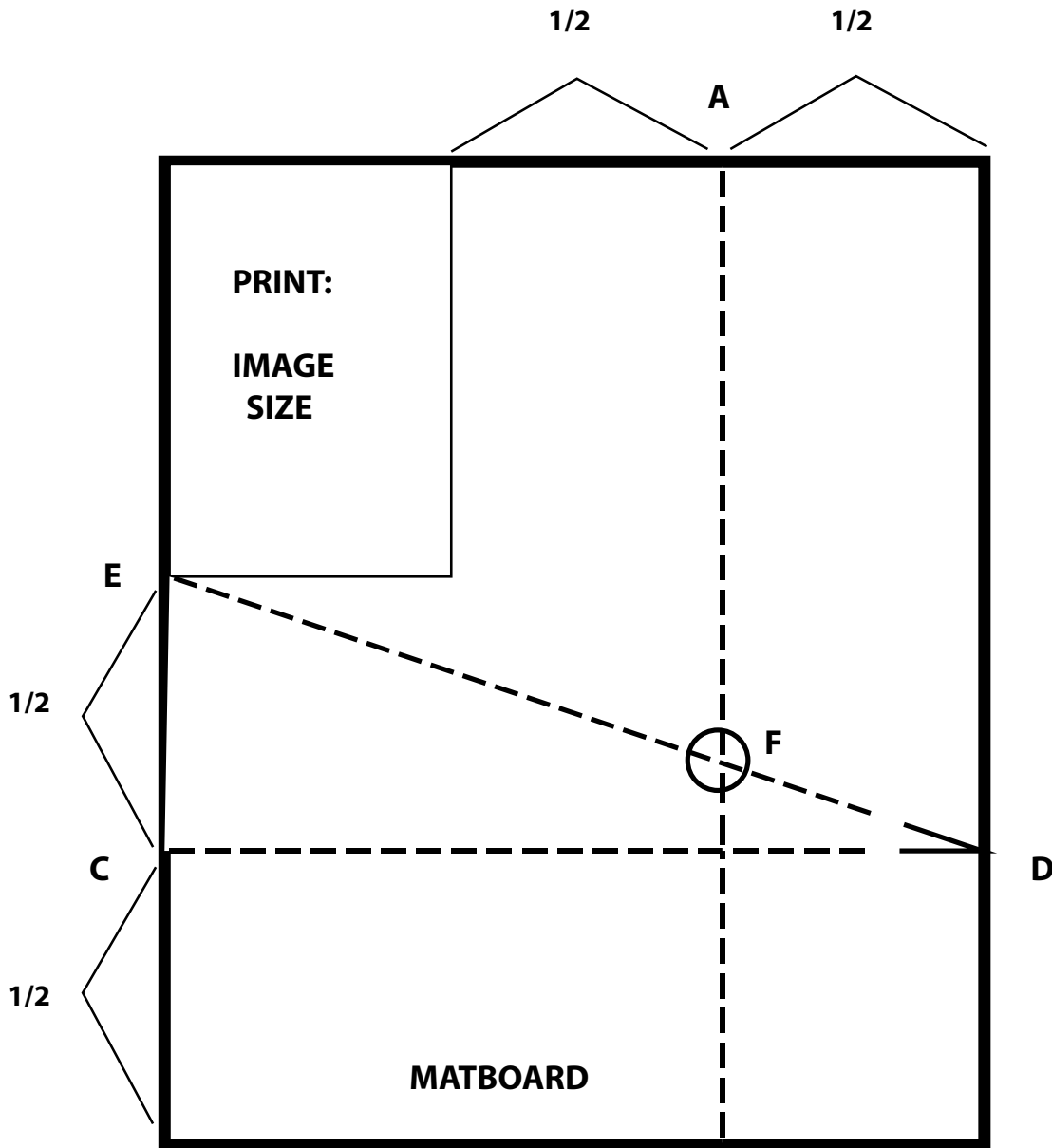


GUIDELINES FOR MAT CUTTING



1-

Your mat usually covers about 1/4" of image on all sides. Use stencils for guidelines or make adjustments from class guides stencil. Use outline for determining measurements for other images. See diagram. Larger images (i.e. 16" x 20") are usually matted with an even border all around, i.e. 3" wide.

2-Always orient the mat vertically for a smaller image such as an 8" x 10" print. This rule follows if the image is a horizontal print or a vertical print. Larger mats usually do not follow these constraints.

3-Mark intersections of cut lines on the back of the matboard.

Cut into the mat border--not the image area--when cutting from the back.

4-Use scraps of board underneath the mat to create a necessary cutting guard.

Move the cutting guard as you proceed, preventing the blade from catching previously cut grooves. Rotate board for each cut. Verify that each cut is complete before moving board.

5-Be sure to change the blade:

1) when you begin working and 2) after you have completed several mats.

Use a rectangular blade for the bevel cut on the large black mat cutter. When replacing blade, note its position in the holder. Make sure the blade protrudes enough for a deep cut. The beveled side of the blade should face outward.

Locking knobs on the knife allow you to easily replace the blade. Use the hex key to tighten or loosen the blade if necessary

6-Don't use pressure. Score the board gently for the first cut. Increase pressure slightly as you pass over the same cut . **Generally four passes are required.**

Overcut each intersection 1/8" to ensure that the mat corners will be clean. The inside area should pop out easily.

7- Clean up board with a white eraser (not pink) if necessary. Use available kraft paper to keep your work area and your board clean. Keep your hands clean too.

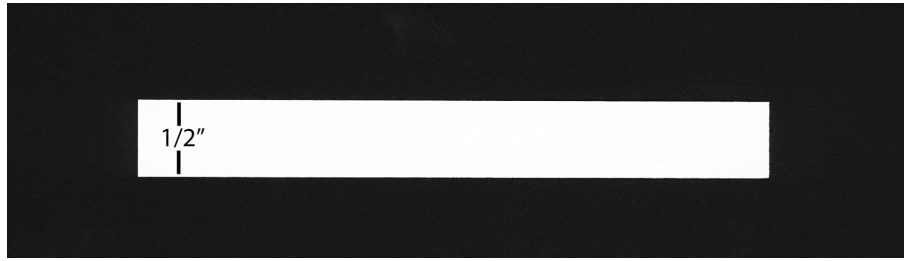
Smooth edge of mat with folding bone. Sand rough edges with fine sandpaper.

Dispose of blades in available canisters to avoid injury.

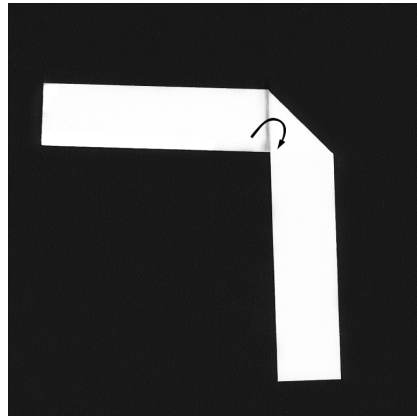
8- Place mounting board and mat boards flush at the vertical edge. **Wet linen hinging tape sparingly with water** (not saliva) and press along edge with clean hands. Allow the tape to dry.

9- Use paper tape for adhering the paper corners. Corners can be folded from the archival paper. Cut strips so they are less than 1/2" wide. Place a clean weight on top of image, which is positioned under mat. Mark the position of tabs and adhere tabs with tape after removing print.

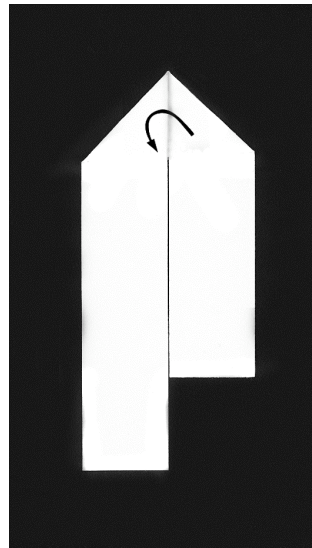
PAPER CORNERS



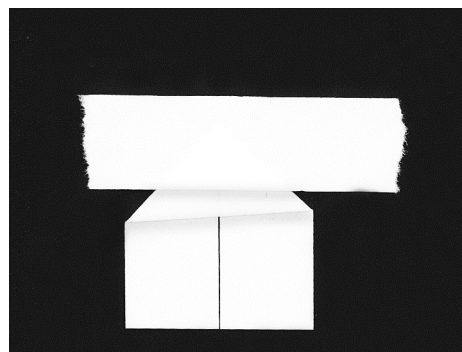
CUT A STRIP OF PERMALIFE PAPER



FOLD STRIP (90 DEGREE ANGLE)



FOLD AGAIN



TRIM (IF NEEDED)

USE PAPER TAPE TO ATTACH CORNER TO MAT BOARD

Drymounting using Heat: Seal MT5, Archival Mount, ColorMount

Seal MT5 and Seal Archival Mount are heat-based drymount tissues that are PH neutral. Seal Archival Mount can sometimes be reversed. Color Mount bonds at a lower temperature and can be used for color prints. Other types include Heat Mount or Buffer Mount and can be obtained from Light Impressions.

- 1) Use the tacking iron (set to medium temperature) to tack the print to a sheet of tissue, aligning edges of the print and tissue. Do not let the tacking iron get too hot. Use print trimmer to trim edge of tissue to size of print after tacking tissue to print(s).
- 2) Tack the other edge of the drymounting tissue to the mounting board or to another print or to paper. Use a piece of plate glass to keep the print from sliding if needed.
- 3) CAREFULLY place the print/board in the drymount press, heated to a temperature of just under 200 degrees for about two minutes depending upon size and weight of materials. Check the guidelines for your tissue. Do not use a temperature that is too hot as it may cause the tissue to lose its adhesive qualities.
- 4) Place mounted print under cooling plate for about two minutes. Check bond by gently bending print after it has cooled. If necessary, heat again.

Cold Mounting using TISSUE, Scotch #568 Positionable Mounting Adhesive PVA tissue is available from online vendors. PVA can be used for black and white, color, and digital prints as well as for application of print images to a variety of materials.

- 1) Open the roll of tissue and place your board down onto the adhesive surface if the board is small. With a larger piece of board, position the adhesive in strips onto the board.
- 2) Trim the excess adhesive tissue from the board by using a sharp exacto blade.
- 3) Use a tool such as a squeegee, spoon or folding bone to rub the back of the adhesive tissue in order to fuse the adhesive to the board. Use overlapping strokes.
- 4) Once fused, remove the carrier sheet from the back of the adhesive. If the adhesive does not transfer evenly to the board, then lay the carrier sheet down and apply pressure once again.
- 5) Carefully place your print onto your mount board or mounting material with adhesive backing.
- 6) Use release paper or other waxy paper to protect the surface of the print as you gently apply pressure the plastic squeegee. Use this tool to rub the front of the print so it will fuse to the mount board. Repeat the process as needed.
- 7) Trim the excess border of the print using an exacto knife and metal ruler as a guide while working on a cutting surface.