<div align="center">

CPS Open Evening 10th September 2009

My Print Mat Window Mounting Technique
By Simon Cotter

</div>

INTRODUCTION

Firstly I'd like to say that this is only the method I use and although it avoids the use of nasty, messy spray adhesives it is NOT conservation standard mounting and is not designed to be re-used. It's certainly not the only mounting method and I'd advise you to check out Tom Seaton and John Royle's excellent handouts from their demo's on the Downloads section of the CPS website (***www.crewephotosoc.com***).

Although mat window mounting is more complicated than just flush mounting a print onto a backing board it helps to protect your prints from transit and packaging damage and if well done can enhance the overall presentation of your work. But if done badly it can detract from images and some judges have been known to knock marks off for poor mounting!

OPTIONS

1. Ready Made Mounts

   You can buy ready made mounts from a number of sources including at Dagfields Arts & Crafts Centre near Nantwich:

   1) Bailey Arts (www.baileyarts.co.uk) - £2.19 cut to size plus £0.60 for the backing board

   2) Alexander Paper Supplies (www.alexanderpapersupplies.co.uk) - £3.95 for a single 40 x 50cm mount (larger volume discounts available).

2. Do It Yourself

   Making your own window mat mounts means that you can choose the mount colour, style and size to exactly match your print and ultimately it works out cheaper (materials for 40 x 50 cm with backing board cost less me than £1.50). However it is time consuming and requires an initial outlay on equipment which can be quite expensive.

EQUIPMENT

This is the equipment I use:

- Mount Board
- Backing Board
- Ruler or Tape Measure
- Pencil
- Mount Cutter
- Double-sided Tape
- Masking Tape
- Pencil Rubber
- Scissors
- MatWorks! 1.2 software

Mount Board

Colour choice can either be specific to suit colours in the print or using one of the more standard colours, e.g. White, Off White, Cream, Grey, Charcoal or Black. Alexander Paper Supplies at Dagfields supply Colourmount board at £19.95 for 10+ 815 x 1125 mm sheets of standard cream core. They will cut to size and each sheet provides 2 x 40 x 50 cm mounts. Hobbycraft at Bridgemere also sell mount board thought they tend to be more expensive.

Backing Board

You can use mount board but this is a relatively expensive option and produces a thicker mounted print. Again Alexander Paper Supplies (*I should be on commission!*) supply 1000 micron Grey Board at £7.50 for 10 x A1 sheets each of which they will cut to size to produce 2 x 40 x 50 cm backing boards.

Mount Cutter

There are a number of different types available with Longridge and Logan being the best known. Individual cutters start at around £25, systems at £120.

MatWorks! 1.2 software

This is a great piece of FREE software that makes working out your mount guide a piece of cake. It's available to download at http://www.gt-photography.com/matworks.html

MY METHOD

1. Choose a suitable colour of pre-cut mount board and matching backing board or cut to size. Currently I've standardised on 40 x 50 cm for CPS and L&CPU print competitions.

2. Measure the width and height of the: mount board; backing board (e.g. 40 x 50 cm); print size (for A3 = 42.0 x 29.7 cm, A4 = 21.0 x 29.7 cm) and the actual printed image.

3. In MatWorks!

   3.1. Enter mount board width and height into "MAT SIZE 1" and "MAT SIZE 2" and choose "MAT LAYOUT" i.e. Landscape, Portrait or Square

   3.2. Enter Print width and height into "PRINT SIZE 1" and "PRINT SIZE 2" and choose "MAT LAYOUT".

   3.3. Enter image width and height into "IMAGE SIZE 1" and "IMAGE SIZE 2" and choose "MAT LAYOUT".

   3.4. Choose whether you want a Single or Double Mat in the "MAT STYLE" drop down menu and choose whether "Centre", "Bottom Weighted" or "Double Bottom Weighted". I tend to use Bottom Weighted for most prints, Centre for square prints and Double Bottom Weighted for letter box prints

   3.5. In the "MAT over OVER IMAGE" drop down menu choose how much of the mount you want to overlap your image, i.e. 1.0 will overlap the mount onto the image by 1 cm, 0 cm will make the mount window the same size as the image and -0.5 cm will leave 0.5 cm of the print
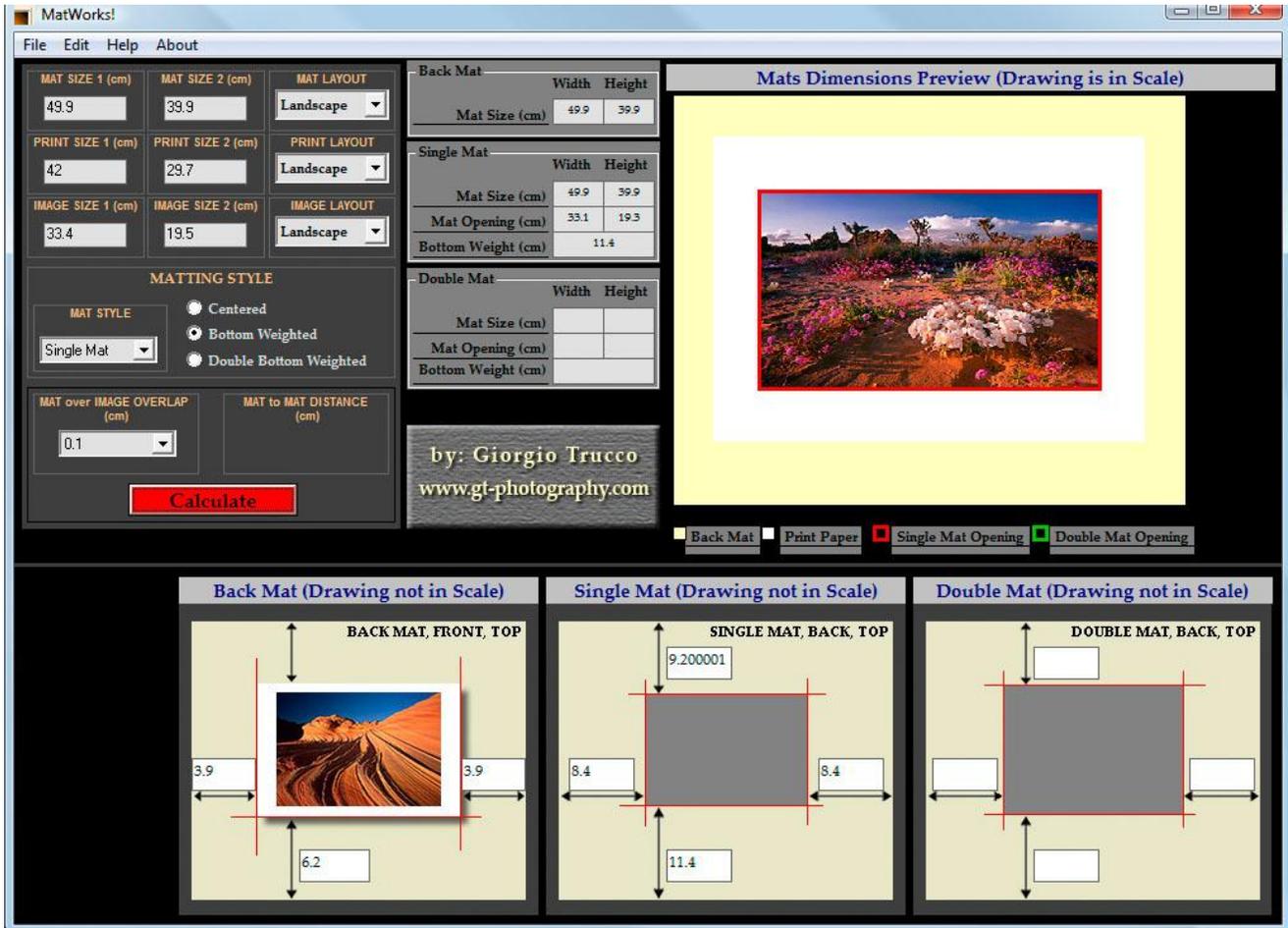
paper surrounding the image. When I want to have the mount's bevelled edge flush with the edge of the image instead of using a setting of 0 cm, I use an overlap setting of 0.1 cm to allow a little margin for error.

3.6. Click on "Calculate".

4. Draw straight pencil lines parallel to the edges on the side of the backing board that the print will be stuck onto using the side and bottom dimensions shown in the Matworks! Back Mat window and on the back of the mount board using the side, top and bottom edges using the dimensions in the Single Mat window (and Double Mat if you're doing this). I draw a small arrow at the top edge of both the mount board and backing board so I know which way is up. Before cutting I check that these guides are correct by putting the print on them.

5. Use the bevelled mat cutter to cut the mat window in the mount board using the pencil guide lines. Be careful to ensure that you keep the bevels the same (I cut each edge in rotation) and that you don't over cut the edges (the Longridge cutters have adjustable edge stops). Always use a sharp blade, they don't last very long and they're cheap enough to buy (50 for about £10).

6. With the pencil marked faces upwards, position the top edge of the mount board flush with the top edge of the backing board and tape them together using masking tape to create a hinge.

7. Position the print on the pencil guides on the backboard and close the mat mount window and reposition until the print is sitting where you want behind the mat window. Use masking tape to tape the top edge of the print to the backing board (I check the position first by using a couple of small strips of tape to lightly stick the print down in each top corner). This allows the print to hang within the mount and helps to prevent rippling (cockling) that can occur if you tape all four edges.

8. Apply double-sided tape to the edges and bottom of the backing board and then close the mat window mount and press the edges down to seal the frame.

9. If necessary trim off any tape or backing board overlay that shows on the front of the mount. I find that with cream or white mounts that any small marks on the mount can be removed using a pencil eraser or sharp blade. If required put your details on the back of the print as per the competition rules.

JOB DONE!

Simon Cotter

September 2009