

U P T O W N

D R A P E S

How to Install Your Custom Roman Shade

Supplies You'll Need:

Drill
Pencil
Painter's Tape
Included hardware that comes with your romans
Ladder if your window is tall
Assistants to help in the process!

INSIDE MOUNT ROMAN

Step 1. Open the box that contains your new custom romans, but be careful not to cut the fabric inside!

Step 2. Take out your roman and place it on the ground with the back side up. Grab two of the 2 inch screws and with your drill, anchor the screws into the headrail, making each screw go about 2 inches in from each side of the headrail. Drill these screws in about half an inch, being careful not to go all the way through the headrail.

Step 3. Take your roman shade and place it at the top of your window. Depending on the depth of your window, you can either place it to line up with the trim, or you can push it back against the glass, whichever you prefer. Note that pushing it back against the glass can help eliminate some of the light that can seep through the sides.

Step 4. With your drill, you can now anchor those screws into the top of the window, making sure that the roman shade is exactly centered with your window. Use a helper to hold the shade so it doesn't shift while you're drilling the screws in! If your roman shade is really wide, you can drill in a center screw to add more support.

Step 5. After installing the shade, open and close the roman to make sure everything is working properly.

OUTSIDE MOUNT ROMAN

Step 1. Take the New York brackets and secure them inside the slits made at the top of your roman. To do this, remove the nut off of the screw of the bracket, and insert the bracket into the slit at the top of the roman. Secure the nut back on to the bracket. Do this with all brackets.

Step 2. Take a measuring tape and measure 8 inches up from the top of your window, mark this spot with a pencil as this is where the top of your roman will be placed.

Step 3. With the painter's tape, you will mark the center of your roman, putting the tape right on the roman shade. Make sure to find the center using a measuring tape to be most accurate. Use the tape to mark the center of your window as well, putting the tape just above the pencil mark you previously made.

Step 4. Using the tape on the wall and the roman, you will now be able to center the roman on the wall. After centering the roman on the wall, gently use the pencil to mark where the brackets will sit on your wall by drawing a small line where the brackets touch the wall.

Step 5. Now place your roman on the ground, and take off the New York brackets. Screw these brackets into the wall where you have marked, using the anchors we have provided.

Step 6. Place the romans up on the wall, sticking the brackets back into the slits. You can now screw the nuts back on to the screws on the brackets, and make sure they are very tight so the roman can be as secure as possible.

Step 7. Open and close the roman shade to make sure everything is working properly.