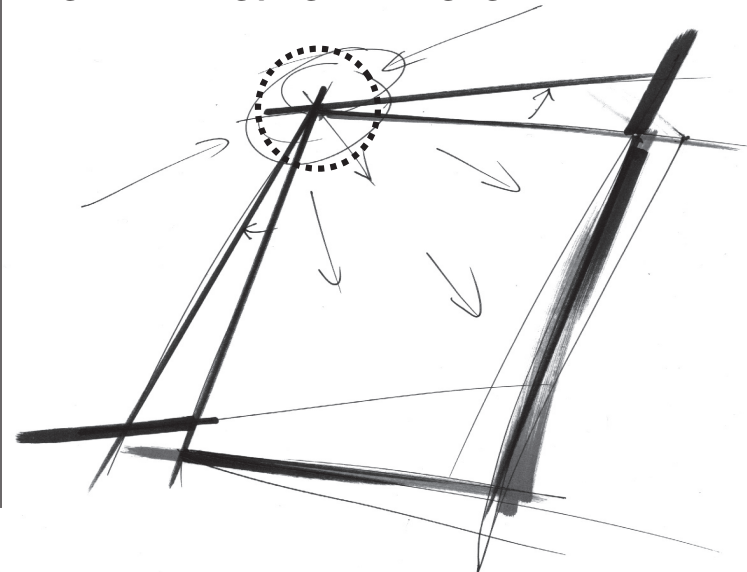applied**design**

procedure overview

1) *affix imaging output* to selected size foamcore (fig. 1) by a layout that is suitable (see attached options). align to longest side once evenly sprayglued and to left-hand corner and slowly allow to lay down on the surface area whilst in a very gentle outward sweeping motion the image material is pressed to surface outward from the corner to eliminate any air pockets

2) utilize (pre-made **'riser blocks'** and affix to the reverse side of the image area (fig. 2)

3) *use **'master frame template'** align to top and longest side* and affix with temporary masking tape 'detacked'; detack by sticking on a leg of pants to take off some of the tack (fig. 3)

4) *dry-fit placement* of all mounted imaging *using the* **'spacer bars'** to make all internal spaces consistent between various image sizes
 - *top alignment, center alignment and inside spacing between images are absolutes, meaning they MUST BE ADHERED TO ensure an overall professional aesthetic from display to display*

All student display arrangements will be accessed to determine that they comply to the guidelines. If deemed non-compliant the presenter may be prohibited to display the board.

1) glue imaging to foamcore

- trim imaging if required/some overage can be trimed carefully once proper top and one side alignment is achieved
- glue imaging to appropriate pre-cut foamcore *landscape or portrait* orientation: a) 8.5 x 11 b) 11 x 17 c) 18 x 24
- spray glue reverse side of imaging lightly and with even side to side stokes about 6-8 inches away from surface
- use newspaper in stairwell floor to limit overspray and cleanliness to the surrounding area and especially the back surface of the imaging
- do not allow overspray to creep under to the actual surface of the image
- once sprayed (each image individually) quickly but carefully mount to the appropriate size of foamcore (have all pieces ready prior to gluing)
- ***start with the upper left corner and align the top and left longest edge*** (make edges square) and slowly allow to drop to suface whilst *carefully pressing down from upper corner outwards in a gentle sweeping motion*
- *be sure hands are clean through the entire process*

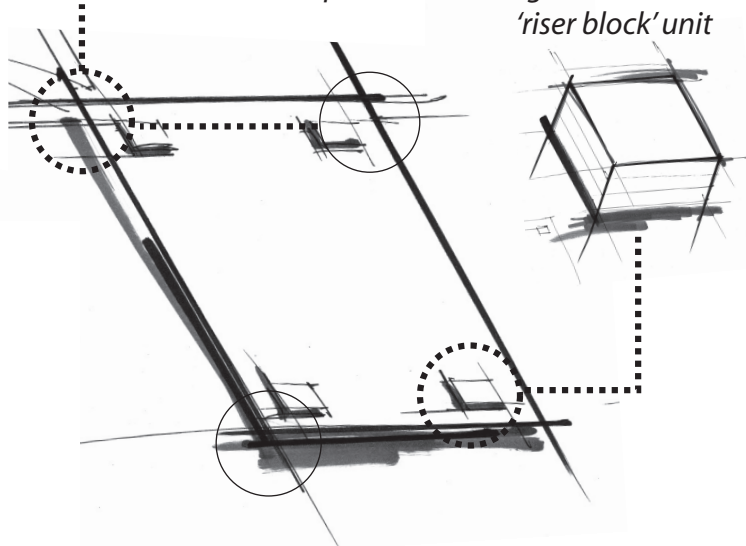 **fig. 1 mounting preglued imaging to foamcore**

procedure overview

2) glue 'riser blocks' (premade) **to foamcore**

- glue to reverse side of all foamcore sizes; use the glue gun to affix the blocks
- the blocks are to be placed a minimum of 1" in from the edges of the foamcore/imaging matrix
- the blocks should not be visible once affixed portrait
- there are *2 blocks* for the a) 8.5 x 11 size and *4 blocks* for the larger proportions of b) 11 x 17 and c) 18 x 24

fig. 2 reverse side of foam core with 'riser blocks'

'riser blocks' should be 1" space from all edges

'riser block' unit

3) use 'master frame template' for display board

- mount to board and *align to top and longest side*s to acieve general alignment - *so that it is SQUARE*
- affix with temporary masking tape 'detacked'; detack by sticking on a leg of pants to take off some of the tack (fig. 3)
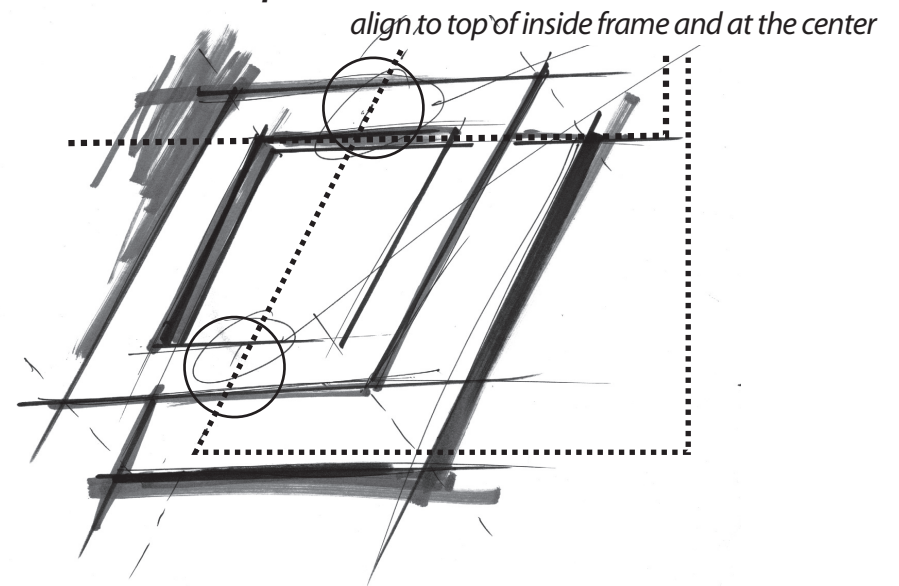
a) the top alignment is absolute - all imaging must align at the top and hang down consistently

b) all work is to be centered, use the centerline marks on the template for all imaging - *measure the overall width with the internal 1" spacing included must be centered overall*

c) all internal spacing is absolute - *use the 'spacer bars' to achieve the proper spacing and alignments intenally*

- *dryfit all imaging prior to gluing to detemine that aligments to the absolutes are correct - this ensures consistency to all the displays*

fig. 3 'master frame template'

align to top of inside frame and at the center

procedure overview

4) use *'spacer bars'* for all all internal spaces

this makes all internal spacing consistent between all imaging within the 'master frame template'
- *dry-fit the placement* of all mounted imaging *using the 'spacer bars' to create the necessary spacing for both the horizontal and vertical alignments*

c) all internal spacing is absolute - *use the 'spacer bars' to achieve the proper spacing and alignments intenally*

- *dryfit all imaging prior to gluing to detemine that aligments to the absolutes are correct - this ensures consistency to all the displays*

fig. 4 'spacer bars' *application within frame*

align between imaging within 'master frame template'

foamcore/ imaging