Matting Instructions

1. Select the piece you would like to mat and find its dimensions. Example: 11x14”
2. Select a mat board you would like to use.
	1. Try to use a smaller piece of mat board roughly the size that you want your mat to be. As an estimate, add 6” to both sides. Example: 17x20”
	2. If you need to use a big piece, take measurements from the corner (not the center)
3. Place mat board upside down on table. Place your piece on top of the board right side up.
4. Using your ruler, find the measurements of your mat.
	1. Measure from ¼” from **inside** the edges of your content (not the edge of the paper/surface)
	2. Measure 3” to the edge of the board
5. Holding your piece in place, make marks ¼” from **inside** of the edges of your content on the other side of your piece. This will give you the exact dimension of one side of the piece (the width).
6. Repeat Step 5 for the other dimension of the mat (the height).
7. Using a straightedge blade on a mat cutter (for smaller pieces) or box cutter (for bigger pieces), cut out the edges of your mat board.
8. Connect the ¼” marks, making sure that you have a 3” border on each side of the mat
9. Using the beveled mat cutter, make cuts on the inside of your mat board, on the edges of your window. End cuts slightly after the corners.

When you do this, pay close attention to what angle of the beveled blade. Remember:

\ / for the front of the mat, / \ for the back of the mat

1. Take out the window in the center.
2. Carefully use an X-Acto knife to clean each corner.
3. Attach your piece to your mat board.
	1. Place a small piece of tape on each edge of your piece with the sticky side facing up. Place the piece face up on the table.
	2. Carefully lower your mat board onto your piece, making sure it’s centered
	3. Press down firmly
	4. Secure the piece to the mat by taping down all edges entirely with acid-free tape.
	5. Another option: You may do this with two people: The artist holds the mat up, another person places the piece in back of the mat until it’s centered, then tape