

HANDY HINTS SHEET 8

...helping you get started.

How To Assemble A Frame

YOU WILL NEED

PENCIL



RULE



CRAFT KNIFE



D-RING & SCREW



NEEDLE POINT



TAB GUN



STRING



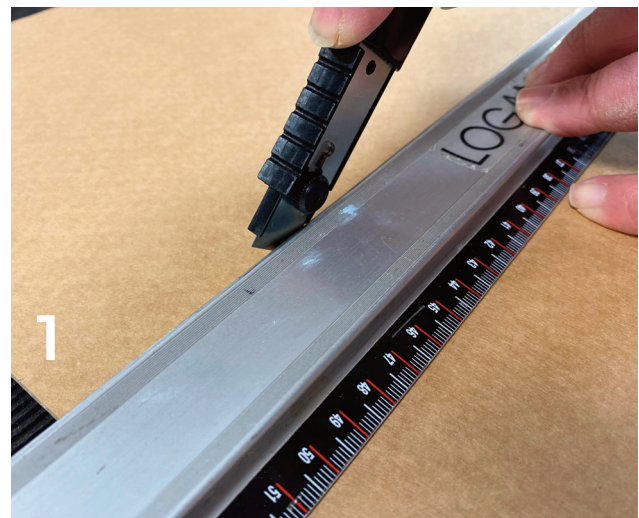
Just a few finishing touches to complete the framed package.

Again using good quality tools and finishing materials make all the difference. It is important to take care over this section as people form an opinion about the standard of framing by looking at the reverse of the frame. Poor quality here will suggest corners cut elsewhere in the process.

- 1 TO CREATE A BACKBOARD: the principles for measuring and cutting are the same as for cutting the glazed panel.
- 2 Here, instead of glass you will be cutting sheets of Kraft Board and instead of the glasscutter, you will use a craft knife.
- 3 Either work to your original GLASS SIZE dimensions (assuming it fits well in the frame) or create a fitted cut in a similar way to the glass panel.
- 4 When cutting the board, make an initial light score with a craft knife using a metal rule as a guide. This provides a "track" to guide the knife in further cuts. Continue, making a series of smooth, even cuts with your knife, along the metal rule. (diagram 1)
- 5 Repeat the process until the excess board can be lifted away cleanly.

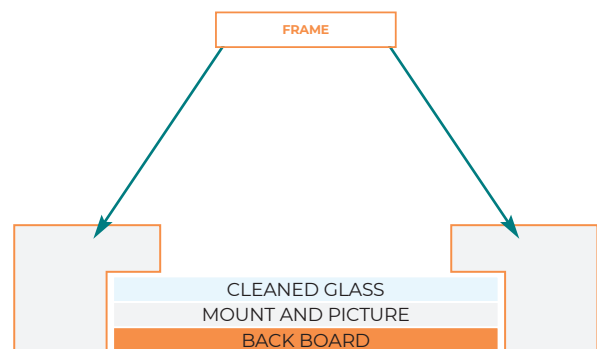
NOW YOU ARE READY TO ASSEMBLE THE FINAL PICTURE

- 6 Layer the elements going into the frame from the bottom up:
 - a. backing board
 - b. mounted artwork (face up)
 - c. cleaned glass (check for dust between glass and mount)
- 7 When happy that it is dust free, place the frame over the top of all elements. Slide the bundle to the edge of the table and try to grip all elements together, taking care to keep glass and mount together (so dust won't gain entry).
- 8 Turn the whole bundle over, placing face down on the workbench.



IDEA:

There is a wide range of sheet materials used to create the backing panel. MDF is a popular standard – make sure you use treated, 2 mm sheet from a reliable framing suppliers. In our training, we use a layered pulp-board, which is strong, easy to cut, but lightweight. All backing boards will be hard to cut with a knife so make sure you have sharp blades. Make a series of cuts with a craft knife against a sturdy, metal rule: several smooth, even passes will get through the board better than heavy cuts.

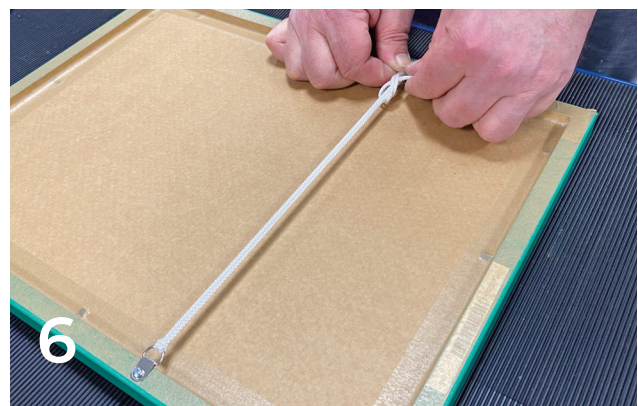
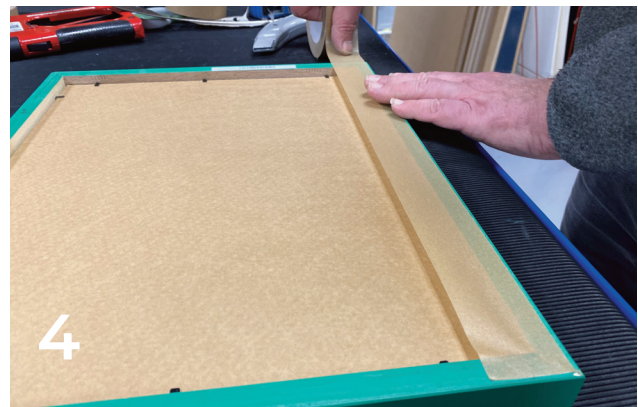


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How To Assemble A Frame

- 9 Use a tabgun to fit flexi /rigid points into the back of the moulding. Rest the gun on the surface of the backing board and butt the head of the gun against the moulding. Pull the trigger upwards. (diagram 3) Slide the gun backwards so that it clears the end of the point before lifting clear.
- 10 Insert 1 tab into the centre of each edge of the moulding rebate. Check the front for any dust particles before pushing in further tabs along each of the sides.
- 11 Cut brown picture tape to cover the back of the moulding / backboard join. (diagram 4)
- 12 There will be a drop from the edge of back of the frame to the surface of the backboard. If so, cut the tape at each end of the rebate and push it down, sticking it onto the backboard (diagram 5) . Make sure the tape is pressed into the back of the moulding so no "bridges" over gaps occur.



Back board needs to be strong, rigid and flat, and to protect the artwork from damage. Must be cut to allow sufficient clearance inside the rebate. Combination undermount/backboards are acceptable at this level provided each element meets the specifications above

The frame must be secured firmly with framers' points, tacks or similar. **Flexible tabs are not acceptable.**

Finish - Dust and dirt should be removed and the glass should be cleaned and polished without smears. The back should be sealed, preferably with gummed tape. At this level good quality self-adhesive framing tape may be used but it is important to ensure good adhesion and longevity. Masking tape and parcel tape are not acceptable. Pads or buffers should be applied to the two lower corners. A label giving the date and the framer's name should be adhered to the back. Old labels should be retained if possible and attached to the back.

- 13 Use a bradawl to start holes in the back of the frame about 1/3rd of the total frame height (from the top) on each side (diagram 5)
- 14 Use a screwdriver to fix a D-ring into each of the holes with a screw.
- 15 Cut and fasten a (double) length of string tightly to the D-rings. Ensure that, however you tie the cord, it is taught, secure and will not unravel.

YOUR PICTURE IS NOW READY FOR HANGING.