

### Preparation of Vinyl Product

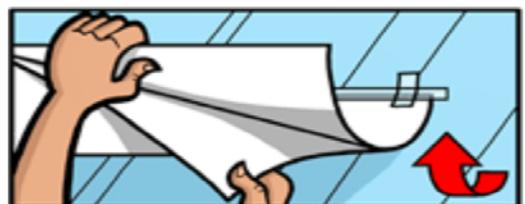
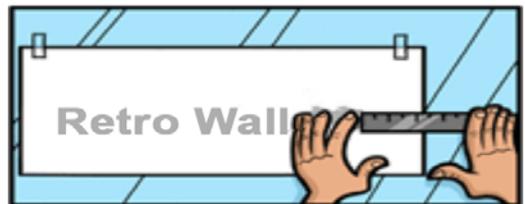
- Lay the Vinyl product on table application tape side u
- Use your squeegee (or card) and wipe over the whole area using plenty of pressure. (This will stick the Vinyl to the application tape and semi release it from the backing paper ready to use.)

### Preparation of Glass and Mirrors

- The Glass surface MUST be thoroughly cleaned and free of all oils, waxes, dust and dirt. Use a drop of baby shampoo in warm water to wash your window and then wipe away with the Squeegee.
- Wait for the glass to dry naturally as anything you use to rub the window down will reapply grease and make affect the Vinyl sticking to it later.

*Don't pull any tape off the back or front of your product yet.*

- 1 Clean the surface.**  
Use a dry cloth to clean the surface.
- 2 Secure with tape.**  
Tape the vinyl graphic in place and measure from multiple vantage points to ensure that it is positioned symmetrically.
- 3 Tape in place.**  
Once you are satisfied with the position, apply another piece of tape across the top of the vinyl graphic.
- 4 Remove backing paper.**  
With the tape functioning as a hinge, flip the vinyl graphic around and carefully remove the backing paper from the transfer tape.
- 5 Apply the graphic.**  
With the graphic in place, apply pressure with a credit card. Working from the center to the edge, evenly force the air from beneath the image.
- 6 Remove Transfer tape.**  
Remove the tape from the top of the graphic. Now carefully peel away the transfer tape.



## How to Apply Vinyl to Glass and Mirrors

- 1) The Butterfly Hinge Method** (*this used when you have a long thin graphic such as a line of text*)
  - a) Method: Create a vertical “hinge” in the middle of the graphic with tape and Flip each side back towards the middle and peel off the backing and press down from the centre outwards to each end.
- 2) The Top Hinge Method** (*is used when you have a graphic with a similar width and height*)
  - a) Method: Flip the graphic up and carefully remove the backing. Flip it back down without letting it touch the surface.

## Vinyl Temporary Placement and Measurements

*Please take your time as it is impossible to undo if you get the angles wrong after it is stuck to the window.*

Measure where you are going to lay the Vinyl on the window.

Make a vertical 1 cm centre mark with your chalk in the middle of the Window (on the opposite side) at the exact height you want the lettering or graphic decal to lay.

Using your level and straight edge – draw a straight line with your chalk out from the centre mark. Make sure your line is exactly horizontal after you have drawn it with level or you decal/ lettering will look level when applied to this line.

Place the Vinyl lettering/graphic accurately on the surface using the Horizontal lines of the text or graphic as a guide matched to your drawn lines. – place a piece of small masking tape top right and top left to temp hold it onto the glass so you can adjust the sign up and down on your line.

(you will be able to see the vinyl graphic or text edges through the top tape layer when placed against the glass – always use the Vinyl edges middle layer as your guide and not the back layer)

\*\* finally place your level along the line of text and make sure it is straight

## Apply Vinyl: Top Hinge Method

\*\*if you have a block of text or a graphic piece of vinyl – this is the preferred method

Use a wide strip of masking tape to stick the top edge to the surface. – run it half over the glass and top of vinyl piece. This becomes a Top hinge for the Vinyl application process.

NOTE: before removing the bottom tape – please take a final look at the vinyl on your window and see if it ok

Place your Level on the vinyl text line or graphic horizontal line seen through the top tape and and make sure the bubble is centred – (you should also check vertically)

Stand back and view it – (hanging with the temp tape at the top) – does it look ok and not running down or up the glass?

Remove Bottom layer (backing)

When you are happy that it is level on all sides

Lift the vinyl lettering/graphic decal top piece from the bottom and pull away a small area of the backing layer from top edge underneath.

Holding the base part out from the glass slowly continue to unpeel the backing underneath from the top down while also using the squeegee with light pressure, start from top centre and with horizontal strokes apply the vinyl to stick to the glass.

Carry on this way removing more sections of backing each time. (for large signs this can be done in sections between letters)

(if your sign is more than 500mm wide and is a block with a few lines of text – – while it is taped at the top – you can carefully CUT up the sign between the letters with a scissors from the bottom

up so that you have a smaller area to work with at a time — but be confident that you do not cut through any vinyl itself)

TO AVOID WRINKLES, HOLD THE LETTER AWAY FROM THE GLASS WHILE SQUEEGEEING IT DOWN

Remove Top Layer

Once you are sure the vinyl letter or Vinyl graphic is securely attached to the glass surface, remove the top layer or application tape layer diagonally at a 180° angle back over itself (from top right corner pull down to the left) being careful NOT to lift any vinyl product off the glass. If it starts to come away simply lay the top layer back over the vinyl and press hard down to stick it back to the glass.

Finish off

When you're finished, rub entire graphic with a soft cloth paying particular attention to the edges. Remove any air bubbles by puncturing the bubble at one edge with a pin, then squeegee the trapped air towards and out of the puncture.

Rub entire graphic area again with a soft cloth paying particular attention to the edges.

### **Apply Vinyl: The Butterfly Hinge Method**

\*\*if you have a long line of text – this is the preferred method

Place the one line vinyl text job piece (don't remove anything yet) against the glass and stick with small piece of your masking tape either end to temp hold it in place while you measure.

Put your straight edge on the vinyl text edge of job piece and adjust it up or down (re-stick tape to suit) until the job is straight on the glass ((you can also use the drawn inside glass chalk straight edge as a guide too)

Using a piece of masking tape, place it perpendicular to the middle of the graphic (if possible, in a break or space between the words and not onto the vinyl) and then up onto the glass (both ends) to create a vertical centre hinge.

Pick up the right side of the Job piece and flip it back towards the centre slowly peel the backing paper off as close to the tape hinge as possible while holding the top layer away from the surface. The top piece and the backing piece are now in 2 parts – while holding the top piece away from the glass — using your scissors cut the backing piece off close to the centre hinge.

While STILL holding the top piece away from the glass – use your squeegee and starting pressing it down from the centre moving it to the RIGHT slowly pushing the top piece onto the glass – using horizontal strokes apply the vinyl to stick to the glass.

Do the same for the left side –remove the backing completely and use your squeegee and starting pressing the top piece down onto the glass from the centre moving to the LEFT slowly pushing the top piece onto the glass – using horizontal strokes apply the vinyl to stick to the glass.

Remove Top Layer

Once you are sure the vinyl letter or Vinyl lettering is securely attached to the glass surface, remove the top layer or application tape layer diagonally at a 180° angle back over itself (from top right corner pull down to the left) being careful NOT to lift any vinyl product off the glass. If it starts to come away simply lay the top layer back over the vinyl and press hard down to stick it back to the glass.

#### Finish off

When you're finished, rub entire graphic with a soft cloth paying particular attention to the edges. Remove any air bubbles by puncturing the bubble at one edge with a pin, then squeegee the trapped air towards and out of the puncture.

Rub entire graphic area again with a soft cloth paying particular attention to the edges.