

Medal, Photo, and Bib Assembly Instructions



How to assemble your medal



1. Lay frame face down on a clean, dust free surface.



2. Gently lift the dust cover from the opening of the shadow box



3. Place your medal inside the shadow box, (be careful not to scratch the plexiglass).



4. View from front and reposition if necessary.



5. Remove adhesive liner from the adhesive tabs on the dust cover.



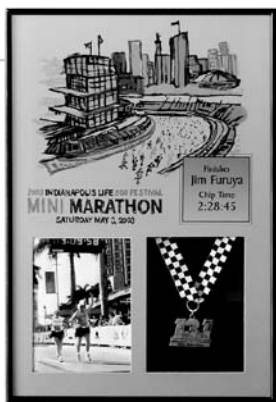
6. Lightly press dust cover into place. (cover can be repositioned if necessary)



7. Tape extra ribbon to the back of the shadow box.



8. Adjust saw tooth hanger to allow your frame to hang level.



How to assemble your photo (Bib assembly is the same)



1. Lay frame face down on a clean, dust free surface.



2. Fold the photo cover above the photo window.



3. Place 5x7 photo into the window area and place a small piece of tape at top.



4. View from front and reposition if necessary. Tape the top and bottom of photo.



5. Fold the photo cover over the photo and tape it at the bottom.



6. Adjust the saw tooth hanger to allow your frame to hang level.

Please Read!

(Note: The photo and/or metal window is made of framing quality Plexiglas. To preserve the original appearance, it must NOT be cleaned with abrasives or ordinary glass cleaners (which contain ammonia). To avoid scratching, do NOT use paper towels or facial tissues. To clean and polish, it is recommended that you use cleaning fluids developed specifically for Plexiglas, such as Plaskolite or Gel-Gloss, which may be found specifically at Lowe's, hardware stores in general or art supply stores. Special cleaning papers for Plexiglas are also available in art supply stores. Alternatively, fingerprints and static buildup can be removed with a weak solution of liquid dish washing detergent and warm water. Wipe the area gently with a soft, wet, non-abrasive cloth and allow to air dry. Do NOT rub the surface with a dry cloth.)