

Thank you for ordering from Pictureframes Ltd. We have made your frame to the exact measurements you gave us. Your package contains the following:

- the frame
- a pH neutral barrier card (undermount), off-white on one side, white on the other (not for mirrors or frames for oil paintings)
- an mdf backboard
- a mount or double mount cut to size (if requested)
- a glass front (not for mirrors or frames for oil paintings)
- tape, fittings (D-rings, screws and cord) and a picture hook
- white archival tape

Before starting your framing please read the following instructions carefully.

Tools required

- a sponge or small paintbrush (to wet gummed tape)
- two old but clean cloths – preferably lint-free
- craft knife
- small Philips screwdriver
- pencil
- bradawl

General advice

- Before starting the framing, create enough working space for yourself. Clear your table or worksurface from other objects and cover it with a clean sheet of paper, card or smooth cloth, to avoid scratching or dust.
- Work as cleanly as possible, in a surrounding with as little dust as possible, and with clean hands. Light coloured mountcards in particular will be easily marked with fingerprints.

1. Taking the components apart

- Place the frame on your worksurface with its front facing down.
- Remove the fittings pack lay it temporarily aside
- Bend back all bendy clips in all four rebate sides of your frame sufficiently to take out backboard, undermount, mount and glass. This is best done by slightly lifting the frame on one side and with your hand pushing the inserts carefully upwards until you can take them from above. Please take care: if the clips are not bent back properly you may damage the mount or glass.
- Lay frame, glass and backboard temporarily aside.

2a. Mounting your picture

If you have ordered a mount or double mount with your frame you are now ready to fit your picture into it. If not, please go to instruction 2b.

- Lay the package of your mount & undermount on the worksurface with the window mount facing up with its base towards you. The wider margin of the mount (if you have requested this) should fall on the bottom side of the picture. Open the package along the hinge.
- Now tear off at least two strips of the white archival tape each around 50mm (2 inches). Wet approx. 5mm (minimum) of the tape with a damp sponge or paintbrush

(use fresh water – do not lick the tape – your saliva contains chemicals that could damage the artwork) and attach each of them to the underside of your artwork at its top edge only (nothing should ever be stuck to the face of the artwork!) leaving approximately 15mm of tape protruding. Allow the “tabs” to dry thoroughly.

- Next lay the picture on top of the undermount, face up and lay the mount over it in order to test for position. Move the picture into the desired position (take care that your picture is comfortably covered by the edges of the mount window on all four sides), and then place a paperweight on the centre of the artwork small enough to fit through the window of the mount. Now lift the mount off again. Tear off more 20mm strips of the white archival tape, wet them along their entire length, and stick them across the protruding portion of the tabs you previously attached to the artwork so that they hold them down to the undermount, and leave them to dry. Note: the new tapes should not overlap the artwork but be close and parallel to the edge of it. You will now have made a “T-hinge” which attaches the artwork to the undermount. Now ‘close’ the package by swinging the mount back over the artwork.

2b. Floating your picture

If you are neither mounting or floating your picture, it will be ‘close-framed’. This means that the paper size of your picture equals the internal width and height of the frame. If you are close-framing your picture, go straight to step 3

- Start by making at least two ‘T hinges’ as follows: tear the white archival tape into pieces each approx. 50mm long;
- Now wet approx. 20mm (3/4”) on the end of one piece of the tape with a damp sponge or paintbrush (use fresh water – do not lick the tape – your saliva contains chemicals that could damage the artwork) then stick this at right angles to, and in the middle of, another piece - gum side to gum side.
- Now wet the vertical of the ‘T hinges’ and attach to the back of the artwork with the top of the ‘T’ parallel to the top edge of the artwork and close to the top. Allow to dry.
- Make a mental note of the position of the hinges on the front of the artwork. Wet the horizontals of the hinges and quickly but carefully position the artwork onto the card. Now press down on the artwork from the front, where the hinges were noted to be. If necessary use tissue paper or similar to protect the artwork. Maintain pressure for long enough to form a bond. Be careful with photographs and very thin papers as the tape may distort the paper & show through.

3a. Cleaning the glass

General advice when handling glass: 1) Always handle the glass with both hands. 2) Hold the glass by the edges or with the palms of your hands to avoid making new fingermarks

- Carefully place the glass flat on your worksurface.
- Spray a small amount of glass cleaner onto the glass.
- Use two old but clean cloths; the first one to ‘spread’ the glass cleaner systematically over the whole surface of the glass, removing dust, specks and fingerprints, use the second (dry) cloth to burnish the glass until it is dry and spotless.
- Now carefully turn the glass over, avoiding to make new fingermarks, and repeat the cleaning operation on the other side.

3b. Plexi-glaze

For frames over a certain size, you will have been supplied with plexi-glaze in which case please follow the instructions below

- Your plexi-glaze has a protective film on both faces; on one face, peel up the film about 2cm (3/4") from the edge on all four sides. This will be the outside of your glaze.
- Place the plexi-glaze flat on your worksurface with the outside face down, and now peel off the entire protective film on this side.
- Now proceed to items 4. and 5. - When you have completed Item 5. you can completely remove the protective film from the outside face.
- Be aware that there should be now need to clean either side, and that to do so may cause static and so make the job more difficult. Small specks may be lightly blown away (be careful not to spit!). Also note that any type of abrasive cloth or cleaner may scratch the plexi-glaze – during this process, and once on the wall, only ever use a soft lint free cloth and if absolutely necessary, an ammonia free cleaner.

4. 'Dropping' your artwork onto the glass

When the glass is spotless and dust-free on both sides you are ready to drop your artwork onto the glass.

- First inspect your mounted or floated artwork for the last time. If you have accidentally made fingermarks on the mount card remove these carefully with a putty rubber. Blow possible dust specks off gently.
- Hold your mounted or floated artwork face down about 150mm (6 inches) above the glass and literally let it drop. The resulting airflow will cause any dustspecks left on the glass to be blown off.
- Straighten the artwork to make it parallel to all edges of the glass and place barrier card and backboard on top. This collection of components we will call the 'package'.
- Pick up the whole package by squeezing together between fingers and thumbs, and place it vertically on the worksurface the right way up. Now inspect the artwork for any remaining imperfections. Any remaining dust etc. may be dislodged by carefully tapping the base of the package on the worksurface, if not, carry on.....
- Lay the package down again, this time facing up. Inspect each side by revolving the package in order to bring a side at a time parallel to the edge of the worksurface. If any dust etc. is seen, it can be "fished" out with a strip of card.
- While doing the final inspection in the previous stage, you may wish to sellotape the package in order to prevent any insects from getting in after framing and to minimise environmental change inside the package. In this case, leave the back aside and while going round the package, sellotape from about 3mm onto the glass around to the back of the barrier card. Rub the sellotape down firmly (mind your fingers on the glass edges!).

5. 'Sinking' glass, mounted or floated artwork and backboard into the frame

- Now pick up the frame and place it once again face down on your work surface. Make sure the bendy clips are all still bent back sufficiently to allow the package to fit in easily.

- Carefully lift the whole package of inserts (glass, mounted or floated artwork, barrier card and backboard) with both hands and sink it into the rebate of the frame.
- Bend down all the bendy clips to hold the inserts firmly down.

6. Taping the back of the frame

A professionally framed artwork will always be taped all around at the back. This is done first of all to stop dust getting in between frame and artwork, but also to give the back of your framed artwork a professional finish. The tape must be sufficiently wet to achieve a durable attachment, but at the same time not too wet (not dripping). You will find that the four pieces of gum tape supplied are longer than the length and width of your frame.

- First wet the two long pieces of gum tape and stick them to the longer sides of your frame, covering the bendy clips and the gap between the backboard and the frame. Leave a bit of tape sticking over on either side of each stretch.
- Then wet the shorter bits of gum tape and stick them over the shorter side and over the two stretches of tape you have already placed.
- Stretch and press down the tape all round with a cloth (whilst still wet).
- Finally cut off the end bits of tape with a craft knife.

7. Fitting D-rings and cord

- Now measure the total height of the frame and make a pencil mark on each side about one third of the way down from the top edge. If your frame is made of a particularly fine (small) moulding you may need to make a small pilot hole with a bradawl.
- Next screw in the fittings.
- Attach the cord to the fittings; the ideal knot is a bowline.
- Tie off any spare cord with half-hitches.

8. Instructions for oil paintings

Oil on Canvas

- Lay the frame face down on the bench, bend the tabs completely out of the way and remove the back
- Insert one end of the Z-clips into the rebate using a small hammer (minimum 3 and mind your fingers, they're sharp!).
- Bend back the Z-clips sufficiently & place the canvas where you want it in the rebate. Fold each Z-clip in until its point touches the back of the canvas stretcher and then drive home with the hammer.
- Finish off with tape and fittings as described in step 7. above.

Oil on board

- Lay the frame face down on the bench, bend the tabs out of the way and remove the back.
- Place the painting on board into the frame, replace the back and secure with the bendy tabs.
- Finish off with tape and fittings as described in step 7. above.

9. Hanging

Attach the supplied picture hook to your wall and hang your glazed picture or oil painting. We wish you many enjoyable hours looking at your Pictureframes Ltd picture.

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Written in accordance with procedures laid down by the Fine Art Trade Guild