

# Instructions for Handling and Assembling Your Standard “DIY” Metal Ketubah Frame

## Before the Ceremony

When you receive your framed ketubah, remove it from the packaging and open the paper that surrounds it to be sure everything is correct. Then close the paper (it will protect the ketubah until you can install the acrylic) and store it back in the packaging until the wedding for safe transport.

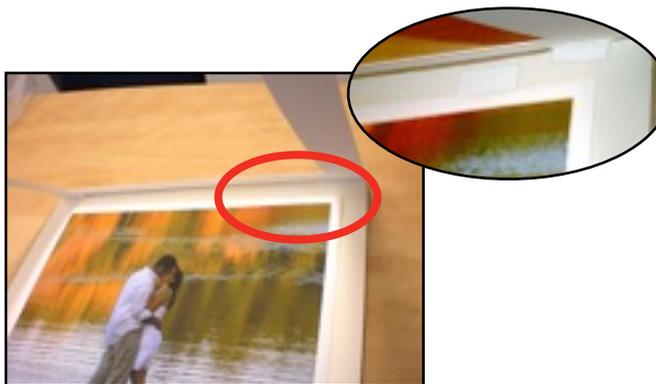
## After the Ketubah is Signed

### Contents Inside the Frame

Before you work with your frame, let us explain the contents inside your frame.

~ Acrylic (with protective paper on both sides) which arrives to you at the *bottom or back side* of the frame instead of the top or front side where it will go after the ketubah is signed.

~ A ‘layered stack’ of pieces, including the matte, your ketubah, and a foam backing. These 3 items are loosely held together (‘hinged’) at the top with archival framing tape and some light sealer along the sides and bottom. **Care must be taken to treat this stack gently, or you may rip the matte, backing or your ketubah.**



## Assembling Your Frame

Before beginning, find a large, clean flat surface to work. Remove the paper and lay your framed ketubah on your work surface so that the back is facing up.

**Step 1:** Wait until after the ceremony! Your ketubah is framed with the acrylic behind the ketubah so that you can easily sign it at your wedding. After the big day when everything has settled down, go on to **Step 2.**

**Step 2:** You will see 4 metal clips (partially inserted) holding the acrylic and ‘hinged stack’ in the frame. Carefully remove each of the clips and set aside.



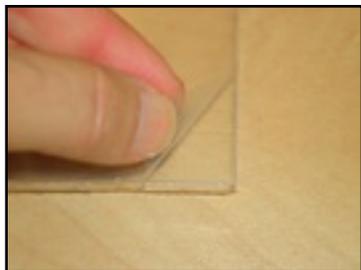
**Step 3:** There is an L-shaped metal plate in each corner of the frame, with 2 small screws, that secures adjacent sides to each other. Locate the bottom side of the frame (across from the top side, which has the sawtooth hanger inserted in the center) and the metal plates in the bottom corners. On those two metal plates, slightly loosen **JUST** the screws that secure each **side** piece, as shown, with a flat head screwdriver. **Leave the screws that secure the bottom side secure.**



**Step 4:** Slide out the bottom side of the frame along with the two corner metal plates and set aside. Then slide out the frame contents carefully, as shown. Do not separate the components; remove as one stack. **This is the most critical step to do slowly and gently, as you want to be sure you do not scratch the ketubah or rip the framing tape from any of the materials.** The matte, ketubah and backing are 'sandwiched' or 'stacked' together and very lightly held at the top with archival framing tape, and on the sides/bottom there may be very light archival adhesive to keep the backing and matte together, but you need to take care as you work with it to keep it flat and together as a unit (i.e. do not separate the pieces). Then carefully place them, face down as is, on a clean surface.



**Step 5:** Next, prepare the acrylic and reassemble the stack. Separate the acrylic from the rest of the frame contents and lay it flat on your work surface. There is protective paper on both sides which you will need to peel off. Simply start at one corner, work your way across the short end of the acrylic, then peel it off lengthwise, trying not to touch the acrylic to avoid fingerprints. Then turn the acrylic over (again, try to touch the outside edges only) and gently peel off the protective paper from the other side. Using a lint free cloth, wipe away any dust or debris. Now reassemble your stack by laying the 'hinged stack' on top of the acrylic (facing down).



**Step 6:** You will now reinsert the frame contents, in the proper order, by carefully sliding everything together back into the frame (make sure to insert it with the top of the artwork goes in first toward the sawtooth hanger). Then slide the bottom piece back into the frame and re-tighten the two loosened screws, as shown above. Now simply reinsert the metal clips along each side to make sure everything stays in place. Turn it over and wipe the front of the acrylic with the lint-free cloth if necessary, hang, and enjoy!

