

## Levolor Aluminum and Vinyl Blind Shortening Instructions

The following are instructions to shorten Levolor Trim & Go aluminum and vinyl blinds. To see a detailed video of this operation, visit our website at: <http://www.levolor.com/products/blinds/trimandgo/metal-blinds/> or <http://www.levolor.com/products/blinds/trimandgo/vinyl-blinds/>

### Necessary Tools:



### 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 4: Slide the bottom rail out of the cords

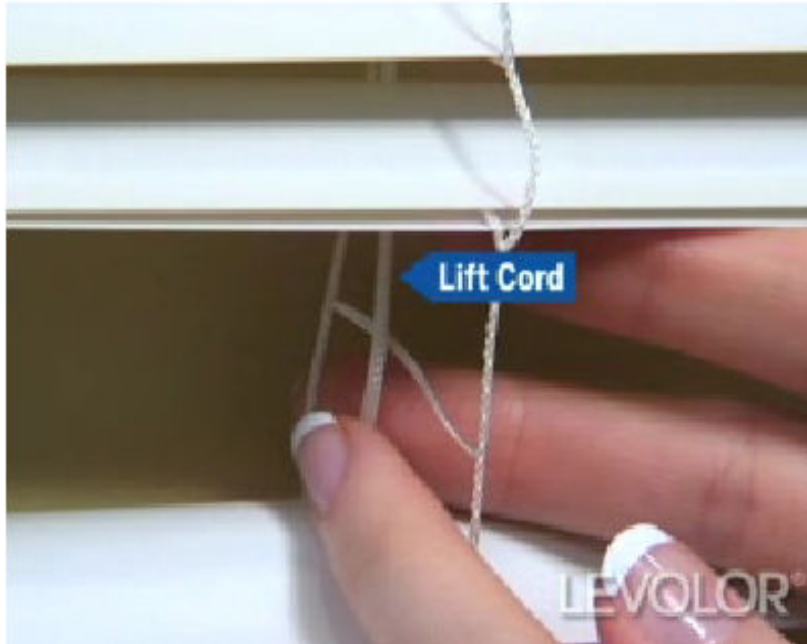


## Cut all cords approx 6 in. below your new bottom slat





**Step 5: Pull the lift cords free of the slats below**



**Remove all the excess slats from below the new bottom slat**



**Step 6: 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 7: 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 8: 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!