

Matting Worksheet

Name _____

Step One: Measure Your Artwork – Measure your image using inches, make sure not to include the white of your paper. Then record the dimensions:

H _____ **x** **W** _____

Step Two: Find the Window Dimensions - Subtract a $\frac{1}{2}$ " from the measurements in step one. This will give you the window (inside) dimensions:

H _____ x W _____
- 1/2" - 1/2"

Step Three: Find the Outside Edge Dimensions – For the standard 2" mat, you will need to add 4" to the dimensions from step two:

$$\text{H} \xrightarrow{+ 4''} x \text{ W} \xrightarrow{+ 4''}$$

Step Four: Find A Piece of Matboard – Now you will need to look for a piece of matboard that perfectly fits your artwork. Make sure to find a piece that is just slightly larger than your artwork if possible. Then, on the back or white side of the matboard, pencil in the outside edge dimensions. You will first need to identify the best corner to work from on a grid.

Step Five: Cut Out the Outside Edge - Using a utility knife and a cutting rail, carefully cut out the outside edge dimensions. You may want to find a partner to help you hold the cutting rail in place, be exact!

Step Six: Pencil In the Window Dimensions - Move to the mat cutter and make sure that it is set exactly on 2". Slide your mat, white side up, into the mat cutter and pencil in the window dimensions. Then double check to make sure that all four corners of your artwork lay within the four corners that you have just penciled in.

Step Seven: Cut Out the Window Dimensions – Use the mat cutter and the angled cutting tool to cut out the window dimension. Make sure to line up the white mark on the angled cutting tool with the window dimensions exactly. Do not over cut your corners! Repeat this for all four edges.

Step Eight: Tape the Artwork into the Mat – Place your artwork right side up on a table and place two small pieces of tape on opposite corners, sticky side up. Eye your finished mat in place and then place the mat on the artwork using the tape to hold it in place. Once the artwork is in place, make sure to tape all four corners diagonally and all four edges completely.