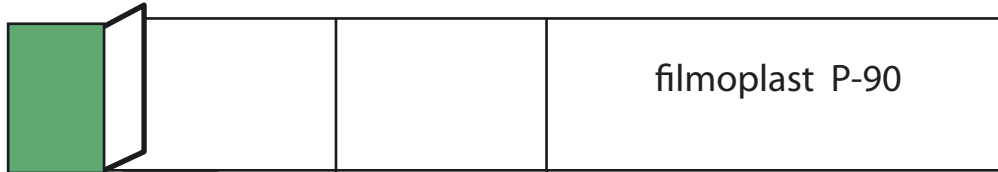




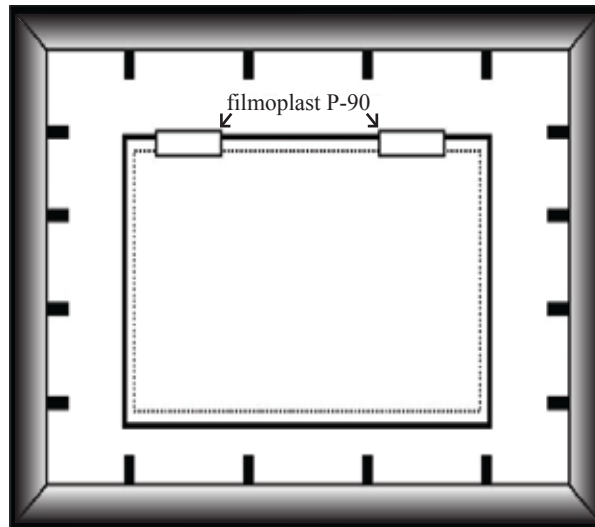
Framing Your Diploma

GLASS

1. To protect your frame's finish, place it upside down on the bubble wrap.
2. Bend the flexible black tabs to lift the dustcover (a small screwdriver makes a fine substitute for fingernails).
3. Bend more tabs to remove the white, acid-free mounting board. Do not remove the cut-out matboard.
4. Align your document over the matboard opening, making sure that its sides are parallel to the edges of the opening.
5. Attach your document to the matboard with the "filmoplast P90."



- a. Lift edge of release paper-rip off the plastic tab from the adhesive strip.
- b. Pull release paper to expose about 1/2 of the adhesive strip. Tear the adhesive at this point and apply it to the upper left side of the document and matboard. Remove the remaining release paper and apply the adhesive to the upper right side of the document and matboard. Rub the adhesive on firmly.



6. Replace the mounting board and dustcover.

GLASS

When cleaning glass in any frame, spray the paper towel, not the glass. Otherwise, the glass cleaner may run to the bottom, make its way behind the glass and soak into the mat.

Tassel Instructions If you have purchased a frame which accommodates your graduation tassel, simply insert its hanging cord through the hole and tape it securely to the back of the mounting board.

University Frames also offers the same diploma frames with plain (unstamped) mats (single or double matted). These can be ordered by contacting us at:

(800) 711-1977 or (714) 575-5100

Fax: (714)575-5175

E-mail: Info@UniversityFrames.com

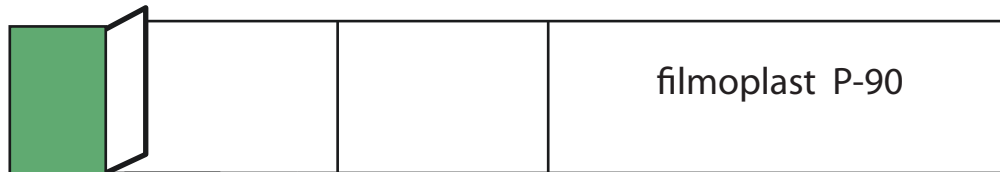
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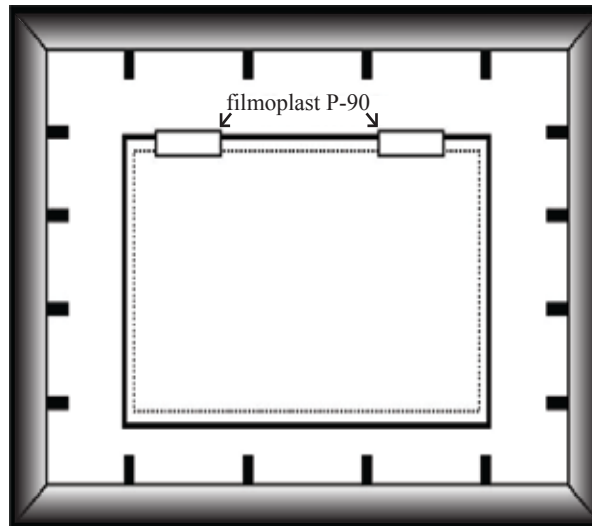
Framing Your Diploma

PLEXIGLAS

1. To protect your frame's finish, place it upside down on the bubble wrap.
2. Bend the flexible black tabs to lift the dustcover (a small screwdriver makes a fine substitute for fingernails).
3. Bend more tabs to remove the white, acid-free mounting board. Do not remove the cut-out matboard.
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- a. Lift edge of release paper-rip off the plastic tab from the adhesive strip.
- b. Pull release paper to expose about $\frac{1}{2}$ of the adhesive strip. Tear the adhesive at this point and apply it to the upper left side of the document and matboard. Remove the remaining release paper and apply the adhesive to the upper right side of the document and matboard. Rub the adhesive on firmly.



6. Replace the mounting board and dustcover.



PLEXIGLAS

You can safely clean the acrylic by gently wiping it with a soft cloth and a mild solution of water and detergent. Please don't use strong cleaners or any type of solvent since they may cause damage.

Tassel Instructions

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