*FRAMES you can make*

**Three Standard Size Frames**

| View Size | Frame Size |
|-----------|------------|
| 3" x 5" | 5" x 7" |
| 4" x 6" | 6" x 8" |
| 5" x 7" | 7" x 9" |

**kiva design**
G R O U P E

All Frames have 1" Borders

Make your frames from Foamboard
Add optional padding cut from foam rubber
Cover with fabric of your choice
Add trim of your choice if you wish
Use plastic glazing to protect your photo or artwork

Use patterned fabric

Add ribbons or trim

Vertical Stripes

Add ribbons and a flower

Horizontal Stripes

Use patterned fabric
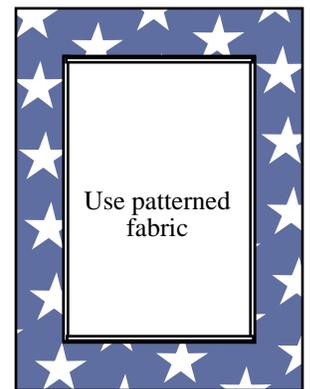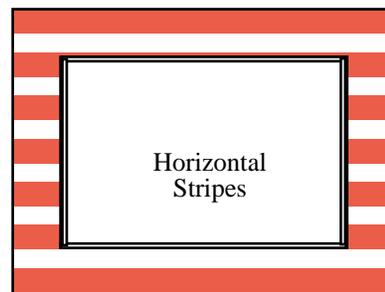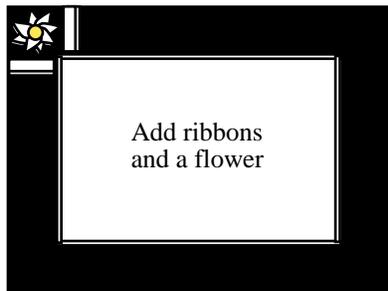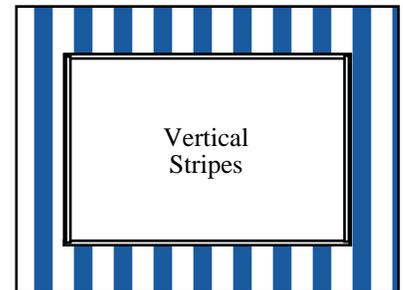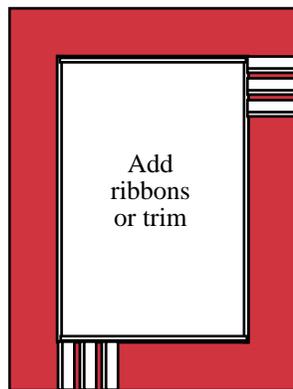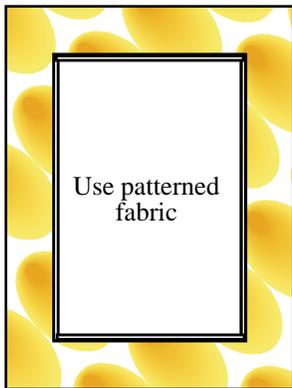
Choose a horizontal or vertical view.
Cover your frame to match your decor.
Accent your photo, artwork or needlework.

Back

Front
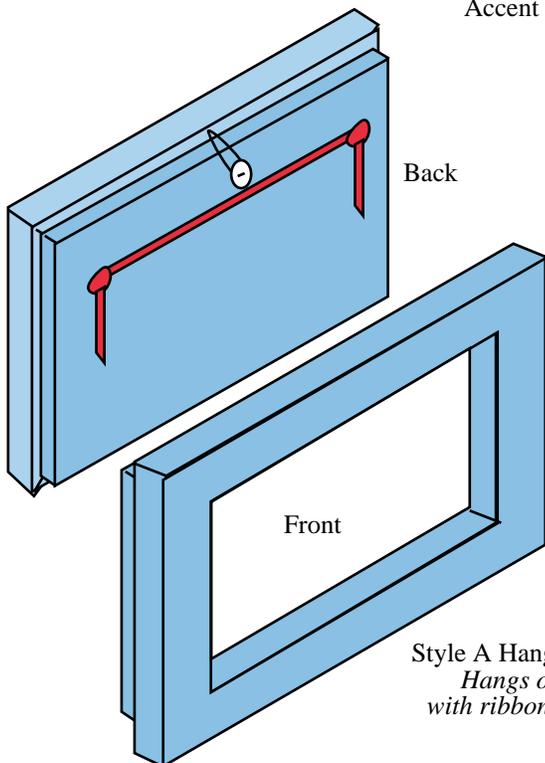
**Style A Hanging Frame**
*Hangs on wall
with ribbon or string*

Front

Back
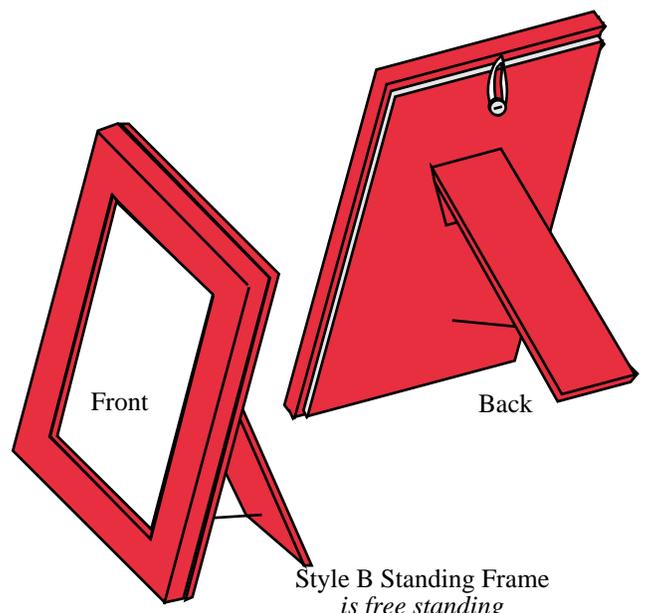
**Style B Standing Frame**
*is free standing*

**Supplies You Will Need  - See Specifics Below**
For the Frame
> 3/16" thick Foamboard - can be purchased from hobby shops and art supply stores.
> Optional:  Plastic glazing to protect your photo or artwork. You'll most likely find this in hobby shops.
>> Check the framing department.  It comes in various standard sizes and can be cut with scissors.

To cover the Frame
> 1/4" Rubber foam for padding (optional).  Sold in hobby shops and fabric shops.
> Fabric -  Choose one that doesn't ravel easily. Cotton or cotton blend is preferred. Thick fabric will not
>> fold easily for covering the frame.  Also consider that you will be using fabric glue which may not
>> work well with silk or thin fabric.
> Thread  to attach button and closures
> 1 Button - small 1/4" to 3/8"
> 1/8" ribbon or heavy string
> Fabric Glue
> Paper or light cardboard to make patterns and to mount your artwork or photo (you can  cut from brown paper
>> bags or other scrap paper)

**Tools You Will Need**
> X-ACTO Knife with sharp blade
> Metal Ruler to use with X-ACTO Knife
> Pencil
> Scissors
> Needle

**Specific Supplies:**

**FOAMBOARD**
A 20" X 30" Piece will yield the following:

| View Size | Frame Size | No. of Frames |
|-----------|-----------|---------------|
| 3" x 5" | 5" x 7" | 7 Frames |
| 4" x 6" | 6" x 8" | 5 Frames |
| 5" x 7" | 7" x 9" | 4 Frames |

**Plastic Glazing:**
Same size as the frame size.
You can trim or cut to fit with scissors.

**RUBBER FOAM**

| View Size | Frame Size | Rubber foam Each Frame | *or 12" x 36" piece of rubber foam will cover:* |
|-----------|-----------|------------------------|------------------------------------------------|
| 3" x 5" | 5" x 7" | 5" x 7" | *7 frames* |
| 4" x 6" | 6" x 8" | 6" x 8" | *6 frames* |
| 5" x 7" | 7" x 9" | 7" x 9" | *5 frames* |

**FABRIC - Each Frame**

| View Size | 3" x  5" | | 4"  x  6" | | 5" x  7" | |
|-----------|----------|--|-----------|--|----------|--|
| Frame Size: | 5" x  7" | | 6"  x  8" | | 7" x  9" | |
| | Horizontal | Vertical | Horizontal | Vertical | Horizontal | Vertical |
| 36"  wide fabric | 1/3 yard | 1/4 yard | 1/3 yard | 1/4 yard | 1/3 yard | 1/4 yard |
| 44"/45" wide fabric | 1/3 yard | 1/4 yard | 1/3 yard | 1/4 yard | 1/3 yard | 1/3 yard |

**l/4" Ribbon or Heavy String**
2-1/2" for Button Closure

12" Will be enough for Hanger and Button Closure
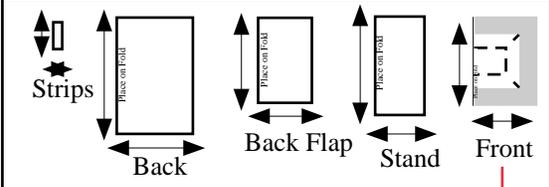for any single frame

**Optional Trim**
as required

## Table of Contents

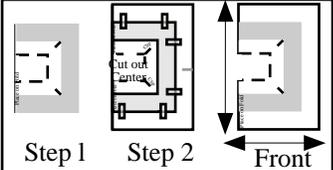**Corresponding Steps to Making your Frame**
Choose the style frame you will make (hanging or standing)
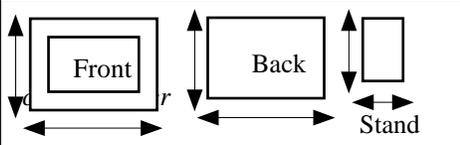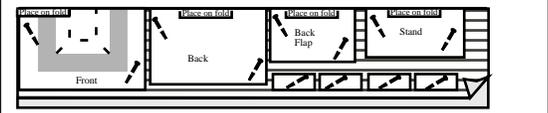

Dimensions for Frame -
Foamboard and Rubber foam
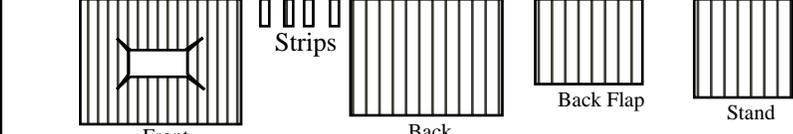Pages 7 thru 17


Dimensions for Fabric Patterns
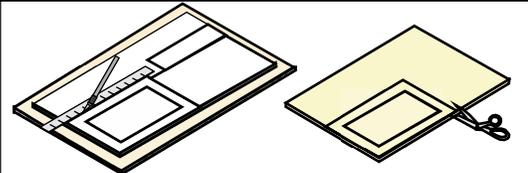Cut from Paper
Pages 7 thru 18


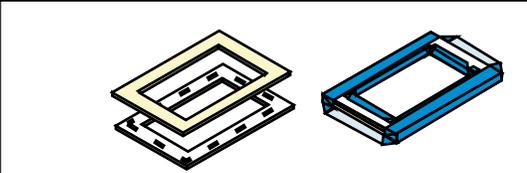Make Paper Pattern for
Front Fabric Cover
Page 5


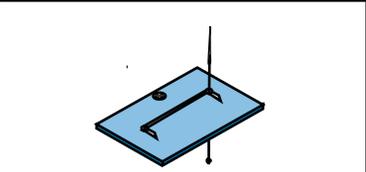Cut out fabrics from paper
patterns   Page 6


For Reference:  Dimensions for Cut out Fabrics
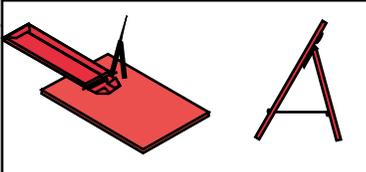Pages 7 thru 17


Cut out Frames from foamboard
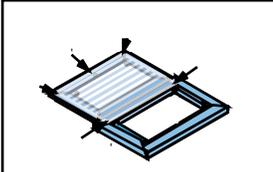and padding from rubber foam
Page 4


Covering the front
Page 20


Covering the back /Attach button
*Style A only* - Attach Hanger
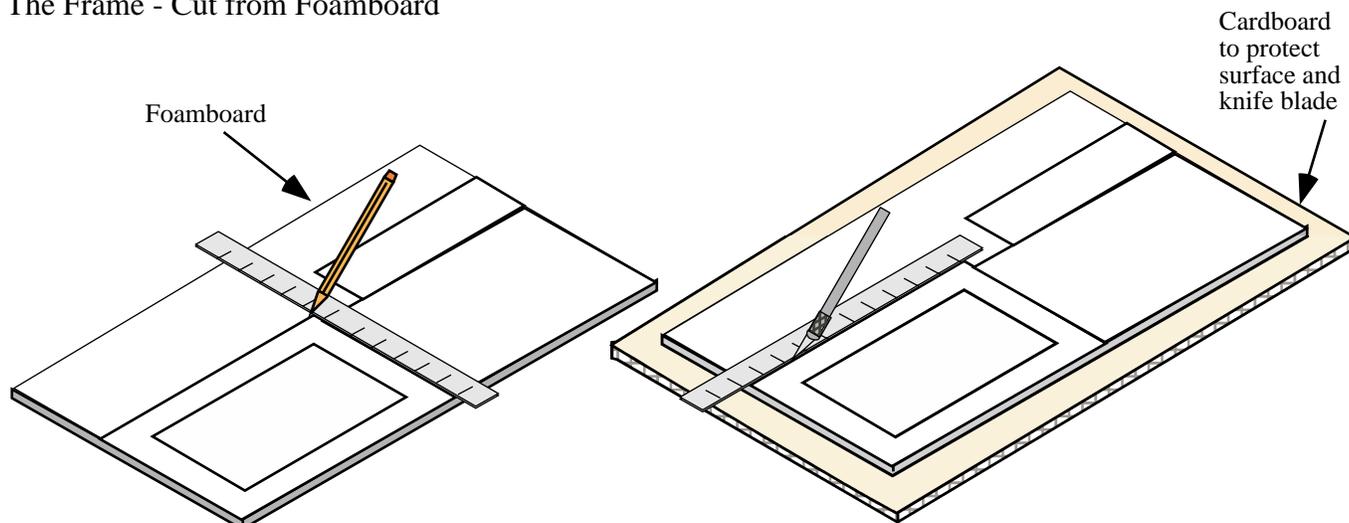Page 21


*Style B only*
Making the Stand
Page 22


Attach  flap to
front and back
Page 23


Add frame closure
Page 24

## The Frame - Cut from Foamboard

Foamboard

Cardboard
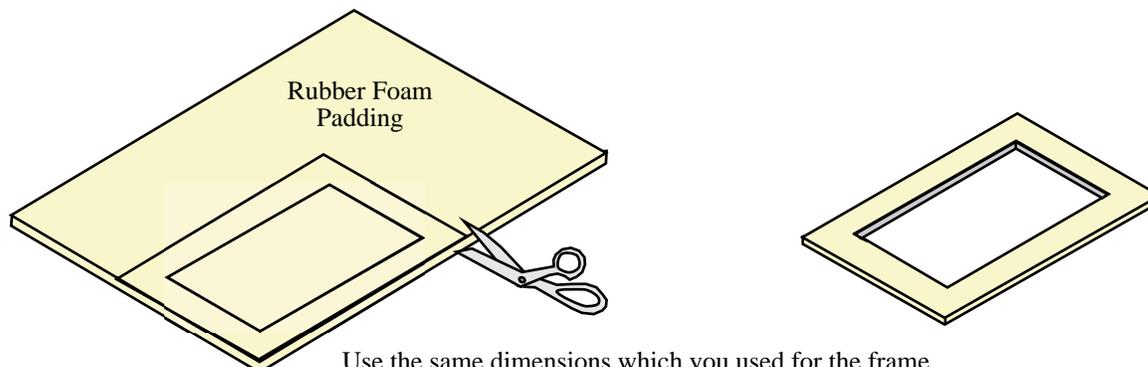to protect
surface and
knife blade

Lay foamboard on a flat surface.
Use the Frame Pattern dimensions.
With ruler and pencil, measure and draw
these dimensions onto your foamboard

Ready to Cut :   **Use a metal** ruler and X-Acto knife with a sharp blade.
**Warning:  Do not use a wooden or plastic ruler.**  *You will need to apply pressure when cutting with the X-Acto knife. A blade can easily cut through a wooden or plastic ruler and perhaps cut yourself.*
*(Trust me on this one... been there and done that!)*

Lay something underneath the foamboard, so that the blade does not go through to the underneath surface. A large cardboard box broken down and folded in two works well and won't hurt the blade.
Cut out the frame pieces. Try to keep your knife blade straight up and down when cutting. It is easier if the foamboard is on the floor, whereas you are directly above your work.

Front

Cut out center
viewing area

Back

Optional Stand
For Style B Frame
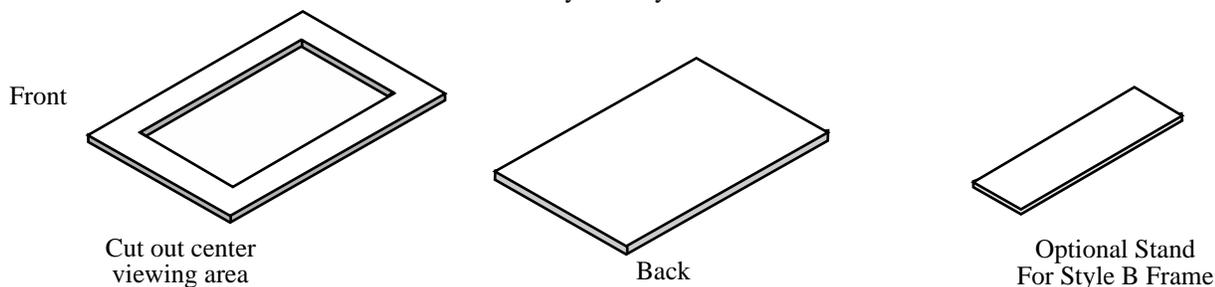
## The Frame Front Padding - Cut from Rubber Foam

Rubber Foam
Padding

Use the same dimensions which you used for the frame front, measure and draw them onto the rubber foam padding.

Cut out the padding with a pair of scissors.
Cut out the center.

## Sample - Making the Frame Front Pattern from the Frame Placement

**On Page 8, the 3" x 5" Frame Front Pattern for a horizontal frame is your actual full size pattern** to use for cutting out the fabric. Unfortunately, the size of this paper is not large enough to accommodate full size patterns for the balance of the frame fronts.

For the rest of the frame fronts, we have supplied an actual size Frame Placement, which you will use to make your patterns.  You will cut out the Frame Placement and attach it to a larger sheet of paper to complete the pattern, as illustrated below.

(*This will basically add one inch to each of threes sides of the Frame Placement.*)

Choose the correct Frame Placement to make either a Horizontal or Vertical frame

Pattern sample is for the 3 x 5 horizontal frame
         shown as a finished pattern on page 8.

Place on Fold

Place on Fold

Shaded area represents
frame placement
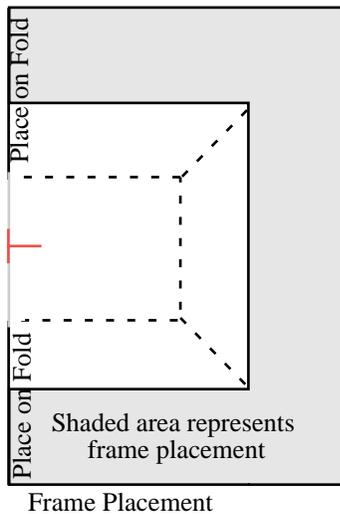
**Frame Placement**

*Cut out your Frame Placement*
*You can copy the page*
*and cut out copy if you wish*

*Sample is 5" high x 3-1/2" Wide*

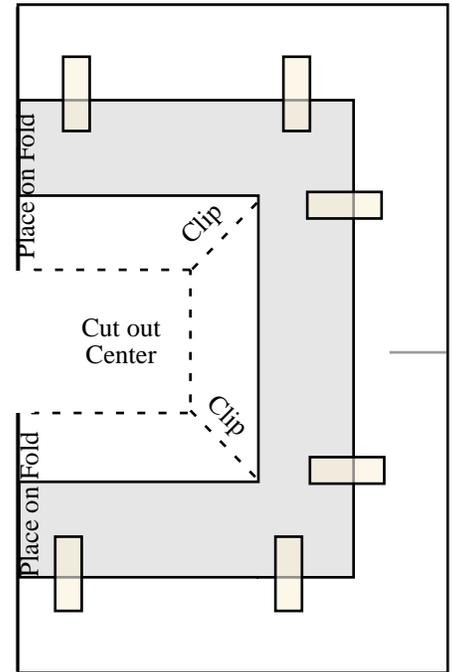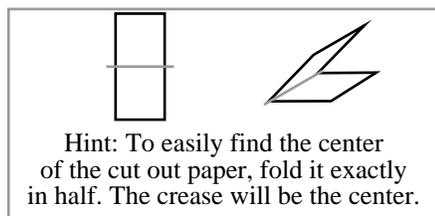Place on Fold

Place on Fold
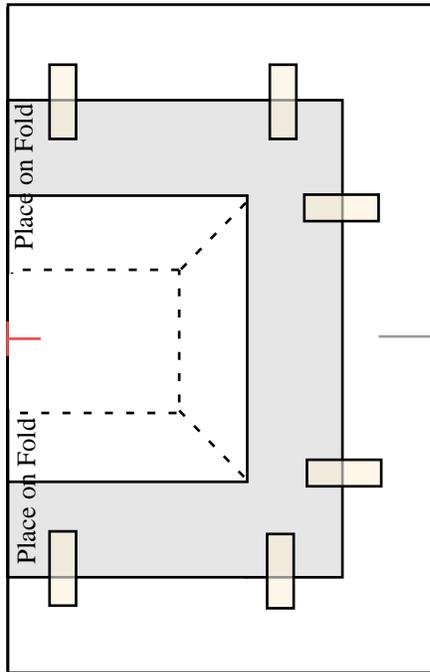
**Frame Placement Taped to Paper**

Using  the dimensions indicated
underneath your Frame Placement,
measure and cut out a piece of paper

*Sample is 7" High x 4-1/2" wide*

├─   Center of Frame Placement

Center and tape or glue the Frame Placement
to the left hand side as of the paper, as shown.
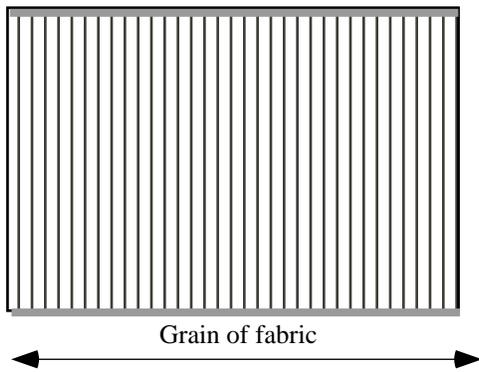You will have a 1" border on 3 sides.

Hint: To easily find the center
of the cut out paper, fold it exactly
in half. The crease will be the center.

Place on Fold

Place on Fold

Clip

Cut out
Center

Clip

**Pattern for Frame Front Fabric**

The broken lines indicated on illustration
will be the cutting lines for the center of
your pattern.

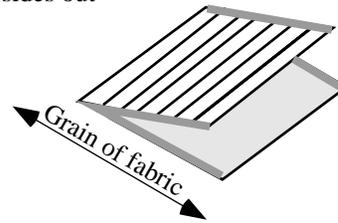Cut out the Center and clip
the diagonal lines only to the
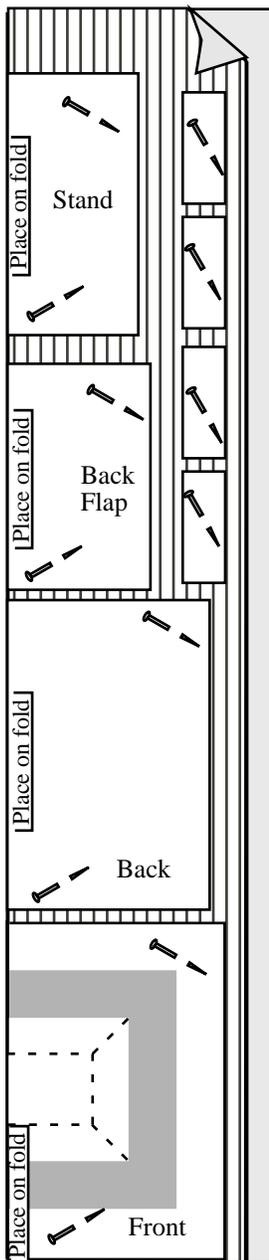inside corner of the frame placement

*FRAMES you can make*

**Three Standard Size Frames**          *Read Before You Begin*

Instructions
Using your patterns
to cut out Fabric

Grain of fabric

1.  Fold the fabric with selvage sides out

Grain of fabric

*Fabric is folded*

Place on fold

Stand

2.  Place patterns on the folded fabric with the "Place on Fold" side on the fold of the fabric.

3.  Pin pattern to the fabric to secure

Fabric cut out and unfolded

Stand

Place on fold

Back
Flap

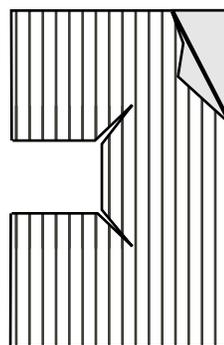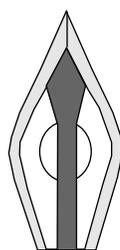4.  Cut through both layers of fabric on the pattern edges.

5.  Remove paper pattern and unfold the fabric.

Back Flap

6.  Cut out the viewing center of the Front pattern as indicated.
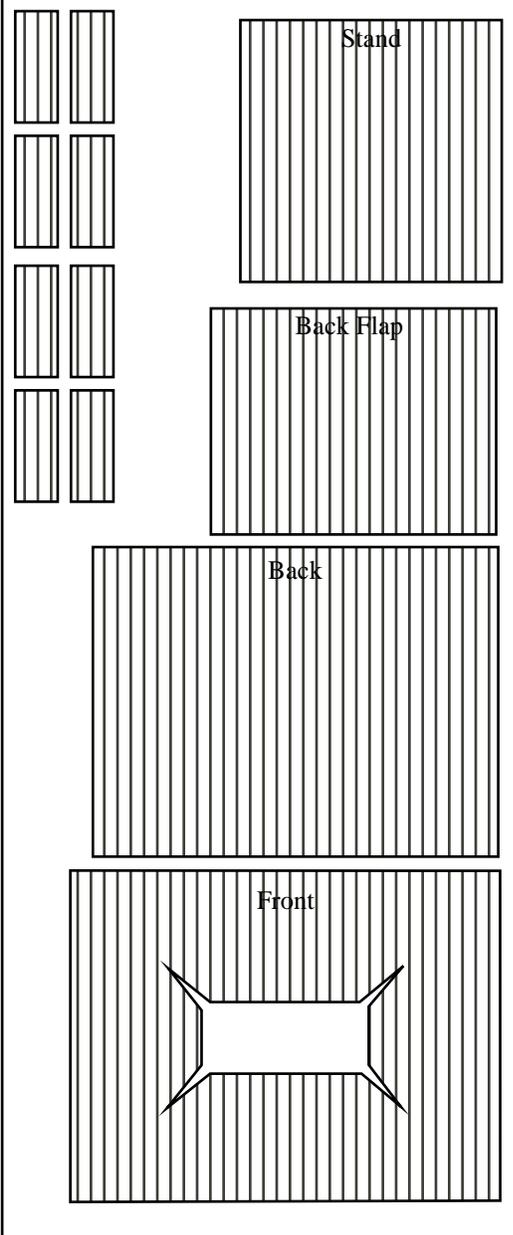
7.  Cut **8** strips.

Place on fold

Back

Back

8.  Press the fabric pieces with an iron to remove all wrinkles

Place on fold

Front

Front

*Front
cut out and still folded*

Front

## Dimensions for Frame (Foamboard) and Frame Front Padding (Rubber Foam)
### Use instructions on Page 4

5"
5"
3"
7"

4-1/2"
Back
6-1/2"

3-1/2"
Stand
2-1/4"

## Dimensions for Fabric Patterns
### Cut from Paper or Light Cardboard

Actual Frame Front
Pattern is on page 8

7"
Place on Fold
Front
4-1/2"

6-1/2"
Place on Fold
Back
4-1/4"

5-1/2"
Place on Fold
Stand
2-3/4"

4-3/4"
Place on Fold
Back
Flap
3"

1-1/2"
1/2"
Strips

7"
Front
9"

6-1/2"
Back
8-1/2"

4-3/4"
Back Flap
6"

5-1/2"
Stand
5-1/2"

Frame Covers will be cut from fabric.
*For reference, the cut out fabric will be sizes shown above when unfolded.*
**Make your patterns from the dimensions above.**
**Use the patterns to cut out the fabric according to instructions found on page 6.**

**Three Standard Size Frames**

**See Instructions on Page 5**
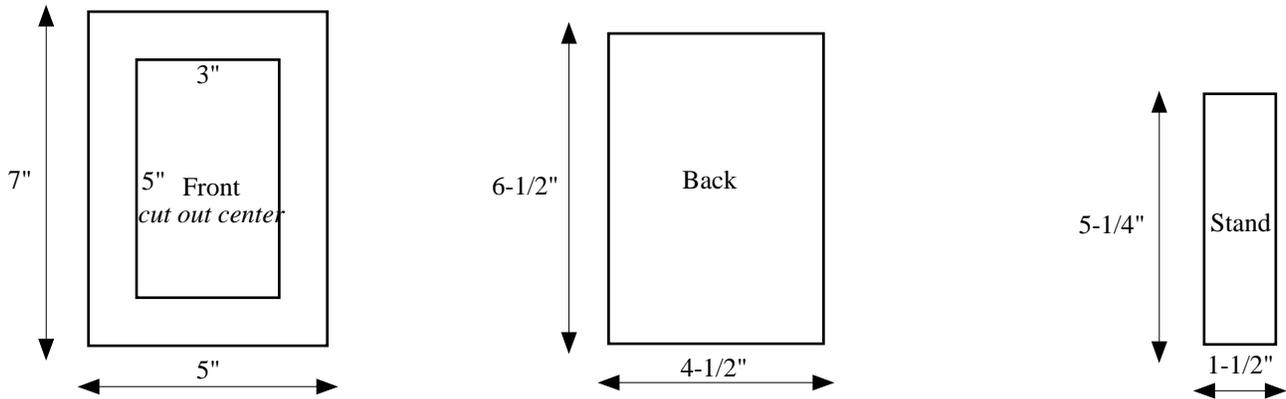**Making the Frame Front Pattern from the Frame Placement**

For the 3" x 5" Horizontal Frame,
there is enough room on this page
for us to finish the complete pattern.
Use this pattern as a sample for
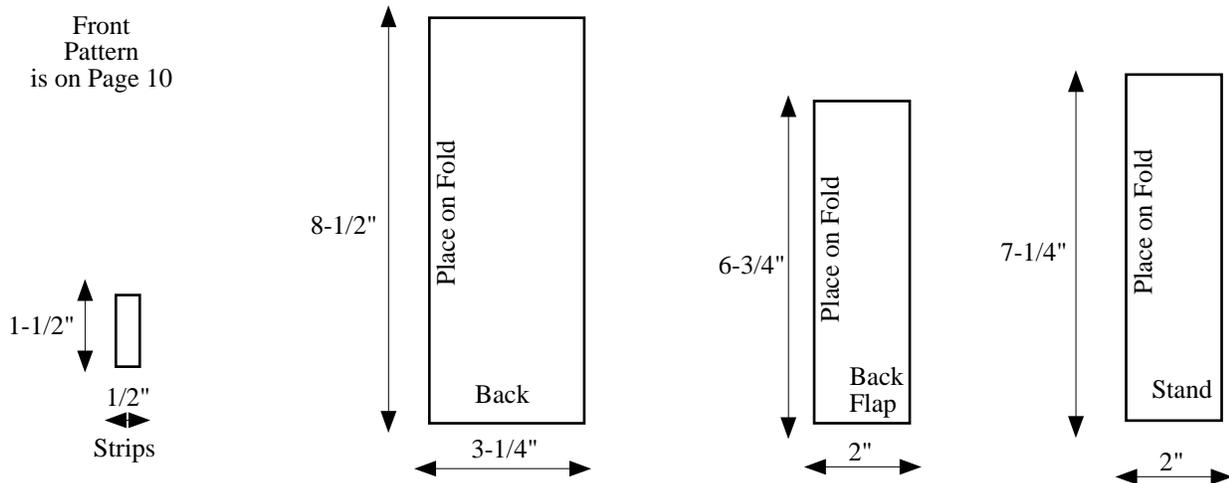finishing the other patterns.

4-1/2"

7"

Place on Fold

Place on Fold

Clip on dotted line

Clip on dotted line

Cut out center
on dotted lines

3" x 5" Horizontal View
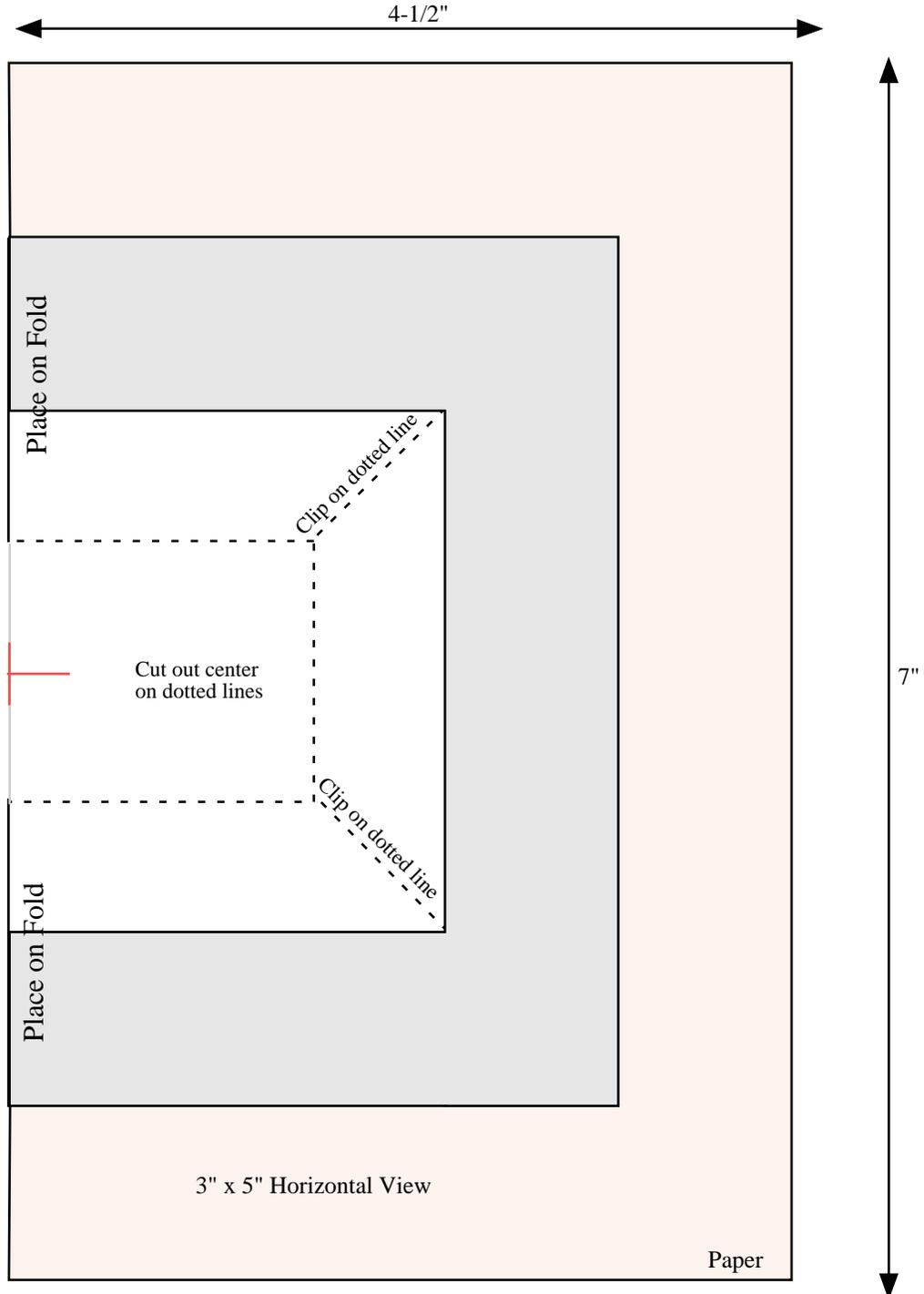
Paper

**Note:**
**Pattern is complete**
**for the 3" x 5" Horizontal**
**frame only.  Cut out above**
**pattern and use.**

Cut out and center  the
Frame Placement
on a piece of paper which is

7" High x 4-1/2" Wide

**Three Standard Size Frames**

## Dimensions for Frame (Foamboard) and Frame Front Padding (Rubber Foam)
### Use instructions on Page 4

7"

3"

5"  Front
*cut out center*

5"

6-1/2"

Back

4-1/2"

5-1/4"

Stand

1-1/2"

## Dimensions for Fabric Patterns
### Cut from Paper or Light Cardboard

Front
Pattern
is on Page 10

1-1/2"

1/2"

Strips

8-1/2"

Place on Fold

Back

3-1/4"

6-3/4"

Place on Fold

Back
Flap

2"

7-1/4"

Place on Fold

Stand

2"

9"

7"

Front

8-1/2"

6-1/2"

Back

6-3/4"

4"

Back Flap

7-1/4"

4"

Stand

Frame Covers will be cut from fabric.
*For reference, the cut out fabric will be sizes shown above when unfolded.*
**Make your patterns from the dimensions above.**
**Use the patterns to cut out the fabric according to instructions found on page 6.**
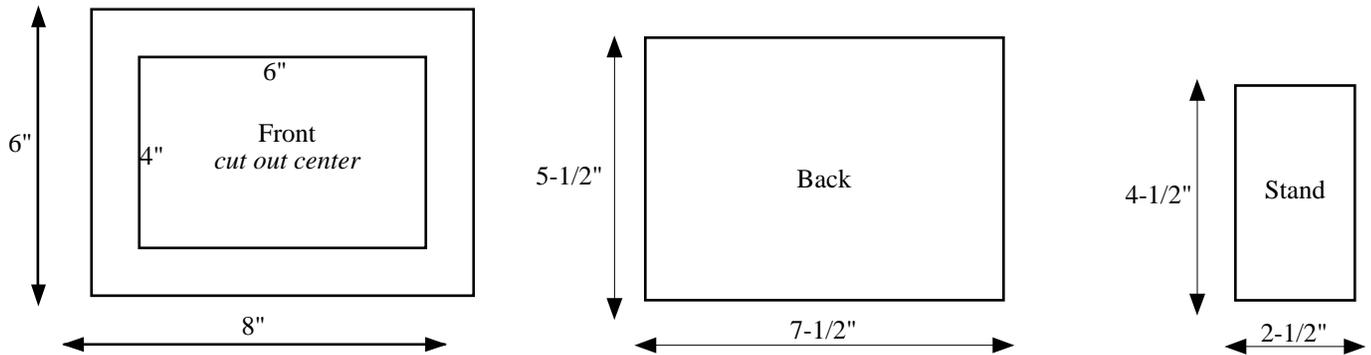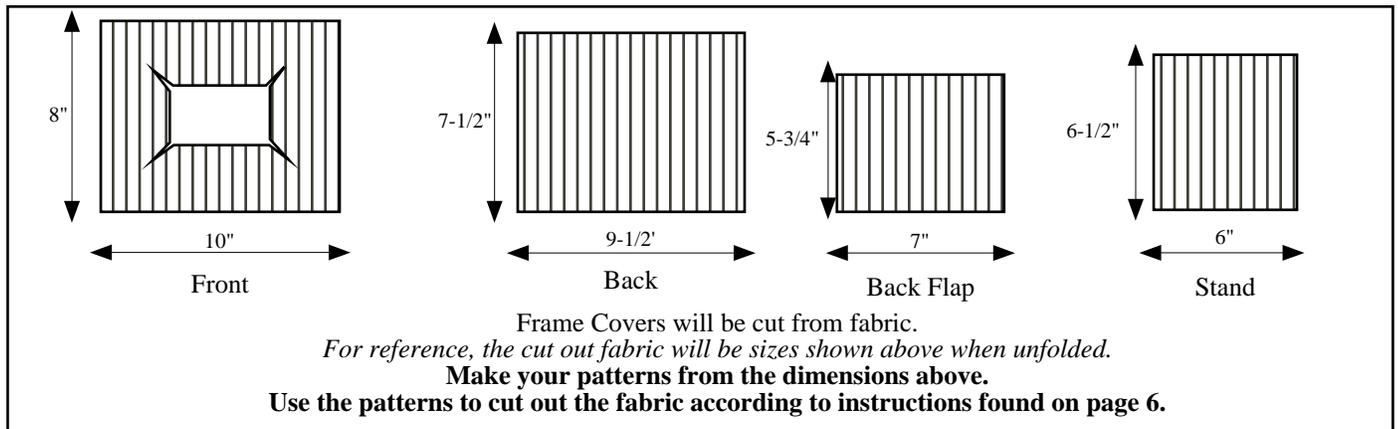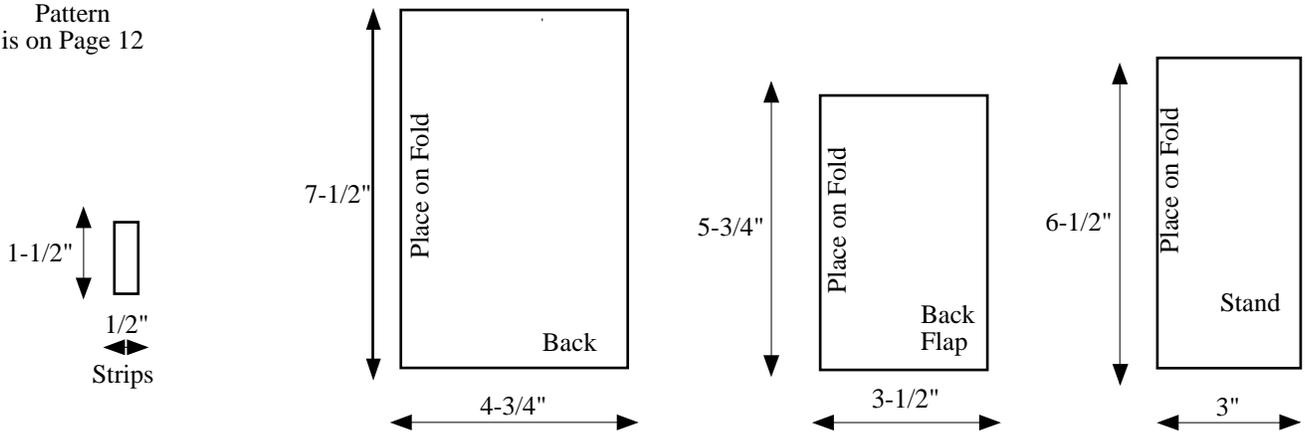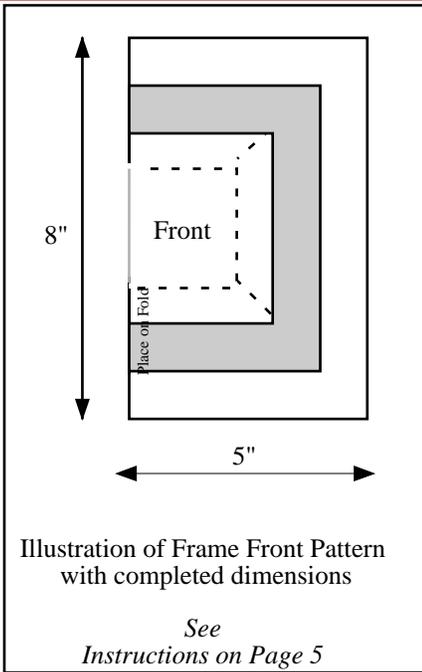
**Three Standard Size Frames**

9"

Place on Fold

Front

3-1/2"

Illustration of Frame Front Pattern
with completed dimensions

*See
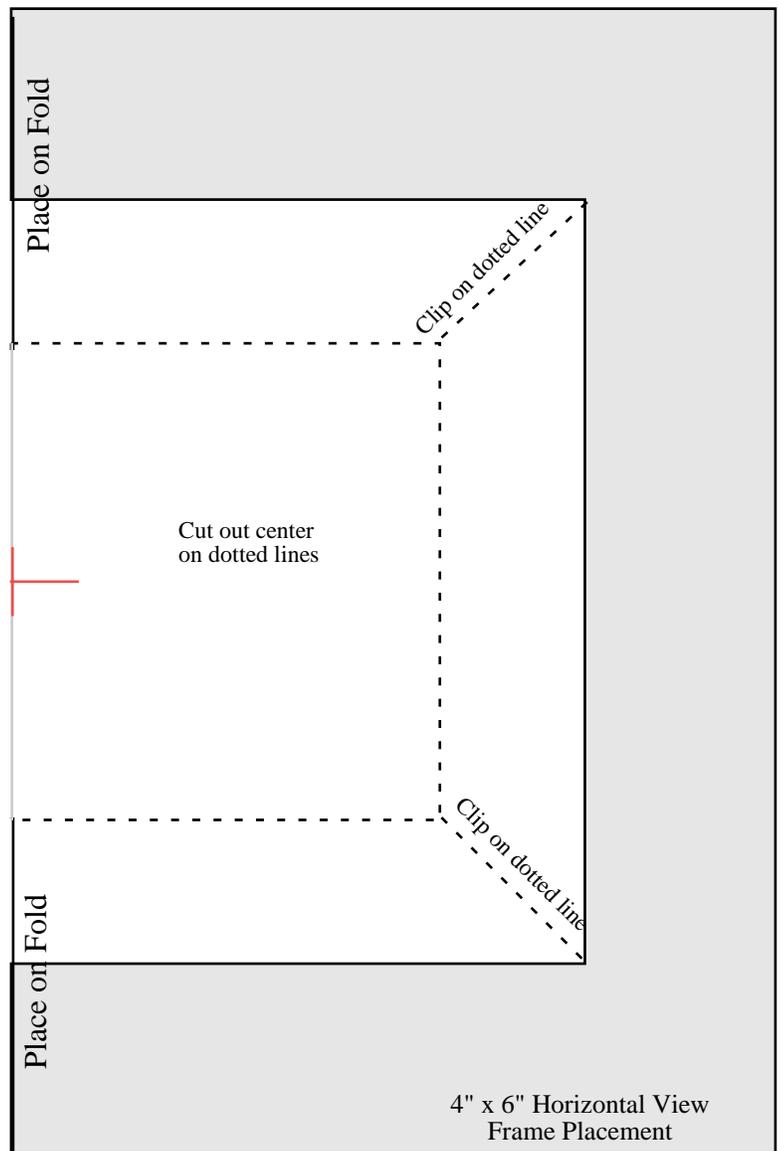Instructions on Page 5*

Place on Fold

Clip on dotted line

Cut out center
on dotted lines
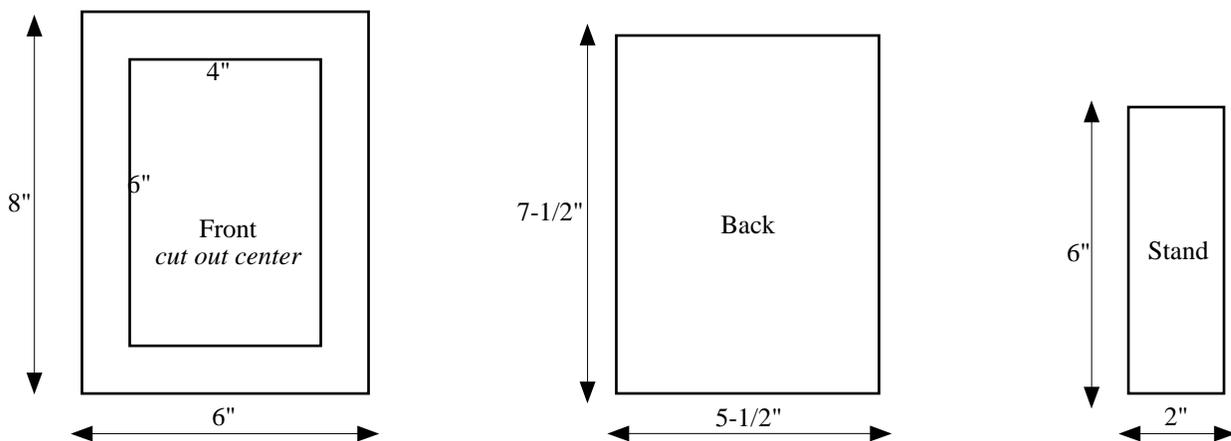
Per illustration,
cut out and attach the
Frame Placement
to a piece of paper which is

**9" High x 3-1/2" Wide**
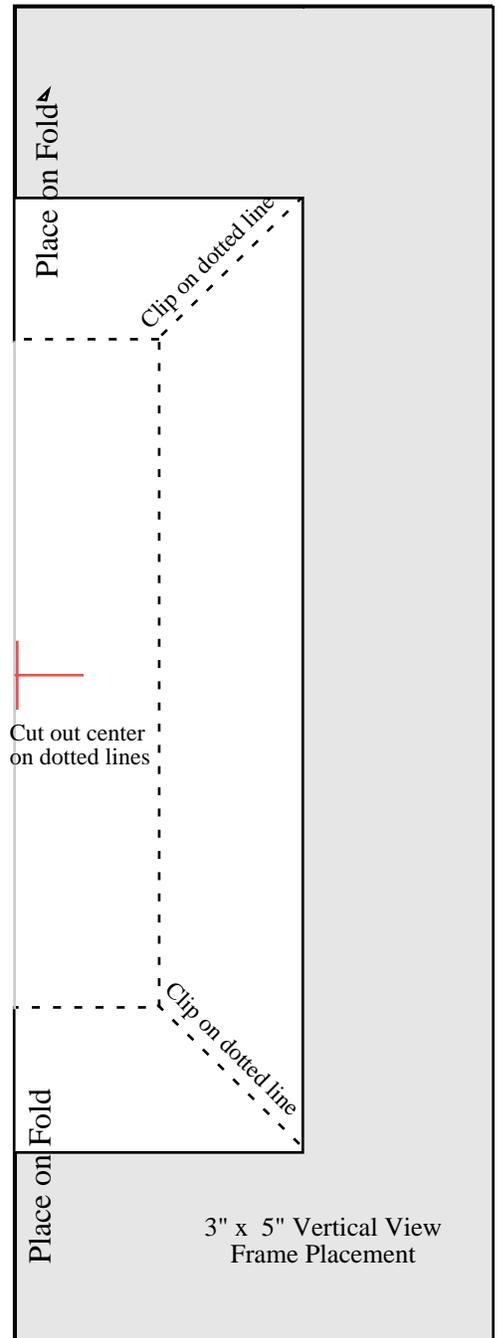
Clip on dotted line

Place on Fold

3" x 5" Vertical View
Frame Placement

**Three Standard Size Frames**

Dimensions for Frame (Foamboard) and Frame Front Padding (Rubber Foam)
Use instructions on Page 4

6"

6"

4"

6"
Front
*cut out center*

8"

5-1/2"

Back

7-1/2"

4-1/2"

Stand

2-1/2"

Dimensions for Fabric Patterns
Cut from Paper or Light Cardboard

Front
Pattern
is on Page 12

1-1/2"

1/2"

Strips

7-1/2"

Place on Fold

Back

4-3/4"

5-3/4"

Place on Fold

Back
Flap

3-1/2"

6-1/2"

Place on Fold

Stand

3"

8"

10"

Front

7-1/2"

9-1/2'

Back

5-3/4"

7"

Back Flap

6-1/2"

6"

Stand

Frame Covers will be cut from fabric.
*For reference, the cut out fabric will be sizes shown above when unfolded.*
**Make your patterns from the dimensions above.**
**Use the patterns to cut out the fabric according to instructions found on page 6.**

8"

Front

Place on Fold

5"

Illustration of Frame Front Pattern
with completed dimensions

*See
Instructions on Page 5*

Place on Fold

Clip on dotted line

Cut out center
on dotted lines

Clip on dotted line

Per illustration,
cut out and attach the
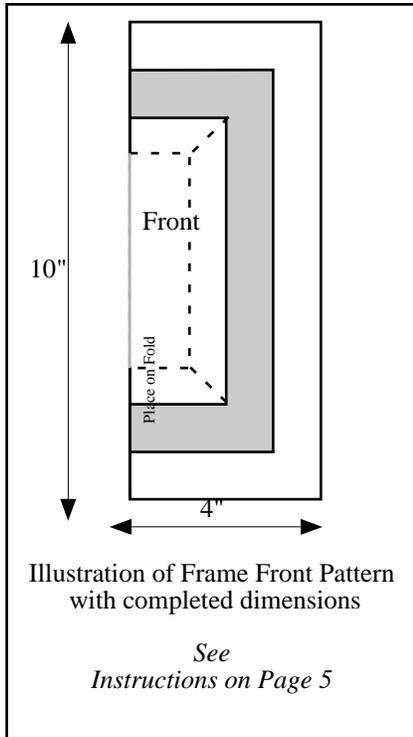Frame Placement
to a piece of paper which is

**8" High x 5" Wide**

Place on Fold

4" x 6" Horizontal View
Frame Placement

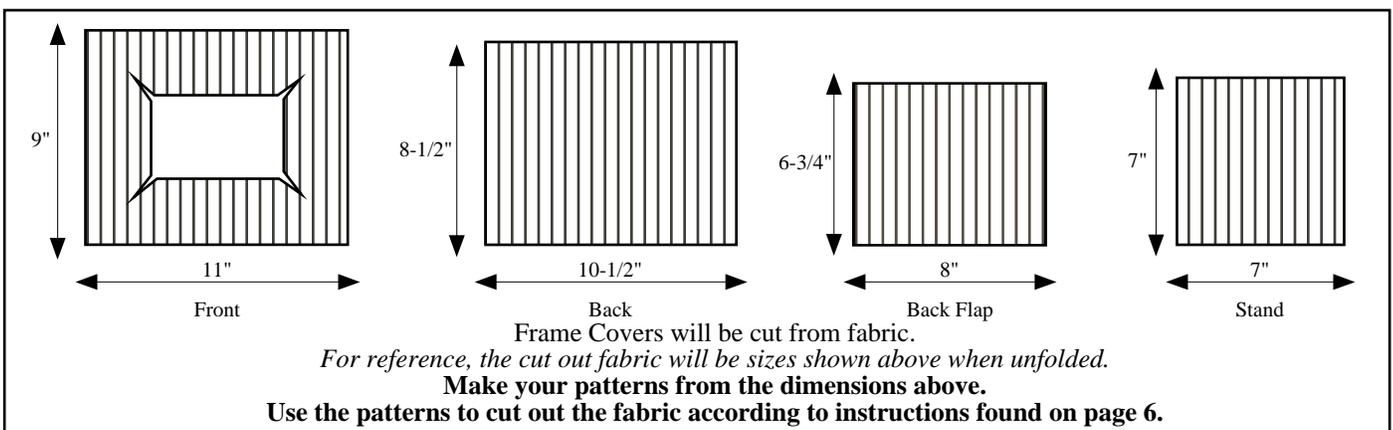## Dimensions for Frame (Foamboard) and Frame Front Padding (Rubber Foam)
### Use instructions on Page 4

8"

4"

6"

Front
*cut out center*

6"
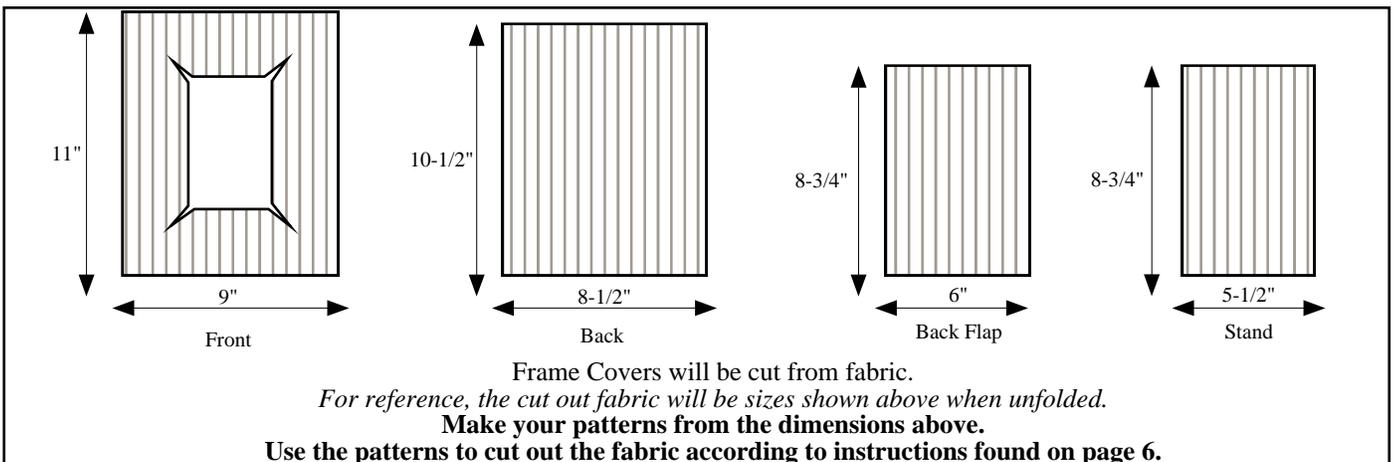
7-1/2"

Back

5-1/2"

6"

Stand

2"

## Dimensions for Fabric Patterns
### Cut from Paper or Light Cardboard

Front
Pattern
is on Page 14

1-1/2"

1/2"
Strips

9-1/2"

Place on Fold

Back

3-3/4"

7-3/4"

Place on Fold

Back
Flap

2-1/2"

8"

Place on Fold

Stand

2-1/2"

10"

8"
Front

9-1/2"

7-1/2"
Back

7-3/4"

5"
Back Flap

8"

5"
Stand

Frame Covers will be cut from fabric.
*For reference, the cut out fabric will be sizes shown above when unfolded.*
**Make your patterns from the dimensions above.**
**Use the patterns to cut out the fabric according to instructions found on page 6.**

**Three Standard Size Frames**

Front

10"

Place on Fold

4"

Illustration of Frame Front Pattern
with completed dimensions

*See
Instructions on Page 5*
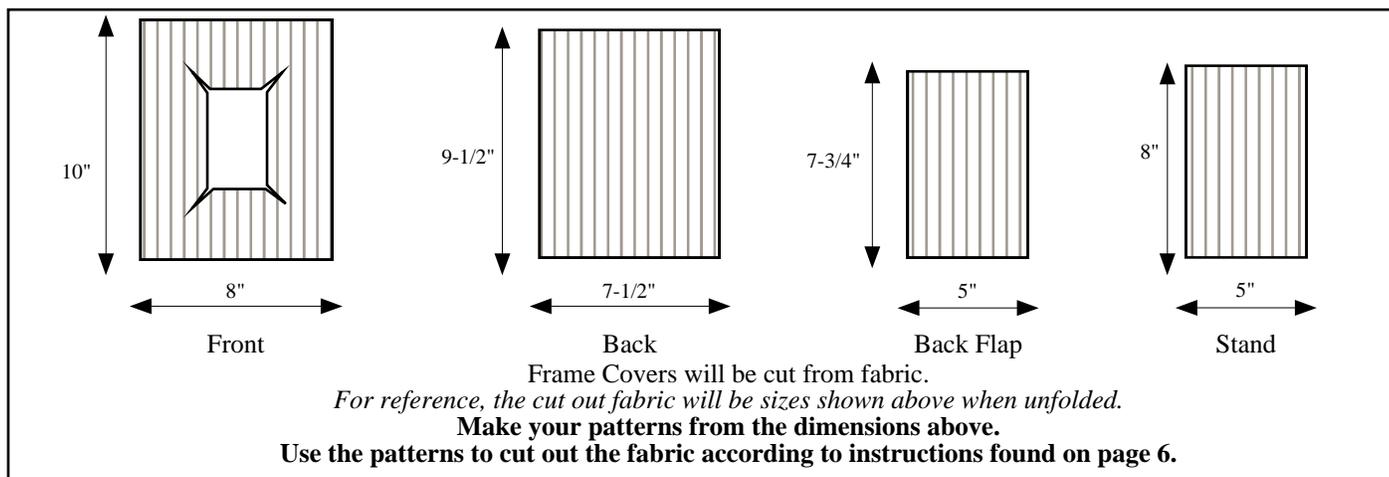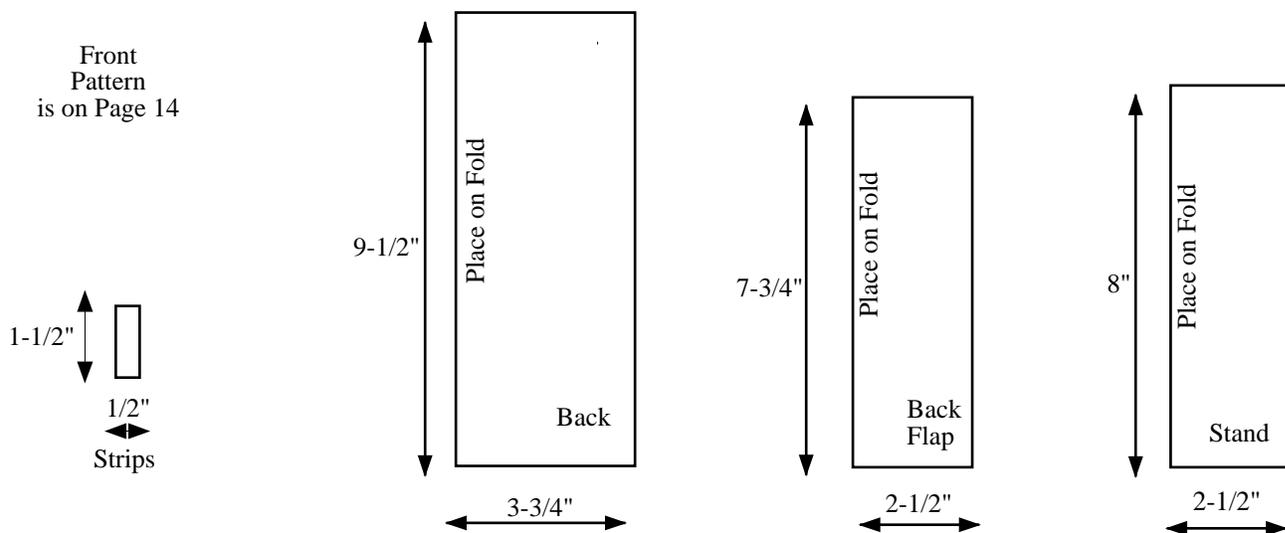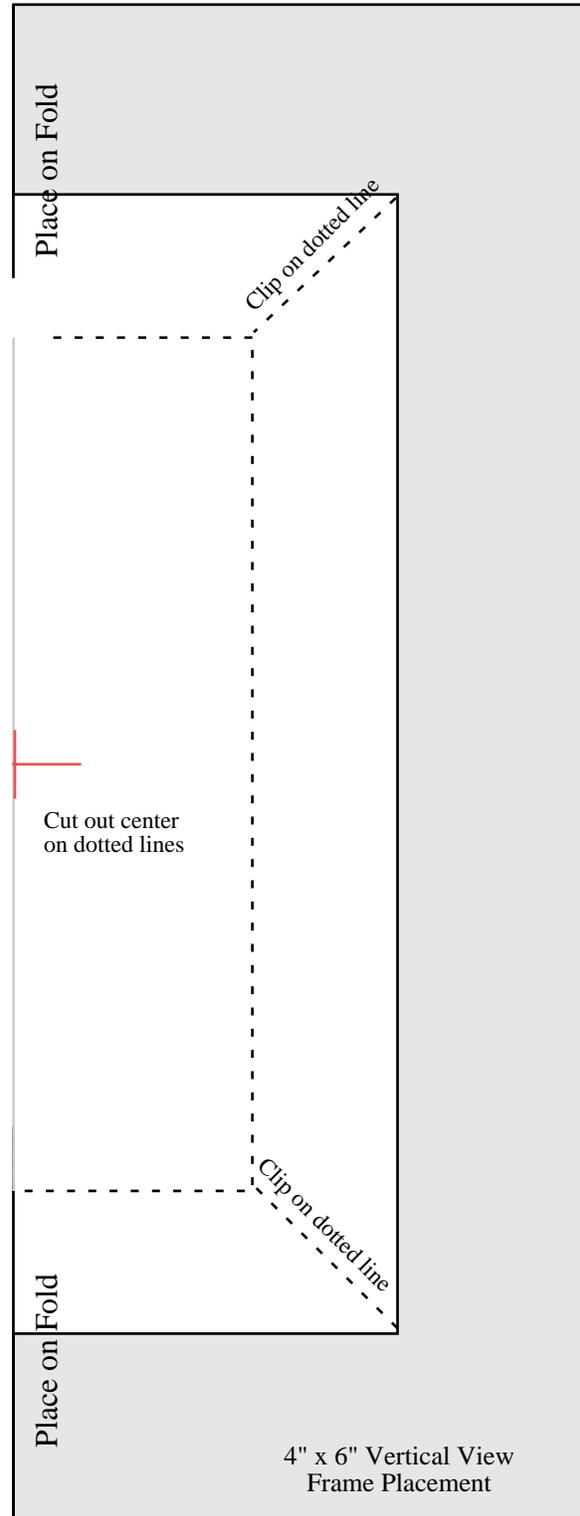
Per illustration,
cut out and attach the
Frame Placement
to a piece of paper which is

**10" High x 4" Wide**

Place on Fold

Clip on dotted line

Cut out center
on dotted lines

Clip on dotted line

Place on Fold

4" x 6" Vertical View
Frame Placement

## Dimensions for Frame (Foamboard) and Frame Front Padding (Rubber Foam)
### Use instructions on Page 4

7"

7"

5"

Front
*cut out center*

9"

Back

6-1/2"

8-1/2"

Stand

5"

3"

## Dimensions for Fabric Patterns
### Cut from Paper or Light Cardboard

Front
Pattern
is on Page 16

1-1/2"

1/2"

Strips

8-1/2"

Place on Fold

Back

5-1/4"

6-3/4"

Place on Fold

Back
Flap

4"

7"

Place on Fold

Stand

3-1/2"

9"

11"

Front

8-1/2"

10-1/2"

Back

6-3/4"

8"

Back Flap

7"

7"

Stand

Frame Covers will be cut from fabric.
*For reference, the cut out fabric will be sizes shown above when unfolded.*
**Make your patterns from the dimensions above.**
**Use the patterns to cut out the fabric according to instructions found on page 6.**

**Three Standard Size Frames**

9"

Place on Fold

5-1/2"

Illustration of Frame Front Pattern
with completed dimensions

*See
Instructions on Page 5*

Place on Fold

Clip on dotted line

Cut out center
on dotted lines

Clip on dotted line

Per illustration,
cut out and attach the
Frame Placement
to a piece of paper which is

**9" High x 5-1/2" Wide**

Place on Fold

5" x 7"  Horizontal View
Frame Placement

Dimensions for Frame (Foamboard) and Frame Front Padding (Rubber Foam)
Use instructions on Page 4

9"

5"

7"

Front
*cut out center*

7"

8-1/2"

Back

6-1/2"

6-3/4"

Stand

2-1/4"

Dimensions for Fabric Patterns
Cut from Paper or Light Cardboard

Front
Pattern
is on Page 18

1-1/2"

1/2"

Strips

10-1/2"

Place on Fold

Back

4-1/4"

8-3/4"

Place on Fold

Back
Flap

3"

8-3/4"

Place on Fold

Stand

2-3/4"

11"

9"

Front

10-1/2"

8-1/2"

Back

8-3/4"

6"

Back Flap

8-3/4"

5-1/2"

Stand

Frame Covers will be cut from fabric.
*For reference, the cut out fabric will be sizes shown above when unfolded.*
**Make your patterns from the dimensions above.**
**Use the patterns to cut out the fabric according to instructions found on page 6.**

11"

4-1/2"

Place on Fold

Illustration of Frame Front Pattern
with completed dimensions

*See
Instructions on Page 5*

Place on Fold

Clip on dotted line

Cut out center
on dotted lines
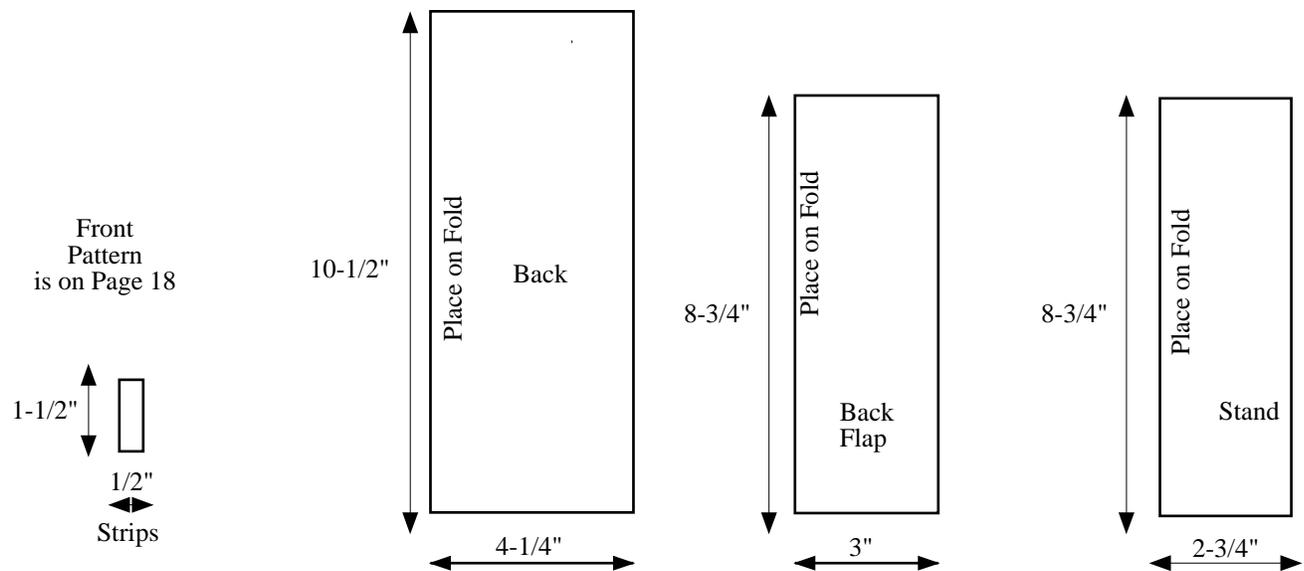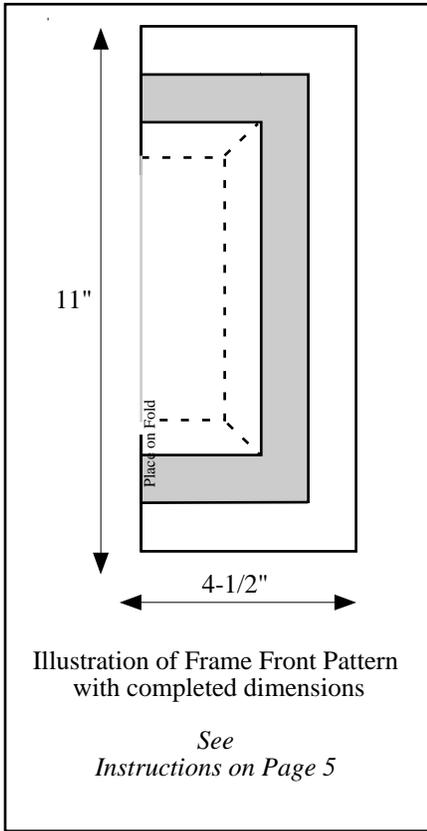
Per illustration,
cut out and attach the
Frame Placement
to a piece of paper which is

**11" High x 4-1/2" Wide**

Clip on dotted line

Place on Fold

5" x 7" Vertical View
Frame Placement
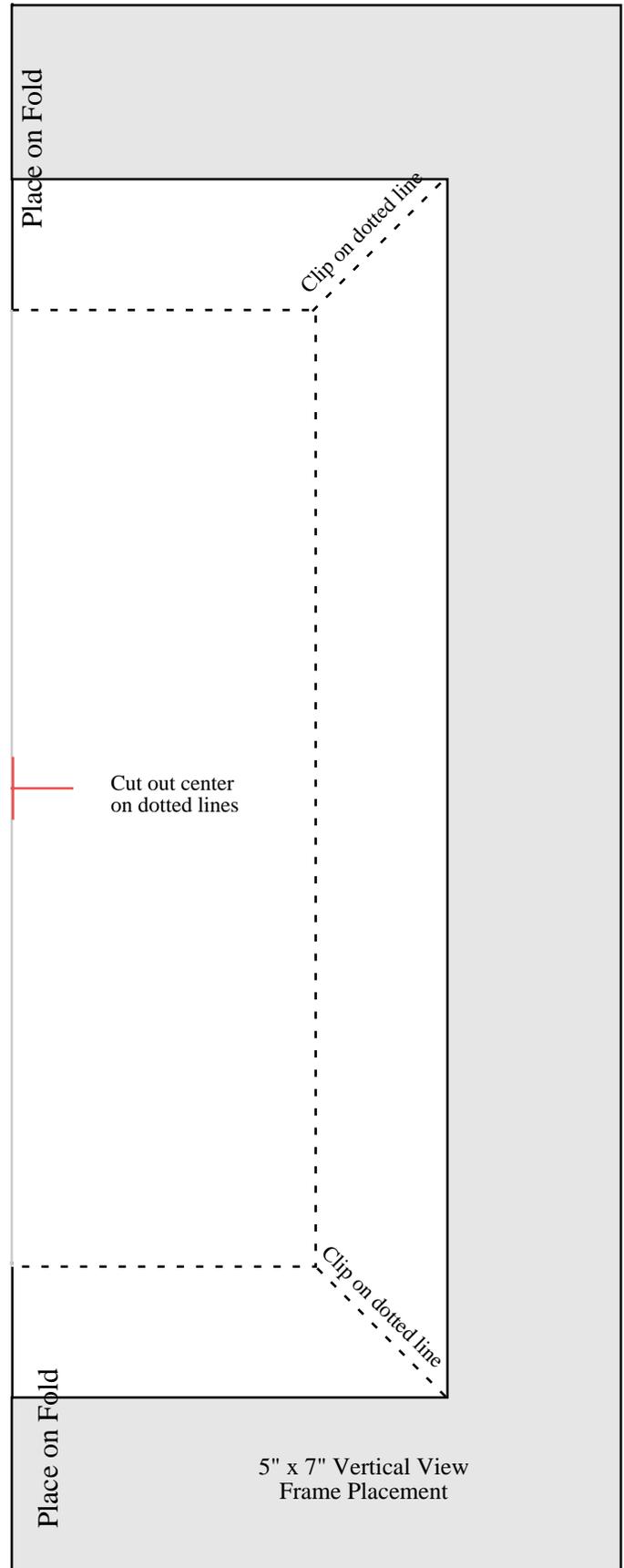
Covering the Frame Front
All Styles
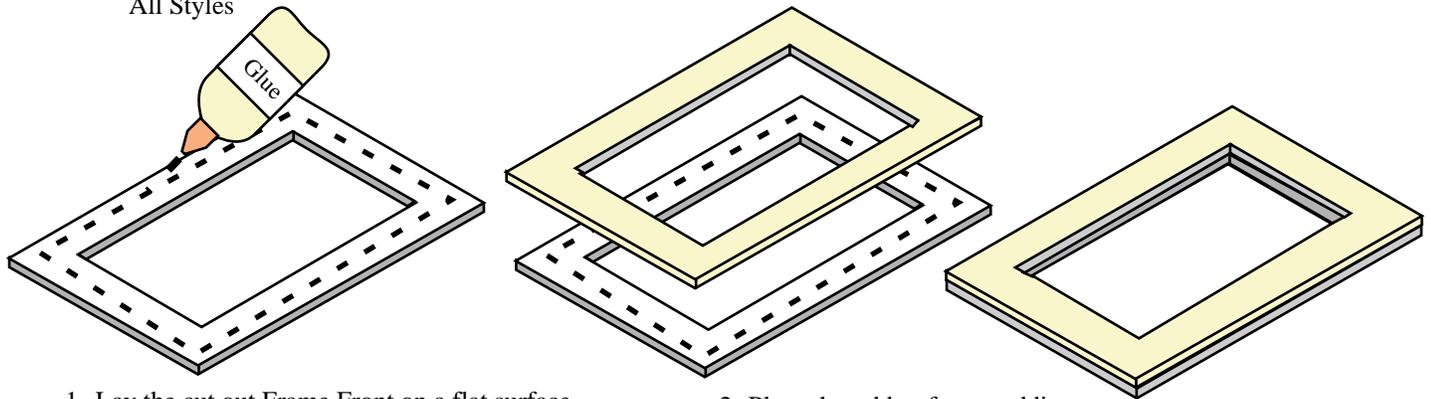
1. Lay the cut out Frame Front on a flat surface
   and run a bead of fabric glue on the top.

2. Place the rubber foam padding
   on top of the Frame Front and
   glue in place.

**Hint for all folding and gluing steps:**
Add more glue only as needed.
Use straight pins to hold fabric in place.
Pins can be pushed into the foamboard
to firmly secure and removed when the
glue is dry.

*Detail*

*strip goes
around top
and bottom*

*side view*
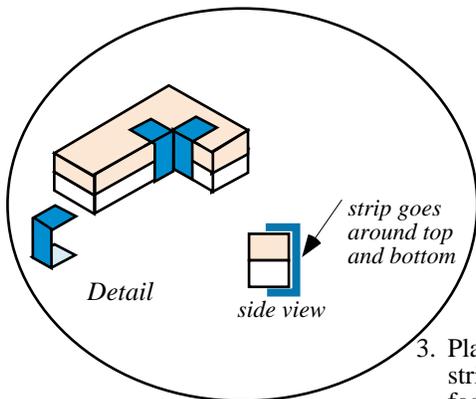
3. Place some fabric glue on the the back of each
   strip and wrap it around the frame and the rubber
   foam at each corner as shown.  This will cover
   the corner area.

*Detail*
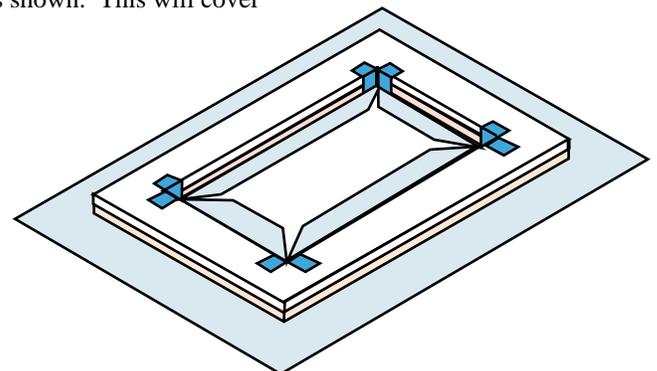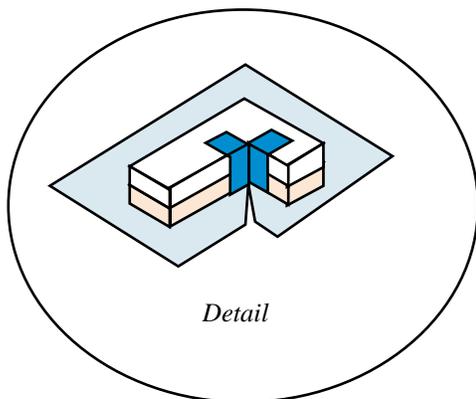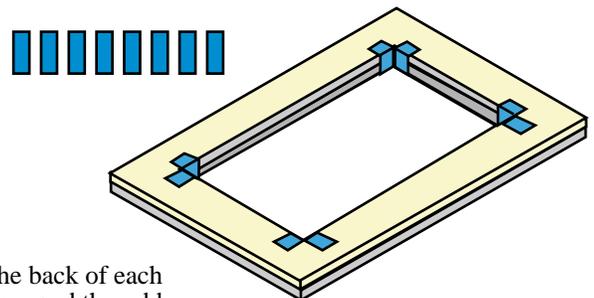
4. Lay the Frame with rubber foam padding upside
   down in the center of the Frame Cover
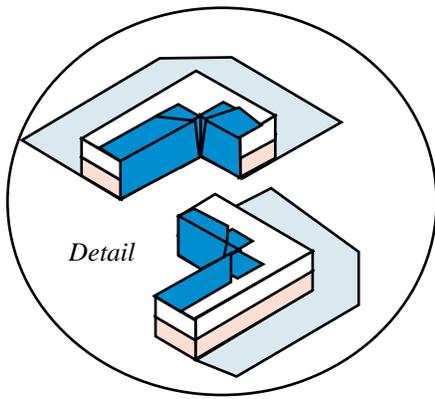
5. Cut off the corners of the frame cover. This will reduce the bulk of fabric on the corners of the frame.

6. Turn the inside viewing allowance over the frame back and glue in place.
Make sure that the fabric is smooth and that the inside corners are square.
Allow the glue to dry.

*Detail*
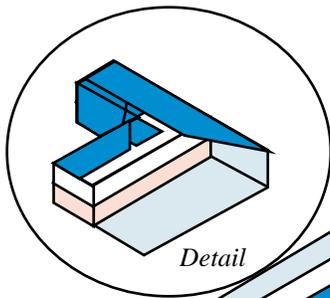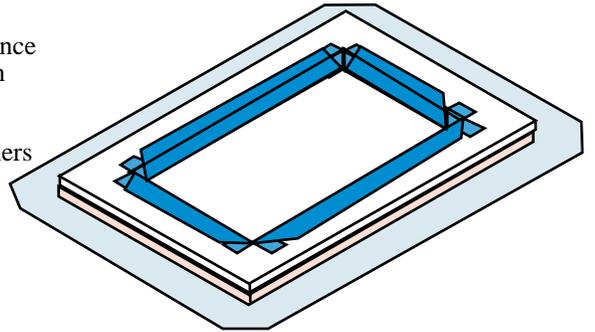
Using the Square corner method, finish the back of your frame.

*Detail*

*Detail*
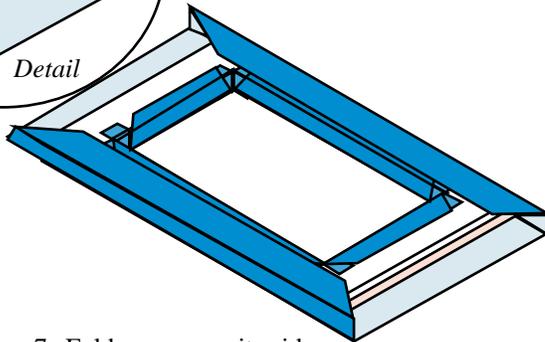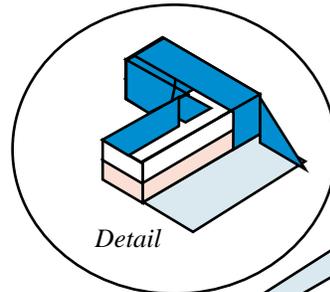
7. Fold over opposite sides and glue in place
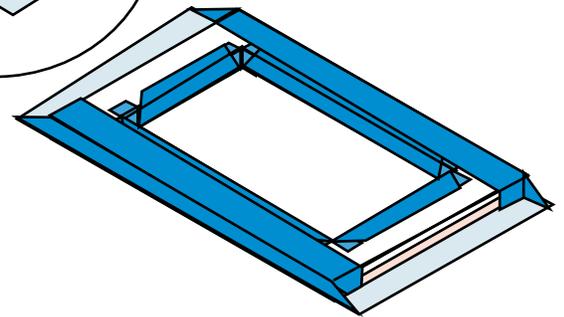
8. Fold edges down on each end and glue in place.

*Detail*

*Detail*
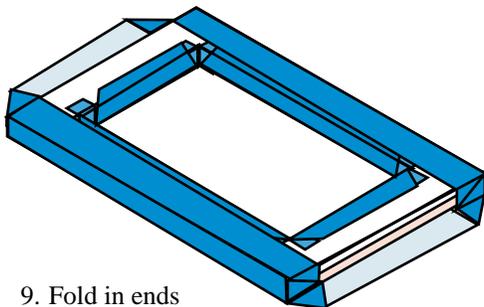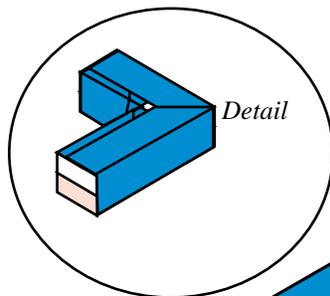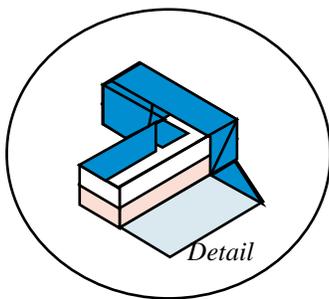
9. Fold in ends and glue in place.
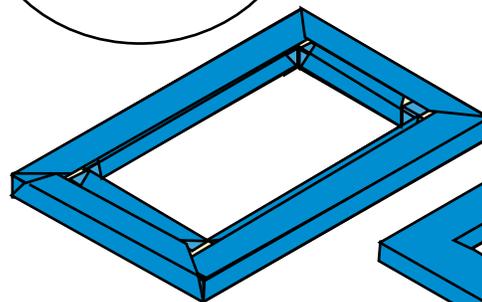
Finished back of Frame Front
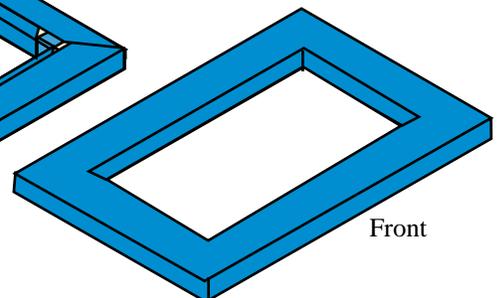
Front

## Covering the Frame Back
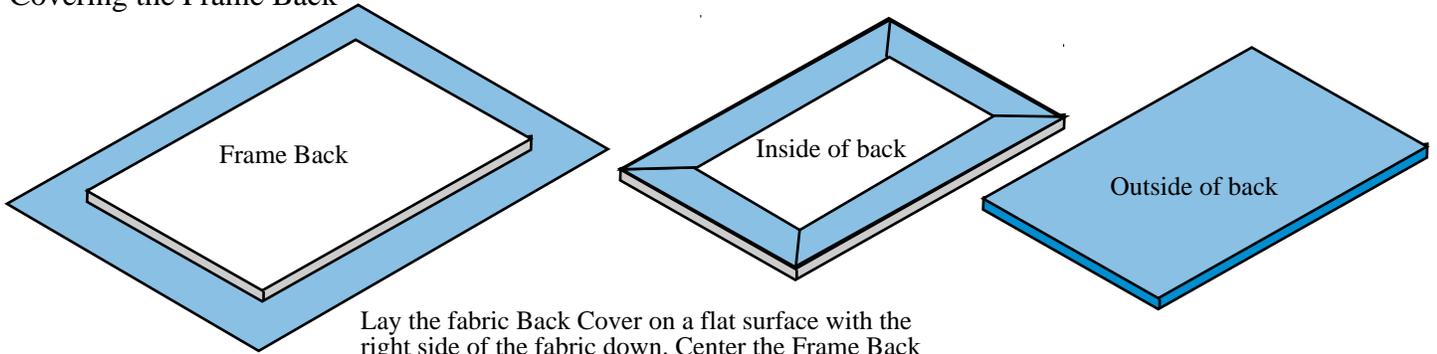
Lay the fabric Back Cover on a flat surface with the right side of the fabric down. Center the Frame Back on it's cover.
Using the Square Corner method, cover the back.

## Measure and mark for:
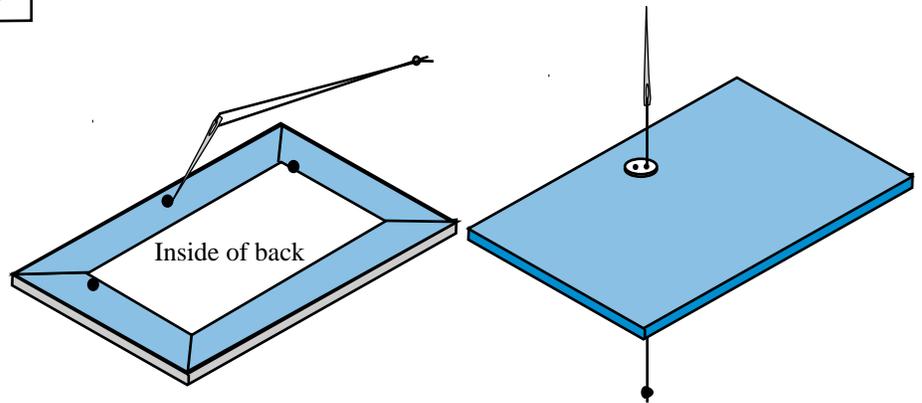Button Placement - all frames
Ribbon Placement (hanging frames only)

On the inside of the Back, measure and mark with pencil:
**All Frame Backs**
  •Find center of the top of frame and mark 1/2" down for button placement.
**Frame Backs With Ribbon Hangers**
  •1" from the top and 1" from each side for ribbon placement.

## Attaching the Button for Frame Closure
## All Frames

From the inside of Frame Back, push a needle with thread through the button mark (*through the foamboard*) to the outside of the back. Turn the Back over.

Affix the button to the outside of the Frame Back with the needle and thread.
Push the needle completely through the foamboard a few times but don't pull the thread too tight, as it may cut into the foamboard. Tie off a knot on the inside of the frame back.

## Style A - Hanging Frames
## Attaching Ribbon or String Hanger
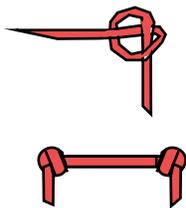
The ribbon or string for the hanger is the same width as the Frame Back. Make a knot at 1" from each end.
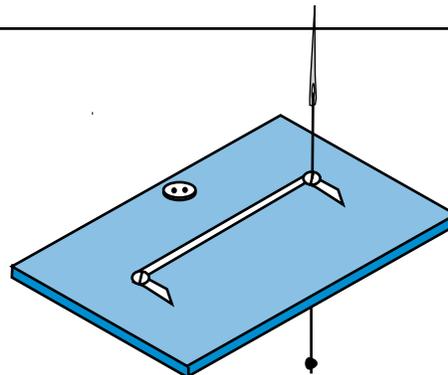
Again, from the inside of Frame Back, push a needle with thread through one of the ribbon marks. Turn the frame back over and run the thread through the knot on the ribbon. Use two or three passes through the foamboard and ribbon with the thread. Don't pull the thread too tight, as it may cut into the foamboard. Tie off a knot on the inside of the frame back.
Attach the second ribbon knot in the same manner.

**Three Standard Size Frames**

Add more glue as needed.
Use straight pins to hold in place
until the glue is dry.
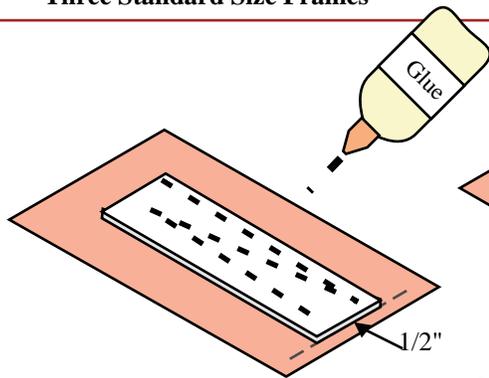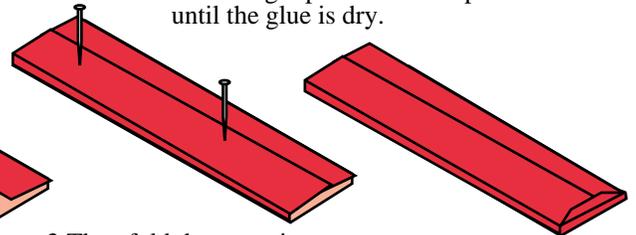
1. On a flat surface, lay the foamboard stand on the fabric cover. Stand will be centered at approximately 1/2" from the bottom. Put a thin layer of fabric glue on the top of the flap.
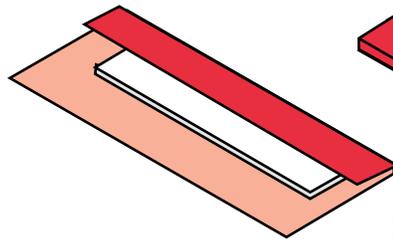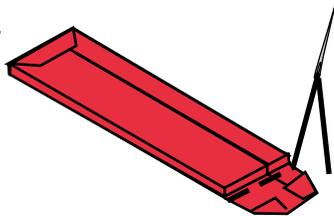
2. Fold one side of fabric over the stand and press down so that it adheres to the glue.

3. Then fold the opposite side of fabric over the first side.

4. Using the envelope method, fold the bottom end of the fabric over the bottom end of the stand, forming a "sack" for the stand.

5. With needle and thread close the opposite end of the sack at the top edge of the stand. Fold the corners of the end toward the back of the stand and glue in place.
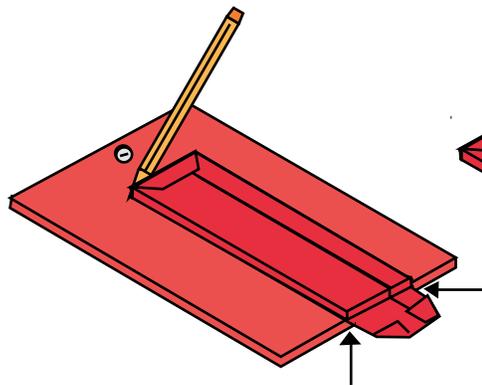
6. Center the the covered stand on the back of the frame as illustrated. The actual foamboard inside the cover should be flush with the bottom of the frame back.
With chalk or pencil, lightly mark the top position of the stand.
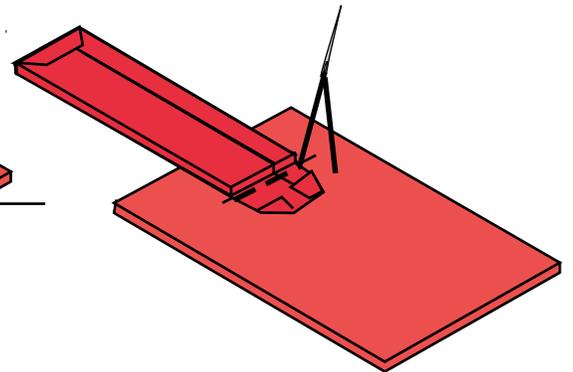
7. Using the pencil mark as a guide position the covered stand as illustrated.
Using needle and thread, attach the stand end to the frame back. You need to leave enough clearance for the stand to be able to flap back down, so make your stitches about 1/4" underneath the covered foamboard. Push the needle and thread through the foamboard, making a running stitch for the width of the stand.
Tie it off with a knot on the inside of the back.
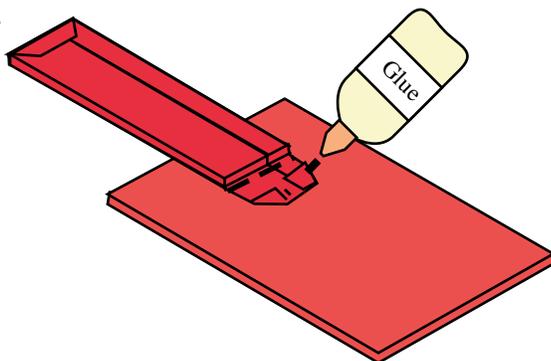
8. After making sure that the stand will flap back down, glue the floppy end of the "sack" to the back of the frame.
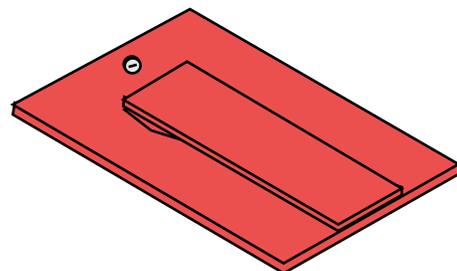
9. Flip the stand back down. The bottom of the stand will be flush with the bottom of the frame.

Side View
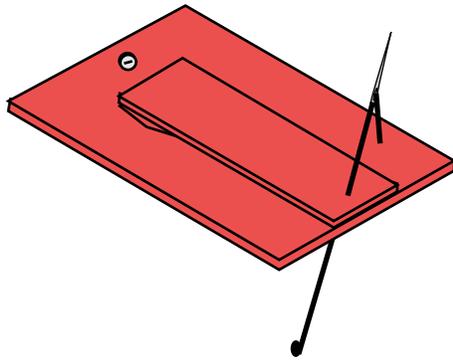
10. Measure 2" from the bottom and center of the frame back. Put the stand in the down position.
Thread a needle with heavy thread or light string and make a good knot. Go up through the inside of the back through both foamboard pieces.
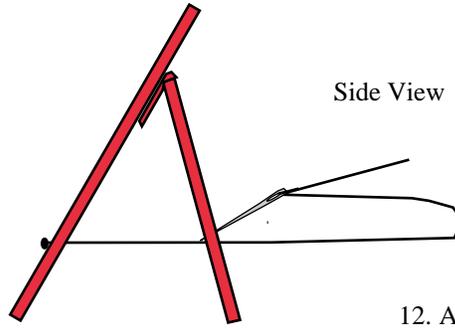
11. Stand the back upright and take the needle with thread back through the stand only. Make the stitch very close to where you came out.
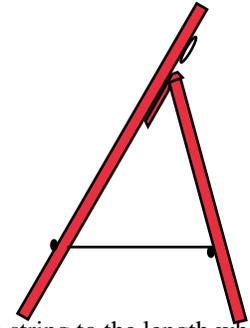
12. Adjust the string to the length where you get a good angle for the frame when the stand is opened as far as it can go *(string will probably be in the range of 3" to 4" long but make yours to the angle you prefer).*
Make a second knot in your string on the back of the stand to secure the string. Clip off excess string.

---

**Style A**
**Hanging Frame**
**Horizontal**

Inside of back

Top

Inside of front

Top

**All Frames - Adding the flap to cover the inside of the Frame Back and to connect the Frame Front and Back at the bottom edges.**

**Style B**
**Standing Frame**
**Vertical**

Top

Inside of back

Inside of front

Top

*Bottom edge of stand is on this end*
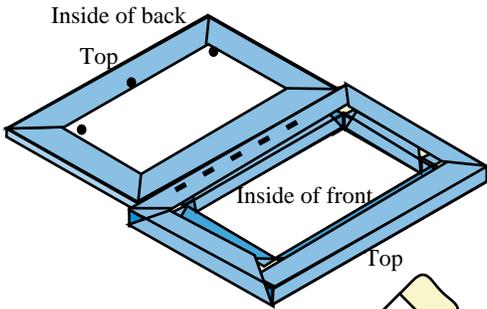
• On a flat surface, lay the Frame Back next to the Frame front so that the bottom edges of each are touching and are centered.
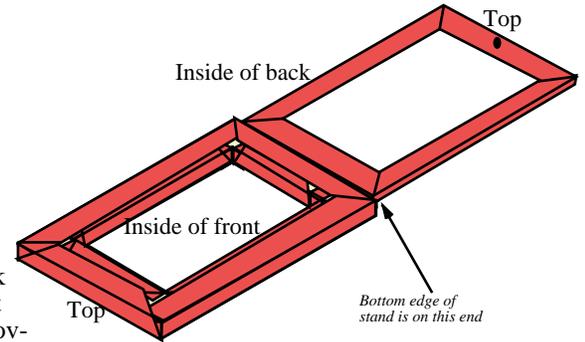
• Run a bead of glue over the back side of the flap, making sure that the entire surface is pretty well covered but not "soupy" with excess glue. The edges all need to be well covered.
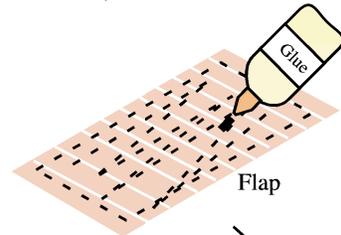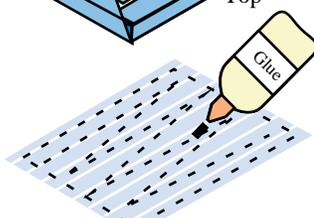
Glue

Flap

*For illustration, the frame flaps are shown as transparent with stripes so that you can see where it lays.*

Glue

Flap

*Inside View of Frame*

Flap

*Inside View of Frame*
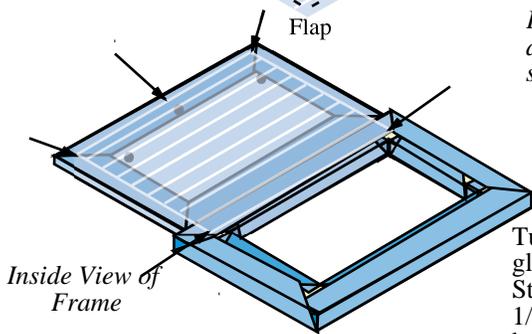
Turn the glued flap over so that glue is on the bottom.
Start at 1/4" from the top and 1/4" from each side of the Frame back.
Center and glue the back flap to the frame back and on over to the bottom of the frame front for approximately 1/2".
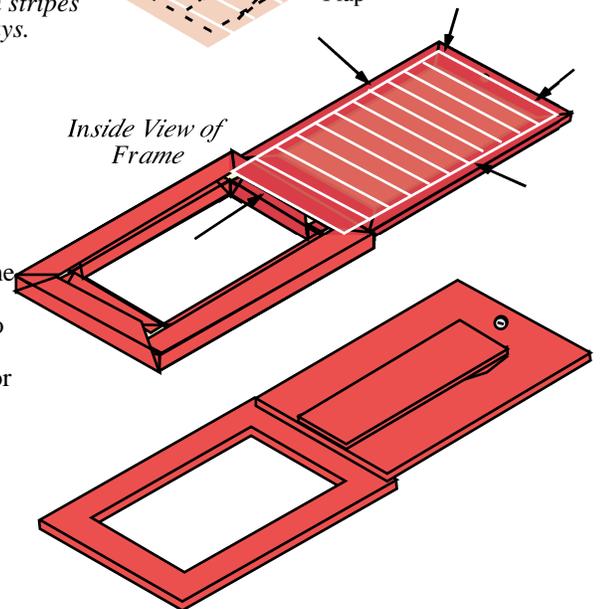
*Outside View after Frame is glued*
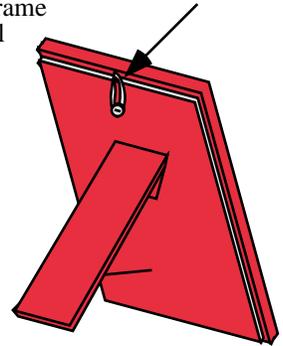
**Three Standard Size Frames**

Style A
Hanging Frame
Horizontal
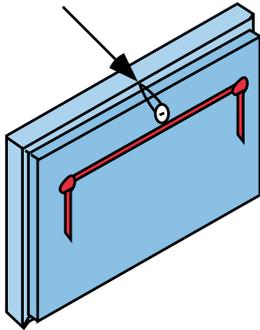


Close the frame back and get find out where the string or ribbon will be placed in order to go around the button.
This should be in the center of the inside of the frame front and 1/4" down from the top so that it doesn't show from the front view.

Style B
Standing Frame
Vertical



*Detail*

Front

Back

Closed
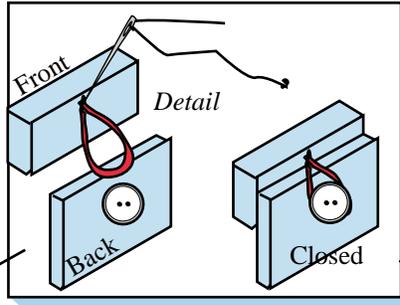
Start with a ribbon or string approximately 2-1/2" long.
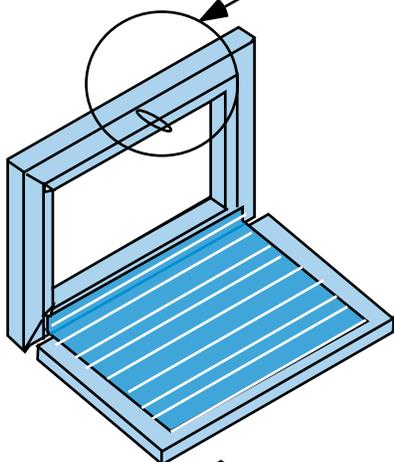
With needle and thread, attach one end of the the ribbon to the fabric only of the Frame Front. Do not go through the foamboard. Loop the other end of the ribbon around the button for a snug fit , and bring it back up to the top where the first end is secured.
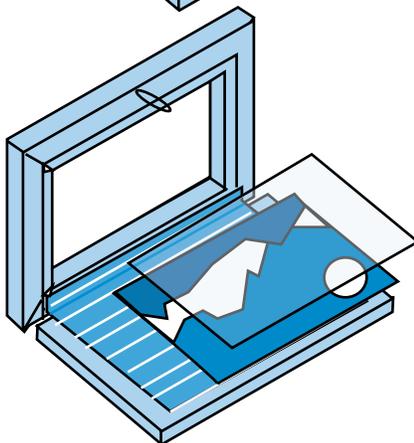If your ribbon is too long, cut it off so that it makes a loop around the button and both ends of the ribbon meet. Attach the other end of ribbon with thread, forming a loop.
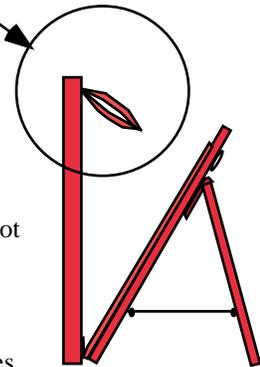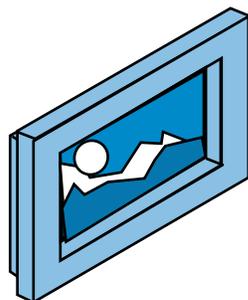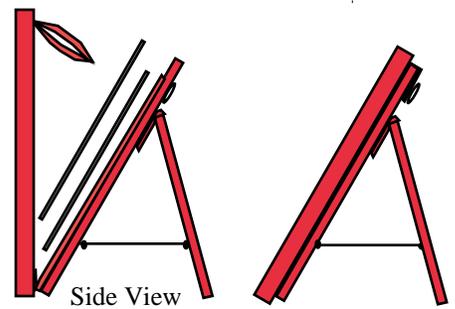
*Photo and plastic glazing will fit onto the flap at the bottom when frame is closed.*

Side View

To prevent your photo or artwork
from settling to the bottom of the frame and  not
staying in the viewing area:

*Use the guide below for dimensions.*
1.  Cut apiece of heavy paper or light cardboard
which is sightly smaller than the frame back.
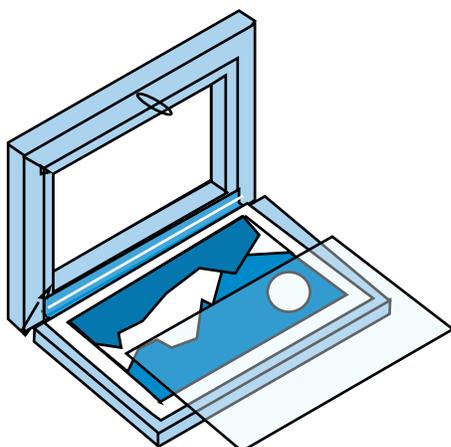Trim your plastic glazing to the same size.
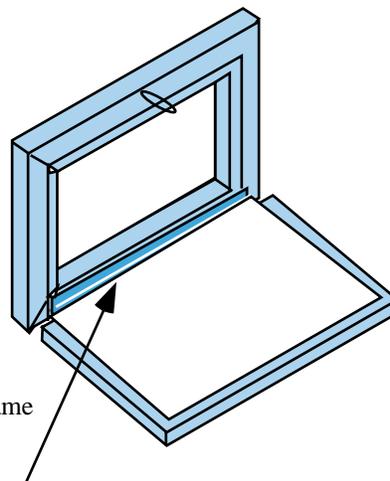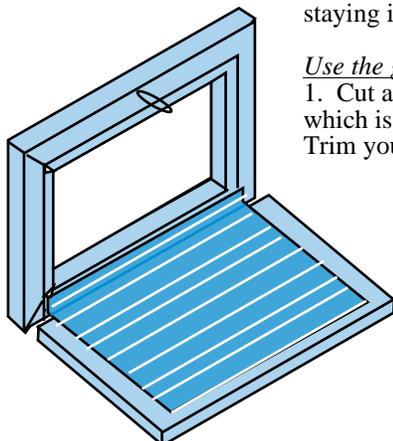
2.  Center the paper in the frame
with the bottom edge flush
with the bottom of the frame.
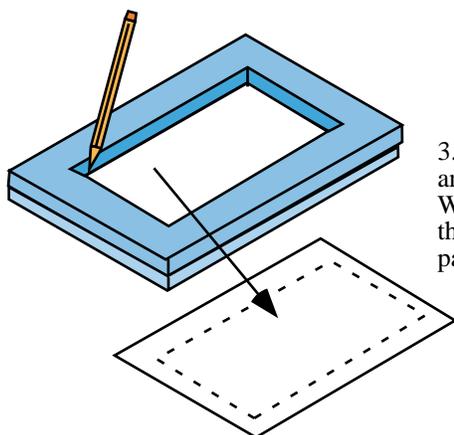
3.  Leave the paper in place
and close the frame.
With pencil, lightly mark
the viewing area onto the
paper.
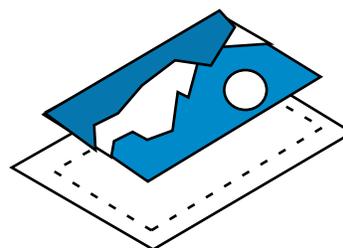
4.  Using tape or glue, mount your
artwork so that it is centered
in the penciled viewing area.

5.  Place the paper with attached artwork
in the frame with the bottom edge flush
with the bottom of the frame. Add your
plastic glazing for protection.
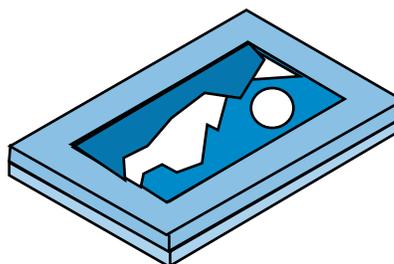
6.  Close the frame,
fasten and display.

| Guide for Cutting Mounting Paper and Plastic Glazing Choose by Horizontal or Vertical Frame | | | |
|---|---|---|---|
| **Frame Size** | 5"  x  7" | 6"  x  8" | 7"  x  9" |
| Mounting Paper & Glazing **Horizontal Frame** | 4-1/4"  x  6" | 5-1/4"  x  7" | 6-1/4"  x  8" |
| **Vertical Frame** | 4"  x  6-1/4" | 5"  x  7-1/4" | 6"  x  8-1/4" |