Step-by-Step Instructions

- How to hang with Level-Lock™
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- How to insert your stole
- How to insert your medal
- How to insert a pin
- How to insert your graduation cord
How to hang with Level-Lock™

WHAT’S INCLUDED
- x2 White plastic markers
- Level
- Strip of foam tape
- x2 Mounting brackets
- x2 1.5” Nails
- x2 Screws

WHAT YOU’LL NEED
- Soft cloth or towel
- Phillips-head screwdriver
- Hammer

If you purchased a document frame from us with Level-Lock™ brackets already installed, you can skip the first two steps.

1. Install the brackets onto your frame with the provided screws.
2. Place frame facedown on a soft cloth.
3. Attach level to top of frame with foam tape. Position frame on wall, and level.
4. Press firmly into wall to make dimple marks.
5. Align markers with wall dimples, then gently nail into wall.
6. Line up brackets on frame with markers on wall. Push in and pull down gently to secure frame.
7. Rotate markers to 12 and 6 o’clock to unlock, and remove.
8. Rotate markers to 3 and 9 o’clock to lock.

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WHAT YOU’LL NEED
- Soft cloth or towel
- Phillips-head screwdriver
- Hammer
How to insert your document:

**WHAT YOU’LL NEED**

- Ruler
- Scissors
- Hammer
- Butter Knife
- Towel

1. Lay frame facedown on towel. Bend flexible tabs up with knife.
2. Remove backboard and recycle paper insert. Leave mat inside the frame.
3. Center document facedown in mat opening.
4. Cut enclosed tape in half. Peel and place at top of document ONLY. This prevents buckling and allows for natural expansion.
5. Replace the backboard and bend flexible tabs down to close.
How to insert your tassel:

First, remove the backboard and mat from your tassel document frame. Next, gently push the tassel shadow box through the backboard.

Next, turn the shadow box over and use a strip of acid-free tape to secure the tassel loop to the back of the shadow box.

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.

Place the tassel shadow box and backboard back in place before securing the tabs on the back of the frame.

WHAT YOU’LL NEED

| Ruler | Scissors | Hammer | Butter Knife | Towel |

How to insert your tassel:
How to insert your cord:

WHAT YOU’LL NEED

- Ruler
- Scissors
- Hammer
- Butter Knife
- Towel

Look for the rectangular perforation at the top of the box and pop it out.

Fold your honor cord in half and pinch the end without the tassles in one hand.

Insert the pinched end it into the hole from the front 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 around 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 matboard and the backing insert.

Enjoy your framed document!
How to insert your varsity letter:

**WHAT YOU’LL NEED**
- Scissors
- Butter Knife
- Towel

1. **Cut enclosed double-sided tape in half to create 4 pieces.**
2. **Remove backboard and mat and turn right-side up. Peel off backing from 4 pieces of tape already on letter.**
3. **For all 4 pieces of tape, peel off backing from one side and adhere to back of varsity letter.**
4. **Place letter on backboard so it’s centered in mat opening. Gently apply pressure to letter so it adheres to backboard.**
5. **Lay frame facedown on towel. Bend flexible tabs up with knife.**
6. **Replace mat and backboard. Bend flexible tabs down to close.**
How to insert your graduation cap:

Lay your grad cap shadow box facedown on a clean towel. Gently bend back each black flexible tab using a butter knife. Make sure each tab is completely upright before removing the black backing board; set board aside.

Gently remove the mounting board, leaving the glass in the shadow box. Hold the mounting board in one hand and grasp the square 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 headpiece over it, keep fabric as taut as possible. Securely tape the cap to the mounting board.

Then, with the black 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 frame is ready to hang.

WHAT YOU’LL NEED

- Soft Cloth or Towel
- Heavy-Duty Shipping Tape
- Butter Knife
- Decorated Grad Cap

WHAT YOU’LL NEED

Soft Cloth or Towel
Heavy-Duty Shipping Tape
Butter Knife
Decorated Grad Cap
How to insert your graduation stole:

WHAT YOU’LL NEED

- Towel
- Tape
- Butter Knife
- Your Stole

Select the mat board that works best for your stole design: our single-slot mat 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 stole points together. If using the single-slot mat board, fold ⅓ 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 of 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**

Towel  
Tape  
Butter Knife  
Your Medallion

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

Lay your medallion frame facedown on a clean towel. Bend back each black flexible tab using a butter knife. Remove the backing board; set board aside.

Remove the V-shaped slot mat and set aside. Gently guide the medallion ribbon through the single-slot mat opening, positioning the medallion to your liking.

Use several loops of tape to secure the medallion 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 medallion 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 push the black flexible tabs back down to secure. Now your medallion frame is ready to hang!
How to insert your stole:

**WHAT YOU’LL NEED**

- Towel
- Butter Knife
- Your Stole

Place frame face down on towel. Bend flex tabs up on back of frame with knife. Remove back board including shadowbox. Fold sash/stole in half with seal facing forward.

Insert sash/stole through first slot at top of shadowbox and pull down so it fills shadowbox. 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 shadowbox back into frame, place backing mat over the top and close flex tabs to hold mat and box in place.
How to insert your medal:

**WHAT YOU’LL NEED**

- Towel
- Butter Knife
- Your Medal

1. Lift up top mat and carefully remove the display box for the medal.
2. Drape the medal ribbon over the top tab of the display box, centering the medal 1 inch from the bottom.
3. Use a tape loop to secure medal in place so it doesn’t bang against the glass.
4. Flip the display box over and flatten the ribbon into a U shape. Tape down the ribbon to hold in place.
5. Insert the display box back between the back mat and the top mat.
How to insert your pin:

WHAT YOU’LL NEED

Towel  
Your Pin

Center your pin on the Velcro and then adhere as directed:
- **Push Pin Back** - push the pin through the center and replace the pin back.
- **Bar Pin Back** - guide back through Velcro loops to center on Velcro and close clasp.

Place your frame glass side down on a towel, and lift up the flexible points to remove the backing board and mat.

Turn the mat right side up, and center pin in the circular opening to the backside of the mat. Once centered, remove the release paper from the strips on each end and gently apply pressure to the patch.
HOW TO FRAME YOUR GRADUATION CORD
Installation Instructions

WHAT YOU’LL NEED

- Towel
- Tape
- Butter Knife
- Your Cord

1. 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.

2. 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.

3. Locate the black plastic 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.

4. 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.

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

6. 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’re pleased with the arrangement.

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

8. Now your cord frame is ready to hang!