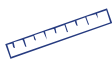


How to insert your document

WHAT YOU'LL NEED



Ruler



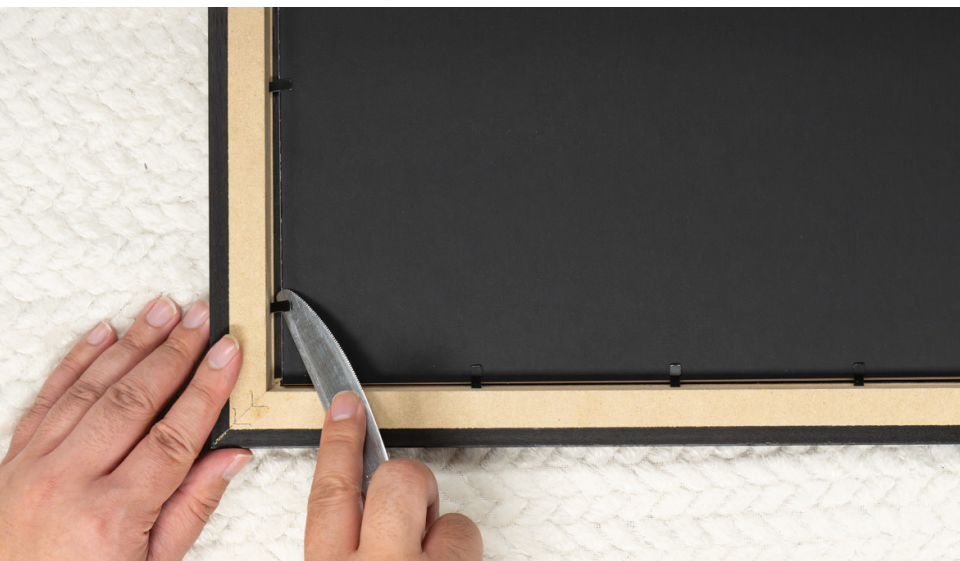
Scissors



Butter knife



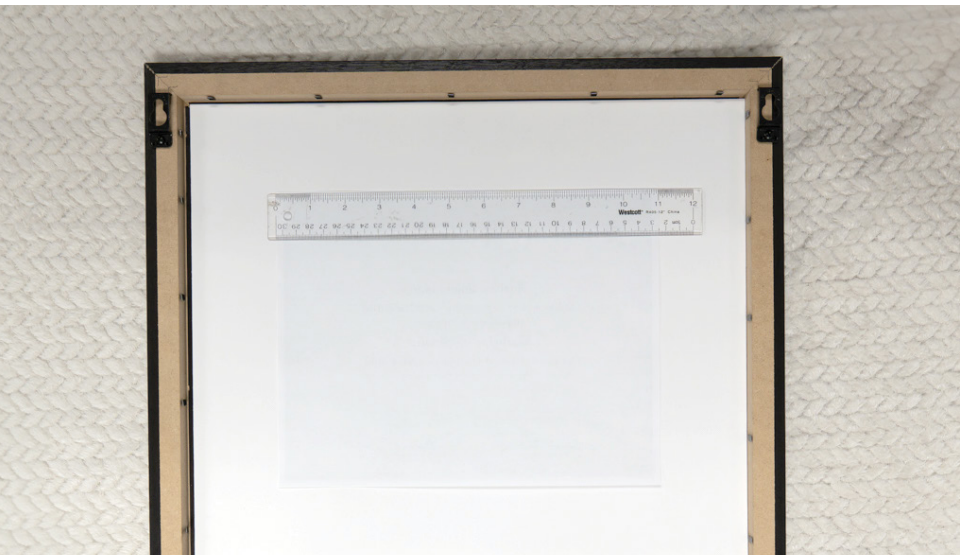
Towel



Lay frame facedown on towel. Bend flexible tabs up with knife.



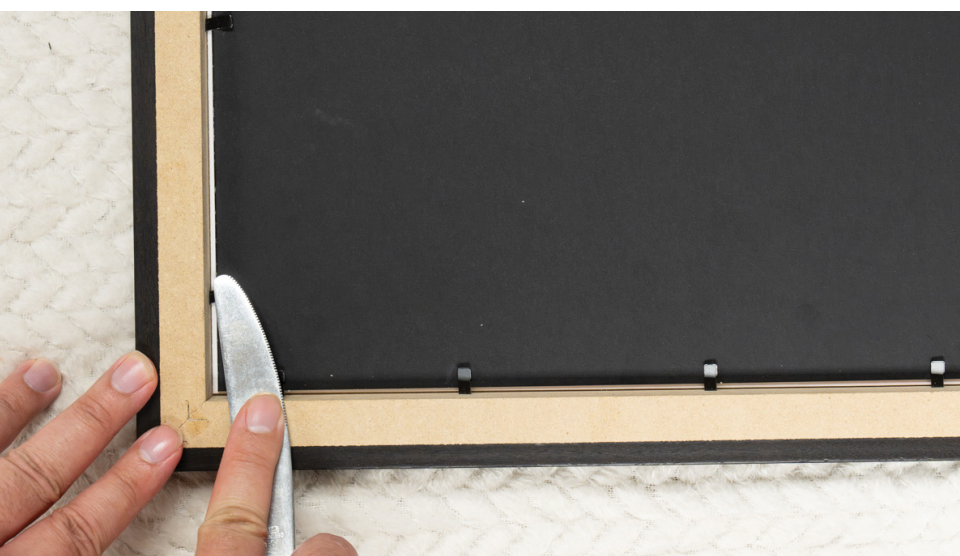
Remove backboard and recycle paper insert. Leave mat inside the frame.



Center document facedown in the mat opening.



Cut enclosed tape in half. Peel and place at top of document ONLY. This prevents buckling and allows for natural expansion.



Replace the backing board and bend flexible tabs down to close.