

## A Step-By-Step Guide to



# Framing & Hanging Your Diploma or Certificate



A Division of Herff Jones

Your Success Deserves the Best!®

## 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.

### Preparing Your Document

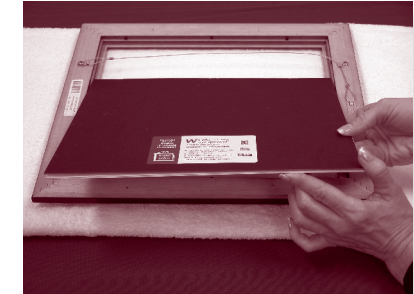
Before handling your document, be certain your hands and working surface are clean and dry. If your document has been rolled up in a tube, you will need to take the additional step of pressing it flat.

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 putty 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 under the wire hanging system. 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 small envelope labeled "Conservation-Quality Adhesive Tabs and two Rubber Wall Protectors."

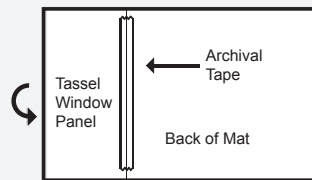


- Holding the centered document stationary, secure the four corners to the bottom mat using the green Adhesive Tabs. Extra tabs have been included for larger documents.

## Framing Your Document Continued...

### If you have purchased a 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.
- You have successfully inserted your tassel!
- Continue with the rest of the instructions.



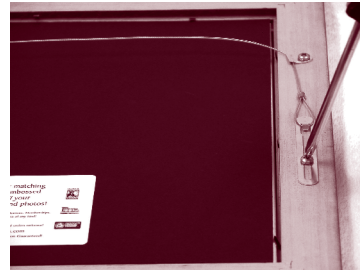
- Setting the mat aside, carefully clean the inner side of the glass with a soft cloth.
- Remove any particles of dust from the mat and document.
- Once again being very careful to clear the flexible tabs, gently slide the backboard and mat with the mounted document under the wire hanging system and simply lay face down on the glass. Gently press the flexible tabs down to secure.
- Remove the two Rubber Wall Protectors from the small envelope. 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 an elegant hanging display!

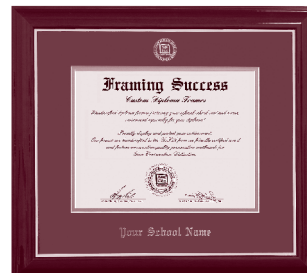
## Hanging Your Frame

Once you have inserted your document and secured it in the frame, it's ready to be hung on the wall. Our Level Best™ hanging system makes it fast and easy to adjust the vertical height of your frame.

- To begin, carefully determine the desired horizontal centerpoint (centering the frame from left to right) and then hammer in your nail.
- After initially hanging the frame, step back to see if it's positioned at the correct height.



- If you'd like the frame to be displayed higher or lower on the wall, remove and lay it face-down on a soft towel.
- Loosen the Adjuster using a small, Phillips-head screwdriver, but do not remove the Adjuster screw.
- To raise the frame, slide the Adjuster downward and tighten the screw.
- To lower the frame, slide the Adjuster upward and tighten the screw.
- Rehang your frame to confirm that height adjustments have been made to your satisfaction.



Your frame is now ready for years of enjoyment!

## 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

Browse our online gallery at  
[www.framingsuccess.com](http://www.framingsuccess.com)  
1.800.677.3726



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