

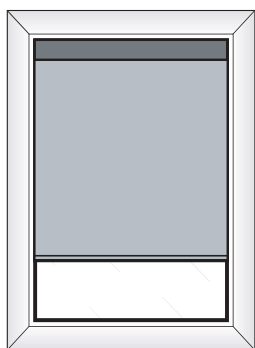


## Things To Remember

- Always use a steel tape for accuracy
- Round each measurement to the nearest  $\frac{1}{8}$ "
- Measure all windows, even those that appear to be the same width and height
- Don't forget to consider the stacking height of the product that you choose (refer to the table on page 4 for product stacking heights)

## Step 1: Determine Type of Mount

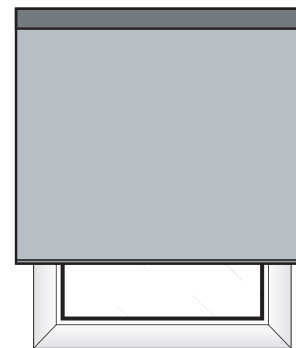
Inside Mount



**Inside mounted blinds** are mounted inside the window casing for a more finished look, especially for windows with attractive molding.

**Outside mounted blinds** are mounted on the wall or molding outside the window casing and cover an area larger than the window itself. Outside mounting requires at least 2" of flat space above the window casing for proper installation of the brackets (see step 3) and approximately 1  $\frac{1}{2}$ " of overlap on each side (a total of 3") to ensure light control and privacy.

Outside Mount



## Step 2: Mounting Depth (Inside Mount Only)

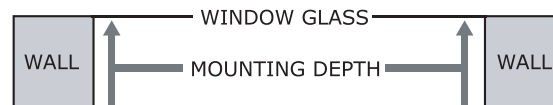
To properly mount a blind or shade inside the window's frame, your frame must be deep enough to accommodate the mounting brackets (see the table below for mounting depth requirements). If the depth of your window's frame is not equal to or greater than the minimum mounting depth, you will need to mount your product outside the window frame (outside mount).

**Flush mount** is the depth required to mount a blind or shade so that it is fully recessed inside the window casing and no portion of the blind or shade protrudes from the window frame.

**Minimum mounting depth** is the depth required to mount a blind or shade inside the window casing (Note: A portion of the blind may protrude from the window frame).

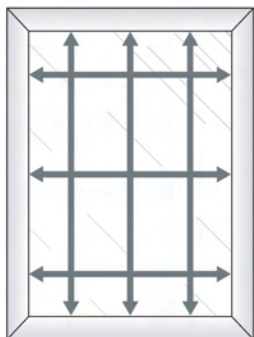
**Please note:** Values in the following table are approximate. Please check individual product pages for exact requirements.

(Overhead View)



	Cellular Shades - 7 $\frac{1}{16}$ "	Cellular Shades - 3 $\frac{3}{4}$ "	Cellular Shades - Double Cell	Cellular Shades - Room Darkening	Cellular Shades - Room Darkening Double Cell	Pleated Shades	Mini Blinds - 1 $\frac{1}{2}$ " & 1"	Mini Blinds - 2"	Roman Shades	Sheer Horizontals	Sheer Verticals	Vertical Blinds	Wood Blinds - 1"	Wood Blinds - 2"	Wood Blinds - 2 $\frac{1}{2}$ "	Wood Blinds - 3"	Woven Wood Shades
Minimum Mounting Depth	1 $\frac{1}{2}$ "	5 $\frac{5}{8}$ "	3 $\frac{3}{4}$ "	5 $\frac{5}{8}$ "	3 $\frac{3}{4}$ "	1 $\frac{1}{8}$ "	1"	2 $\frac{1}{4}$ "	3 $\frac{3}{4}$ "	3 $\frac{3}{4}$ "	2 $\frac{1}{4}$ "	2 $\frac{3}{4}$ "	3"	3"	3"	3"	2"
Flush Mount	1 $\frac{5}{8}$ "	1 $\frac{3}{8}$ "	1 $\frac{5}{8}$ "	1 $\frac{3}{8}$ "	2 $\frac{5}{8}$ "	1 $\frac{1}{2}$ "	1"	2 $\frac{1}{4}$ "	1 $\frac{1}{2}$ "	3 $\frac{1}{4}$ "	4 $\frac{1}{2}$ "	4"	3 $\frac{1}{4}$ "	3 $\frac{1}{4}$ "	3 $\frac{1}{4}$ "	4 $\frac{1}{4}$ "	2 $\frac{1}{2}$ "

## Step 3: Where to Measure (Inside and Outside Mount)



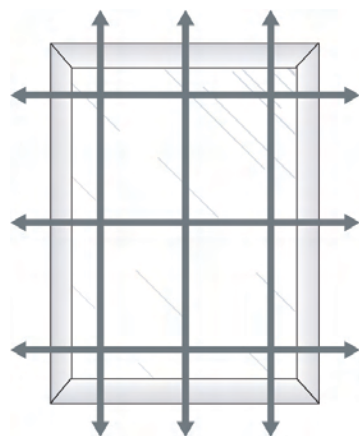
### Inside Mount

Measure the window casing using the table below to determine where to measure your window and which of the measurements to record for ordering your blinds or shades.

**Please note:** Do not take any deductions from your measurements for clearance. The factory will take necessary deductions, specific to each manufacturer, for the proper operation of your blind or shade.

#### Products:

		Cellular Shades	Faux Wood Blinds	Mini Blinds	Panel Tracks	Pleated Shades	Roller & Solar Shades	Roman Shades	Sheer Horizontals	Sheer Verticals	Verticals	Wood Blinds	Woven Woods
Width:	Where to Measure	Top, Center, Bottom	Top, Center, Bottom	Top, Center, Bottom	Top	Top, Center, Bottom	Top	Top	Top, Center, Bottom	Top	Top	Top, Center, Bottom	Top, Center, Bottom
	Measurement to Use	Narrowest	Narrowest	Narrowest	Top	Narrowest	Top	Narrowest	Top	Top	Top	Narrowest	Narrowest
Height:	Where to Measure	Left, Center, Right	Left, Center, Right	Left, Center, Right	Left, Center, Right	Left, Center, Right	Left, Center, Right	Left, Center, Right	Left, Center, Right	Left, Center, Right	Left, Center, Right	Left, Center, Right	Left, Center, Right
	Measurement to Use	Longest	Longest	Longest	Shortest	Longest	Longest	Longest	Shortest	Shortest	Shortest	Longest	Longest



### Outside Mount

Measure the exact width to be covered, making sure the measurement overlaps the window opening by the amounts listed in the table below to ensure light control and privacy. Measure the exact height to be covered including the overlap listed in the table below to allow enough space on the wall or molding to affix the brackets. You can add to this overlap to make a small window appear larger, hide unattractive window molding, or to have the blind or shade stack (see step 4) off of the window when completely raised.

**Please note:** The factory will not take any deductions for an outside mount blind or shade. The blind or shade will be made to your measurements. For roller shades or solar screens, please be aware that the specified width is the "tip-to-tip" size of the operating mechanism on the shade and therefore, the fabric will always be at least 1" less than the specified width.

#### Products:

		Cellular Shades	Faux Wood Blinds	Mini Blinds	Panel Track	Pleated Shades	Roller & Solar Shades	Roman Shades	Sheer Horizontals	Sheer Verticals	Verticals	Wood Blinds	Woven Woods
Window Casing/ Moulding Overlap Width:	Total Overlap	3"	3"	3"	Call Sales	3"	3"	3"	3"	8"	8"	3"	3"
	Each Side	1 1/2" each side	1 1/2" each side	1 1/2" each side	Call Sales	1 1/2" each side	1 1/2" each side	1 1/2" each side	1 1/2" each side	4" each side	4" each side	1 1/2" each side	1 1/2" each side
Window Casing/ Moulding Overlap Height:	Above Top	2" above top	2" above top	2" above top	Call Sales	2" above top	2" above top	2" above top	2" above top	4" above top	4" above top	2" above top	2" above top
	Below Bottom	1 1/2" bottom	1 1/2" bottom	1 1/2" bottom	Call Sales	1 1/2" bottom	1 1/2" bottom	1 1/2" bottom	1 1/2" bottom	1/2" above* floor	1 1/2" above* floor	1 1/2" bottom	1 1/2" bottom

\* If blind extends to floor (i.e., to cover patio door), deduct at least 1/2" for clearance so the louvers don't touch the floor.

## Where to Measure (Special Measuring Situations) - Continued

### Patio Doors

Measure the width of the area to be covered at the place where the headrail will be installed to the nearest  $\frac{1}{8}$ ". The blind should overlap the opening by at least 4" on each side to ensure privacy. Measure the length of the area to be covered and record to the nearest  $\frac{1}{8}$ ". The blind should extend at least 3" above the opening or window molding. For ceiling-to-floor installations for outside mounts on patio doors, deduct  $\frac{1}{2}$ " for proper clearance. To ensure easy access through the door and allow adequate overlap, consider the stack width (see step 4).

### French Doors

To assure against light seepage, measure the width of the glass pane and any additional space that is available without interfering with the door handles. Usually you can go at least 1" on either side past the glass pane. Ideally, add 2" on each side, a total of 4 additional inches to the width. Measure the height of the window glass and add at least 2" at the top to allow room for mounting hardware and 2" below the bottom of the glass to ensure proper coverage. Thus, the total height will be the height of the window glass plus at least 4".

### Wide Windows (Multiple blinds on one headrail)

Measure the width of the window and divide it by the number of blinds. If you require blinds of different widths on one headrail, please call our sales department at 877-702-5463.

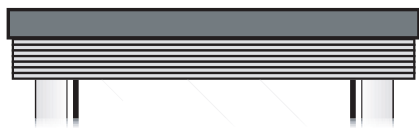
### Cut-Outs

A cut-out is a shade or blind with a small rectangular area removed from it to avoid obstructions like a tile backsplash or window air conditioner to ensure proper operation of your blind. Specific diagrams should be submitted for clarification or contact our sales department directly. Cut-outs are an additional charge.

### Window Cranks

When you are measuring, it's important to remember window cranks. Most often, people take the cranks off if they interfere with the window covering and replace them with T-handles, a small wing nut type crank, for optimal blind performance.

## Step 4: Stacking Height (Outside Mount Only)



To preserve your view, you may choose to have your blind or shade stack completely off the window when it's fully raised. To do this, you will need to add to the height (or width for verticals) measurement. Please refer to the table below for approximate product stacking heights. For panel tracks, please call our sales department.

Horizontal

Approximate Stack	Cellular Shades - Single Cell	Cellular Shades - Double Cell	Cellular Shades - Room Darkening Single Cell	Cellular Shades - Room Darkening Double Cell	Wood Blinds - 1"	Wood/Faux Wood Blinds - 2"	Wood/Faux Wood Blinds - 2" with Tapes	Pleated Shades	Roman Shades	Woven Wood Shades	Mini Blinds - 1/2"	Mini Blinds - 1"	Mini Blinds - 2" Aluminum	Mini Blinds - 2" Vinyl
24"	2 1/4"	2 3/4"	2 1/4"	3 1/2"	6 1/2"	5 1/2"	6 1/4"	3"	8"	6"	3 1/2"	3"	4 1/2"	4"
48"	2 1/2"	3 1/2"	3"	4 1/4"	11"	6 1/2"	7 1/2"	4 1/4"	9 3/4"	9"	4"	3 1/2"	5 1/2"	5"
60"	3"	3 3/4"	3 1/2"	4 1/4"	14"	7 1/2"	9"	4 3/4"	10 1/2"	11"	4 1/2"	4"	6"	6"
84"	4"	4 1/2"	4 1/2"	5 1/2"	19"	9 1/2"	11 1/2"	6"	11 1/2"	14"	5 1/2"	5"	6 1/2"	8"
96"	4 1/4"	4 3/4"	4 3/4"	5 3/4"	21"	10 1/2"	12 3/4"	6 1/2"	12 1/2"	15"	6"	5 1/2"	7"	9"

Vertical

Approximate Stack	Sheer Verticals - One Way	Sheer Verticals - Split Stack (per side)	Vertical Blinds - One Way	Vertical Blinds - Split Stack (per side)
24"	6"	4 1/8"	6 1/4"	4 1/2"
48"	9 1/4"	6"	9 3/4"	6 1/4"
60"	11"	7"	11 1/2"	7 1/4"
84"	14 1/2"	8 1/2"	15"	9"
96"	16 1/4"	9 1/2"	16 3/4"	10"

## Custom Window Covering Measure Worksheet

(Print or copy additional pages when ordering more than 2 windows)

Window #:

Type of Mount: \* ..... = \_\_\_\_\_

Width: (measure from left to right) ..... = \_\_\_\_\_

Overlap right (outside mount only) ..... + \_\_\_\_\_

Overlap left (outside mount only) ..... + \_\_\_\_\_

Total Width: ..... = \_\_\_\_\_

Height: (measure from top to bottom) ..... = \_\_\_\_\_

Overlap top (outside mount only) ..... + \_\_\_\_\_

Overlap bottom (outside mount only) ..... + \_\_\_\_\_

Total Height: ..... = \_\_\_\_\_

Lift Cord: = Left | Right

Tilt Cord: = Left | Right

(Vertical Blinds) Stack: = Left | Split | Right

Spacer Blocks: = Yes | No

Extension Brackets: = Yes | No

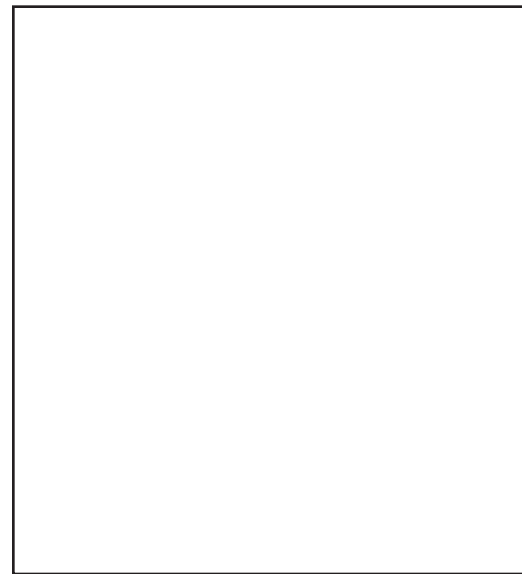
Hold Down Brackets: = Yes | No

\* For Inside Mount blinds and shades, confirm that your window frame has enough depth to affix the brackets, see section on Mounting Depth on Page 2. Outside Mount blinds and shades must have at least 2" of flat surface for brackets. For stacking height information, see chart on Page 4.

Room: \_\_\_\_\_

Product: \_\_\_\_\_

Color: \_\_\_\_\_



Window #:

Type of Mount: \* ..... = \_\_\_\_\_

Width: (measure from left to right) ..... = \_\_\_\_\_

Overlap right (outside mount only) ..... + \_\_\_\_\_

Overlap left (outside mount only) ..... + \_\_\_\_\_

Total Width: ..... = \_\_\_\_\_

Height: (measure from top to bottom) ..... = \_\_\_\_\_

Overlap top (outside mount only) ..... + \_\_\_\_\_

Overlap bottom (outside mount only) ..... + \_\_\_\_\_

Total Height: ..... = \_\_\_\_\_

Lift Cord: = Left | Right

Tilt Cord: = Left | Right

(Vertical Blinds) Stack: = Left | Split | Right

Spacer Blocks: = Yes | No

Extension Brackets: = Yes | No

Hold Down Brackets: = Yes | No

\* For Inside Mount blinds and shades, confirm that your window frame has enough depth to affix the brackets, see section on Mounting Depth on Page 2. Outside Mount blinds and shades must have at least 2" of flat surface for brackets. For stacking height information, see chart on Page 4.

Room: \_\_\_\_\_

Product: \_\_\_\_\_

Color: \_\_\_\_\_

