

How to insert your medal

WHAT YOU'LL NEED



Medal



Butter knife



Soft cloth or towel



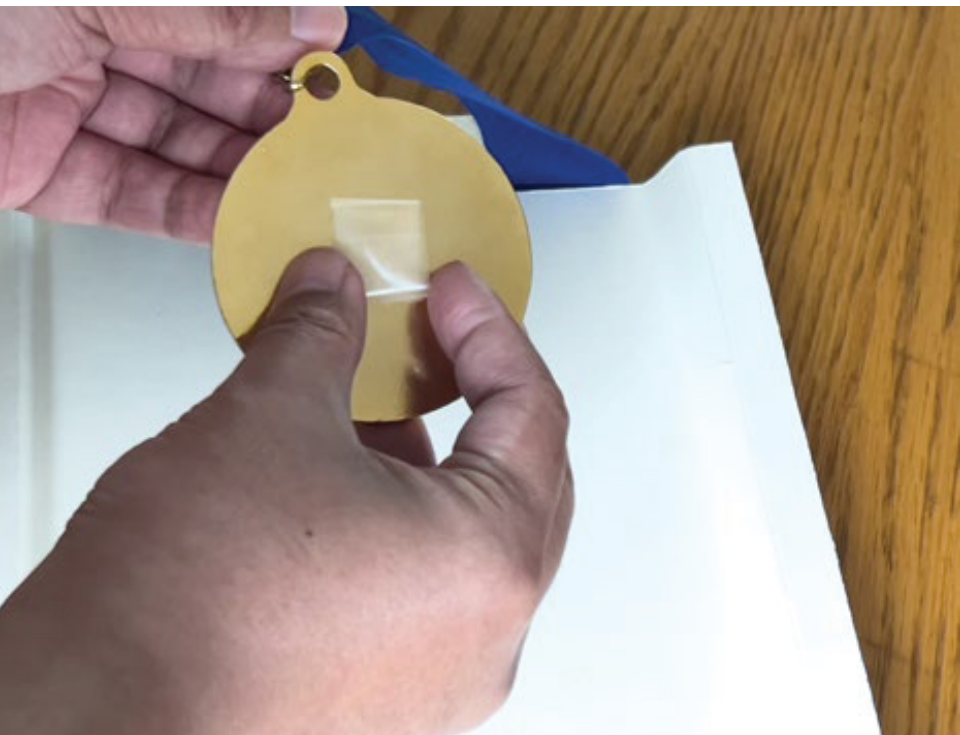
Tape



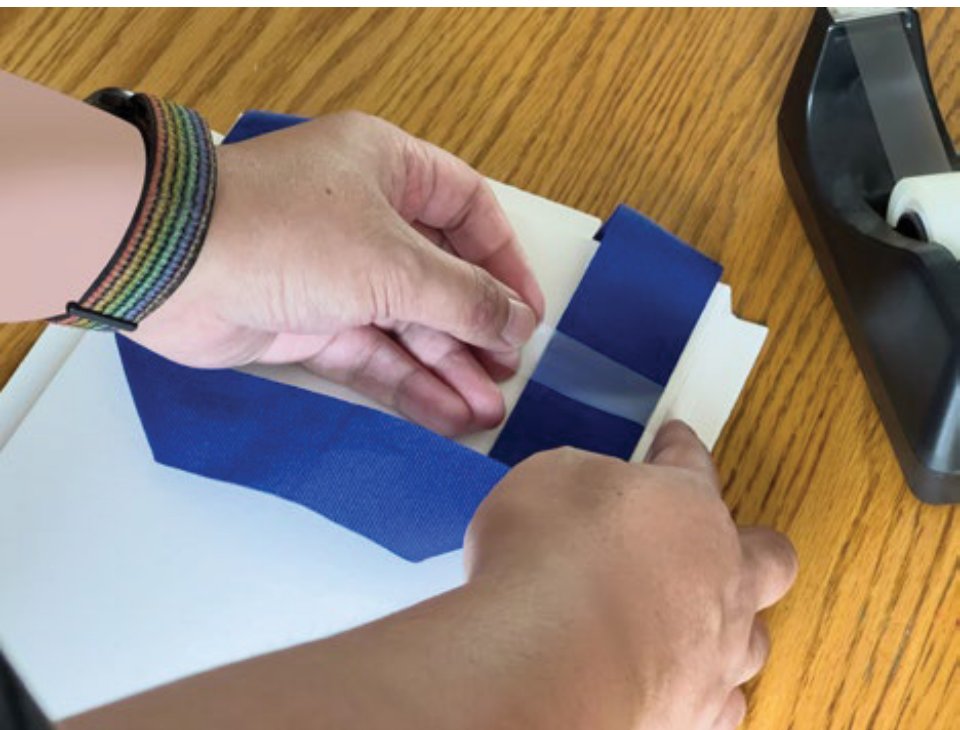
Place frame facedown on towel. Bend flexible tabs up on back of frame with knife. Remove backing board including shadow box. Carefully remove the display box between the front and back mats.



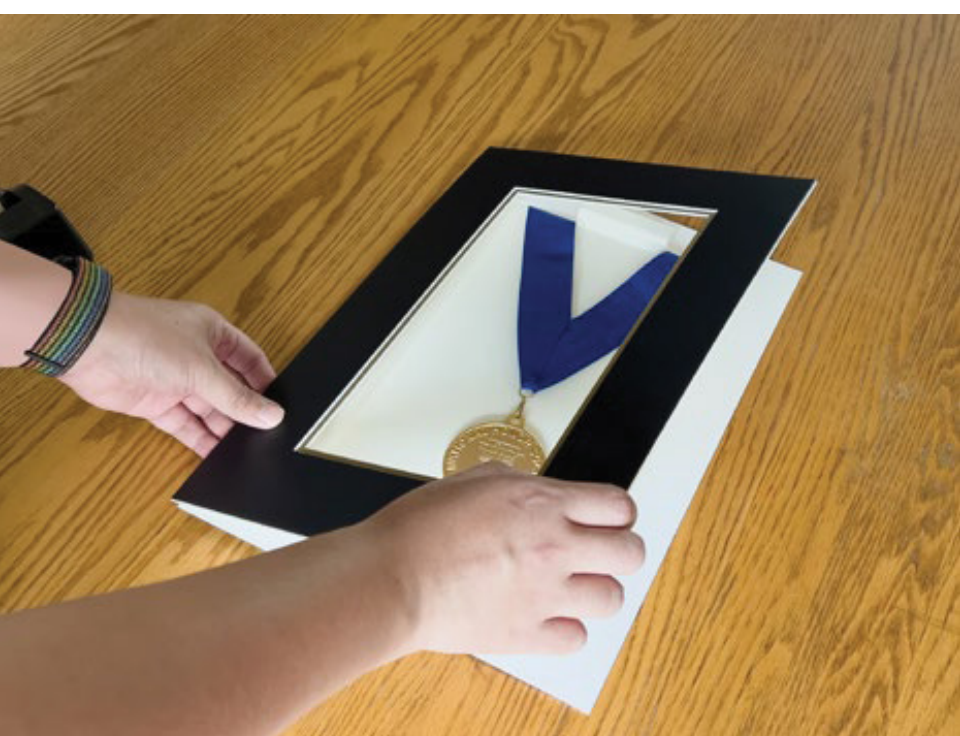
Drape the medal ribbon over the top tab of the display box, centering the medal 1 inch from the bottom.



Using a tape loop, secure the medal in place to prevent it from banging against the glass.



Flip the display box over and flatten the ribbon into a U shape. Tape down the ribbon to hold it in place.



Insert the display box back between the backing mat and the top mat. Place the mats back into the frame and close the flexible tabs.