

# Instructions for Handling and Assembling Your Standard “DIY” Wood 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.

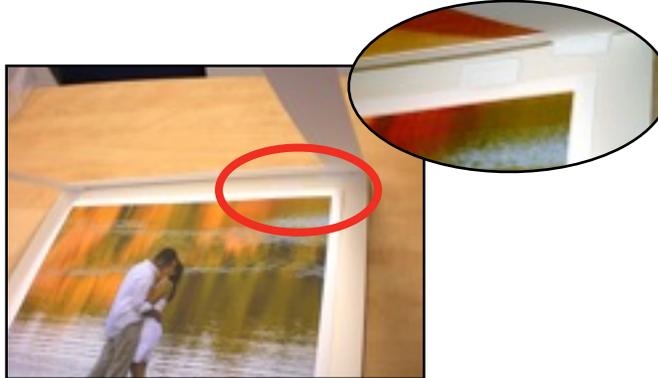
## After the Ketubah is Signed

### 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 mat, 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 mat, backing or your ketubah.**

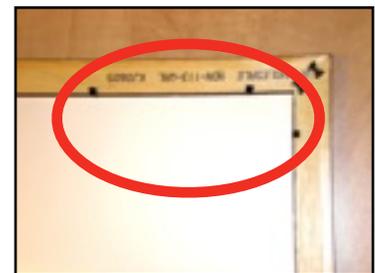
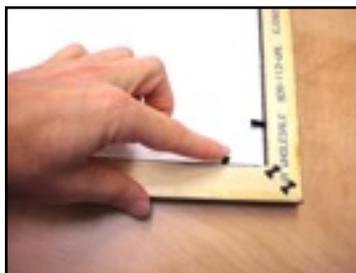


## Assembling Your Frame

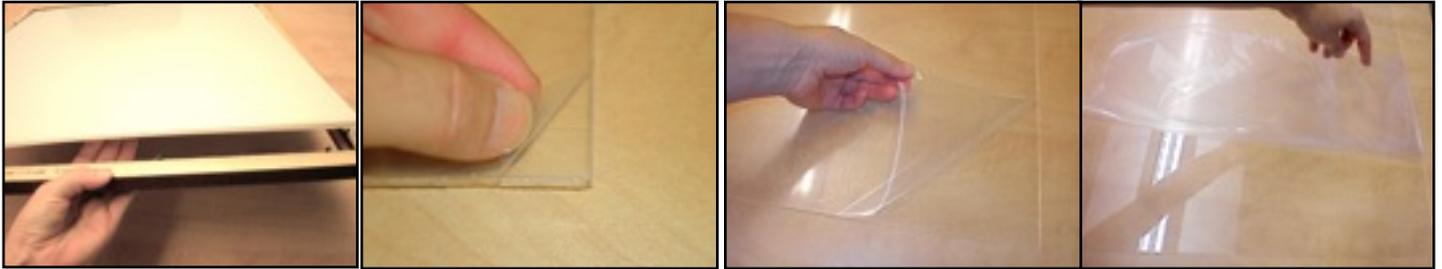
Before beginning, find a large, clean flat surface to work. Remove the paper and lay your framed ketubah on your work surface so that the back is facing up.

**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 several metal tabs holding the acrylic and ‘hinged stack’ in the frame. Bend each one of these metal tabs back so that you can access the frame contents. It is important to bend them **all the way back** to avoid damage as you take out and reinsert your frame contents. (A flat head screwdriver or nail file will spare your fingers.)



**Step 3:** You will next remove the frame contents and prepare the acrylic. **Push up the frame contents from beneath, as shown.** Remove just the acrylic from the frame and lay it flat on your work surface. (The rest of the stack can remain in the frame for now.) 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.



**Step 4:** Next, you need to remove the matte, ketubah and backing from the frame. Do not separate the components; remove as one stack. Then carefully place them, face down as is, on a clean surface. **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). **Carefully push up the stack from beneath.** Please do not **pull them from the back** or the stack may separate and rip. Gently place the materials aside, flat, on your work surface.

**Step 5:** You will now reinsert the frame contents in the proper order. First, lay the acrylic into the frame and, using a lint free cloth, wipe away any dust or debris. Then, lay the 'hinged stack' back into the frame, facing the acrylic (make sure to insert it with the top of the artwork toward the sawtooth hanger).



**Step 6:** Now simply push the metal tabs back down 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!

