

## LEVOLOR Aluminum and Vinyl Blind Shortening Instructions

---

### READ ALL INSTALLATION INSTRUCTIONS!

The following are instructions to shorten LEVOLOR Stock aluminum and vinyl blinds.

---

### NECESSARY TOOLS:

- Scissors
  - Screwdriver
  - Tweezers or Pliers
- 

### STEP 1

Install and lower the blind fully.

### STEP 2

Select the slat that is even with the window sill or slightly below it, this will become the new bottom slat of the blind.

### STEP 3

Pry all the plugs from the underside of the bottom rail

### STEP 4

Pull the excess lift cords through the bottom of the rail.  
Cut the lift cord to remove the plugs; save the plugs for later.

### STEP 5

Slide the bottom rail out of the cords.  
Cut all cords approx. 6 in. below your new bottom slat.

### STEP 6

Pull the lift cords free of the slats below.  
Remove all the excess slats from below the new bottom slat.

### STEP 7

Insert the bottom rail between the ladder cords just below the new bottom slat.  
Insert the lift cords back through the hole from the top of the rail.  
Remove the pieces of lift cord from the plugs.  
Insert the lift cords through the top of the plugs.  
Slide the plugs to the bottom rail and tie a knot below them (for the moment, do not insert the plugs into the holes).

### STEP 8

Trim the excess ladder cords approximately 2 in. below the bottom rail.  
Cut the connector cords on the ladder cords.  
Trim away excess lift cord below the knot.

### STEP 9

Twist together the ladder cords and slide them into the hole in the bottom rail.  
Insert the plugs, securing the ladder cords; make sure to secure the ladder cords in the plug notches.  
Finally, install the bottom rail end caps onto the bottom rail.

---

Now enjoy your PERFECTLY sized blinds from LEVOLOR!

---