

Mount cutting – the Ted Kinsey way ****

1. Measure the height and width of the photographic image and mark the vertical and horizontal centre points (with a small line) on the print edges.
2. Decide on the finished size of window mount/backing board. Maximum size for club/most national competitions is 50 x 40 cm. Cut (using a craft knife or scalpel) the board to size. Use a cutting board and a straight edge ruler.
3. On the backing board/card, mark horizontal and vertical centre lines.
4. Carefully position the photograph on the backing board aligning the centre lines of the print and the board.
5. Hold the print in position (use a weighted object) and attach the print to the backing board/card using either corner holders, or tape.
6. Cut the window mount to same size as the backing board. On the reverse side of window mount board mark out the horizontal and vertical centre lines.
7. Decide on the size of the window on the window mount board.
 - a) Do you want the window to be flush to the edge of the print?
 - b) Do you want a white border around the print ie. between the image and the mount? If so, how much white border?
8. Once decided, mark the required size of the window area on the reverse of the window mount board. Use the horizontal and vertical centre lines to ensure the window will be evenly spaced vertically and horizontally. Extend the lines to an inch or two beyond the required window rectangle/square.
9. Using the straight-edge ruler and the window mount cutter, carefully cut out the window to the required size. Extra care must be taken at the corners. Don't try to cut straight through thickness of the board with one pass of the mount cutter. Depress the blade a little for the first pass, then a bit further on the second, then maybe all the way down on the third pass etc.
10. Once you have cut all four sides of the window, you may well have to take a scalpel to the corners to ease that final fraction of a millimetre. Remember to cut at the same 45 degree angle. Never tear out the window as this could damage the mount. Turn the board over to check you have clean-cut corners.
11. When the window has been removed, place the window mount board (right side uppermost) over the photograph (now mounted to the backing board), to confirm that all the spacings are as required.
12. Hold the two boards in place and fix the window mount to the backing board using double-sided tape. Fix on all corners and along the centres of each side.
13. Label the reverse of the mounted photograph with the author/title and any other details you require.

- ruler
- backing board/card**
- window mount board
- Craft knife or scalpel
- Cutting board
- Straight-edge ruler

- corner holders
- tape

- Logan Junior 2000 window mount cutter

- double-sided selotape

- label

***** This is a basic method, using basic materials. If you ever sell mounted photographs you will need to use conservation materials – board, fixatives etc.

*** I use Colourmount 2671 Conservation Barrier board for the backing card, and for the window mount Colourmount Black core C411 Chalk White. Both from Lion Framing.