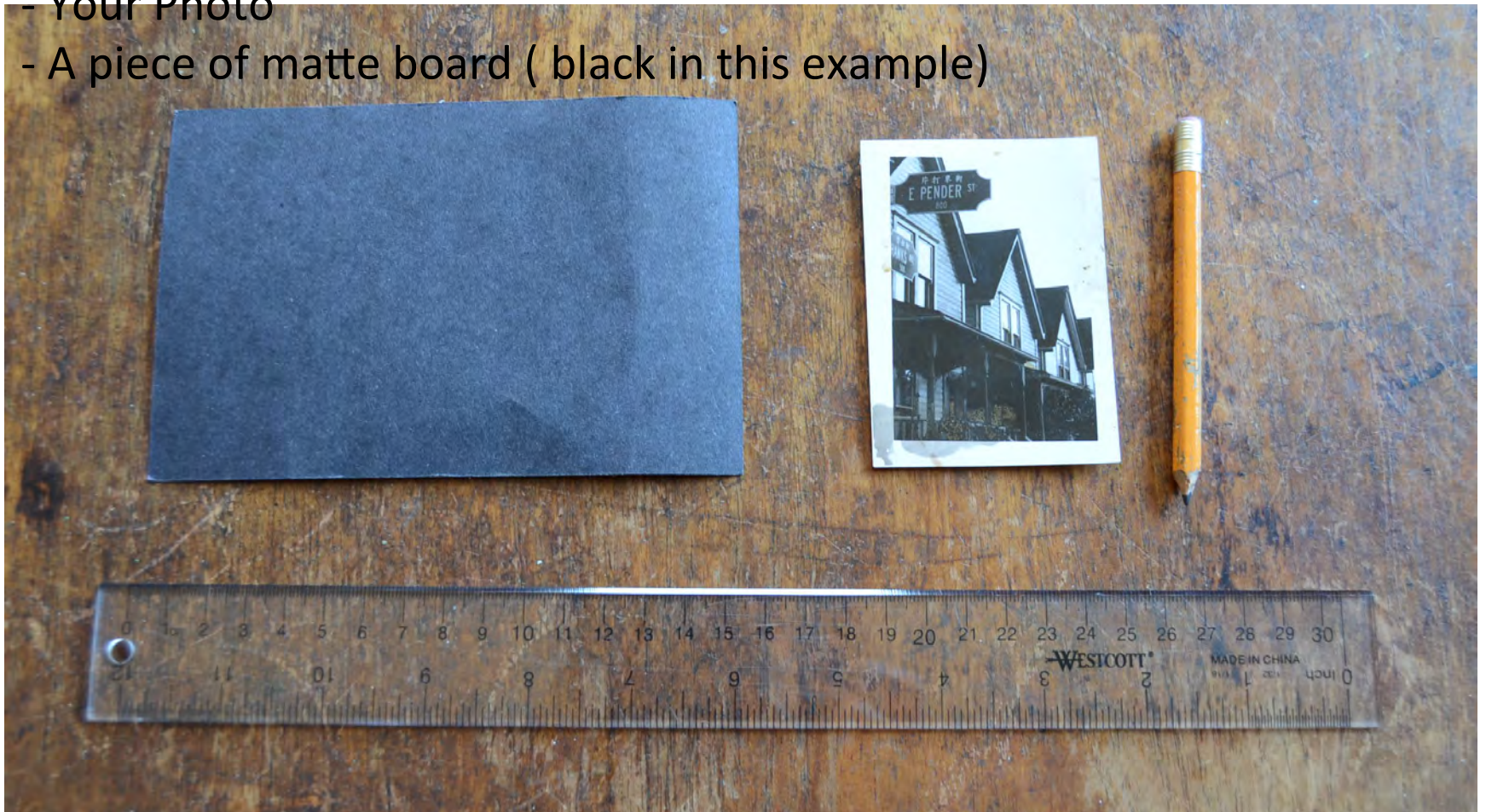


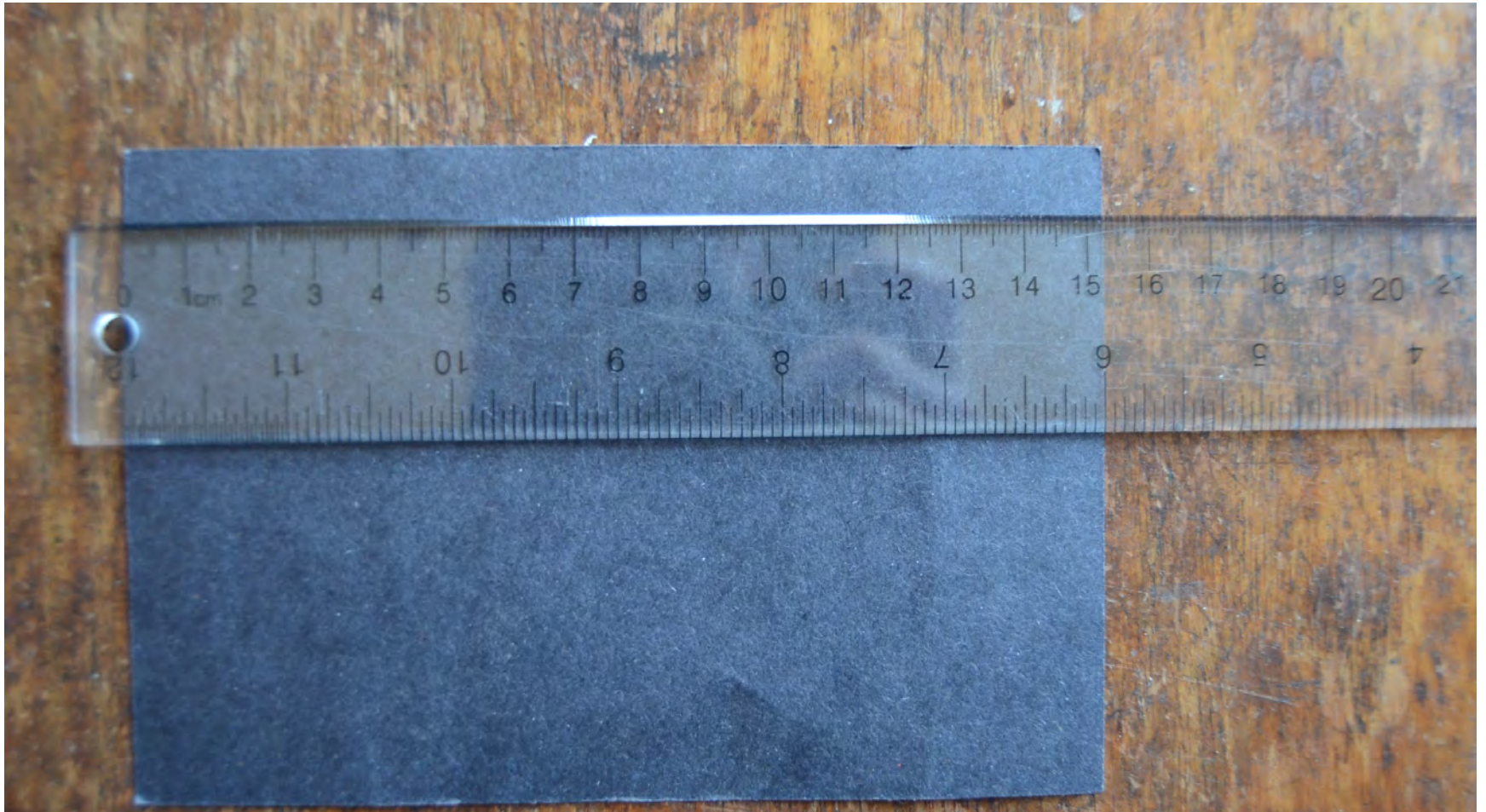
How to cut matte

You'll need:

- Ruler
- Pencil
- Your Photo
- A piece of matte board (black in this example)



Measure the width of your mat and record it (eg. 152mm)



Next, measure the height of your
matte, in this case, 102 mm.



Now measure the height and width of your image. NOT of the whole piece of photo paper, but only where the image is printed.

Do not include the width of the borders in this measurement!

This example is about 52 mm high.



Now it is time to do some simple calculations.

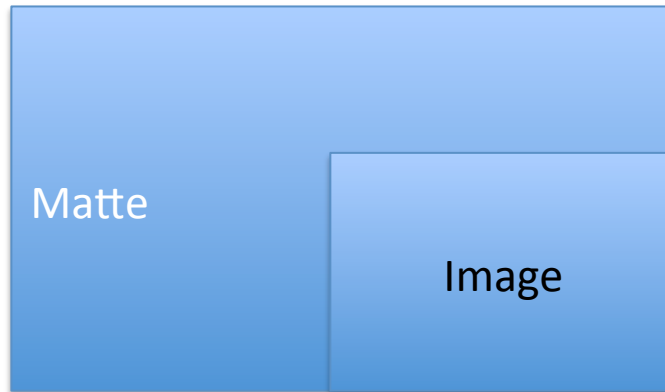
Make sure to record these numbers.

Subtract the width of your image from the width of your matte.

In my example, that would be $152\text{mm} - 77\text{mm} = 75\text{mm}$

There are 75 more mm of matte than image for my width.

My matte height is 102mm and image height is 52mm, leaving me 50mm more matte than image



To center the image, all I need to do is take the remainder of each dimensional equation and divide it by 2.

$$152\text{mm} - 77\text{mm} = 75\text{mm}$$

$$75\text{mm}/2 = \mathbf{37.5\text{mm}}$$

This equation tells me I will have a 37.5 mm border to the left and right of my image.

$$102\text{mm} - 52\text{mm} = 50\text{mm}$$

$$50\text{mm}/2 = \mathbf{25\text{mm}}$$

The above equation tells me what my border will be above and below my image.

To make sure that my window (the part that is cut out of the matte) is no larger than my image, I would suggest adding 2-3mm to the width of each of the 4 borders.

This allows for a margin of error.

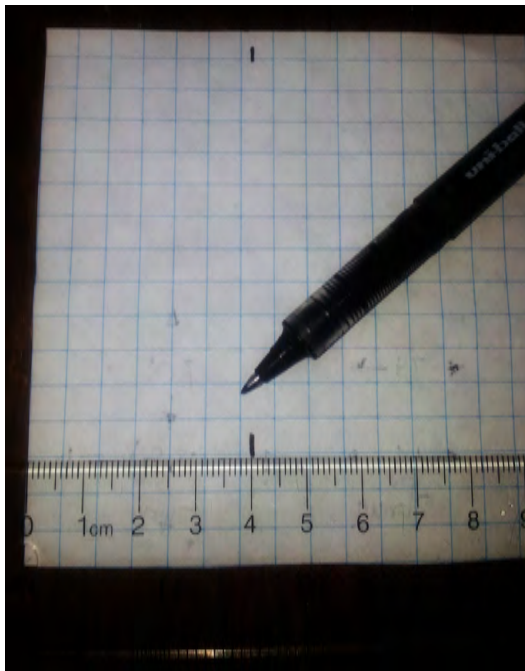
I will make my left and right borders 40mm in from the edges, ($37.5\text{mm} + 2.5\text{mm}$), and my top and bottom borders 28mm high ($25\text{mm} + 3\text{mm}$)

It is now time to mark these out on my matte (make sure to make all these marks on the back side of the matte!)

Place your ruler near the top of your matte and measure in 40mm. Make a mark.

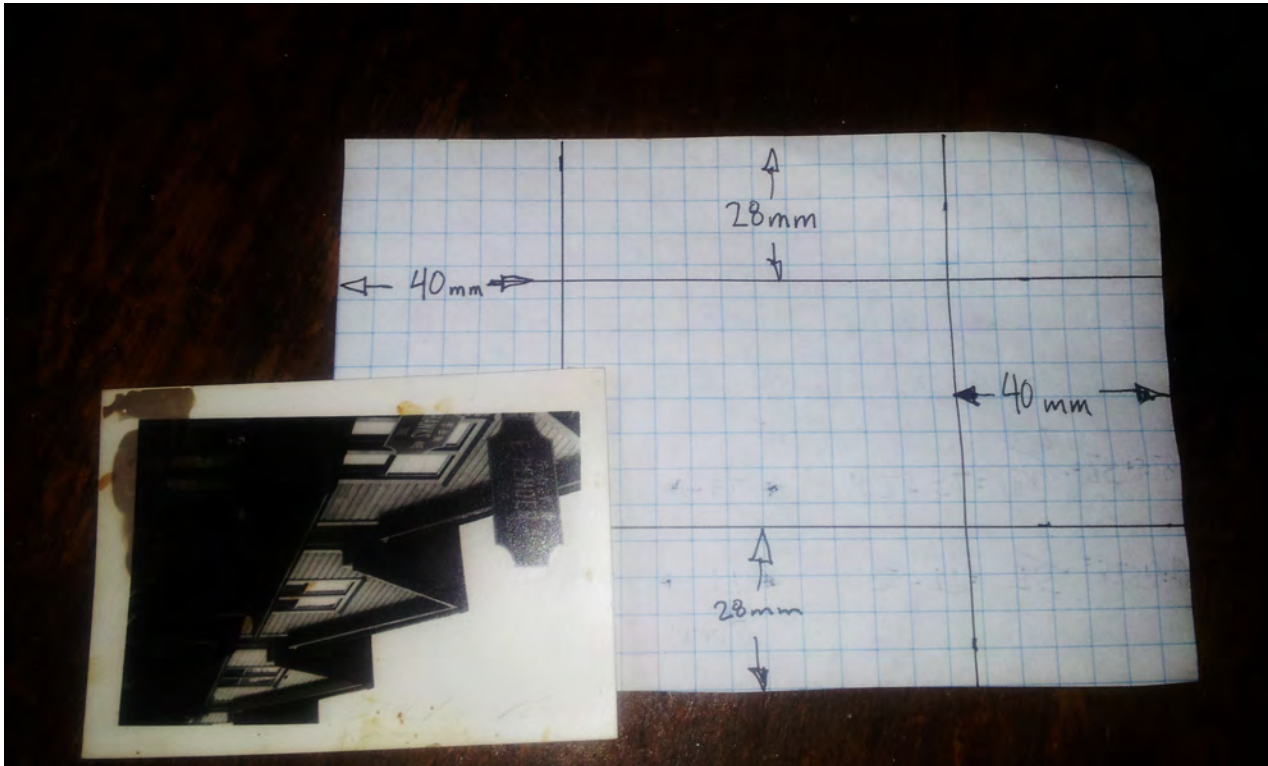


Slide your ruler down the mat and make a mark near the bottom of the mat.
Now draw a vertical line to connect these two points.



Do the same on the other side of the mat.
Using the same method, measure down two points from the top and connect these.
Do the same on the bottom.

You will now have a rectangle in the center of your mat.
Hold up your photo and make sure the image size is just *slightly* larger than the window opening.



Now make sure you learn how to cut matte properly, Mr. Clancy will show you how!