

# Photo Contest 101: Getting it Right

You've spent countless hours scouting for that perfect photo - Now what?



Below are a few tips for properly mounting your picture for the CJGA Contest.

## Supplies:

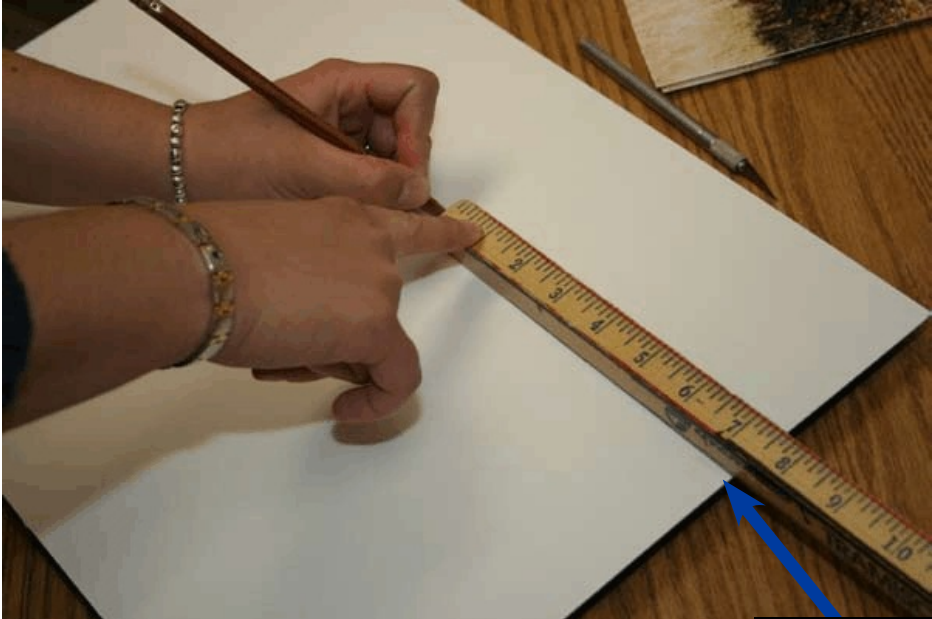
- Matte Board or Foam Core Board
- Ruler
- Glue (Rubber Cement or Adhesive)
- Exacto Knife
- Pencil

**Here's how to get started:** First, go to a local craft store such as Michael's, Staples or a frame shop. Buy a piece of matte board in either white or black. Ask an associate if they can cut the board to 7 inches X 9 inches or follow the directions below to cut the matte yourself. You may also use foam board available at many retail and office stores.

**Step 1:** First, starting from a corner on the back side of the matte, measure 9 inches. Make a small mark to indicate the measurement.

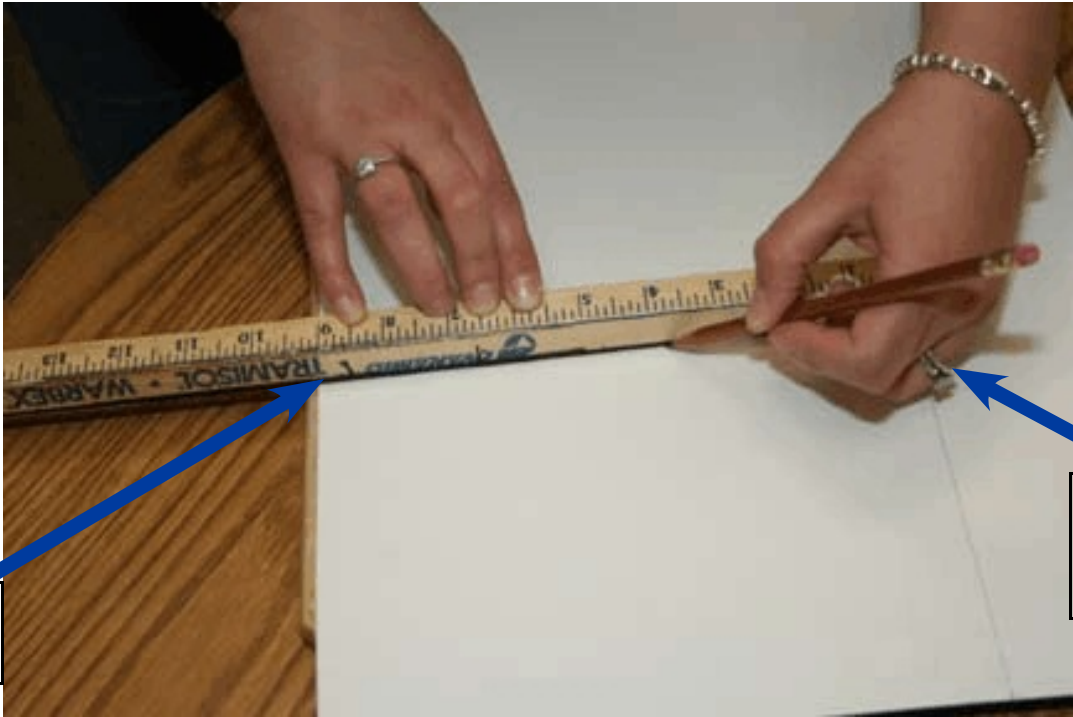


**Step 2:** Next, measure 7 inches in the opposite direction from the 9 inch mark. Make another small mark to indicate the measurement. Now draw a line connecting the two points.



Starting at the 9 inch mark made in step 1, measure 7 inches in the opposite direction.

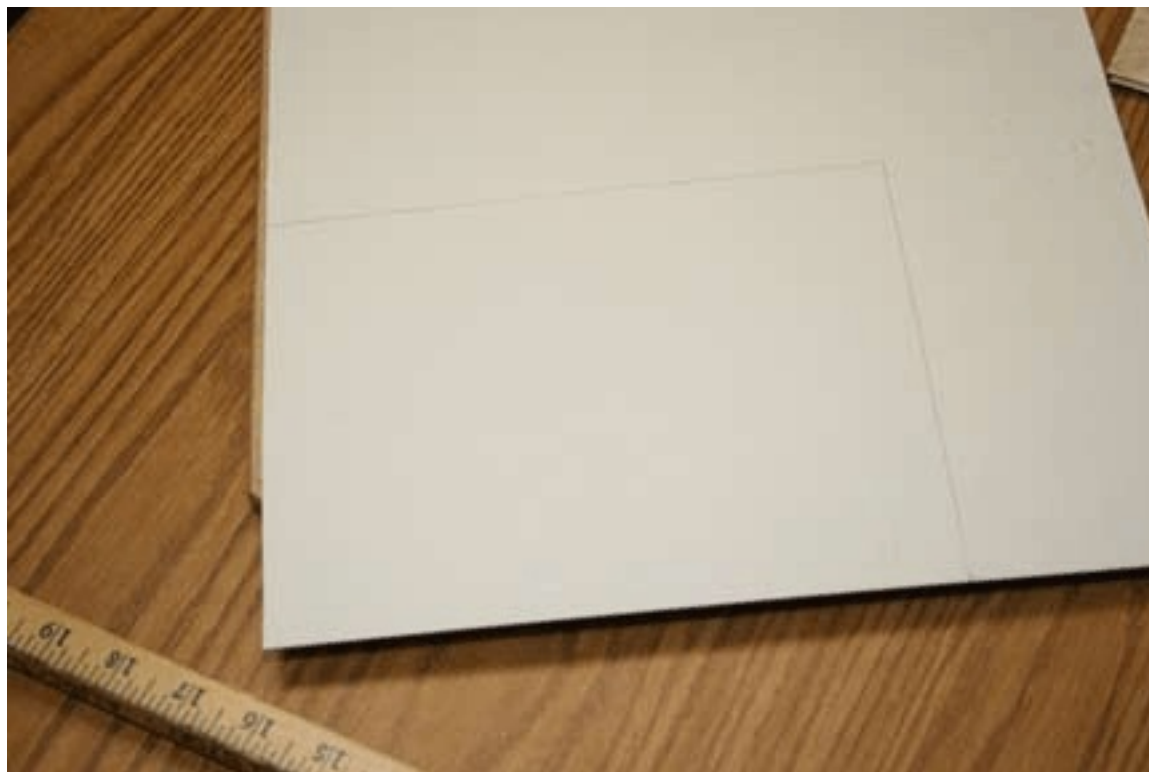
**Step 3:** Finally, make one more measurement from the new line to the edge of the mat. This line should be 7 inches when measured correctly. Connect the measurements with a straight line.



9 inch mark

7 inch mark

**Step 4:** You're final measurements should look similar to the example below.



**Step 5:** Now you are ready to start cutting. Be very careful during this process. Ask for help from an adult. Carefully cut along the measurement lines created in steps 1 - 4. Make sure to stay on the line and cut slowly. Place a cutting board behind the mat to prevent damaging the under surface.

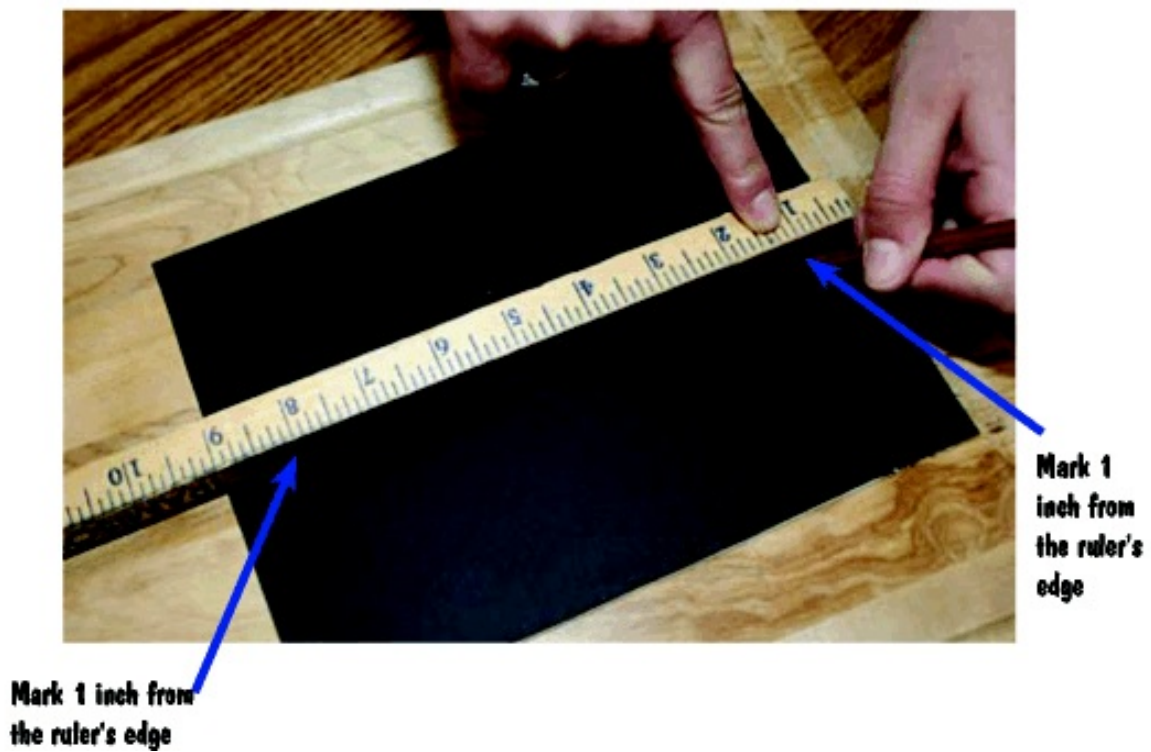




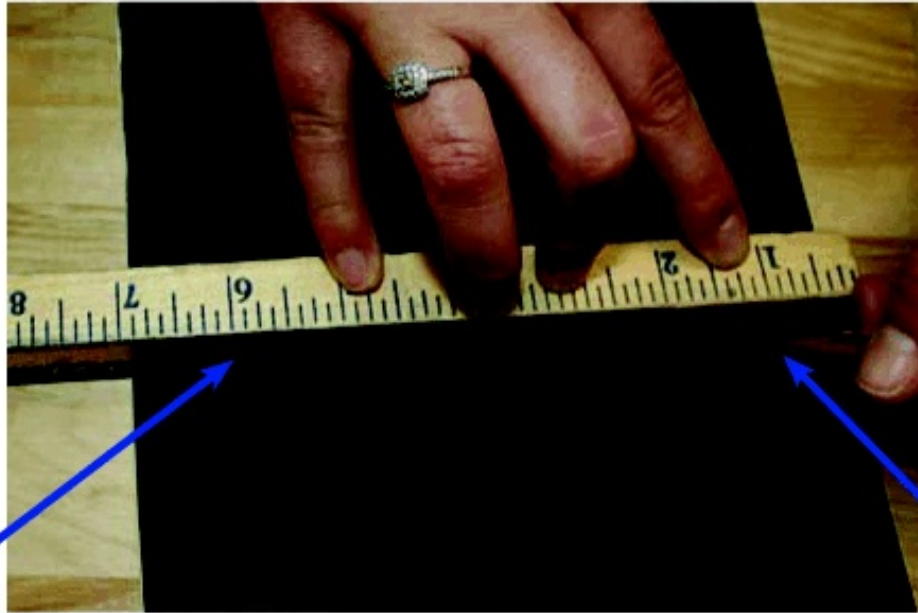
**Step 6:** When you're finished, turn your mounting board over and get ready to glue photo.



**Step 7:** Lay the ruler across the long side of the mat. Make a small pencil mark exactly one inch from each end of the ruler.



**Step 8:** Now lay the ruler across the short side of the matte. Mark exactly one inch from each end of the ruler.



**Mark 1 inch from the ruler's edge**

**Mark 1 inch from the ruler's edge**

**Step 9:** Place the picture on the mat so that the edges are within the guide marks made in steps 7 & 8. Make sure that there is an even border along all edges of the photo.



**Step 10:** Turn the picture over. To prevent getting glue on your working surface, lay a piece of paper under the photo. Then, carefully apply glue to the back of the photo, making sure to cover all edges. You can use rubber cement glue for better control or an adhesive spray for quicker coverage.



**Note:** If using rubber cement, apply glue to photo mat as well. This will create a stronger bond.





**Step 11:** Carefully place the photo on the mat, within the guidelines. Once the photo is placed, you can lay a piece of paper on top of the photo to smooth the edges. This helps in preventing the glue from the edges from coming in contact with the front of the photo. Also, an advantage to rubber cement is that after it dries, it can be easily rubbed away from those spots where it “leaked” around the photo.



**Step 12:** Allow the photo to dry. While you wait, fill out the CJGA Photo Label. Be sure to fill in your name, city, province and age division.

**Step 13:** When the photo is dry, apply the label on the lower corner on the back of the photo.

**Step 14:** Have a digital copy of your photo saved to a CD to be submitted along with your entry.

**Congratulations! You have successfully mounted your photo for the CJGA Photo Contest.**