**How to Measure a *2 Inch* Window Mat:**

1. With a ruler, lay it across the width of the finished image. Choose the area that is the narrowest and measure it. Complete the following equation:

***Image Width – 1 inch = \_\_\_\_" + 4 = \_\_\_\_” (your outside measurement)***

1. Turn your ruler so that it is vertical across your finished image. Measure the shortest area of the length. Complete the following equation:

***Image Length – 1 inch = \_\_\_\_" + 4 = \_\_\_\_” (your outside measurement)***

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| 1. Take your two outside measurements and cut your Bristol board accordingly. Measure 2 inches in from all four edges, at two points along each edge, and draw a box. Take care when cutting your corners. 2. Carefully cut the inside box out. 3. Tack your image in from the front with a small piece of masking tape. Position and turn over to finish taping with wide clear tape. 4. Using a silver pen, in neat lettering, print your name and the year in the bottom right hand edge just below the image. | **Sample Window Mat:**   |  |  |  | | --- | --- | --- | |  | ***2”*** |  | | ***2”*** | ***Width***  ***L***  ***e***  ***n***  ***g***  ***t***  ***h***  ***\*inside is cut away*** | ***2”*** | |  | ***Name Year***  ***2”*** |  |   ***Width + 2 + 2 = Outside Width of Mat***  ***Length + 2 + 2 = Outside Length of Mat*** |
| **Note: for a 2 ½” mat, add 5** OR **for a 3” mat, add 6** |  |