

Mounting Photographs Onto Ultra Board

1. Protect the print from finger prints and scratches

2. Dust off mount and back of print with your hand
3. Confirm that the dimensions are the same for print and mount by placing the print on top of the mount.
4. Check for dust and grit once more and then align print on top of mount. Make sure where “UP” is on mount.
5. When aligned, use a photo weight (1) to keep print from moving. Check alignment again.
6. Fold back the free end of the print over the print weight to see the backing paper on the mount. Have someone hold it back for you if possible. (2)
7. Peel back about 1 inch of backing paper and fold/crease it down firmly. Don't touch the adhesive.
8. Check alignment of print again one last time and carefully let the free end of the print lay flat on the mount. The folded backing paper will not let the print end touch the adhesive.
9. Using paper to protect the print surface, press down lightly in the middle of the print where the backing paper is folded. Press from middle to edge, bonding the end of print to the mount all the way across the end.
10. Remove the print weight and reach under the print and begin slowly pulling the separation paper out as you gently press the print down from middle to sides. Stay close to where the separation paper is separating from the adhesive.
11. After the separation paper is out, smooth over the entire print, taking care to protect the print surface. (use the separation paper to do this).
12. Observe from time to time that there are no bubbles trapped under the print. If so, use a print roller to try to move the bubble to the closest edge of the print.
13. Make sure the edges and corners are down without using too much force. Too much force will crush the foam edges and corners.
14. If you are using a black Ultra Mount , use a PIGMENT marking pen, (India Ink) (3) to cover any white edges that are showing around the border of the print.

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NOTES:

- (1) A small zip-lock bag filled with pea gravel makes a convenient and inexpensive “photo weight.” If you have your “photo weight” in a zip-lock bag, you can attach the corner of your print to the bag at the bottom of your print with a small clip. (This is helpful if you are doing this by yourself!)
- (2) The India ink marking pen can be purchased at Michael's. Ask for “Faber-Castell” art pen.







