

## Mounting a Print Using The Hot Press:

1. Choose your mounting materials & sizes based on your print size.
  - You should typically have 2 - 3 inches from the edge of your print to the edge of your mat board.
  - Your mounting tissue must be the same size or larger as your print.  
(Or you can size your print digitally to match the size of your mounting tissue).
2. Turn on the Tacking Iron & Hot Press (plug in, make sure light is on)
3. Tack the Mounting Tissue to the back of Print (place the print face down, tack in the Center; make sure to use release paper between the tacking iron and the mounting tissue).
4. Cut excess Mounting Tissue and Border of Print (at the same time because they are “tacked” together). You will cut a bit into your print insuring that there is no white from the paper border. Make sure that your cuts are clean – make 1 pass with the paper cutter. If you aren’t comfortable with the paper cutter, use blank paper to practice on first.
5. Measure the space around the print to the edge of the mat board:
  - i. Place your print in the upper left-hand corner. Measure the space to the right and to the bottom. Divide by 2 for each dimension. That is the size of the border. Or use a piece of paper and fold in half. That is the size of the border.
  - ii. Center your print. Use the folded paper to position the print. You can also use a ruler with a right angle to make sure the print is aligned correctly. You can also use a pencil to mark the corners (although not necessary).
  - iii. Give your mat board more boarder space at the bottom than the top. This adds a visual “lift”.
  - iv. Use the sandbags to secure your print while you place, measure, adjust and tack.
6. Tack the Mounting Tissue to the Board (in the Corner; make sure to use release paper between the tacking iron and the mounting tissue).
7. Place the Board (tacked print & tissue) in the Hot Press for 2 minutes.  
*\*take care that everything is flat and aligned correctly and in-between the release paper before closing the lid.*
8. Remove from the Hot Press and place in the Cold Press for 1 minute.
9. When finished:
  - i. CLEAN-UP cut paper pieces
  - ii. TURN OFF: Tacking Iron and Hot Press (by unplugging)  
*\*If no one else is using the equipment.*