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## Columbia Basswood Shades

Your Basswood Shades are designed and manufactured under the strictest controls from the finest materials to give you many years of enjoyable use

## Care and Cleaning

With reasonable care Basswood Shades will retain their attractive and functional integrity for years

- Shades should be rolled up during strong winds to reduce the risk of damage to the shade
- Your shades should NOT be rolled up when wet. Although mildew inhibiters are used in our paints and stains rolling when wet can cause mildewing
- Your shade may need to be scrubbed periodically with a soft brush. Rinse thoroughly and allow to dry before rehanging. Your local paint store can suggest a solution to remove dirt or mildew
- After washing, restaining or repainting may be desirable. Original factory applied stains and paints are available direct from Columbia Porch Shade Co. or through the dealer where you purchased your shade
- Replace wind and operating cords as needed
- When hung indoors, replacement and repainting are necessary at less frequent intervals

Note: Stain colors vary due to variances in the porosity and color of the wood at the time of manufacture. Prolonged exposure to direct sunlight may cause a lightening of color. Wood or paint odors may be noticeable but are generally temporary.

# Porch Shade Installation Instructions

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| 1. Open one end of the box and slide out the shade (you can save the box for offseason storage)<br>- Unwrap the operating cord<br>- Set aside wind word<br>- Set aside hardware pack |  |
| 2. Determine where to install screw hooks<br>- Lift the rolled up shade to the opening where it will be hung and mark where the screw hooks should go<br>       *OR*<br>- Measure in to the bracket to locate where screw hooks should be placed leaving ¼ to ½ inch on each edge of opening |  |
| 3. Take the screw hooks from the hardware pack and screw in where marked or measured on wall / ceiling / window opening<br>- Hang the shade on the hooks and roll down about 2 feet |  |
| 4. Installing the wind cord<br>- Screw the 'closed screw eyes' into the floor or wall straight below the hooks the shade hangs on<br>- Tie one end of the wind cord to the closed screw eye at floor<br>- Take the wind cord up the back of the shade and over the hook at the top (if your porch is screened see step 6)<br>- Put the other end of the wind cord through 1 hole into the cord tightener<br>- The end of the wind cord then goes through the closed screw eye in the floor then back up and through the other hole in the cord tightener<br>- With the cord tighteher about 8-12 inches off the floor tie a knot in the wind cord just above the wind cord tightener.<br>- Cut off the excess wind cord above the knot and use the remaining wind cord for the other side of the shade, repeating the same process detailed above in step 4 |  |
| 5. When both wind cords have been installed lift the cord tighteners to snug the wind cord | |
| 6. A screened porch will not need wind cord behind the shade. The screen will stop the shade from blowing outward. Tie one end of the wind cord to the top hook and repeat steps 4 & 5 | |
| 7. To roll the shade down pull the operating cord straight down to release the cord lock<br>- As you roll the shade up, place the end of the operating cord on the shade and roll it up inside the shade<br>- To engage the cord lock and hold the shade at desired height swing operating cord toward center of shade |  |