

## FRAMING YOUR DOCUMENT CONTINUED...

- ▶ Setting the mat aside, carefully clean the inner side of the glass with a soft cloth.
- ▶ Remove any particles of dust from the mat and document.
- ▶ Once again being very careful to clear the flexible tabs, gently place the backboard and mat with the mounted document face down on the glass. Press the flexible tabs down to secure.
- ▶ Remove the two Rubber Wall Protectors from the clear Accessory Bag. Adhere them to the bottom left and right corners of the frame back.
- ▶ Turn the frame over so that it's face up. Gently clean the outside of the glass.

### Your frame is ready for hanging!

## HANGING YOUR FRAME

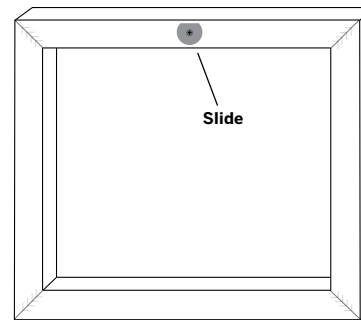
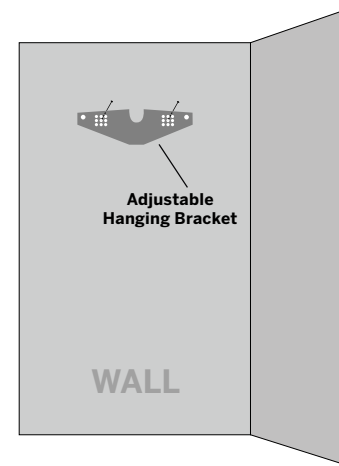
Our Smart Level™ hanging system makes it fast and easy to adjust the position of your frame up to ½" vertically or horizontally.

- ▶ **Preparation:** Begin by removing the Adjustable Hanging Bracket and 2 nails from the clear Accessory Bag.

Note: for installation on concrete block or masonry walls, two screws (not included) with wall anchors can be used in the far left and right holes, instead of the nails provided. This method does not allow for frame position adjustments.

**Instructions continued on back panel.**

- ▶ **Attach bracket to wall:** Position the Adjustable Hanging Bracket with the u-shaped opening at the top, **and the logo facing you**, at your desired wall location. Hammer a nail through the center hole of the 9-hole grid on the left side, into the wall. Then hammer the second nail through the center hole of the 9-hole grid on the right side, into the wall.



- ▶ **Slide frame onto wall bracket:** Now you are ready to hang your frame. Insert the Slide located on the top back of your frame, into the Bracket. The unique semi-circular Slide and grooved Bracket allow flexibility – so working with gravity, your frame will hang straight. That's Smart Level!

# FRAMING & HANGING INSTRUCTIONS



A Division of Herff Jones  
A Varsity ACHIEVEMENT Brand

**framingsuccess.com**  
**800.677.3726**

**YOUR SUCCESS DESERVES THE BEST!™**

## YOUR SATISFACTION IS GUARANTEED!

If you purchased your frame directly from Framing Success and are not completely satisfied with your purchase, simply call us within 30 days of receipt for a replacement frame, or a full refund of your purchase price, minus shipping and handling charges.

## MAKING ADJUSTMENTS

- ▶ If you'd like to display your frame higher, lower, left or right of it's current position, (by up to ½"), slide your frame up out of the Adjustable Hanging Bracket. Then reposition the nails within the 9-hole grid to suit your requirements (either left, right, up or down).

**Important:** Over time, the provided zinc-coated nails create a "slip-proof" bond with drywall so adjustments should be made promptly.

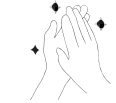
- ▶ Re-hang your frame.

# CONGRATULATIONS!

You have selected America's most prestigious frame to protect and display your achievement. We know you'll be glad you did, for decades to come.

The unique design of our frames makes it easy to insert and hang your document at home with impressive, professional results.

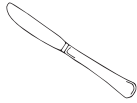
## WHAT YOU'LL NEED:



Clean Hands



Hammer



Butter Knife



Towel

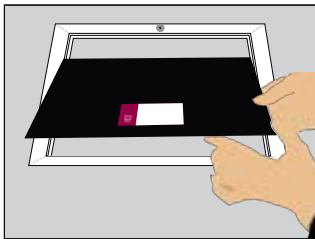
## PREPARING YOUR DOCUMENT

Before handling your document, be certain your hands and working surface are clean and dry. If your document has been rolled up in a tube, you will need to take the additional step of pressing it flat.

Begin by removing the document from the tube. Gently unroll and flatten the document on a clean flat surface. Cover the document with a white towel for protection and gently place a few books on top until flat and free of creases. Avoid placing books directly on the seal, as this may flatten the raised impression.

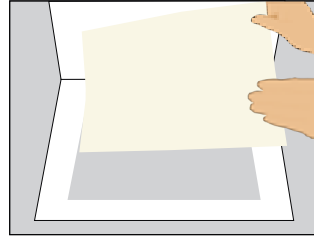
## FRAMING YOUR DOCUMENT

- ▶ Begin by laying a soft towel on a flat surface to protect the frame and mat as you work with them.
- ▶ Lay the frame face down on the towel and open the back by bending the flexible tabs upward. (It may be helpful to use a butter knife to gently lift the tabs.)

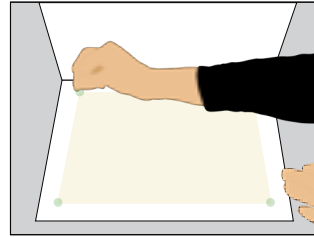


## FRAMING YOUR DOCUMENT CONTINUED...

- ▶ **Carefully remove** the backboard and mat (which are mounted together) from the frame by lifting them. Ensure the matting clears the flexible tabs to avoid scratching the mat.



- ▶ Open the mat and position your document so that it's visually centered behind the window opening.



- ▶ Open the clear Accessory Bag. Holding the centered document stationary, secure the four corners to the bottom mat using the green Adhesive Tabs. Extra tabs have been included for larger documents.

### IF YOU HAVE PURCHASED A DIPLOMA WITH LETTER FRAME, PLEASE FOLLOW THESE ADDITIONAL INSTRUCTIONS:

- ▶ Position the mat so that it's face down in front of you.
- ▶ You will be securing your awarded Letter to the upper mat window, above your diploma.
- ▶ If your Letter has an adhesive backing, center the Letter within the mat window and stick it to the back mat.
- ▶ If your Letter does not have an adhesive backing, we recommend using ¼ inch glue dots available at any craft store to secure the letter to the back mat.
- ▶ Continue with the rest of the instructions.

### IF YOU HAVE PURCHASED A DIPLOMA WITH STOLE FRAME, PLEASE FOLLOW THESE ADDITIONAL INSTRUCTIONS:

- ▶ Be sure your stole is free of wrinkles & creases.
- ▶ Determine which part of your stole you would like to showcase in the stole window opening. We recommend one of the ends, or "tips", but any part of the panel sections can be showcased.
- ▶ There are three layered mat sections: the front facing mat (which includes the school embossing), the center section mat, and the backboard mat. The center section mat is what you will be positioning and attaching your stole to.
- ▶ The front facing mat and the center section mat are taped together at the bottom. Leaving the bottom taped, separate the mats at the top (like you are opening a book) so each mat section lays flat in front of you.
- ▶ The front facing section should now be face down, and the center section should be face up. Take your stole and position in the stole box of the center section according to how you would like it to appear in the frame. Test the position and appearance by lifting the front facing mat to ensure your stole appears as you want it to in the stole window opening.
- ▶ Hold the stole in place and carefully lift the center section mat up so you can access the back of the center section mat. Drape the rest of the stole that will not be showcased over the top of the mat and condense into the stole slot.
- ▶ You can now tape the non-showcased section of the stole to the back of the center section mat. We recommend using acid free tape.
- ▶ Once the stole is positioned as you would like and the non-showcased part of the stole is secured, close the front facing mat and center section mat so they are together again (close the "book").
- ▶ Continue with the remaining instructions.

### IF YOU HAVE PURCHASED A DIPLOMA WITH TASSEL FRAME, PLEASE FOLLOW THESE ADDITIONAL INSTRUCTIONS:

- ▶ Position the mat so that it's face down in front of you.
- ▶ From the left, swing open the hinged tassel window panel.
- ▶ Stand the mat vertically, and drape tassel loop over the top of the open flap.
- ▶ Center the tassel and tape loop to the back of the panel.
- ▶ Close the tassel window panel.
- ▶ Continue with the rest of the instructions.