

# Taking Measurements



## About Measuring Windows for Shades

### Use the Professional Method

In the window shades industry, there is only one way to measure a window for shades. It is very important that you use the professional method and not your own method. There are some important considerations before you start measuring:

- **READ THE INSTRUCTIONS COMPLETELY.** Every detail counts. Reading only the first paragraph to get the gist of it, is not sufficient.
- An 1/8 of an inch error can mean your shade will not fit. Bending or sagging tape measures give erroneous measurements.
- Use only a STEEL tape measure. Vinyl or cloth tailor's tapes stretch and are not accurate enough to measure windows for blinds. Rulers and yardsticks will not fit into the window frames properly and do not give proper shade measurements.
- **DO NOT MAKE YOUR OWN CALCULATIONS.** SWW shades are built based on complex calculations based on the exact dimension of the interior space of the window frame in the case of interior mounted shades. For external mounts (shades mounted outside the window frame) the shades are made to the exact width specified in your order.
- Watch out for windows that are out of square. "Out of square" means that the corners of the window frame are not exactly 90°. This will cause a shade, when it is lowered to hang away from one side of the frame and bump into the other. Window frames in older houses often go out of square after years of shifting and settling of the house's structure.

### IMPORTANT WARRANTY INFORMATION

Halcyon Shades **will not** offer refunds on shades **that were correctly fabricated by us** to your measurements. All shades that are subject to refund must be returned to Halcyon Shades prior to a refund being issued. If incorrect size is the basis of the claim for refund, the returned shade will be measured and refunds will only be issued if the returned shade does not match the measurements on your order form after the appropriate calculations are made.

If you are not comfortable taking your own measurements, consult your local Yellow Pages for a qualified window treatment installer or call Halcyon Shades for technical assistance.

Halcyon Shades wants you to be delighted with our new shades, but cannot be responsible for erroneous measurements over which it had no control.

**If you need assistance CALL US BEFORE YOU ORDER.**



**Halcyon Shades**  
1600 South 39th Street  
St. Louis, Missouri 63110  
(800) 234-2280  
(888) 391-3331 fax

techsupport@halcyonshades.com  
www.halcyonshades.com

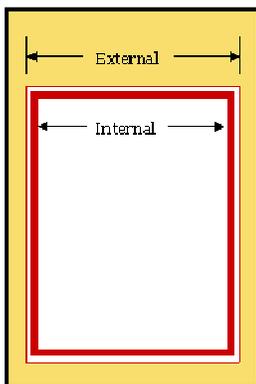
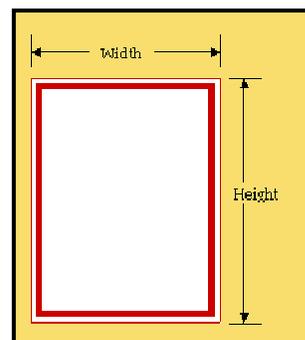
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### Warning: Measuring windows is not as easy as it looks.

Custom window shades must be made to exact specifications. Simply holding a tape measure incorrectly can lead to measuring errors of a quarter of an inch or more. To ensure a perfect fit, you need to measure window like a professional installer. Follow ALL of the instructions below and your shades will right every time. Remember, if you have a question or concern, do not guess, call our technical support center for assistance.

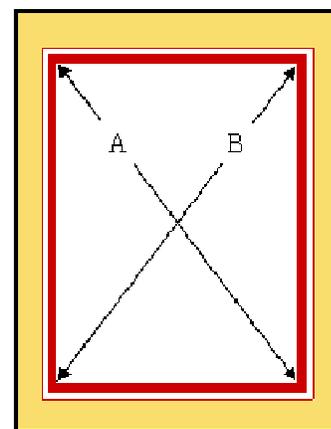
### Getting Oriented

**Width Always Comes First.** In the contracting and building trades, when a set of dimensions is given, width is always the first dimension followed by length. For three dimensional specifications, depth would come third. Hence, 24" x 36" means a space that is 24" along the horizontal line and 36" vertically. When ordering shades, the width is always specified first.



**External Mount v. Internal Mount.** Shades can be mounted either inside the window frame or outside and either on or above the window casing. External mounted shades are manufactured to the precise length you specify. Internal mounted shades are manufactured with a pre-calculated reduction that allows for installation space and brackets. It is important when measuring internal mount shades that you specify the exact width of the window frame opening. **DO NOT SPECIFY WHAT YOU THINK THE LENGTH OF THE SHADE SHOULD BE.** If you have special considerations concerning size, call or email the Halcyon Shades technical support team for further information.

**Checking For Square.** Windows can look like all of the corners are exactly 90° to the naked eye, but when you hang a precision made shade in an unsquare window frame the defect can become quite obvious. To check for square, measure the diagonals of the window from. If the are the same or within 1/8" of each other, the window is square or close enough. A greater disparity in the measurements will cause shade to hang crooked in the frame. It is also a good idea to check that head plate of the window frame, the of the frame, is level. A top plate that is out of level will also cause the shade to hang away from one side more than the other. Putting a shade in a crooked window frame will only accentuate the defect. In cases where a full hangin shade pulls more than 1/2" away from the edge of window frame, side rails may be used to stop light leaks. This requires special measurements. Call for details.



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## Measuring the Window Frame Opening

### Before you begin you will need:

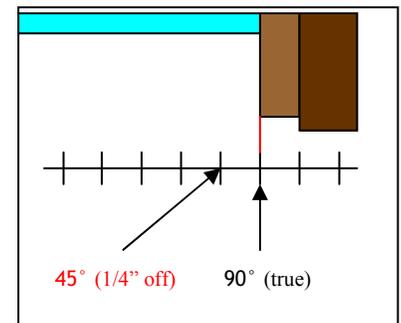
- A steel tape measure with a tape at least 3/4" wide
- A second person if the shade is wider than 3 feet
- A ladder if the top of the window frame cannot be reached while standing on the floor. Shades need to be measured along the top cross piece of the window, not the bottom.
- A decision as to whether or not you are selecting an internal mount or external mount shade.

### Making your measurement:

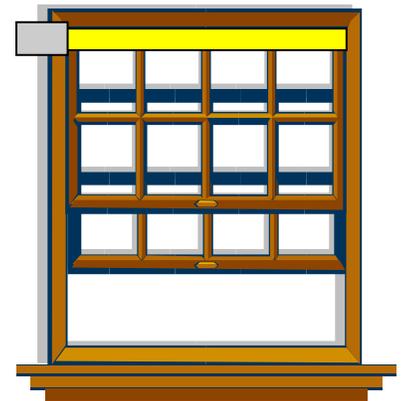
- Set up your ladder(s) so that you are looking straight at the window frame on one side or the other. Tape measures need to be viewed at exactly a 90° angle from the surface of the wall. Looking at a tape from an angle, say from the middle of the window frame will distort the measurement.
- For longer shades have one person hold the end of the tape measure against the inside of the window frame. Pull the tape straight across the window to the other side of the frame. Having the tape measure ride along the top of the window frame is best. Make sure that the tape is pulled *tight* across the distance and does not sag. *A sagging tape measure distorts the reading and makes shades too long.*
- Make sure that the tape measure ride along the front outer edge of the top of the window frame. If one end of the tape measure is deeper into the window frame than the other the measurement will be distorted.
- With the tape measure *parallel* to the outer edge of the window frame top plate, measure the distance by looking at the tape at 90° to the wall and note the precise measurement to the 1/8 of an inch. Record the width measurement.
- Repeat the process by putting the end of the tape against the top plate of window frame and pulling the tape to the flat top surface of the window sill or bottom window frame plate. Make sure that the tape measure is perfectly vertical running parallel to the edge of the window casing. Do not allow the tape to bend or otherwise distort its linear shape. Make an note of the length measurement.

**Note:** All Halcyon Shades have an extra 6" to 12" of length to allow the film to grip tightly onto the roller tube. This means that length measurements need only be "in the ballpark". The exception is motorized shade where the shade length needs to be precise so that the motor can be programmed correctly.

### Check Your Line of Sight



The diagram above demonstrates the importance of line of sight. Looking at a tape measure from an angle distorts the reading and can lead to shades being too long or too short.

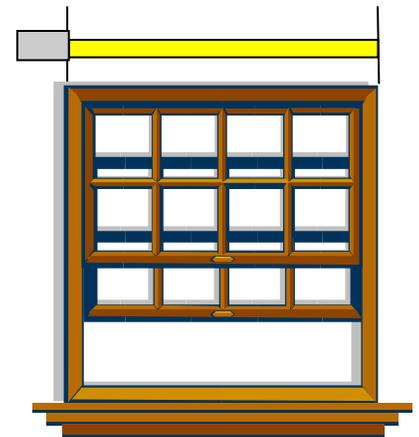


Make sure to take your measurement from the top of the window, not the bottom and hold the tape perfectly straight across the top edge of the frame. Measure the distance between the vertical plates of the frame. This is the width for an internal mounted shade.

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- There is no function width limit pertaining to an external mounted shade. It can be as wide or narrow as taste and design dictate. Most customers order external mounts at least as wide as the top horizontal casement piece. Some, especially those ordering wood valances, extend the shade to over hang the window casement frame by an inch or so on either side. Unlike internal mounts that must fit precisely into a specific space, external mounted shades are more flexible. To measure the length of an external mount shade, measure from the top of the casement to the top of the sill.



The width of an external mounted shade is a matter of taste and functionality. Wood valance cassettes should be at least as wide as the casement and generally are cut an in or two longer on either side of the casement. Some prefer to have the shade exactly as wide as the top horizontal casement trim as seen above.



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