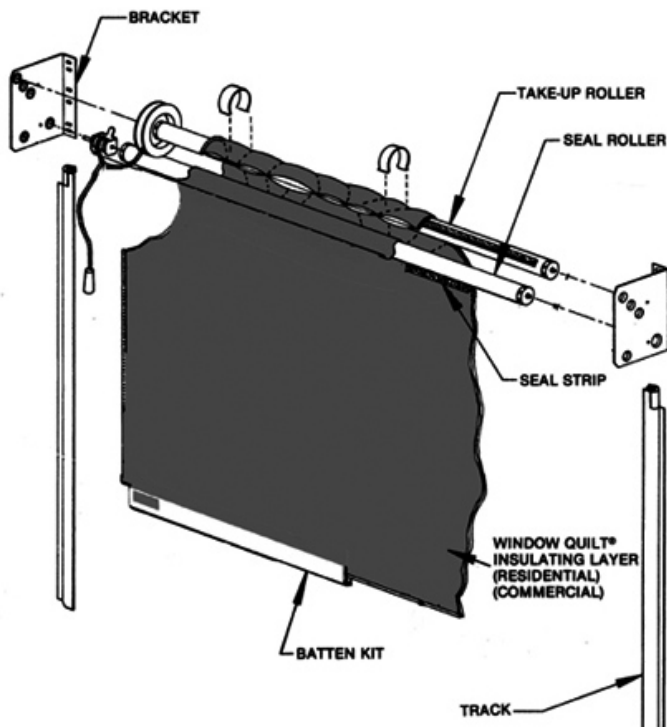


Measuring Instructions

Model 400 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. For close to ceiling mounting, install Model 100 shades. 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 page 4 for assistance.



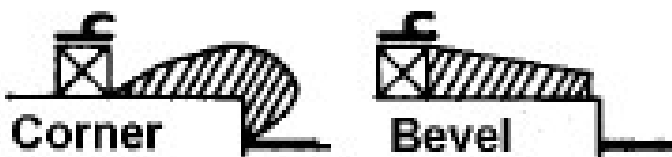
400 Series

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"

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.

Replacement Fabric 400 Series

1. Batten – Replacement fabric layers are shipped with a new batten. Specify white or brown.
2. Model 400 bracket height is 6 inches – **CONFIRM** this.
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 ¼ inch or ¾ 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	Ecu 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	\$14.00 per Square Foot
Replacement Layers	\$11.00 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.

