

How to Shorten Blinds

Instructions for removing the bottom slat(s) to shorten the length of horizontal blinds:

1. Remove the plugs located on the bottom side of the bottomrail to release the string ladders and the knotted lift cord.
2. Undo the knot in the lift cord and pull up the lift cord enough to release the slats you need to remove.
3. Remove the bottomrail and the slat(s) necessary to shorten the blind to the desired length.
4. Insert the bottomrail back into the ladder rung where you removed the top slat. Lay an extra slat on the bottomrail (this will cover ladder strings).
5. Thread lift cord through bottom rail and the top of the bottomrail plugs. Tie a double knot in the bottom of the plug. Let hang a few inches below bottom rail.
6. Cut the string ladder above the 2nd rung that hangs below the bottomrail. Insert one end of the ladder up through the bottom rail. Continue pulling until both ends of the ladder are through the bottomrail. Repeat for all remaining ladders. Adjust bottomrail height by pulling on the ladder cords on top of bottomrail. Insert button plugs with lift cord in the bottomrail to secure ladders. Use a rubber mallet or hammer to keep from marking the plugs. Repeat procedure, making sure that bottom rail is level. Lift up slat covering top of bottomrail and trim ladder strings to about ½" in length. Pull on lift cords to set knots in the recess of the bottomrail plug.

