

*This AI-generated document is intended to accompany the video “[Creating a Traditional Matted Product Template](#)” as a written reference. While it provides details of the techniques and processes demonstrated in the video, it is not a comprehensive training guide. You may find printing this document helpful for quick reference.*

*For a more detailed understanding of this topic, please consult the ProSelect Online Help Guide.*

# Creating a Traditional Matted Product Template

## Introduction

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This video demonstrates how to create a Traditional Matted Product Template in ProSelect using the Product Editor. You’ll learn both how to build a template from scratch and how to duplicate an existing one. This process allows you to design and customize professional, lab-ready product templates that match your supplier’s specifications.

## About Traditional Matted Products

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A traditional matted product is a mounted print where a cut mat—also called a “mount” in the UK—is overlaid on a photograph, typically with a beveled edge.

Before creating your own, check whether ProSelect already has a collection from your lab providing a matching template.

- Always verify the product sizing and availability on your lab’s website to ensure the template can be produced correctly.

In this demonstration, we’ll create a 3-up, 5x7 matted product from White House Custom Color.

## Two Methods for Creating Product Templates

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ProSelect provides two ways to create product templates:

1. **From scratch** – Build a new template using the Product Editor.
2. **By duplication** – Copy an existing template and modify it.

This video begins with the “from scratch” method.

## Creating a Product Template from Scratch

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1. Open ProSelect.
2. On the top menu, go to Products → Product & Pricing Manager.
3. Click the Product Templates tab.
4. In the Categories and Folders Panel, click Add → New Category.
  - Name it Custom Cut Mats.
5. Click Add → New Folder again.
  - Name the folder Multi-opening Mats.
6. In the Product Templates panel, click Add.
  - Select **Traditional Matted** from the dropdown list.
  - The Product Editor window will open with a default Traditional Matted template.

## Customizing the Template

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7. Name the Template:
  - Use a descriptive name that includes the size, such as:  
10x20 3-up 5x7
  - Optionally, assign a supplier name.
8. Set the Design Size:
  - Use the arrows or type directly into the **Width** and **Height** boxes.
  - Click **Apply**.
9. Create the Openings:
  - Set the first opening size to **7x5** using the dropdown.
  - Rotate the opening using the up/down arrow or rotate tool.
  - Click **Apply**.

- With the opening selected, click **Add Opening** twice to create three total openings.

#### 10. Position the Openings:

- Turn on Snap to Edges, Guides, and Gaps.
- Start by centering the middle opening using the vertical and horizontal guides.
- Set grid spacing to **0.25 inches** and use **Snap to Grid**.
- Space the openings 1 inch apart, with an outside border of 1.5 inches.
- Use the handles or measurement display to fine-tune positioning.

#### 11. Check Opening Numbers:

- Openings are numbered for image order.
- Use **Reorder All Openings** to organize them sequentially.
- If stacking templates, matching numbers between templates is essential.

#### 12. Set Mat Overlap:

- Select all openings (**Ctrl/Cmd + A**).
- Choose **Custom Size** under Mat Overlap and enter a specific value (default is 0.25 inches).

#### 13. Assign Presentation Options

- Select a Presentation Option for the product.
- Check Render Images in Position if desired.
- Optionally, assign a **Traditional Mat or Frame**, such as a White mat from White House Custom Color.

#### 14. Save the Template:

- Click **Save**.
- A preview appears in the Product & Pricing Manager with details below.

### Duplicating an Existing Template

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1. In the Product Templates list, select the **10x20 template**.
2. Click **Duplicate**.

- A copy will appear with “\_1” added to its name.
3. Select the duplicated template and click **Edit**.
  4. In Design Size, enter 30x15 and click Apply.
  5. Select all openings and change them to **7x10**.
  6. Adjust side openings so the outer edges align 2.5 inches from the border.
  7. Rename the template to reflect its new size:  
15x30 3-up 7x10
  8. Click **Save** to finalize.

You can duplicate templates as needed to create multiple size variations or stack them for simplified client presentations.

## Viewing Your Templates in ProSelect

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1. Return to Working with Products in ProSelect.
2. On the Resource Selection Bar, open the dropdown menu and select **Custom Cut Mats**.
3. Your new templates will appear in the list.
4. Drag a template into the working area to populate it with images.

## Conclusion

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You’ve now created a Traditional Matted Product Template in ProSelect and learned how to duplicate it to produce size variations. Using the Product Editor, you can efficiently design templates that match your lab’s specifications and streamline your product offerings.

## Additional Resources

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For more detailed instructions and tips, consult the “[Product Editor](#)” and “[Traditional Matted](#)” sections in the ProSelect online manual, accessible via the "Help" menu under "Open Online Help Guide."