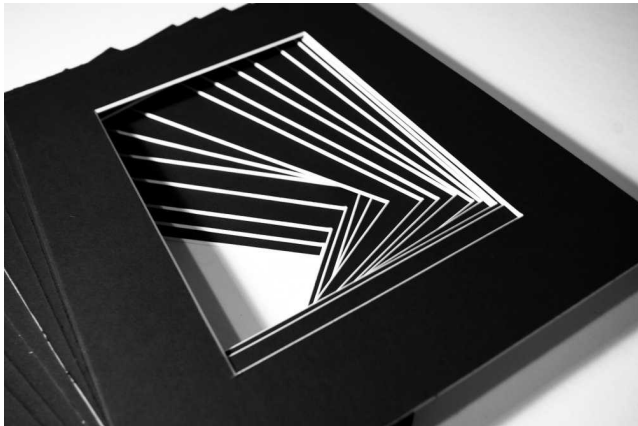




How to prepare a print for competition

Materials:

- **Photograph** (up to 11x17, or the equivalent in square inches)
- **Contest Label** (found on CPS website)
Print on adhesive stickers (sized to Avery #5164 labels, or equivalent) – or print on paper and adhere with tape
- **Mat board**
(pre-cut mats can be bought at any major craft store, or online)



Foam Core Board



Materials cont.

- Velcro (dots or strips)

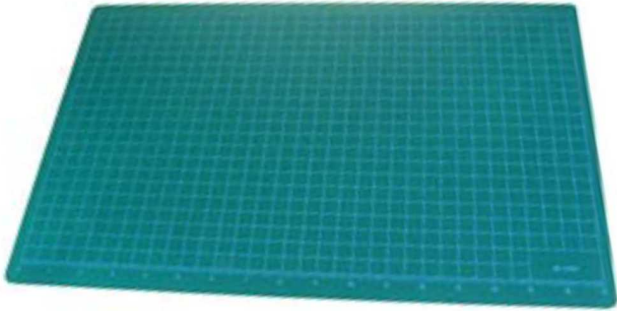


- Cutting utensils (utility knives work the best!)



Materials cont.

- Cutting surface (cutting board or magazines)



- Pencil, Pen / Marker



Materials cont.

- Tape (Acid free medical tape & scotch tape)



- Straight edge / Ruler



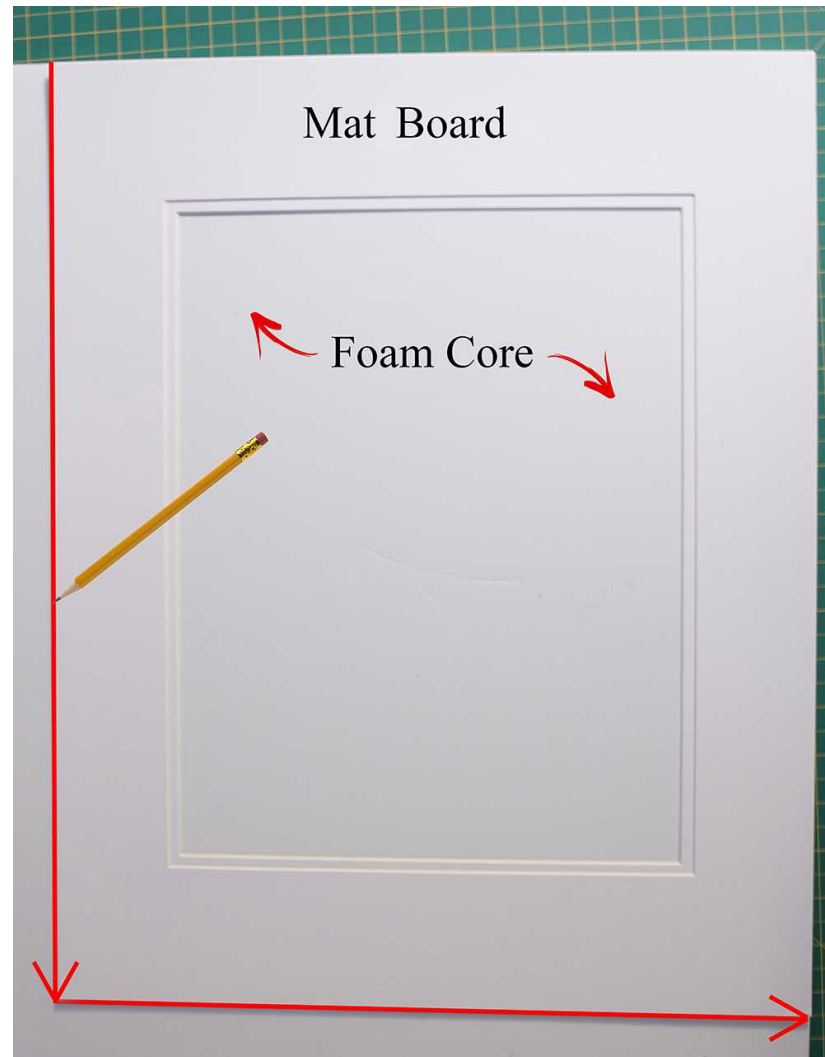
Material list (Recap)

- Photograph (up to 11x17, or the equivalent in square inches)
- Contest Label (found on the CPS website)
- Mat board
- Foam Core Board
- Velcro (dots or strips)
- Cutting utensils (utility knives work the best!)
- Cutting surface (cutting board or magazines)
- Pencil, Pen / Marker
- Tape (Acid free medical tape & scotch tape)
- Straight edge / Ruler



Step 1: Prepare / Cut mat

- **Align 2 edges of the pre-cut mat board and foam core.**

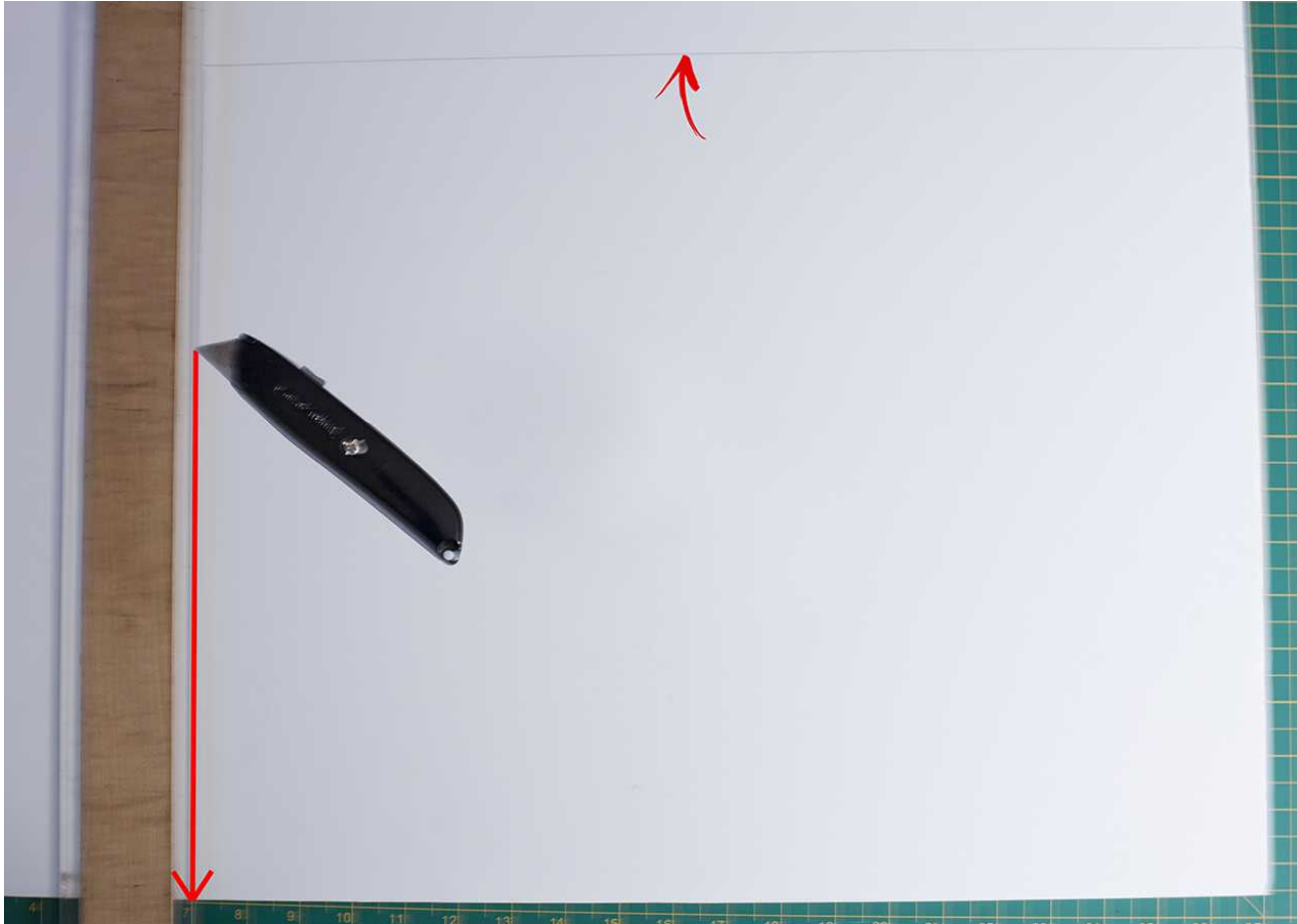


- **Make an outline on the foam core with a pencil.**
(using the mat board as a guide).

- **Remove mat board to expose pencil marks.**



- **Align straight edge / ruler to pencil mark to begin cutting.**
(Try to avoid using the mat board as your cutting edge... if you do, turn it upside down first to avoid damaging the front)

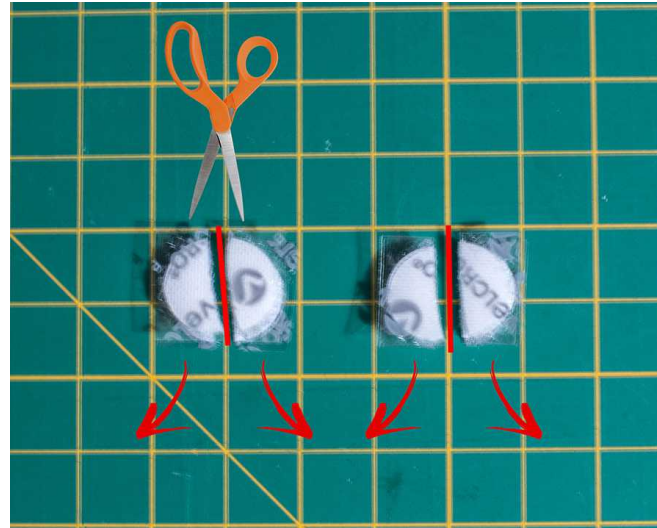


- **Avoid cutting foam core all the way through on the first run. Make multiple passes with blade.**
(Go slightly deeper with each pass.)

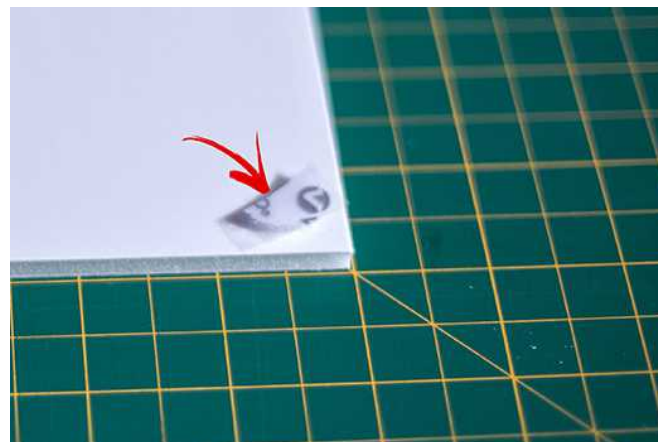


Step 2: Apply Velcro

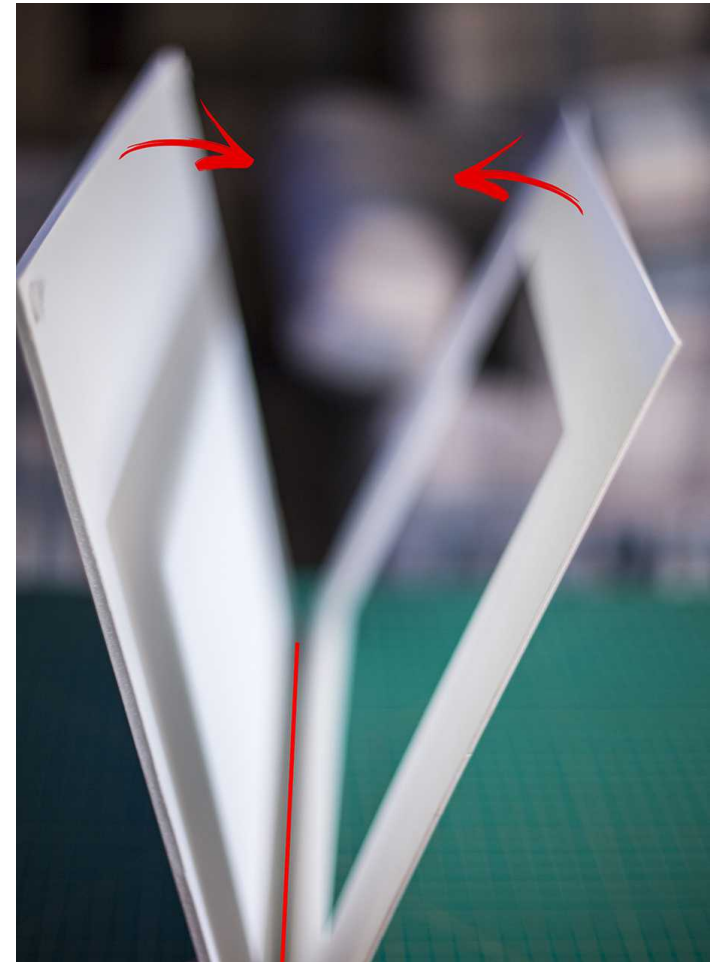
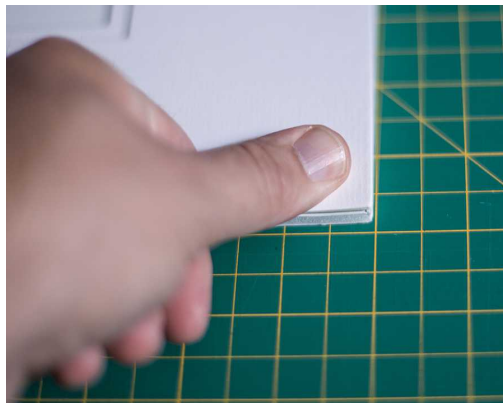
- **Cut Velcro pieces.** (If using dots, cut them in half. If using a strip of Velcro, cut in to smaller strips around 1/2" x 1/8")



- **Remove only one side of the adhesive from the Velcro.**
- **Firmly press Velcro to corners of mat board.**
(repeat on remaining corners)



- **Once all pieces of Velcro are placed on the back of the mat board, remove the remaining plastic to expose the sticky side.**
- **Align one edge of the mat and foam core on a hard surface** (Represented by the red line at the bottom of the “V” ... Make sure that you also align the top and bottom before pressing sides together)
- **Close the two sides together.**
- **Firmly press down on corners of mat to ensure the adhesive sticks.**





Step 3: Mounting the photo

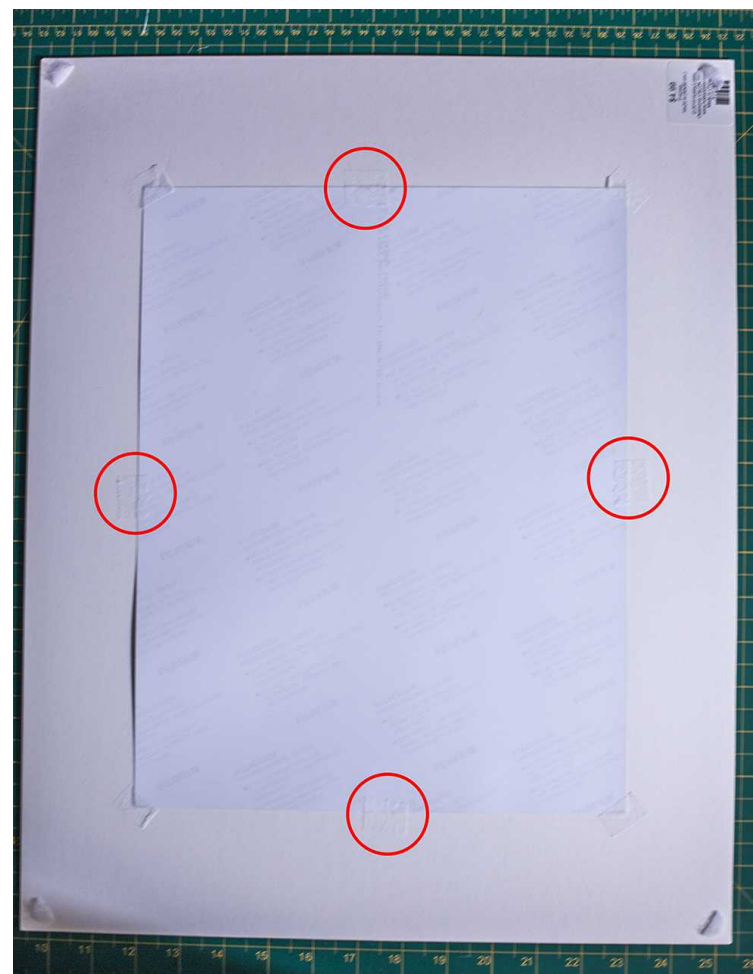
- **Open the new “Mat sandwich” and flip the foam core upside down** (so that the Velcro is facing your work surface).
- **Put your photo on the foam core, and place the acid-free medical tape sticky side up** (not the waterproof kind) **on the corners of the image.** (highlighted by the red circles)
- **You can also just use one long piece of acid-free tape across the top of the photo** (sticky side up), **and skip this, and the following two steps.**



- **Hover the mat board over the photo until you find a good alignment, then firmly press down** (where you placed the tape)



- **Hold the mat and foam core together, then flip everything over.**
- **Remove the foam core to expose the back of the photo.**
- **Add more acid-free tape to the back of the photo to ensure it stays in place.** (highlighted by the red circles), **or just use one long piece across the top.**
- **You can skip this step if you decided to use one large strip of tape across the top of the photo.**



- Place the two pieces together to complete the sandwich.
- Flip the completed assembly upside down to add the label. (an older version of the label is shown)
- Adhere label to the top left-hand corner of the entry.
- If you use tape, place it across the top and two sides to adhere the label to back of your entry.
- Don't place any tape on the lower portion of the label because that space is used for the contest results.
- You're now ready to compete!



Now get your entries to the
Cleveland Photographic Society
before 7:30pm on any given print
contest night, and relax!

Good Luck!!!