



Wide-Format Printing

HOW DO I PRINT?

- Using an ITaP Windows PC click the Start button (in the bottom left corner), and type in:
 - `\\printers.itap.purdue.edu\itap-walcwideprinting` for WALC
- Wait until a box pops up that looks like this. Then close it.

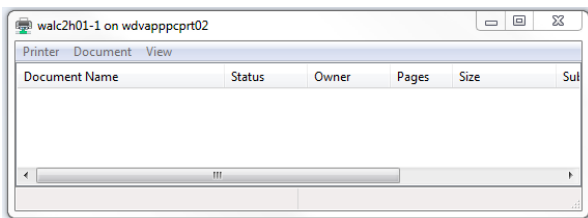


Figure 1. Print queue

- Export your document as a PDF and open it in **Adobe Acrobat DC**. Do NOT attempt to print from a browser (e.g. Edge or Chrome) or from Acrobat Reader DC.
- Ensure everything is correct in your document, then select Print.
- In the print dialogue box (Figure 2), select the wide format printer (1). Then, under “Page Sizing and Handling” select “Fit” (2). Under “Orientation,” select “Auto portrait/landscape.” (3)

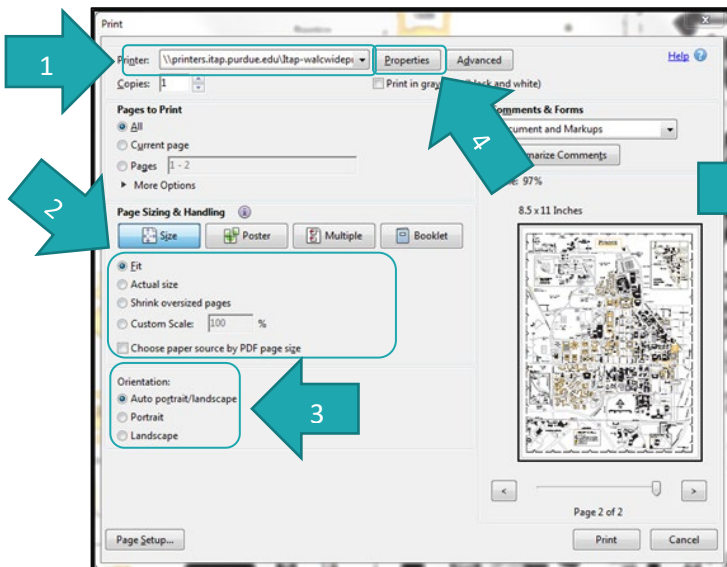


Figure 2. Print dialogue box.

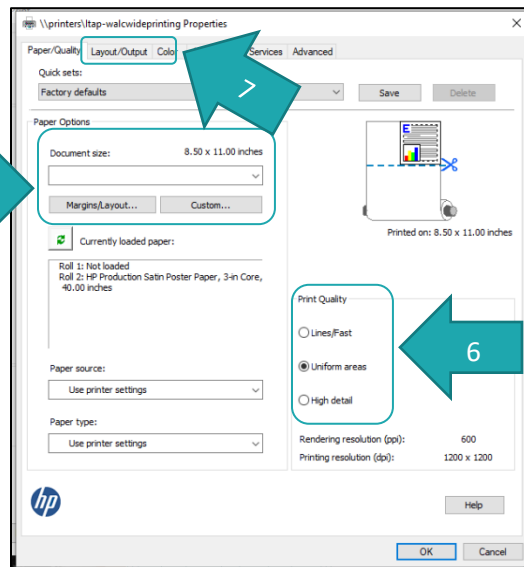


Figure 3. Properties: Paper Quality

- Click the “Properties” button (4). In this window (Figure 3), select your document size or select “Custom...” and manually enter the dimensions (5). Select a print quality (6). Click on the “Layout/Output” tab (7).

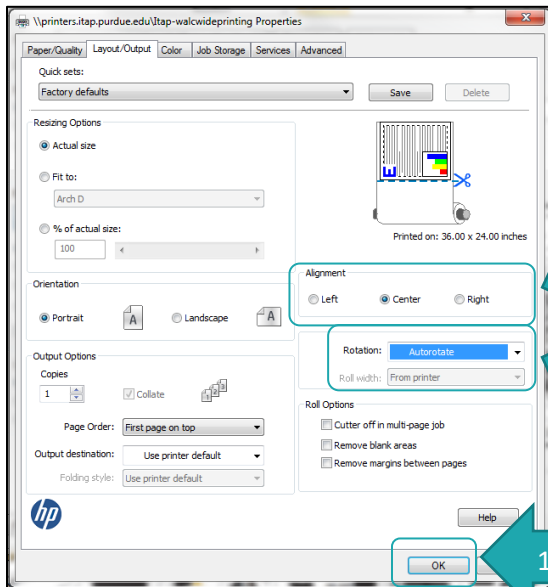


Figure 4. Properties: Layout/Output

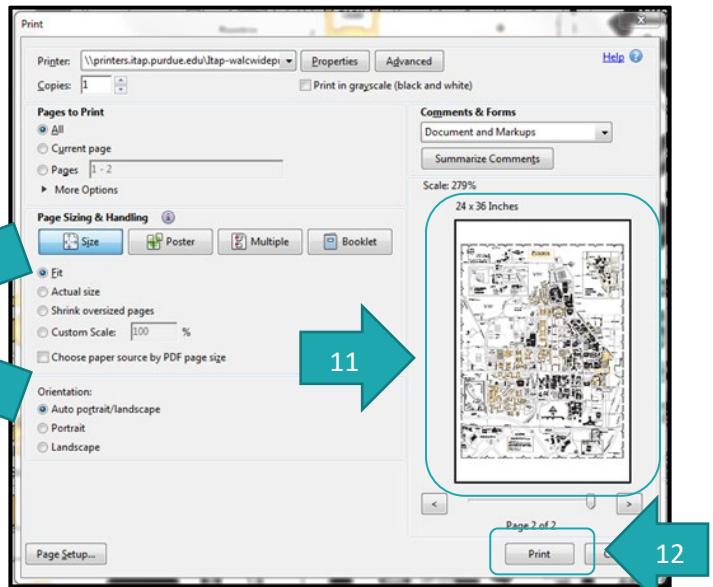


Figure 5. Properties: Layout/Output

- In this window (Figure 4), select Center for the alignment (8). For Rotation, select “Autorotate” (9). Click “OK” (10), which will return you to the print dialogue screen (Figure 5).
- A preview image of your print will be available in the print preview box (11). **Make sure this looks right** (i.e. your print should take up most of the page). Come to the ITaP desk nearest to the printer if it does not.
- Finally, click Print (12).
- Come up to the ITaP desk nearest to the printer and let us know you’re printing to the wide format printer. We’ll ask a few questions and release your job.

If you need help, please come to the ITaP help desk and ask!

HOW MUCH DOES IT COST?

- \$4 per linear foot
 - Your poster will be printed on a roll 40 inches wide, and you will be charged based on the length of paper you use.
 - This means you will be charged for the length of the shorter side if both sides are less than 40 inches and charged for the longer side if one is over 40 inches.
 - For example: 36 x 24 is \$8. 36x48 is \$16.
- You cannot use your normal print quota to print. You must add money to into Boiler Express and transfer it into PaperCut. Instructions can be found at <https://support.purdue.edu/goldanswers/610154>

WHAT CAN I PRINT?

- Academic posters, large documents, and high-quality images.
 - Images should be at least 200 dpi to avoid pixilation
- At least one edge of the poster cannot exceed 40 inches.

WHEN CAN I PRINT?

- When the library desks are staffed. Please see <https://www.lib.purdue.edu/hoursList> for current hours in WALC and Hicks Library.
- Typically printing only takes a few minutes, but please arrive at least half an hour before close.