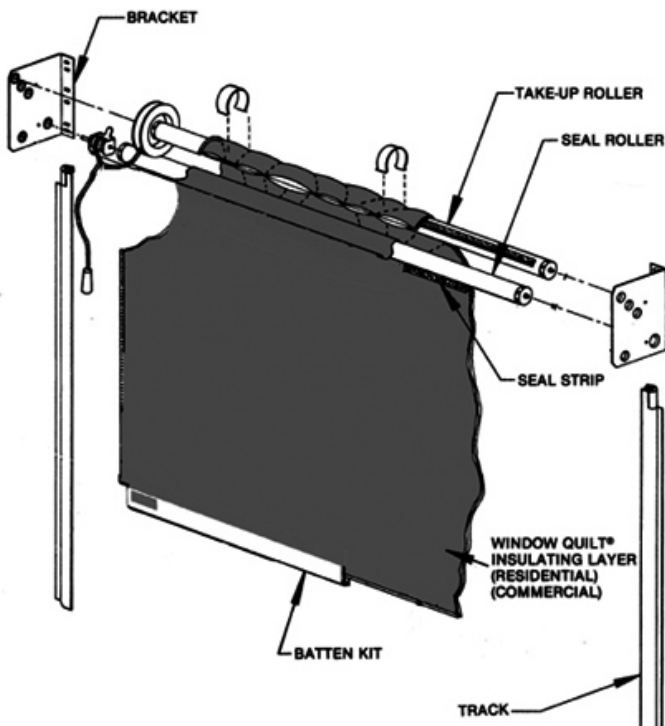


Measuring Instructions

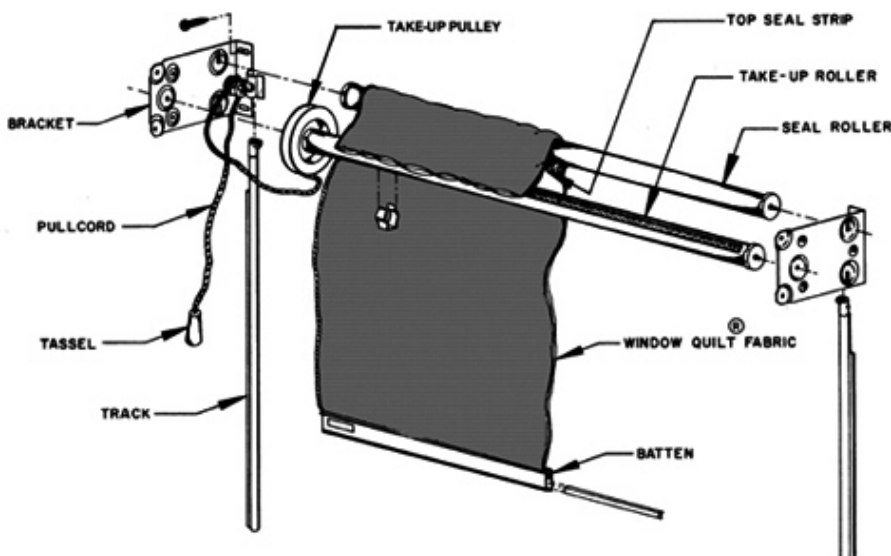
Model 400 & 100 Movable Shades

1. **Bracket Location and Length** – Determined by style of top window trim. If trim is secure, flat, and wide enough, brackets will be mounted on the trim. Otherwise brackets will be mounted above the trim. Best placement will be obvious at time of installation. Model 400 should be ordered, unless headroom above window is limited. Use Model 100 for close to ceiling mounting. Your SHADE LENGTH is the distance from top of bracket to windowsill or floor. See drawings below. Note: Sill strip may be added, if necessary. Utilize templates on pages 5 and 6 for assistance.



400 Series

Window Height (up to)	Bracket to ceiling clearance required	Projection into room
48"	1/2"	5-1/4"
72"	1"	5-3/4"
84"	1-3/4"	6"
120"	2-3/4"	6-3/4"
144"	3-3/4"	7-1/4"



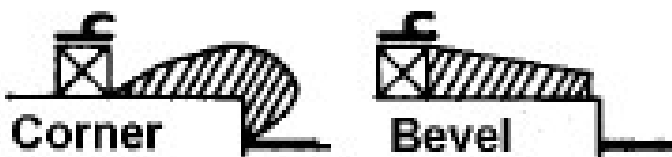
100 Series

Window Height (up to)	Bracket to ceiling clearance required	Projection into room
48"	1/2"	6-3/4"
72"	1-1/2"	6-3/4"
84"	1-3/4"	7"
120"	1"	8-1/4"
144"	1"	8-1/2"

2. **Calculate Width** – Placement of side tracks on trim will determine width.

- a) The first step is to measure your window width at several points from top to bottom to make sure the sides are parallel. In other words, that the window is “square”. Side tracks must be parallel for smooth operation.
- b) Tracks have ½ inch of adhesive on the outer back surface. Select an area on the window trim that will accept the adhesive and permit parallel mounting of the tracks.
- c) If the window trim is heavily carved or the windows are seriously out of “square” mount the tracks off trim as described in Section 3.

3. **Off Trim Mounting** – If trim is too narrow, irregular or out of square, side tracks may be mounted on narrow strips added outside the trim. See below. Similarly, brackets may be mounted on blocks or a full board above the trim.



4. **Determine Shade Width** - Once track position is determined, mark the planned location of the outside track edge on either side. Measure that distance and **ROUND DOWN** to the nearest inch. That is your **SHADE WIDTH**.

5. **Protruding Handles** - Occasionally casement window cranks and sliding door handles may interfere with shade drop. Check clearance before ordering. Low profile and “T” handles are available. Crank handles may be loosened and repositioned or set aside. Alternatively the shade may be mounted off the trim (see 3 above) on side strips sized to allow clearance.

Panel Quilts

The insulating panel is custom cut in one-inch increments to meet your specifications. Order the actual outside dimensions desired, allowing one inch on each side for Velcro mounting strips. (Fig. 1).

1. WIDTH:

On the window casing, lay out the position where the Velcro hook strips will be attached. Check #3 below for available sizes. Order overall dimensions desired. Again, allow one inch of mounting surface for each strip.

2. HEIGHT:

For the height desired, again position the Velcro hook strips, top and bottom, to the nearest whole inch. Here, too, you need to allow one inch of mounting surface for each strip. In the case where a sill is involved, the bottom strip may lay flat on the sill plate (at a 90 degree angle), and thus the measurement would be from the top of the Panel Quilt to the sill plus one inch (Fig. 1).

If no sill is available, attach the strip to the frame at the bottom of the window.

3. SIZES:

WIDTHS: 8" to 105" WHOLE INCH INCREMENTS ONLY

HEIGHTS: 8" to 144" WHOLE INCH INCREMENTS

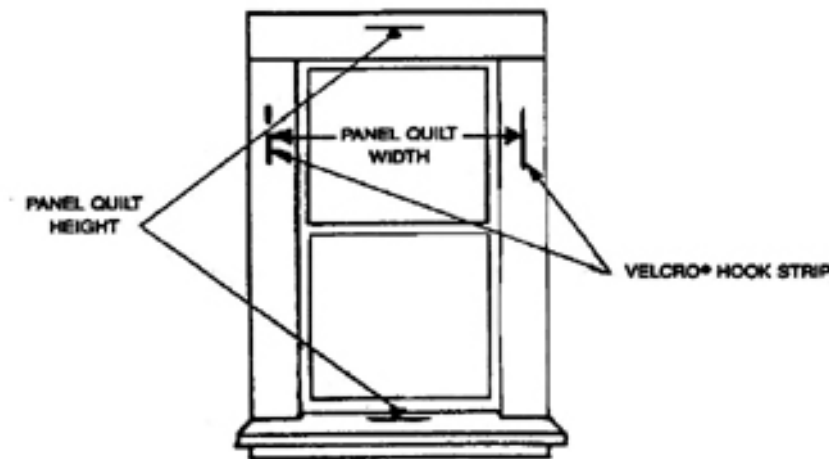


Figure 1.
WITH SILL

Replacement Fabric 100 and 400 Series

1. Batten – Replacement fabric layers are shipped with a new batten. Specify white or brown.
2. Model – Is determined by height of bracket. Model 100 series bracket height is 4 inches and Model 400 series is 6 inches.
3. WIDTH is determined by distance between outside edges of the tracks.
4. LENGTH is measured from bottom edge of bracket to top of windowsill.
5. Confirm width. Your replacement needs to fit into the previously installed tracks. As such, the following measurements will serve to assure a good fit:
 - Length of batten. It should fall on either $\frac{1}{4}$ inch or $\frac{3}{4}$ inch
 - Outside edge to outside edge of tracks.
 - Inside edge to inside edge of tracks

Measurement Recording Grid (Supply This Information For Each Item Ordered)

	Length	Width	Ecru Color Newport Pattern Is Standard Indicate Light Filtering or Room Darkening
Model 400 Shade			
Model 100 Shade			
Panel Quilt			
Replacement Fabric Layer			
Fabric Layer Confirming	Length		
Batten Length			
Tracks Outside to Outside			
Tracks Inside to Inside			

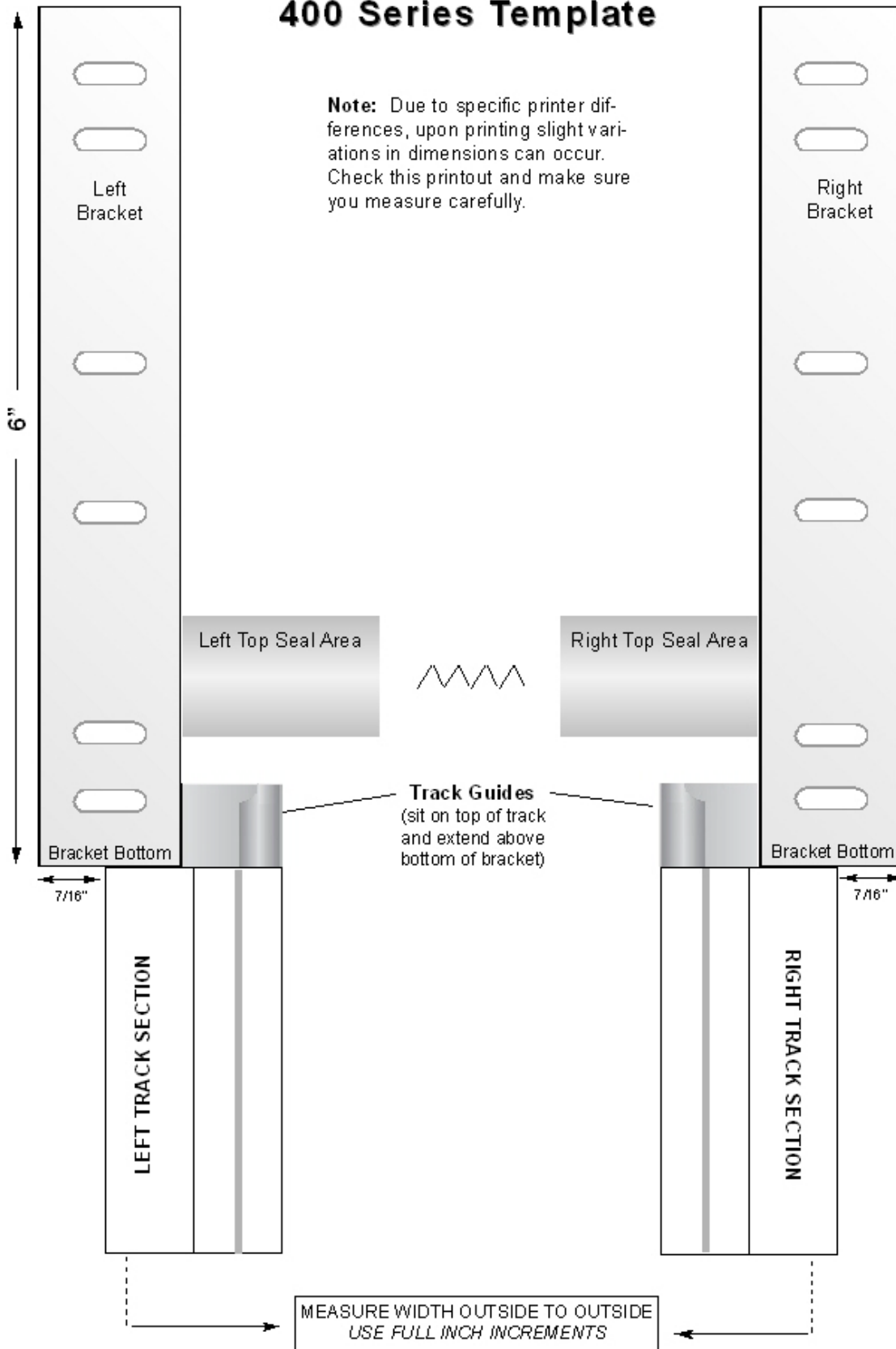
Pricing

All items are priced per square foot. Formula is: (Length in Inches) X (Width in Inches) ÷ 144
= Square Feet

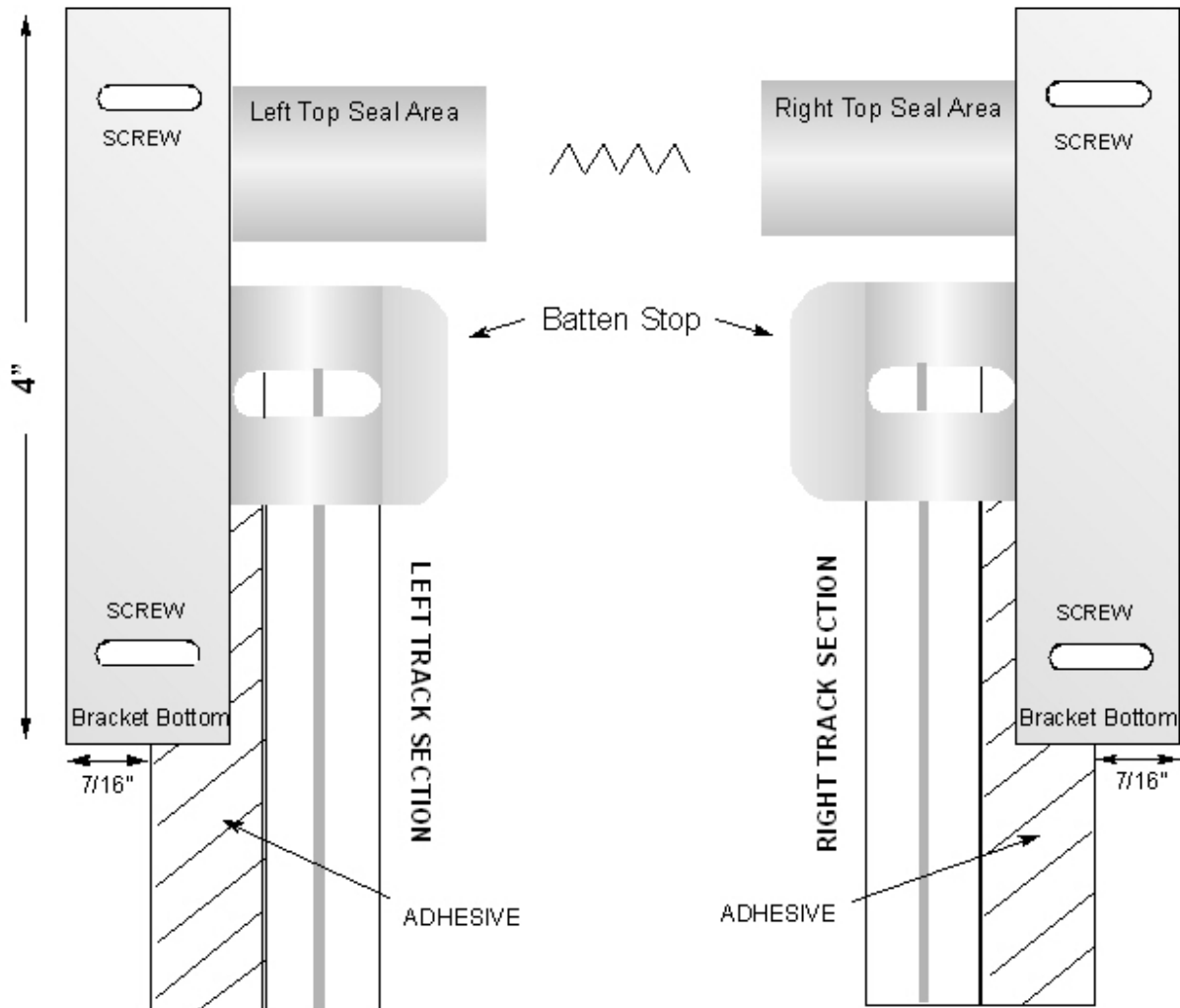
Model 100 & 400 shades	\$20.00 per Square Foot
Replacement Layers	\$13.00 per Square Foot
Panel Quilts	\$12.00 per Square Foot

400 Series Template

Note: Due to specific printer differences, upon printing slight variations in dimensions can occur. Check this printout and make sure you measure carefully.



100 Series Template



Note: Due to printer differences, upon printing slight variations in dimensions can occur when this is printed out. Make sure you measure carefully.

MEASURE WIDTH OUTSIDE TO OUTSIDE
USE FULL INCH INCREMENTS