

## EASY MEASURING GUIDE

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### MEASURING BASICS

Measuring for window coverings is not difficult if you follow these simple guidelines.

1. Use a steel measuring tape with an imperial scale (inches and fractions). Window coverings are ordered and fabricated using imperial measurements (not metric).



2. ALWAYS indicate the **WIDTH** measurement first, then the **HEIGHT**. (**W x H**).
3. The actual measurements you take will be dependent on the **TYPE** of window treatment you will be ordering.
4. Download and print our Measuring Sheets to record your measurements.
5. Say your measurements out loud as you (or a helper) write them down. This helps insure you write it correctly.
6. Work from Left to Right. Always start in the room working from the left window closest to the door and work your way around. That way you won't miss a window.
7. Measure Left to right. This way you will be reading the tape measure right side up.

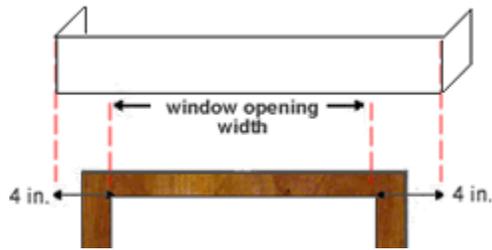
## MEASURING FOR VALANCES

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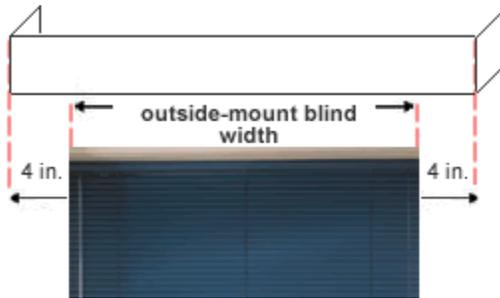
### 1. Determine your "Valance Width"

- To do this, measure your window opening width (the total width from the inside edge of the window casings). Now add at least 8" to this measurement (minimum of 4" for each side) to determine your **total valance width**.

(Example: 40" window opening + 8" (4" x 2) = 48" valance width.)



- **Note:** If you are layering your top treatment over a blind or shade and the blind is an Inside Mount, then your valance width should be 4" wider than what it is covering. In cases of an outside mount blind, you would measure the total width of the blind, and then add 8" (4" for each side) to that measurement.
- (Example: 48" wide outside-mount blind + 8" (4" x 2) = 56" *valance width*.)



## 2. Determine how much projection you need (if layering over an existing treatment)

- If you are layering the top-treatment over an existing covering, you must determine the projection of the top treatment to make sure it won't interfere with the operation of the covering. Your top treatment projection should be at least 2" more than the product it is covering.

(Example: If the drapery rod projects 6" from the wall, your top treatment would need an 8" projection. If a vertical blind had a 5 1/2" projection in the open position, you would need an 7 1/2 " projection for your top treatment.)

Use these measurements to determine if you will have enough projection. If not, you may need to purchase an extension bracket to gain the necessary wall projection required for mounting.

<b>Hardware Type</b>	<b>Bracket Projection from Wall (some are extendable)</b>
Basic 2" Curtain Rod (for Box-Pleat Valance)	2 - 5"
Metal Hardware	3 1/2" - 5"
Wood Hardware	3 1/2"