



Tonbridge Camera Club

Framing Instructions for Preparing Annual Exhibition Prints - 2019

1.-PRINT NUMBER LABELS **IMPORTANT – READ BEFORE STARTING:**

Copy the number placed by the Selectors on the back of your exhibition print onto a white sticky label. The number will be prefixed P, e.g., P3/5, and will be in the bottom left hand corner of your print. Stick a new label onto the **BACK OF YOUR FRAME** with this number so that it is visible to the hanging team.

2.-TITLE LABELS

Remove metal spring clips holding the backing board and glass, if present, in the metal frame. Then undo the two grub screws securing your frame from the **TOP** edge, **slide out the glass carefully** and place in a safe place for use after the Exhibition. Place the print and backing board in the frame and replace the **TOP** edge using the grub screws. Place the triangular Title Label to view in the **BOTTOM RIGHT HAND CORNER** of the frame. Holding the Title Label in position, put the spring clips in place behind the backing board, to secure the print and Title Label within the frame and, if necessary, retighten the screws. (Alternatively, the Title Label can be inserted after assembly by gently pressing down on the bottom right hand corner of the print and sliding the label under the frame edge).

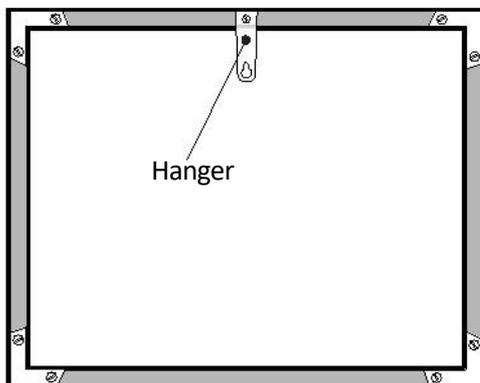
3.-HANGERS

Fit only one hanger per frame and that should be placed in the top centre of the frame as shown below. This will ensure that the framed print lines up with the single adjustable hook on nylon cord used in the club hanging system. Ensure that the hanger is **NOT** protruding upwards above the frame.

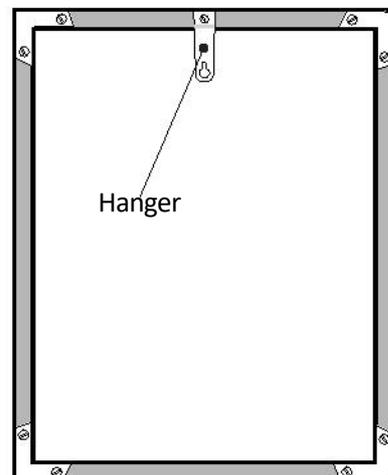
It is important that the frame balances when supported by the hanger.

This can be tested by resting the frame on a known level surface and, using a small screwdriver or similar, slowly lift the frame off the surface. Any imbalance will easily be seen and the hanger position adjusted accordingly.

Note: that the hanger may move slightly when the securing screw is tightened, so verify the frame balance after tightening the screw.



Landscape



Portrait