GENERAL GUIDES FOR SHORTENING CURTAINS
- assuming the length is initially level

1. Providing the overall length is straight and even, all that is necessary is one safety pin (at either end of each curtain) to hold the fabric in position at both these places.

2. The curtains should be hung on your selected track or pole.

3. Close/shut the curtains ensuring the fabric is evenly spread across the track or pole. If using heading tape, this can be pulled up to an approximate desired width.

4. If possible, leave the curtains closed/shut for 5-7 days. This allows the fabric and/or any creasing ‘to drop’.

5. Ensure safety pins are suitable for the fabric type - ideally use fine, small safety pins as large, thick ones may mark the fabric by leaving a hole when removed.

6. If the lining is in the way of the curtain hanging straight, tuck or fold it behind the main fabric, out of the way. It is not necessary to pin this.

7. If the floor is uneven, also use a pin at the curtain’s central position AND pin up both curtains. Make a note of this discrepancy within your alteration notes.

8. If curtains hang in a specific fashion, mark each curtain with a note stating “right or left” etc. This will ensure you rehang them in the same manner as they were initially pinned.