

## ALL WINDOWS

Measuring and installing Plantation Shutters can be easy. There are only a few simple tools needed and some carefully followed instruction. Exus has assembled the information below to aid you in measuring of Exus Custom Shutters.

- When measuring your window, you will need the following tools:



Steel Tape Measure



Step Stool



Order Form

DL at <http://exusshutters.com>

- Measure each window individually. Many windows look to be the same size, but can vary by a significant amount.
- Label each window on the order form. Example: Living Room Left . . .
- For most applications, plantation shutters will be "framed". This means that we will include a decorative frame that the shutter panels will be hinged to. This makes for a beautifully finished product and aids in the ease of installation.
- Choose your frame type. This is typically an easy selection that you will make based on whether the shutters will be installed inside the window opening or on the surface of the wall or window molding on the outside of the window opening.
- There are primarily three types of frames to choose:
  - Z Frame (exclusively for an inside mount application)  
(See page 3 for more frame types)
  - Deco Frame (exclusively for an outside mount application)  
(See page 3 for more frame types)
  - L Frame (either an inside or outside mount application)  
(See page 3 for more frame types)
- If your window has no molding around it, an inside mount is preferable (Fig. A). This applies to windows with no molding, but do have a window sill at the bottom as well (Fig. B).

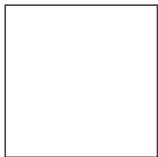


Figure A. Window with no trim or molding

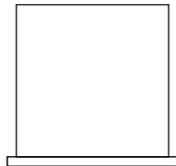


Figure B. Window with no trim or molding but has window sill

- If your window does have molding around it, an outside mount is preferable. (Fig. C)

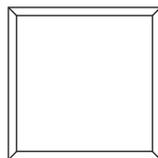


Figure C. Window with molding trim

### WINDOW SIZE -INSIDE MOUNT MEASURING

(used for Z frames, inside L frames)

**Use this method when providing window size dimensions and you need us to make adequate deductions in order for the shutter to install inside the window opening.**

- Using a steel tape measure, measure the width of the inside of the window opening to the closest 1/16" in three places: Top, Center, Bottom. If you have selected an inside mount application, provide the narrowest of the three measurements on the measure form. We will take all necessary deductions in order for the shutter to fit into the window (Fig. D).

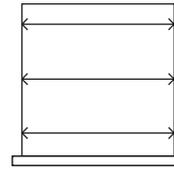


Figure D

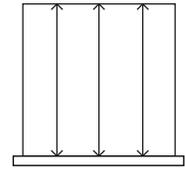


Figure E

(Hint: use narrowest width and shortest height)

- Using a steel tape measure, measure the height of the inside of the window opening to the closest 1/16" in three places: Left, Center, Right. If you have selected an inside mount application, provide the shortest height of the three measurements on the measure form. We will take all necessary deductions in order for the shutter to fit into the window (Fig. E).

### WINDOW SIZE -OUTSIDE MOUNT MEASURING

(used for Deco Frames and L frames)

**Use this method when providing the window size dimensions and you need us to add an adequate amount for the shutter to install outside and around the window opening. We will make additions to your window size given.**

- Using a steel tape measure, measure the width of the inside of the window opening to the closest 1/16" in three places: Top, Center, Bottom. If you have selected an outside mount application, provide the widest of the three measurements on the measure form. We will make all necessary additions to the shutter so that it fits around the window opening (Fig. F).
- Using a steel tape measure, measure the height of the inside of the window opening to the closest 1/16" in three places: Left, Center, Bottom. If you have selected an outside mount application, provide the tallest height of the three measurements on the measure form. We will make all necessary additions to the shutter so that it fits around the window opening (Fig. G).

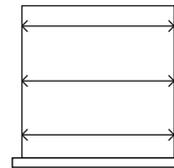


Figure F

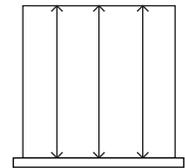


Figure G

(Hint: use widest width and tallest height)

### FRAME TO FRAME MEASURING

(used for deco Frames and L frames)

**Use this method when providing the finished size you wish the shutter to be. We will make no additions or subtractions to the sizes given.**

- In some instances, it may be beneficial for the measurement given on an inside or outside mount shutter to be the exact measurement of the finished shutter. It is commonly called "tip to tip" measuring as the finished dimension of the frame will be exactly what is requested. In this instance, we will make no additions, nor take any deductions from the measurements given. This will be specified on the measure form as "F" meaning frame to frame. Frame to frame measurements can be useful in inside or outside mount shutter when there is an exact spot that the shutter frame must align with (Fig. H).

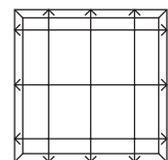


Figure H

(Hint: provide exact finished size of shutter required)

## NUMBER OF FRAME SIDES

14. Determining the number of sides that frame is needed on is easy. Generally speaking:
- If the window has a window sill, the number of sides is three sides (3). We recommend using a sill frame that will rest on the window sill and will aid in the installation process. For this application, the shutter will be ordered as a 3SP. We will build the shutter framing with the left, top, and right with shutter framing. The bottom piece will be a simple piece designed specifically to rest on the existing window sill (Fig. I).
  - If the window has no window sill, the number of sides is four sides (4). We will provide the framing on the left, top, right, and bottom of the shutter (Fig. J).

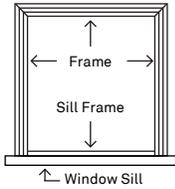


Figure I. Window with sill  
3 sides of frame with sill frame at bottom

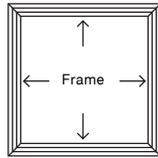


Figure J. No window sill  
4 sides of frame

## PANEL CONFIGURATION

15. Panel configuration is only asking which side the shutter the hinges will be attached to. For windows 36" wide or narrower, it is possible to hinge single panel shutters on the left or right side (Fig. K). For windows wider than 36", two or more panels are required. The configuration for two panels is LR meaning one panel hinges left, one panel hinges right (Fig. L).

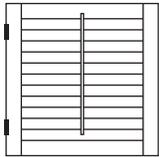


Figure K. 1 Panel Hinge Left

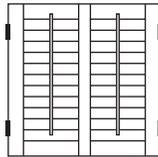


Figure L. 2 Panels L/R

## TPOST LOCATION(S)

16. For windows wider than 72" that require more than two shutter panels, we recommend using a TPost, or Multiple TPosts. A Tpost is a vertical piece of shutter material that is used to hinge the shutter panels to if there are more than two shutter panels required. Frequently these wide windows will have mullions that separate the actual windows. This is the ideal location to utilize a TPost (Fig. M).

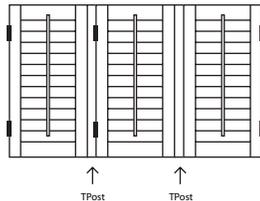


Figure M

- Measure from the left side of the window opening to the center of each mullion for each shutter that is being ordered as Inside Mount or Outside Mount. This will be the TPost location(s). Once this is determined, the panel configuration for each panel can be chosen. Example: LTLTR. Panel hinged on the left, the left, and the right (Fig. N).

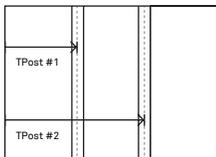


Figure N

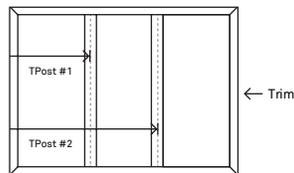


Figure O

- Measure from the left side of the frame location to the center of each mullion for each shutter that is being ordered as Frame to Frame dimensions. This will be the TPost location(s) Once this is determined, the panel configuration can be chosen. Example: LTLTR. Panels hinged on the left, the left, and the right (Fig. O).

## DIVIDER RAILS

17. For windows that measure taller than 74" in height, a divider rail is required. For windows under 74" tall, a divider rail is optional. The divider rail is a horizontal piece of shutter material that is incorporated into the shutter panel. It separates the opening of the louvers between a top section and a bottom section of louvers. If the window has a window sash, it is recommended that the measurement for the divider rail is at the sash location. For all inside or outside mount shutters, measure from the bottom of the window to the center of the window sash to determine this location (Fig. P). For shutters being ordered as Frame to Frame, measure from the bottom of the frame location to the center of the window sash for this location (Fig. Q). If there is no window sash, the divider rail can be ordered as "centered" or at any location that is logical.

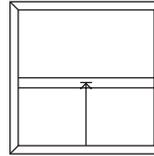


Figure P. Inside or outside mount measuring

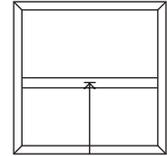


Figure Q. Frame to frame measuring

## SPECIAL SHAPES

(Arched Windows, Curved Windows, Eyebrow Windows)

18. All of the above information regarding measuring of rectangular windows also applies to the proper measurements for special shaped windows, but there is one additional step required.
- When measuring for a special window shape, first measure the width and tallest height using the guidelines for rectangular windows above (Fig. R). The next measurement that is needed is what is referred to as the "leg height". This "leg height" is the dimension of the height from the bottom of the window or the bottom of the shutter frame (see above) to the point at which the curve portion of the window begins. This dimension is needed for the left and right of the window and is called the "leg height" (Fig. S).

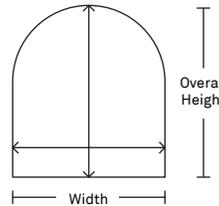


Figure R. Inside or outside mount

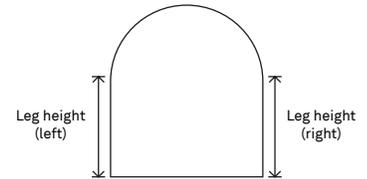


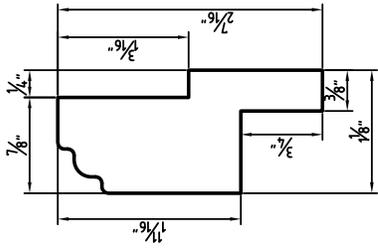
Figure S. Frame to frame mount

## OPTIONS

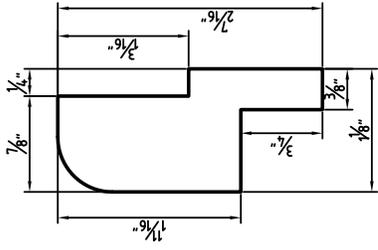
There are many options such as color, louver size, hidden or center tilt, hinge color, etc. These options are exclusively at your discretion and will not pertain to the measurements of shutters. Please refer to the online shutter manual for these items.

This concludes the basic measuring information and instructions. Our team of customer service professionals is available to assist in any questions you may have.

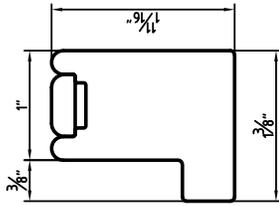
Frame Types: L Frames, Deco Frames, Z Frames



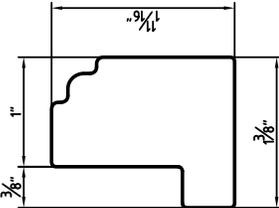
Colonial Tiltout Z



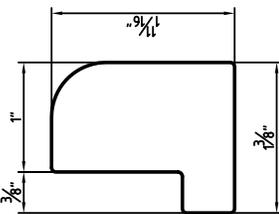
Bull Nose Tiltout Z



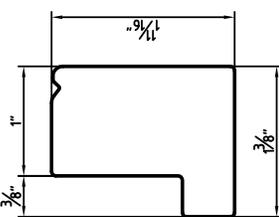
Vintage L



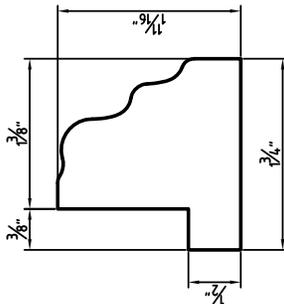
Colonial L



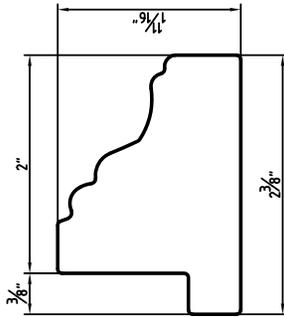
Bull Nose L



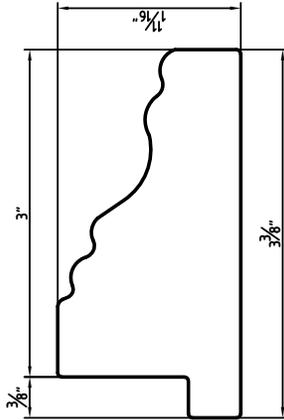
Beaded L



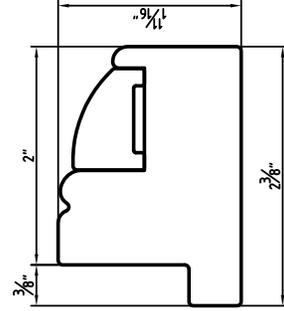
Deco I



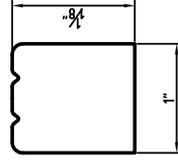
Deco II



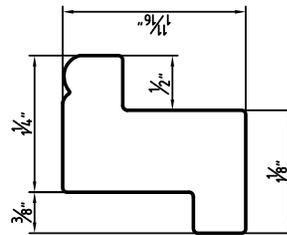
Deco III



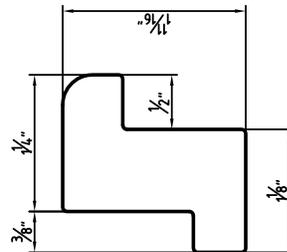
Modern Deco



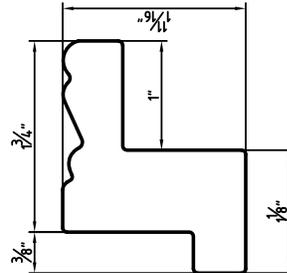
Hang Strip



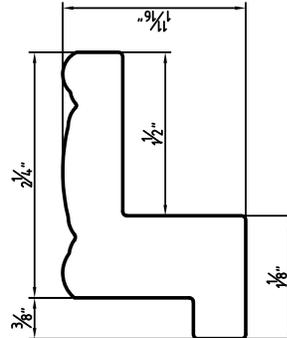
Beaded Z



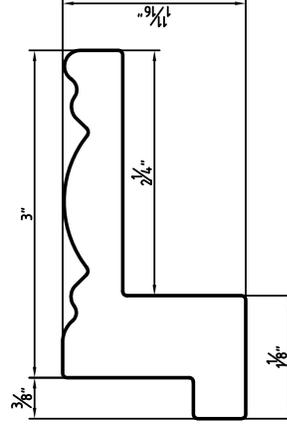
Bull Nose Z



Deco Z



Medium Z



Large Crown Z