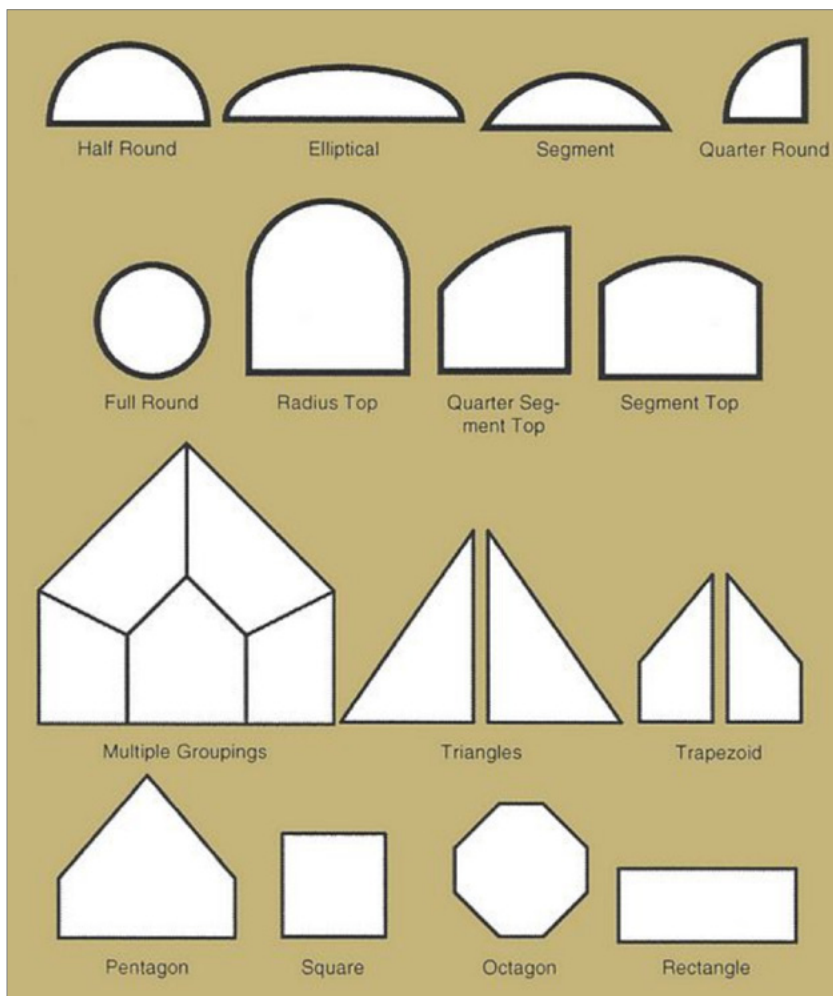


Custom Shape Template Instructions

Indow window inserts can be manufactured in many custom shapes and sizes. We've prepared this guide to assist in measuring shapes other than rectangles and squares.

Common Shapes

Fig. 1



- Half round, full round and radius top windows need to be at least 16" wide. Tighter radii are possible in elliptical shapes.
- Straight sides need to be a minimum of 2.5" long.
- Custom geometry fees will be assessed on shapes other than rectangles. Speak with your Fit Specialist for pricing.
- If you have any shapes not depicted above, email photos and we'll let you know if it can be produced.

Custom Shape Template Instructions

How to Input in the Measurement Interface

1. Select the available Shape or Custom (Fig 2)
2. Input measurement values
 - a. Measure your widths and input measurements exactly as they appear on the screen of the measurement tool (See Fig 3)
 - b. Measure your heights and input measurements exactly as they appear on the screen of the measurement tool (See Fig 3)
 - c. Diagonals will auto-populate
3. Check the box for “I used the laser provided and did not change the laser settings”
4. Input the shape style and other information in ‘Window Notes’ text block
5. Select ‘Check’ followed by ‘Save’
6. A physical template may be required to produce the unit (see instructions below)

Fig. 2

The screenshot shows the '1. Product & Frame Details' section on the left and the '2. Measure Window Frame' section on the right. In the 'Shape' dropdown, 'Custom' is selected. In the 'Room' dropdown, 'Custom' is selected. The 'Measure Window Frame' section has a note: 'Select custom for any opening that isn't a parallelogram.' Below this, there are input fields for dimensions B, C, D, E, and F. The values entered are: B: 35.00, C: 47, D: 47.00, E: 58.60, and F: 58.60. There is a checkbox labeled 'I used the laser provided and I did not change the laser settings.' which is checked. At the bottom, there is a '3. Verify Your Measurements' section with a 'CHECK' button and a '4. Save your information' section with 'SAVE' and 'SAVE & MEASURE NEXT' buttons. A 'Notes' text area is at the bottom left.

Fig. 3

The screenshot shows the '1. Product & Frame Details' section on the left and the '2. Measure Window Frame' section on the right. The 'Shape' dropdown is set to 'Custom'. The 'Room' dropdown is set to 'back'. The 'Location' dropdown is set to 'room'. The 'Floor' dropdown is set to 'room'. The 'Status' dropdown is set to 'Include'. The 'Product' dropdown is set to 'Insert'. The 'Product Type' dropdown is set to 'STD'. The 'Tubing' dropdown is set to 'White'. The 'Frame Step' dropdown is set to 'Less than 5/8 in.'. The 'Measure Window Frame' section has a note: 'Record values as they appear on your laser.' Below this, there are input fields for dimensions A, B, C, D, E, and F. The values entered are: A: 34, B: 34.00, C: 34, D: 34.00, E: 48.08, and F: 48.08. There is a checkbox labeled 'I used the laser provided and I did not change the laser settings.' which is checked. At the bottom, there is a '3. Verify Your Measurements' section with a 'CHECK' button and a '4. Save your information' section with a 'SAVE' button. A 'Notes' text area is at the bottom left.

Custom Shape Template Instructions

Helpful Tools to Measure

- Disto Laser
- Compass
- Masking Tape
- Butcher Paper, home wrap or cardboard
- Note Pad

Assess the Window

1. Confirm the desired placement of the insert has a minimum of 5/8", free of obstructions all the way around the window frame.
2. Determine whether curved surfaces on the window frame of half round, segment, quarter round, full round, radius top, quarter segment top and segment top shapes have a consistent radius and the surface doesn't change by more than 1/8".

TIP: Locate the center point of the arch and hold a piece of string on that point. Sweep the string around the arch. If the distance is not within 1/8" at all points a trace will be required.

Consistent radius with no surface changes

- No template required
- For radius top, quarter segment top and segment top shapes, measure and record the height of the left and right sides in the Window Notes field

Inconsistent radius or with surface changes

- Template required

3. Templates are required for ellipses, octagons, multiple groupings and other shapes not depicted above.

Custom Shape Template Instructions

How to Template

1. Set your Compass to 1.5". Measure from the pencil tip to the metal point. (See Fig. 4)

Fig. 4



2. Cut out your paper and fit it into the opening leaving about ½" around the perimeter. If multiple sheets are needed, be sure to tape them together before removing them from the opening. (See Fig. 5)

Fig. 5



3. Place the paper flat against the surface and tape it to the existing window or window frame, depending on the construction, to hold it in place.

TIP: When there are obstructions like muntins, window hardware or other features on the glass or frame that won't allow you to tape directly to frame or scribe cleanly, you may want to place a rigid backer, like cardboard, behind your paper.

Custom Shape Template Instructions

4. Hold the compass perpendicular to the window frame and begin tracing. You may need to adjust the depth of the pencil, if so make sure that you re-measure the spacing as indicated above. If 1.5" does not work for your situation make sure to provide the value that you used. Value must be greater than 1". Make sure the traced line is clearly visible. If not go back over the lines with a dark pen. (See Fig. 6)

Fig. 6



5. Before removing the template, write the job number, room name, location, measurements and indicate which side is the top directly on the template. Also confirm and write down the distance setting on your compass. There will be delays in producing the insert if this information is not recorded directly on the template.

NOTE: In some cases it is easier to trace the window frame at the opening. If you do this, make sure the frame is the same size at the opening and the selected depth location you will be installing the insert. You need to mark on the template that the trace was done at the opening and specify which side of the template is facing the room.

6. Mail your template along with the measure kit to;

Indow
2267 N Interstate Ave.
Portland, OR 97227

If you need assistance please call us at (503) 284-2260 or send us an email to comfort@indowwindows.com