

# HOW TO MEASURE

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## MEASURING TOOLS

Measuring stick/tape measure, spirit level, masking tape and pencil.

Shutter Samples: panels, frames, hinges etc, shutter folder, bay window templates.

## MEASURING OF SQUARE WINDOWS (Inside and outside)

Measuring of rectangular windows. Inside recess for "L" Frames.

To check if the window is square, measure diagonally across the window from corner to corner in both directions. If these sizes differ by more than 10mm the use of a "Z" frame or outside mount would be recommended. See Fig 1.

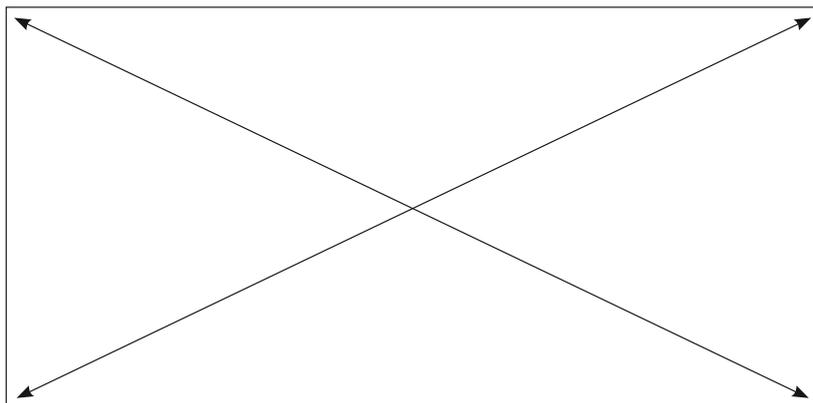


Fig 1.

If the window is suitable for an inside mount, check for any obstructions, e.g. window handles or vents, if these exist check the depth of the recess can fit the shutter without catching the obstructions whilst still being inside the recess.

Measure the width inside the recess at 3 points top middle and bottom.

Measure this height of the recess at 3 points left, centre and right. See Fig 2.

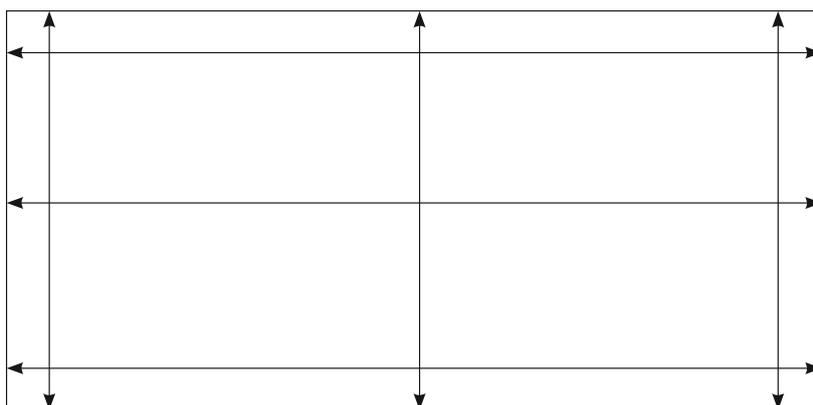


Fig 2.

Take the smallest size for width and height and deduct 3-10mm for clearance and manufacturing tolerances.

These sizes will be the finished size of the shutter frames. If the window is not square more may have to be deducted to allow the frame to be fitted square to the window and any gaps would require covering or filled with caulk. See Fig 3.

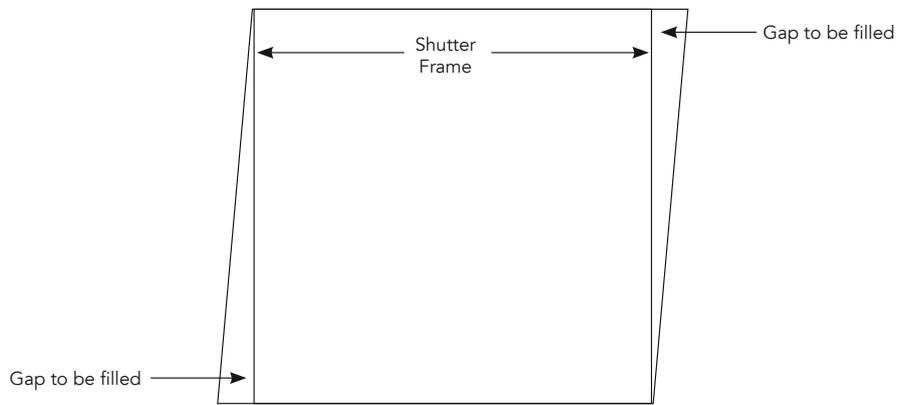


Fig 3.

## MEASURING FOR MODA/CONTEMPO FRAMES

For Moda/Contempo frames, measure inside recess at the front of the recess or where the frame will be fitted. This is done in the same manner as for inside recess fitting. Choose this frame to best cover any gaps if the window is not square. For divider rail or transom measure from the window sill to the centre of the divider rail or the T-Post position.

## MEASURING FOR OUTSIDE RECESS FIT (Classic Frame or Moda Multi L Frame)

Measure the width in 3 places, top, middle and bottom. Use the largest size and add on 25mm to each side to ensure a good substrate to fix to, add the width of the outer frames ensuring that the louvres do not hit any obstruction, if they do a buildout will be required either 12mm or 25mm. See Fig 4.

Measurement for Classic Frame = 114mm  
 Measurement for Moda Multi L Frame = 56mm



Fig 4.

For a 4 sided Classic and Moda Multi L Frame measure the width and drop in 3 places, left, centre, right, top, middle and bottom. Use the largest size and add 25mm to the top, bottom, left and right. The width of the frame being used e.g. Recess 1000 + 25 + 25 + 114 = 1164 drop.

For T-Post measure from the outside edge of where the frame would be fitted (A) to the centre of the T-post position.

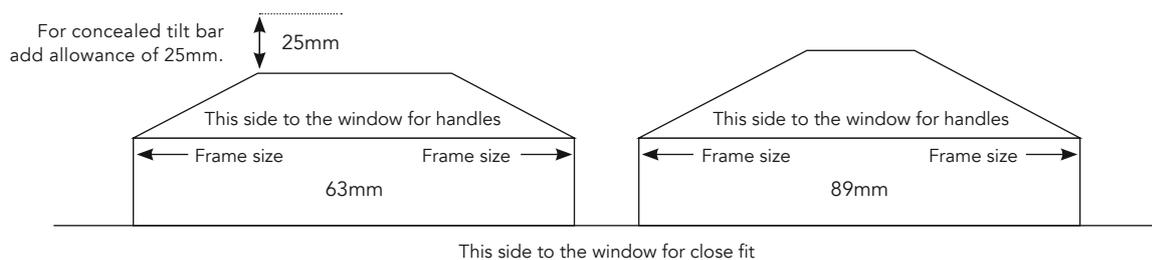
For a divider rail if using a 3 sided frame, measure the width as previously described. Measure the drop in 3 places left, centre and right, use the largest measurement and add 25mm for the top only and the frame width at the top only. E.g. 1000 + 25 + 57 = 1082 drop. For a divider rail measure from the window sill to the centre of divider rail.

### Please note: Maximum recommended sizes

Shutters outside of maximum recommended sizes cannot be guaranteed. It is also recommended that all shutters have a bottom to the frame - we cannot guarantee the doors will not drop if unsupported by a bottom frame.

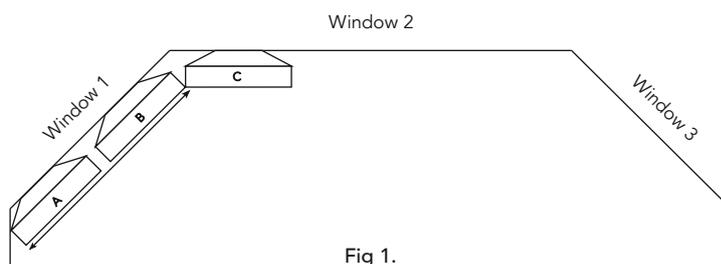
## MEASURING FOR 135° BAY WINDOWS (The best frame choice is Moda Multi)

There are two sets of templates one for 63mm and one for 89mm. These templates can be used for either fitting close to the window or allowing a 40mm projection for window handles.



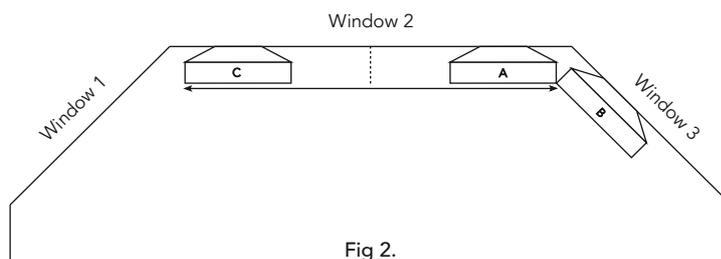
**PLEASE NOTE:** - 2mm off each shutter width when using Flexi bay cover strip for Moda Multi.

Choose the correct size templates for the slat. Use a spirit level to make sure the walls run level. If not mark a level point on the window sill. Place the templates on the window sill working from left to right. See Fig 1.



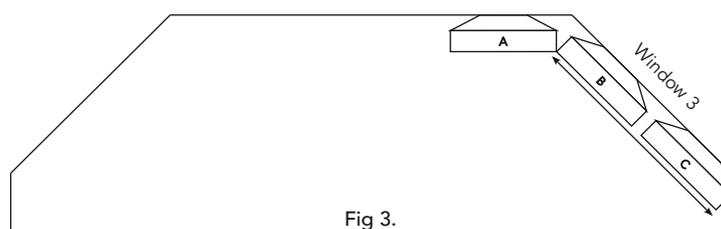
Measure from the outside edge of the template "A" to the outside of the template "B". This is the frame size for window No. 1.

Leaving templates "C" in position move templates "A" & "B" to the opposite end of window 2. See Fig 2.



Measure from the outside edge template "C" to the outside edge template "A". This is the frame width for Window 2. If a T-Post is required measure from the outside edge of the Template "C" to the centre of the "T" post position.

Leaving template "A" & "B" in position move the template "C" to the opposite side of window 3. See Fig 3.



Measure from the outside edge of the template "B" to the outside edge of Template "C". This is the shutter frame size for window 3.

## MEASURING CURVED BAY WINDOWS

For measuring a curved bay window follow the same process as for the 135° Bay and continue moving the templates from window to window.

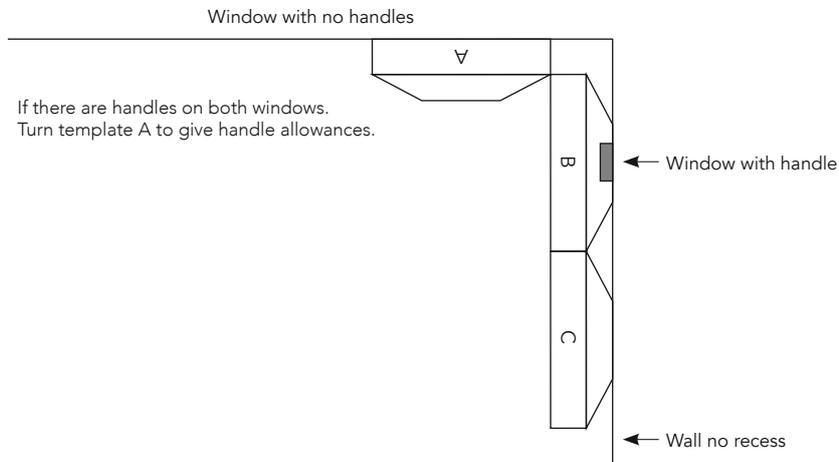
## MEASURING THE HEIGHT

Measure the height of the window at each side, each corner and the centre, take the smallest size and deduct at least 3mm. This will be the height of all 3 shutters and any gaps above or below the frame would require filling with caulk or a scribe strip.

## BOX BAY WINDOWS

Box Bay Windows are measured in a similar way to angled bay windows using the same templates meeting at 90° in each corner. If the sides have window handles and an allowance is required buildouts would be required for the outer edge of each side shutter to cover any gapping. See Fig 1.

**PLEASE NOTE:** Manufacturing tolerances are +/- 1mm.



## COMMON OBSTRUCTIONS

### Window Handles

If window handle protrudes from the window frame measure the distance from the window frame to the front of the handle.

### Dado / Picture Rails / Skirting Boards

It is preferable to remove obstruction and have shutter the full size. If this is not possible measure between the obstructions and deduct 2mm for shutter width. Any gaps would have to be filled with caulk or filler strip.