

Matting Prints
Alan Pollack, Camera Club Class, May 6, 2013

Equipment:

There are two types of cutting boards. One is for tissue/paper only and the larger one is for cutting mat boards.

Seal Mount Machines (plug in on wall) and tacking tool (plug in on wall)

Special Mat Cutter-creates a beveled edge. (See posted rules!)

Supplies:

White cotton gloves (can be purchased at Aaron Bros. or online)

Double sided tape. (can be purchased at office supply centers or online)

Materials:

Mat Boards (Select Size: 16x20 for 11x14 prints or 11x14 for 8x10 prints)

Matting on Single Board-This is the simplest and least costly way of matting.

Select a mat board. (16x20 or 11x14) & a seal mount tissue (to fit size of print-11x14 or 8x10)

Using tacking tool, tack one corner or more of tissue to back side of print.

Use smaller cutting board, (tissues/paper only) very carefully cut all four sides allowing 1/8 inch white border. (to get the 1/8 border, line up the print using the blue guide and carefully hold down the blue guide) *Be sure to use the cutter one way only! (This prevents the print from moving)*

Next-“eyeball” or measure your print that is centered on mat board. Tack top center of print to hold in place using non sticky paper. (Parchment, 2 or 3 spots)

Lastly-place mat board into Large Heat Seal Mount Machine. **Cover Print with seal mount cover-this is ESSENTIAL.** *(The seal mount side with printing is UP)*

Keep the lid down about 15-25 seconds, then lift the lid of seal mount machine and take covered mat board and put in the area directly below the machine to cool. (This has a cover-leave there until cool. At least one minute)

Matting with Pre-cut Mat Board-This is the easiest, but more costly. (These may be purchased at Aaron Bros. or online)

Trim the inner mat slightly

Using double sided tape, attach inner to outer board. Using a third board, (attach print using the seal mount steps) Attach this third/bottom board to the others with the double sided tape.

Cutting your own mat boards-(See separate handout)-Demonstration

STEPS FOR MATTING PRE-CUT MAT BOARDS

1. Turn on Heat Machine and Tacking Tool
There are two types of paper cutters/trimmers tools
 - Large cutter for mat boards ONLY
 - Small cutter for photos and seal mounts ONLY
2. Secure seal mount (8x10 or 11x14 as needed) and a mat board from the bottom cupboard
3. Attach photo to seal mount
 - First tack corner of seal mount to the back of photo
 - Trim excess with the small cutter
4. Attach photo/seal mount to mat board
 - First tack photo/seal mount to mat board (this holds photo to mat board)
 - Place photo and mat board in Heat Machine
 - Place heat cover over photo for protection
 - Heat about 20-30 seconds
 - Take photo/mat board and place in area below for cooling
5. Attach pre-cut mat boards to each other using two-sided tape
6. Attach this pre-cut mat board to photo bottom board with two sided tape

SUPPLIES: Double sided tape (available at office supply stores) and white gloves (available at Aaron Bros)

A simpler and less costly way to mat is to use one board and attach photo/seal mount with a 1/8 or wider white border using the heat machine. (the border is trimmed around your photo before attaching to mat board)

STEPS FOR MATTING PRINTS TURN ON THE SEALMOUNT MACHINES

1) TWO TYPES CUTTING BOARDS

SELECT MATBOARDS AND SIZE SEALMOUNT

SEE COSTS AND FILL OUT CHIT (FORM)

WILL NEED 3 MATBOARDS FOR DOUBLE MATTING
(INNER, OUTER, AND BOARD FOR PHOTO)

2) HEAT PHOTO & SEALMOUNT (TACK A CORNER TO HOLD), THEN TRIM USING THE SMALL CUTTER

3) PREPARE MATBOARDS

LABEL INNER & OUTER ON BACKSIDE; MARK :

LT(LEFT TOP) RT(RIGHT TOP)

USING LARGE CUTTER, TRIM BOARDS. 16 BY 20 FOR 11X14 IMAGE
OR 11 X 14 BOARD FOR 8X10 IMAGE

DO NOT SEAL SEALMOUNT TISSUE ONTO PHOTO FULLY WITH 1ST BOTTOM BOARD YET

4) CAREFULLY MEASURE TRIMMED PHOTO WITH SEALMOUNT ON BACK OF **INNER MATBOARD**

CENTER PHOTO BEFORE MEASURING; USING A 11X14 PHOTO

HEIGHT: 16 INCHES LESS 11 INCHES = 5 INCHES (2 1/2

INCHES TOP & BOTTOM); WIDTH: 20 INCHES LESS 14 INCHES
= 6 INCHES (3 INCHES RIGHT & LEFT SIDES)

MEASURE 4 CORNERS & THEN USE RULER AND DRAW 11X14
RECTANGLE. THEN MEASURE INSIDE THOSE RECTANGLES 1/8 INCHES

5) USE MAT CUTTER (SEE RULES). USE SANDER TO SMOOTH CUTS

6) NEXT- MEASURE THE **OUTER BOARD** BY PLACING **INNER BOARD**
OVER THE OUTER AND MARK THE FOUR CORNERS & DRAW A
RECTANGLE

NOW, BEFORE USING CUTTER, MEASURE OUT 1/4" OUTSIDE YOUR
MEASUREMENT IN ORDER TO ALLOW FOR INNER STRIP TO SHOW

7) HEAT THE BOTTOM BOARD TO THE PHOTO/SEALMOUNT USING THE
HEAT/SEAL MACHINE (25-30 SECONDS). USE COVER TO PROTECT

8) ATTACH 3 BOARDS USING DOUBLE-SIDED TAPE

*****A SIMPLER & LESS COSTLY WAY TO MAT IS TO USE ONE BOARD AND
ATTACH PHOTO/SEALMOUNT WITH A 1/8 OR WIDER WHITE BORDER*****



Golden State Art
a WHP Associates LLC company
352 Shaw Road, Suite D
South San Francisco, CA 94080

toll free: 800 880.2832
(Monday - Friday, 9 am - 5 pm.)
o: 650 226.8119 f: 650 588.8931
sales@goldenstateart.com
www.goldenstateart.com

(Mat Boards, etc.)



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Troy, Ohio 45373
support@archivalgloves.com
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