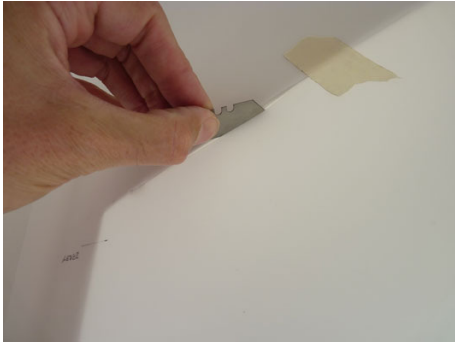


**8.2: Recess window**



**Material**

A roll of tracing paper is ideal for making templates. This can be expensive to buy so an alternative would be lining paper, used for wallpapering.

**Size**

When the top is shaped and the bottom is square it is not necessary to template the whole shape. You must ensure level lines are marked on the shape and that the window below is measured to these lines.

**Step 1.**

Using masking tape, stick the material over the shaped window . It should be tight and straight. Mark which is the top and face of template.



**Step 2.**

Draw a level horizontal and vertical line on the template, ensure it covers the inside and outside of the area you will be cutting.

**Step 3.**

Measure the width of the shape and the height to level lines before you start cutting as a precaution.

**Step 4.**

Use a sharp Stanley knife blade to carefully cut around the inside of the recess. As you cut, re-stick sections of the template back into place so that the tape covers the joint that's just been cut. This keeps the template in position and tight while you continue cutting.



**Step 5.**

The template should be fully cut and remain in place covering the shaped area. Double check you are happy with the cutting and accuracy of the template. Take some photos of the template in position before you remove it.

**Step 6.**

Measure the rest of the window below the shape taking the height to the level lines pre-marked on the template. You can double check them with step 3. Make a note of the actual sizes on the template too.

Make sure you mark the top and front of the template before posting to:

[www.opennshut.co.uk](http://www.opennshut.co.uk), Forum House, Stirling Road, Chichester, PO19 7DN