

**FAMILIARIZE YOURSELF WITH SOME TERMS:**

**CLOSED:** You are unable to see outside and the window or door is not visible.

**OPEN:** You have vision of the outside and the window or door is visible.

**STACKBACK:** The space your treatment takes up when it is open, allowing a view to the outside. Consideration for this space is important when taking your measurements.

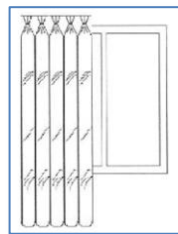
**VALANCE:** Valances are secondary treatments positioned over Drapery, Side Panels, Curtains, Blinds, Shutters, etc. Drapery and Curtain products that do not exceed 24" in length are considered valances.

**CREATING A VISUAL OF WHAT YOUR TREATMENT SHOULD LOOK LIKE**

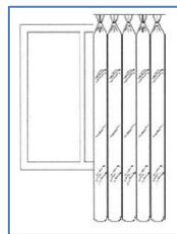
**STEP 1:** Step back and take a look at your window. Would you like a Single Panel or a Pair?

**Single Panel:** One individual panel that you decide the direction of movement, how you want them to close.

**Left Panel:** Stackback on the left when open and closes to the right.



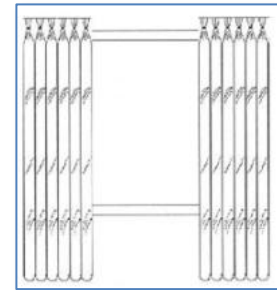
LEFT PANEL



RIGHT PANEL

**Right Panel:** stackback on the right when open and closes to the left.

**Pair:** Two equal panels located on each side of your window. Treatment will close to the center.



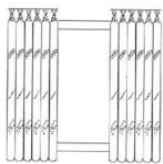
**STEP 2:** Create the desired length of your treatment.

Length is determined by measuring from where you want your treatment to start to where you want the treatment to end. From the top edge to the bottom hem.

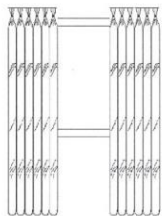
**Sill Length:** Treatment starts above your window and ends below the window sill. We recommend 4" above the window and 4" below the sill.

**Floor Length:** Treatment starts above your window and extends down to the floor. We recommend 4" above the window and 1/2" above the floor.

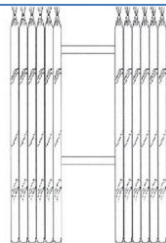
**Ceiling to Floor:** Treatment starts at the ceiling and ends at the floor. We recommend 1/2" above the floor. Take into consideration the Rod you purchase.



SILL LENGTH



FLOOR LENGTH



CEILING TO FLOOR

**STEP 3:** Stackback Table considerations.

A. If you want to completely clear your window when the treatment is open, you must use the chart.

B. If you don't mind your panels covering your window/door, don't worry about the chart.

Stackback Table				
If the Window Opening is:	ADD	Total Stackback	Equals	Bracket to Bracket Measurement
24"	+	23"	=	47"
30"	+	25"	=	55"
36"	+	26"	=	62"
42"	+	28"	=	70"
48"	+	29"	=	77"
54"	+	30"	=	84"
60"	+	32"	=	92"
66"	+	33"	=	99"
72"	+	35"	=	107"
78"	+	36"	=	114"
84"	+	38"	=	122"
90"	+	39"	=	129"
96"	+	41"	=	139"
102"	+	42"	=	144"
108"	+	44"	=	152"
114"	+	45"	=	159"
120"	+	47"	=	167"
126"	+	48"	=	174"

Formula for 126" Window opening or Greater:  
1.25 x Window Opening + 17.5

**TIME TO MEASURE**

**Measuring tips and Suggestions**

**STEP 1:** Have a pen and paper ready,

**STEP 2:** Always use a tape measure that is made from metal. The metal measuring tape allows you to measure beyond your own arm width. The metal measuring tape gives you the most accurate measurement in comparison to a yard stick, ruler or cloth measuring tape.

**STEP 3:** Pay attention to either side of your window. Is there a light switch you don't mind being covered? Do you want to hide certain areas around your window? Also pay attention to the ceiling above. Are there columns or other structural aspects to your home that could get in the way of your treatment?



**MEASURE THE WIDTH OF THE WINDOW OR DOOR**

**STEP 1:** Measure the width of the total area you would like to cover when the treatments are closed. The width is the measurement of the distance from the left to the right of the area you want to cover.

**Keep in mind:** if you want a pair, the total width you specify will be automatically divided into two.

**DDC Custom Window Fashions recommends:** a minimum of 4" on each side of your window or your door

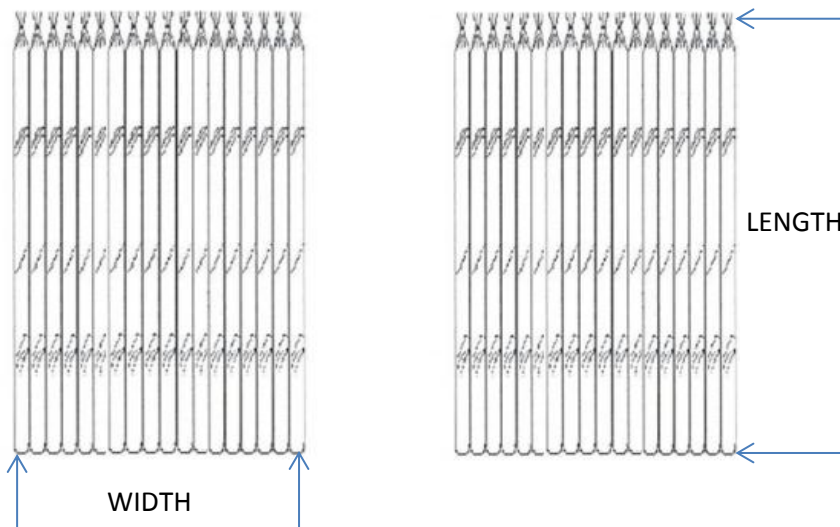
**Stationary Panels:** Side Panels never close and will always remain in the same position. Measure the width to your own specification as to how big you want them.

**MEASURE THE LENGTH OF THE WINDOW OR DOOR**

**STEP 1:** Measure the desired length you would like your treatment to be.

Start at the top of where you want the treatment to be mounted.

Measure from the starting point down to where you want your treatment to end.



WIDTH IN INCHES AND FRACTIONS: \_\_\_\_\_

LENGTH IN INCHES AND FRACTIONS: \_\_\_\_\_