

# How to insert your grad cap

## WHAT YOU'LL NEED



Decorated grad cap



Butter knife



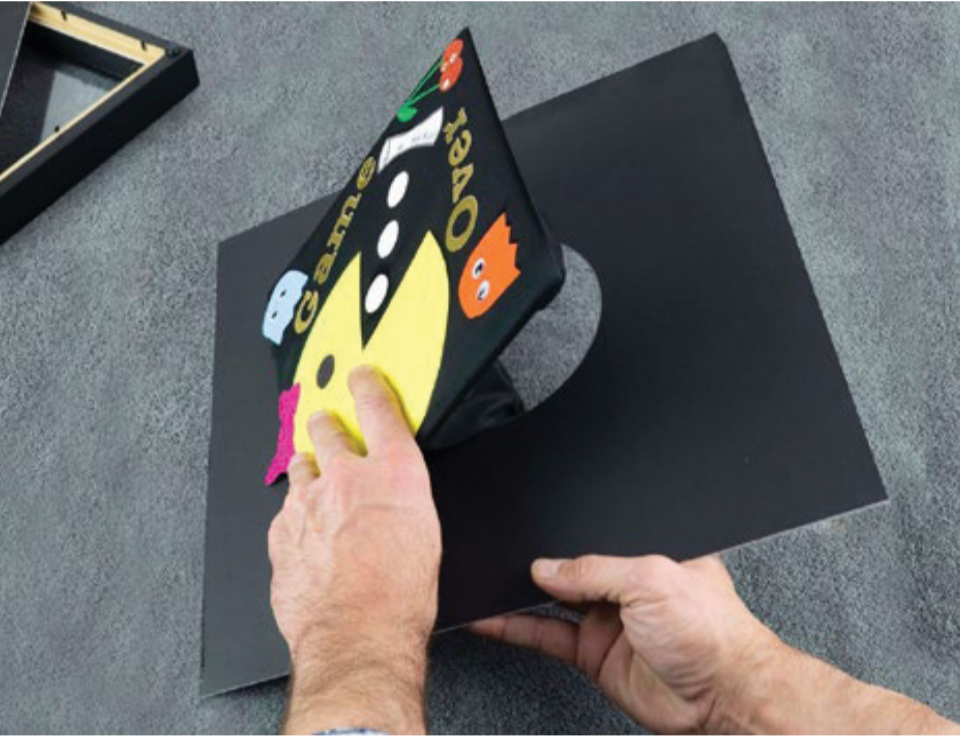
Soft cloth or towel



Shipping tape



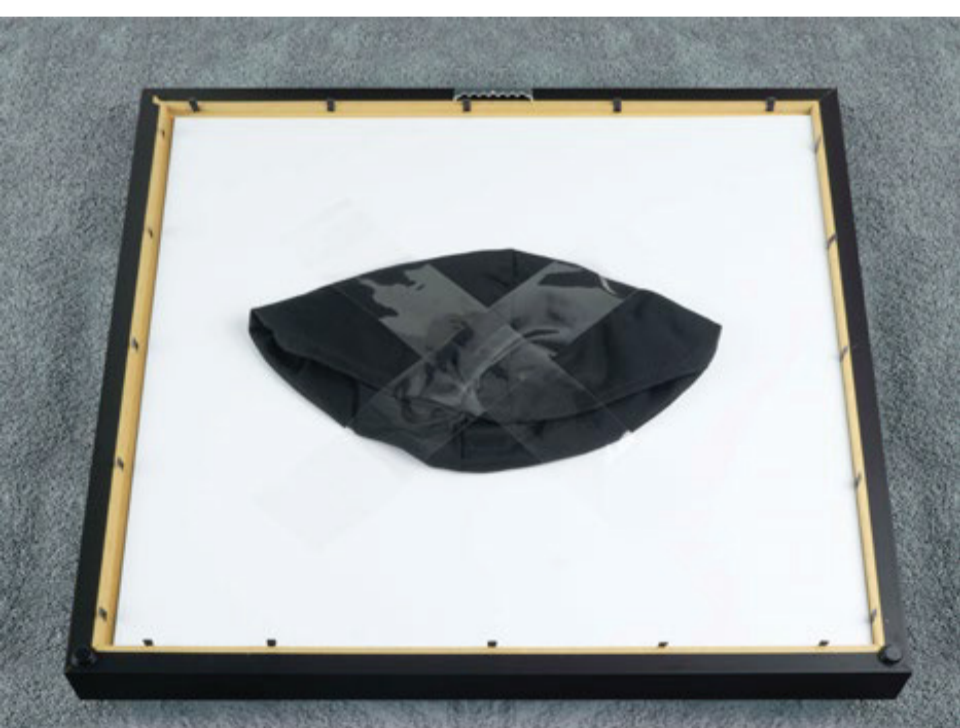
Lay your grad cap shadow box facedown on a clean towel. Gently bend back each flexible tab using a butter knife.



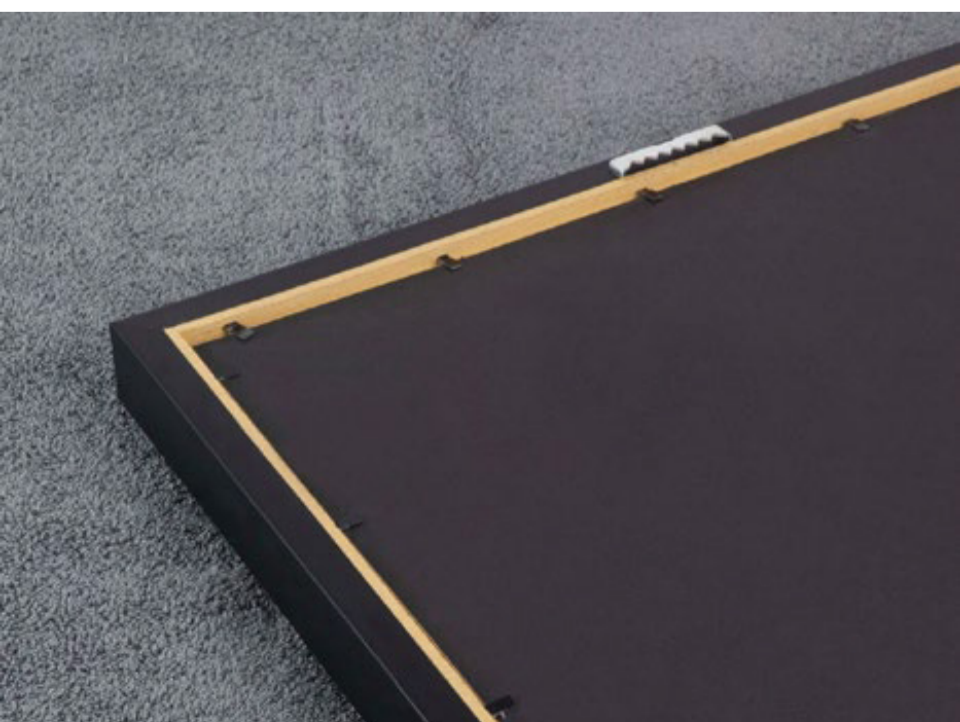
Gently remove the mounting board, leaving the glass in the shadow box. Hold the mounting board in one hand and grasp the area of your cap with the other hand as you carefully lower the headpiece fabric into the die-cut hole.



Turn the mounting board over. Pull the fabric through the back of the hole, gently guiding the cap's round cardboard insert through it; the cardboard insert should sit securely on the mounting board. Turn over and adjust your cap accordingly.



Place the mounting board into the frame. Grasp the bottom of the headpiece fabric and press flat; fold top of the headpiece over it, keep fabric as taut as possible. Securely tape the cap to the mounting board.



Then, with the back side facing out, gently slide the backing board into the top lip of the shadow box. Use the butter knife to push the black flexible tabs back down. Now your grad cap is ready to hang!