

INSTALLING ARTWORK INTO A FRAME

Tools required: Clean work surface, Flathead Screwdriver (or similar), adhesive tape/s, Philips Screwdriver, Ruler, Patience and Can-do Attitude.

- 1 Lay frame, face down, on a clean table. A clean cloth on top of the table is helpful to provide a soft working surface, that will not scratch the face of the frame as you work from the back.
- 2 Using a flathead screwdriver, bread knife or similar, carefully slip behind and bend the black flexible points up at a right angle to remove the foamboard. **DO NOT** remove the glass! Leave it in place as it can be difficult to get back in under the points.
- 3 Pull up the foamboard as much as you need (it may have to be removed entirely) and slide or place your print between foamboard and glass.

Large prints, or prints on delicate, thin paper stocks, may require tape at the top to prevent them sagging in the frame. The easiest method for you is to loop the thin tape and stick on the reverse of the print, in the top corners. Now line it up on the foamboard and stick down.

If your frame comes with a matboard, we have already attached it to the foamboard, you need only line up the print in the window, and then tape it to the foamboard to keep it in place.

- 4 Slide the print and foamboard back into the frame and whilst holding in place, turn over and check you haven't got particles between print and glass.
- 5 When ready to close up, carefully bend the flexible points back down to hold it all in place, hard up against the glass.
- 6 Tape up the back: using a wide tape, tape over the frame and onto the foamboard to seal the gap between. You'll be taping over the flexible points as well. This will keep insects from living in the artwork (moths love paper!) and help keep damp from drawing into the piece which can cause condensation between artwork and glass.
- 7 The final step is to add your hanging gear. We have provided two D-rings and enough cord to hang portrait or landscape orientation. Measure about $\frac{1}{4}$ way down from the top of the frame on each side and mark with a pencil. Screw in the D-Rings, thread the cord through and give it a few knots to ensure it stays put.

YouTube has a lot of content on mounting your own artwork which you may find helpful.
Use the search term: *how to mount artwork*

Final note: *do consider the investment value of the artwork!*

If you have invested a decent amount of money in the artwork, you should have the piece professionally framed as we use correct, acid-free/archival materials which do not leach or degrade the artwork. General household tapes can yellow papers and leave oil residue.