

How to Install Custom Window Shades

Print-Friendly Customer Guide

Before drilling:

Read the complete instructions, confirm the ordered width, and identify the mounting location. Brackets must be installed level and aligned for smooth shade operation.

Tools Needed	Included Hardware	Bracket Notes
• Cordless drill or screwdriver • 1/4 in. hex drive attachment • Tape measure • Pencil and level • Possibly a 3/32 in. drill bit • Wall anchors when needed	• 2 universal brackets • 4 x #6 x 3/4 in. self-tapping screws (wood, sheet metal, aluminum) • 2 flat-head screws for clutch side (inside/jamb mount) <i>Mollies/toggles for plaster, drywall, or concrete are not included.</i>	• Universal brackets may be mounted left or right, inside, outside, or on the ceiling. • Install brackets perfectly level. • Standard bracket length: 1 3/8 in. • Extended bracket length: 2 3/8 in.

Professional Installation Tips

- Always measure twice before drilling.
- Install into solid wood when possible or use appropriate wall anchors for the mounting surface.
- Never force the shade into brackets that are too close together.
- Verify all screws are tight before operating the shade.
- If the shade does not roll straight, check bracket alignment with a carpenter's level before making additional adjustments.

Installing the Brackets

The same alignment principles apply to both Inside Mount and Outside Mount installations. For an Inside/Jamb Mount, the brackets install inside the window frame. For an Outside Mount, install the brackets on the wall, trim, molding, ceiling, mullion, or another solid surface.

Step 1: Determine the Mounting Location

Choose where the shade will be installed and confirm the mounting surface is flat, solid, and capable of supporting the shade.

Step 2: Mark the First Bracket

Position the first bracket and mark the screw-hole locations with a pencil. Verify that the bracket is square and properly positioned before fastening it.

Step 3: Install the First Bracket

Fasten the first bracket with the appropriate screws for the mounting surface. Do not fully tighten until the bracket position and level are confirmed.

Step 4: Measure for the Second Bracket

Measure from the outside edge of the first bracket to the exact ordered width of the shade, then mark the location for the second bracket.

- The bracket-to-bracket measurement determines the proper fit of the shade.

Step 5: Level the Brackets

Use a carpenter's level to ensure both brackets are perfectly level with one another.

- A shade that is not level may telescope to one side.
- The shade may operate roughly or wear unevenly over time.

Step 6: Install the Second Bracket

Secure the second bracket with the correct mounting screws. Verify that both brackets are firmly attached and aligned.

Step 7: Check Bracket Alignment

Before inserting the shade, make sure the brackets are not bent inward or outward, are at the same height, and provide adequate clearance for the roller tube and operating mechanism.

Step 8: Install and Test the Shade

Insert the shade into the mounting brackets according to the roller-tube and control system used. Operate the shade several times and confirm:

- Smooth operation
- Proper alignment
- Straight fabric tracking
- Secure bracket engagement

Outside Mount Installation

Outside Mount bracket installation follows the same bracket-positioning and leveling steps above. The difference is the mounting location: the brackets are installed on the wall, trim, molding, ceiling, mullion, or other solid surface rather than inside the window frame.

Outside Mount Reminder

Position the brackets according to the ordered bracket-to-bracket width and use a carpenter's level to keep both brackets aligned. Proper alignment is essential for straight fabric tracking and long-term performance.

Heavy Duty 1 3/4 in. Brackets & Controls

- These rollers use a different idler system than smaller tubes.
- Brackets may be installed on the wall, ceiling, or jamb.
- For wall mounting, level the shade by rotating the two gray plastic inserts on the bracket foot, then tighten the screws.

Before Installing

- Insert the loose bracket onto the idler.
- Rotate the grooved ring so the opening faces the bottom/front.

To Mount the Shade

1. Insert the chain-control end onto the 3/8 in. projection.
2. Slide the idler plug onto the opposite bracket.
3. Rotate the grooved ring until it locks.

Safety

For corded shades, install the child-safety chain hold-down and keep the operating chain secured. Verify the shade operates freely before regular use.

Final Installation Checklist

- Both brackets are secure and level.
- Brackets are not bent inward or outward.
- The shade has adequate side-to-side clearance.
- All screws are tight.
- The shade raises and lowers smoothly.
- The fabric tracks straight on the roller.
- The chain hold-down is installed on corded products.