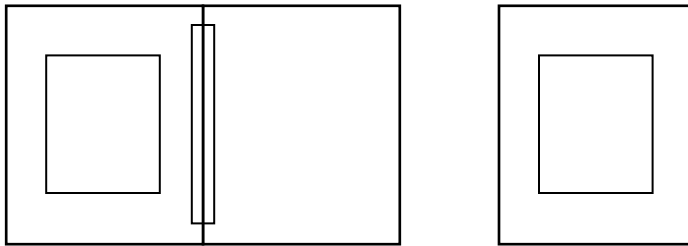## Archival Mat and Presentation Kit includes

4 Ply Bright White 100% Cotton Museum Board window mat bevel-cut
1/8" Acid-Free Foam Board Backing
Crystal Clear bag with self-adhesive closure
Clear Mounting corners appropriate for the print size
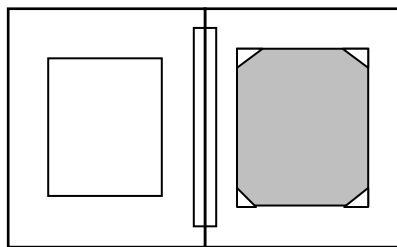Tyvek Tape for hinging Window Mat to Acid Free Foam Board Backing

Step 1. Hinge Window Mat to Acid Free Foam Board Backing.

- Place window mat 45° bevel face down on clean work surface.
- Decide if hinge will be on long side or short side
- Position 1/8" Acid-Free Foam Board Backing next to Window Mat
- Attach the Window Mat to the Backing with Tyvek Tape
- Fold along hinge and square up the corners

Step 2. Use Mounting Corners to attach print to Board Backing.

- Position print on backing so image area is aligned in the window
- Open Window Mat without moving print. Use a slip sheet of paper and a weight if needed.
- Mark the four corners with a pencil. At this point you can lift print to insert corners.
- Place Mounting Corners on two bottom corners of print, position on pencil marks.
- Close window mat and check for alignment.
- Repeat for the two top corners
- Corners should not fit too tight, allow for expansion and contraction of paper over time.

Step 3. Use Crystal Clear bag with self-adhesive closure to protect print.