

# Rowley how-to guide: **Flat, Slatted Roman Shade**

Roman shades offer a classic style to any window. For this project we've constructed a flat, slatted Roman that uses the Lift Bands and the Roller Clutch System. Our shade is made to FW 35 1/2" and FL 70". You will need to figure your measurements for cuts and finishes according to your window.

## **MATERIALS & SUPPLIES**

### **Rowley Products**

Hanes Classic Napped Lining	<a href="#"><b>LN48/</b></a>
R-TEC Sure-Shade™ Lift Band Material	<a href="#"><b>LB10/</b></a>
R-TEC Sure-Shade™ Rib Center	
Support Rings	<a href="#"><b>RSR14</b></a>
R-TEC Sure-Shade™ Rib End Caps	<a href="#"><b>RSR15</b></a>
Sure-Shade™ Roman Roller Clutch Kit	<a href="#"><b>RCLK</b></a>
Solid Steel Rod - 3/8"	<a href="#"><b>BR6/</b></a>
Fiberglass Roman Shade Ribs	<a href="#"><b>RSR12/</b></a>
R-TEC Upholstery Air Stapler	<a href="#"><b>NSG10</b></a>
71 Series Staples - 3/8"	<a href="#"><b>NS33/E</b></a>
Straight Edge Ruler - 72"	<a href="#"><b>MR26</b></a>
Glass Head Straight Pins	<a href="#"><b>TP49</b></a>
Cardboard Tack Strip - 1/2"	<a href="#"><b>CS50</b></a>

### **Other materials Used:**

- 1x3 wood board for dust board
- Screws for installation

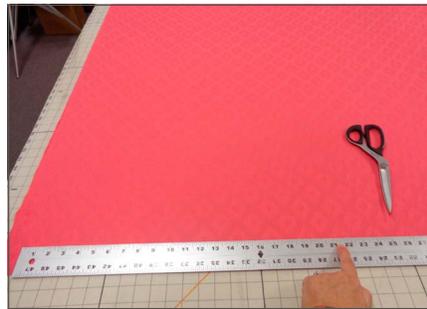


## **FLAT, SLATTED ROMAN SHADE: STEP-BY-STEP INSTRUCTIONS**

This project guide covers the steps to fabricate a flat, slatted Roman shade using the Roller Clutch lift system and Sure-Shade™ Lift Bands.

## Cutting and Prepping the Face and Lining:

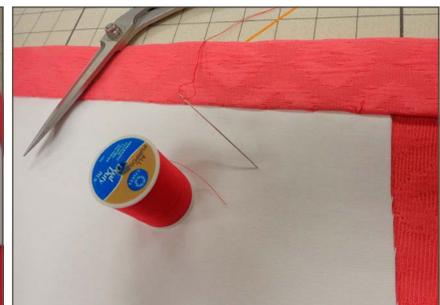
- 1 Cut the face fabric to the finished width plus 8" (4" per side hem) x Finished Length plus 8" (bottom hem) plus 2" (mounting), plus 2" for every slat pocket.
  - A. Our shade finished at 35 ½" wide so it was cut 43 ½" wide.
  - B. It finished at 70" long so it was cut 88" long (7 slats at 2" each, 8 flat sections at 8" each, 8" for the hem and 2" for the mounting).



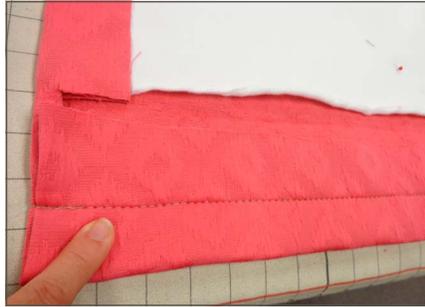
- 2 Cut the lining to the cut length minus 8". It will be trimmed to width needed later.
- 3 On the face, fold over and iron in side hems (double 2" folds).
- 4 At the bottom, fold over and iron in a double 4" hem. Do not close any hems yet.



- 5 Lay the shade face up on the table and lay in a layer of lining so one side aligns with a side hem and the top of the lining is even with the top of the fabric.
- 6 Trim the other side of the lining to lay within the other side hem.
- 7 Tuck in lining and close side hems.



- 8** Refold bottom hem once only.
- 9** At the machine, stitch 1" down from the fold of the bottom hem to create the bottom of a rod pocket for the weight bar.
- 10** Refold bottom hem. Pin.



## Marking and Sewing in Slat Pockets:

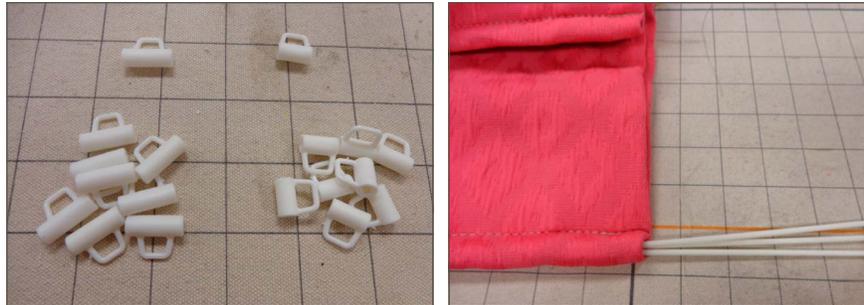
- 1** Measure up 8" from the bottom hem. Put a pin to mark the measurement.
- 2** Continue up the sides measuring and marking 8" then 2" until you come to the last 8" flat section. You should have a total of 10" flat at the top of the shade.
- 3** Mark both sides of the shade.
- 4** Fold wrong sides together for slat pockets on the front; fold right sides together for slat pockets on the back.
- 5** Fold shade so the 2" mark pins are on top of each other and sides are even. Iron to set a crease and pin well.
- 6** At the machine, sew in all pockets making sure the sides stay aligned.



## Finishing the Shade:

- 1** Insert shade ribs into each pocket and close the ends.
- 2** Measure, mark and sew on the Center Supports and End Caps for the Lift Band system.

- 3** Cut and thread a Fiberglass rib into each horizontal row of lift, securing the ends into the End Caps.



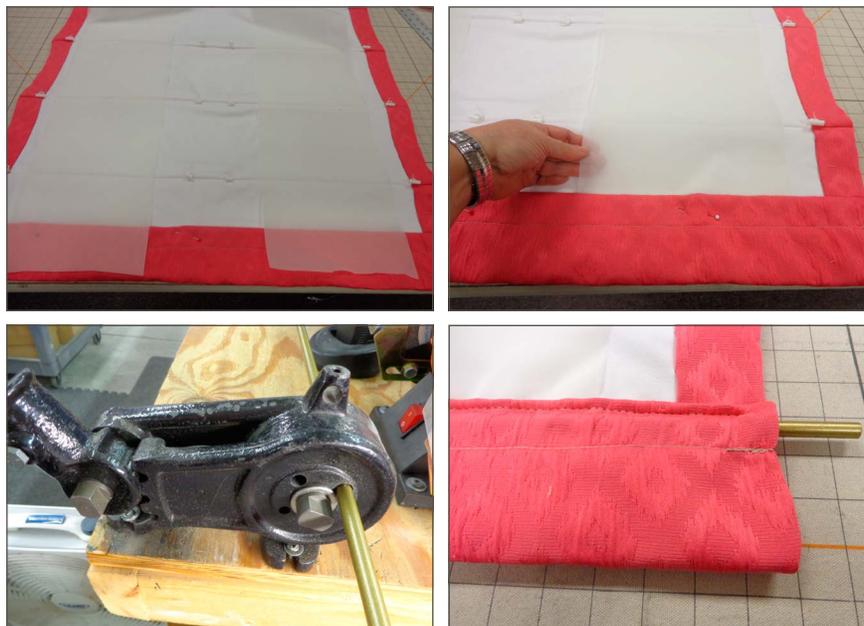
- 4** Cut lengths of Lift Bands about 10" - 12" longer than the finished shade length.

- 5** Lay the lift bands into the bottom hem so they run straight up the shade, under the ribs.

- 6** Pin the bottom hem encasing the lift bands into the hem.

- 7** At the machine, sew across the top of the bottom hem, sewing through all layers, to create the top of the weight bar pocket.

- 8** Cut and insert weight bar. Close sides.



## Mounting the Shade:

- 1** Cut and wrap a mount board that is the width of the shade and deep enough to fit the clutch you are using.

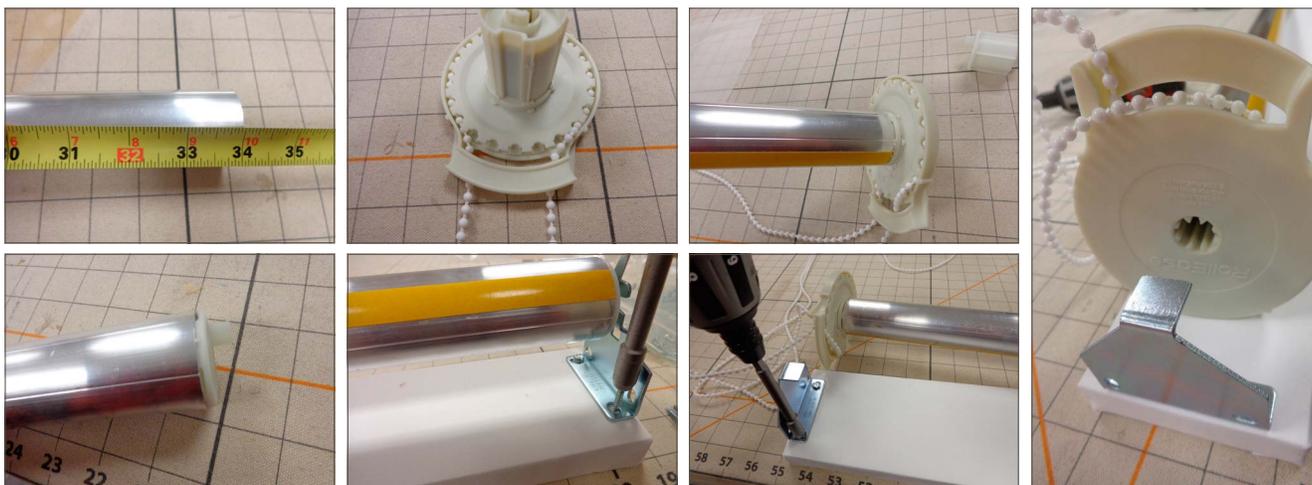
- 2** At the finished length of the shade, staple the shade to the mount board.

- 3** Staple on a row of covered welt cord, if applicable, across the top of the board.
- 4** Staple on a dust cover using cardboard tack strip for a clean front edge.



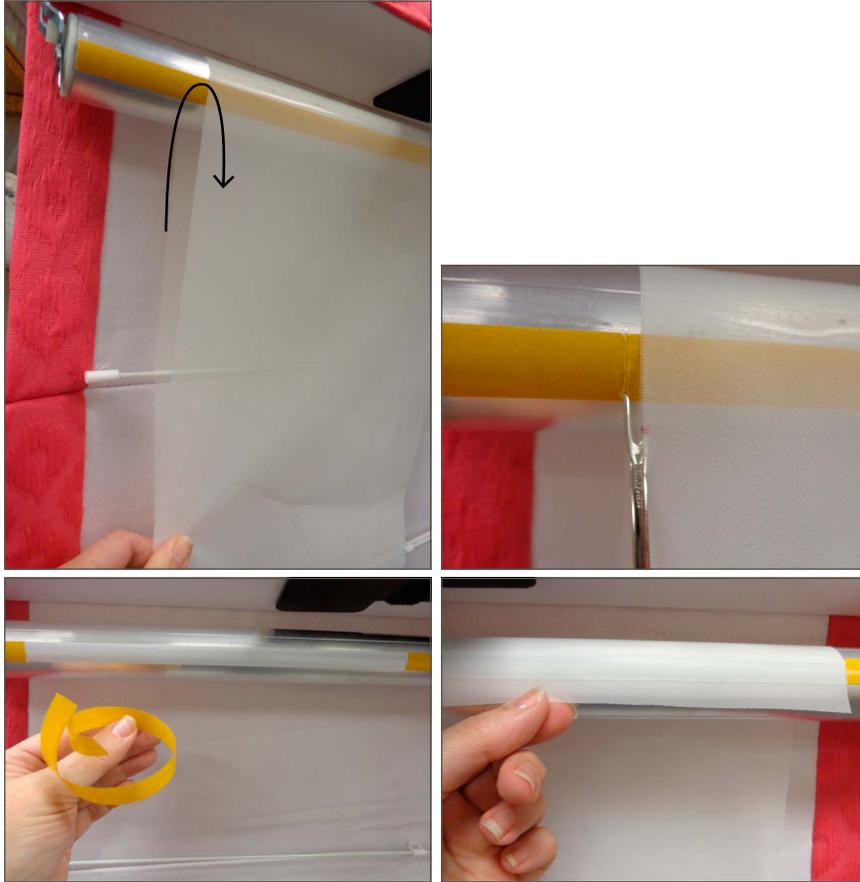
## Assembling the Lift System:

- 1** Cut the roller tube 1 ¼" shorter than the finished width of the shade.
- 2** Insert the bead chain into the clutch.
- 3** Insert clutch and end plug into the roller.
- 4** Mount brackets on mount board.



- 5** Put roller into brackets and lock by locking the swivel arm around the pin on the end plug end.
- 6** Bring lift bands up the back of the shade and over the roller bar, aligning sides so the bands are straight.

- 7** Mark yellow tape. Remove tapecover. Cut lift band and attach to tape area.



- 8** Install using angle irons.
- 9** Install tension device and warning tags.

