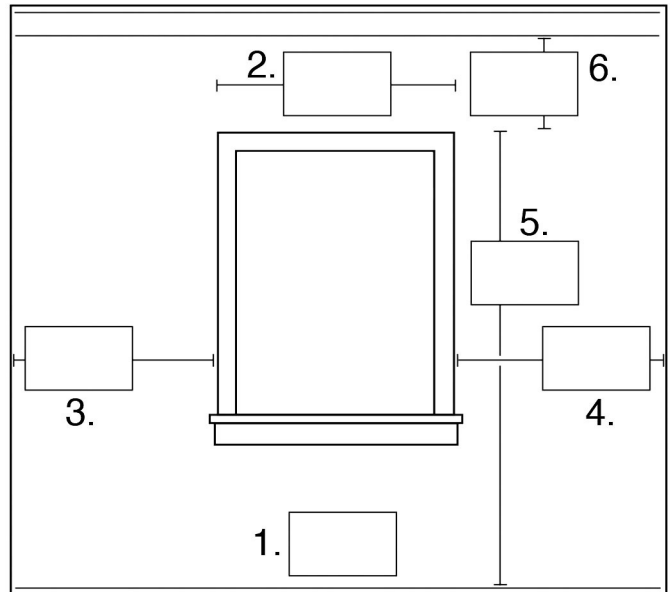


Working Measurements - Draperies

How to measure your window for Draperies

Collect the following information:

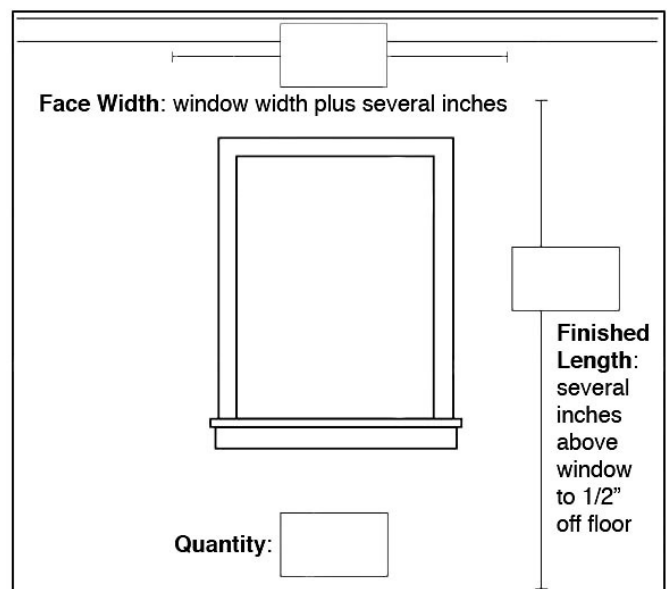
- 1. Quantity:** the number of windows of the same size.
- 2. Window Width:** the horizontal size of the window including trim (molding).
- 3. and 4. Left and right restrictions:** the horizontal space from outside the window trim to the nearest adjoining window, wall, cabinet or other obstruction.
- 5. Top of Window to Floor:** the vertical distance from top of window trim to touching the floor.
- 6. Top of Window to Ceiling:** the vertical space between the top of the window trim and the ceiling or crown molding.



How to determine finished measurements for Draperies

- Indicate the **Quantity** of window treatments of the same size, style and fabrics.
- Determine the drapery's **Face Width**. Add several inches (up to 8" for single windows, 12" or more for larger windows) to **each side** of the window width, as space allows. This allows a functional drapery to clear the window's glass when open. The same principle applies to stationary side panels.
- Determine the drapery's **Finished Length**. Measure from several inches (usually 4" to 6"*) above top of window trim, as space allows, to touching floor. Subtract 1/2" for draperies to clear floor.

Design Professionals place window treatments outside and above windows to enhance apparent window size and reveal maximum light and view.

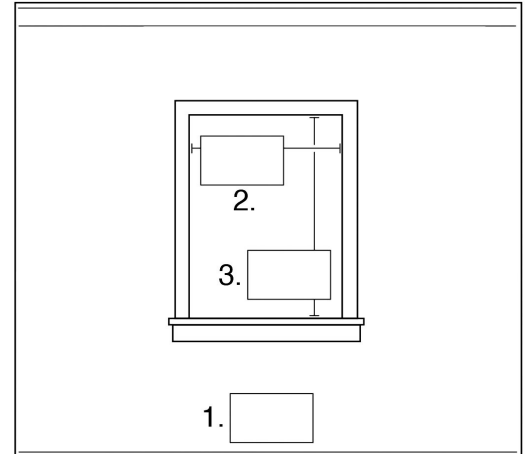


Working Measurements - Shades

How to measure your window for an inside-mounted Shade

Collect the following information:

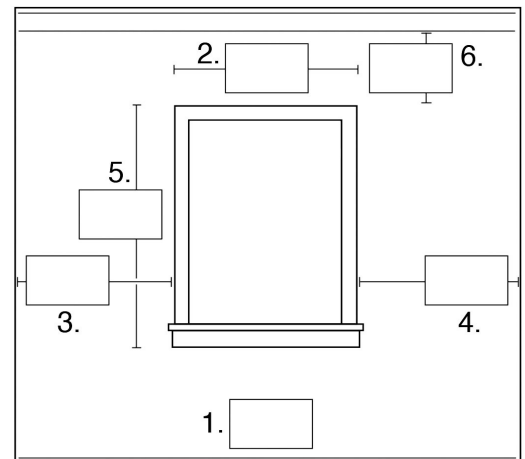
1. **Quantity:** the number of windows of the same size.
2. **Inside Width:** the horizontal size of the window inside the trim (molding).
3. **Inside Length:** the vertical distance inside the trim.



How to measure your window for an outside-mounted Shade

Collect the following information:

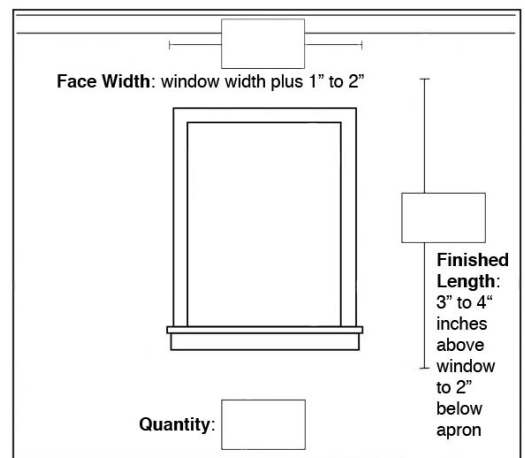
1. **Quantity:** the number of windows of the same size.
2. **Window Width:** the horizontal size of the window including trim (molding).
3. and 4. **Left and right restrictions:** the horizontal space from outside the window trim to the nearest adjoining window, wall, cabinet or other obstruction.
5. **Top of Window to Apron:** the vertical distance from top of window trim to the apron.
6. **Top of Window to Ceiling:** the vertical space between the top of the window trim and the ceiling or crown molding.



How to determine finished measurements for a Shade

- Indicate the **Quantity** of window treatments.
- For inside mounts, subtract 1/4" from the inside width for **Face Width**; add 1/2" to the inside length for the **Finished Length**.
- For outside mounts, add 1" to the window width for **Face Width**; add 6" to the window to apron measurement for **Finished Length**. Plan to mount so shade extends 4" above and 2" below window, if space allows.

Outside-mounted Shade

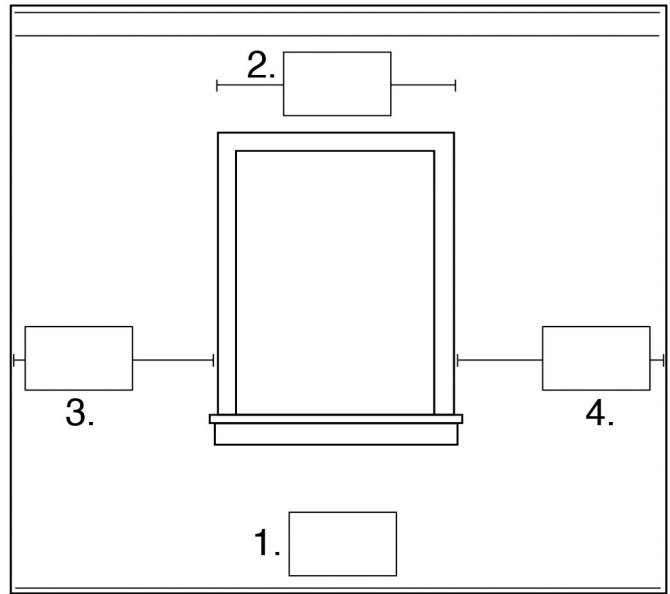


Working Measurements - Top Treatments (Valances, Swags and Cornices)

How to measure your window for a Top Treatment

Collect the following information:

- 1. Quantity:** the number of windows of the same size.
- 2. Window Width:** the horizontal size of the window including trim (molding).
- 3. and 4. Left and right restrictions:** the horizontal space from outside the window trim to the nearest adjoining window, wall, cabinet or other obstruction.



How to determine finished measurements for a Top Treatment

- Indicate the **quantity** of window treatments of the same size, style and fabrics.

- Determine the valance's **face width**:

For a top treatment as the only treatment on the window, add 1/2" to 1" to **each side** of the window width, as space allows.

For a top treatment that goes over draperies, use the drapery face width as the valance face width.

Design Professionals place window treatments outside and above windows to enhance apparent window size and reveal maximum light and view.

