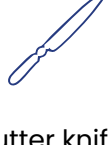


How to insert your graduation medal

WHAT YOU'LL NEED



Medal



Butter knife



Soft cloth or towel



Tape

It's reversible! If you would prefer your graduation medal to pop against a white background, simply flip over our mat and backing boards for a completely different look.



Lay your medal frame facedown on a clean towel. Bend back each black flexible tab using a butter knife. Remove the backing boards; set board aside.



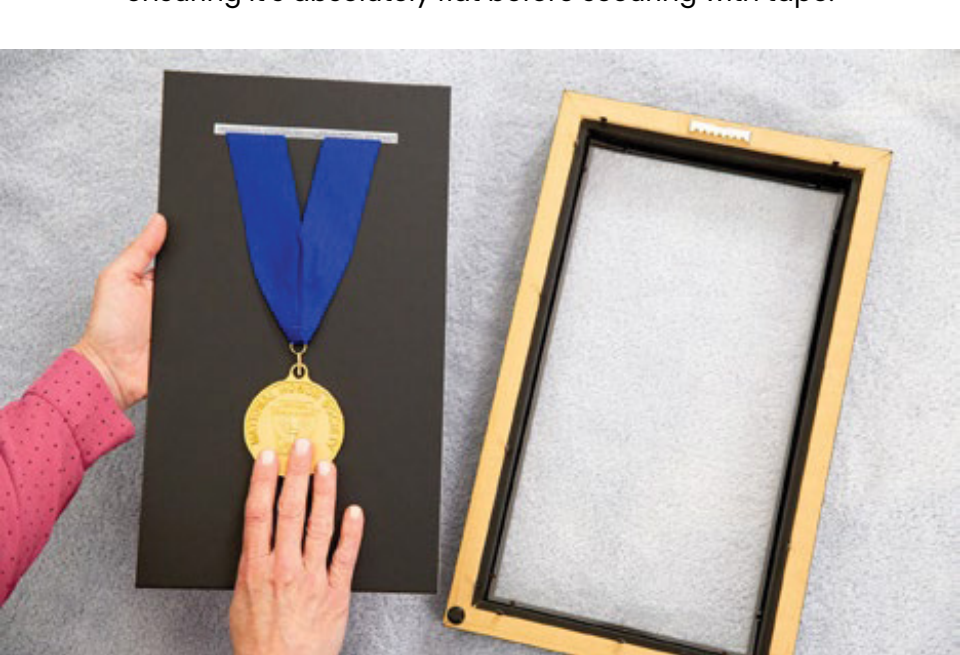
Remove the v-shaped slot mat and set aside. Gently guide the medal through the single-slot mat opening, positioning the medal to your liking.



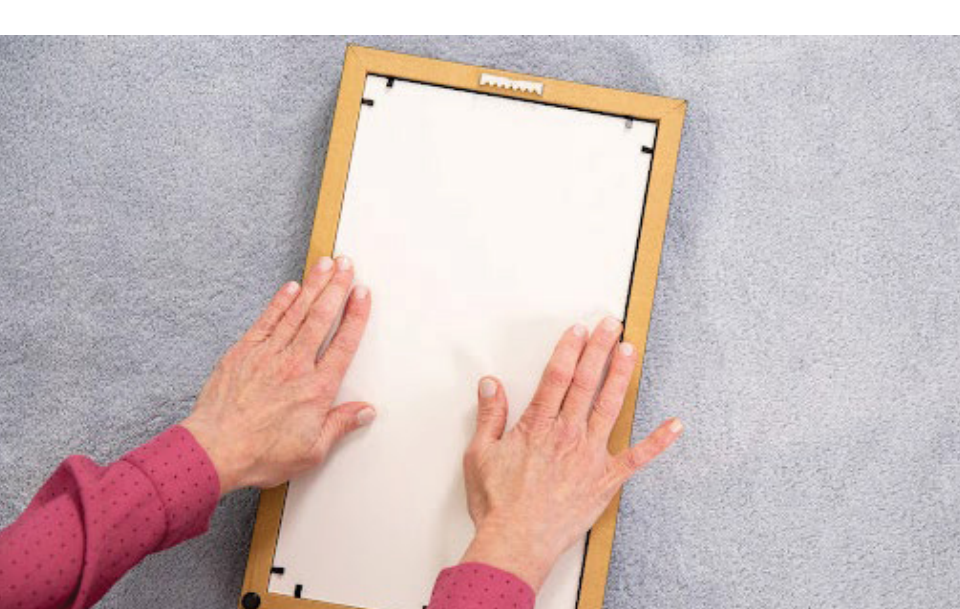
Use several loops of tape to secure the medal to the mat board. Next smooth down the ribbon, making it as flat as possible before securing it to the front mat board.



Turn the mat board over. Starting at the top of the slot opening and working down, smooth down the ribbon, ensuring it's absolutely flat before securing with tape.



To make sure the medal won't slip once it's facing the glass, flip the mat board back and forth over the towel. Next, gently lower the mat board into the frame.



Insert the other mat board then set backing board on top of it. Gently put the black flexible tabs back down to secure. Now your medal frame is ready to hang