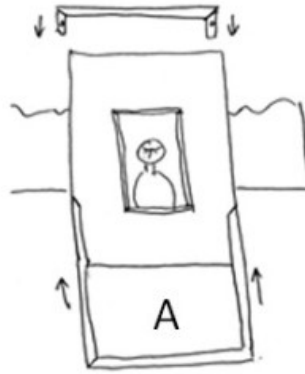


Frame Assembly Instructions

1. Lay out the fitting to check that you have all the required parts
2. Note each frame should have x 4 corner joiners plus two hanging slides
3. If a complete kit it will additionally have acrylic and backing board, hanging wire and packing strips and an optional bevel cut 4 ply window mat board.



4. The components will look like something like the below illustration frame and hardware may vary dependent upon the frame selected.

5. With a small screwdriver make up a U shape leaving the top off. (the artwork sandwich must be slid into the frame slot before you fit the top. Screws may be phillips head or slotted depending on the type of frame hardware.

6. Rememberer to slide in the Eurohangers into the vertical arms of the frame. They can be adjusted later, but if you don't put them in you will forget to and will need to undo the frame again later. If not using a mat board go to step 8.



7a. If you are using a bevel cut window mat, you can hinge your artwork to the back of the matboard (see video) or alternatively attach it to the foambaord backboard also using a 'T' hinge (see 7b below) to the Position the artwork under the window so you have a small overlap all round. You need to position it so you can attach the supplied acid free tape just on the top, so the art hangs down. Only use tape at the top so the art does not wrinkle later.



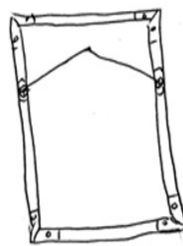
7b. An alternative method of mounting your art is to place it face up on the supplied foamboard backboard and position the mat board over it in position. Place a safe (non damaging) weight on the art to hold it in position then remove the mat. Slip two pieces of the supplied acid free tape under the top of the mat on either side so the sticky side is facing up. Tape the exposed tab to the foamboard making a T. Make sure any exposed remaining sticky tape is covered.

<https://youtu.be/GAV6XQvMB3c>

8. Finally take the acrylic and remove one side of the protective film and place this perfectly clean side onto the matt and then place this over the backing foamboard and lastly remove the front sticky layer off the acrylic. Keep the acrylic perfectly clean but if it does need to be wiped use a static free cloth.

9. Slide this artwork sandwich into the extruded slot of the frame (A) making sure that you have the hangers at the top then pop on the top bar and screw in up tight. This is made easier if you hand the artwork over the edge of a table top as shown.

10. If there is any rattle in the frame then jam in the supplied packers until it is wedged tight and will not move about, and then attach the wire leaving about 20 mm of slack as in the image below. Try not to handle the acrylic front and to keep the finger marks to a minimum.



11. Finished!! I hope this helps a little, but if you do have any questions, please just contact us.

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