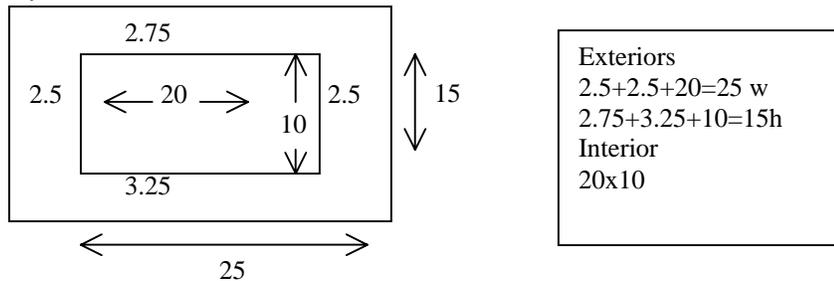


## NOTES ON FRAMING PRODUCTION

### BEFORE GOING TO STORE:

#### Measure:

- subtract from image size at least extra 1/4" for margin to easily hide messy edges (if image is 10 x 12 window will be 9.5 by 11.5 w/extra 1/4" on each side)
- outside mat dimensions are exposed image size (after 1/4 margin) plus mat size (approx 2.5" good for sides, 3 good for top/bottom, making bottom 1/4 deeper than top)
- measure image size then add enough mat to make even frame sizes (inch increments)
- draw detailed picture for each piece to be framed including name of picture, measurements of exterior (mat, foam core and plexi outside dimensions), image size (mat window) and mat border on all 4 sides
- draw up how to best cut mat exterior dimensions to avoid wasted mat board



### PURCHASE MATERIALS

(bring drawings and detailed list above)

- Art Store will take phone order with faxed credit card form and will have everything cut in advance
- Mat board = Museum Board White (do not order "warm white"--the archival mat is already warm enough) or Strathmore White Archival Mat. 4 ply 32x40 (\$12.24 ea) at Art Store (they will cut first for free, additional for \$.50/cut.
- Foam core - no need to get archival. 3/16" 32x40 (\$3.48 ea) at Art Store.
- Tap Plastic will take phone order with credit card. Use P-99 Non-Glare Plexiglass 3/32" inch (\$3.35 square foot) at Tap plastic. Measure before you leave store to make sure all cut right.

## CUTTING

### Exteriors:

- Cut all exteriors first, if necessary.
- Exteriors don't use the Mat Guide Holder-downer ruler thingee or the backing sheet.
- Use the Straight Cutter, hooking the nylon guides onto the guide rail past the end of the board to cut and pull towards you. Change blade depth to shorter for mat board vs. longer for foam board (see directions!). Use square stop at the desired length.

### Mat windows

- If some sides have the same measurement do those last so you can then go directly to cutting without changing guide.
- Put mat board in bad side up. Mark each cut with a pencil, and write TOP, BOTTOM, SIDE w/each measurement in appropriate space to help when matting art work. Also write painting name at top for easy matching.
- Change blades between each mat, first switching to opposite side of blade then new one.

## MOUNTING MAT AND ARTWORK

- Get organized, put or throw away scraps and unneeded tools after cutting. Stack paintings and have list and detailed drawings in front of you.
- 1) Place painting on foam core board and place top of mat above and touching top of artwork. Put a piece of mat board under mat to raise it as high as foam core.
- 2) Using two pieces of archival gummed linen hinging tape, attach the inside of the mat to the inside of the foam board.
- 3) Line up art under mat in good position on foam core, adjusting until it is properly covered by mat. Use the bevel-cutter as a weight on top of artwork to hold it in place. Slightly lift top of art and slide two pieces of wet hinging tape sticky side up, with half sticking out above art work and the other half sticking to back of painting.
- 4) Tape across each previous tape and onto foam core, to hinge painting to foam core. Not necessary to overlap mat to foam core hinge--it just looks like it in this illustration. Fold mat down and you're done with matting



## FRAME KIT

- Open both packages of a Nelson framekit and empty both parts boxes into a bowl. Assemble three sides of the frame. Stack with the fourth side and the bowl of parts.
- Repeat for each artwork until all frames are 3/4 assembled.

## PLEXIGLASS

- Clear off table and wipe it to make sure it's clean, especially if using plain rather than non-glare plexi (non-glare has paper covering; plain has plastic covering with so much static cling that every piece of dust sticks to it). Use air spray to get rid of clinging particles.
- Lay the non-glare plexi with the paper-covered non-glare side down (side with label). Peel off paper covering on plain side.
- Spray with Kleenmaster Brilliantize (\$3.95 at Tap Plastic) and rub with very soft cloth until slippery and smooth.
- Put matted artwork on table and lay cleaned side of plexi on top of art. With the plexi resting on matted art, peel off cover from non-glare side. Spray lightly and wipe.
- Slide foam core, matted art and plexi into Nelson frame kit. Attach last side, bumper pads in bottom corners and slide enough pressure clips between frame and foam core to hold everything firmly.
- Clip in wire hanging holders. Insert wire, twist ends and wrap in art tape to avoid scratching wall.