



MATTING INSTRUCTIONS

FOR

SPARTA CAMERA CLUB PRINT COMPETITIONS

Presentation by Virginia Kolstad with pictures by Mary Fettes.

OVERVIEW

- This is a brief presentation on how to mat your photos for Sparta Camera Club competitions.
- You will need a precut mat and backing board. Black or white mats are acceptable. The mat and backing board must both be 16 inches by 20 inches on the outside edge.
- The opening in the mat should be cut to fit the photo. If it is a standard size photo such as a 8 x10 or 11 x 14 then you can buy a precut mat (make sure outside is 16 x 20). However, if you have cropped your photo to another size such as 10 x 16, then you will need a mat where the opening has been custom cut to fit your photo.

HINGE THE MAT TO THE BACKBOARD.

Place the mat and backing board end to end on the top edge with their edges touching.

Cut a piece of Linen Hinging Tape by Lineco (see 'Materials' at end of presentation) long enough to stretch along the touching edges of the mat and the backing board.



Use "Linen Hinging Tape"
to make the Mat Hinge

CREATE THE HINGE

Remove the backing from the tape to reveal the sticky side and place the tape on both the mat and the backing board along the edge where the mat and backboard meet.

Press down to secure the tape to the mat and backing board.



FRAME THE PICTURE IN THE MAT

Set the picture on the backing board and fold the mat over the picture.

Make any adjustments to the picture to fit correctly in the mat window without any white edges showing.

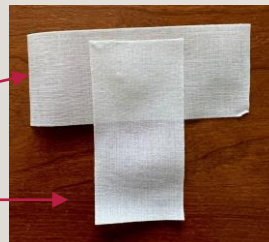


ATTACH THE PHOTO TO THE BACKBOARD.

Place a heavy object carefully on the photo to hold it in place and then lift the mat off of the photo.

Cut four strips of linen hinging tape approximately 2 to 3 inches long. Stick two of strips together sticky sides facing each other to form a 'T'.

Attach top of T sticky side down on the backing board.
Bottom of T is sticky side up facing the back of the picture.



Carefully lift one corner of the photo and place the sticky side of the top of the 'T' on the backing board beneath the photo. The sticky side on the leg of the 'T' should be facing the photo. (see picture.)

Carefully lay the photo back down without pressing hard on it yet.

COMPLETE ATTACHING THE PHOTO TO THE BACKBOARD

Do the same on the opposite corner of the photo. Attaching the top of the 'T' to the backing board and the bottom to the photo.

Gently lay the photo down and fold the mat over the photo gently and check the position of the picture to be sure it has not moved.

Now you can press firmly down on the mat & photo where the two taped 'T's attach to it to adhere it to the backboard.



ATTACH THE MAT TO THE BACKBOARD.

Using ATG Tape (see Materials slides at end of presentation), attach the sticky side of the tape to the backing board on the three open sides.

Press down firmly on the non sticky surface to make sure the tape adheres properly.



Cut the "ATG"
(Adhesive Transfer Gel)
and Place along the sides
of the Backing Board

COMPLETE THE MATTING PROCESS.

Now peel the non sticky surface off of the tape to reveal the sticky surface.

Pull the mat over the photo, check to be sure the photo is in the correct position,

Press firmly down on the edges to ensure the tape adheres to the sides of the mat.



FINAL PHOTO FOR COMPETITION OR FRAMING

Your finished matted photo is now ready to enter into a competition or put in a frame.



MATERIALS-I: MATS AND BACKING BOARDS

- One mat, 16 inches by 20 inches on the outside edge. (The inside edge should be cut to slightly overlap the photo.)
 - For example: If the photo that is 11 x 14, the cut in the mat should be cut at least 10.75 inches by 13.75 inches. This allows the mat to overlap the photo a bit so that if it moves, the white edge does not show.
- One backing board, 16 by 20 inches on the outside edge.
- A printed photo. The photo can be either a standard size or a size that fits that photo. If it is not a standard size, you will have to have a mat cut to fit the photo. If it is standard, you can use a commercial precut mat.
- Scissors



MATERIALS-2: TAPE

- Self Adhesive Linen Hinging Tape by Lineco.
(archival or acid free) (available on Amazon)



- T.R.U. 7502 ATG (Adhesive Transfer Tape) Tape
1/2 inch wide. (archival or acid free)
(available on Amazon)

