

Window Coverings & Home Furnishings Standards



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ACKNOWLEDGEMENTS

The Window Coverings Association of America (WCAA) is proud to announce the release of the revised and updated Workroom Quality Guidelines, Definitions of Industry Terms, and the Standardization of Window Treatments. Over the last year, the WCAA Education Committee, Industry Guidelines Subcommittee and the Industry Guidelines Panel have worked closely to update this document.

By referring to these guidelines, consistent communication is possible between designers and workrooms without confusion in terms. This is a living document and will be updated as necessary.

The authors of the original document were: Kitty Stein, Beth Hodges, Ethel Mahon, LaVelle Pinder, Teresa Grysikiewicz, Angela Shook, David Love and Larry Lariviere. All of us in the WCAA are indebted to them for their foresight, commitment and significant contributions.

The WCAA encourages contributions and updates to this document by and from the industry. A submission form may be found on the WCAA website.



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Mission Statement

The Window Coverings Association of America is the only national nonprofit trade association dedicated to the retail window coverings industry and to the dealers, decorators, designers, installers and workrooms who are our members.

Our mission is to make available educational opportunities to encourage a code of ethics for fair practices and to work for the betterment of the industry.

Our goals are to promote professionalism in the industry, to provide a common voice for the interests of independent retailers and workrooms, and to aid in the success and profitability of our members.

Table of Contents

Workroom Quality Guidelines	5-6
Glossary of Industry Terms	
Alphabetical listing of general definitions.....	7-26

Workroom Quality Guidelines

What constitutes good quality in the workroom business? The following is a list of quality standards adopted by the WCAA. These are believed to be the minimum policies necessary for quality production and business.

Professional, Quality Workrooms strive to achieve the following:

Business Practices:

- Printed Terms & Conditions and Contracts are approved by an attorney.
- Preprinted Work Orders are required and used.
- All fabric is inspected for flaws.
- All projects are inspected *before* going out the door.
- All projects are delivered on time.
- All workmanship is guaranteed.

General Fabrication Practices:

- There are no loose threads, thread tails, fuzz, etc.
- Topstitching is pucker-free.
- Seams are straight without puckering.
- Seams are avoided in the middle of a treatment.
- Seams are hidden wherever possible, e.g., in the pleats of box-pleated valances.
- Seams in pinch-pleated draperies are placed beside the pleat at the junction of the pleat and the space.
- Prints are matched at all visible seams.
- All fabrics are right side up and right side out.
- The tops of all print draperies in the same room match.
- Prints are straight across the tops of treatments with no drifting.
- Pattern repeats are centered and the same in all sections of the same treatment and/or all treatments in the room.
- All stripes and/or plaids are as straight and centered as possible.
- All spaces that are intended to be equal are visually equal, e.g., spaces between pinch pleats and grommets in a shower curtain.
- Usual custom fullness is 1½ times (grommet panels), 2½ times (operable draperies), 3 times (sheers).
- Draperies have a double 4-inch bottom hem, and valances have a double 2-inch bottom hem.
- Hems in face fabrics for window coverings are stitched with a true blind-stitch machine or by hand, not straight stitched or domestic machine “blind-stitched.”
- Drapery panel side hems are a minimum double 1½ inches and not pillowcased.
- Weights are used at the bottoms of corners and seams in draperies.
- All similar treatments in a room are even in length.
- Uniform scallops are stitched evenly.
- Covered cording is free of puckers, ripples, twists or visible prior stitching
- Ready-made twist cord is applied without the “lip/tape” showing on the right side; the join is not obvious
- Odd numbers are used when possible, e.g., number of swags on a window, number

of scallops in a valance.

- Boards are covered with fabric, or painted.
- When fabricating corded treatments (i.e., traversing draperies and operable fabric shades) or any other item where there is potential for creating a hazardous loop (such as Italian stringing, stagecoach shades) abide by the safety standards and use labels and hang tags as required by the Consumer Product Safety Commission. View the most recent version of the WCMA/ANSI standards document via the link from wcaa.org.
- All projects are fabricated in a pet-free, food-free and smoke-free environment.

Glossary of General Industry Terms — an alphabetical listing of definitions:

All “aka” (also known as) terms indicate that the industry sometimes uses them interchangeably.

All “see also” terms indicate that the reader should compare the differences between the comparable terms for full clarification.

All “*WCMA/ANSI” terms indicate that the reader should view the most recent version of the WCMA/ANSI standards document via the link from wcaa.org.

A

allowance (see also cut/workroom/tabling allowance): A custom variation from an “exact” measurement, taken for the purpose of anticipated needs.

angle iron (aka L bracket): A metal bracket in the shape of an “L” used to install board-mounted treatments.

appliqué: To sew or fuse a piece of cut-out fabric to another piece of fabric. Also the term used for the piece of fabric applied.

apron: The wood trim molding below the windowsill.

arched top treatment: Any top treatment design with an arch-shaped heading.

Austrian shade (*WCMA/ANSI): A fabric shade known for its formal appearance and vertical shirring between the scallops. Usually made of sheer fabric.

Austrian valance: A soft, stationary valance fabricated like the Austrian shade, with vertical rows of shirred fabric that form poufs at the bottom edge.

B

back tack (aka backstitch): Stitching at the beginning or the end of the seam done by stitching backward and forward in order to lock and secure the seam.

backstitch (aka back tack): Stitching at the beginning or the end of the seam done by stitching backward and forward in order to lock and secure the seam.

balloon shade (*WCMA/ANSI): A fabric shade with permanent poufs at the bottom of the shade whether the shade is raised or lowered. The heading may be any type as long as the fabric has the desired fullness.

balloon valance: A soft, stationary valance fabricated like the balloon shade that is known for the poufs at the bottom edge.

banding: A flat embellishment that is either commercially made or made in the workroom using strips of fabric. Often a contrast to the face fabric, banding can be top applied or wrapped around the raw edges.

bar tack (see also tack stitch): A sewing machine operation of repeated stitches concentrated to secure the drapery pleats.

baton: A rod or wand used to hand draw operable draperies.

batting: A soft man-made material that is used to wrap foam in cushions or to make sham flanges stand rigid. It is also used as an underlayment for cornices and in upholstery. This is often incorrectly called Dacron.

bay window: A group of three or more windows set at angles to each other.

beaded chain weight (aka chain weight): A continuous chain of small heavy beads covered in a casing, used to prevent billowing in lightweight fabric to add weight to hems. It can also be used in welt cord.

bed corona (aka corona): A decorative treatment or “crown” for the bed. It’s mounted on the wall or ceiling.

bed skirt (aka dust ruffle): A skirt that covers the box springs of the mattress and the bed frame. This is called a “bed valance” in Europe.

bedspread (see also coverlet): A bed covering, with a pillow tuck, that drops to the floor.

bell (aka horn): Smooth tapered portion of a top treatment that resembles a horn or bell shape. It can be made and attached separately or sewn in.

bendable plywood: A thin – often ¼-inch and sometimes 1/8-inch – plywood used for top boards on arched treatments, face boards on bowed treatments or rounded furniture such as ottomans.

bias cut: Fabric that is cut on an angle. True bias is at a 45-degree angle; bias cuts can be done on any angle.

board line: The line drawn on the pattern pieces to indicate where the treatment will be placed at the front, top edge of the mounting board.

board width (aka finished width, total width; see also face width, front width): The measurement of the face of the mounting board for a board-mounted treatment plus the returns.

boiler iron: A pressurized steam iron, consisting of three major components:

- a tank that heats water to boiling point, thus creating steam
- a connecting hose feeding the steam to the iron
- an iron, typically with an attached non-stick sole plate. The sole plate is not the source of the heat.

bonding tapes: A pressure-sensitive or heat-sensitive, single or double-sided tape that is used by burnishing, rubbing or heating/melting it on.

Boston edge (aka micro-cord): Welt cord that measures less than ¼ inch that is covered with fabric and used in the same manner as standard welt cord.

bottom hem: The turned part forming a finished edge at the bottom of a drapery, valance or bed skirt.

bow window: A group of three or more windows set into a wall that is curved or semicircular.

bowed cornice: A cornice with convex or concave curves on the face.

box pleat: Pleats formed by two folded edges facing each other. Box pleats are evenly spaced and stitched.

A. closed box pleat: Pleats of fabric are pressed flat so the edges of the pleats touch each other all the way across the front and all the way across the back of the treatment (three times fullness).

B. open box pleat: Pleats of fabric are taken on the front of the treatment and pressed flat against the front but there is a space between the edges of the pleats on the front.

C. inverted box pleats: Pleats of fabric are taken in the back of the treatment and pressed flat against the back but the sides do not touch.

boxed cushion (see also French mattress cushion, mattress-style cushion): A cushion that has a strip of fabric (called “boxing”) between the top and bottom pieces. This style can be sewn with welt or decorative cording in the seams.

bracket-to-bracket: The measurement of space between the support brackets for a rod.

break: The extra length added to draperies so they lie on the floor 1/2 inch to a few inches.

breaking the buckram: The practice of creasing the buckram between pleats in order to make the pleats fall properly and optimize the operation on traversing panels.

buckram (aka crinoline): A specially stiffened product that is used as a foundation for pleats.

bullion fringe: A long, thick fringe of individual cords or twisted cords.

bump interlining: An extra thick/heavy interlining.

buttonhole return: A buttonhole created within the rod pocket sleeve of a drapery panel or top treatment through which the rod protrudes, allowing attachment of a finial and the treatment to return to the wall without light gaps.

C

café: A traversing or non-traversing short panel covering only the lower section of the window, ending at the sill or case.

café rod: A small, round decorative rod used to mount café curtains that do not have a rod pocket. Café rods are meant to be seen and add a decorative touch to the window treatment.

cartridge pleat: A fold of fabric sewn into place to create fullness in a drapery. The tube-like silhouette is created by stuffing the pleat with buckram.

canopy: A fabric bed treatment that goes over the top of a specialty bed frame.

cantonniere: A three-sided, shaped or straight cornice that “frames” the window across the top and part way down the two sides. It is usually made of hardboard, padded and covered with fabric.

cascade (aka tails; see also jabot): A fall of folded, gathered or flat fabric that descends in a zigzag line from the drapery heading or top treatment. Often referred to as a jabot.

casement:

- A. **fabric:** A drapery fabric that is an open-weave material.
- B. **window:** A type of vertically hinged window, whose panes open by sliding sideways or cranking outward.

casing:

- A. **fabric:** A pocket made in fabric for a curtain rod, weight board or drawstring.
- B. **window:** A wooden frame around the window.

center draw (aka split draw): A traversing pair of draperies that draw open from and close to a window’s center point.

chain weight (aka beaded chain weight): A continuous chain of small heavy beads covered in a casing, used to prevent billowing in lightweight fabric by adding weight to bottom hems. It can also be used as welt cord.

clearance: Distance from the back of the rod, pole or treatment to the wall.

clerestory windows: A series of small windows that let in light and air, usually high up on the wall to allow privacy.

cloud shade (*WCMA/ANSI): A fabric shade that is similar to a balloon shade, except that the bottom of the treatment is straight across when it is down.

C.O.M.: Customer’s Own Material.

comforter: A bed covering without a pillow tuck that is usually a throw style. It covers the mattress top and mattress drop plus 3 or 4 inches on the sides and foot of the bed. A comforter is sometimes reversible.

commercial work: Products created for a space used by multiple people such as an office, a bank, a hotel, a restaurant, etc., as opposed to a single-family home. Can sometimes be referred to as contract work.

concave curve: An inward curve. (A bow window has an inward curve).

continuous cord loop (*WCMA/ANSI): A shade operating system that features a cord or a beaded chain that traverses between the clutch at the top and a tension device at the bottom.

contrast lining: A decorative fabric used as a lining or decking when parts of it may show from the front of the top treatment.

convex curve: An outward curve.

cord cleat (*WCMA/ANSI): A piece of hardware attached to the wall around which window treatment cords can be secured.

cord lock (*WCMA/ANSI): A piece of hardware mounted to the head rail of a shade, through which the lift cords run. When the cords are pulled up, it secures the shade at the desired location.

cording (aka welt cord, welting): A rope cord that is covered with fabric.

corner window (aka miter window): Two windows that typically join at a 90-degree angle in a corner.

cornice (see also soft cornice): A box treatment usually constructed of wood that can be padded and upholstered.

corona (aka bed corona): A decorative treatment or “crown” for the bed. It’s mounted on the wall or ceiling.

coverlet (see also bedspread): A bedcovering with a pillow tuck and a short drop that covers the mattress but not the box springs. This is usually used in conjunction with a bedskirt.

crinoline (aka buckram): A specially stiffened product that is used as a foundation for pleats.

crosswise grain (aka weft; see also lengthwise grain, weft): The threads of a woven fabric that run perpendicular to the selvages. The fabric has a slight give in the crosswise grain.

curtain (aka drapery): A window covering made of fabric. Can be pleated, shirred on a rod or stapled to a board for mounting. Some are stationary and some traverse.

cushion: An item consisting of fabric that encases a shaped piece of foam or other filler, usually used for seating purposes.

custom-made draperies (see also made-to-measure window treatments, ready-mades): Draperies made to order in a workroom or decorator shop.

cut allowance (aka tabling/workroom allowance): A variable measurement of extra fabric added to the exact measurement required to fabricate custom articles. This extra fabric allows for precise fabrication, safeguarding against minor errors. Hence the term “allowance” or “insurance.”

cut length (CL): The length of the fabric cut after allowances have been added for heading, hem, repeats and tabling (see above).

cutout return: A curved or rectangular cut at the top return of the panel or top treatment to allow the return to go back to the wall in a pole-mounted treatment.

cut width (CW): The complete amount of fabric needed for treatment width, including hems, repeats and/or any other allowances.

D

decking: The fabric that covers the box springs on a dust ruffle or bed skirt and to which the bed skirt is attached.

decorative hardware: Hardware (such as swag holders, rods, poles, tiebacks, rings) that can add aesthetic appeal to a window fashion as well as serve functional purposes.

deep point (aka long point; see also short point): The measurement of a treatment at its longest/deepest area.

dormer window: An upright window that breaks the surface of a sloping roof.

double hem: Folding the fabric over twice in equal amounts. A 4-inch double hem would utilize 8 inches of fabric.

double-hung draperies: Two sets of draperies, usually a sheer fabric under an opaque fabric, both operating separately.

double top header/heading: A rod pocket header or a pleated panel heading in which a second layer of fabric lies behind the face fabric, but is visible from the front.

double-turned heading: This heading is commonly used for both pleated and rod-pocket draperies. The fabric is folded over twice in equal amounts, once on itself and once down the back of the treatment. The size of each fold is determined by the heading and drapery style. A typical size would be 4 inches. When folded twice this would require 8 inches of fabric.

drapery: The proper name for a long window covering i.e., pinch-pleated drapery.

drapery hook (aka drapery pin): A metal pin used to fasten draperies to a rod. It pins into the drapery pleat (or header) and hooks onto the traverse carrier, café rod or to a ring.

drapery pin (aka drapery hook): A metal pin used to fasten draperies to a rod. It pins into the drapery pleat (or header) and hooks onto the traverse carrier, café rod or to a ring.

draw draperies (*WCMA/ANSI): Panels of fabric that will open and close, on a traverse rod or hand drawn with or without a baton.

drop: A term for length commonly used in reference to valances, bed skirts/dust ruffles and tablecloths.

drop match (see also half-drop match, straight match): A drop match is one in which when the width is cut straight across by the print, the pattern will *not* line up perfectly to be seamed at the selvage. The pattern repeat matches at half the distance of the vertical repeat.

dropped dust board: A treatment with a header that requires the dust board to be lower than the top of the treatment. Some workrooms use this method with arched top cornices.

dust board (see also dust cap, mount board, valance board): A board or covering used to protect and mount a head rail or hardware mechanism, provide structure to the treatment, restrict light from passing up above, and prevent the chimney effect from an air flow.

dust cap (see also dust board, mount board, valance board): The flap of fabric that covers the top of the dust board to neatly finish the top.

dust ruffle (aka bed skirt): A skirt that covers the box springs of the mattress and the bed frame. (This is called a bed valance in Europe.)

duvet (see also comforter, duvet cover): A non-decorative throw-style comforter designed to be used with a decorative removable cover.

duvet cover (see also comforter, duvet): A decorative slipcover for a duvet insert with a zipper, button, hook-and-loop or other closure.

E

ease: A fabric length, beyond that of your finished calculation, that has to be worked in to fit.

empire valance: A swagged treatment with pleats that stack and rise to the top of the treatment with bell/ horn section

English hem: A single-turned hem that typically wraps around bump, has mitered corners and is usually used on English panels.

English panels: a drapery panel or curtain, incorporating all of the following techniques:

- interlocking stitches sewn down the vertical length, marrying the face fabric to the interlining and then the lining to the interlining.
- single fold face side hems, not combined with the lining.
- single fold lining fabric side hems, not combined with the face fabric.
- single fold bottom hems, plus 1/2-1 inch tucked under the interlining, which is incorporated into the hem
- mitered corners where the bottom face fabric hem finishes at the side hem
- hand sewn, with the exception of the seams joining widths of fabric and the stitching used to form the pleats.

envelope fold: A method of folding banding for application. The 1/2-inch seam allowance is pressed down on one side only. The remainder of the band is then folded double with the remaining raw edge going under the 1/2-inch seam allowance to meet the fold to create the finished width.

Euro hem: stitched hem that encases a covered bead chain, typically less than a half inch in depth replacing a standard double-turned hem on sheer panels.

Euro pleat: A free flowing drapery pleat with or without crinoline that has either two or three folds and is tacked within 1/2 inch from the top.

eyebrow window: Arched top window with elongated width. Not a true half circle.

F

fabrication: The process of manufacturing raw goods into a finished product.

face fabric: The decorative fabric on a treatment that “faces” into the room.

face width (aka front width; see also board width, finished width, total width): The width of the valance board without returns.

facing (aka flashing/flash lining): A piece of fabric that is stitched to a raw edge and turned to the backside of the treatment to form a finished edge. The diagonals of jabots or cascades are sometimes faced to show a contrast in the angles, as opposed to being fully contrast- or self-lined.

false cord (aka flat welt): A flat, folded fabric stitched in the seam the same as a welt cord, minus the cord. This gives the appearance of welt, without the bulk.

fan folded (see also flat fold): A back-and-forth fold, like an accordion. Pinch-pleated draperies are folded this way by folding center pleat to center pleat. This helps to train the folds of the drapery, and makes handling the drapery easier and neater for installation.

finished length (FL): The actual length of a treatment once it is finished.

finished width (FW; aka board width, total width; see also face width, front width): The actual width after the treatment has been made, including the returns.

fireproof (aka flame proof; see also fire resistant, flame retardant): Fireproof means that a fabric literally will not burn. To be labeled “fireproof,” the Federal Trade Commission requires that a fabric must be 100 percent fireproof. If the fiber or fabric has been treated to prevent flames from spreading, it must be labeled as “fire resistant.”

fire resistant (see also fireproof, flame proof, flame retardant): A fabric or fiber that has been treated to discourage the spreading of flames.

flagging (aka memory stitch): A stitch, usually by hand, done in the back of the drapery; used to keep the lining and face in even folds.

flame proof (aka fireproof; see also fire resistant, flame retardant): Flame proof means that a fabric literally will not burn. To be labeled flame proof, the Federal Trade Commission requires that a fabric must be 100 percent fireproof. If the fiber or fabric has been treated to prevent flames from spreading, it must be labeled as “fire resistant.”

flame retardant (see also fireproof, fire resistant, flame proof): A fabric that resists or retards the spreading of flames. A flame-retardant fabric can be made by using fibers that are themselves inherently flame retardant or by using special finishes on fabrics.

flashing/flash lining (aka facing): A piece of fabric that is stitched to a raw edge and turned to the back to form a finished edge. The diagonals of jabots or cascades are sometimes faced to show a contrast in the angles, as opposed to being fully contrast or self-lined.

flat fold (see also fan folded): an alternative method for folding draperies, first folded into vertical thirds or fourths, then folded again horizontally. Typically they are not hung on drapery hangers.

flat welt (aka false cord): A flat, folded fabric stitched in the seam the same as a welt cord, minus the cord. This gives you the look of welt, without the bulk.

French blackout: A blackout method created by using four layers of fabric: face fabric, interlining, dark lining (usually black in color but not blackout) and regular lining.

French mattress cushion (aka mattress-style cushion): A boxed cushion in which the seams where the top and bottom meet the boxing are stitched by hand to form a rolled edge to give the impression of a welt cord or a flange.

French pleat (aka pinch pleat): A drapery heading where the basic pleat is on the right side of the fabric and is divided into two, three, or four smaller, equal folds sewn together at the base of the pleat.

French seam: a technique frequently used for joining widths of sheer fabric. The first seam is sewn with wrong sides together and using a 1/4-inch seam allowance, the seam allowance is then trimmed back to 1/8 inch before being sewn again right sides together using a 1/4-inch seam allowance.

front width (aka face width; see also board width, finished width, total width): The width of the valance board without returns.

fullness: The amount of extra fabric added to a finished measurement to create the desired “full” effect. Fullness creates vertical or horizontal folds/gathers on the face of the treatment. The fuller the treatment, the more folds/gathers on the face. The usual custom fullness is 2½ to 3 times the total width of a treatment.

G

gathered Roman shade (*WCMA/ANSI): Shade made by shirring fabric onto horizontal ribs before assembling as a working Roman shade.

goblet pleat: A fold of fabric sewn into place to create fullness in a drapery. This is similar to the cartridge pleat but is tacked or pinched at the base. The goblet silhouette is created by stuffing the pleat with buckram, tissue, batting or pipe insulation.

griege goods (pronounced *grey* goods): Fabrics, regardless of color, that have been woven on a loom and have received no wet or dry finishing applications. Some griege goods have names such as “print fabric” and “soft-filled sheeting” that are used only for the griege goods. Other griege goods’ names, such as “lawn,” “broadcloth” and “sateen,” are also used as names for the finished fabric.

grommet: A large metal or plastic eyelet.

H

half-drop match (see also drop match, straight match): One in which the pattern itself drops down half the repeat on the horizontal but *does* match at the selvage.

headboard (upholstered): A decorative board at the head of a bed that’s constructed from foam, batting and fabric, and often embellished with welt cord and button tufting. Headboards can be mounted to the bed frame or to the wall.

header (see also heading): The ruffle of fabric above the rod pocket on a curtain. This is purely decorative.

heading (see also header): The finished top of the drapery, curtain or valance that hangs from a pole or a rod. Headings can be simple and plain or elaborate.

heading tape (aka pleating/pleater tapes; see also shirring tapes): Multiple cords that are alternately encased and exposed on a tape. After the flat tape is stitched to a treatment the cords are pulled to create a specific, evenly-spaced pleated style.

head rail: The board or metal rail to which shades or blinds are attached.

hem: Refers to finished sides and bottom edges of a drapery, other window treatments, bedding and upholstery.

hobbled shade (aka soft fold shade; *WCMA/ANSI): A Roman shade with permanent horizontal soft folds all the way up the shade.

hook and loop tape: Composed of two tape strips, one with a hook nap and the other with a loop nap. When pressed together they grip firmly to each other. Velcro is a brand of hook and loop tape. Not all hook and loop tape is Velcro.

horn (aka bell): Smooth tapered portion of a top treatment that resembles a horn or bell shape. It can be made and attached separately or sewn in.

hourglass curtain: A curtain panel anchored top and bottom and pulled tight in the middle with a tieback to reveal a triangular area of light on either side.

I

inside measurement (see also outside measurement):

- A. Measurement for a treatment so the window casing would be exposed after the treatment is installed.
- B. Inside left return to inside right return. Used to assure a fit over existing treatment.

inside mount (IM; see also outside mount): Placement of hardware and treatment are inside a structure, usually a window frame or cornice board. Mounting a treatment wall to wall is also treated as an inside mount.

interfacing: A stiffer fabric that is either sewn in or fused on to give body to fabrics.

interlining: A soft flannel-like fabric put between the face fabric and lining of custom items to add luxurious body, as well as insulation. Interlinings add to a quality look, give weight, protect from fading and help to insulate. Interlining also comes in heavier weights called bump and table felt.

ironing (see also pressing): The sliding of an iron at an appropriate temperature; this process can stretch fabric as opposed to pressing.

Italian stringing (aka reefing; *WCMA/ANSI): A technique used with stationary treatments that allows the bottom or middle of the treatment to be pulled by a “string” into gathers, creating an open appearance. The string can be fixed or operable (allowing the treatment to close for privacy).

Italian strung drapery panel (aka reefing; *WCMA/ANSI): A method that uses stringing attached to the back side of the treatment in order to create a draped, pulled back panel, usually stationary at the top, sometimes with operational stringing.

J

jabot (see also cascade): A flat, folded or gathered, shaped, piece of fabric used as an accent. The outer edges descend in a zigzag line when folded to a longer center point.

jamb: Interior side of a door or window frame.

K

kerf (kerfs, kerfing, kerfed): A channel created by a saw. Usually more than one cut is made and these cuts are typically 1/2 to 1-inch apart and halfway through the thickness of the board. This will allow the board to bend to desired shapes.

kick pleat: An inverted pleat used at the corner of a cascade or return. The center of this pleat “kicks out” as it turns the corner and will hang to the effect of an additional pleat.

Kingston valance: A swagged treatment with the pleating behind the bell/horn.

knife-edge cushion (see also boxed cushion): A cushion where the top and bottom meet without boxing or welting.

L

L bracket (aka angle irons): A metal bracket in the shape of an “L,” used to install board-mounted treatments.

lambrequin: A top treatment that is constructed on a wood frame, padded and covered with fabric. In some regions, a lambrequin refers only to such a top treatment with “legs” that extend to the floor; a cornice that completely frames the window.

leading edge (see also return): Opposite of the return. The leading edges of a pair of center draw draperies are the two edges that overlap each other in the middle. On stationary panels, they usually frame the glass; they are the inside edges.

legs: Pieces of board added to the ends of a mount board in order to strengthen and support the treatment. Typically used in the construction of cornices and lambrequins.

lengthwise grain (aka warp; see also crosswise grain, weft): The threads in a woven fabric that run parallel to the selvages. These threads are pulled taut during the weaving process and are generally stronger than the weft threads.

lift cord (aka shade cord; *WCMA/ANSI): Strong cord used to string through rings, screweyes, pulleys and locks on soft shades and Italian stringing. It can also be used in other applications such as welt cord.

linear foot (aka running foot): The measure of flat width or length of a treatment converted to feet.

lining: A fabric that is used for the back of the window treatment.

lip: The twill tape attached to ready-made twisted rope cord used as a seam allowance; also refers to the seam allowance of a self-welt cord.

long point (LP; aka deep point; see also short point): The measurement of a treatment at its longest/ deepest point.

low bulk: Removing or reducing layers of fabric within a treatment in order to improve finished appearance and/or assist in mounting to a board or rod.

low bulk heading (see also single top): A technique used to reduce the volume of fabric turned into the heading of a treatment. There are several different methods available to achieve this. It is especially beneficial when pleating heavyweight fabrics.

M

made-to-measure window treatments (see also custom-made draperies, ready-mades): Treatments made to generic finished measurements that can work with a variety of window sizes, without the precise and often unique measurements taken for custom work.

mattress-style cushion (aka French mattress cushion): A boxed cushion in which the seams where the top and bottom meet the boxing are stitched by hand to form a rolled edge to give the impression of a welt cord or a flange.

medallion: Hardware with a decorative face, attached to a stem or post. It is used either to hold back treatments or to mount treatments to the wall.

memory stitch (aka flagging): A stitch, usually by hand, done in the back of the drapery; used to keep the lining and face in even folds.

micro-cord (aka Boston edge): Welt cord that measures less than $\frac{1}{4}$ inch that is covered with fabric and used in the same manner as standard welt cord.

mirroring: The repetition of a pattern outwards from a center line, that appears as a reflection of itself.

miter window (aka corner window): Two windows that typically join at a 90-degree angle in a corner.

mitering: The joining of two surfaces evenly at an angle.

mount board (aka valance board; see also dust board and dust cap): The board to which a treatment is attached.

mounting allowance (aka board allowance): The fabric above the finished length that is used to attach a treatment to the board or rod.

mullion: The vertical element that forms a division between units of a window, typically made of wood or aluminum, but sometimes masonry.

multi-draw: A simultaneous opening and closing of several draperies on one rod at the same time.

muntin: The horizontal and vertical strips of wood that separate panes of glass in windows to create a grid pattern.

N

nap: the texture of a fabric that runs in one direction so that when you brush your hand over it, the appearance changes depending on the direction. Some examples are faux suede and velvet.

nominal lumber: The actual measurement of stock boards differs from the nominal measurement. A 1x2 board is actually $\frac{3}{4}$ inch by $1\frac{1}{2}$ inches, a 1x4 board is actually $\frac{3}{4}$ inch by $3\frac{1}{2}$ inches, a 1x6 board is actually $\frac{3}{4}$ inch by $5\frac{1}{2}$ inches, and a 1x8 board is actually $\frac{3}{4}$ inch by $7\frac{1}{2}$ inches. Be sure to measure the board for accuracy.

O

off-center draw: Draperies that traverse to a non-centered point.

one-way draw: Any window treatment that draws in one direction only to the right or to the left.

opera shade (*WCMA/ANSI): A fabric shade with multiple poufs at the bottom of the treatment that creates an arch when raised.

outside measurement (see also inside measurement):

- A. Measurements taken of the outside perimeter of the window frame so that the treatment will cover all windowfacings.
- B. Outside left return to outside right return. Used to assure a fit over existing treatment as well as within a given space.

outside mount (OM; see also inside mount): The hardware for treatment is mounted on the outside of the window on the frame or wall, and the treatment is not against any structure on the ends.

overlap: The portions of fabric that cross over in the middle of a pair of draperies when they are closed. When two swags cross over each other on a board or pole, the crossover is also called the overlap area.

P

pagoda cornice: A cornice with face and sides that flare outward and/or upward.

pair width: Rod width plus one overlap and two returns. This is a measurement you would get if you took two panels of a pair of draperies and you laid them down side by side widthwise, not overlapping.

panel(s): A drapery-style window treatment used to cover or enhance a window. A panel may consist of several widths of fabric.

panel width: This is the finished width of a panel of draperies.

panel with attached valance: A drapery panel that is made with a decorative valance attached to the top so that the two pieces become one item.

passementerie (aka trims): Embellishments such as cords, bands, buttons and tassels used on window fashions and furnishings, to give definition or add decorative detail.

pattern repeat (aka repeat): The distance between any given point in a design and where that exact point first appears again. Repeats can be horizontal or vertical.

pelmet: A historic term for any framework at the top of a window that concealed the curtain rods.

pencil pleat: A narrow fold of fabric sewn into place to create fullness in a drapery. This pleat is generally made through the use of a heading tape.

picture window: A type of window with a large center glass area with usually two smaller glass areas on each side.

pillow: A case of fabric, made in various shapes and sizes, stuffed with an insert filled with man-made or natural fibers (i.e., polyester, feathers or foam), used for decorative and/or functional purposes.

pillowcase (aka pillowslip): The technique where face fabric and lining fabric are seamed together, usually with a 1/2-inch seam, then turned and pressed so the seam becomes the very edge of the item.

pillowcase heading: The heading of a pinch-pleated drapery is pillowcased with the buckram stitched in the seam and may have anywhere from 1/2- to 1- inch seam allowance.

pillow sham: A removable cover for a bed pillow. Frequently just used for decoration and not for sleeping on. They are typically removed from the bed at night.

pillowslip (aka pillowcase): The technique where face fabric and lining fabric are seamed together, usually with a 1/2-inch seam, then turned and pressed so the seam becomes the very edge of the item.

pillow tuck: Extra length of fabric added to the bed covering that tucks under the front edge of the pillow and folds back over the front of the pillow.

pinch pleat (aka French pleat): A drapery heading where the basic pleat is on the right side of the fabric and is divided into two, three, or four smaller, equal folds sewn together at the base of the pleat.

piping: A term used in the apparel industry for cording.

pleat: A fold of fabric held in place to create fullness.

pleat to: Direction given to a workroom to calculate the finished width of a window treatment.

pleat to pleat: The measurement from the first pleat to the last pleat.

pleating/pleater tapes (aka heading tapes, see also shirring tapes): Multiple cords that are alternately encased and exposed on a tape. After the flat tape is stitched to a treatment the cords are pulled to create a specific, evenly spaced, pleated style.

portières: A French term literally translated into door curtains, originating in the Middle Ages, they served the functional purpose of sound- and draft-proofing doorways. They now serve a more decorative role.

pouf: The three dimensional informal scallop created by the way the treatment hangs, e.g., balloon valances and shades.

pressing (see also ironing): Lifting and lowering an iron set at an appropriate temperature in an overlapping pattern to avoid stretching fabric as ironing (sliding the iron back and forth) the fabric would.

projection: The furthest distance from the front of the window treatment to the wall.

proportion: The comparative relationship of one part of an object to other parts or the whole of the object.

puddle: Formed by drapery panels that are long enough to literally lie on the floor. Extra length, from 1 to 18 inches depending upon the desired effect, must be added.

pull (*WCMA/ANSI): The knob on the end of the cords used to operate shades or draperies. It also refers to the side from which a shade is pulled, whether right pull or left pull.

PVC pole: A strong, but lightweight plastic plumbing pipe sometimes used as a support for draperies or valances.

R

railroad: To turn fabric so the selvage runs horizontally across the treatment instead of vertically. Sheers of 118 inches are made to be used this way so that pinch pleats are put in across the selvage instead of across the cut end so that there won't be any vertical seams. Upholstery fabric is typically woven railroaded to conserve fabric and avoid seams on wide furniture.

ready-mades (see also custom-made draperies, made-to-measure window treatments): Stock-sized draperies, factory made and available at local stores or through mail order houses.

referral workroom (see also retail workroom, wholesale workroom): A workroom whose business is derived from designers and/or contractors but works directly with the end user. A referral workroom must collect sales taxes for all sales.

relaxed Roman (*WCMA/ANSI): A flat Roman shade that forms a soft swag as it is raised. Its lift cords are usually on the outer edges.

relaxed Roman valance: A stationary top treatment, similar to the look of a relaxed Roman shade, having only the outer edges being lifted and a soft swag forming between them.

rendering: A hand-drawn or computer-generated illustration typically used in the design stage for clear communication of design and fabrication decisions; best if done to scale.

repeat (aka pattern repeat): The distance between any given point in a design and where that exact point first appears again. Repeats can be horizontal or vertical.

residential work: Work completed for home owners as opposed to work for commercial or public buildings.

retail workroom (see also referral workroom, wholesale workroom): A workroom that does work for the end user rather than for a designer. The retail workroom must collect sales taxes for all sales.

return (see also leading edge): The distance from the front of the window treatment to the wall at the outside edges; the fabric that covers that distance.

reverse sham: An extra piece of fabric attached to the head of a bedspread that folds back over from the back of the pillows laying on the bedspread to cover them. This is not meant to be tucked under pillows.

rod length (aka rod width): The measurement from one end of a rod to the other including the sections beyond the brackets. Not to be confused with the bracket-to-bracket measurement.

rod pocket: A drapery or top treatment that is made with a horizontal channel through which a rod is inserted in order to install it.

rod width (aka rod length): The measurement from one end of a rod to the other including the sections beyond the brackets. Not to be confused with the bracket-to-bracket measurement.

Roman shade (*WCMA/ANSI): A tailored fabric shade that hangs flat at the window. Soft pleats form horizontally at the bottom as the shade is raised.

Roman valance: A soft, stationary valance fabricated similarly to a Roman shade with stationary horizontal folds.

rosette: A fabric or trim accent constructed to resemble an open rose. It is often used to accessorize or disguise an area of construction.

ruched header: A frill or pleat of fabric used as decoration on the header of a treatment. This can be done by using shirring tape or adding extra fullness into rod pocket headers.

running foot (RF; aka linear foot): The measure of flat width or length of a treatment converted to feet.

S

sash curtain: Any fabric hung close to the window glass. They are usually hung from spring tension rods or sash rods mounted inside the window casing.

sash rod: A small rod, with a minimal projection (usually less than 1 inch), either decorative or plain.

scab: A thin strip of fiberboard or lumber glued over a seam that joins two pieces of lumber.

scaldino: In Italian, it roughly translates to “little foot warmer.” In soft furnishings, it refers to a decorative strip of fabric for the foot of the bed.

scale: Relationship between an object's size and the size of the space in which it is located.

scalloped heading: A popular top treatment for café curtains featuring semicircular spaces between pleats.

self-lined: The face of the fabric is also used as the lining.

selvage/selvedge: The tightly woven edge on the length of the fabric.

shade: An operational window treatment used to reduce or screen light or heat.

shade cord (aka lift cord; (*WCMA/ANSI): Strong cord used to string through rings, screweyes, pulleys and locks on soft shades and Italian stringing. It can also be used in other applications such as welt cord.

sheer: A translucent fabric, historically known as glass curtains.

shirred: Gathered.

shirring tapes (see also heading tapes, pleating/pleater tapes): One or more cords completely enclosed into a tape. When the tape is stitched to a treatment, the cords are pulled to create a shirred or gathered look.

short point (SP; see also deep point, long point): The measurement a treatment will hang at its shortest area.

side hem: Fabric that is turned twice at the side of treatments to create a finished edge.

sill: The horizontal “ledge-like” portion of a window casing.

single hem: Fabric that is turned once to the back of a treatment. The raw edge is either serged as a finished look, or turned under for a ½- to 1-inch seam allowance.

single top (see also low bulk heading): Heading in which the fabric is turned down the back and is finished either by turning ½- to 1- inch under the bottom of it or by cutting the bottom along the edge of the buckram. This edge can also be stitched to the edge of the buckram.

sleeve: A decorative casing made to cover a rod without a panel hanging below. It may or may not have a header or skirt.

slipcover: A cover, made of fabric, that is custom fit to a particular piece of furniture, such as an upholstered chair, sofa, ottoman or headboard.

slouch drapery panel: A type of drapery panel generally made without traditional pleats, and generally without buckram or crinoline. It is a more casual style where the fabric along the heading is wavy to very loose, and the fabrication method for the heading can be any type depending on desired look.

slouch: An unstructured heading style, typically made without pleats, that is hung so that it droops between anchors such as medallions or drapery pins.

soft cornice (see also cornice): A method of fabricating a cornice that carries the look of an upholstered cornice, but without the cost or heavy appearance. Common inner materials can include Skirtex, chipboard, interfacing or bump interlining.

soft fold shade (aka hobbled shade; *WCMA/ANSI): A Roman shade with permanent horizontal soft folds all the way up the shade.

space/spacing: Refers to the distance between pleats, folds, rings, etc. on any treatment.

split draw (aka center draw): A traversing pair of draperies that draws open from and closes to a window's center point.

stack back (aka stack off): The amount of horizontal space taken up by draperies when they are completely open.

stack off (aka stack back): The amount of horizontal space taken up by draperies when they are completely open.

stack up (see also stack back, stack off): The amount of vertical space taken up by shades when they are completely raised.

stagecoach (*WCMA/ANSI): A flat shade that is rolled to the front at the bottom, sometimes around a dowel, and held in place by decorative ties. This is typically stationary but may be operational using a lift system or by manual height adjustment.

stationary panel: Decorative drapery panel that does not open or close.

stay stitch: A row of long stitching, just inside the seam line, to prevent stretching and to protect the grain line.

straight match (see also drop match, half-drop match): A pattern repeat in a width of fabric which matches at the selvage when the fabric is folded in half along the lengthwise grain.

sunburst: A semicircular window fashion used in the arch-top windows or above rectangular windows to give the appearance of an arch-top window. Fabric is shirred around the circumference of the circle; and gathered at the center bottom.

swag: A fabric top treatment that drapes into soft semi-circular folds of fabric. Swags can be used with draperies or as a top treatment only.

swing arm: A hinged metal curtain rod that swings away to fully uncover a window.

T

T square: An instrument consisting of two legs, joined at a 90-degree angle, used for testing the accuracy of square work and for making right angles.

table runner: A decorative strip of fabric that is used to accent – and sometimes protect – a tabletop.

tabling: Measuring a treatment and marking it to the finished length/finished width before the final finishing.

tabling allowance (aka cut/workroom allowance): A variable measurement of extra fabric added to the exact measurement required to fabricate custom articles. This extra fabric allows for precise fabrication, safeguarding against minor errors. Hence the term “allowance” or “insurance.”

tack stitch (see also bar tack): A series of stitches in place to secure the folds of a pleat on a treatment. They can be machine made or hand sewn. Tack stitch also refers to small stitches in one place to secure fabric; e.g., the tack stitches to form a rosette or tack stitches to control fabric flare.

tack strip:

A. **window treatments:** A piece of fabric attached to a valance at the top to finish the raw edges and to allow for it to be mounted on the board.

B. **upholstery/top treatments:** A thin, cardboard strip, 3/8 inch or 1/2 inch wide, used to prevent fabric from puckering between staples and to give a sharp, even edge.

tails (aka cascade): A fall of folded, gathered or flat fabric that descends in a zigzag line from the drapery heading or top treatment.

take-up: The loss of length or width in measurement as a result of the method of mounting and/or fabrication. Take-up in finished length is prominent in gathered treatments as the rod pocket wraps around the diameter of a rod. It is also a factor on pleated treatments where the layers of pleated fabrics must overlay each other, and in treatment returns on thick fabrics as the fabric wraps the end corner of the board.

tieback: A decorative element used to gather drapery panels to the center or sides of a window opening to allow light and ventilation. It is also used for aesthetic purposes as part of the overall design.

top treatment (aka valance): Any decorative design at the top of a window. Top treatments can either stand alone or be incorporated as part of a multi-layered window treatment design.

total width (aka board width, finished width; see also face width, front): The width of the board or rod, end to end, plus return(s).

traverse: To draw across.

traverse rod (*WCMA/ANSI): A rod fitted with carriers, pulleys and cord. When the cord loop is pulled, the draperies are pulled across the width of the rod to open or close the window treatment.

trim (aka passementerie): Embellishments such as cords, bands, buttons and tassels used on window fashions and furnishings, to give definition or add decorative detail.

tucked Roman shade (*WCMA/ANSI): A Roman shade with horizontal pleats on the face or back, usually spaced 4 inches to 8 inches apart. Sometimes referred to as a Venetian shade or a stitched Roman.

tuft: Thread drawn tightly through a pillow or cushion or furniture that holds the fabric and padding in place.

Turkish corner cushion: A cushion in which the corners are gathered or pleated so that the excess fabric draws up to resemble a boxed cushion.

turn of fabric/turn of the cloth: The ease of fabric that is lost from making a fold.

twill tape: A strong tape that has a diagonal weave. It is either sewn on or ironed on.

V

valance (aka top treatment): Any decorative design at the top of a window. Valances can either stand alone or be incorporated as part of a larger window treatment design.

valance board (aka mount board; see also dust board and dust cap): The board to which a top treatment is attached.

W

warp (aka lengthwise grain; see also crosswise grain, weft): The threads in a woven fabric that run parallel to the selvages. These threads are pulled taut during the weaving process and are generally stronger than the weft threads.

waterfall cushion: A cushion that does not contain a boxing on the front edge; the top front and bottom are all one piece of fabric.

waste: Any fabric that is leftover or not used in the finished product, e.g., excess parts of the repeats.

weft (aka crosswise grain; see also lengthwise grain, warp): The threads of a woven fabric that run perpendicular to the selvages. These threads are woven through the warp threads. The fabric has slight give along the weft lines.

weights (see also beaded chain weight, chain weight, weight tape): Small lead or metal blocks or beads inserted in the hem of a treatment to minimize flaring and/or help to control unruly fabric.

weight tape: Lead or metal blocks encased in a fabric tape that are stitched into the hem of non-sheer drapery panels to help control flaring and/or unruly fabric. The tapes can be 1/2-inch up to 2-inches in size.

welt cord (aka welting, cording): A rope cord that is covered with fabric.

welting (aka welt cord, cording): A rope cord that is covered with fabric.

wholesale workroom (see also referral workroom, retail workroom): A workroom that does work for a designer or builder who then turns around and sells it to the final client. No sales tax is charged by the wholesale workroom.

width: A single cut of fabric (from selvage to selvage). Several widths of fabric can be sewn together to make a panel of drapery or a top treatment.

window width: The horizontal measurement of a window, that includes the wood trim if present.

wiggle board (aka bendable plywood): A thin – often ¼-inch and sometimes 1/8-inch – plywood used for top boards on arched treatments, face boards on bowed treatments or rounded furniture such as ottomans.

work order: An order form, preferably preprinted, that captures all the necessary information for a workroom to create a precise custom product.

workroom: A professional business that manufactures custom window treatments, and/or other items using fabric, such as upholstered furnishings, bedding, etc., to be sold to clients.

workroom allowance (aka cut/tabling allowance): A variable measurement of extra fabric added to the exact measurement required to fabricate custom articles. This extra fabric allows for precise fabrication, safeguarding against minor errors. Hence the term “allowance” or “insurance.”

workroom table: A large table that can accommodate a full width of fabric. It typically has a pinnable and press-able surface.