

*This AI-generated document is intended to accompany the video “[Building and Ordering a Traditional Matted Product](#)” 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.*

# Building and Ordering a Traditional Matted Product

## Introduction

A Traditional Matted Product uses a real, bevel-cut mat placed over your images to create a classic, finished presentation. In some countries, this is known as a “mount.” This guide explains how to select a template, add images, adjust the layout, customize mats and frames, and add the finished product to your order.

## Selecting a Matted Product Template

Step 1: Open the Products Area

1. Navigate to Working with Products.
2. Select **Thumbnail View**.

Step 2: Choose the Template Category

1. In the Template Resource area, select **Mat with Frame Templates (GNP)**.
2. These templates are part of the **ProSelect default data setup**.

Step 3: Select a Three-Opening Template

1. In the folder drop-down menu, choose **3 Opening**.
2. Double-click the **Mixed V H** template.

## Adding and Adjusting Images

Step 1: Add Images to the Template

1. Use the image list on the left side of the screen.
2. Drag and drop **three images** onto the openings in the template.

### Step 2: Reposition Images

1. Hold **Option (Mac)** or **Control (Windows)** while dragging an image.
2. Move the image within its opening to reposition it.

### Step 3: Enter Cropping View

Press the **C key** to enter cropping view. The teal border shows where the mat will overlap the image.

### Step 4: Adjust the Crop

1. Select the image you want to adjust.
2. Use the **crop tools** or the **plus (+) and minus (-) keys** to fine-tune the crop.

### Step 5: Return to Show View

Press the **C key** again to return to **Show View**.

## Changing the Mat

You can assign or change the mat while working with the product, or after placing the product in a room.

1. Click the **Mat Tool**.
2. Select **GNP Frame Mats**.
3. Choose a mat from the list.

A **green mat tag** indicates the mat can be produced in the current size.

When prompted, confirm that you want to assign the mat to **all options in the stack**, then click **OK**.

## Viewing the Product in a Room

### Step 1: Open the Rooms Workspace

1. Click the **Working with Rooms** tab.
2. Select **Thumbnail View**.

### Step 2: Add the Product to the Room

1. Make sure the **Products tab** is active in the image list.
2. Drag the matted product you created into a room.

### Step 3: Open the Room

Double-click the room to view it.

The **product price** will appear in the info bar. Depending on your pricing setup, this may include just the prints or the prints along with the mat and frame.

Step 4: Browse Template Options

1. Use the **Up and Down arrow keys** on your keyboard to move through templates in the stack.
2. Alternatively, **right-click the Stack Tool** and choose a template from the list.

Step 5: Zoom in on the Product

Click the **Close-Up Room View** button to zoom in.

## Changing the Frame

Step 1: Select the Frame Tool

Click the **Frame Tool**.

Step 2: Choose a Frame

1. Select a **GNP frame category**.
2. Browse the available frames and choose one.

A **green frame tag** indicates the frame is available in the current size.

When prompted, choose to assign the frame to **all options in the stack**, then click **OK**.

To avoid repeating this prompt in the future, you can change the setting under Settings → Templates, Rooms and Books.

If you are using **Sum of Parts pricing**, any changes to the mat or frame price will automatically update in the **info bar**.

## Adding the Product to an Order

Step 1: Open the Shopping Cart

Click the **Shopping Cart**.

Step 2: Review the Product

A summary of the **product, mat, and frame** will appear along with the **total price**.

Step 3: Add the Product to the Order

Click the **Total** to add the product to your order.

## **Conclusion**

Creating a Traditional Matted Product in ProSelect involves selecting a template, placing and adjusting images, customizing the mat and frame, and previewing the finished piece in a room before adding it to your order. This process helps ensure the final product looks polished and professional.

**Additional Resources:** For more detailed information consult the ProSelect online manual, accessible via the "Help" menu by selecting "Open Online Help Guide."

This document is designed to be a practical companion to the video tutorial, guiding you through each step to build and order a traditional matted product.