



HOW TO INSTALL YOUR DIPLOMA

Make sure you perform this installation on a clean surface so the mat and your diploma will not be soiled.

Diploma Insertion:

1. With a standard screwdriver, bend up the flex-points on the back.
2. Remove the backing and the mat board (you may have to push up from the glass side of the display to get the backing to come free).
3. Place your diploma face down and cut three pieces of tape approximately two inches long. Adhere the tape on each top corner and the center, about 1/4" down from the top of the diploma. Turn the diploma right side up so the adhesive side of the tape is facing up. Place the mat board on top of your diploma aligning it horizontally and vertically in the diploma opening. Push down gently on the mat at the top corners to make sure the tape adheres to the mat board. Turn the mat board over and place tape across each vertical piece of tape. Press firmly on all the tape to make sure the diploma is secure. See the artwork installation as an example (do not tape down the sides of the diploma).
4. Reinstall the mat making sure the glass and matting is clean, replace the backing into the frame and press the flex-points down to reassemble.

We hope you will enjoy displaying your diploma along with a beautiful print of your university.

If you have any questions about the installation, or other *University Lithos* products, please call us.



Because a satisfied customer is the best advertising, we'd appreciate it if you would share your thoughts about our displays with your friends...and others that might be interested in one of our displays.

Thanks again for your purchase.