

How to insert your varsity letter

WHAT YOU'LL NEED



Varsity letter



Scissors



Butter knife



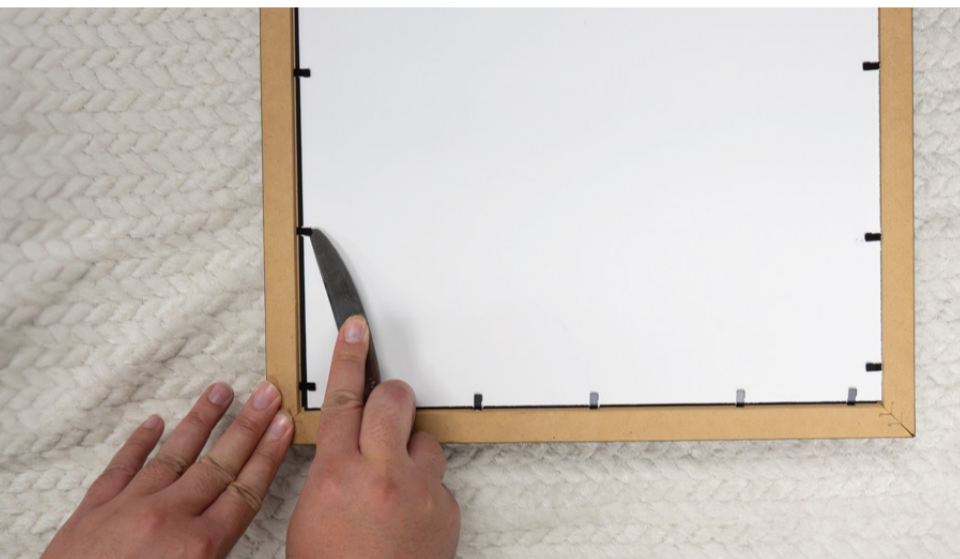
Soft cloth or towel



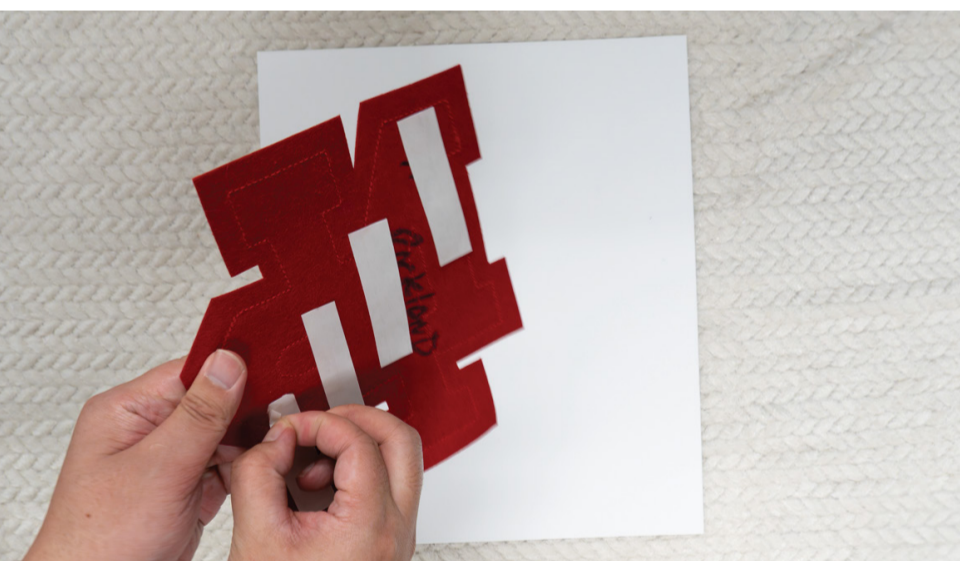
Cut both of the enclosed double-sided tape strips in half to create 4 pieces.



For all 4 pieces of tape, peel off backing from one side and adhere to back of varsity letter.



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



Remove backing board and mat and turn right-side up.
Peel off backing from 4 pieces of tape already on letter.



Place letter on backing board so it's centered in mat opening.
Gently apply pressure to letter so it adheres to backing board.



Replace mat and backing board.
Bend flexible tabs down to close