

Preparing a Photo for Competition

TIP: READ THESE INSTRUCTIONS BEFORE BEGINNING! IF YOU ARE UNDER 17 YRS OLD, ASK FOR HELP FROM A PARENT BEFORE STARTING TO CUT.

- Place blank side of 5" x 7" photo down on sticky side of foam board (image facing up).
- Work from the center out to the edges and gently press your photo down. This will help to remove any air between the photo and the foam board. You can use a craft roller or put on a pair of clean cotton gloves for this job. It is important not to scratch or dent the face of the photo.
- Now you are ready to cut off the extra foam board so the foam board measures 5" x 7", just like the photo. This technique is called edge-mounting.
- **Supplies** you will need:
 - ❑ Self-adhesive Foam board (can also use regular foam board and then apply a spray adhesive before putting photo down)
 - ❑ Utility cutter/knife (i.e., X-acto, Olfa or other brand) or foam board cutter
 - ❑ Replacement blades
 - ❑ Metal ruler (make sure the ruler is clean on both sides so it doesn't scratch your photo)
 - ❑ Cutting mat to protect surface beneath (furniture, floor, etc)

1. Place the metal ruler's cutting edge along the first edge of the photograph you wish to trim. The ruler itself should be covering the image area, leaving just a tiny bit of the photo edge exposed for trimming.
2. (For right-handed trimming) Place your *left* hand atop the ruler to keep it firmly in place while you run the knife alongside the ruler with your *right* hand.

TIP: for best results, pull the knife toward you slowly, starting from the corner farthest away from you. Be sure to keep your left thumb and fingers away from the knife!

3. Exert only enough pressure on the knife to cut half-way through the thickness of the foam board.

TIP: Always cut at a slow and deliberate speed to ensure you remain in control.

4. (**OPTIONAL**) While cutting, turn the tip of the knife at a slight angle under the edge of the photograph. This will create a beveled cut that helps conceal the foam board edges behind the photograph when viewed from the front. It

improves the look of your entry since the judge will focus on your photo and not your backing.

5. A second, and possibly, third, pass with the knife will be needed to cut completely and cleanly through the thickness of the foam board.

TIP: For each pass with the knife, be sure to keep the same knife angle (bevel) and keep the metal ruler in the same place.

6. Repeat the above steps for each side of your photograph.