

## Matting and Framing Prints

The full mat board has to be divided into quarters before you begin. You cut the mat board with the vertical mat cutter.

### Simple Matting Method

#### Dimensions to be used as an example

Mat Board 505 x 410

Print 460 x 305

Image 450 x 295 (ie the print has 5mm border on all sides)

Then:

Mat board cut-out 440 x 285 (ie assumes 5mm of mat board covering all sides of image)



If your print is smaller, you will have to substitute those dimensions in the calculations below.  
If your image size is different from the above, again you will have to substitute your values.

#### Distance of cut-out from **Short Edges**

Step 1  $505 - 440 = 65$  {length of Board minus length of cut-out}

Step 2  $65 / 2 = 32.5$  {you need same amount on both ends that adds up to 65}

So **short edge distance** is measured as 32.5 from each end.

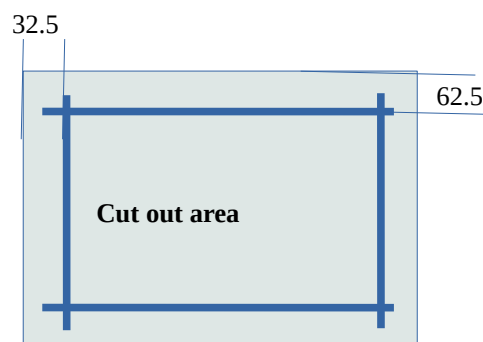
#### Distance of cut-out from **Long Edges**

Step 1  $410 - 285 = 125$  {width of Board minus width of cut-out}

Step 2  $125 / 2 = 62.5$  {you need same amount on both sides that adds up to 125}

So **long edge distance** is measured as 62.5 from each side

Now draw in the cut-out frame using these dimensions.  
(All marking is done on the **rear of the board**.)



## Cutting the cut out

**For these operations you use the angled mat cutter.**

Choose one of the lines that 'frame' the picture.

Eg the left hand width line.

Line up the bottom (the width dimension) of the board on the horizontal guide on the cutting machine.

1. Make first cut
  - Line up the left hand width 'frame' line under the cutting guide.
  - Place the matt cutter in the groove
  - Line up the edge of the blade about 2mm below the bottom height 'frame' line  
(This gives you the room needed for the bevel)
  - Place your non-favoured hand on the board and press down firmly to stop the board moving
  - Place strong pressure at about 45° to the horizontal on the cutter and begin to push forward – you should feel the blade biting into the cardboard
  - Maintain that pressure until your cut is about 2mm past the top height 'frame' line.
2. Rotate the board *anti-clockwise*  
**(It is important that you rotate in the same direction to do each cut)**  
Repeat the process used in 1 for this cut.
3. Rotate the board *anti-clockwise* and repeat cutting process  
At this point the cut-out should begin to come away from the frame. Be careful as you rotate and align the board.
4. Rotate the board *anti-clockwise* and repeat cutting process  
Again the cut-out will try to fall out of the frame while setting it up. Be careful.
5. The cut-out should now fall out of the frame.

## Matting the print

**(This description is for a portrait orientation for the framed print. Simple go to the appropriate edge for landscape.)**

Place the print face down on the bench

Cut a piece of Masking Tape about 7cm long

Place the piece of tape along the top in the centre of the back of the print with half the tape on the print and half the sticky side to be stuck on the matt board

Cut another piece and place across one top corner of the back of the print

Cut a further piece of tape and put it across the other top corner of the back of the print

Turn the print over

Line up the matt board, face up, with the print and firmly press on the areas where the exposed tape should be

Gently lift the matt to see whether the tape has held. Repeat if it has not held.

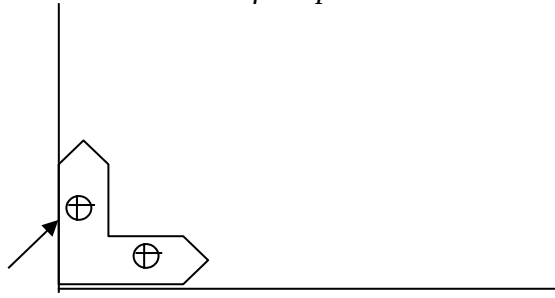
## Framing the print

Take a frame of the same orientation as the print – portrait or landscape

Clean the front glass with Windex or equivalent

Place the frame face down on the bench

Unscrew the screw in the vertical arm of one of the bottom angle pieces. – *what is the bottom depends on the orientation of the print.*



Unscrew the vertical screw on the other bottom angle piece  
Pull the bottom edge of the frame away from the rest of the frame  
Slide out the backing board  
Check the glass for mark and clean if necessary  
Pick up the matted print and turn it face down  
Slide the print into the frame  
Re-insert the backing board  
Slide the angle arms of bottom piece of the frame back into the vertical arms of the frame  
Insert and tighten the screws