

Show off your hard work with these EASY instructions!

Easy How-To Videos

 bit.ly/howtoframeit

 bit.ly/level-lock

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Reviews ★★★★★


★★★★★

WHAT'S INCLUDED

- Your fabulous USA-made frame
- One-sided, self-peel tape (attached below)
- Level-Lock™ Hanging System packet (2 markers, 2 nails, level, foam tape)

WHAT YOU'LL NEED



Ruler



Scissors



Hammer

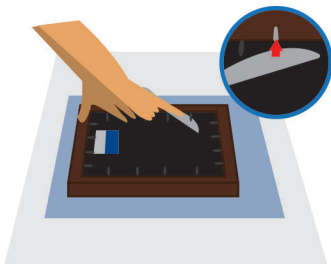


Butter Knife

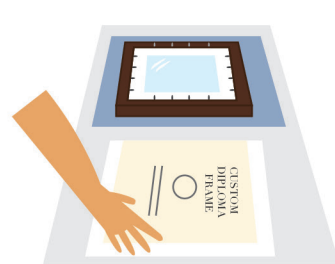


Towel

HOW TO FRAME IT QUICK GUIDE



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



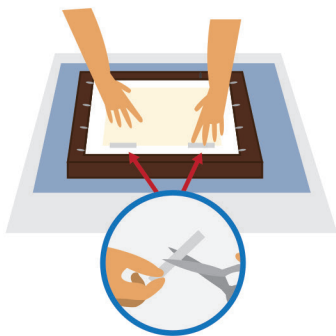
Remove black backboard, mounting board, and paper insert.



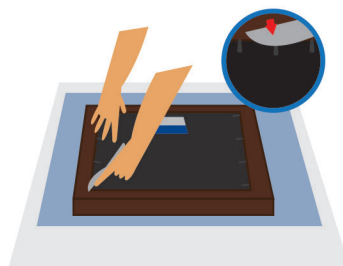
Remove and recycle insert.



Center document facedown in mat opening.



Cut one-sided self-peel tape in half. Peel and place at top of document ONLY. This prevents buckling and allows for natural expansion.



Replace mounting board and black backboard. Bend flexible tabs down to close.

One-sided,
self-peel tape

This tape should only be secured to the back of your document.

FREQUENTLY ASKED QUESTIONS

CLEANING

Do I need to clean the glass or Plexiglass before inserting my diploma?

Your frame is cleaned before packaging and should not require additional cleaning. If you would like to clean it, follow our recommendations below.

What should I use to clean the Plexiglass, UV Acrylic, or UVRC Acrylic in my diploma frame?

Water and a soft cloth—DO NOT use glass cleaner or ammonia.

What should I use to clean the glass or specialty glass in my diploma frame?

Ammonia-free glass cleaner and a soft cloth.

What should I use to clean my diploma frame moulding?

A soft cloth is all you need. DO NOT use furniture polish.