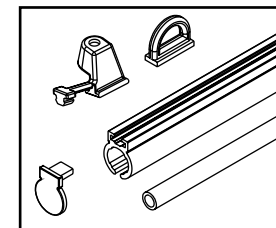


The patented No-Sew Roman Bar System from RollEase is designed to eliminate the time consuming sewing work traditionally associated with Roman Shades.

The system is comprised of 5 components: the **inner rod**, **outer sleeve**, **cord guides**, **end caps**, and optional **RollEase Bottom Pocket Sets**.

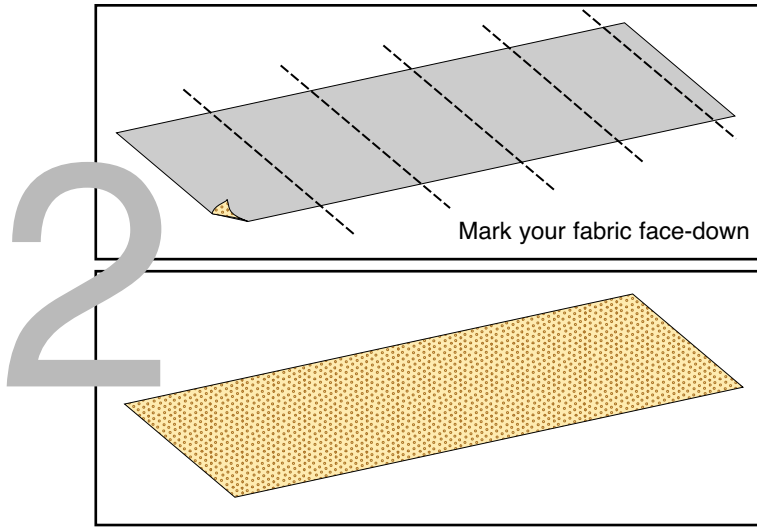


**Tools required:** marking pen, tape measure, circular saw or hack saw, triangle file, electric drill with counter-sink drill bit, quick drying clear glue.

## Before You Begin

# 1

Determine the drop length of the shade and the number of pleats required. Finish your fabric to its final hemmed size. It should be ready for the addition of pleats and attachment to your lift system before going on to step #2. Gather the proper number of cord guides and Bottom Rings. If making a Hobbled Roman Shade, you will need additional cord guides and cord, please see instructions - step 7).



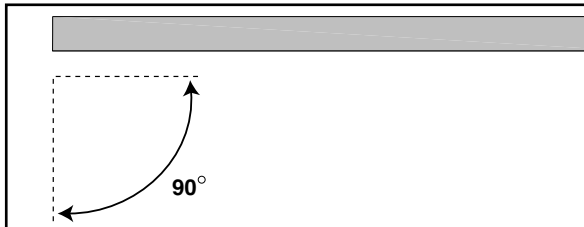
## Marking the Fabric

Position the finished shade fabric “face down” on your work table. The various pleat positions should be marked on the fabric. Make sure the bars will be parallel to each other and are 90° to the fabric edges.

Once marked, flip the fabric over so it is now “face-up” onto the table.

## Cut Inner Rods & Outer Sleeves

The inner rod(s) and outer sleeve(s) should be cut to precise lengths to match accurately the width of the finished shade fabric. A simple hacksaw will do this job but a circular (fine tooth) saw will produce clean cuts with much less loose burr to be removed.



**Check Newly Cut Inner Rods and Outer Sleeves** The inner rods and outer sleeves should be cut accurately at right angles (90 degree) and be in line with both fabric side hems.

# 4

## Finish Inner Rod, Outer Sleeve

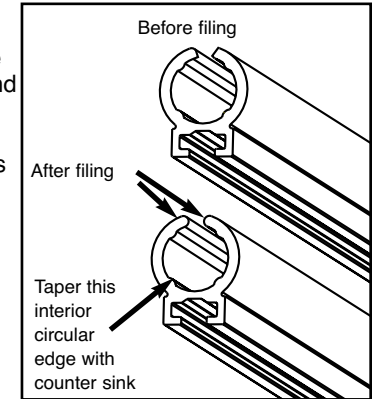
• **DeBurr:**  
The newly cut ends of the inner rod and outer sleeve are likely to have sharp and pointed edges which may catch the yarns of the fabric. Deburr sharp edges with a file, especially the ones in contact with the shade fabric.

• **Taper Leading Edge:**

Use a small triangular file on the on the leading edges of the Outer Sleeve which will come in contact with your fabric. Round the edges and corners slightly at each end of the outer sleeve. This will ease fabric threading and accommodate fabric hems.

• **Taper Circular Leading Edge:**

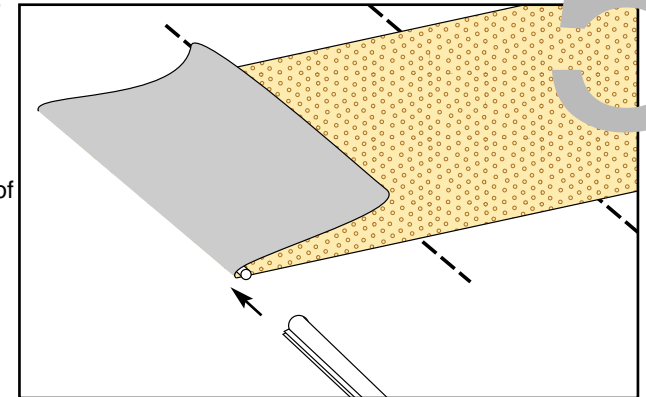
A counter sink drill bit can also be used to slightly taper the inner circular portion of the outer sleeve, which will also ease fabric threading



## Attaching the No-Sew Roman Bars™

Until you are experienced at Roman Bar construction, you may want to press a light crease line across the width of each fabric fold, to ease the placement of the Roman Bars. (especially for wide width fabric shades)

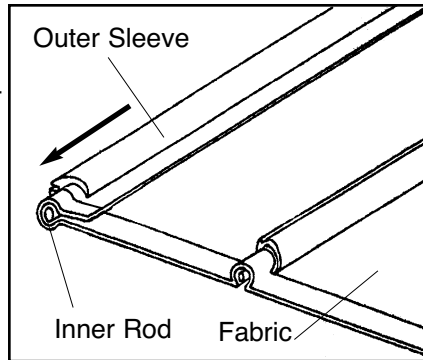
Locate the position of the first pleat and place one inner rod firmly into the crease of the folded fabric with about 1/4" of the rod protruding out at the opposite end. Fold the fabric around an Inner Rod so that the fabric is now face to face.



With an outer sleeve ready, pinch the fabric around the end of the inner rod making a snug wrap of fabric around the Inner Rod and slide the Outer Sleeve over the fabric and the inner rod.

Pull the outer sleeve straight across the width of the fabric until it is flush with each fabric side hem. Push the inner rod in until it is flush with outer sleeve.

Repeat this process for every pleat.



# 6

## Finishing the Bars

Slide the cord guides on to the outer sleeve track and finish with end caps. Please note that the Bottom Pockets should be secured in line with the cord guides above it and with the lift lines from the headrail. Bottom pockets should be locked into position by pressing the "locking arm" of the Bottom Pocket into the track of the Outer Sleeve.

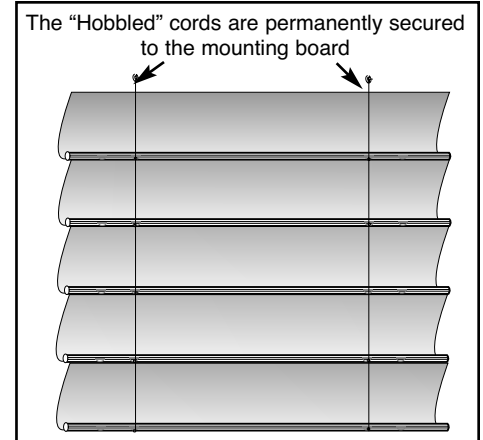
- If making a Hobbled Roman Shade, go on to step 7.
- How to use RollEase adjustable Bottom Pockets, see step 8.

Otherwise, attach and string your shade as usual.

## Making A Hobbled Shade

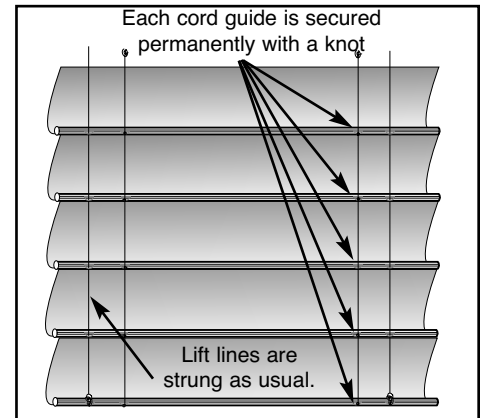
# 7

- Assemble your lift system mounting board as usual.
- Attach your shade to the mounting board as usual.
- Determine the location of the "Hobbled Cord". A screw-eye can be used to secure the Hobbled Cord to the mounting board. Make sure the screw eye and Hobbled Cord location will not interfere with brackets, the movement of the traversing shaft or any other part of your lift system.



- Determine the curvature of the hobbled pleat you are trying to achieve. With the shade temporarily but securely hanging, insert a line down through the inside set of cord guides, allow approximately 6 inches of excess cord at the bottom.

- Starting with the topmost cord guide, tie the lift cord securely to the top cord guide to achieve the desired curvature of the pleat. Do all of the rest of the cord guides on the same pleat before moving down to the next pleat. Secure the entire shade, making sure all the pleats are parallel, square and each has the desired curvature.



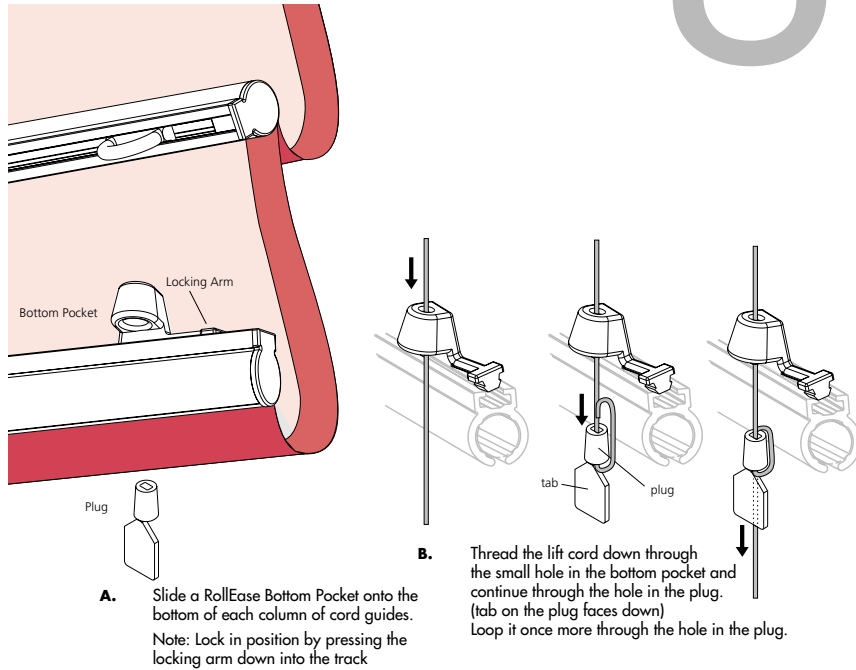
**Hint:** To ensure your knots do not loosen over time, a drop of glue on the knot helps prevent any slippage.

- String and attach your lift line as usual. Make sure the tension on all of the lift lines are equal with no slack at any point, especially when the shade is lowered completely.
- Hang the shade in the window as usual.

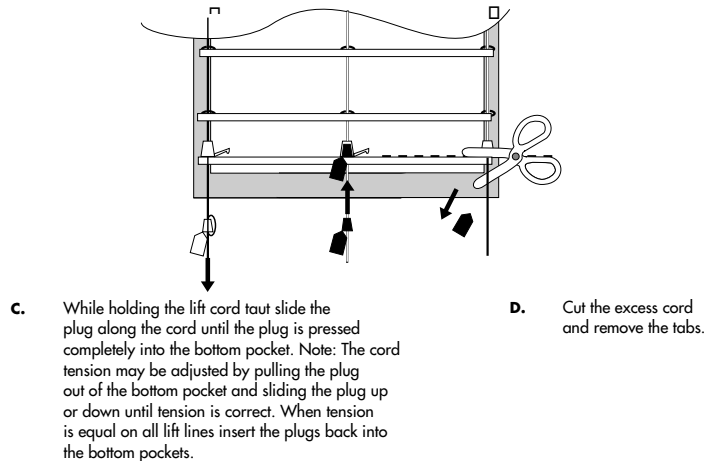
## Attach the easily adjustable RollEase Bottom Pockets:

Make the tension equal across all lift lines. Use RollEase Bottom Pockets or hand tie the lift lines to the bottom set of cord guides.

# 8



\* Steps A thru D are to be repeated for each lift cord. They are illustrated side by side for clarity. The part to be moved in each step is shown solid black. **IMPORTANT:** Tension must be equal on all cords.



## 9. Final tips

- Always transport the shade in the all-the-way-up position.
- If not using Rollease Bottom Pockets...to ensure any knots do not loosen with time, a drop of quick-drying clear glue can be applied to the knot.

