

# ATHENS ART & FRAME



## Diploma Frame Instructions

Packet includes: acid free mounting tape, 2 clear bumpons & a wall hanger

### Step One:

Carefully remove your diploma from its tube. Spread it out on a clean flat surface with some books on top for several hours or overnight to relax the paper.

### Step Two:

Lay your frame face down on a flat surface and using a phillips head screwdriver remove the screw from one side of the wire and move it out of the way. Then bend up the black tabs on the back.

### Step Three:

Remove the backing board and mat from the frame. Position your diploma in the center of the mat opening. After making sure your diploma is centered and straight use the provided acid free mounting tape to tape your diploma to the mat - the backing of the tape pulls off.

### Step Four:

Slide the mat and backing back into the frame, bend down the tabs, reattach the end of the wire and attach the 2 bumpons on the bottom 2 corners of the frame. The bumpons pull off the card and stick to the bottom of the frame- they protect the wall and help keep your diploma straight on the wall.

### Step Five:

Find a prominent place to display your diploma.

### Glass:

The glass in your diploma frame is clean and polished and does not need to come out of the frame.

### Conservation glass:

if you have chosen the 99% UV protective glass, the glass has been positioned correctly in your frame. The side facing your diploma has a clear film and should not be cleaned with a cleaner or paper towels. You can use a microfiber cloth to remove any fingerprints. Always keep the film side facing the diploma.

For more detail instructions see our youTube video.

