

CUTTING DOWN MYLAR SHADES

Wear soft cotton gloves while doing this to avoid scratching the mylar

1. Unwrap and roll out the mylar all the way down to bare roller on a clean, flat, surface
2. Take end caps off the bottom bar and slide bottom bar off mylar
3. Using a straight edge and Exacto knife, cut off as much mylar as you need trimmed off the overall width of the shade from the clutch side of the shade
4. Using a hack saw, cut the bottom bar the same width (am I correct that the bar is the same width as the mylar but the end caps make it stick out $\frac{1}{4}$ ' more?)
5. Remove the clutch from the roller if it is in the roller
6. Making sure you are wearing soft cotton gloves and hand roll the shade back up. Re wrap in paper.
7. Place the roller in a vice with cloth between the mylar and the vice. Cut off exactly the same amount of aluminum tube you cut off the mylar (there should be about $\frac{1}{8}$ " of aluminum tube beyond the mylar)
8. Replace the clutch in the roller tube
9. Slip the metal bottom bar back onto the mylar and put the end caps on
10. Hang shade