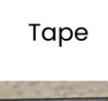


How to insert your cord

WHAT YOU'LL NEED



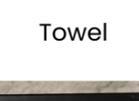
Cord



Tape



Butter knife



Towel



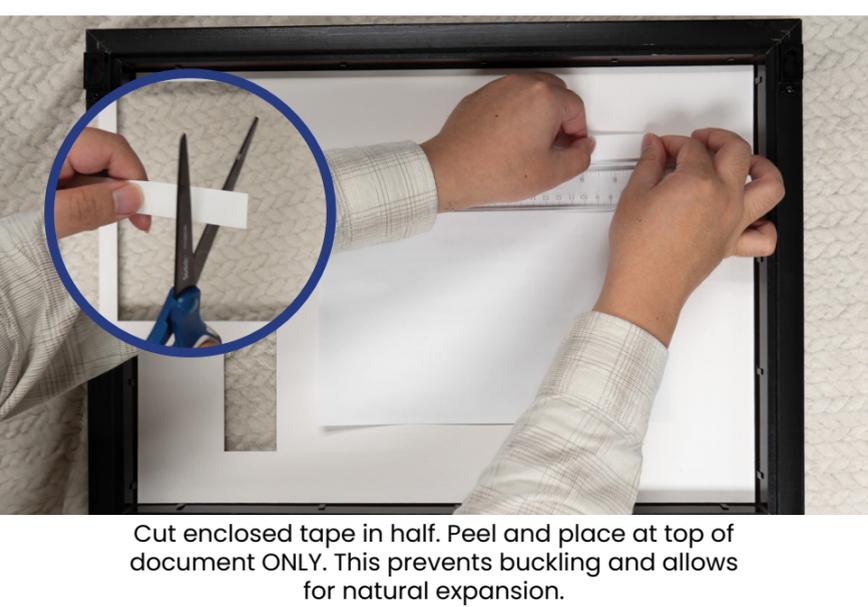
Lay frame facedown on towel. Bend flexible tabs up with knife.



Remove backing board and recycle paper insert. Leave mat inside the frame.



Center document facedown in the mat opening.



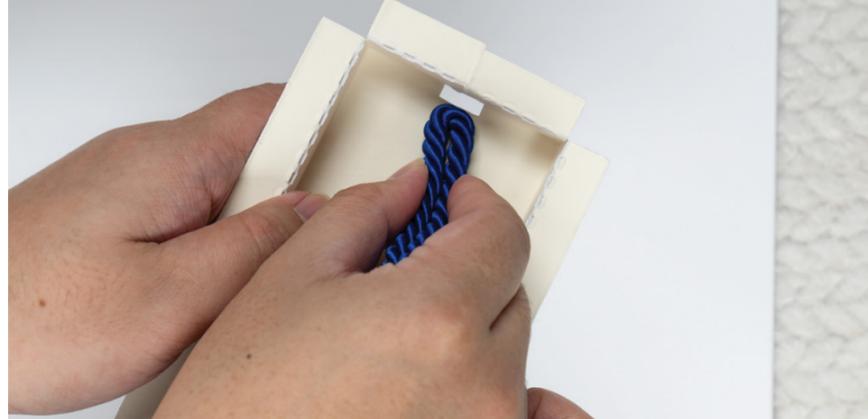
Cut enclosed tape in half. Peel and place at top of document ONLY. This prevents buckling and allows for natural expansion.



Gently push the cord shadow box through the backing board. Remove the paper insert from the shadow box and recycle it.



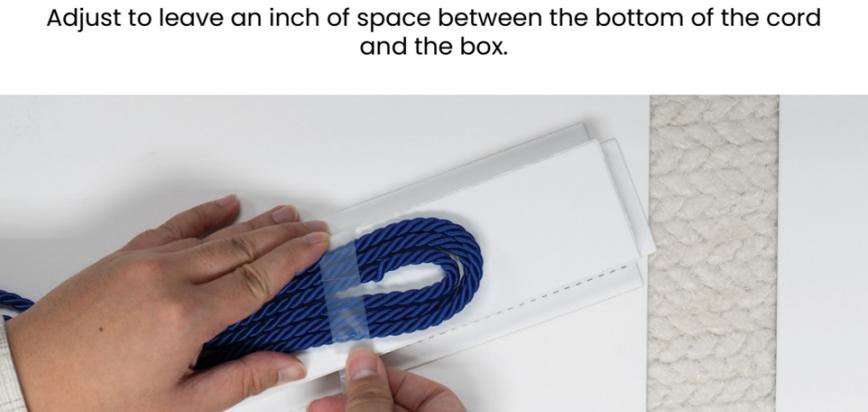
Fold your honor cord in half and pinch the end without the tassels in one hand.



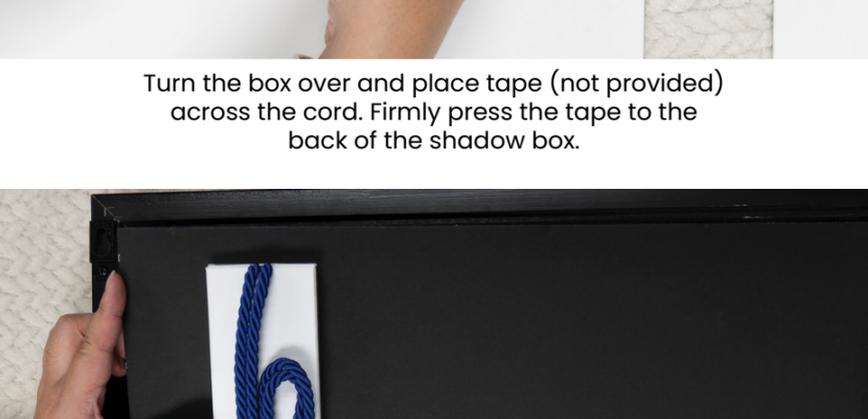
Insert the pinched end into the hole from the front of the box to the back of the box



Adjust to leave an inch of space between the bottom of the cord and the box.



Turn the box over and place tape (not provided) across the cord. Firmly press the tape to the back of the shadow box.



Place the box back between the mat board and the backing insert.



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