



Custom Window Treatments

Installation Instructions

Before You Begin

Enclosed are your new Custom Window Treatment products. Before you attempt to install and hang them, please review the contents of this brochure. It will provide step-by-step procedures that will help you create the proper installation.

Prior to starting the installation, we recommend removing the treatments from the packaging. Be sure that you have a space for them to hang freely to allow any wrinkles to relax and begin to fall out. Keep them away from the area where they are to be installed, so that they cannot be soiled or damaged by tools, ladders, etc.

The next step should be to assemble all of the tools and fasteners that you will need.

Tools you will need:

- A sturdy ladder appropriate for your working height
- Electric Drill with various drill bits
- Screwdrivers
- Level
- 1/4" Nut Driver
- Pencil

Screws or Fasteners you may need:

If you are installing directly into wall studs, the basic hex head screws included should be adequate. If you do not have a stud where you will be installing the screw, you will need to have the right fasteners to support the treatment, such as:

- Molly Bolts
- Toggle Bolts
- Wall Anchors

If you are installing into wallboard, metal, tile, or masonry, you will need fasteners appropriate for these materials.

If installing into metal, pre-drill the holes and use sheet metal screws. If installing into masonry or tile, you will need a special masonry drill bit.

Use the proper anchor plugs or special screws recommended by your hardware store. Follow the instructions carefully.

Check all of your hardware. If you have drapery rods, make certain that all of the pieces are on hand before you begin.

Always start by installing the hardware first, and checking to make sure it is secure and level. Follow any drapery rod instructions very carefully.

Thank you!

Thank you for purchasing this Custom Window Treatment! We hope you love your new product as much as we loved making it for you.

Installing Soft Shades

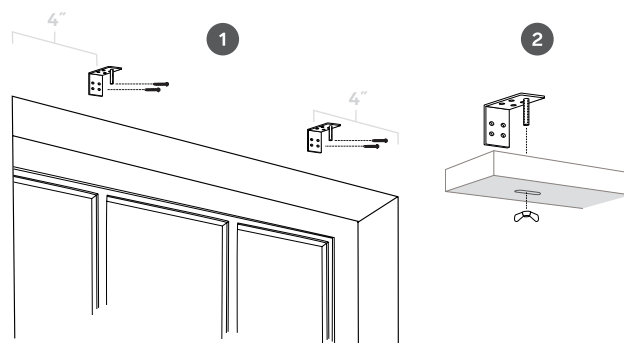
Outside Mount

Installation for Outside Mount Soft Shades follows the same process regardless of whether the shade is positioned off the front or the back of the headrail.

Please note: When positioned off the back of the headrail, extended brackets will be required for Reverse Fold Roman Shades or shades that are mounted over window trim. This allows space for those shades to move freely as they are raised and lowered. These are included.

The shade's headrail is pre-slotted along the center to accommodate New York style mounting brackets. The first step will be to install these brackets on the wall above the window.

Measure in approximately 4" from each side of the shade and mark this distance on the wall, centered at least 2" above the top of the window trim. Use your level to be sure the marks are even with each other. Install the brackets at these points using the two screws provided for each bracket.



If you have a wide shade, you will need to install extra brackets to support it. These are included. Space the additional brackets equally along the width of the window opening, level with the end brackets.

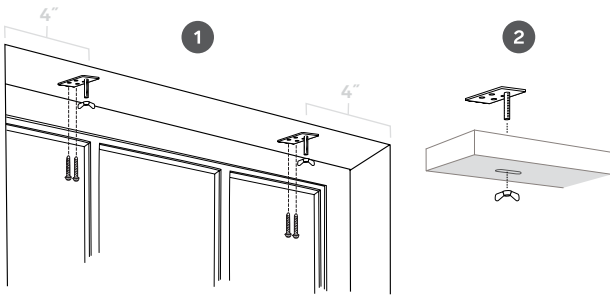
Remove the wing nuts from the bracket studs. Slide the shade headrail slots up onto the bracket studs, making sure that the shade is centered on the window. With the bracket studs coming through the headrail slots, reinstall the wing nuts onto the studs and hand tighten to secure the shade.

Inside Mount

Installation for Inside Mount Soft Shades follows the same process regardless of whether the shade is positioned off the front or the back of the headrail.

The shade's headrail is pre-slotted along the center to accommodate New York style ceiling mount brackets. The first step will be to install these brackets flat against the head of the window frame.

Measure in approximately 4" from each window side jamb and mark these spots on the window frame. Use your level to be sure the marks are even with each other, and confirm that the distance to the window allows space for the shade to move freely as it is raised and lowered. Install the brackets at these points using the two screws provided for each bracket.



If you have a wide shade, you will need to install extra brackets to support it. These are included. Space the additional brackets equally along the width of the window opening, level with the end brackets.

Remove the wing nuts from the bracket studs. Slide the shade headrail slots up onto the bracket studs, making sure that the shade is centered on the window. With the bracket studs coming through the headrail slots, reinstall the wing nuts onto the studs and hand tighten to secure the shade.

Installing Draperies

It is critical that the hardware be properly mounted at the correct location. Follow the instructions with the hardware to be sure that you have a secure installation.

Determine where the rod is to be located. It is recommended that the rod be at least 4" above the window trim, and 3" to 4" beyond each side of the window trim.

Measure the width of your drapery. Allowing for overlaps and return allowances, determine the width between the drapery rod brackets. Determine the height of the rod based on your style of drapery.

Make a mark on each side of the wall where the tops of the brackets will be installed. Use your level to make sure that these are even. Make additional marks for any center supports. Check to be sure that all are level.

Install the brackets and insert the drapery rod.

Pleated Draperies

With regular traverse rods, the drapery is hung so the drapery top is about 1/4" above the top of the rod. The pins should be set for this, but you may need to adjust them.

For the pleats to work properly, you will need to "train" the top of the drapery before you hang it. Take two pleats that are side by side, one in each hand. Bring the back sides of the pleats together causing the stiff material between them to bow toward the front.

You need to "crease" this stiff material vertically in the center between the pleats. This lets the drapery open and close properly when on the rod. Do this with all spaces between pleats.

You are now ready to hang the draperies on your rod. Start at the center overlap and install the first two pins in holes on the overlap carrier. Proceed toward the outside bracket, inserting a pin into each plastic carrier glide. When you get to the last two pins, one goes into the hole on the front of the bracket. The last one goes into the hole on the side of the bracket. Repeat with the other panel.

You will only have one panel if you have a one-way draw rod.

You should now slowly and fully close the drapery and then begin to open it. As you open it, make sure that all of the vertical creases are folding away from the rod. Continue until the drapery is fully opened. Use your hands to shape the folds. Allow the drapery to remain in this position for a day or two. This will help to set the folds.

Most wrinkles will hang out. If you have a steam appliance, you may apply a light steaming to ease out any stubborn wrinkles or creases. Do not steam moire type fabrics.

Rod Pocket Draperies

Install your rod securely. Determine the rod location in the same manner as above. Keep in mind that the rod will take up a bit of the length as you shirr the panels in place. Allow 1/2" of take up for continental rods. Allow 1" for 1-3/8" poles. Allow 1-1/2" for 2" poles.

When the draperies are on the rod, even out the gathering so that the panels have a uniform appearance. Smooth the folds into place. Allow to hang so any wrinkles relax. See above for steam dressing.

Installing Top Treatments

The first step is to position the mounting brackets (angle irons) in their proper locations. Depending upon the size of the treatment, you may need several brackets. Always use all of the brackets included.

The treatment will fit over the brackets that you install.

Locate the height that you will install the treatment. Measure the width of the treatment and mark that width on the wall, one mark at each end. Use a level to make sure that the marks are even.

Measure in about 3" to 4" from each end. Install brackets at each location. Make sure that the brackets will not interfere with the installation of any drapery hardware that may be mounted under the top treatment. Install additional brackets as needed to support the treatment, making sure that all brackets are level with each other.

Place the top treatment over the brackets. Secure the top board with the short screws provided. Use all of the screws. Each hole in the bracket should have a screw.