

"DO'S" AND "DON'TS"
of
MAT CUTTING
by
KEETON INTERNATIONAL, INC.

..... **OUR PROMISE.**

We at Keeton International, Inc. would like to welcome you to
The WONDERFUL WORLD of KEETON KUTTERS --- Where it all began! And, to give you some basic cutting technique instructions and pointers that will start you on your way to creating unique first quality matting, that not only you will be proud of -- but your customers will be proud to own!

..... **WHY MATTING**

Of all of the different services offered today by picture framers, the most versatile and profitable is that of mat cutting. Although the most important reason for matting is to create a vapor barrier between art and glass, the concepts that we are interested in here are those of mat cutting techniques.

As you embark on being creative with your new Keeton Kutter, remember the following: **Matting can be used to enhance paper borne artwork in a multitude of ways!** From picking up colors in and/or around it to making it larger (to give it added importance), the choice is yours and the possibilities are virtually endless!

..... **DO'S AND DON'TS**

Over the years we have found that the following items have a tendency to be inadvertently overlooked. Because they are points that can and will affect the finished quality of the matting you create - as well as the life expectancy of your kutter, **we must stress their importance!**

Do **Cover Your Kutter** when not in use. It's a precision made tool and dust and grime can ruin it! A cover can be made from a towel, an old sheet, etc. Better yet, ask your jobber about the **Keeton Dust Covers**, they are specifically made for your Keeton Kutter!

Do **Always use under-layment** when cutting. It acts as a back-up for the facing of a mat and helps prevent bad corners and ragged bevels, commonly caused by the tip and cutting edge of a blade dulling with use.

Do **Check all nuts and bolts** that hold your kutter together. During the course of shipping, they may have become loosened. Additionally, through normal usage they may "self loosen" and should therefore be checked at least once a year. If loosening persists, remove the screw, place a drop of Lock-Tite on it and replace it.

Do **Regularly clean and lubricate** your kutter. One of the most devastating things that can happen to a kutter is to use it dry. With proper and regular cleaning and lubrication, your kutter should give you many years of trouble-free use!*

* See: **Essential Kutter Maintenance**

Do . . . Move underlayment after each cut. If it isn't moved, you lose the back-up it creates, the tip of the blade goes into the previous cut made in the underlayment. The amount of underlayment movement isn't critical (about ¼") and the cuts can be "cross hatched" to a certain extent. When it becomes ragged, change it!

Do Use Keeton No. 91 utility blades in the straight-cut blade holder of your kutter, or Stanley No. 1991.

Do . . . Check the edges of your mat boards before placing them against your mat guide. Convexed and concaved or ragged edges can cause any number of problems when kutting and must be removed from the outer edges first. A 220 grit sandpaper works great!

Do Use Blue Blades ONLY in the bevel blade holder. **No. 12's can be used but we recommend against them.** They don't last nearly as long, they are weaker and have been known to split and/or shatter, sometimes causing irreversible damage to both kutter and fingers! **Keeton Kutters were designed to use Blue Blades** to give you the longest lasting cutting edge possible!

When ordering bevel cutting blades, ask for Keeton Blue Blades.

Do . . . Use a 6-H pencil for your opening layouts on the backs of your mats. The lead is harder than the more commonly used 2-H and gives you a finer line to work with. 6-H doesn't normally smear as easily as 2-H, thereby reducing the possibilities of lead transfer to the face of a work of art via fingers, etc!

Do . . . Make sure your kutter bench is flat. One of the most common causes of incomplete cuts and hooked corners is that of using a kutter on a bench whose top isn't perfectly flat. When cutting, if the top is concaved the base of the kutter won't be properly supported and this can cause it to bow downward slightly. This condition should be repaired before you begin using a new kutter.

Don't . . . Allow anything to be laid on top of a Kutter! If the chrome plating should become chipped, the sliding block may wear excessively and shorten the life expectancy of your kutter.

We realize this should go without saying. However, we've found over the years that everything from moulding to glue gets placed on top of mat kutters "by accident". **Don't let this "accident" happen to your kutter. It can be costly!**

Don't Overadjust the adjustable features of your Kutter! Excessive adjustments can be a major cause of kutter control problems. If excessive kutting head friction begins to develop while cutting, check the adjusting points. Your kutter should not bind. **It's designed to give you ease and flexibility not found in other kutters!**

Don't . . . Leave pencils, etc. lying on top of your Kutter! If lead should happen to get on the base of it, you can be sure it will end up on the face of a mat somewhere not to mention what could possibly happen to your kutter if it's bar is pressed down on a hard object!

Don't Set bevel kutting blades out too far! Before your kutter left our factory, the blade was set correctly for standard mat board cutting. Under normal conditions, you should not set it out any farther as this can cause hooks in the corners of a mat and possibly damage your kutter. Additionally, the deeper the blade setting the more blade friction created. This can effect kutter head control, blade and underlayment life.

Don't . . . Use oil anywhere around your kutter. It has a knack for getting on mat board!

Don't Lean on kutter handle when cutting! The cutting bar was designed as a "floating" bar to make cutting of multi-level mats easier and excessive pressure can cause it to move slightly, thus in effect, changing your mat guide setting.

When cutting inlay mats, this slight movement can make the difference between good and bad mats because **exact repetition is required for inlay cutting.**

Additionally, using excessive pressure may, in time, have a tendency to reverse the leveling bow formed into the cutting bar. If this happens, the center of the bar can raise up while cutting, causing an incomplete cut in your mat!

To insure against movement and reversing, **always use the exact same pressure on the handle and apply it at the center of the mat being cut!**

Pressure is correct when the cutting bar is perfectly flat on the back of the mat being cut, while cutting. If you should find that excessive pressure becomes necessary to prevent a mat from moving, during a cut, it's a sign that your blade may need changing and/or your kutter is in need of cleaning.

Don't Pull up or outward on kutter knobs! The knobs are for pushing down and pulling back. Pulling up or out on them can cause excessive friction, binding of the sliding block and in time may cause it to wear improperly, making the kutter difficult to control.

To prevent these possibilities, develop a kutter head grip which is comfortable for you and applies the correct pressures. **Replacing sliding blocks can become costly. Use yours correctly!**

DO NOT PULL UP WHILE PULLING BACK ON STRAIGHT-CUT KNOB!

Don't Overtighten locking knobs! This can cause the facing of their screws to mar, and in time possibly ruin the sliding surfaces they lock on. Also, overtightening can cause both knob screws and screw hole threads to be stripped. Normal **finger tight pressure** is all that should be required to lock them. The knob sizes and styles were chosen with this in mind!

Don't Bang mat boards against your mat guide when cutting! Working with mat board is like working with glass.

Handle it with a reasonable amount of care and you should rarely have problems.

Any mat guide can be knocked out of parallel. For this reason, a gentle but firm pressure should be used when placing mat board against them.

If you have a **Keeton Heavy Duty Mat Guide**, you have the ultimate precision parallel mat guide available. Treat it as such, and you'll never have to wonder if one end is the **exact same distance** as the other from the cutting bar!

Additionally, you'll never be forced to eye-ball (two) ends of your mat guide to (two) different scales, in an effort to *try* to achieve a parallel setting!

Don't . . . Hesitate to write or call us with any questions or problems you may be

having! If we can't answer your question, we can put you in contact with someone who can!

From mat cutting to mitering and joining **Keeton International innovates and solves problems!** We are always looking for ways to make your job easier! . . .

Don't Continue cutting if you hear or feel roughness! From time to time (no matter how thorough you are) junk may get caught *in* the sliding block between blades and cutting bar. If this occurs, you will almost always hear and feel it. It's a warning sign that your kutter is in desperate need of cleaning and lubrication!*

Just as "running a kutter dry" can ruin it, so too can running it rough!

* See: **Essential Kutter Maintenance.**

FORMULA FOR FIGURING MAT BORDER WIDTH

The frame size less the image size equals the TBW. Divide the TBW by 2. The result is the mat border width.

EVEN BORDERS

	Example
Frame size and mat blank size8" x 10"
Less Image size5" x 7"
Equals TBW3" x 3"
Divide TBW by 21½" x 1½"
1½" x 1½" is the Mat Border width.	

UNEVEN BORDERS

	Example
Frame size and mat blank size9" x 12"
Less Image size5½" x 7"
Equals TBW3½" x 5"
Divide TBW by 21¾" x 2½"
1¾" x 2½" is the Mat Border width.	