

# INSTRUCTIONS FOR ASSEMBLING YOUR Shadowbox

## HARDWARE



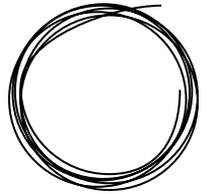
2 - SCREWS



TURN BUTTONS



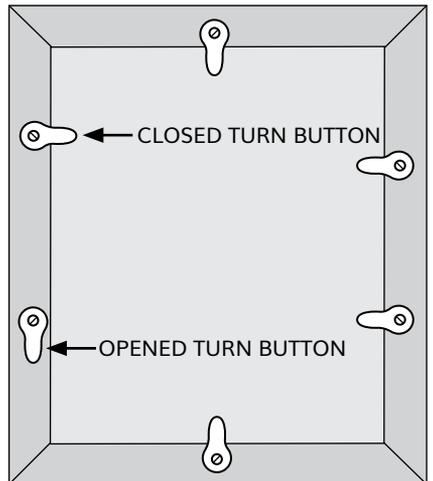
2 - HANGERS



1 - HANGING WIRE

Note: Don't let things get all scratchy! Place your frame face down on a smooth, flat surface when assembling.

1. To remove Backing and Mats from Shadowbox, loosen all Screws with a Phillips head screwdriver and rotate the Turn Buttons.
2. Mount your item to the Mat or place in as desired. See reverse for mounting tips.
3. Return the Turn Buttons to a closed position and tighten Screws to close the Shadowbox.



4. Place the Hangers a third of the way from the top of the Frame and secure with Screws. Use the Retainer Groove to screw into, for proper placement. This should help ensure you don't screw through the Frame.
5. Thread the Hanging Wire through each Hanger, knot, and twist remaining wire tail to secure. Hang your masterpiece and enjoy!

## MOUNTING TIPS & TRICKS

(additional materials not included)

When mounting items to matting, be sure to leave at least 1/4" clearance around the perimeter of the matting. This will allow for proper assembly and ensure that all items will be seen.

### TEXTILES

Sew fabric items into the mat using small tight stitches to keep the fabric from working loose. You do not have to always sew around the entire perimeter of the fabric. Often, you can strategically place a few tacking stitches and let the garment hang loosely.

### PAPER

Simply affix with photo corners. This will ensure that your item is removable without damage. Depending on the adhesion of the corners, you may need to reinforce them with glue.

### PERMANENT ARRANGEMENT (lighter-weight items)

Use hot glue or silicone to secure items to the mat. First, arrange the items in the shadow box as you would like to display them. Mark with a pencil where to place the glue. Dab the craft glue onto the marked spot and press your item onto the mat until secure. Let dry, according to the glue's instructions, before you hang on your wall.

Note: Utilizing glue is not a conservation or preservation technique. Items that are glued should be considered permanent, as removing them will both devalue and possibly damage the item.

### PERMANENT ARRANGEMENT (heavier items)

Use a pegboard, instead of foam core. Place the items at the desired positions on the mat board. Use an awl, or other sharp precision tool, to poke holes through the mat board. Apply heavy-duty mounting tape to the back of the mat and affix to pegboard. To mount your item, use aluminum craft wire, threaded through the suede matting and pegboard. Twist the wire tightly several times to secure the items to the pegboard. Place tape over wire to avoid damage to your walls.