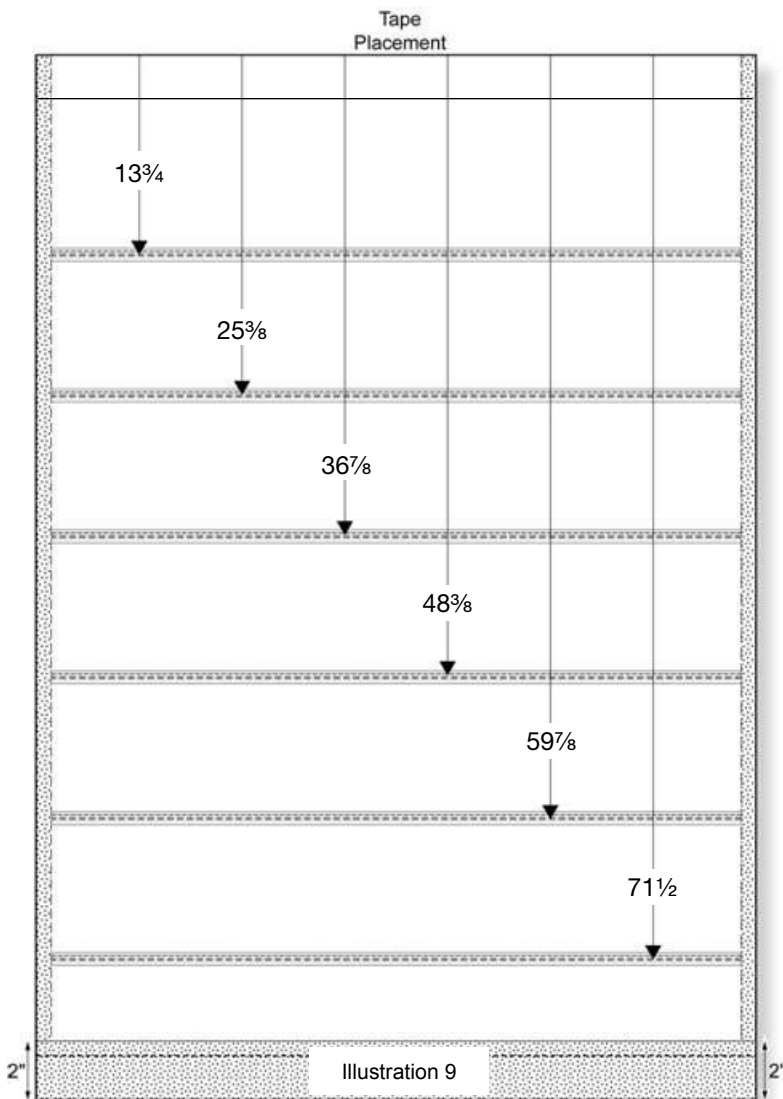


Illustration 9

- 9 Place lining side up on a flat surface. Using a fabric marking pen, with the top of the shade panel as zero, use the dimensions supplied in Illustration 9 to draw lines across the width of the shade.

Make sure you take three measurements, one from each side and one in the middle before committing ink to fabric.



Creating The Finished Shade Panel Sewing (continued)

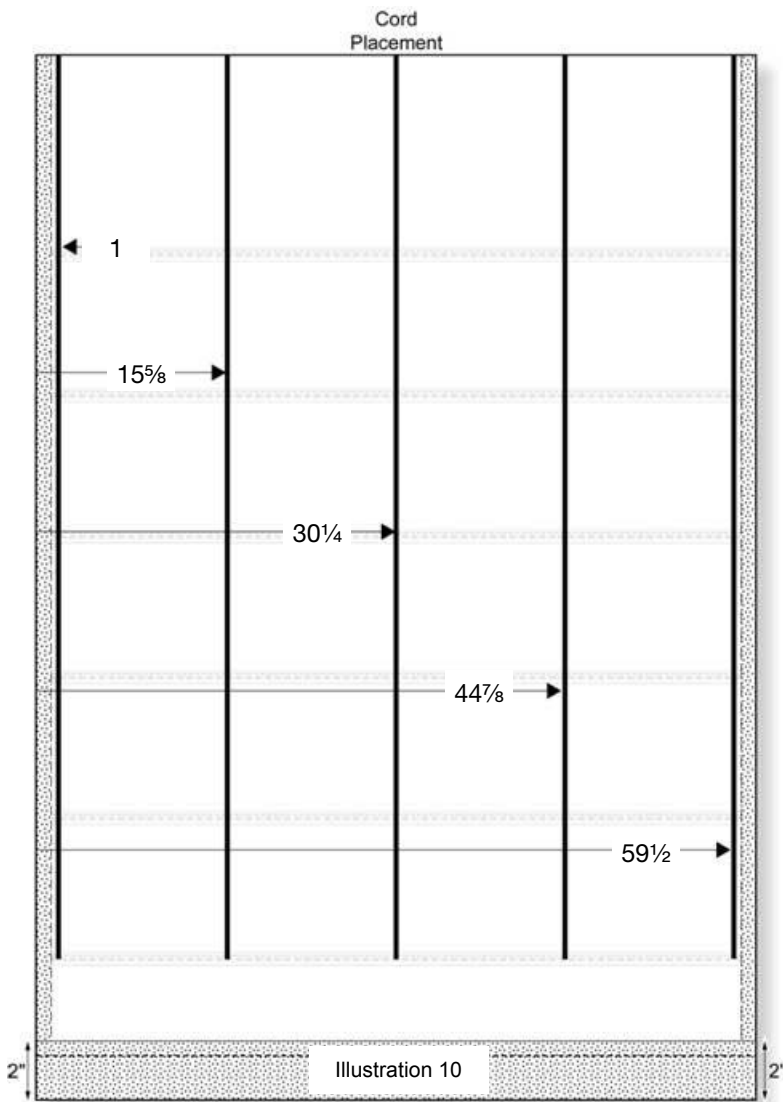


Illustration 10

10 With a fabric marking pen draw vertical lines at each of the locations shown in Illustration 10.

Make sure to take three measurements before committing ink to fabric.



Creating The Finished Shade Panel Sewing (continued)

If using Sew-On Rings

Illustration 11 - Ring

The intersection of the horizontal and vertical lines drawn earlier mark the location of your sew-on rings. See Illustration 11-Ring below. **Do not include your top of shade line.**

- 11 Sew on your rings now. Rings can be sewn either by hand or by machine using a zigzag stitch with your stitch length set to zero.

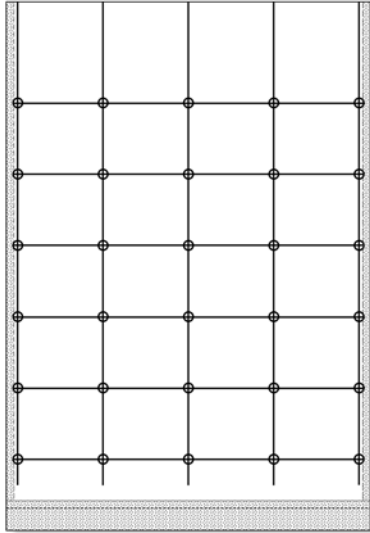


Illustration 11 - Ring
Ring Placement

If using Roman Shade Tube Tape

Illustration 11 - Tape

Using the 6 pieces of Roman Shade Tube Tape you trimmed earlier:

- 11 Pin each tape centered on each placement line made in step 9 on page 6 then turn under $\frac{1}{2}$ inch of tape on each side edge of the shade panel. Stitch each tape as described below.

To ensure your tapes are straight, you can use masking tape to hold them in place by placing the masking tape over the tube tape covering all but $\frac{1}{8}$ of the upper edge. You can also use the masking tape as a stitching guide when sewing the tube tapes. Remove the masking tape when finished stitching the tube tape.

The working side of roman shade tube tape is the side with raised stitching. Look at yours closely to familiarize yourself with it. You stitch it to the shade panel in the area $\frac{1}{8}$ inch down from the top edge of the tape through all of the fabric layers. Be careful not to sew over the cord slots. Results are best with a zipper foot with all tapes being sewn in the same direction.

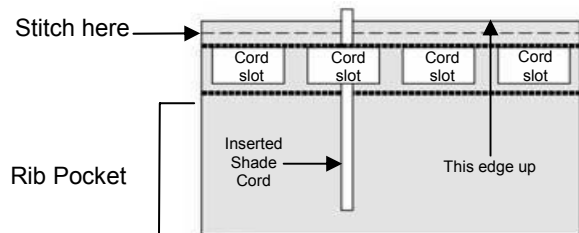


Illustration 11 - Tape

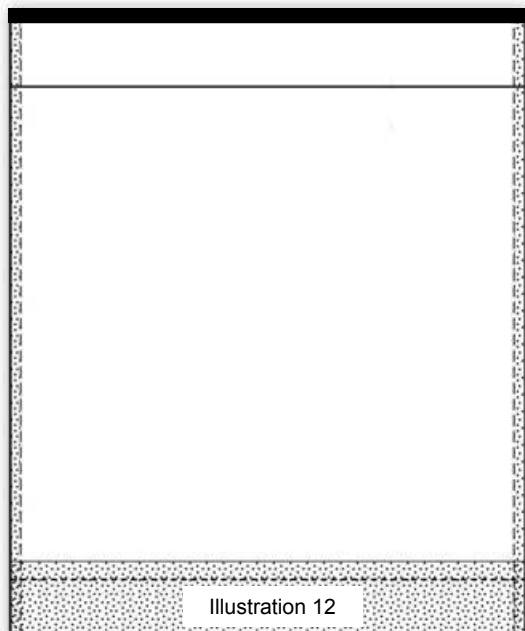


Illustration 12

- 12 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.

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.

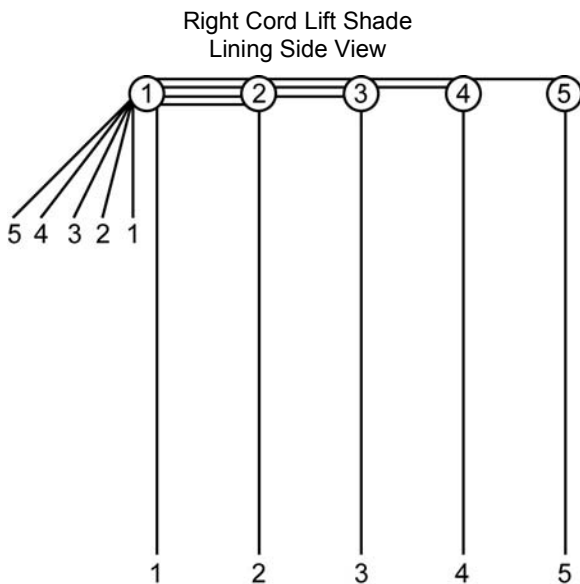
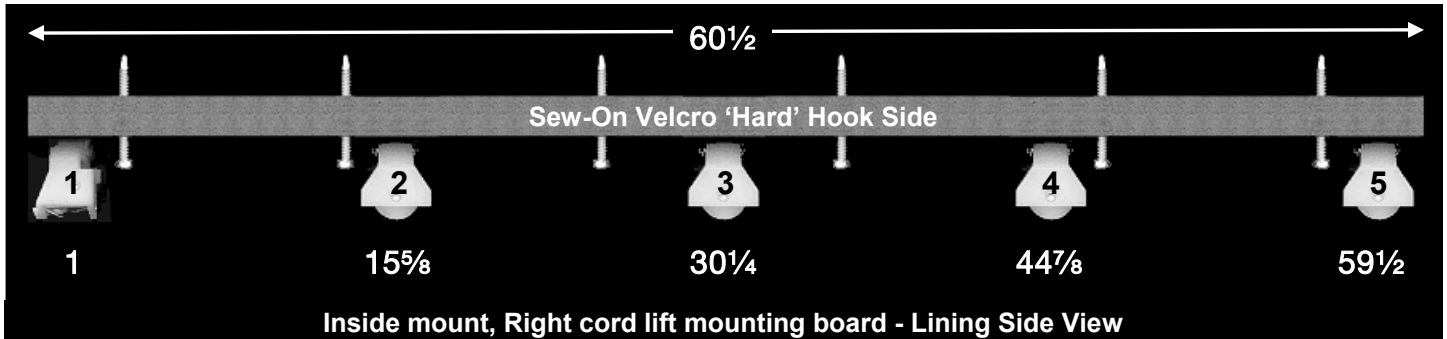


Illustration 13

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

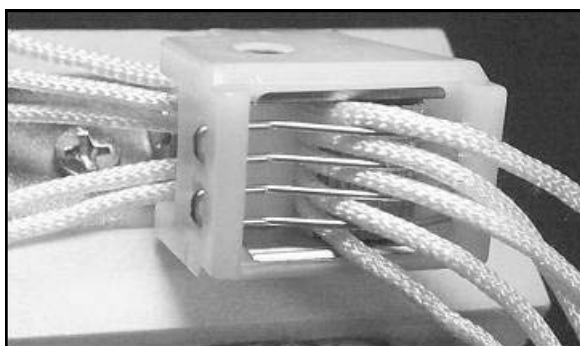


Illustration 14

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 / Inserting The Ribs

Illustrations 15, 16 and 17
Sew-on ring information is underlined

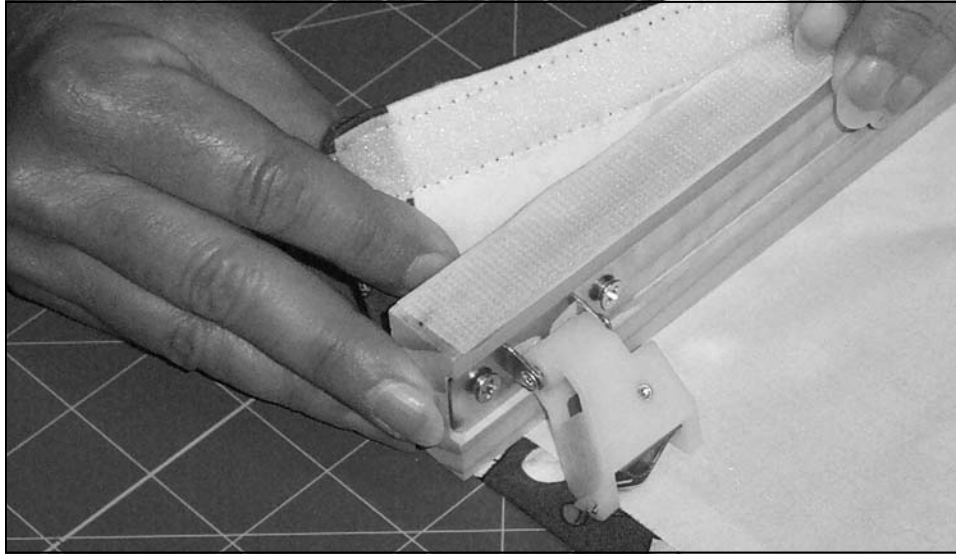


Illustration 15

- 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 4. 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 tube tape (see Illustration 16), or if using sew-on rings, through the vertical column of rings to the bottom of the shade forming a straight line, leaving about 4" extra cord at the bottom. Knot each cord at the lowest loop or ring to secure it into place.

NOTE: If using tube tapes, 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.

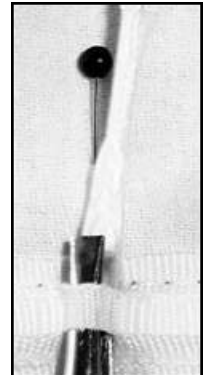


Illustration 16

- 3 If using tube tapes, find a slit at the bottom of the tube tape nearest to one end and insert a rib. Illustration 17 shows a close-up of this process. Repeat for each tape. Sew each lower corner of each end of the tube tapes to hold them in place and to keep the ribs from coming out.

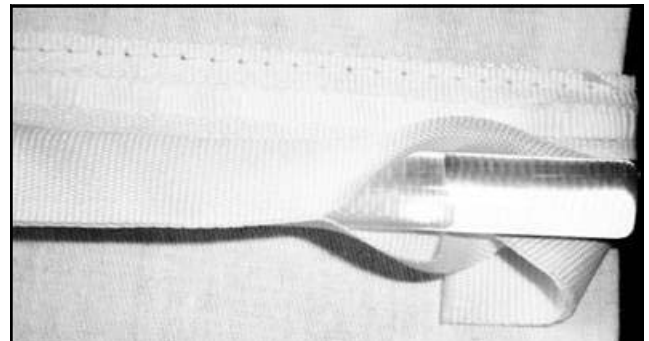


Illustration 17

- 4 Place a weight rod into the bottom hem casing. Sew each end of the hem casing closed to keep it from coming out.



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 18) and screw the top and bottom of the condenser together to complete (see Illustration 19).



Illustration 18



Illustration 19

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 20

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.
- Rib:** A rib is also referred to as a rod, dowel or batten. Ribs are used inside the Roman Shade Tube Tape to give your shade form and weight.
- 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 Shade Tube Tape:** Tube tape is constructed with slots along the bottom edge for easy insertion of the ribs. The top edge of the tape has multiple cord slots for easy placement of threading the cords. See Page 7 Illustration 11 - Tape for more details.
- 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)**
- 