

**Supplies**

Mats (<http://www.mattesandmore.com/>)  
 3/16" foam core backing (same)  
 mat cutter; blades [Logan #450; 40" max]  
 2 paper weights (mole skin on bottom)  
 sharp pencil  
 old blade

emery board  
 linen hinging tape  
 archival photo corners (if you use that method)  
 Scotch archival double-face tape

**Calculate**

**Example** (calculate manually or use auto-calculating spreadsheet):

		Short edge	Long edge
①	print size	11.250	16.250
②	hole size ( $\approx 1/4"$ less)	11.000	16.000
③	mat size	16.000	20.000
④	hole size	-11.000	-16.000
⑤	total border allowed	5.000	4.000
⑥	each border	2.500	2.000

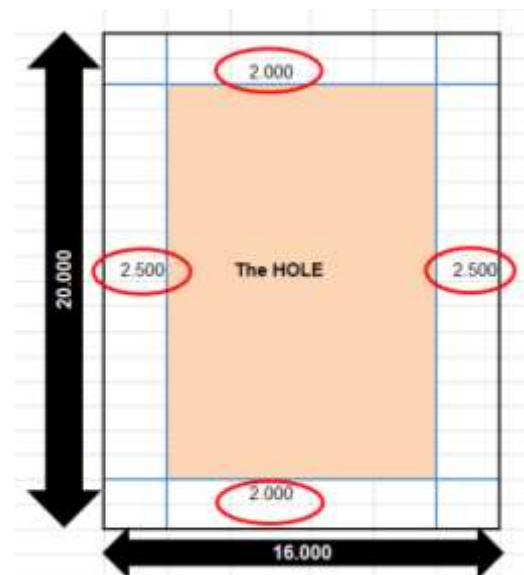
*may be estimate not calculation*

① Decide if you want to do a special-dimension crop or whether you want to crop the photo to a standard size. Print the image and measure the photo. This is your print size.

② Subtract  $1/4"$  from the length and width measurement. This will make the mat hole size smaller than the photo and give you  $1/8"$  of *play* at the edges.

③ Choose your **mat size**. Choose a size that will give you a proportional border (e.g. 2" border on 11" x 14" mat).

⑤-⑥ Calculate the total border allowed and the border for each side.



Make a sketch and check your math. **MEASURE TWICE, CUT ONCE!!!!**

**Prepare and cut**

(these are my directions for Logan #450 cutter)

1. Mark the back of the mat board with the numerical border dimensions (see red circles on diagram).
2. Adjust the mat cutter to the long side border width. With a sharp pencil, lightly draw the border lines on the long side of the mat, from mat edge to mat edge. Repeat on other long side.

3. Adjust the mat cutter to the short side border width. With a sharp pencil, lightly draw the short side border lines on the back of the mat. Repeat. You should see 4 intersecting lines (see blue lines on page1).

NOTE: If the borders are equal (e.g., 2" margin all around), adjust the mat cutter only once and draw all four lines.

4. Cover the cutting area with a scrap piece of mat board (called slip sheet). Put the mat board you want to cut on top of this.
5. Place blade cutter on the mat cutter track. Align the blade cutter indicator line even with the first pencil line.
6. Push the anti-crawl pin located on the blade cutter into the mat to avoid slippage.
7. Push the blade into the mat and steadily PULL cutter toward you, stopping when the blade cutter line aligns with the intersecting corner lines. You should use even pressure as you pull. Lift blade and remove blade cutter.
8. Cut the other side that has the same width border (steps 5-7).
9. If the other 2 sides are different widths, readjust the border width on the mat cutter and repeat steps 5-7 for the last 2 cuts.
10. If the hole does not drop out, gently cut at the corner angle with a loose blade.

### Making hinged frame

1. With the mat wrong side up, line up the mat with the long edge of the foam core. Use strips of old matting to make the surfaces even.
2. Cut about 6" of hinging tape and lightly press over the mat/core seam.
3. Close the hinge and square up the mat and foam. Press on the hinge tape area.
4. Put the photo in between the mat and foam core. Close the hinge and visually adjust. Place paper weights on the diagonal corners of the photo.
5. Open and check the distance from the photo edge to the foam core edge. Adjust if necessary. Close and re-inspect. Make any last minute tweaks and re-position the weights.
6. Secure the photo to the foamcore
  - a. Open and apply photo corners on the foam core, placing them under one set of diagonal corners, then the next. **OR**
  - b. Place hinging tape, sticky side up, on the outer top edge of the photo. Place another piece of hinging tape, sticky side down, to make a "T" and attach photo onto the foamcore.
7. Close at the hinge, square the mat and foam core and make sure you are happy (no white edges of the image are peaking).
8. Open again and run double-face tape on the 3 sides of the mat without the hinge.
9. Close, square up, and press to make sure the sticky foam core surface is sticking to the wrong side of the mat board. Step back and admire your work!