

## Hanging Your Frame Using the **LEVEL-LOCK** System

1. Place frame face down on a soft cloth.



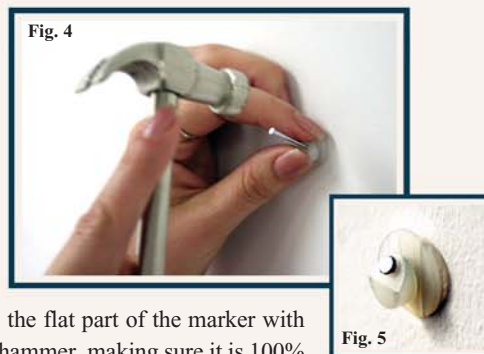
2. Insert a plastic marker into each of the mounting brackets and slide all the way up. (Fig. 1) Rotate markers so the indicator lines run horizontally (side-to-side) to lock them in place.
3. Using the foam tape, place the supplied level on top of the frame. Position and level the frame in the desired wall location. (Fig. 2)



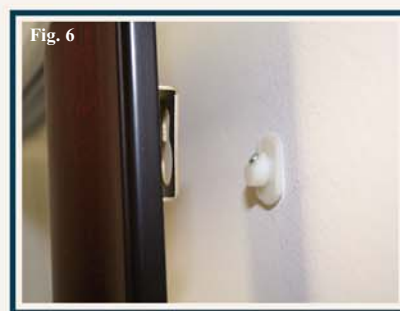
4. Firmly press frame against the wall once to create small dimple marks as nail position indicators. Remove level and tape.
5. Turn frame over and remove plastic markers. Unlock by turning 90° to vertical position, then remove from bracket.
6. Insert tip of nail just barely into the marker (nail should NOT protrude through the other side of the marker). (Fig. 3)



7. Place marker and nail into dimple mark with indicators running vertically (up/down). (Fig. 4) Hammer in, with nail head pointing towards the ceiling, until the nail is flush against the marker.




8. Tap the flat part of the marker with the hammer, making sure it is 100% flush to the wall. (Fig. 5) Repeat steps 7 and 8 for second marker.
9. Align and insert markers into the larger frame bracket holes, then push down to complete frame installation. (Fig. 6)



If you need to remove markers from the wall, grip the markers with pliers. Pull towards the ceiling at a 45° angle. For more information or a video demo on Level-Lock™, visit [www.level-lock.com](http://www.level-lock.com).

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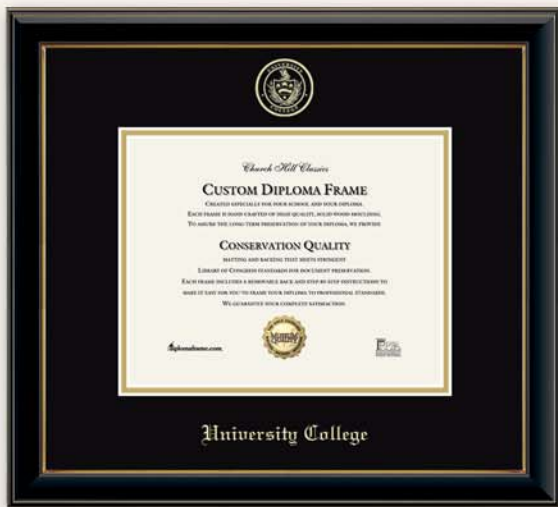
 **diplomaframe.com™**

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## Framing Your Document



*A Step-by-Step Guide  
To Framing & Preserving  
Your Document*



*T*his custom crafted frame will showcase your document while assuring that it is safely and beautifully preserved through the years.

Your frame is handcrafted, featuring museum-quality mat and mounting materials that meet Library of Congress standards for document preservation.



## Preparing Your Document

*If your document has been stored flat, skip ahead to "Framing Your Document."*

If your document has been rolled up in a tube, you will need to flatten it. For best results, we recommend that you do this as soon as possible after receiving your document.

You may do this by applying weight to the unrolled document for a few days. Heavy books and a clean flat surface work well.

If you need assistance, you may want to contact either a local framer, or call us at 800-477-9005.

## Framing Your Document

- 1) To frame your document, you will need the following materials: a ruler, glass cleaner, paper towels or a soft cloth, scissors, and a towel. If you purchased a suede mat, we recommend using a lint brush to remove any dust on the mat.
- 2) Lay the frame face down on the towel. To open the frame back, bend the black flexible tabs up. Remove the backing board and mat, leaving the glass in place inside of the frame (Fig. 1).



- 3) Remove the strip of archival mounting tape attached to this document and cut it in half.
- 4) Visually center the document inside of the mat opening, using the ruler to center if necessary. Place mat and document face down.
- 5) Remove the backing from the two strips of tape and place them approximately 4" apart along the **TOP** of the back side of the document (Fig. 2).



The document hangs from the top and should not be taped at the bottom or sides. This will provide room for the natural expansion of the paper and help prevent buckling.

- 6) Place the backing boards behind the document with the black side to the back (Fig. 3). Set aside.



- 7) If needed, clean the glass. Remove any specks of dust. Place the mat/document/ backing face down on the glass (Fig. 4). Hold the backing against the glass and flip the frame up to inspect.



- 8) To secure, press the flexible tabs down against the black surface of the backboard (Fig. 5).



- 9) To hang, use our Level-Lock™ hanging system.

**Enjoy your framed document!**

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