

Levolor Corded Wood Blind Shortening Instructions

The following are instructions to shorten Levolor Trim & Go corded wood blinds.

To see a detailed video of this operation, visit our website at:

<http://www.levolor.com/products/blinds/trimandgo/wood-blinds/>

Necessary Tools:



Step 1: Install and lower the blind fully

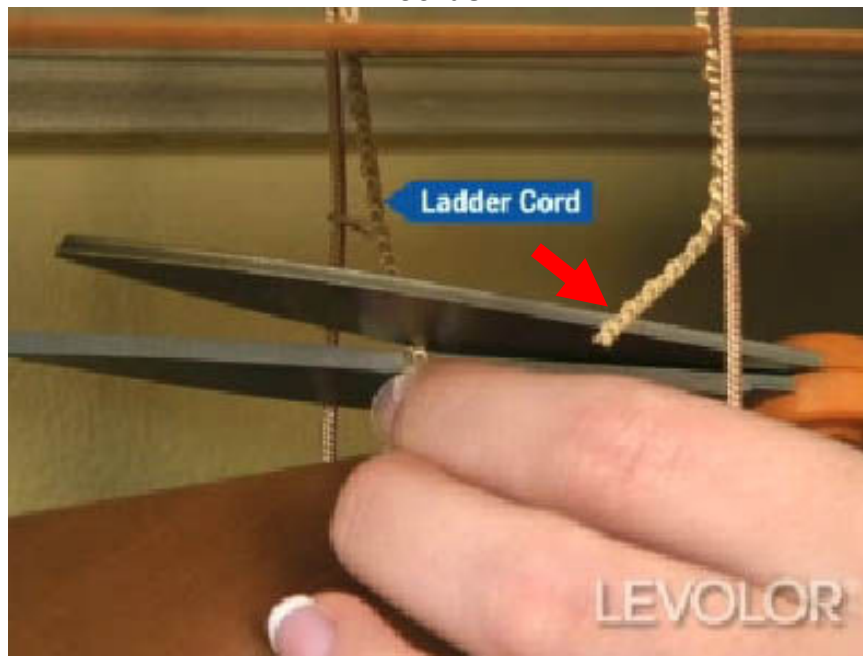


Step 2: Select the slat that is even with the window sill or slightly below it



Step 3: Count 2 slats below the slat that is even with your window sill and cut both ladder cords directly below the slat (repeat for all sets of ladders)

NOTE: The ladder cord is the *braided* cord; be careful not to cut any other cords



**Step 4: Cut both lift cords approximately 6 in. below the new bottom slat
(repeat for all sets of lift cords)**



Remove the bottom two slats



Step 5: Pry all plugs from the bottom rail



Step 6: Remove the bottom rail from the excess slats



Use tweezers or needle nose pliers to remove all knotted ends of the lift cord from the bottom rail slots



Insert the bottom rail through all the ladder cords below your new bottom slat



Step 7: Pull the lift cord out of the last loop on the ladder cord below the bottom rail (repeat for all lift cords)



Step 8: Insert the lift cord into the front (or back) side of the bottom rail (repeat for all lift cords)



Pull the lift cords through the bottom hole (repeat for all lift cords)



Tie each pair of lift cords together and add an extra knot for security



Step 9: Trim the excess lift and ladder cords (repeat for all lift and ladder cords)



Stuff any remaining ladder cords into the bottomrail and reinsert the plugs seating the cords in the plug notches (repeat for all ladder cords)



Now enjoy your *PERFECTLY* sized blinds from Levolor!