



## **FRAMING INSTRUCTIONS HOW TO MOUNT YOUR DEGREE**

### **Congratulations!**

You have selected Australia's most prestigious frame to protect and display your achievement.

It is easy to insert and hang your degree /certificate at home with impressive, professional results.

Before handling, be certain your hands and working surface are clean and dry.

1. To frame your degree have the following materials at the ready: Glass cleaner, a dust free cloth, scissors and a towel.
2. Lay out all the contents of the framing kit, for easy reach.
3. Lay the frame face down on the towel, to open the frame back, bend the black flexible tabs up (you can use a blunt knife to gently lift the tabs). Bring frame just over the edge of the work surface and gently push the glass up from underneath a little way, then remove the backing and mat board being careful not to scratch on the tabs.
4. Remove the backing from the framing kits tape and place them diagonally across the top corners at the back of the document to be framed. The document hangs from the top and should not be taped at the bottom or on the sides. This will provide room for the natural expansion of the paper and help prevent buckling.
5. Lay the degree face side up, pick mat up and place squarely on the degree; adjust as necessary to ensure the degree is straight. When visually centered apply pressure to the tape area to secure.
6. Pick the mounted certificate up from the top; replace back into the frame followed by the barrier paper and backing foam core. Push flexible tabs gently down to close.

Should you have any questions, feel free to contact us on 02 9999 1805 or via email, [service@jacksonframes.com.au](mailto:service@jacksonframes.com.au)