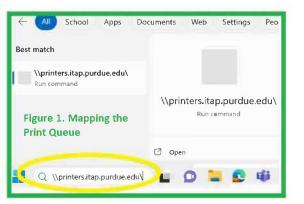
Wide Format Printing Instructions



 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).



Status

Owner

Pages Size

Submitted

Document View

Document Name

Figure 3.

- 2. Wait for the pop-up box to appear (Figure 3), then close it.
- 3. Open your document in **Adobe Acrobat Pro.**
 - 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).
- 6. Under "Page Sizing and Handling," select 'Fit' (2).
- 7. Click on "Properties" (3).



- 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!



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Printer. \printers.itap.purdu.e.edu\itap-hikswideprint Properties 3	Jan 1997	Help
Copies: 1 Princing grayscale (bla	and white) 🗌 Save ink/ton er 🛈	
Pages to Print	Scale: 279%	
All Current Pages	24 x 36 Inches	
More Options		
Page Sizing & Handling () Size Poster Multiple Booklet Pit 2 Actual size 100 % Custom Scale: 100 % Choose paper source by PDF page size Orientation: Auto Portrait Landscape		
Comments & Forms		2
Document and Markups v Summarize Comments	x 0	- 5
	Page 1 of 1	

- 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).

Printer: \\printers.itap.purdue.edu\itap-hikswideprint ~ Properties Ad	dvanced Help
Copies: 1 Print in grayscale (bla	ackand white) 🗌 Save ink/toner 🕕
Pages to Print	Scale: 279%
All Current Pages 1	24 x 36 Inches
More Options	
	in the second second
Page Sizing & Handling 🛈	
Size Poster Multiple Booklet	
Fit OActual size	
Shrink oversized pages Custom Scale: 100 %	
Choose paper source by PDF page size	
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Comments & Forms	
Document and Markups v Summarize Comments	
	Page 1 of 1