

How to insert your marathon medal & photo

WHAT YOU'LL NEED



Marathon medal



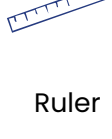
Scissors



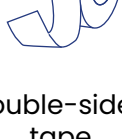
Butter knife



Soft cloth or towel



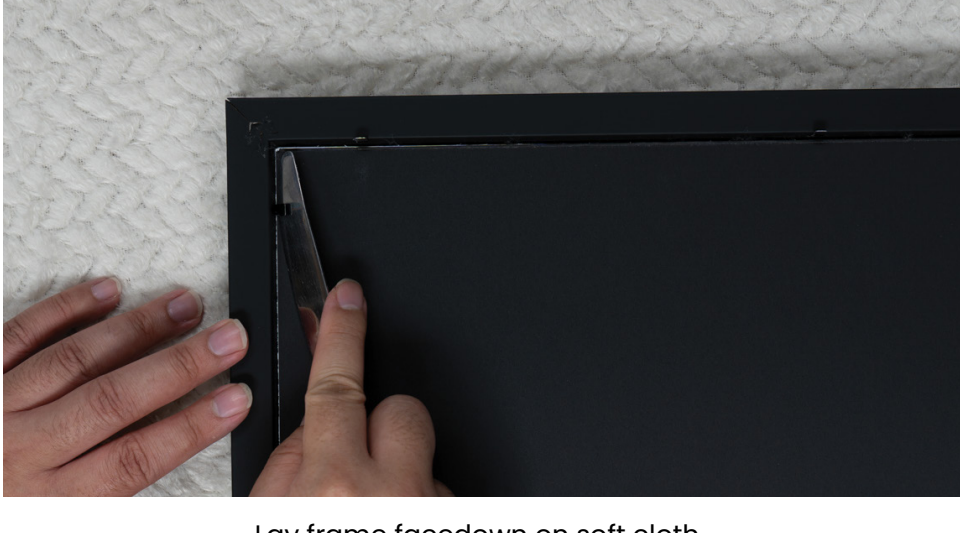
Ruler



Double-sided tape



Single-sided tape



Lay frame facedown on soft cloth. Bend flexible tabs up with knife.



Remove backing board, recycled paper, and mat from frame.



Center photo facedown in mat opening. Cut enclosed tape in half. Peel and place at top of photo ONLY. This prevents buckling and allows for natural expansion.



Gently guide the medal ribbon through the single-slot mat opening, positioning the medal to your liking.



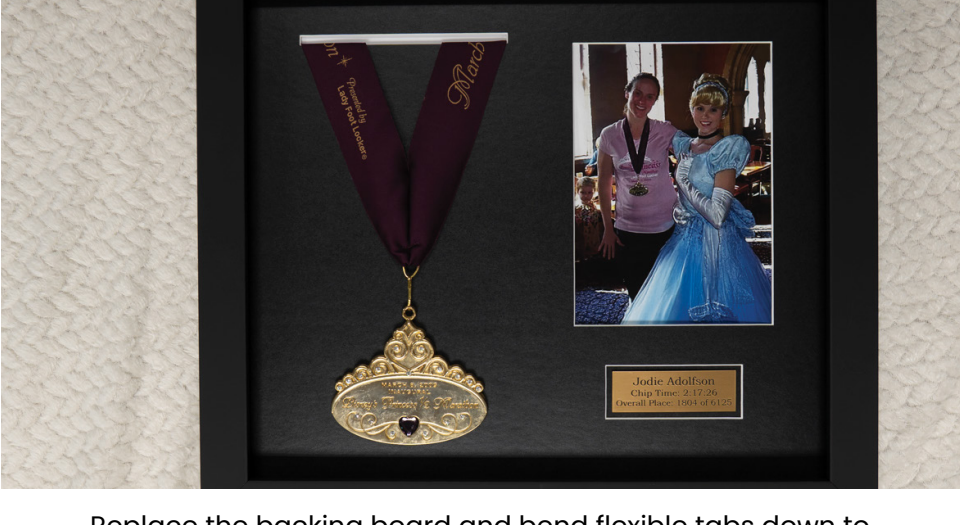
Use double-sided tape to secure the medal to the mat board. Next, smooth down the ribbon, making it as flat as possible before securing it to front of mat board.



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, checking to make it is secure. Next, gently lower the mat board into the frame.



Replace the backing board and bend flexible tabs down to close. Now your medal & photo frame is ready to hang