

Mounting Guide (MG1A)

Last revised: 11.02.05

Mount Your Work

Mount completed work on one or more sheets of black board. Refer to the Mounting Diagram/s (MT1A; MT2A; etc.) on the course web site.

Protect Your Work

Attach a cover overlay sheet (thin velum or sturdy trace paper) to the top of each black board you submit, to protect your work. Refer to Overlay Diagram 1 (OV1A) on the course web site.

Label Your Work

In pencil (or visible ink), print (each on a separate line): name, course #, project #, and semester/year, all in the lower left corner of the unmounted side of each board.

Mounting Instructions

1. Position item/s. Align each item on a sheet of black board, without adhesive, as indicated by the corresponding Mounting Diagram (MT1A; MT2B; etc.). Draw light pencil marks on the board, at opposite corners of each item, to indicate where you will mount it.
2. Apply adhesive. Turn items print-side down on a sheet of clean, unprinted paper. Apply a light coat of adhesive over the entire back of each item. Allow adhesive to dry (follow adhesive instructions). Note: If you use rubber cement, apply it to both the back of each item and the areas of the board where you will mount the items.
3. Mount item/s. Mount each item on the sheet of black board. Check alignment. If necessary, gently pull up and reposition items. Each item must be aligned with all other items and the board itself. Next, place a cover overlay sheet over the entire board. Press or rub down each item, to ensure that it is fully attached to the board.

Discussion

Be prepared to discuss or explain your design methods and ideas. If possible, keep a personal copy of any project or assignment you submit for evaluation. Keep notes and sketches. You may wish to refer to them later, to refresh your memory or review your design process.

Submission

Place black board/s in a standard size portfolio case, as specified in the supplies list. If you haven't already, attach a business card to the lower right corner of the flap on top of your portfolio case.

--