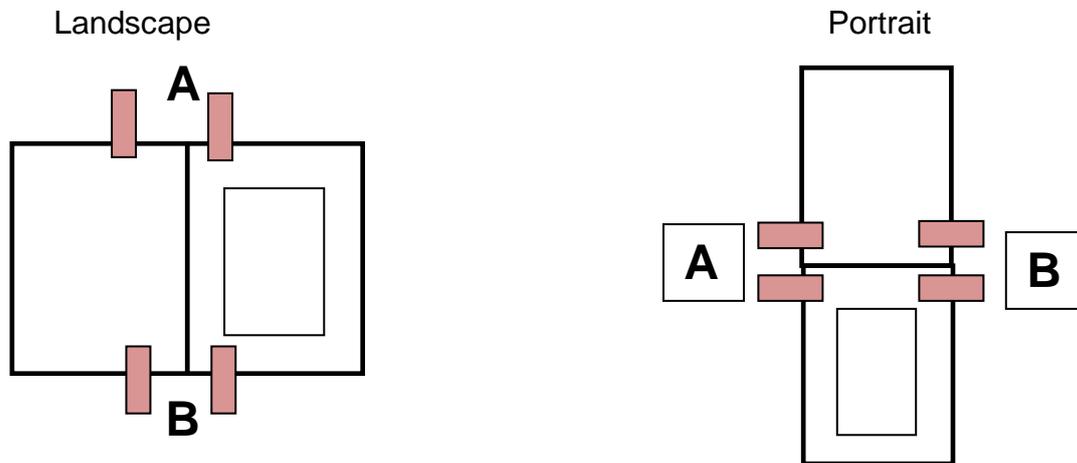


## Putting a Picture in a Mount

- 1 Take mount and backing board and square up. Lightly draw inside mount aperture with a pencil to provide a centring frame for the image when you later insert it.
- 2 Using 4 small pieces of masking tape, tape boards to table to match up exactly. These small pieces can be reused for other mounts you are preparing in the session.



- 3 Measure out a long piece of tape to go from A to B (stick one end to the table while you tear/cut it from the roll to prevent it getting tangled.) Stick from A to B centring tape on the join.
- 4 Remove the 4 "holding" pieces towards the outer edge (to prevent it sticking and tearing the paper on the boards).
- 5 Use a razor blade to tidy end A and B.
- 6 Close frame and check edge is smooth. You now have a "hinge" at the top of the mount.
- 7 Open frame and insert image, Line up using the lightly pencilled outline as a guide. Close mount to ensure it fits and is central. You will need to have enough at the top of the image to be able to stick it down without the tape showing. Images which are very tightly cropped can present a problem. Use a ruler to butt up to the top edge and open to see how much room you have for a tape to go along the top edge.



If necessary, use something clean and heavy to weigh down the image to prevent it slipping.

Note: frames and borders on an image can make it harder to adjust/centre so avoid if possible.

- 8 Measure and tear a piece of tape to hold the top of picture to backing board (cut/tear as in 3 above to avoid getting it tangled.) Place on lightly and check by closing aperture mount that it can't be seen through the hole. Then press firmly. Tidy up edges with a razor if necessary.
- 9 When you close the mount, the other three sides of the image should be contained by the mount. You don't stick these down as this can mean that the image might buckle. However, you create a "belt" and "braces" as in the instructions below to ensure that the backing board and the aperture mount do not part company when being transported or exhibited.
- 10 Open the mount. Create three loops of tape and place near to the edge of the image but not touching it (see side view). This sticks the backing board to the aperture board but lets the image "hang loose!"



Side view of loop - flattened when the mount is closed.



- 11 Close and press together carefully.

Joe Sipos/Sue Fifer 2018