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 ½” and FL 70”. You will need to figure your measurements for cuts and finishes according to your window.

### MATERIALS & SUPPLIES

<table>
<thead>
<tr>
<th>Rowley Products</th>
<th>SKU</th>
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<tbody>
<tr>
<td>Hanes Classic Napped Lining</td>
<td>LN48/</td>
</tr>
<tr>
<td>R-TEC Sure-Shade™ Lift Band Material</td>
<td>LB10/</td>
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<tr>
<td>R-TEC Sure-Shade™ Rib Center Support Rings</td>
<td>RSR14</td>
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<tr>
<td>R-TEC Sure-Shade™ Rib End Caps</td>
<td>RSR15</td>
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<tr>
<td>Sure-Shade™ Roman Roller Clutch Kit</td>
<td>RCLK</td>
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<tr>
<td>Solid Steel Rod - 3/8”</td>
<td>BR6/</td>
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<tr>
<td>Fiberglass Roman Shade Ribs</td>
<td>RSR12/</td>
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<tr>
<td>R-TEC Upholstery Air Stapler</td>
<td>NSG10</td>
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<tr>
<td>71 Series Staples - 3/8”</td>
<td>NS33/E</td>
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<tr>
<td>Straight Edge Ruler - 72”</td>
<td>MR26</td>
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<tr>
<td>Glass Head Straight Pins</td>
<td>TP49</td>
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<tr>
<td>Cardboard Tack Strip - 1/2”</td>
<td>CS50</td>
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**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.


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.


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.
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.