MATTING YOUR WORK FOR DISPLAY

Materials needed:

A. Mat Board

B. Corrugated cardboard (unbent) or foam board. Large enough to provide a backing for the mat.

C. Acetate – Large enough to cover the mat plus 1 ½" on each side.

   Thickness of the acetate should be around **0.002**.

D. 1 roll of monofilament tape (clear packaging tape).

E. Medium weight cotton string.
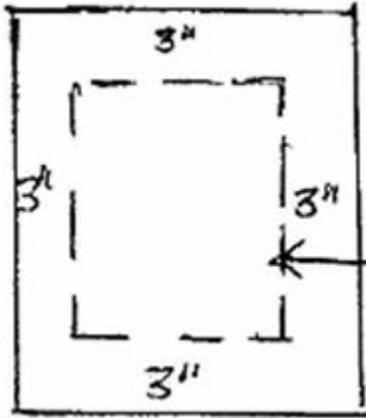
1. Decide on the image size.

There may need to be some cropping of the space around the image.

2. There needs to be a 3" mat on art work. To measure for the mat: Add the total width of the mat to both the length and width of the work. This is the overall measurement.
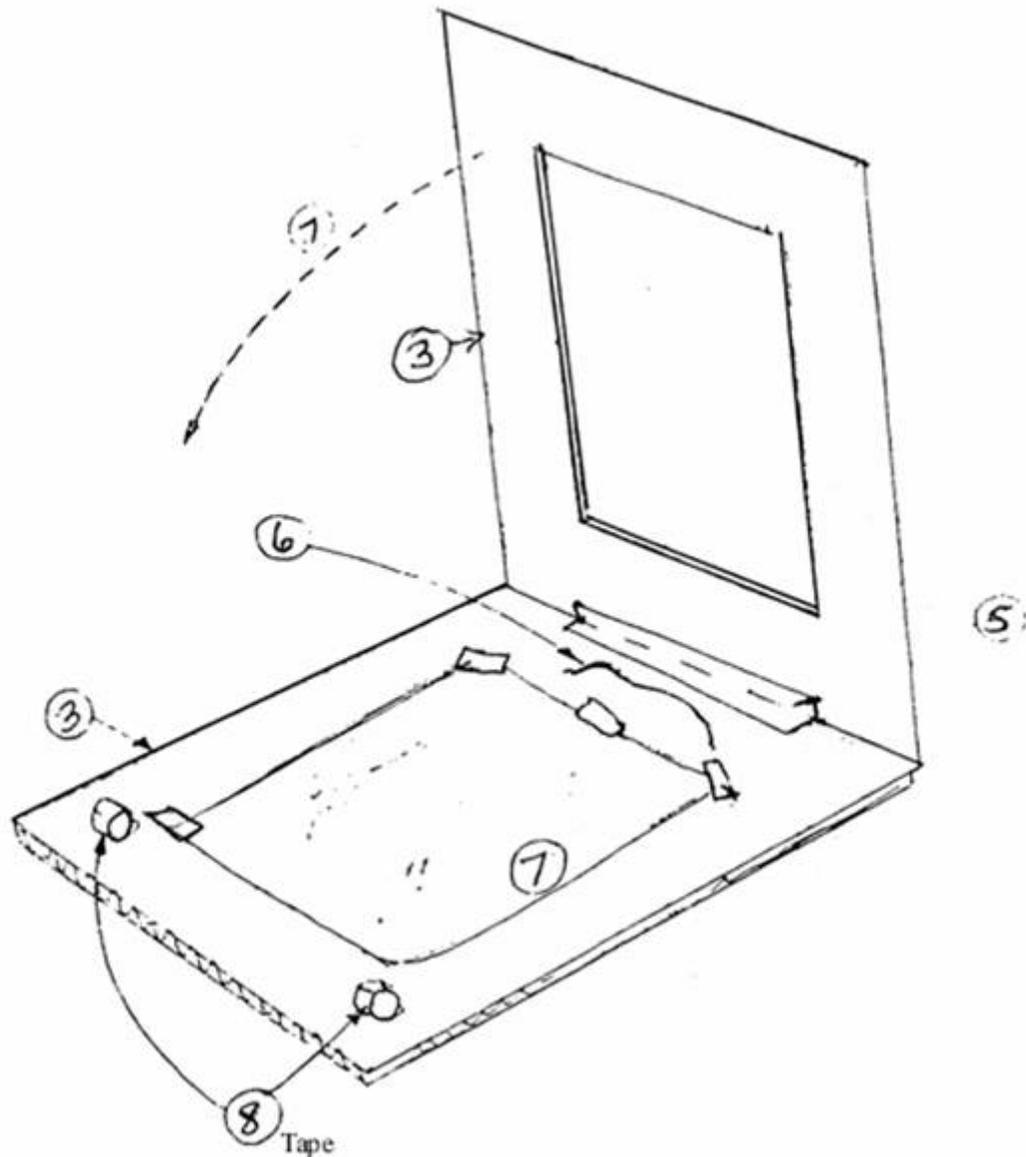
3" 3" 3" 3"

Add both sides of the mat to the image size for the overall measurement.

3. Cut both the mat board and the cardboard in the overall size.

4. Measure 3 ¼ inches from the outside of the mat and cut a window.

3" 3" 3" 3"

Cut opening in center of mat.

5. Tape top of mat and cardboard together with monofilament tape to form a hinge as shown.
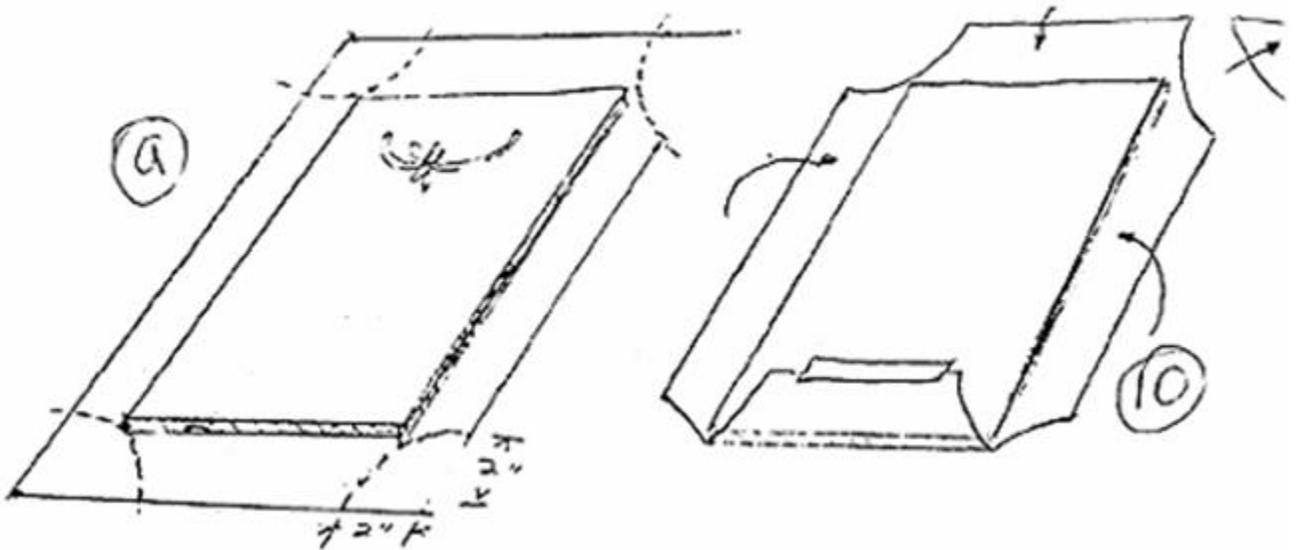
6. Measure down about 2-2 ½" from top of corrugated cardboard – center a string "loop" for hanging. Be sure the string does not show above mat when pulled tight from back. Use cotton string strong enough to hold the work. Distance between holes – 5". The string should go through the cardboard.

7. Close the mat (lower the flap) and center the art work in the window. Tape across the top and maybe the bottom corners.

8. Roll tape to secure mat (flap) to the cardboard back.

9. Place mounted picture face down on acetate. Cut acetate 1 ½" wider than the mat on all sides. Cut corners as shown. Holding a large lid or other circular shape over the acetate and cutting with a utility knife or X-Acto blade will keep the acetate from splitting.

(BE SURE FRONT OF PICTURE IS FREE OF LINT AND TRASH BEFORE SECURING IT TO THE CARDBOARD).

10. Fold the acetate one side at a time and tape as shown.