Mounting Prints

This technique is for mounting prints in a mount board card mount.

Please note that because this technique permanently glues the picture to the mount it should only be used for prints that can be reproduced. It should NOT be used for works of art or pictures that are valuable or that you wish to remove from the mount at a later date.

Cutting the mount board to size

Mark the back of the mount board to the size required. This may be to fit a frame etc. or if the mounted image is not going into a frame then mark the size to the size of the printed area you want visible plus the size of border required.

Then with a metal guide and Stanley knife, or a straight cutter, cut the board to size.

Marking out for the centre (print) hole

Measure the width of the printed area of the print and then deduct a further 5 to 10 mm. This is the width of the hole you want to cut. Repeat for the height of the picture.

Note that 'loosing' a couple of millimetres all round makes aligning the print in the mount a much easier task.

On the back of the mount board mark out the borders so that you have the box for the print marked out in the centre of the board. Take the marking out lines close to the edge of the mount board.

Lay the print on the back of the mount board so that the marked lines for the hole are visible and check that the print fits into the marked area, i.e. a check that you have done the maths right!

Cutting the centre (print) hole

Hold the cutting guide on one of the marked lines for the hole or set the mount correctly in the cutting device if using a different setup. With the angled (bevel) cutter start just before the border line and then cut until just past the opposite side border line. Turn the print 90 degrees and repeat, do so until all 4 sides have been cut.

Note that cutting ‘just’ past the border lines means that the mount centre will come out ‘cleanly without leaving a visible tear on the front of the mount.

Note also that you should ensure that you cut in the correct direction for the bevel cutter. If you cut the wrong way you will have a bevel that is indented behind the mount board face and not one that is revealed as desired.

Cutting the backing card

Cut a backing card from fairly stiff card, not mount board, which will be used to protect the back of the print. Cut this to be 2cm less than the mount board so that it has a 1cm border all round when placed on the mount board.

Attach the backing card

Use 2 small pieces of masking tape to attach the backing card to the back of the mount board. These should form a hinge and hold the backing card centrally in place.

Positioning the print

Turn the mount board and backing card construction up the correct way and place the picture in between the 2 pieces of card. Gently lift (a little) the side of the mount board that isn’t attached to the backing card and then move the print into position.

Attaching the print

Carefully place 2 small pieces of masking tape to the edge of the print paper, being careful not to place it where it will be seen from the front, and stick the print to the backing card.

Note that this ‘hinge’ is on the opposite side to the first.

If you unfold the construction you should have the 3 items in a row, mount board, backing card and then print.

Fixing the print to the backing board

Cover the work surface in newspaper and unfold the construction so that it is face down. Cover the construction except for the back of the print. Sparingly spray the back of the print with 'spray mount'.

Uncover the backing card and fold the print over to meet it. With a clean piece of paper on the front of the print use a roller and press it down onto the backing card. Start from the hinge side and work to the other side to ensure that it is flat.

Fold the construction back together to ensure the print is aligned correctly before proceeding.

Fixing the print and backing board to the mount board

Place the mount board face down on some clean paper and unfold the backing board. Cover the backing board and print. Spray some spray mount around the edge of the centre hole in the mount. Note that you don't need to go right to the outside edge of the mount board.

Uncover the backing board and print and move the construction to some clean paper. Place the mount face down and fold in the backing board and roller it down, starting from the hinge side to ensure a flat fix. Note that you should only roller where the mount board is, don't roller down into the hole in the mount board as this will damage your print.

Finishing the back of the print

With the construction face down on a clean surface cut lengths of masking tape and place so that they overlap the edge of the backing board and go almost to the edge of the mount board. Press down with finger\thumb to ensure a secure fix. This should ensure that any sticky residue on the back of the mount board is covered.

Labelling your print

DON'T write on the back of your print with a biro or pencil that you have to press on! It is best to use a self-adhesive label or print your name etc. on plain paper and spray mount it on to the back.