

## *Basic Steps for Applying Vinyl*

### **Cleaning the Surface**

1. Clean the flat surface thoroughly with soap and water. A nonabrasive cleaner can also be used. If applying to windows or glass, do NOT use an ammonia-based cleaner. This can have an adverse effect on the adhesive of the vinyl.
2. Dry completely with paper towels.
3. Check to make sure the surface is completely free of any dirt, lint or dust, as any debris will cause the vinyl letters not to adhere properly to the surface.

### **Applying the Vinyl Lettering**

4. Attach the vinyl, still with both application tape and paper backing, to the surface with two small pieces of masking tape. These pieces serve as placeholders while you check that the vinyl lettering is level.
5. Use a level or ruler to correctly position the vinyl lettering so that it is straight and even. NOTE: Be sure to measure from the bottom of the letters, and NOT from the bottom of the backing paper. The paper may not be cut straight and will result in crooked lettering.
6. Apply a large piece of masking tape along the entire top edge of the vinyl lettering. This will allow you to flip or "hinge" the lettering so that you can apply it section by section.
7. Apply another large strip of tape to make sure that the vinyl doesn't slip or move in any way.
8. Make the large piece of vinyl letters into smaller, more manageable pieces by cutting carefully around the letters. Start at the bottom and cut up. The line will probably not be straight because you are cutting around letters. Do not cut the masking tape at the top of the vinyl lettering.
9. You can secure the unused parts to the top of the flat surface with a piece of masking tape to get them out of the way.
10. Peel away the liner and carefully hold the vinyl lettering above the flat surface. It will stick wherever you leave it, so be sure to go slowly and carefully.
11. Use a squeegee to press the now sticky side of the vinyl lettering to the surface. Work slowly, starting at the top near the masking tape and working down, doing small sections at a time from left to right. Do this by holding the letters away from the surface with one hand and slowly squeegee with the other hand until the entire section has been applied. Use broad strokes to ensure that the lettering has been applied firmly to the surface.
12. Continue this step with each of the sections that you split up for manageability.
13. Remove the application tape carefully, by starting from the upper left corner, leaving the letters in place on the flat surface.

\*Larger or longer graphics will most likely need to be done in smaller sections, as the directions above show. Small decals may be done in one piece. Instructions above are for applications to flat surfaces. If applying to an uneven or rounded surface, it may be necessary to apply in separate parts and without taping. This may take additional practice.