

(ALTO'S MATMAKERS: THE BASICS) AN INTRODUCTION TO MATT CUTTING.

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**NAME** \_\_\_\_\_

**PERIOD** \_\_\_\_\_

**VIDEO: ALTO'S MAT MAKERS**

1. WHAT IS THE MAIN REASONS FOR HAVING A MAT?  
A  
B
2. WHAT IS THE BASIC BIG SIZE FOR MAT BOARD?
3. WHEN CHOOSING A MAT COLOR, WHAT IS THE BEST RULE?

**STRAIGHT MATS**

4. BASIC MATS WITH A 2 INCH BORDER  
  
HOW DO YOU DRAW THE LINES FOR A CUT?  
  
WHAT OTHER TIPS:  
  
WHAT NEEDS TO BE UNDER THE MAT WHEN YOU CUT?  
  
WHY DO YOU USE A BEVELED (ANGLED CUT)?
5. WHEN WOULD YOU USE A STRAIGHT CUT?
6. WHEN DOING CUSTOM MATS, HOW CLOSE (INCHES) SHOULD YOU MARK THE BORDER?
7. WHAT MATERIALS DO YOU NEED FOR BACKING BOARD?
8. EXPLAIN HOW TO BACK YOUR PICTURE

9. IF YOU DO NOT HAVE THE SELF-ADHESIVE CORNERS, WHAT CAN YOU USE INSTEAD? MAKE SOME NOTES SO YOU CAN REMEMBER.
  
10. WHY DO YOU ONLY TAPE THE TOP OF THE PICTURE?
  
11. NARROW BORDERS: EXPLAIN HOW TO.
  
12. WHY DO YOU NEED AN END STOP FOR NARROW BORDERS?
  
13. DOUBLE MATS: EXPLAIN

# FACS Summer Conference

**From:** Nancy Lunak

**Date:** 7/17/2009

**Re:** Mat Cutter and Matting Basics class

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## Supply list for Matting Class

Thank you for enrolling in my class. It is a 2 hour blocked class.

The class will give the basics of how to use a Mat board Cutter, along with actually cutting your own 8 x 10 inch double mat for a 5 x 7 inch picture. I will also have on hand all the information regarding purchasing mat cutters.

I will provide most of the materials, but you will need to bring:

- A: 5 x 7 inch picture (it can be a photo, greeting card, your school picture, etc.)
- B: If you plan to frame it, you will need to bring an 8 x 10 frame to test the fit. The most common problem with matting is that they will not fit in your frame. The frame can run a little small, they warp, or they did not cut the inside straight.
- C: I will have on hand, mat board with neutral colors to choose from. (white, black, tans) If you have a specific color you want, think about purchasing a scrap from Mac's or Roberts. It needs to be 8 x 10 or larger.

It really is very easy and can save you tons of money, because the professional's charge so much. Learning to mat can enhance your class presentation and the students love to learn how.

If you need more information or have questions, feel free to call

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THANK YOU

# SINGLE MAT (5X7 OR 8X10)

FIGURE YOUR MEASUREMENTS BEFORE YOU EVEN START TO THINK ABOUT CUTTING!!!

1. FIND TWO PIECES OF MAT BOARD. ONE FOR THE FRONT (MAKE SURE IT IS CLEAN) AND ONE FOR THE BACK, (TRASH OR DIRTY)
2. PLACE THE RIGHT SIDE DOWN. USING THE MEASURING ARM, MARK THE BOARDS AT 5X7 OR 8X10 WITH A PENCIL. TRY TO FIND A MANUFACTURE'S CUT TO BUTT UP AGAINST THE ARM. THIS WILL HELP TO INSURE THAT THE OUTSIDE CUT IS SQUARE.
3. BEFORE CUTTING WIPE DOWN MACHINE, AND CHECK THE RAZORS FOR SHARPNESS AND TIGHTNESS.
4. ONE AT A TIME CUT BOTH BOARDS (FRONT AND BACK) TO YOUR OUTSIDE DEMENSIONS USING THE STRAIGHT CUT SIDE.

COLOR/RIGHT SIDE DOWN. **KEEP YOUR FINGERS UP!**

5. IF YOU ARE USING A FRAME, CHECK TO MAKE SURE THE MATS FIT INTO YOUR FRAME.
6. SET ASIDE YOUR MATT FOR THE BACKING.
7. SET THE BEVEL GUIDE, (LOOSEN BLACK SCREWS AND PUSH TILL THEY POP) TO THE MEASUREMENT YOU HAVE DETERMEND FOR THE BORDERS. (MOST STANDARD SIZES ARE 2")
8. MARK THE LINES WITH PENCIL, MAKING SURE THAT YOU PASS THE POINT OF INTERSECTION BY AT LEAST 1".
9. DOUBLE CHECK THE BLADE OF THE STRAIGHT SIDE CUTTER, TO MAKE SURE THAT IT IS IN THE UPRIGHT POSITION. OTHERWISE, YOU WILL SLICE THROUGH YOUR MAT AS YOU ARE TRYING TO MAKE THE BEVELED CENTER HOLE CUT.
10. START CUTTING THE WINDOW, ALWAYS WITH THE BOTTOM CUT FIRST, AND THEN ROTATE  $\frac{1}{2}$  TO CUT THE TOP. RESET THE BEVEL GUIDE TO THE SIDE MEASUREMENT, THEN CUT THE SIDES. IF ALL SIDES ARE THE SAME MEASUREMENT, THEN YOU CAN JUST ROTATE  $\frac{1}{4}$  ALL THE WAY AROUND WITHOUT RESETTING THE BEVEL GUIDE.
11. THE GREEN DOT IS EDGE IS LINED UP WITH THE START (LEFT SIDE). ROTATE THE BEVEL BLADE ALL THE WAY DOWN BEFORE PUSHING. THEN PUSH IT ALL THE WAY TO THE RED DOT EDGE. HOLD ON TIGHT TO THE MATT.
12. HINT: USE A PIECE OF TRASH BOARD AS A BUFFER UNDER THE MAT AS YOU CUT YOUR BEVEL CUT. IT HELPS THE RAZOR SLICE, NOT TEAR.

# DOUBLE MAT

1. DOULBE MATS ARE THE SAME EXCEPT YOU USE THREE PIECES OF MAT BOARD.
2. CUT ALL MATS THE SAME OUTSIDE CUT MEASUREMENTS.
3. DETERMINE WHICH MAT COLOR YOU WANT TO USE AS THE INSIDE BORDER. THIS WILL BE THE COLOR/MAT THAT IS ACTUALLY TOUCHING THE PICTURE.
4. YOU CUT THE INSIDE/UNDERNEATH MAT FIRST, JUST THE SAME AS YOU WOULD FOR A SINGLE MAT PICTURE.
5. THE TOP MAT: ADJUST YOUR BEVEL GUIDE TO  $\frac{1}{4}$  INCH LESS. EXAMPLE: IF YOU HAVE 2" BORDERS ON FIRST/INSIDE/UNDERNEATH MAT, THEN YOU WILL SET THE BEVAL GUIDE TO  $1 \frac{3}{4}$ ". THIS WILL GIVE YOU THE DESIZERED  $\frac{1}{4}$ " BORDER.
6. IF YOU HAVE AN ODD SIZE MAT, KEEP TRACK OF YOUR FIRST BORDER MEASUREMENTS.

# TIPS

7. ALWAYS USE A PENCIL AND SHARPEN OFTEN.
8. WASH YOUR HANDS AND THE CUTTER OFTEN. ESPECIALLY IF YOU HAVE A LIGHTER COLORED BOARD.
9. IF YOU ARE HAVING A HARD TIME TRYING TO SLICE WITH THE STRAIGHT EDGE, CHANGE BLADES.
10. BEFORE USING AN EXPENSIVE BOARD, PRACTICE ON SCRAPS.
11. IF YOU USE AN ODD TEXTURED BOARD, PRACTICE. THE THICKNESS OF THE BOARD IS DIFFERENT SOME TIMES.
12. DON'T SPEND THE FULL PRICE ON FRAMES. USE OLD ONES, GARAGE SALES, HEAVILY DISCOUNTED UGLY PICTURES AT ROSS, ETC.