

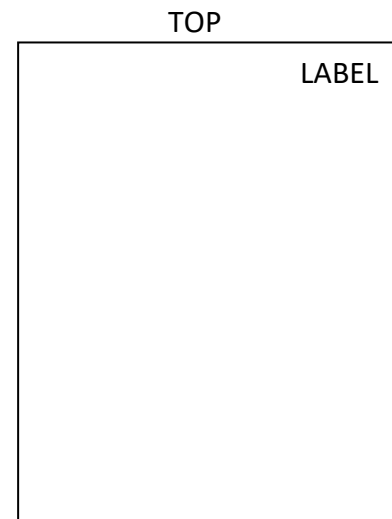
Procedures for mounting prints and backing boards

The first thing to remember is not to attach all sides of a print to the mat. Changes in temperature and humidity will cause the print and mat to expand or contract at different rates and the print could buckle or fold.

1. Attach the print to the back side of the mat.
 - a. Attach it to only one side of the mat cut-out, the top or hanging side. This is the long cut-out side in landscape mode and the short side in portrait mode.
 - b. Initially use two 1" pieces of masking tape to attach ("tack") the print to the mat then check from the front to see that the print is level and properly positioned within the cut-out of the mat.
 - c. When you're satisfied that the print is properly positioned, then apply a strip of masking tape to the full length of the "tacked" side of the mat over the 1" strips, extending it an inch or so beyond the width (length) of the print. The print should now be hanging from the mat from only one side (i.e. from the top edge of the print).
2. To attach the backing board use either double sided tape or regular masking tape at each corner and press the backing board onto the back of the mat over the print. You can use regular masking tape by making four small "circles" of tape, sticky side out, and pressing a side of each circle onto the mat in the four corners. Carefully overlay the backing board onto the mat and press firmly in each corner. This will secure the backing board sufficiently to transport and/or place in a frame.
3. Labelling
 - a. For a club print evaluation the content of your label should be:

01 (Level number)
Image Title
Member's Name
 - b. For external competitions the content of the label will be as instructed for the specific competition.
 - c. Label position:

In all cases the label must be in the top right corner of the back of the image. With the mounted image oriented correctly place it in front of you and label it in the top right corner:



The label may be written or printed on a separate piece of paper and attached to the back of the mounted print, or you may write directly on the backing board.

If writing, use a dark felt pen (black or blue) and avoid using pencil or ball-point pens. The label must be clear and easy to read.