

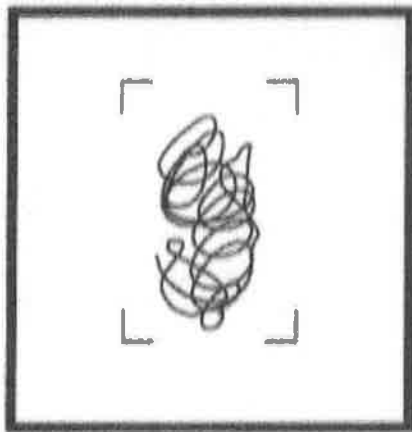
Matting Artwork Guidelines

Materials needed:

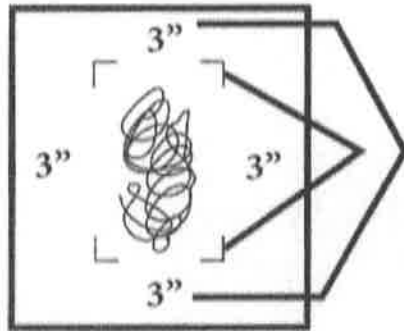
1. Black mat board
2. Corrugated cardboard (unbent) or foam board- large enough to provide a backing for the mat
3. Acetate- large enough to cover the mat plus 1 ½ inches on each side, thickness of acetate should be around 0.002.
4. 1 roll of monofilament tape (clear packing tape)
5. Medium weight cotton string

Instructions for matting the artwork:

1. Decide and measure the image size. Leave ¼ inch space around image for attaching to mat or some cropping of the space around the image may be needed.

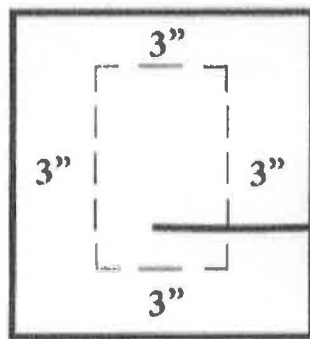


2. There needs to be a 3 inch mat on artwork. All four sides of the mat must be 3 inches. To measure for the mat: Add the total width of the mat to both the length and width of the work. This is the overall measurement.



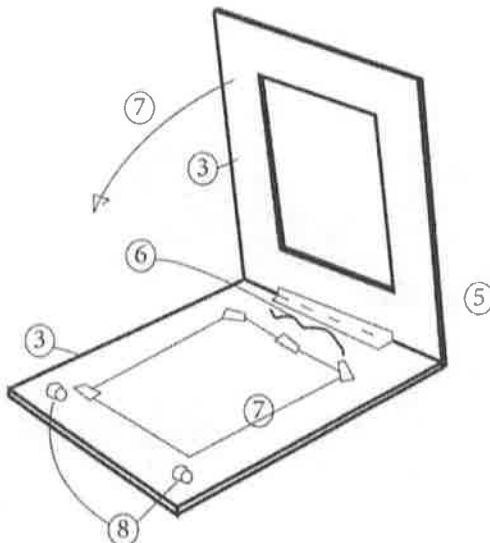
Add both sides of the mat to the image size for the overall measurement.

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.



Cut opening in center of mat.

5. Tape the top of the mat and the cardboard together with monofilament tape to form a hinge as shown below:



6. Measure down about 2 ½ inches from top of corrugated cardboard-center a string loop for hanging. Be sure the string does not show above the mat when it's pulled tight. Use cotton string strong enough to hold the weight of the work. Distance between holes- 5 inches. The string should go through the cardboard.
7. Close the mat and center the artwork in the window. Tape across the top and bottom corners. Secure tape.
8. You may choose to place the acetate on before or after step 6.
9. Place the label on the lower right hand back corner.