Assembling Your NIELSEN Aluminum Metal Frame

Metal picture frames consist of four frame sides with a Hardware Channel and an inner Art Track for holding the “art sandwich” of glass, matting, artwork and backing. Metal frames are side loading: the “art sandwich” is inserted into three sides of the frame, then the fourth side is attached. The corners are held together with expansion plates. If your frame package came pre-assembled see NOTE: Removing Spring Clips on page two before beginning disassembly.

Step 1: Assemble Three Sides

Arrange one long side and two short sides of your frame face down on a safe work surface. Stack a screw plate and a back plate with the “Nielsen” sides up, making an expansion corner. Insert the expansion corner plates into the Hardware Channel of the long side with screws up. If the plates do not insert easily, loosen (do not remove) the screws. Attach both short sides to the long side, forming a “U” shape. Tighten all four screws just enough to hold the frame together. You will adjust and tighten the expansion plates later.

Step 2: Slide “Artwork Sandwich” Into Frame

Attach your artwork to the mat or backing. Clean your glass and place it on top of the matted/backed artwork, making an “art sandwich”. Make sure there is no dust or finger prints between the glass and artwork. Now turn your three sided frame face up and carefully slide the “art sandwich” into the frame on the Art Track. When the “art sandwich” is all the way in, carefully turn the frame face down again and proceed to Step 3.

Step 3: Attach Fourth Side

Insert the remaining expansion plates into both ends of the fourth (long) side and then carefully slide the plates into the Hardware Channels of the “U”. Tighten the screws to hold the forth side in place.

Step 5: Tighten All Four Corners

Inspect the face of your frame to make sure the corners are closing at the front. If adjustment is needed, loosen the screws one corner at a time, gently tap the sides of the corner together with the butt of your screw driver. Hold the corner firmly and re-tighten the screws. Repeat as needed for all four corners.
Step 6: Insert Spring Clips

Insert the spring clips between the underside of the Hardware Channel and the backing board of your “art sandwich”. The spring clips should be spaced several inches apart with the curved sides up, toward the underside of the Hardware Channel. **When disassembling the frame be sure to remove these spring clips first. See NOTE further below.**

Step 7: Attach Wire & Bumpons

Install the wire attachments by tilting them so the screw end slips under the outside edge of the Hardware Channel. If they do not drop in easily, try loosening the screws. Measure to position them evenly about 1/3 to 1/4 the length from the top. Tighten the screws. Loop the wire through the hole twice then wrap the end of the wire around the line while pulling it taught. Repeat for the opposite side. Remove the bumper wall protectors from their paper backings and adhere them to the two bottom corners of your frame.

NOTE: Removing Spring Clips

Before a metal frame can be disassembled the spring clips must be extracted. Reach under the Hardware Channel with needlenose pliers and carefully pull them out. Caution is advised because the spring clips can pop-up suddenly. Once all spring clips have been removed, the expansion screws can be loosened on both corners of a long side, the side slipped off and the “art sandwich” removed.

Step 8: Enjoy Your Picture!

Framed artwork can give years of enjoyment. Keep in mind that art can be sensitive to light and atmospheric conditions. We recommend using acid-free and lignin-free matting and UV protective glass or acrylic to help protect your art from fading and discoloration. We can upgrade any of our frames to include such protection. Also, note that even with the use of UV glass, valuable art should never be hung in the path of direct sunlight, on moist outside walls, or on walls that change temperature throughout the day. For more details about proper care of your artwork, please visit our web site:

framersworkshop.com