

# Step-by-Step Instructions

## How to hang



How to hang with Level-Lock™



How to hang your frame with Level-Lock™

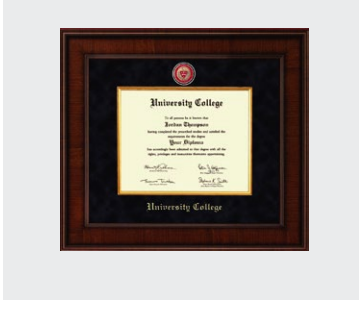


How to hang your frame with corner Level-Lock™

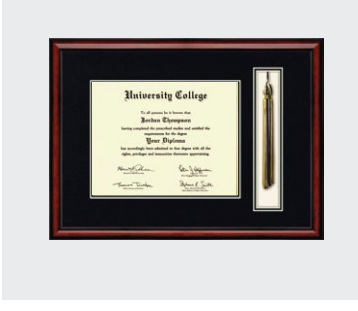


How to hang your sawtooth frame

## How to insert



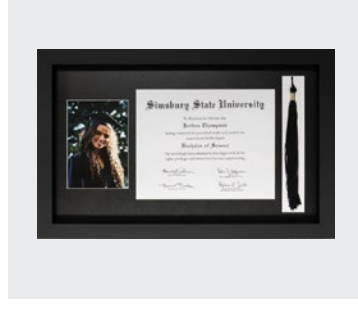
How to insert your document



How to insert your tassel



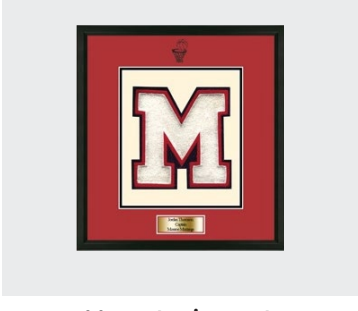
How to insert your cord



How to insert your tassel & photo



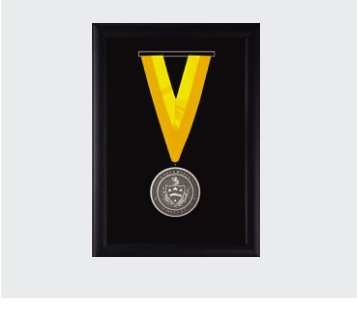
How to insert your graduation cap



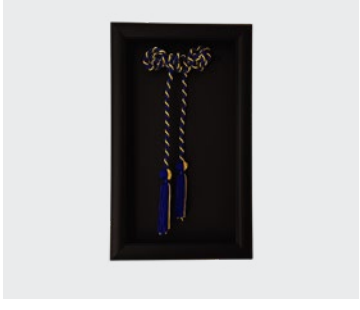
How to insert your varsity letter



How to insert your graduation stole



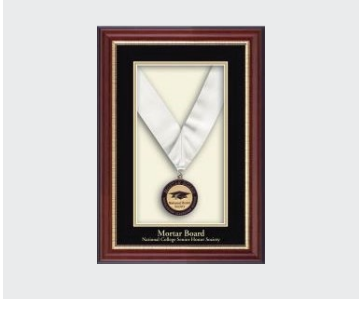
How to insert your graduation medal



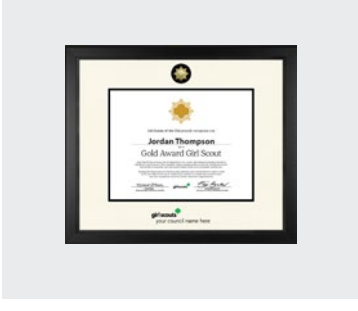
How to insert your graduation cord



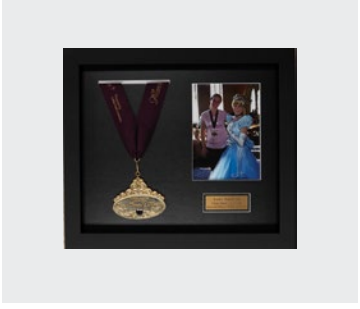
How to insert your stole



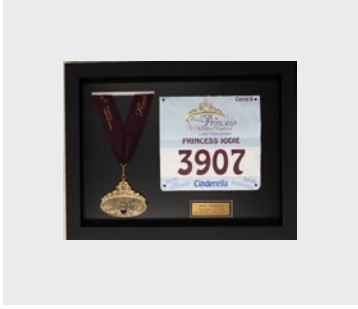
How to insert your medal



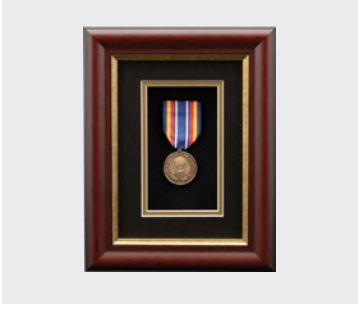
How to insert your pin



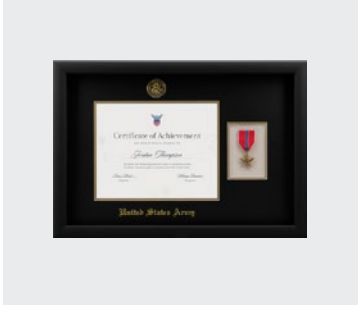
How to insert your marathon medal & photo



How to insert your marathon medal & bib



How to insert your medal



How to insert your medal and document



How to insert your medal & photo



# How to hang with

## LEVEL-LOCK®

### WHAT'S INCLUDED



2x White plastic markers



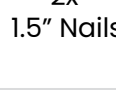
Level



Strip of foam tape



2x Mounting brackets



2x 1.5" Nails

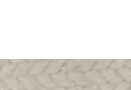


2x Screws

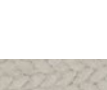
### WHAT YOU'LL NEED



Soft cloth or towel



Phillips screwdriver



Hammer



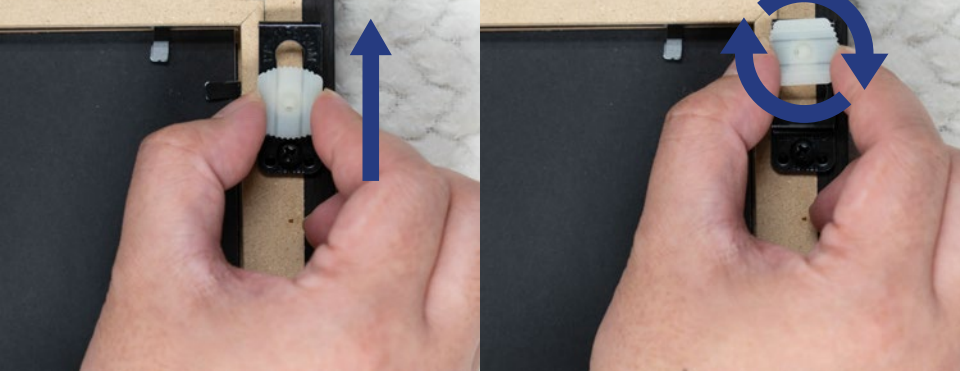
Place frame facedown on a soft cloth.



Line the top of the brackets up against the line where the moulding is joined.



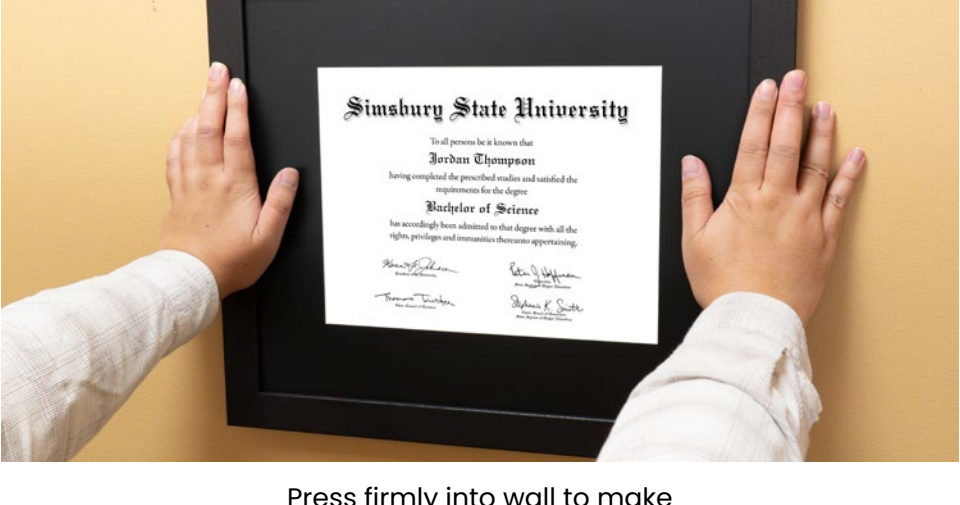
Install the brackets onto your frame with the provided screws.



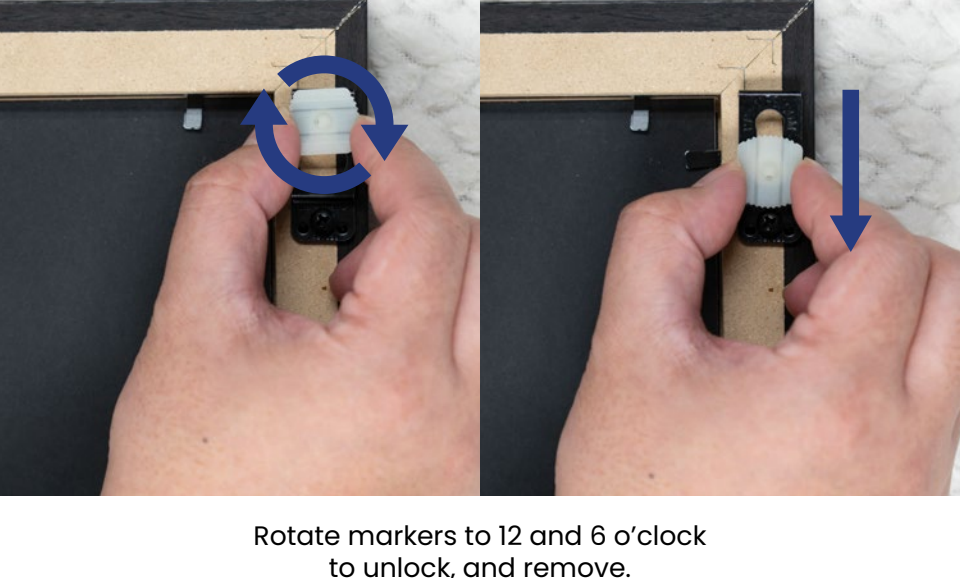
Insert markers as shown. Rotate to 3 and 9 o'clock to lock.



Attach level to top of frame with foam tape. Position frame on wall, and level.



Press firmly into wall to make dimple marks.



Rotate markers to 12 and 6 o'clock to unlock, and remove.



Align markers with wall dimples, then gently nail into wall.



Line up brackets on frame with markers on wall. Push in and pull down gently to secure frame.



# How to hang

## WHAT'S INCLUDED



2x White plastic markers



Level



Strip of foam tape

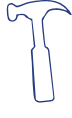


2x 1.5" Nails

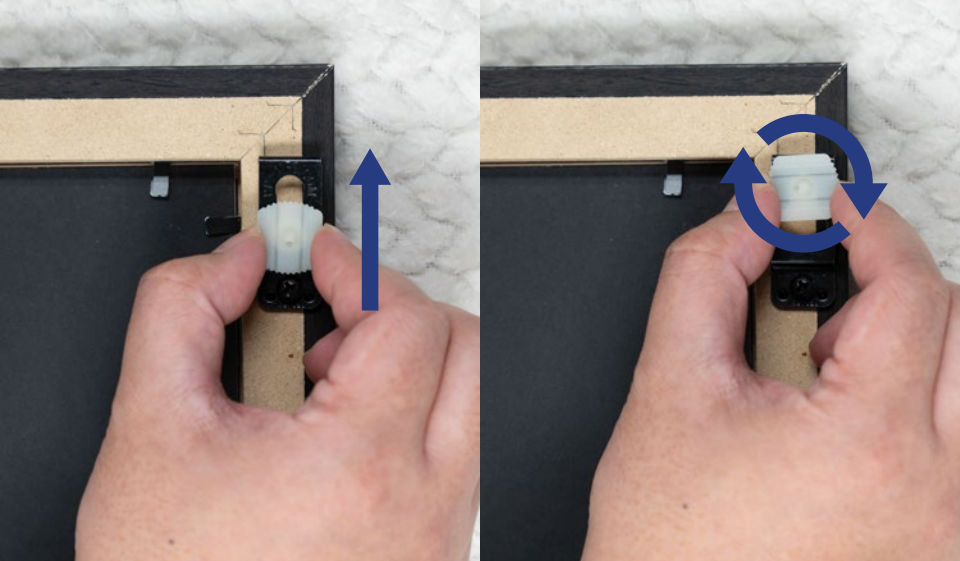


2x Screws

## WHAT YOU'LL NEED



Hammer



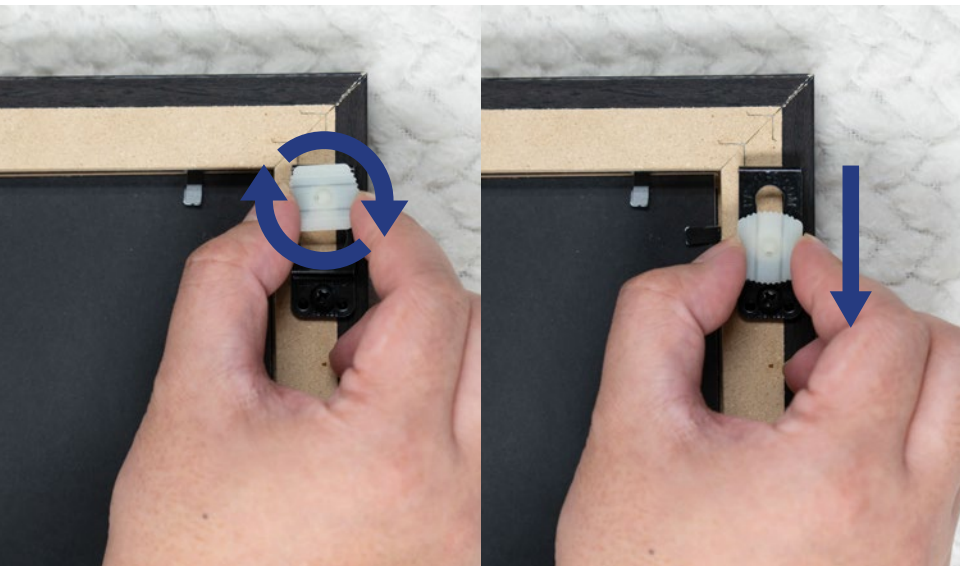
Insert markers as shown.  
Rotate to 3 and 9 o'clock to lock.



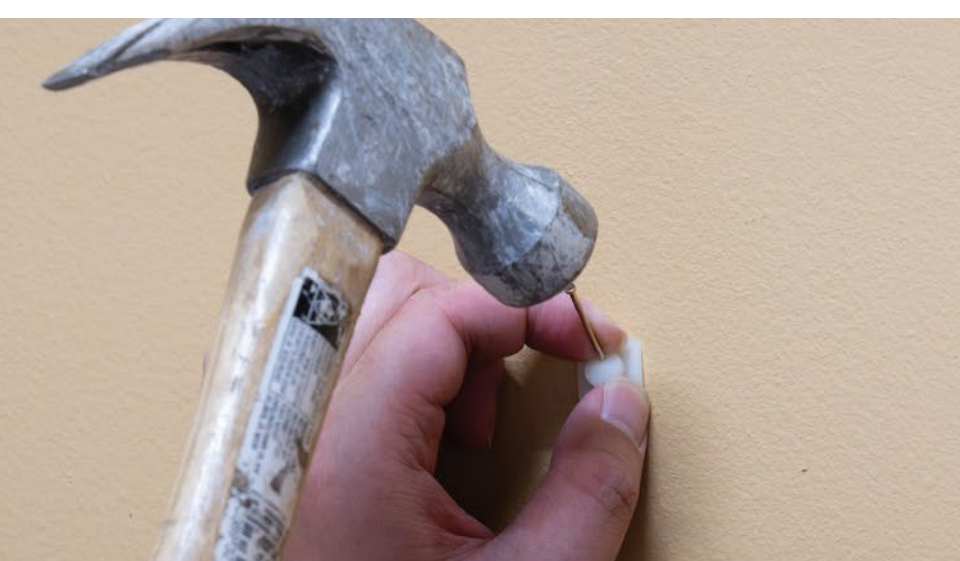
Attach level to top of frame with foam tape. Position frame on wall, and level.



Press firmly into wall to make dimple marks.



Rotate markers to 12 and 6 o'clock  
to unlock, and remove.



Align markers with wall dimples,  
then gently nail into wall.



Line up brackets on frame with markers on wall.  
Push in and pull down gently to secure frame.



# How to hang

## WHAT'S INCLUDED



2x White plastic markers



Level



Strip of foam tape

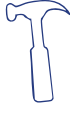


2x 1.5" Nails

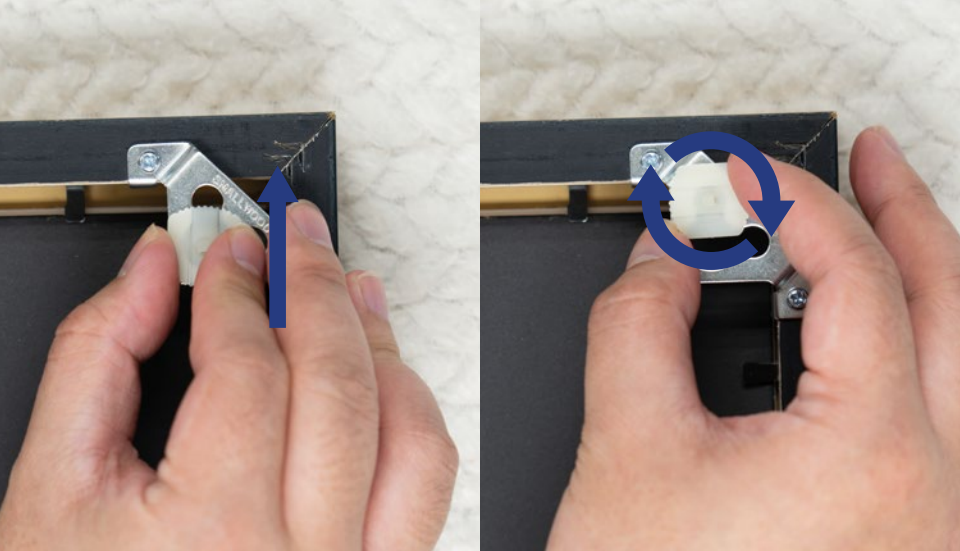


2x Screws

## WHAT YOU'LL NEED



Hammer



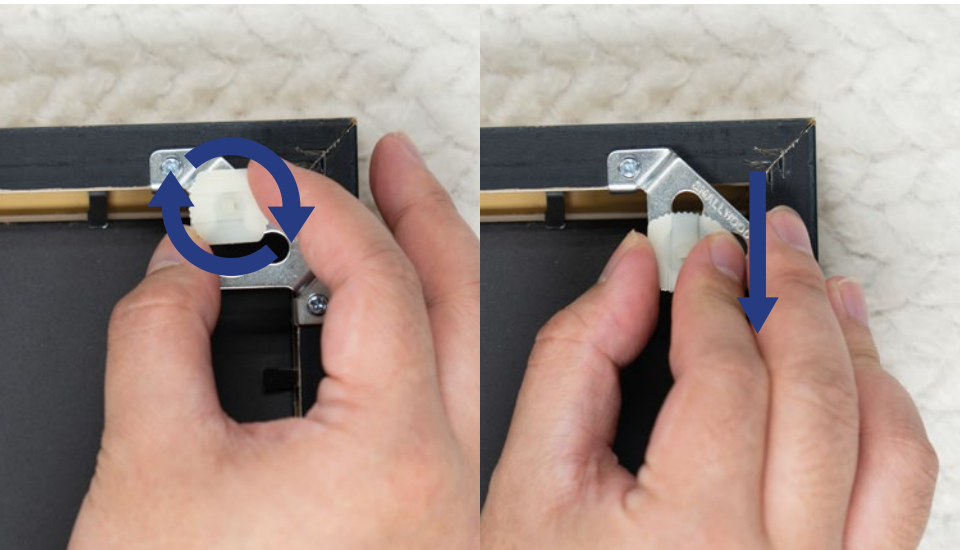
Insert markers as shown.  
Rotate to 3 and 9 o'clock to lock.



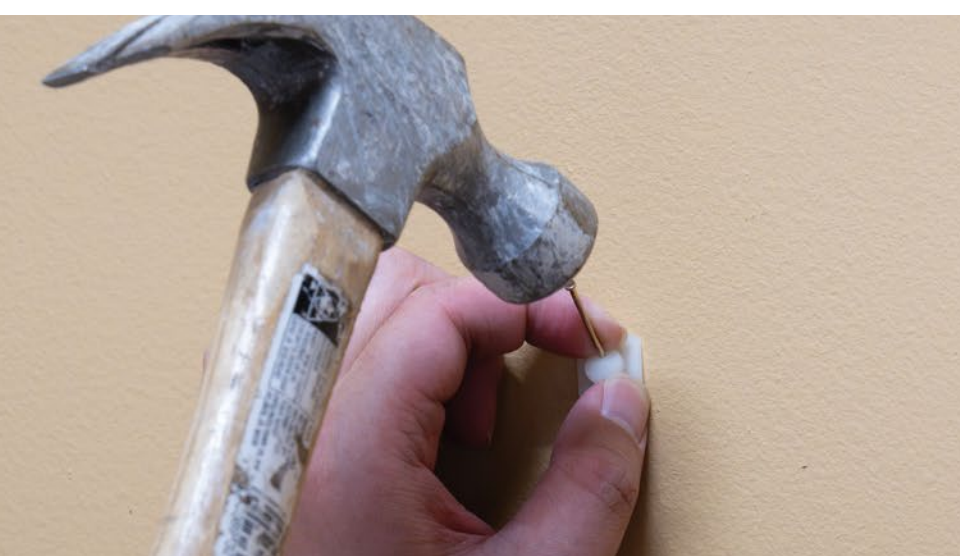
Attach level to top of frame with foam tape.  
Position frame on wall, and level.



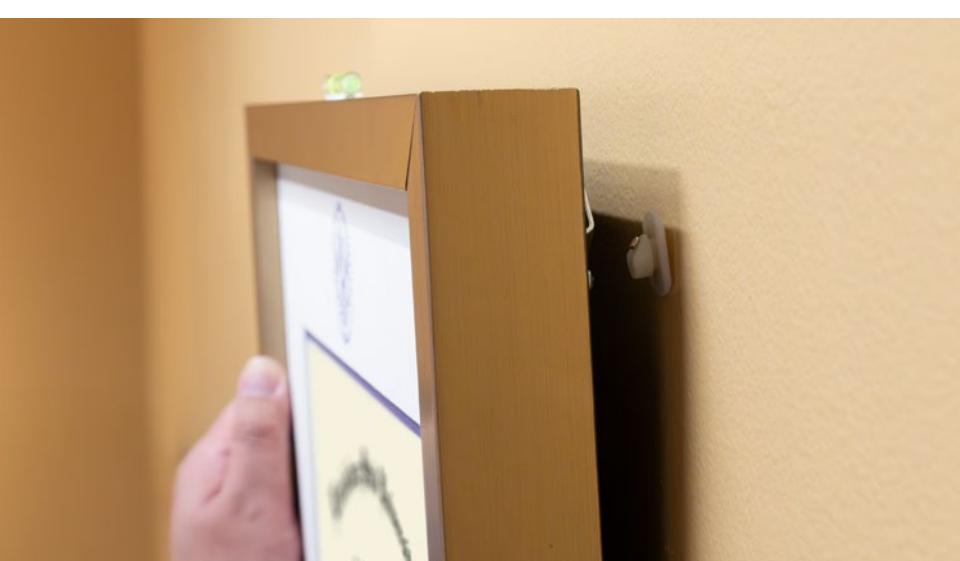
Press firmly into wall to make dimple marks.



Rotate markers to 12 and 6 o'clock to unlock, and remove.



Align markers with wall dimples, then gently nail into wall.



Line up brackets on frame with markers on wall.  
Push in and pull down gently to secure frame.



# How to hang

## WHAT YOU'LL NEED



Measuring tape  
or ruler



Pencil



Picture hook  
or nail



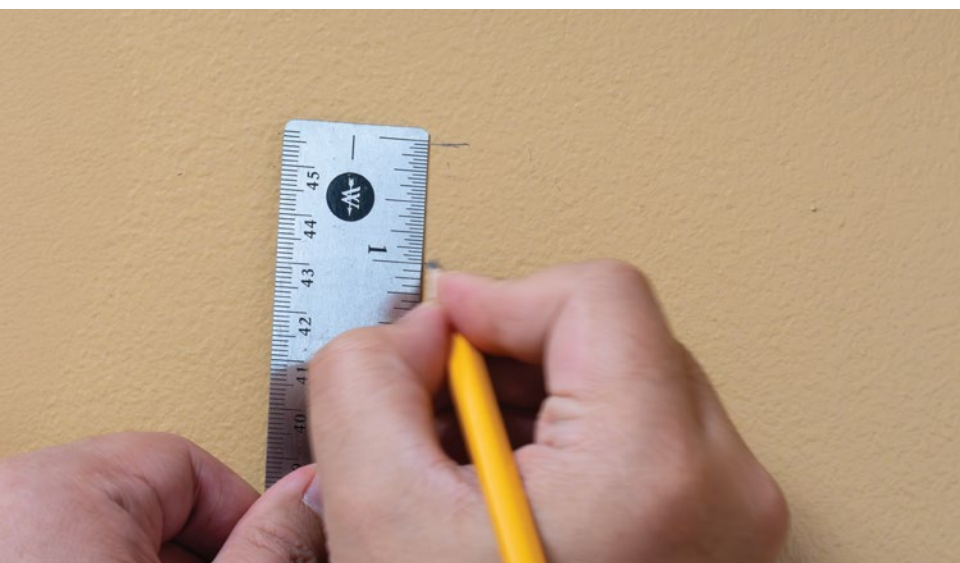
Hammer



Level



Decide where you want to hang your frame. Place the frame against the wall and use a pencil line to indicate the top-center of the frame.



Measure the distance between the top of the frame and the center of the sawtooth hanger. Use a pencil to mark this measurement beneath your original pencil line.



Using a hammer, install a picture hook or nail into the penciled mark you've indicated on the wall. Hang the frame on the installed hook or nail.

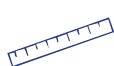


If the frame feels off-center, use a level to make sure it's hanging straight. Adjust as needed until the frame is correctly positioned.



# How to insert your document

## WHAT YOU'LL NEED



Ruler



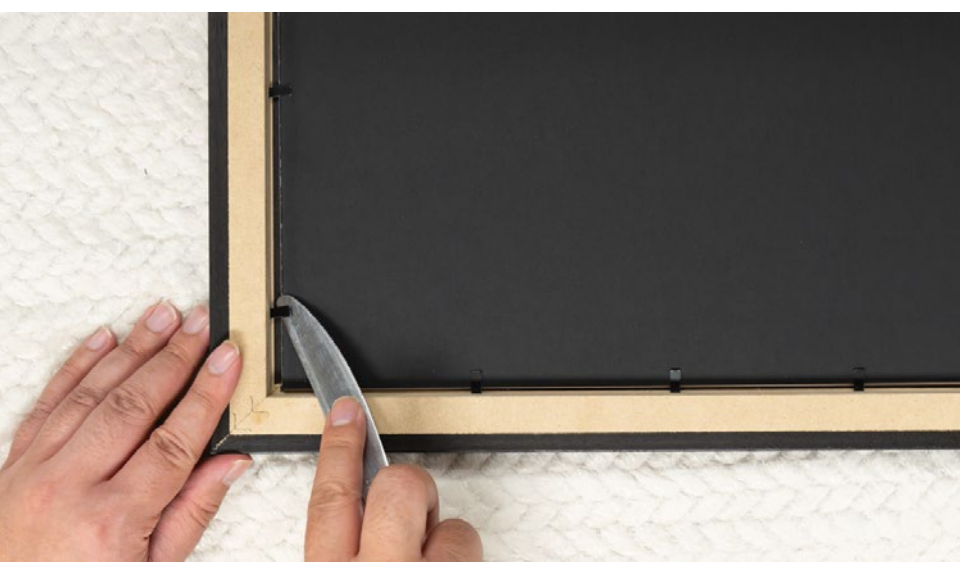
Scissors



Butter knife



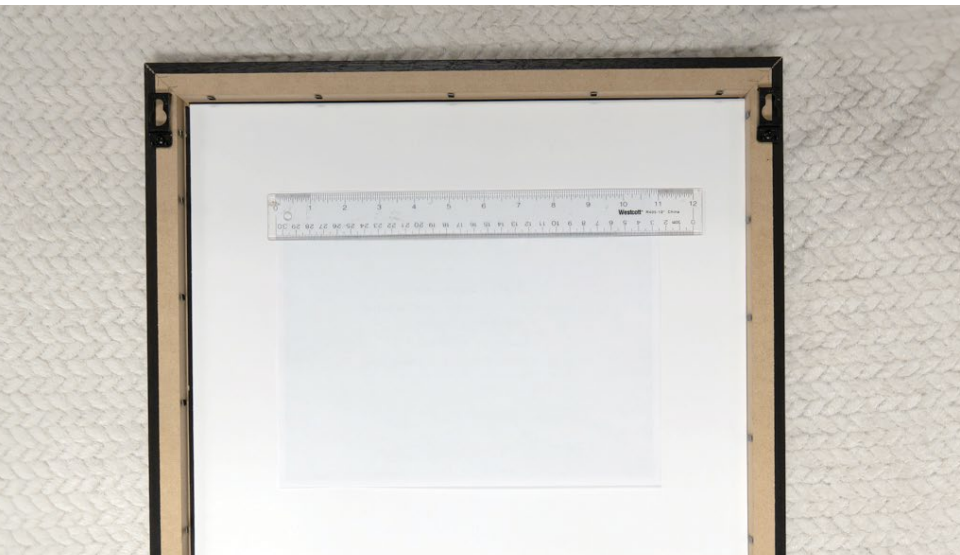
Towel



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



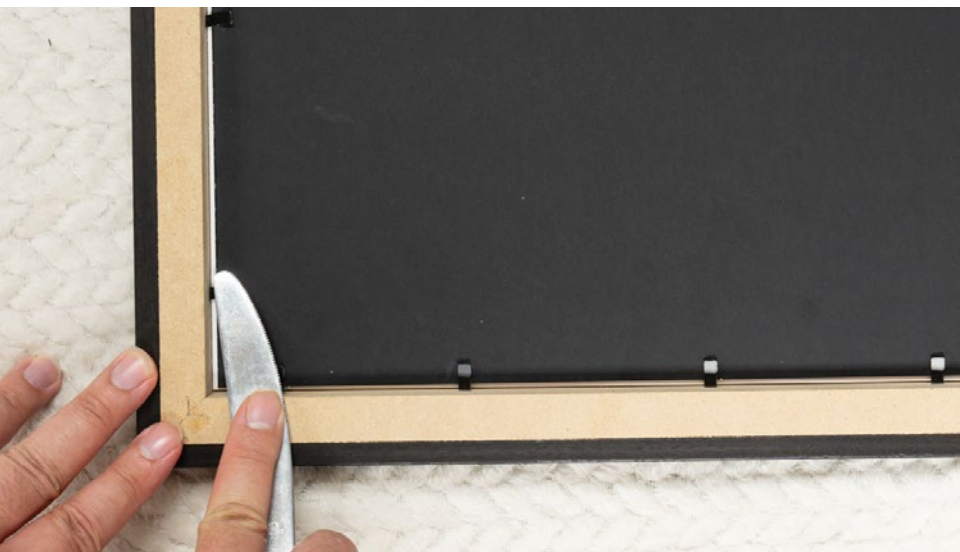
Remove backboard and recycle paper insert. Leave mat inside the frame.



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.



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



# How to insert your tassel

## WHAT YOU'LL NEED



Tassel



Tape



Butter knife



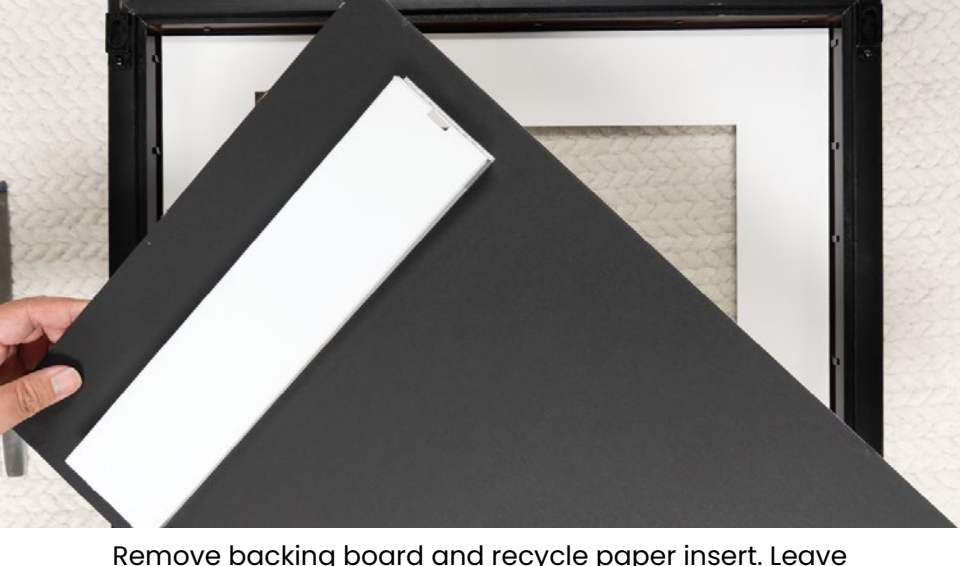
Towel



Scissors



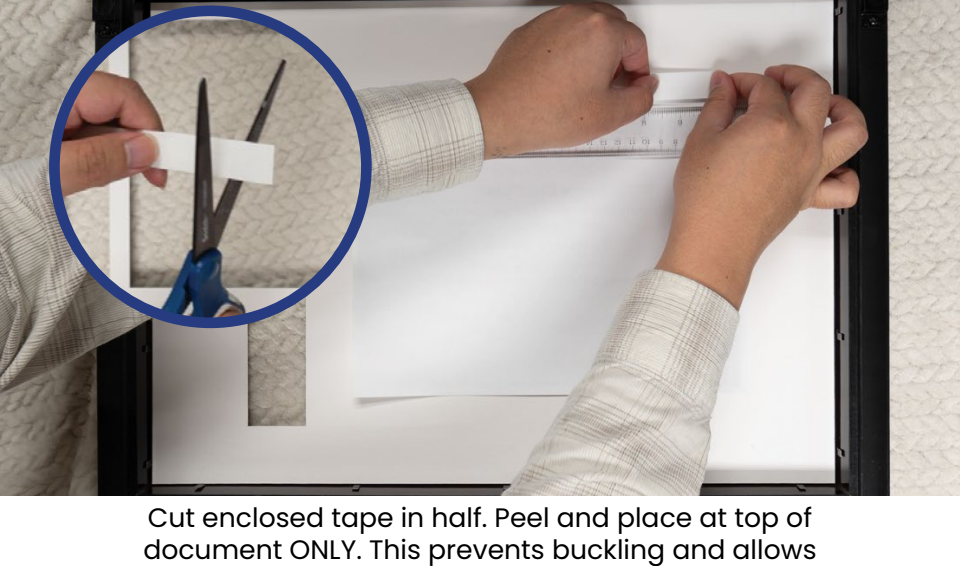
Lay frame facedown on towel. Bend flexible tabs up with knife.



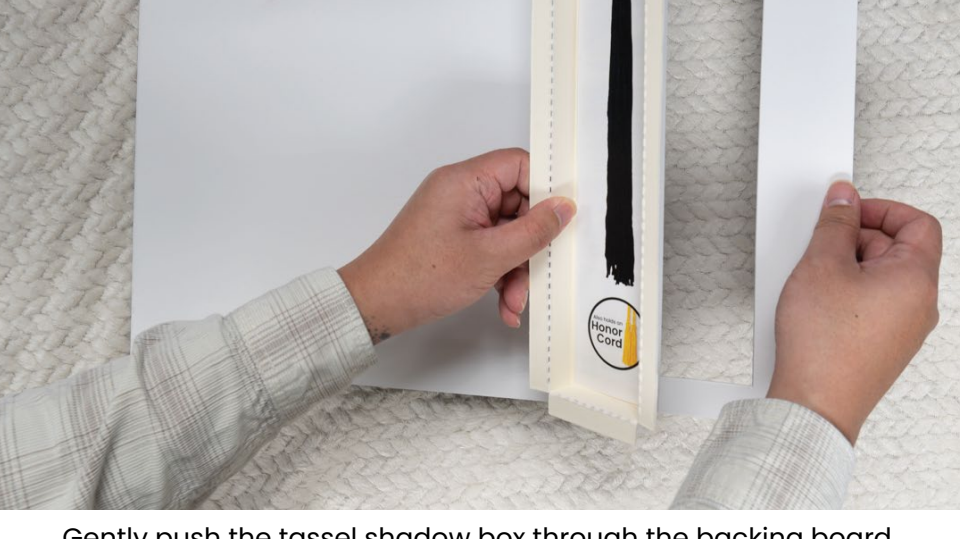
Remove backing board and recycle paper insert. Leave mat inside the frame.



Center document facedown in the mat opening.



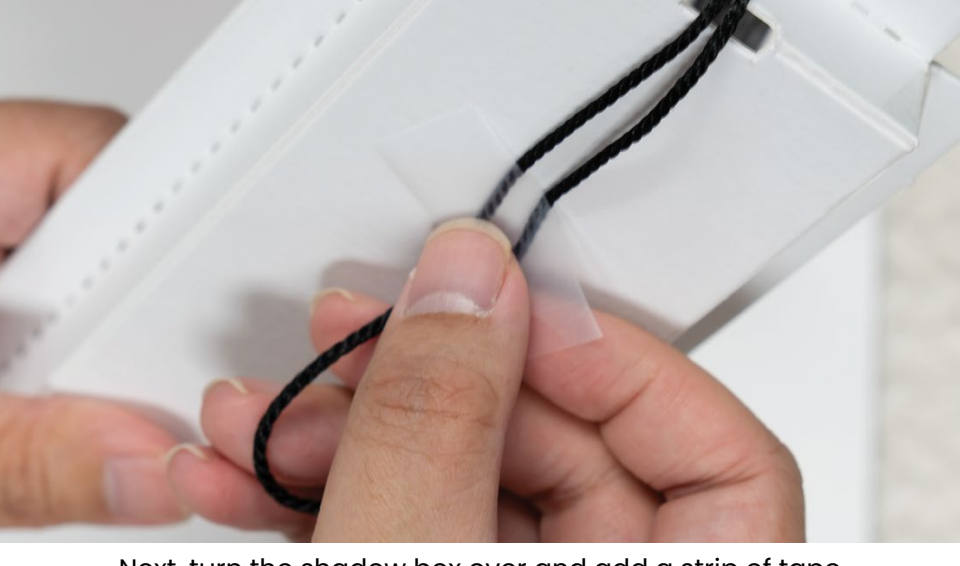
Cut enclosed tape in half. Peel and place at top of document ONLY. This prevents buckling and allows for natural expansion.



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



Turn over the shadow box and gently insert the tassel loop into the slit at the top of the shadow box. Position the tassel to your liking.



Next, turn the shadow box over and add a strip of tape to secure the tassel loop to the back of the shadow box.



Place the tassel shadow box into the backing board. Carefully lower the backing board with shadow box into the frame.

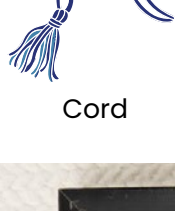


Using a knife, bend flexible tabs down to secure backing board.



# How to insert your cord

## WHAT YOU'LL NEED



Cord



Tape



Butter knife



Towel



Scissors



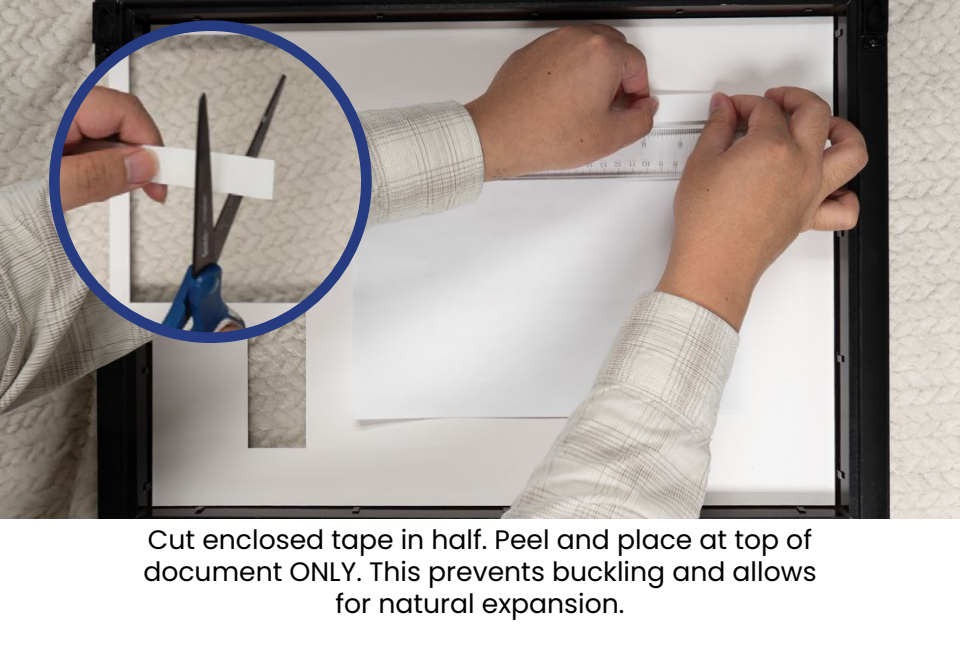
Lay frame facedown on towel. Bend flexible tabs up with knife.



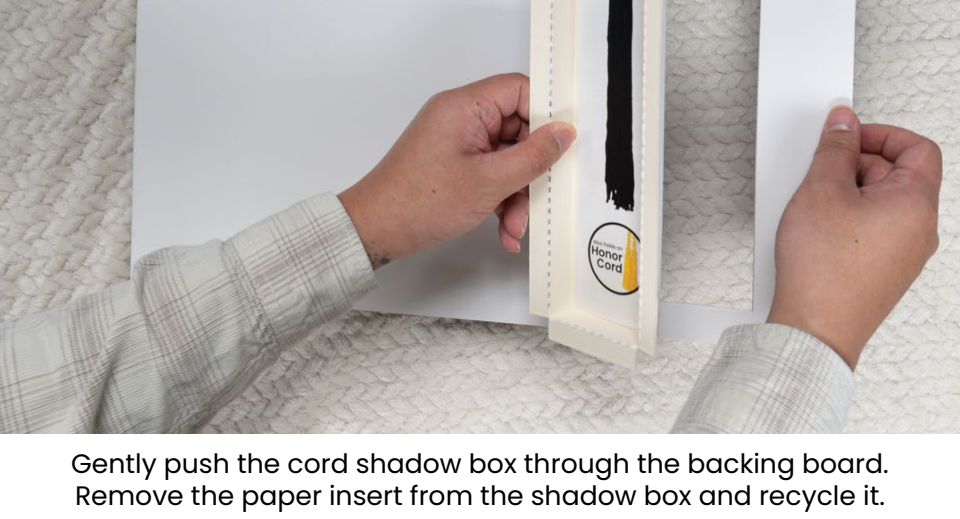
Remove backing board and recycle paper insert. Leave mat inside the frame.



Center document facedown in the mat opening.



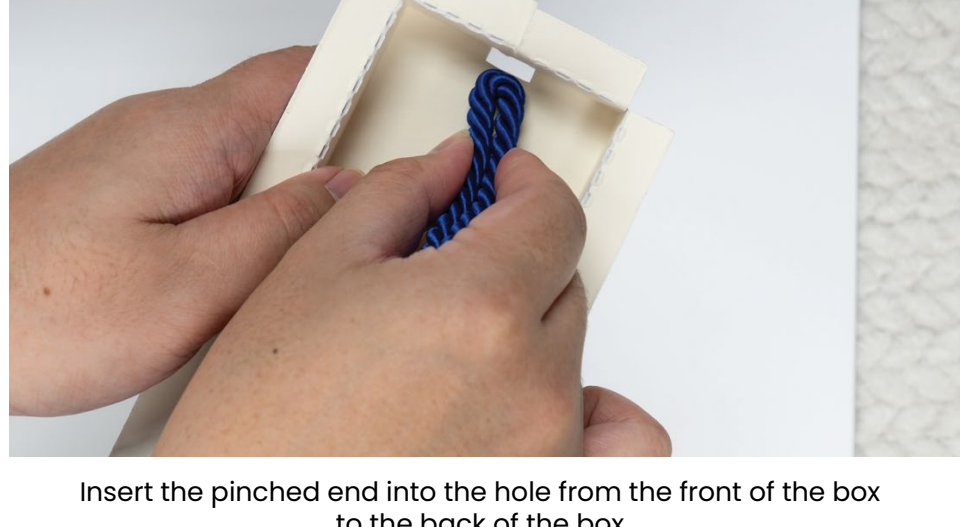
Cut enclosed tape in half. Peel and place at top of document ONLY. This prevents buckling and allows for natural expansion.



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.



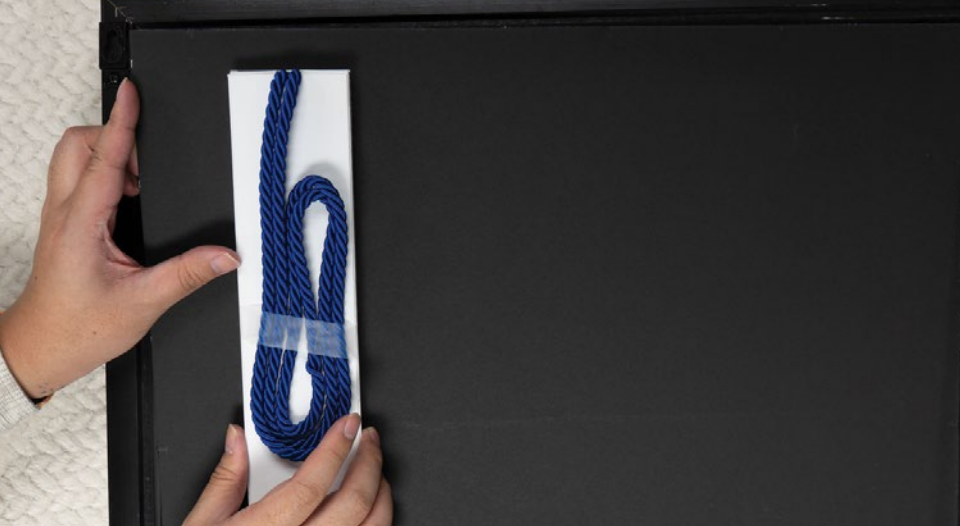
Insert the pinched end into the hole from the front of the box to the back of the box



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.



# How to insert your tassel & photo

## WHAT YOU'LL NEED



Tassel



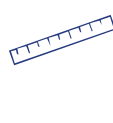
Scissors



Butter knife



Soft cloth or towel



Ruler



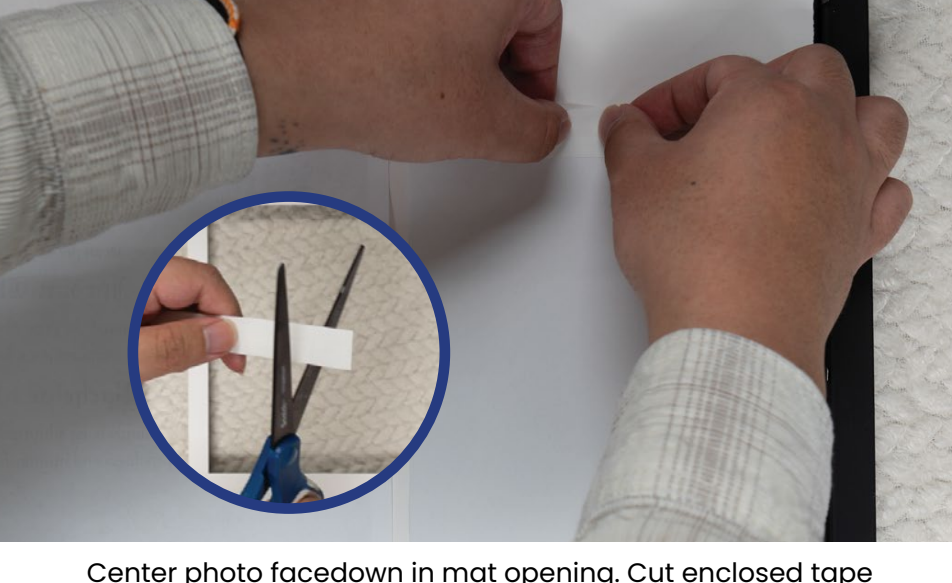
Lay frame facedown on soft cloth.

Bend flexible tabs up with knife.



Remove backing board and recycle paper insert.

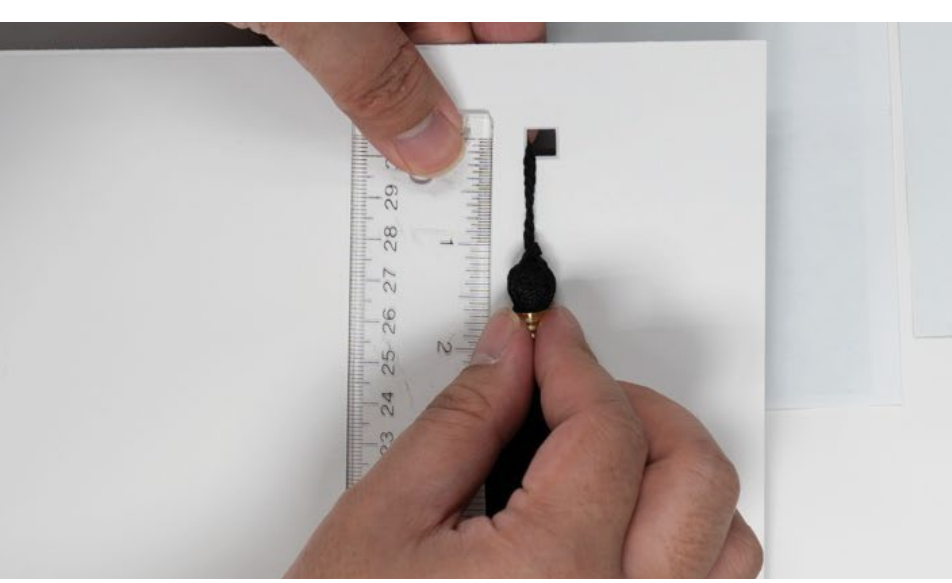
Leave mat inside the frame.



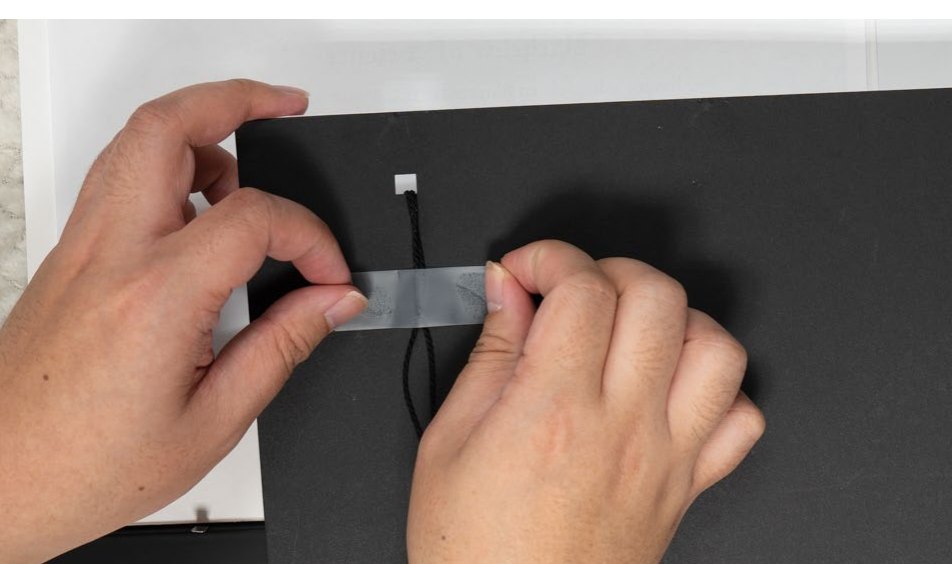
Center photo facedown in mat opening. Cut enclosed tape in half; peel and place at top of photo ONLY. This prevents buckling and allows for natural expansion.



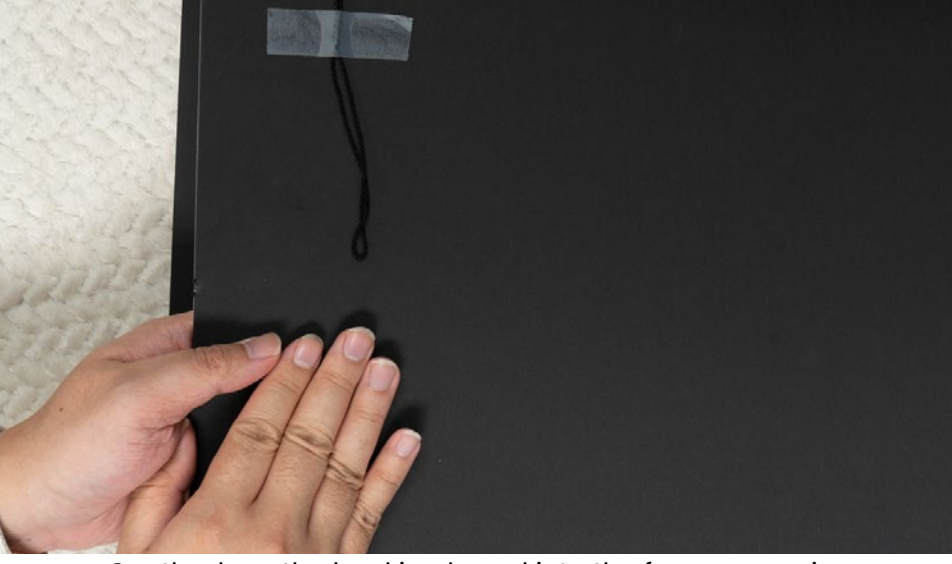
If your frame has a document: Center document facedown in mat opening. Peel and place remaining tap at top of document ONLY. This prevents buckling and allows for natural expansion.



Turn the backing board over and place on the soft cloth. Slip tassel cord through small square opening. Pull the tassel cord through so that you have about 1"–1.5" from the top of the tassel head to the square opening



Tape the tassel cord to the back of the backing board, securing it in place.



Gently place the backing board into the frame, ensuring the tassel lays flat inside the tassel opening of the mat



Bend flexible tabs down to secure backing board in place.

Now your tassel & photo frame is ready to hang.

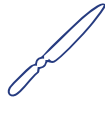


# How to insert your grad cap

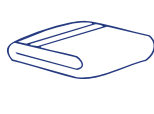
## WHAT YOU'LL NEED



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!



# How to insert your varsity letter

## WHAT YOU'LL NEED



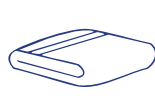
Varsity letter



Scissors



Butter knife



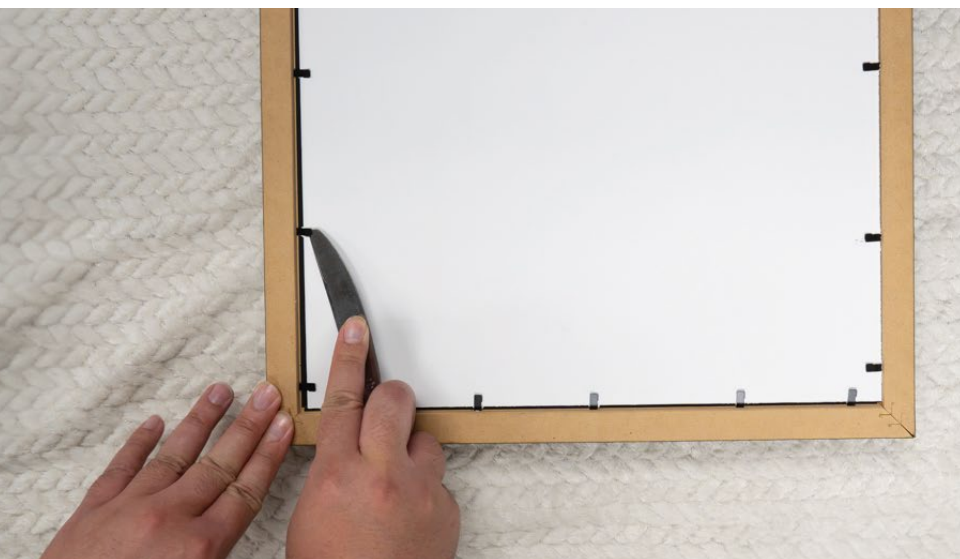
Soft cloth or towel



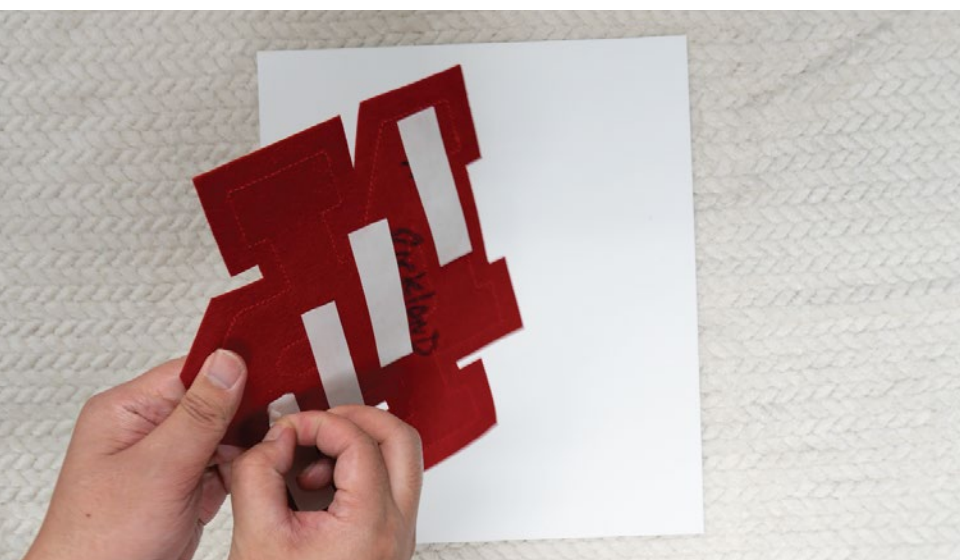
Cut both of the enclosed double-sided tape strips in half to create 4 pieces.



For all 4 pieces of tape, peel off backing from one side and adhere to back of varsity letter.



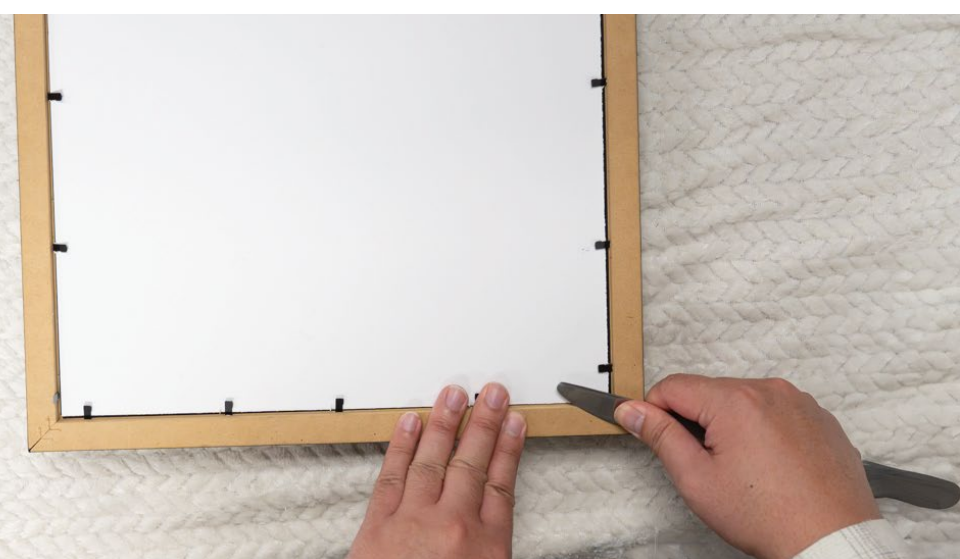
Lay frame facedown on towel.  
Bend flexible tabs up with knife.



Remove backing board and mat and turn right-side up.  
Peel off backing from 4 pieces of tape already on letter.



Place letter on backing board so it's centered in mat opening.  
Gently apply pressure to letter so it adheres to backing board.

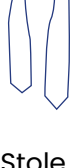


Replace mat and backing board.  
Bend flexible tabs down to close



# How to insert graduation stole

## WHAT YOU'LL NEED



Stole



Butter knife



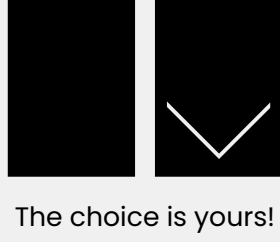
Soft cloth or towel



Tape

Select the mat board that works best for your stole design:

Our single-slot or our V-shaped slot mat.



The choice is yours!

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



Lay your stole shadow box facedown on a clean towel. Bend back each black flexible tab using a butter knife. Remove the black backing board. Decide which mat board (single-slot or V-slot) is best for your stole display.



Fold stole in half with the decorative side facing up and tape the stole points together. If using the single-slot mat board, fold 1/3 of the fabric over then under the stole.



Flip stole over and smooth out any excess fabric along the folded back. Secure with tape ensuring that you don't affix back of stole to the section that will be inserted through the die-cut opening.



Carefully insert the stole points through the slot on the mat board. Guide the stole through the slot then position to your liking. Secure the stole points to the black mat with tape.



Turn mat board over and carefully lower it into the frame. Flatten stole fabric and secure with tape to back of mat board. Place other mat board on top of it.



Finally, with the white side facing out, set the backing board into the frame. Gently push the black flexible tabs back down to secure in place. Now your stole frame is ready to hang.

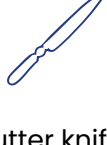


# How to insert your graduation medal

## 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.



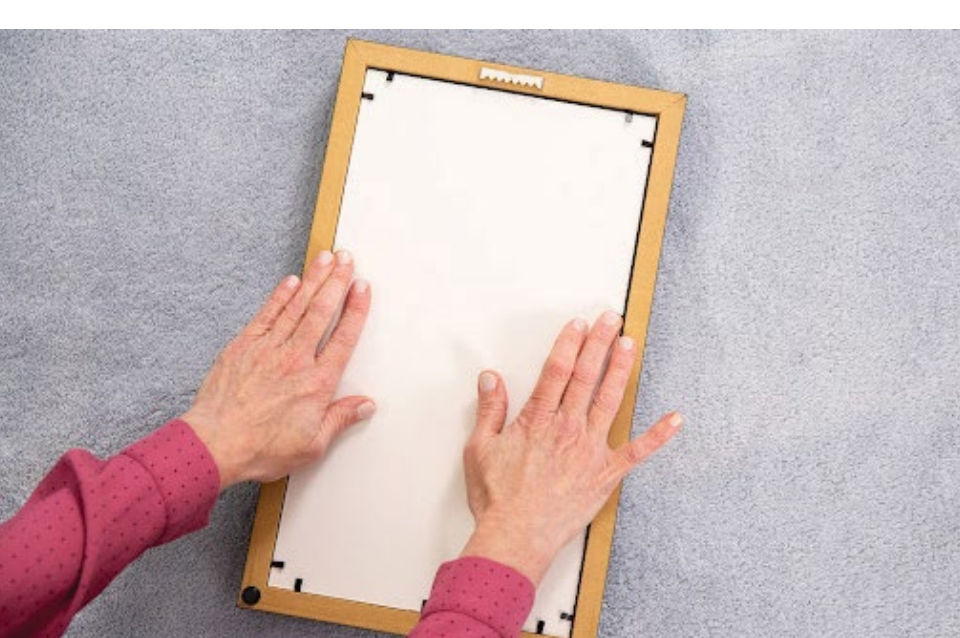
Use several loops of tape to secure the medal to the mat board. Next smooth down the ribbon, making it as flat as possible before securing it to the front mat board.



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.

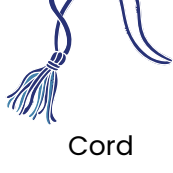


Insert the other mat board then set backing board on top of it. Gently put the black flexible tabs back down to secure. Now your medal frame is ready to hang



# How to insert your graduation cord

## WHAT YOU'LL NEED



Cord



Tape



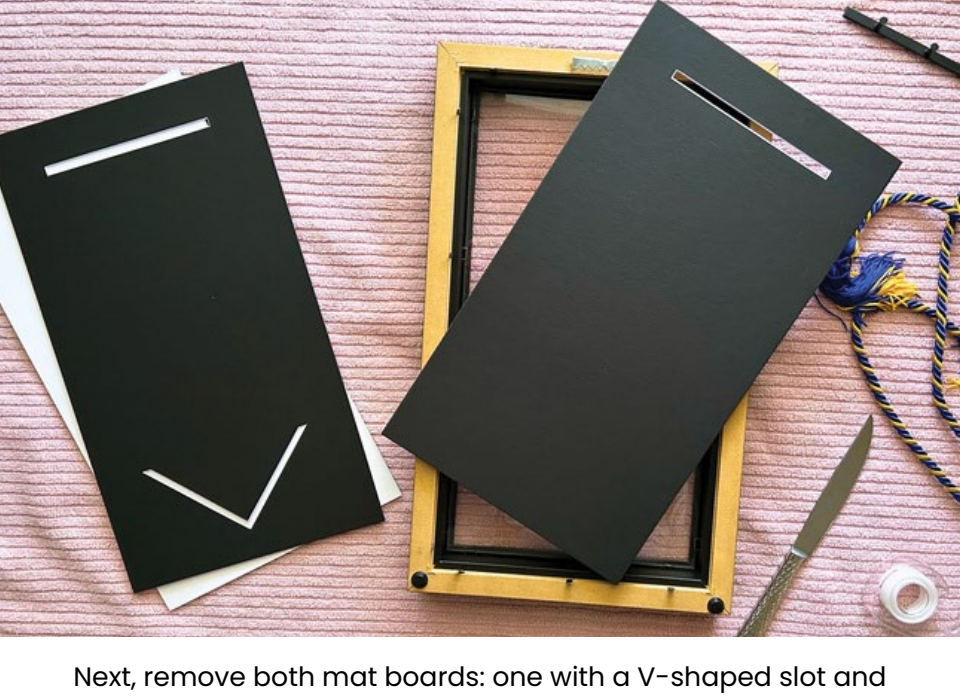
Butter knife



Soft cloth or towel



Lay your shadow box facedown on a clean towel. Carefully bend back each black flexible tab using a butter knife. Remove the black backing board.



Next, remove both mat boards: one with a V-shaped slot and the other with a single rectangular slot. Set aside the mat with the V-shaped slot.



Locate the black plastic cord holder with three pegs. Set the cord holder with three pegs. Set the cord holder inside the rectangular slot and gently pop it into place so that it's flush with the mat.



Turn over the single-slot mat board. Use transparent tape to secure the back of the black plastic cord holder to the white side of the mat board.



Fold your graduation cord in half. Next, loop the cord into a knot allowing 11 inches from the bottom of the knot to the tips of the cord's tassels



Slip the cord knot onto the first peg of the cord holder. Weave the remainder of the cord over and under the pegs until you are pleased with the arrangement.



Place cord display, mat board, and then backing board into shadow box. Gently push down tabs to secure in place.



# How to insert your stole

## WHAT YOU'LL NEED



Stole



Butter knife



Soft cloth or towel



Place frame facedown on towel. Bend flexible tabs up on back of frame with knife. Remove back board including shadow box. Fold sash/stole in half with seal facing forward.



Insert sash/stole through first slot at top of shadow box and pull down so it fills shadow box. Thread sash/stole back through second slot and back out third slot.



Leave excess in a loop and lay flat on back of frame box. Place the shadow box back into frame, place backing mat over the top and close flexible tabs to hold mat and box in place.



# How to insert your medal

## WHAT YOU'LL NEED



Medal



Butter knife



Soft cloth or towel



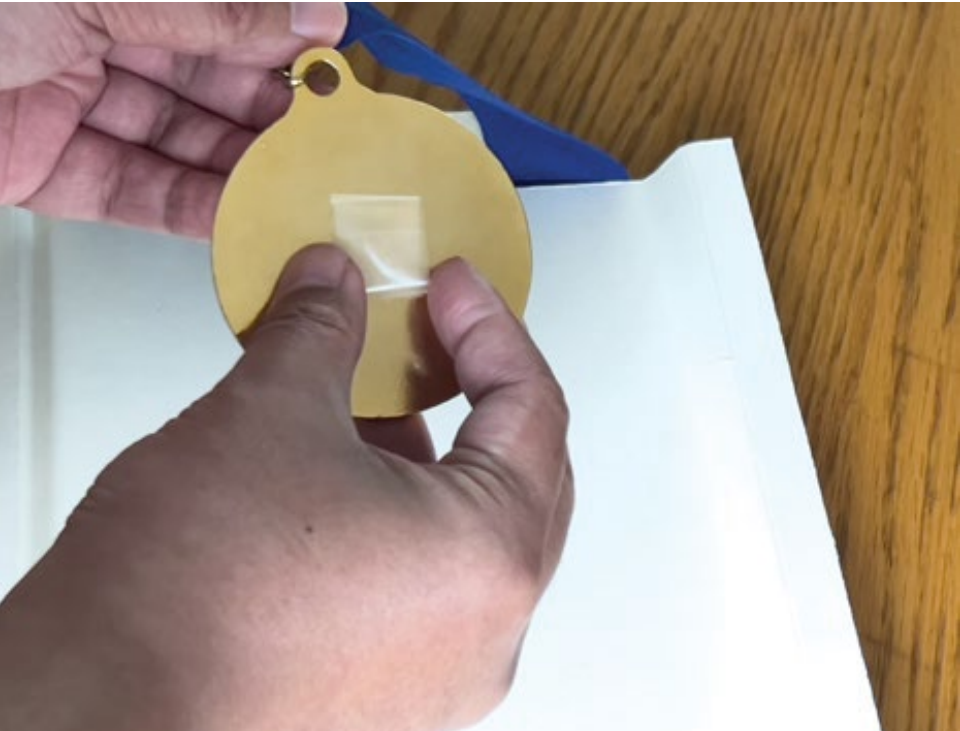
Tape



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.

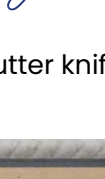


# How to insert your pin

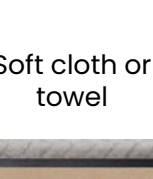
## WHAT YOU'LL NEED



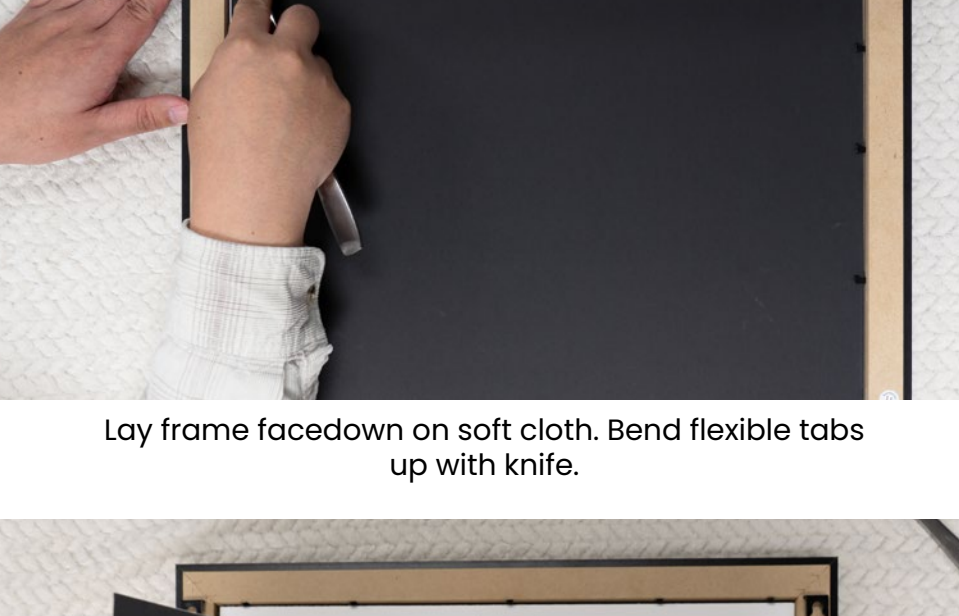
Pin



Butter knife



Soft cloth or towel



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



Remove backing board, recycled paper, and mat from the frame, leaving the mat laying facedown.

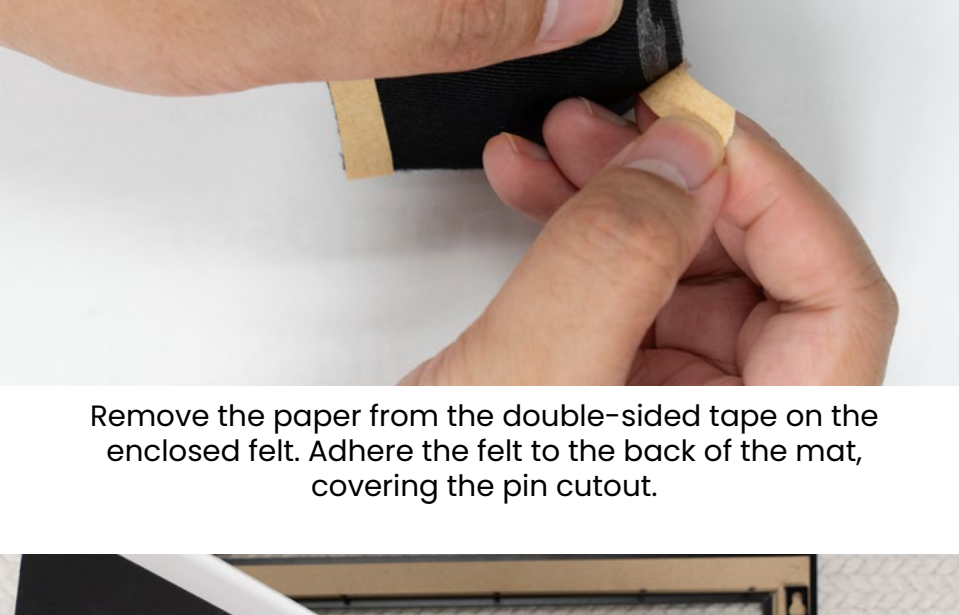


Center photo or certificate facedown in mat opening. Cut enclosed tape in half. Peel and place at top of photo ONLY. This prevents buckling and allows for natural expansion.



Locate the enclosed felt with the double-sided tape.

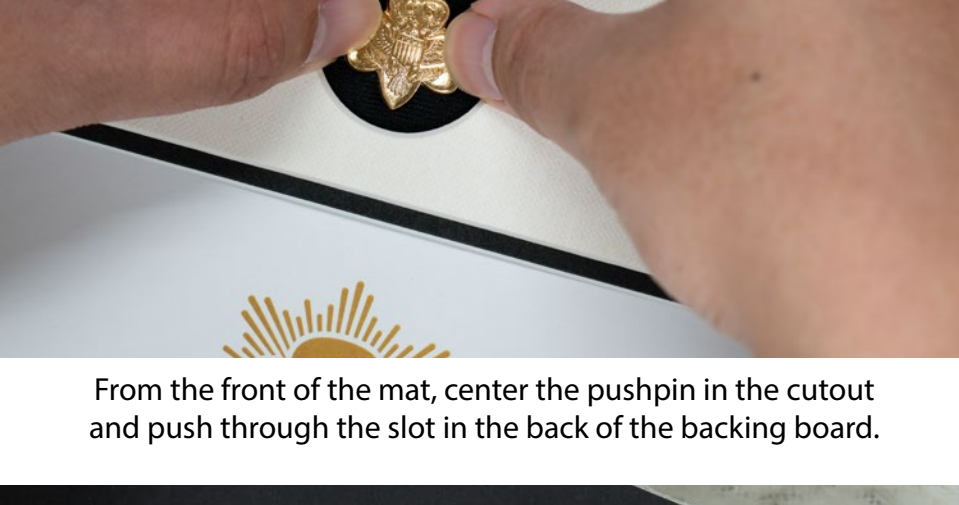
## FOR A PUSHPIN BACK



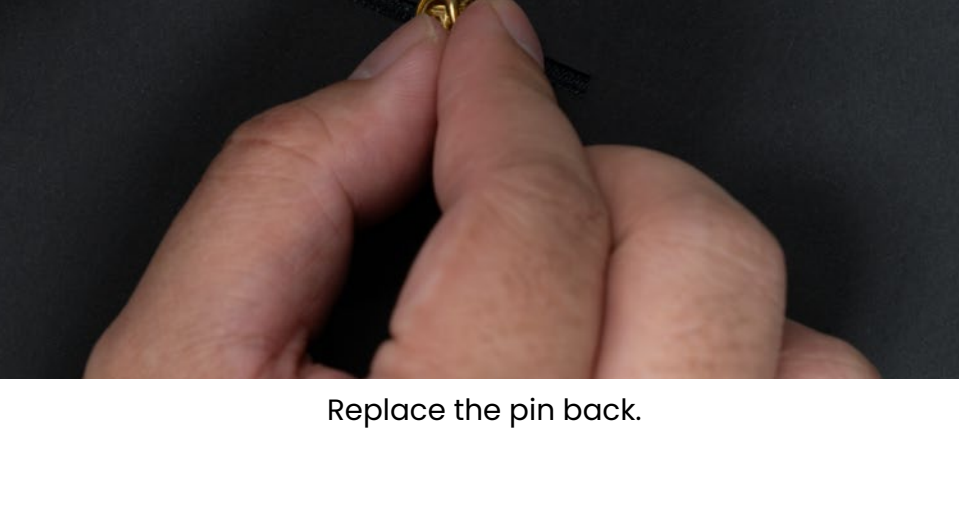
Remove the paper from the double-sided tape on the enclosed felt. Adhere the felt to the back of the mat, covering the pin cutout.



Then, align the back of the mat with the front of the backing board.



From the front of the mat, center the pushpin in the cutout and push through the slot in the back of the backing board.

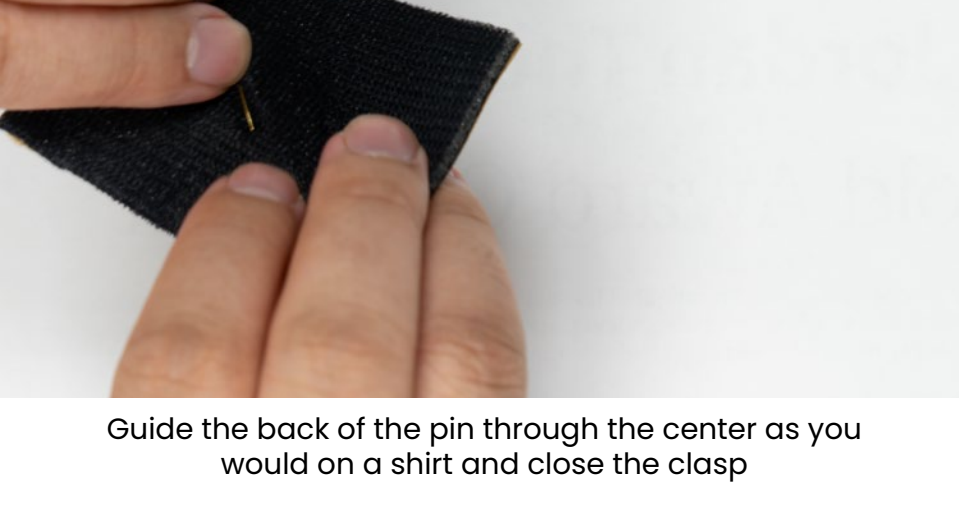


Replace the pin back.

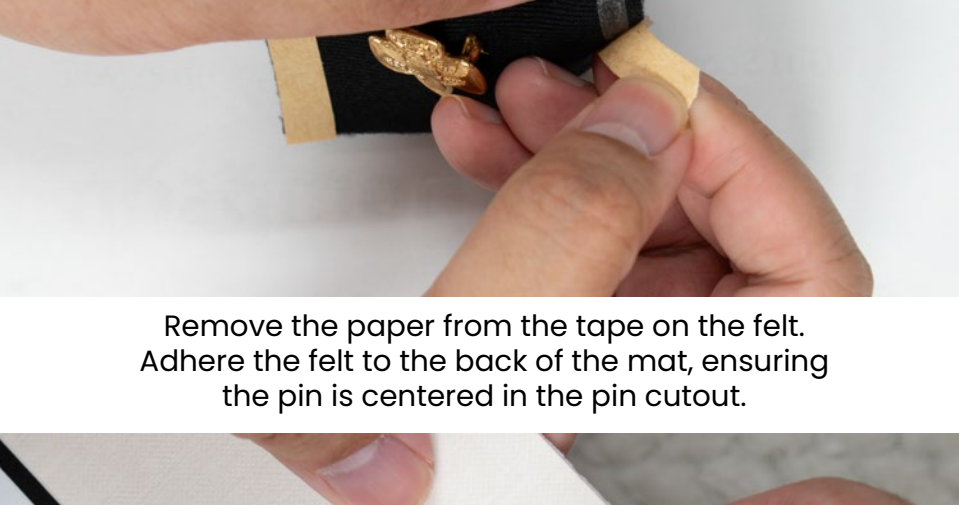
## FOR A BAR PIN BACK



Center the pin on the felt with the double-sided tape-side up.



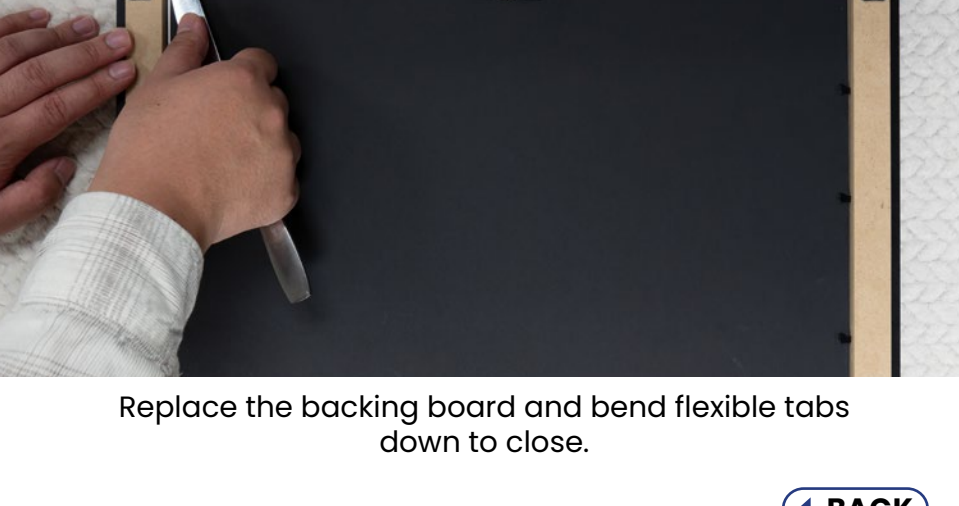
Guide the back of the pin through the center as you would on a shirt and close the clasp



Remove the paper from the tape on the felt. Adhere the felt to the back of the mat, ensuring the pin is centered in the pin cutout.



Then, align the back of the mat with the front of the backing board. You should see the bar of the back of the pin aligned with the slot in the backboard.



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



# How to insert your marathon medal & photo

## WHAT YOU'LL NEED



Marathon medal



Scissors



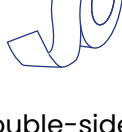
Butter knife



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



# How to insert your marathon medal & bib

## WHAT YOU'LL NEED



Marathon medal



Marathon bib



Scissors



Butter knife



Soft cloth or towel



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. Flip the mat over so that the side that faces the glass is the side that is up.



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. Next, smooth down the ribbon, making it as flat as possible before securing it to the front of the mat.



Center the bib above the plate. Use double-sided tape to secure the back of the bib to the mat.



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



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



Bend the flexible tabs down to secure the backing board. Now your marathon medal frame is ready to hang.



# How to insert your medal

## WHAT YOU'LL NEED



Medal



Scissors



Butter knife



Soft cloth or towel



Ruler



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



Remove backing board from the frame and lay face up.



Using a ruler, measure the center point vertically  
and horizontally to place your medal



Push pins through matboard and  
secure with medal pin backings



Lower the secured medal into the frame.  
Bend the flexible tabs down to secure the backing board.



# How to insert your medal & certificate

## WHAT YOU'LL NEED



Medal



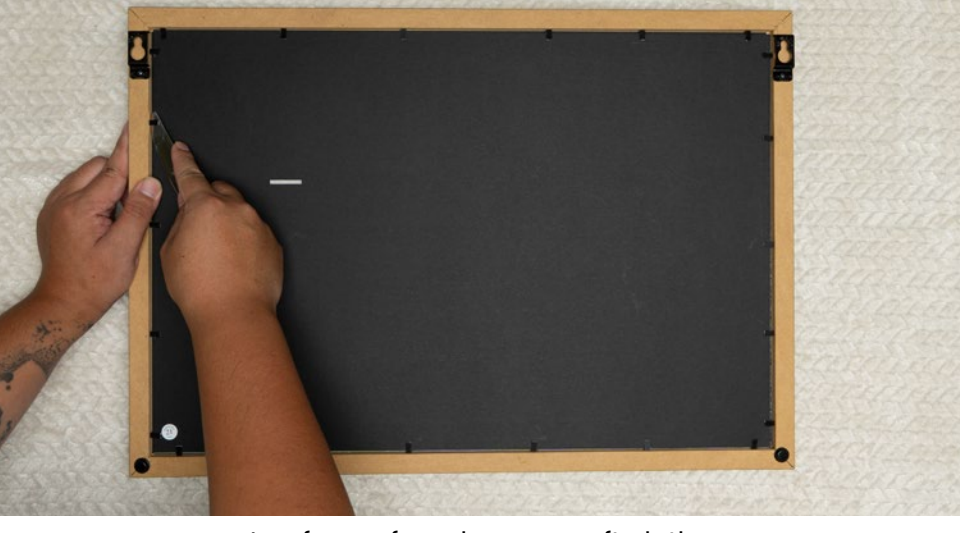
Scissors



Butter knife



Soft cloth or towel



Lay frame facedown on soft cloth.

Bend flexible tabs up with knife.



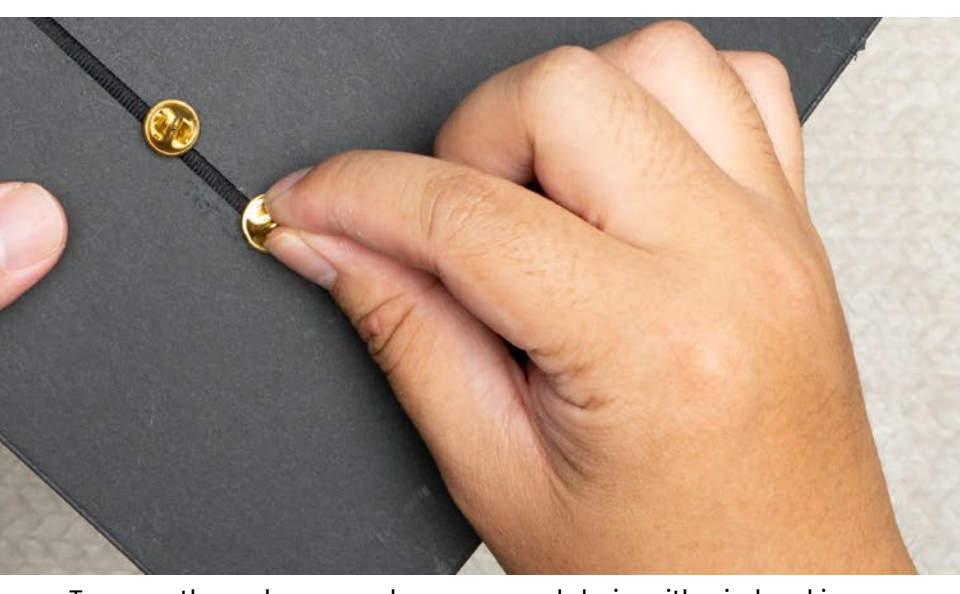
Remove backing board, recycled paper, and mat from frame and lay face up.



Set aside the top mat and pick up backing mat with felt.



Insert medal pin to line up with the die-cut slot behind the felt.



Turn matboard over and secure medal pin with pin backings.



Place top mat facedown and center certificate over mat opening. Cut acid-free tape in half; secure certificate to mat with tape strips.



When pleased with layout, lower the secured certificate and medal into the frame.



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



# How to insert your medal & photo

## WHAT YOU'LL NEED



Medals



Scissors



Butter knife



Soft cloth or towel



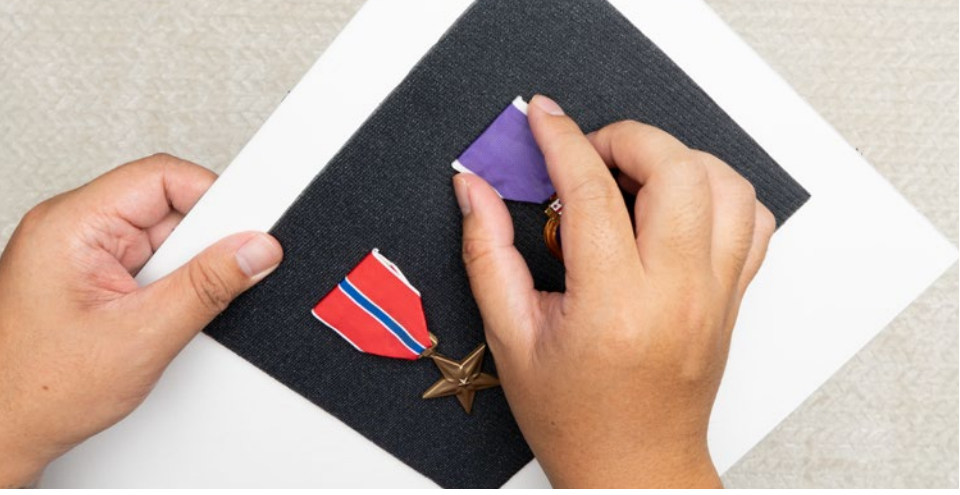
Lay frame facedown on soft cloth. Bend flexible tabs up with knife.



Remove backing board, recycled paper, and mat from frame and lay face up.



Set aside the top mat and pick up backing mat with felt.



Insert medal pins to line up with the die-cut slot behind the felt.



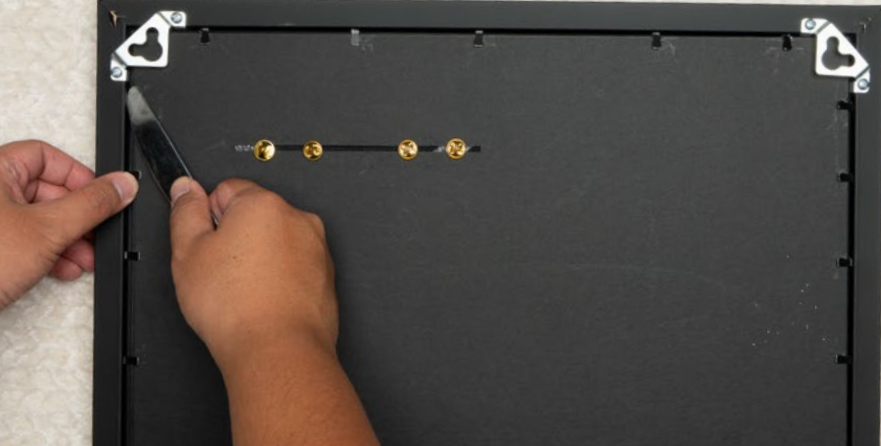
Turn matboard over and secure medal pins with pin backings.



Place top mat facedown and center photo over mat opening. Secure with acid-free tape.



Position top mat over matboard with medals. Carefully flip over and lower the secured photo and medals into the frame.



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