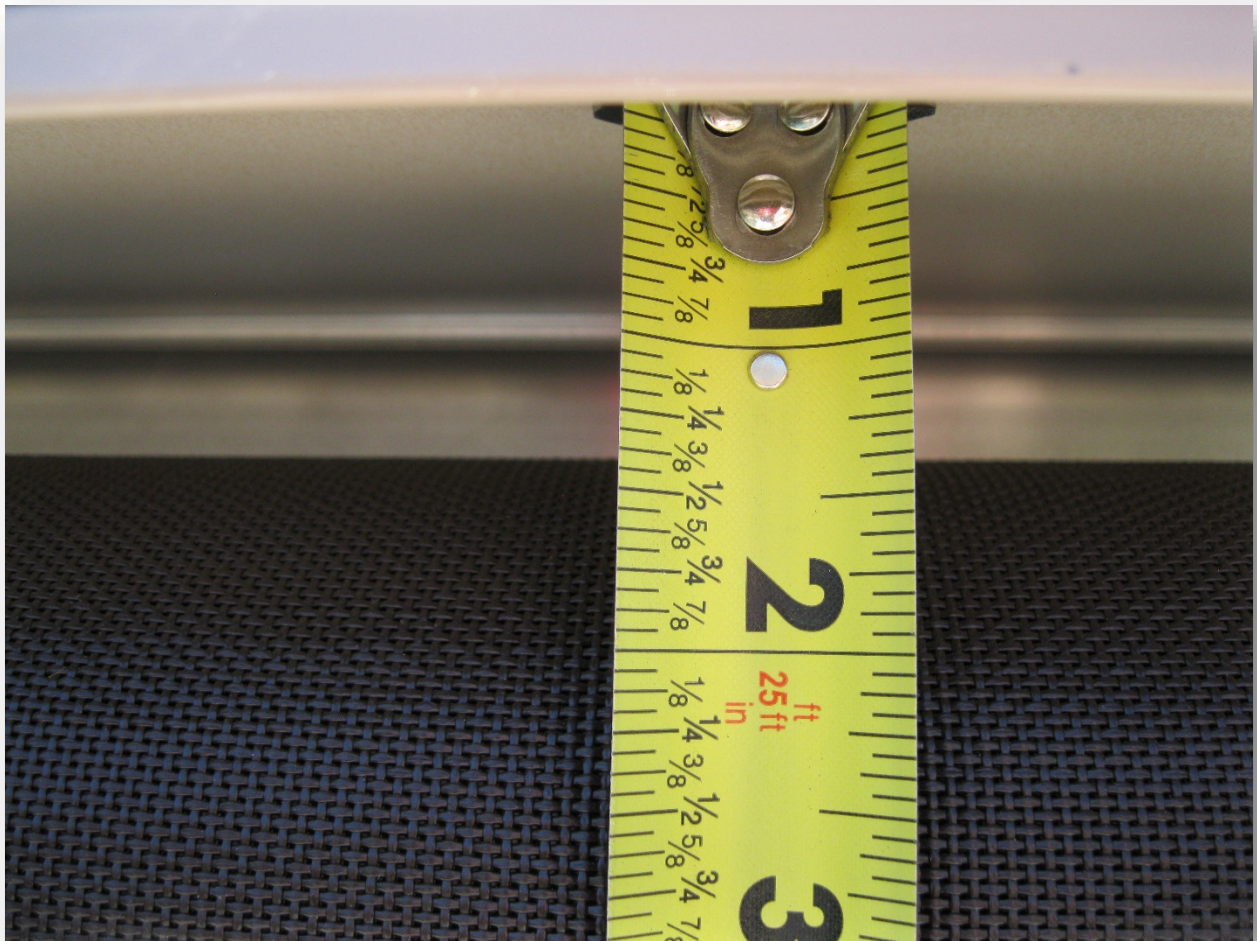


HOME DECOR

WHOLESALE FABRICATORS

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HOW TO MEASURE



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HOW TO MEASURE

General Overview

Measuring your windows for Blinds, Shades or Interior Shutters is easy. Let's start with a few general rules that apply to all of the window treatments that **HOME DECOR** sells. Remember: it's best to measure TWICE and order ONCE.

- **Rule 1.** Always measure the exact window intended for the treatment. **Every window opening is unique.**
- **Rule 2.** Always use a **steel tape measure or a quality laser measuring device.** Never try to measure your windows with a cloth tape, ruler, or yardstick. Having a steel tape measure with 1/8th inch increments marked on tape will be a great help to you when measuring.
- **Rule 3.** Measure down to the **nearest 1/8th** of an inch and **do not round up** your measurements. Meaning, don't measure 35 3/8" and call it 35" or 36".
- **Rule 4.** When writing down your measurements, be sure to indicate which measurement is the width and which is the height and **ALWAYS note the width first, then the height.** A common mistake that customers make is transposing the numbers. Be sure not to get them backwards. Since these are custom made products, it's generally very hard to have a size modified and it can get costly to have them remade.

Measuring Example

Your window is 34 3/8" wide by 58 1/4" high (tall). Think of it in these terms, Width is horizontal (horizon), left to right, and height is vertical, top to bottom. Your written measurements would look something like this... 34 3/8" x 58 1/4"



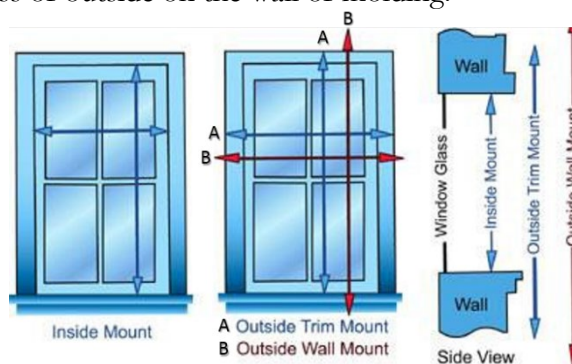
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Choose Inside or Outside Mount

Before taking any measurements, step back from your window and decide if you want to mount the window inside of the recess or outside on the wall or molding.



Inside Mount

For an inside mount, the window opening must have enough unobstructed depth to allow mounting. Be sure to look for obstructions like window locks, window cranks, etc. For an inside mount, **HOME DECOR** will make a size deduction to allow for operating clearance. With most products we will deduct up to 1/4" from each side. For a flush, Inside mount (the blind is completely recessed so that no part of the blind projects out of the opening), check that you have enough depth.

HOME DECOR usually recommends an inside mount whenever possible, because it provides a cleaner look.

- 1) Measure the window width in three spots: **top, middle and bottom**. You will want to provide us with the **narrowest** measurement of the three.
- 2) Measure the height of the window in three spots: **far left, middle, and far right**. You will want to provide us with the **longest** measurement (If measuring for a zebra shade or vertical, you must provide the **shortest** measurement).
- 3) Do NOT take any deductions, our factory takes those allowances.
- 4) You need to provide **HOME DECOR** with your EXACT WINDOW SIZE OPENING. Do not use the size of an existing blind in that window.



Outside Mount

An outside mount can make a window appear larger or hide an unattractive window. When you specify outside mount, **HOME DECOR** will not take any size deductions. Your blind will be made at the exact size you specify. Therefore, you must **ADD** to the opening measurement to allow for overlap and mounting brackets.



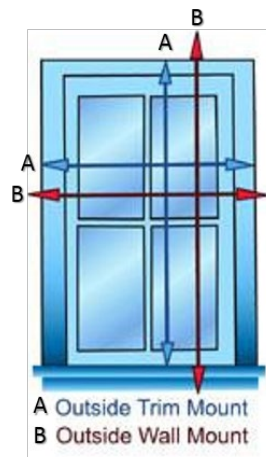
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On outside mount window treatments, it will be necessary to add height to the treatment as well as width.

- 1) Measure the window width in three spots: **top, middle, and bottom**. You will want to provide us with the **widest** measurement of the three, **plus the over-lap**.
- 2) You will want to measure the window height in three spots: **far left, middle and far right**. You will want to provide us with the **longest** measurement, **plus the over-lap**.
- 3) Rule of thumb is to **add 6 inches to the height and 6 inches to width**. This allows for 3 inches overlap to help reduce light seepage. Sliding doors with Vertical Blinds only require an additional 2 inches in height above casement and 6 to 8 inches to width depending on obstructions.
- 4) You need to provide the **exact overall blind size** needed by adding the necessary coverage to the width and height of the opening. **HOME DECOR** makes most outside mount blinds the exact width and height you specify. *NOTE: The height includes the OVERALL blind which includes the headrail, etc.*



Measuring for a French Door

When ordering for a French door blind, select **Outside Mount** and give the exact measurements that you want the blind or shade to be, not the size of the window or glass. The overall size of the blind or shade is up to you, just make sure you avoid any obstructions such as lever door handles (see obstructions in picture) or window cranks and allow for proper window light coverage.

EXAMPLE: The picture on the right shows the lever handle on the right side of the door, so you would want to order your controls on the left for this application to avoid added obstructions.

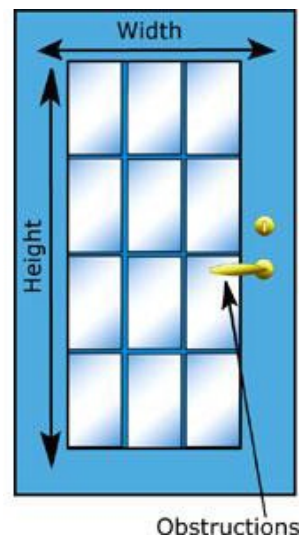
We also recommend you order hold down brackets to prevent you window blind from swinging around when you open and close the door.

Width

To minimize light gaps, measure the width of the glass pane and add some additional width, but make sure that it will be free from any obstructions. Our recommendation is to add at least 2 inches to the width (1" on each side pass the glass pane or trim if possible).

Height

Measure the height of the window glass/trim and add at least 2 1/2" at the top to allow room for mounting hardware and 2" below the bottom of the glass/trim to ensure proper coverage and to allow for the hold down brackets to be mounted. Your total height addition should be at least 2 1/2" to allow for proper coverage.



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Doors with Trim Rings

Some French doors have the trim around window, in this case, you would want to order a Spacer for the door. This will allow the blind to clear the trim ring. For a horizontal blind, we will add length to the return on the valance to make up the difference.

HOME DECOR does not recommend 2.5" blinds on French Doors with trim ring. If you do order it, you will want to order 2 Spacers per side.

Measuring for an Inside Mount Bay Window

Measuring for Bay Windows can be an easy task if you follow our directions. Generally, even with the most precise measurements there will be light/privacy gaps in the corners. This occurs when two blinds or shades meet in a corner and only the front edges meet up and the blind or shade itself is normally slightly smaller in width than the headrail. This should not be considered a measuring mistake.

Determine Bracket/Headrail Depth

To start measuring you need the depth of the bracket/headrail for the blinds type you wish to use. Select the product you are using in the Bay Window and write down the depth value associated with it.

HEADRAIL DEPTH FOR ALL HOME DECOR PRODUCTS	
2" and 2.5" Blinds	Depth: 2 1/2"
1 1/2" and 1" Aluminum Blinds	Depth: 1 3/4"
3/4" Cellular Shades with Standard Lift	Depth: 2 1/4"
1 1/2" Cellular Shades with Standard Lift	Depth: 1 7/8"
3/8" Cellular Shades with Standard Lift	Depth: 1 7/8"
Roman Shades	Depth: 1 7/8"
Roller Shades (Windows less than 60" Wide)	Depth: 2 1/2"
Roller Shades (Windows 60" or Greater Wide)	Depth: 3 1/8"
All Vertical Blinds	Depth: 3 1/4"
Window Shadings	Depth: 3 1/8"



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Determine Widths of Each Blind Needed

Now measure the widths of each blind needed for the bay window.

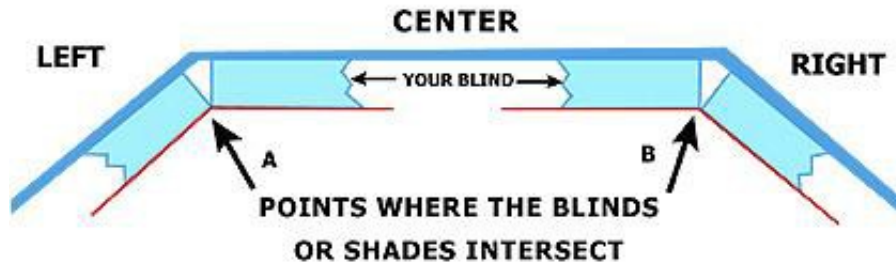


FIGURE 1

- 1) **Where the Left section meets the Middle section:** From the Left window section measure out the distance of the depth of the blind type you are using. At this point, make a small mark on your ceiling as demonstrated by the red line in FIGURE 1.
- 2) **Where the Middle section of the window meets the Left section:** From the Middle window Section, measure out the distance of the depth for the blind type you are using. At this point make a small mark on your ceiling demonstrated by the red line in FIGURE 1.
- 3) At the point where these two marks meet is the point where the blinds will butt up against each other. This will be **POINT A**.
- 4) **Where the Right section of the window meets the Middle section:** From the Right window section, measure out the distance of the depth for the blind type you are using. At this point, make a small mark on your ceiling demonstrated by the red line on FIGURE 1.
- 5) **Where the Middle section of the window meets the Right section:** From the Middle window section measure out the distance of the depth for the blind type you are using. At this point make a small mark on your ceiling demonstrated by the red line on FIGURE 1.
- 6) At the point where these two marks meet is the point where the blinds will butt up against each other. This will be **POINT B**.
- 7) Now measure the distance from **POINT A to POINT B**. Subtract $1/8''$ from this distance and that is the width of your Middle blind (Shown in Light Blue in FIGURE 1).
- 8) Measure from the **left side of the left wall to POINT A**. Subtract $1/8''$ from this distance and that is the width of your Left blind (Shown in Light Blue in FIGURE 1).
- 9) Measure from the **right side of the right wall to POINT B**. Subtract $1/8''$ from this distance and that is the width of your Right blind (Shown in Light Blue in FIGURE 1).
- 10) **Order as an Outside Mount** (so no deductions are taken by **HOME DECOR**) and in the 'Notes' Section of the order page **request Inside Mount Brackets** if mounting to the ceiling or top of window opening.



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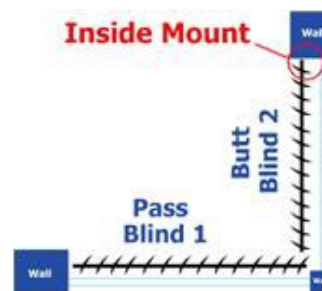
Measuring for a Corner Window

Determine if you are mounting the blinds in an inside mount or an outside mount and use the appropriate instructions below.

Inside Mount

Blind 1 on 1st Window (The "Pass" Blind)

- **WIDTH:** Measure the exact width of the window opening. This is the width of Blind 1.
- **HEIGHT:** Measure the height of the window opening. This is the height of Blind 1.



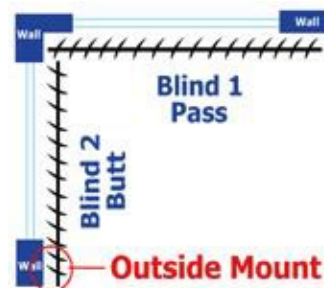
Blind 2 on 2nd Window (The "Butt" Blind)

- **WIDTH:** Measure **exact width** of the window opening. Find the product you are measuring for from the Headrail Depth Chart on Page M-5 and **deduct its depth** from the width you just measured. This new value will be the width of Blind 2.
- **HEIGHT:** Measure the **height** of the window opening. This is the height of Blind 2.

Outside Mount

Blind 1 on 1st Window (The "Pass" Blind)

- **WIDTH:** Measure from the **corner of wall** to desired width of the blind. This is the width of Blind 1.
- **HEIGHT:** Measure the height. Add a **minimum overlap of 5" height, 3" to the top and 2" to the bottom**. This will allow the blind to cover the window and allow for maximum window coverage. This is the height of Blind 1. (Note: If the window still protrudes, then add only for allowance above the window.)



Blind 2 on 2nd Window (The "Butt" Blind)

- **WIDTH:** Measure from the **corner of wall** to desired width. Find the product you are measuring for from the Headrail Depth Chart on Page I-5 and **deduct its depth** from the width you just measured. This new value will be the Width of Blind 2.
- **HEIGHT:** Measure the height. Add a **minimum overlap of 5" to the height, 3" to the top and 2" to the bottom**. This will allow the blind to cover the window and allow for maximum window coverage. This is the height of Blind 2. (Note: If the window still protrudes, then add only for the allowance above the window.)



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Measuring Horizontal, Cellular, Roller, Roman & Cellular Shades

Inside Mount (ISM)

Inside mount is selected when the blind will be mounted inside of the window frame. This is the preferred method of mounting in most cases because the blind will take up less space in the room and has a more finished look.

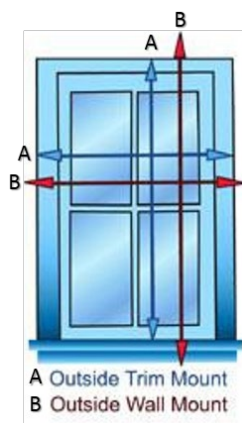
- **WIDTH:** Measure at the top, middle and bottom of the window opening and use the narrowest dimension. Measure to the nearest 1/8". This will be the ordered width of the blind to be written on the order form.
- **HEIGHT:** Measure at the left, right and center of the window opening and use the longest dimension. Measure to the nearest 1/8". This will be the ordered height of the blind to be written on the order form.
- **DEDUCTIONS:** The standard deductions for inside mount on cellular shades are 1/4" on width and nothing for the height. The standard deductions for inside mount on horizontals are 1/2" on width and nothing for height. PLEASE do not make any of these deductions when ordering the width of the blind.



Outside Mount (OSM)

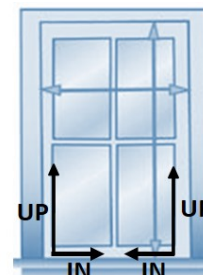
Outside mount is selected when the blind will be mounted outside of the window frame on either the wall or molding. This is ideal for more light and privacy control.

- **WIDTH:** Measure where the blind is to cover in width. The suggested ordering is to overlap the window opening by 1" on each side for a total of 2" added to the width of the window opening.
- **HEIGHT:** Measure where the blind is to cover in height. Allow for enough space for the mounting brackets along with the headrail. To cover the bottom of the window, the suggested ordering is at least 4", allowing for 2" above the window opening and 2" below the window opening. If there is a window sill or molding, PLEASE take that into consideration. When ordering the height consider where the blind will be mounted and when spacer blocks will be needed.
- **DEDUCTIONS:** There are no standard deductions when ordering Outside mount.



Cut-Outs

For Cut-Outs, from the bottom, measure IN how much must be taken off the width and UP how much must be taken off the height.



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Measuring Vertical Blinds & Panel Tracks

Inside Mount (ISM)

Inside mount is selected when the blind will be mounted inside of the window frame. This is the preferred method of mounting in most cases because the blind will take up less space in the room and will close out more light.

- **WIDTH:** Measure at the **top** of the window opening. Measure to the **nearest 1/8"**. This will be the ordered width of the blind to be written on the order form.
- **HEIGHT:** Measure at the **left, right and center** of the window opening and use the **shortest dimension**. Measure to the **nearest 1/8"**. This will be the ordered height of the blind to be written on the order form.
- **DEDUCTIONS:** The standard deductions for Inside mount are 1 / 4" for the width and 1 / 4" for the height. Valance will be 3 / 4" wider than ordered width with 1" returns. **PLEASE do not make any deductions when ordering.**

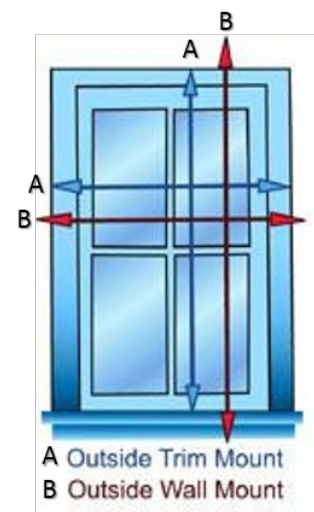


Inside Mount

Outside Mount (OSM)

Outside mount is selected when the blind will be mounted outside of the window frame on either the wall or molding.

- **WIDTH:** Measure where the blind is to cover in width. The suggested ordering is to **overlap the window opening by 3-4"** on each side for a total of 6-8" added to the width of the window opening, depending on the ordered width of vertical.
- **HEIGHT:** Measure where the blind is to cover in height. In order to allow for enough space for the mounting brackets along with the headrail and to cover the bottom of the window, the suggested ordering is **at least 2" extra**, allowing for 2" above the window opening. If there is a window sill or molding, **PLEASE remember to take this into consideration when ordering the height, considering where the blind will be mounted.**
- **DEDUCTIONS:** There are no standard deductions when ordering Outside mount, and there is a deduction of 1 / 4" on length. Valance will be 1 1/2" wider than ordered width with 5" returns. **PLEASE do not make any deductions when ordering.**



A Outside Trim Mount
B Outside Wall Mount

