Congratulations, you have purchased the most complete roman shade kit on the market today. Included in your kit you will find:

- Lining Fabric
- Insulation Fabric
- Custom Fabricated Headrail
- Custom Cut Bottom Weight Bar
- Cord Guide Rings
- Lift Cord (1.4 mm)
- Pull Cord (1.8 mm)
- Safety Shroud Loop Cord
- Cord Condenser
- Cord Cleat
- Cord Drop
- Tack Strip
- Installation Screws (IM)

All of these have been supplied in sizes and quantities specific to your window size.
Roman Quilt Insulated Shade Instructions

These instructions will guide you through the fabrication process. They have been prepared based upon many years of experience. It is best to follow these instructions carefully, at least if this is your first effort in fabricating a Roman Quilt Insulated Shade.

Let’s Get Started.

1) Lay out insulation and then place lining on top with pencil (quilt) lines facing you. Sew across lines to quilt fabric thereby completing the insulating backing.

Step 1

Hint: It is easier to handle the fabrics if you pin them together on the pencil lines.

Hint: When stitching, use medium tension and about 5 stitches per inch. You don’t want puckering or stretching.
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2) Cut decorative fabric 2 ½” wider than the finished shade width, and 5” longer than the finished shade length. (Remember to allow for pattern matching if you have multiple windows or if you need to use multiple widths of fabric for your shade.) The front of your decorative fabric will be placed against the lining side of the backing. Allow 3” of your face fabric to fall below the bottom 4” quilted section of the backing. The extra width in your decorative fabric allows you to sew all three layers together while still allowing your lining to lay completely flat once you have turned the shade right side out. The extra fabric creates the small hem at each side of the shade as seen in the pictures for step 5 and step 6.
Roman Quilt Insulated Shade Instructions ©

3) Next, you will place 2 rows of stitching on each side of the shade. One of the rows will be ½” in from the edge. The other will be close to the edge (approximately 1/8” in from the edge) catching all layers.

4) Turn right sides out, lay flat and smooth, with the lining side facing you.

5) Now make the pocket for the weight bar. Fold the face fabric you left at the bottom of the shade to create a doubled hem of 1 ½”. The hem will be folded on the lining side of the shade. Pin in place.

6) While shade is still flat and smooth, mark the placement of the rings. Examining the edge of the Headrail you will see pencil marks. These identify the location of the cords and rings. Being sure to have the side of the Headrail that will have the pull cord on the proper side, the pull cord will be on the side with the pulley closer to the edge (remember you are looking at the shade backwards at this point), lay the Headrail on a quilting line being sure to center the Headrail, which is narrower than the shade width. Transfer the marks to the quilt line. Repeat for each quilt line. Pin through all layers at each mark.
7) It is now time to check the face (front) of shade to be sure that it is flat and free of folds or puckering, and that the fabric is laying square. Re-pin as needed.

8) Stitch Weight Rod Pocket across the top of the hem. Repeat ½” up from the bottom of the shade creating a “footer”.

Hint: When working with the shade, such as when stringing, lay it on a flat surface. If the shade is flat and straightened it will save a lot of effort later on.

The footer will actually add ½” to the finished length of the shade. It provides a bottom seal when a sill is present.

9) You will now sew on the rings at the locations previously marked. To save steps, you should also place the safety shroud loop cord by catching it with the stitching you use to attach the rings. To do this, you will need to cut the safety shroud to lengths equal to the distance
from the top ring stitch point to the bottom ring stitch point in that row, plus 3”. The excess length will be 1 1/2” at the top and the bottom - this can be trimmed later.

10) Lay shade flat with rings facing you, measure the finished length plus ½” from the bottom of the “footer” and mark with a line squarely across the top. This will mark the top of the shade as it will be stapled to the Headrail.

11) Align the line you just drew with the bottom of the Headrail edge. The Headrail will be on the face side of the fabric and will be upside down. Be sure that the Headrail pull cord side (the side with the pulley closer to the end of the Headrail) is on the side you determined when you marked the rings. Place the tack strip facing you but even with the edge of the Headrail. Staple or tack in place. Trim excess fabric and backing to the top of the tack strip. A finished top edge of the shade will be created when the Headrail is flipped to the back position.
12) Now it’s time to string the shade. It is easiest to work from the “pull” side. Thread the 1.4 mm lift cord through the first pulley and then through the upper-most ring. Next, thread the cord through the loops in the safety shroud looped cord to the next ring. Thread the cord through the ring and then continue through the safety shroud. Continue this process until you reach the bottom ring. Tie the lift cord securely to the bottom ring. Making sure that the cord is straight and extends through the pulley. Cut the cord leaving approximately 6 inches beyond the pulley. Repeat for each row of rings making sure to thread the cord through all pulleys from the first pulley to the one you have just used.

Hint: If you are able to wait until the shade is hanging, you can make final adjustments before cutting the lift cords or the pull cord. Otherwise, simulate the hanging shade on the flat surface to make these adjustments. This is a case of measure twice, cut once.
At this point you have two options. You can straighten the cords making sure they are all tightly positioned and level the shade during the following step. Or you can wait until the shade is hung. If you elect the latter, tie the cords in a loose knot to keep them to keep the lift cords from falling out of the pulleys.

13) Thread the 1.4 mm lift cords through the larger portion of the cord condenser. At a point about 1” below the Headrail and with the cords slightly taut, tie a knot or two. At this point you can pull on the cords to make sure the shade rises evenly. Once you are comfortable with the knot location, you can trim the excess cord leaving about ¼” beyond the knot.

14) Thread the 1.8 mm pull cord through the smaller portion of the cord condenser and tie a knot. Attach the two portions of the cord condenser by screwing the smaller portion into the larger portion. You can cut the pull cord to the required length. The cord should be long enough to allow an adult to easily reach it but short enough to be out of the reach of small children. Once cut, you can thread the end of the pull cord through the cord drop and tie a double knot.

15) Insert the weight bar into the bottom pocket. Tack side openings.
Shade Installation.

If the shade is an inside mount, the Headrail has been fabricated with holes through which supplied screws can be used to mount it to the inside top of window. Place the shade within the opening so that the Headrail rests tightly at the top of the window. Screw in place.
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Outside mount shades may require the placement of brackets (purchased separately) on the molding of the window or they may be mounted to the ceiling (ceiling mount) in much the same fashion as an inside mount.

Inside/Outside mounts are mounted within the window in the same manner as an inside mount.

The cord cleat is part of the safety system and is required with all installation types. Place the cord cleat so that it is convenient but out of the reach of small children.

Send Us Your Roman Quilt Insulated Shade Pictures

Simply email them to: sales@diyinsulatedshades.com and we will provide you with a 5% discount coupon good toward your next purchase.

Some Options

1. Magnetic Seal

We can optionally supply magnetic strip to attach to walls or moldings and matching 3 ½” magnetic strips to be placed on double stitching on the along the shade edges on the back of the decorative face fabric just prior to Step 4.

2. Polyethylene Vapor Barrier

Vapor barriers are an easy addition. Cut a sheet of 2 mil polyethylene to the same size as the lining. Insert it so that it will lie between the quilted insulation layer and the face fabric when you turn them face side out (prior to step 4). Follow remaining directions as presented.
3. Valances

Inside mount shades may be enhanced by adding valances; however, valances are not required.

Outside mount shades and inside/outside mount shades will need a top treatment to finish the appearance. Self-valances, drapery-type valances, upholstered cornices, and any other type of decorative top treatment will work well.