Wide Format Printing Instructions

1. Log on to a Purdue IT Windows PC, click on the Start button, and type in: \printers.itap.purdue.edu (Figure 1)

Then double click on either itap-walcwideprinting for WALC or itap-hikswideprinting for HIKS (Figure 2).

2. Wait for the pop-up box to appear (Figure 3), then close it.

   Do NOT use Adobe Reader or print from a browser.

4. Ensure everything looks correct, then select Print.

5. From Print Dialogue Box (Figure 4), select the wide format printer (1).


7. Click on "Properties" (3).

8. In the Properties Dialogue Box (Figure 5), click on the "Paper/Quality" tab (4).

9. Select 'Custom..' (5).

10. Enter your poster dimensions (Length and Width in inches), enter a 'Name' (ex: custom a) (6), and Save (7).

11. In Layout/Output, ensure the drop down menu of 'Fit to' lists your custom size created in step 10. Then select 'OK.'

12. Do a final review (Figure 6) of the Print Preview Box (8).

13. Click on "Print" (9) and visit the Service Desk to release your job!