

## PRECISION PAYS!

- Hunter Douglas window fashions are custom fabricated according to the dimensions given on your order.
- Measurements must be exact to ensure a proper fit.
- The fabricator will not be held accountable for incorrect measurements.

## Measuring Do's and Don'ts

- **Do** always measure the exact window intended for the treatment. Each window opening is unique.
- **Do** always use a  $\frac{3}{4}$ " or 1" steel tape measure.
- **Do** measure the width and write it down; then measure the height and write it down.
- **Do** measure to the nearest  $\frac{1}{8}$ ".\*
- **Do** follow all product specific instructions in this guide.
- **Don't** assume a window is square.
- **Don't** take any deductions. Factory deductions will vary based on product and mounting selection. Please refer to individual product specifications or contact your fabricator for more information.
- Standard measuring procedures apply to all products that fit rectangular windows unless otherwise specified.
- Careful attention must be given to each measurement; measurements that pertain to the mounting areas (headrails) are critical and must be accurate.
- Specialty shapes and applications require special measuring procedures. Some are outlined in these pages; however, when in doubt, please contact your fabricator or have a professional installer measure for a trouble-free installation.

## Inside Mount or Outside Mount?

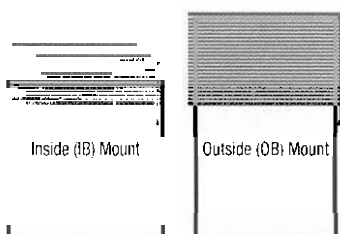
**Inside (IB) Mount** – Shade fits within window frame.

**Outside (OB) Mount** – Shade overlaps window opening.

Be sure to add the desired overlap amount to each side and then add to the total ordered width when ordering an outside mount shade.

**End (EB) Mount** – Shade is mounted at the top left and right side corners.

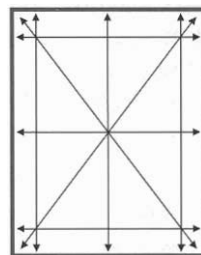
*\*Heritage® hardwood shutters, NewStyle™ and Express NewStyle™ hybrid shutters measure to the nearest  $\frac{1}{16}$ ".*



## Standard Measuring Procedures

### Inside (IB) Mount

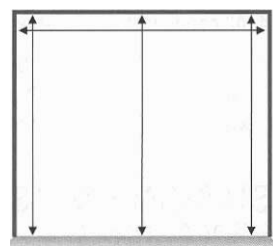
1. Be sure the window opening is deep enough to install the mounting bracket. Refer to the Mounting Chart for recessed mounting depths for each product (page 7).



Inside Mount

2. Measure the width inside the window opening at the top, middle and bottom.

**The top measurement is critical because the headrail must fit. The top measurement should always be the ordered width.** Vertical applications require a top measurement only; middle and bottom measurements are not required.

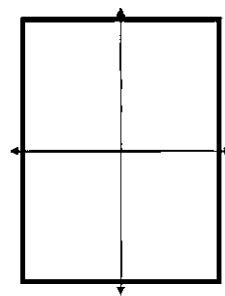


Inside Mount –  
Vertical Treatment

3. Measure the height inside the window opening at the left, right and center.
4. Measure the window on the diagonal. If the two diagonal dimensions are not exactly the same, it may be necessary to specify an outside mount for optimal light control and privacy.
5. **The ordered width should ensure a precise fit for the headrail and allow proper operation of the shade.** If widths in the window vary, order the minimum width necessary to allow the shade to go up and down.
6. **The ordered height should ensure clean operation at the base of the window as well as provide maximum privacy and light control.** If heights in the window vary, order the shortest height for vertical treatments and the longest height for horizontal treatments — **except Silhouette® and Nantucket™ shadings, where the shortest height should be ordered to allow for full rotation of the bottom rail.**

### Outside (OB) Mount

1. Measure the desired width and height. To minimize light leakage, the shade should overlap the window opening at least 2" on each side and at the bottom. Refer to the Mounting Chart for recommended overlaps for each product.



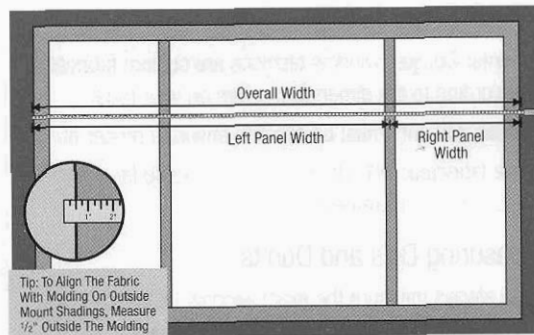
Outside Mount

2. When measuring the height, take into account the requirements for mounting the bracket attachment.

# Measuring Guidelines

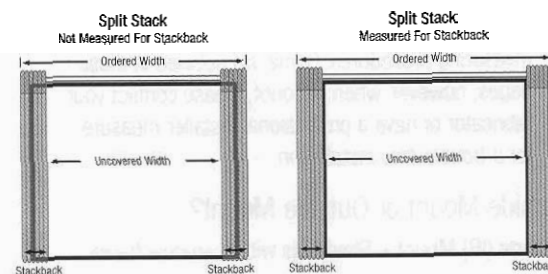
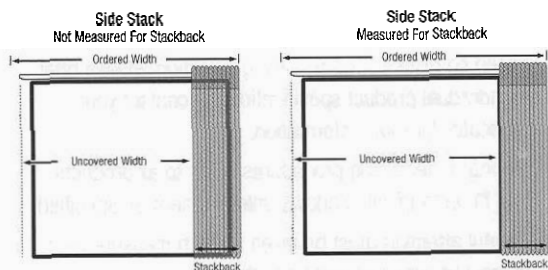
## HOW TO MEASURE FOR UNEQUAL WIDTHS ON TWO- OR THREE-ON-ONE HEADRAIL

1. Measure the overall width. Use the narrowest measurement with inside mounts. With outside mounts, we recommend 3" overlap on all sides.
2. Without moving the tape, measure the location of the desired split (usually a vertical mullion).
3. **Enter all measurements on the order form** — overall width, left panel width, center panel width (if required), right panel width and height.
4. All panel widths combined must equal the overall width.
5. The smaller panel must be at least  $\frac{1}{3}$  the size of the larger panel (Silhouette® and Nantucket™ window shadings, and Vignette® Modern Roman Shades only).



## STACKBACK MEASURING PROCEDURES

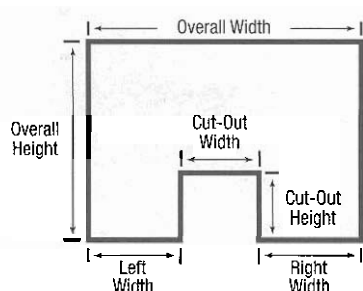
- For a window opening that is to be fully uncovered when the treatment is drawn open.
  - For outside-mounted treatments.
1. Measure the desired uncovered width, rounding your measurement down to the nearest  $\frac{1}{8}$ ". With side stack units, include the desired amount of overlap for the side opposite the fabric stack in this measurement. Refer to product specifications for recommended overlaps, also taking into consideration trim or molding.
  2. Using the stackback charts created for the product in each product section, locate the uncovered width (clear opening) measurement under Split Stack or Side Stack design.
  3. Find the corresponding "stackback" for that range.
  4. Add the stackback to the uncovered width to get the correct width to order.
  5. After determining the correct width to order, confirm that there is enough room to outside mount the treatment on the opening at that width.



## CUT-OUTS

A cut-out is a shade with a small rectangular area removed from it to avoid obstructions, usually from one of the corners or from the bottom. Not all products allow cut-outs. Refer to the specific product section to verify availability.

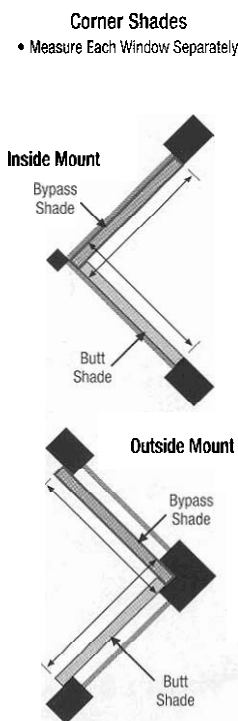
Measure a cut-out like a standard rectangular shade, but also provide detailed measurements of the area to be removed. In addition, mark your measurements on a sketch of the cut-out to ensure accurate communication of the order.



## CORNER WINDOWS

### Butt and Bypass Shades

When two shades butt against each other at a corner, as shown in the overhead views at right, one shade is the "butt" shade and the other is the "bypass" shade. Measure each shade separately using the procedures just described, and then *subtract headrail depth from the butt shade to obtain the proper ordering width*. With outside mounts, remember to allow for overlap on the sides and at the bottom. Refer to the Mounting Chart on pages 7 and 8 for headrail depth for specific products.



## CORNER WINDOWS

### When Not Using Butt and Bypass

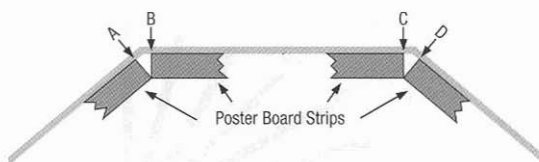
Some window treatments such as Luminette® Privacy Sheers cannot use the butt and bypass. They are then measured to meet in the corner.

1. Measure the width of both openings to the common corner.
2. Deduct the necessary depth of the treatment (deduct 3" for Luminette sheers) from the width of each measurement so they will meet in the corner but not overlap. **Important:** If spacer blocks or extension brackets will be used for extra clearance on outside mounts, add the amount of extra clearance to the deduction.
3. Order the width less the deduction for each window.

## BAY WINDOWS

With bay windows, location of the shade and the ordered width are marked and measured as illustrated below.

1. Determine the depth of the product you are mounting (use 3 1/8" for Luminette sheers) and use this for the width of your poster board.
2. Cut two pieces of poster board (depth determined from #1 above) wide by 12" long. **Important:** If spacer blocks or extension brackets will be used for extra clearance on outside mounts, add the amount of extra clearance to the width dimension of the poster board before measuring.
3. Place the strips in the left angle first and bring them together until the front corners of the poster board meet. Mark points **A** and **B**.
4. Repeat this step for the right side angle, marking points **C** and **D**.
5. Measure between points **B** and **C** to obtain the width measurement of the center window treatment.
6. Measure from point **A** outward to the desired width to obtain the width measurement of the left window treatment.
7. Measure from point **D** outward to the desired width to obtain the width measurement of the right window treatment.



## Note

- Measuring guidelines for shutters often vary from that of other products. Please see the Heritage® hardwood shutters, NewStyle™ and Express NewStyle™ hybrid shutters, and Palm Beach™ polysatin shutters sections for specific information.

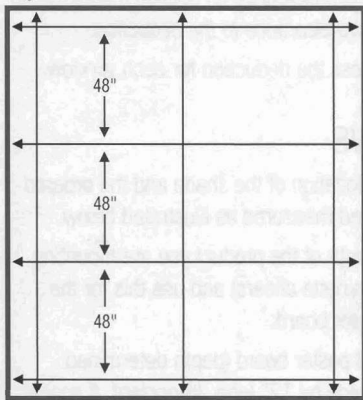
## SKYLIGHTS

With Skyrise® and Simplicity™ shades, the procedures for outside mounts are the same as for standard rectangular shades.

With inside-mounted shades:

- Measure the width and height inside the window opening in at least three locations each.
- If the window opening is longer than 96", measure the width every 48".
- Order the narrowest width and the shortest height.

Skyrise Inside Mount

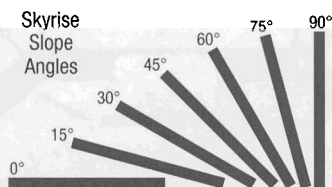


Round your Skyrise inside mount measurements up to the nearest  $\frac{1}{8}$ ", not down as with other inside mounts. The factory deductions take into account the application of compressible foam tape (rail seal) to the outside of the rails.

For fully recessed inside mounts, a 2" minimum mounting depth of the window opening is required. Non-flush mounted inside mounts are not recommended; but, if necessary, a Skyrise shade may protrude up to  $\frac{1}{2}$ ". Note that mounting depths must take into account any obstacles to shade movement, such as window cranks or handles.

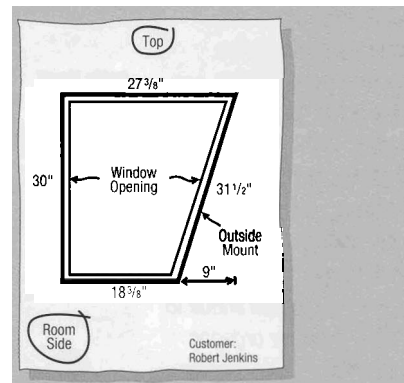
Outside mounts require only a  $\frac{1}{2}$ " flat surface for bracket attachment.

In addition to shade measurements, the angle of the window should also be noted on the order form.

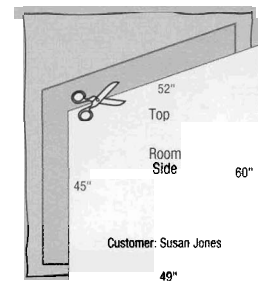


## FIVE STEPS TO AN ACCURATE TEMPLATE

1. Tape butcher paper or heavy wrapping paper over the window opening, allowing plenty of overlap. Use paper that has never been folded; a template can have no folds or creases.
2. Draw an exact outline of the window opening by carefully tracing over the inside edge of the window frame with a fine tip pen or marker.
3. Remove the paper from the window opening. If the shade is an outside mount, add the desired amount of overlap to the window outline and draw a second outline around it to match the shape of the finished shade.
4. Mark the shade dimensions on the template. Check that the template dimensions match your measurements of the actual window opening. It is easiest to verify by cutting out the template and repositioning in the window opening.
5. Identify the template and its orientation. Write the customer's name on the template, and mark the "ROOM SIDE" and "TOP". Roll up the template and place it in a mailing tube to include with the order. **Do not fold the template.**



*Important: Template must be cut out in the exact shape of the window opening and tested in the window for correct fit.*



## TEMPLATES MAKE THE DIFFERENCE!

Templates are required with all specialty shaped orders (except Heritage® hardwood shutters, and NewStyle™ hybrid shutters and Bridgeway™ specialty shapes). Easy-to-use guidelines for preparing templates appear on page 4.

*Note: One template required for each window.*

### Angular and Triangular Windows

Either the top or bottom of the shade is sloped or angled.

1. Measure all sides to ensure accurate fabrication.
2. Measure the inside of the window opening for inside mounts.
3. For outside mounts, add the desired amount of overlap
4. Slope angle must be measured in degrees using a protractor.
5. Record all measurements on the template you create for the shade.
6. Use the tallest height and widest width measurements when pricing the shade, unless otherwise specified.

Key (see Figure 1)

- LH: Left Height
- RH: Right Height
- W: Width
- S: Slope

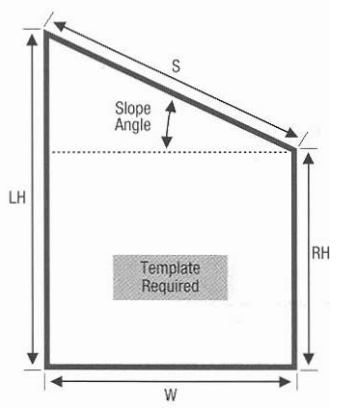
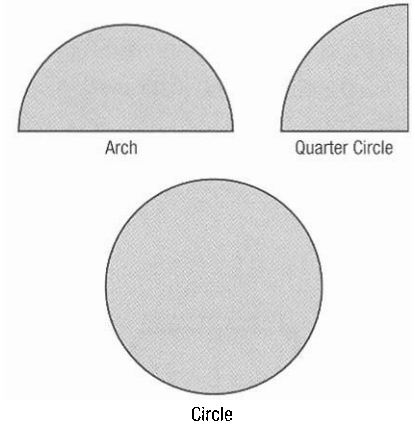


Fig. 1

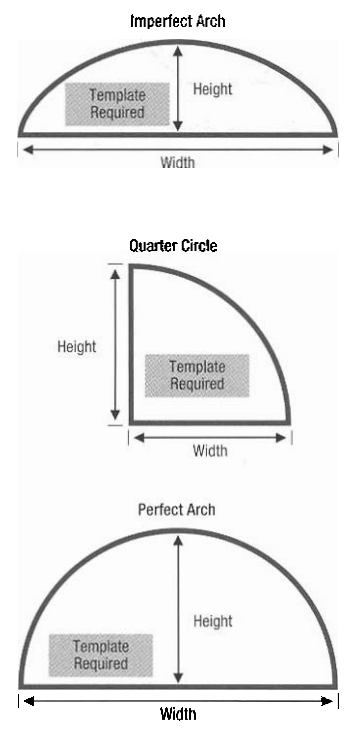
### Arched, Circular and Quarter Circle Windows

1. For inside mounts, measure the exact width and height inside the window opening.
2. For outside mounts, measure the desired width and height.
3. Measure the height at its tallest point.



### Check Yourself

- With quarter circles, height will equal width. In perfect arches, height will equal one-half the width.
- With imperfect arches or eyebrows, exact height/width relationships do not occur, so extra care must be taken to ensure a good fit (see below).
- Imperfect arches have a minimum height limitation. Generally, height should not be less than 25% of the overall width.

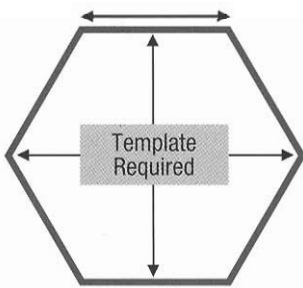


## SPECIALTY SHAPES

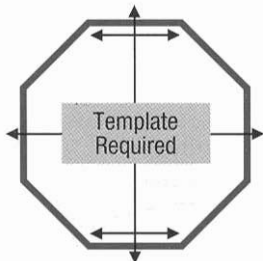
One or more sides of the shade are angled. These include hexagons, octagons, trapezoids, bays and bows.

### Hexagons and Octagons

1. Measure the window height and width appropriately for an inside or outside mount.
2. Measure the width at the shade's widest point.
3. Measure and indicate top rail width and bottom rail width.



Inside Mount

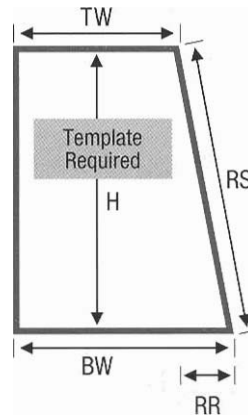
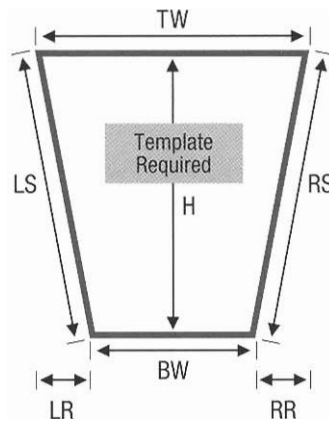


Outside Mount

### Trapezoids

1. Measure the window height, the top and bottom widths, and the length of the sloped side(s).
2. Measure what the width reduction of the shorter rail will be on each side (see below). The maximum differential is 9" per side.
3. Record all measurements on your template.

*Note: The maximum rail differential varies by product. Refer to the specific product sections for maximum reductions.*



### Key

- |     |            |     |                 |
|-----|------------|-----|-----------------|
| TW: | Top Width  | BW: | Bottom Width    |
| RS: | Right Side | RR: | Right Reduction |
| LS: | Left Side  | LR: | Left Reduction  |
| H:  | Height     |     |                 |