The Board:
Mounting board, sometimes called matte board or illustration board, **MUST BE USED**. It is a sturdy cardboard material that is slightly less than 1/8" thick. You may use black or white depending on which best sets off your work. Matte board that is black on one side and white on the other is available. To the best of my knowledge there is no place in this city where matte board may be purchased after 6:00 p.m., so **PLAN AHEAD**.

**DON'T USE** a floppy, lighter-weight, cardboard material called poster board or railroad board. Another **UNACCEPTABLE** material is Foamcore. It is a sheet of styrofoam sandwiched between two sheets of paper and is much thicker than matte board.

Size of the Board:
The size of your board will vary according to the size of your layout, but the dimensions of the board margins, the area around the layout remains the same. You **MUST** have 2" of board showing above and on both sides of your layout. Below the layout, there **MUST** be 2 1/2" of board showing. No more, no less. So, the total height and width of the board will be the height and width of the layout plus the required board margins. You do the math.

Cutting the Board:
You need an Xacto knife and a long ruler or other straight edge for this task. Measure the width you need from an edge of your larger board and make a small mark with a pencil. Repeat the measurement some distance lower or higher on the board edge. Now you have two pencil marks to which you will align your straight edge. Hold it **FIRMLY** in position.

The secret of cutting matte board so that you do not have a ragged edge (yes, you will be marked down for ragged edges) is never to try to power your way through the board with a single cut. Hold the knife at a low angle and make a nice, easy cut with slight pressure on the knife. This creates a groove for the knife. Keeping the straight edge in place, repeat the cut three or four times until the blade penetrates the board.
**The Adhesive:**

Rubber cement, double-sticky tape or spray adhesive may be used to affix your work to the board. For best results using **RUBBER CEMENT**, apply it to **BOTH** the back of the layout and to the front of the mounting board. It should be applied at least to the top edge and bottom corners of the layout and corresponding areas on the board. Let it dry! Then, carefully position the layout on the board and press the dried cement areas together. Any excess rubber cement that extends onto the border area can be removed with your rubber cement pickup. Rubbing may damage the paper or smear your work.

To mount a project with **DOUBLE-STICKY TAPE**, apply a strip of tape to the back of your layout nearly all the way across the top. Carefully position the layout on the board. Then, lift the bottom edge, place a small piece of tape at each corner and lower the layout back into position.

**SPRAY ADHESIVE** is somewhat expensive and creates a major mess if not used carefully and with plenty of newspapers on any surface toward which it is sprayed.

Using a **GLUE STICK IS NEVER ACCEPTABLE** and will ruin your work.

**The Coverings:**

You **MUST** cover your work with **BOTH** a tracing paper overlay and a cover sheet. The cover sheet may be any type of paper that would look professional if shown to a prospective employer. Grade school type **CONSTRUCTION PAPER IS NEVER ACCEPTABLE**.

Use sheets of both papers that are larger than your board. Make a fold about 1-2 inches from the top of the tracing paper sheet. Slip it over the top of your board and tape it in position. Make a fold about 3 inches from the top of the cover sheet, slip it over the tracing paper and tape it in position. Now, place the board face down on an appropriate cutting surface. Using the board as a straight edge, trim off any portion of the coverings that extend beyond the board. Voila!