

Creative Arts  
Photography  
Dept 35 Section PH  
Mounting Your Photographs

# Photography non- professional entry rules:

- All photos must be taken by exhibitor
- Sizes: 8x10 and 8x12 (if you are printing your photo to an 8x12 size format you must have your photo sized to fit that ratio)
- Photos must be flush mounted on ¼" or 3/16" quality foam core board
- Dates printed on photo distract from the subject
- Write your name, address and phone number on back of each photograph submitted

This tutorial will give suggestions on how to properly mount your photographs on foam core board



## Supplies needed:

- Your 8x10 photograph
- Metal ruler
- **Sharp** mat knife cutting tool
- Spray adhesive or photo mount spray
- pencil
- Clean rag
- foam core board( 1/4" or 3/16"), quality board is important (you can buy these pre cut size 8x10" at local craft stores or Walmart) or buy a large foam core board and cut it to 8x10" yourself
- self adhesive foam core board (peel and stick) is another option
- Local camera shops, craft stores and framing stores will provide this mounting service for you at a nominal cost



# Purchase quality foam core board

- Craft and art supply stores sell medium to large foam core pieces
- Some stores and online stores sell pre cut 8"x10" foam core pieces in packages
- If you purchase a large board you will need to cut it down to the size you will need
- **DO NOT PURCHASE BOARDS FROM INEXPENSIVE STORES SUCH AS "DOLLAR STORES".** These boards will warp!



# Cutting your own foam core board and attaching photo to it with spray adhesive

- Purchase high quality foam core board in 1/4" or 3/16" thickness

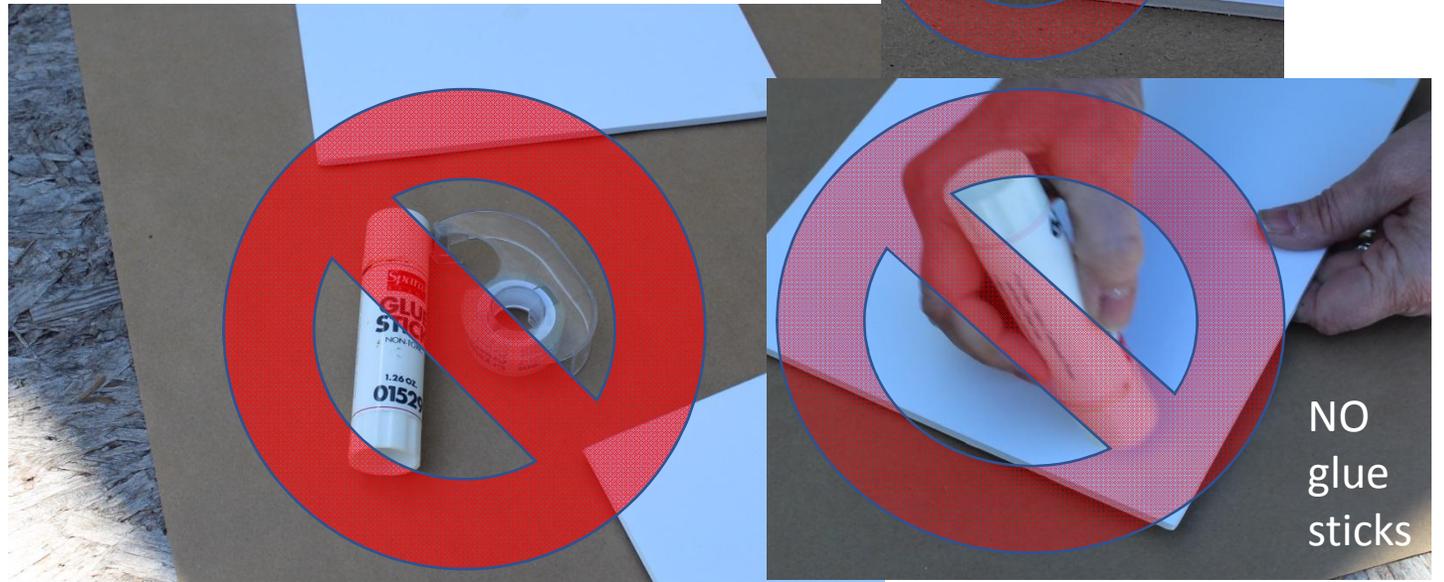
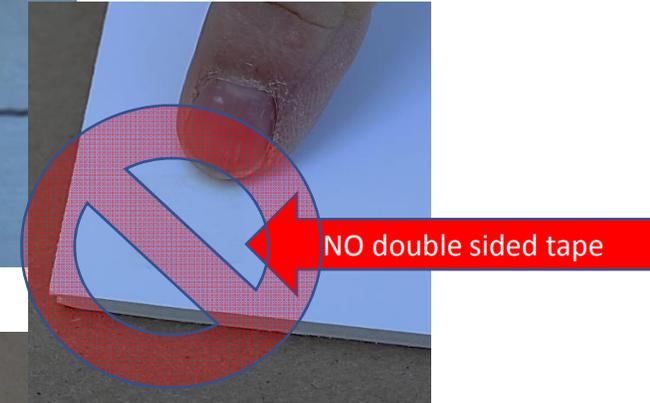
Example:



Use metal ruler and mat knife with SHARP blade



Spray adhesives or photo mount spray recommended



Do **NOT** use tape of **ANY** kind OR glue or glue sticks

# Measuring matters

(never assume...always measure)

- Measure your photograph length and width
- Measure your board and mark it with a pencil to fit your photograph

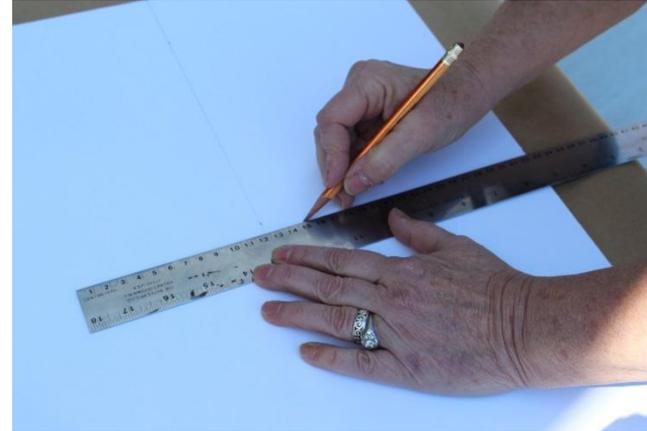


When marking your measurements :  
Make sure you make two marks  
it will make it easier for you to connect  
those two marks  
And draw a straight line for cutting

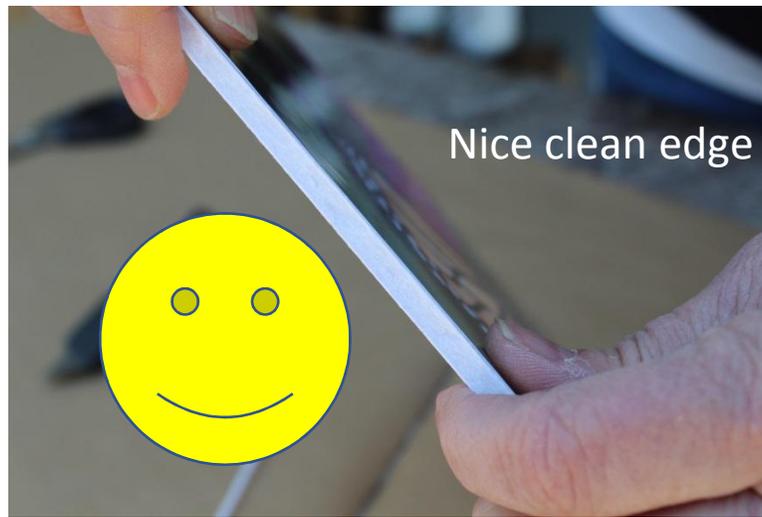


## Making your marks

- Draw out your length and width to create an exact rectangle that will be used as a cutting guide.
- Double check that your photo fits

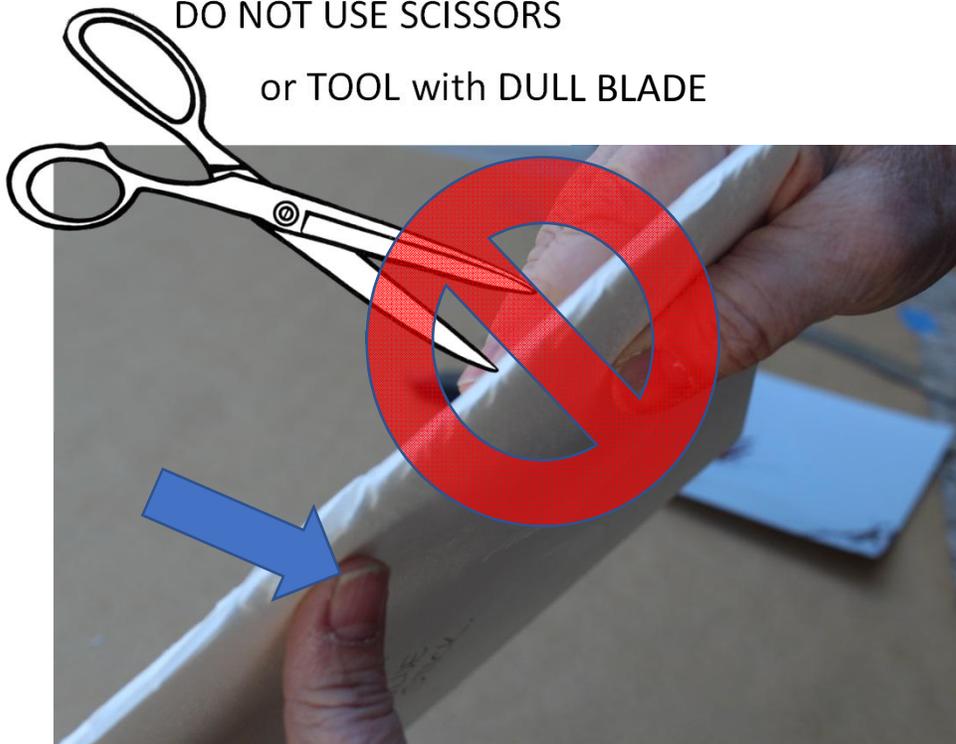


# Cutting your Board



DO NOT USE SCISSORS

or TOOL with DULL BLADE

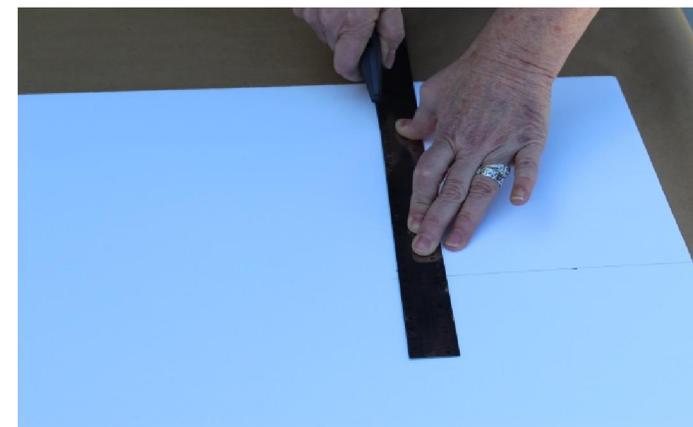


USE MAT KNIFE with SHARP BLADE



# Deep clean cut is important

- Place your board on a surface that has a cutting surface such as a piece of smooth plywood or cutting board (the knife blade will cut through and damage your surface)
- Use only metal ruler or straight edge and align it on your pencil line
- Hold ruler firmly with one hand
- Press mat knife blade firmly down with your other hand into board surface resting on edge of ruler edge
- Press down as you slowly pull the mat knife towards you in an even pressured swipe
- **Repeat the cut three times to insure a deep cut**



Press and cut ...repeat each cut three times  
then turn your board and press and  
cut the other side three times

Repeating your cutting three times on each  
side will ensure a deep even cut



## Make sure your photo fits the board

- Many times photo processing prints may vary a bit in size. Make sure **before** you permanently attach your photo to your board you check to see if it fits properly. Rest it on top of foam core, trim photo or board accordingly.
- If trimming of your photo or board is necessary always use **a new sharp blade** in your mat knife and a heavy metal ruler to avoid an uneven rough cut



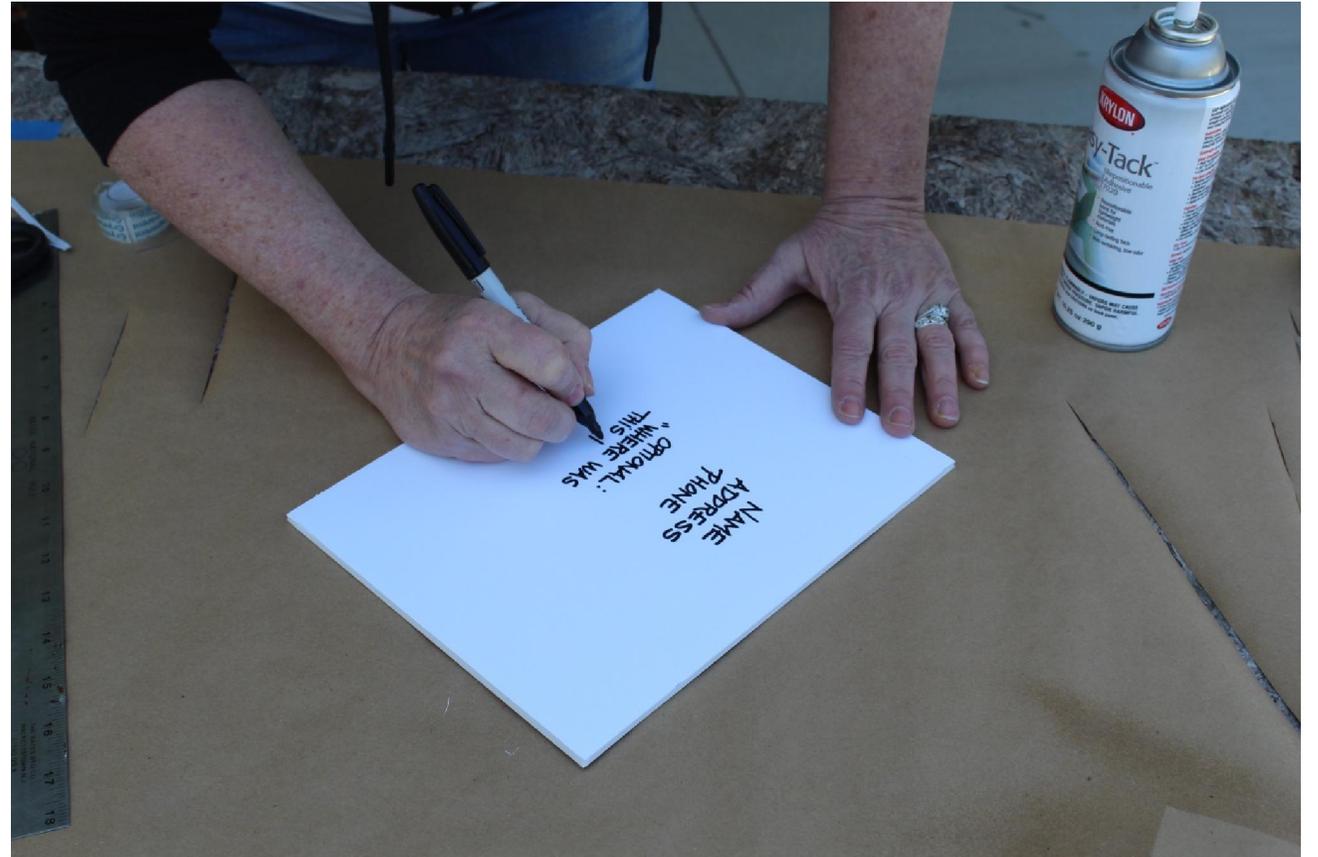
## Now you are ready to use spray adhesive

- Protect your surface
- Place your photo one more time on your board to make sure the size is correct
- Test the nozzle spray before you use it
- Spray one side of the board in quick even, side to side sprays
- Place your photo down on one corner
- Then gently and slowly apply the rest of your photo to the board
- Rub with clean, dry, soft rag to ensure the photo has adhered and has no air bubbles



## Back of photo:

- Always turn your photograph over on a clean dry surface
- Place your name, address and phone # on back
- Optional: “where was your photograph taken” information



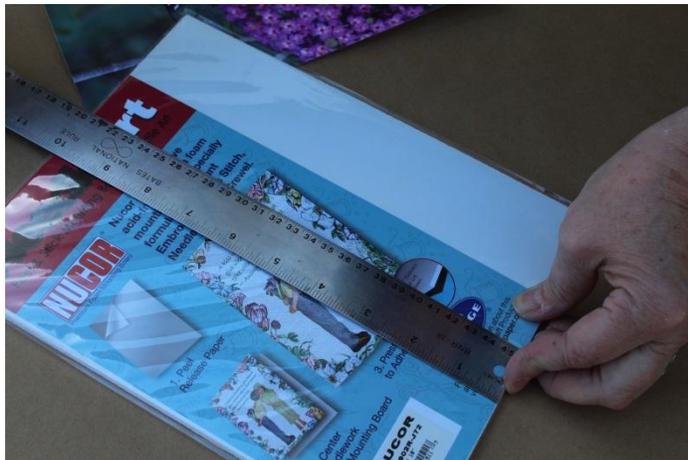
# Self Adhesive pre cut boards (another option)

- Craft stores or online stores carry self adhesive pre cut boards that allow you to “Peel and Stick” your photograph
- These 8”x10” boards can vary in size slightly so it is very important to measure board and measure photograph so they fit exactly
- Trimming might be necessary BEFORE you permanently stick your photo down



# Measure your board

Length and width



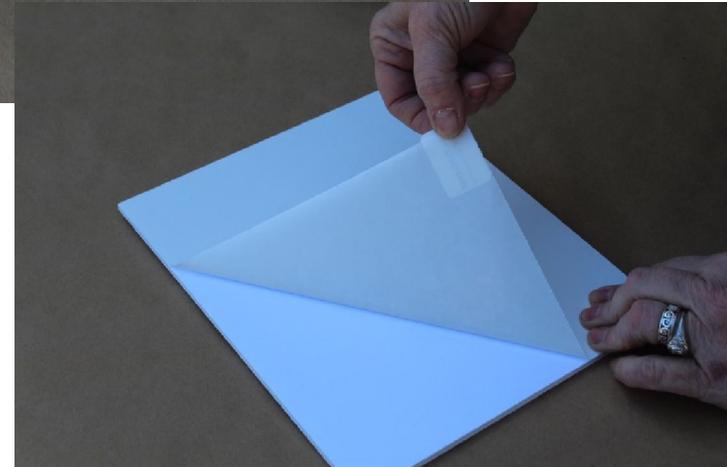
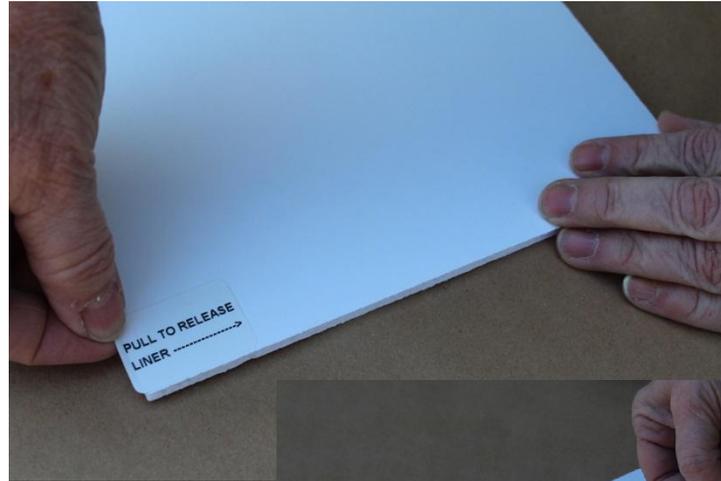
# Measure your photo



# Trim board or photo accordingly

-Peel off backing slowly

-place photo at one end making sure the edges line up



## Align and press

- Use a clean, soft, dry cloth to gently rub all air bubbles out and remove any fingerprints



Place your name,  
address and  
phone # on back



# Erie County Fair Preferred Photo processing and mounting service provider

Mr. Eric Adams and Ms. Linda Petrie own a framing business in the village of Hamburg.

They offer their expertise and reasonable prices to get your work ready for the upcoming fair.

Hours:

Monday, Tuesday, Wednesday & Friday

10:00am-6:00pm

Thursday 9:00am -7:00pm

Saturday 10:00am-4:00pm

Early morning or evening hours by appointment

PRINT: 8x10-\$4.85, 8x12-\$5.40, ( pro: 11X14-\$6.60, 16x20 \$14.20)

MOUNTING: 8x10-\$3.45, 8x12-\$4.40,( pro: 11x14-\$5.40, 16x20 \$7.80)



Email your image to [contact@pywwny.com](mailto:contact@pywwny.com) or bring it in to the store with your image on a flash drive or photo card

- Payment for photo processing is due at the time of the order
- Payment for photo mounting is due upon pick up

All orders received by noon Wednesday will be printed &/or mounted & ready for pickup the following week Tuesday after 3pm.

**DEADLINE FOR Erie County Fair online entry registration due Friday, July 21, 2017**

**ENTRY ARRIVAL (when photos need to be at fair): Wed. August 2 or Thurs. Aug. 3 between noon and 8pm**