Mounting Prints in Hinged Mats

Ray Shorter

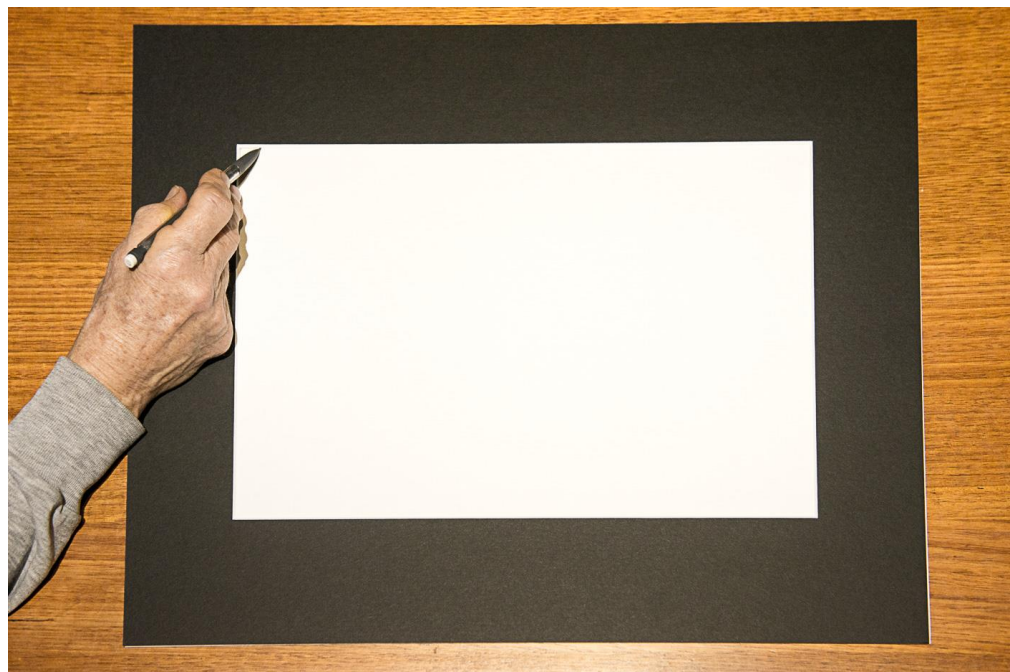Here is how I mount my prints in the hinged mats, so the mats are easily re-useable over and over.

Materials:
- Hinged mat
- General Purpose Clear (sticky) tape … acid free, solvent free, eg 18mm width
- Double Sided (sticky) tape … acid free, solvent free, eg 12mm width

I find the sticky tapes available in most art supply stores, eg The Art Shed in West End.
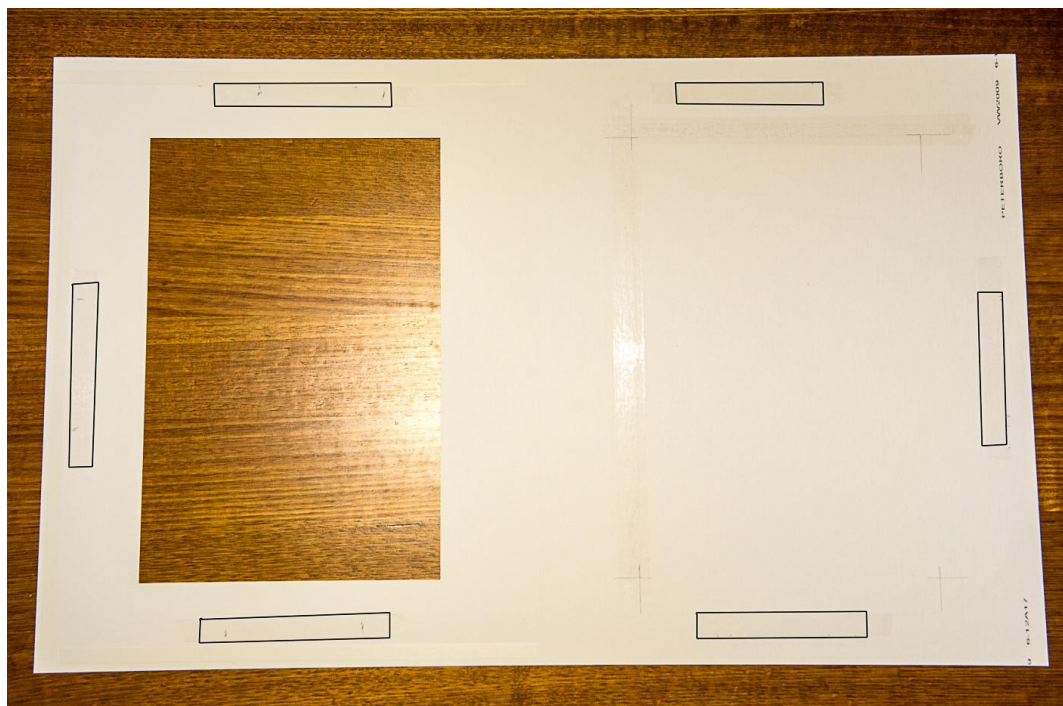
Methods:

1. On the inside of the front board of the mats as supplied, there is tape on three sides. Don't use this tape (leave it as is); rather, apply your own tapes as detailed below.

2. With the mat closed and empty, mark out the corners of the cut-out on the back board with pencil.
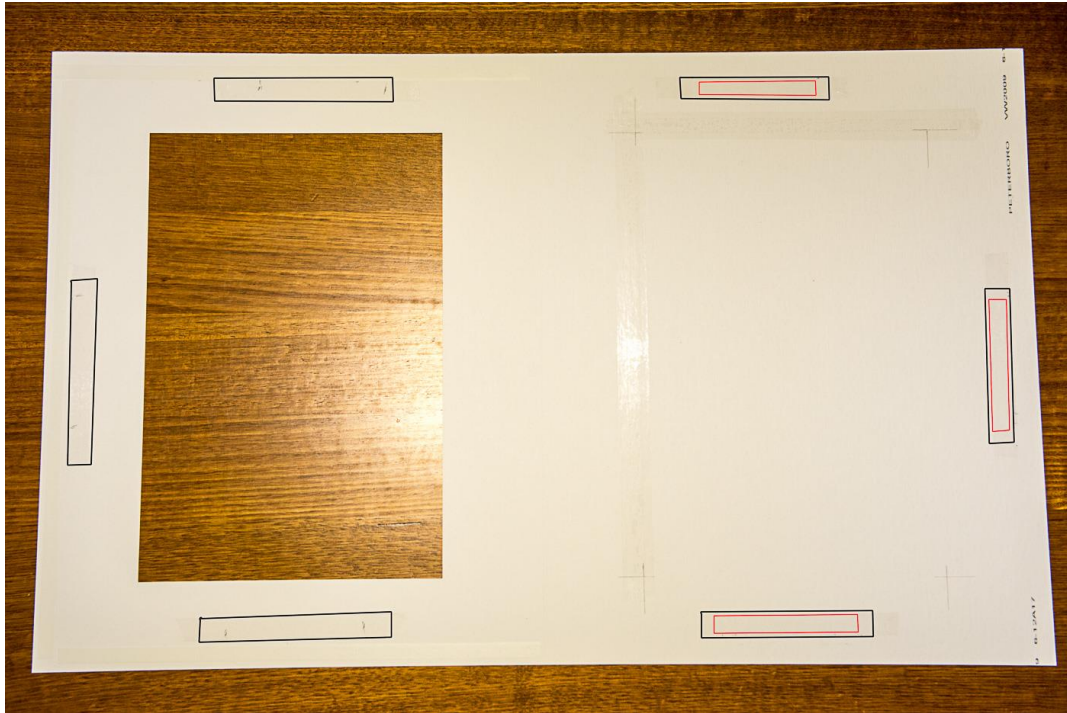
3. For all four corners, extend the lines of the corners of the cut-out on the backboard to provide guides when affixing the print later on.
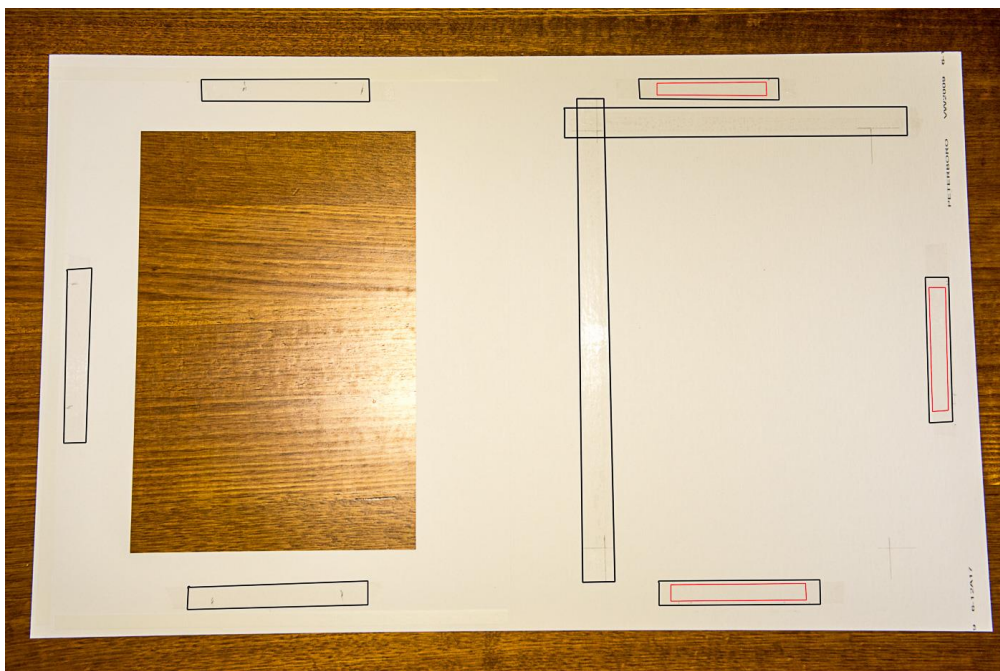

4. We will place the General Purpose Clear tape at various places inside the mat and on the back of the print, so that with the Double Sided tape fixed to it, it is easy to either open the mat or remove the print without tearing the cardboard of the mat or the back of the print:

5. Place short sections of the Clear tape along the bottom and on the two sides of the inside of the back board, and at corresponding positions on the inside of the front board.
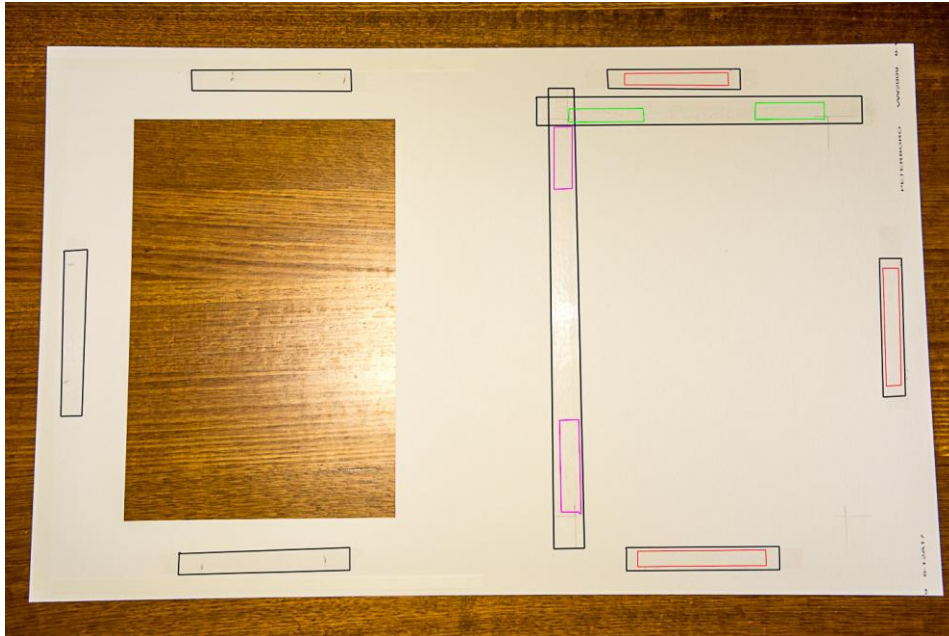
6. Place short sections of the Double Sided tape on the Clear tape on the three edges of the back board (shown in red).

7. Using the corner marks corresponding to the cut-out as guides, place strips of the Clear tape on the back board along the long edge closest to the hinge and one short edge corresponding to the cut-out.

8. Put short sections of the Double Sided tape on the Clear tape at either end corresponding to the cut-out … on the short edge if you want to mount the print in portrait orientation (as shown here in green) **_or_** on the long edge if you want to mount the print in landscape orientation (shown in purple).

9. Put short pieces of Clear tape on the back of the print at either end of the top long edge (shown here for landscape orientation) or top short edge (for portrait orientation).

10. Using the corner pencil marks as guides, fix the print to the Double Sided tape on the backboard so that the edges of the print extend just beyond the cut-out when the hinged mat is closed (shown here for landscape orientation).

11. Close the hinged mat and press firmly over the positions of the Double Sided tape around the edges of the mat to ensure the mat stays closed.

JOB DONE.

Later, prise open the mat and remove the print. You may be able to re-use the existing Double Sided tape on the mat; although often, I will rub it off the Clear tape and apply fresh Double Sided tape for the next use of the mat.