The Board:

Mounting board, sometimes called matte board or illustration board, MUST BE USED. It is a sturdy cardboard material about 1/16" 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, remain the same. You MUST have 2" of board showing above and on both sides of your layout. The bottom board margin MUST be 2 1/2". 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:

First, you’ll need something to cut on so you won’t be chopping up tables and floors. The heavy cardboard backing on a tracing paper pad works well (1).

Measure and mark the size of board you’ll need. Start from a factory edge of your larger board and make a small mark with a pencil at the proper length or width (2). Repeat the measurement a little farther along the board edge. Now you have two parallel pencil marks to which you will align your straight edge. Hold it FIRMLY in position.

The secrets 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 knife-stroke or even two and always use a sharp blade. Hold the knife at a low angle (3) 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.

The proper way to use 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 (4). LET
IT DRY COMpletely! Then, carefully position the layout on the
board and press the dried cement areas together. Any excess
rubber cement can be removed with your rubber cement pickup.
Don't rub it off with your fingers because it 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
dege, 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. Also, DO NOT SPRAY IT ANY-
WHERE IN THE COMPUTER LAB.

Glue sticks will ruin your work. Don't use them.

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 (5). Slip the overlay over the top of your board and tape it
in position (6). Make a fold about 3-4 inches from the top of the
cover sheet. Slip it over the tracing paper and tape it in position
on the board (7).
Finally, 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. When you are cutting the sides, it works best to go from bottom to top of the board. Once again, go slow and make several strokes with your X-acto knife. Voila!

Mounted Layout Front

Dotted line shows tracing paper taped to board under drawing paper

Your name and section number must appear on the back of your work. For presentations, put the copy here, too.

Mounted Layout Back

Dotted line shows tracing paper taped to board under drawing paper

Your name and section number must appear on the back of your work. For presentations, put the copy here, too.