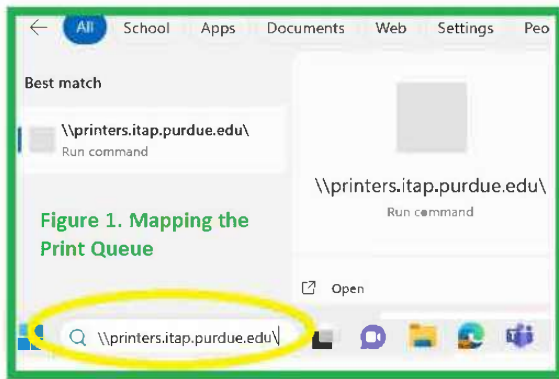


Wide Format Printing Instructions



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.
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).

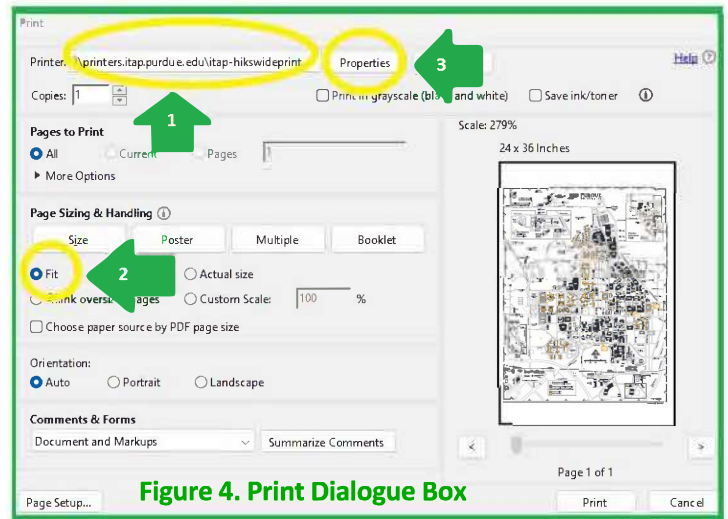


Figure 4. Print Dialogue Box

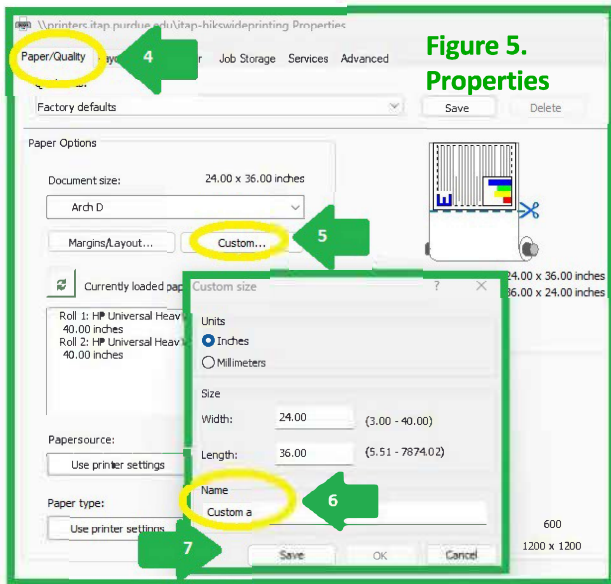


Figure 5. Properties

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!

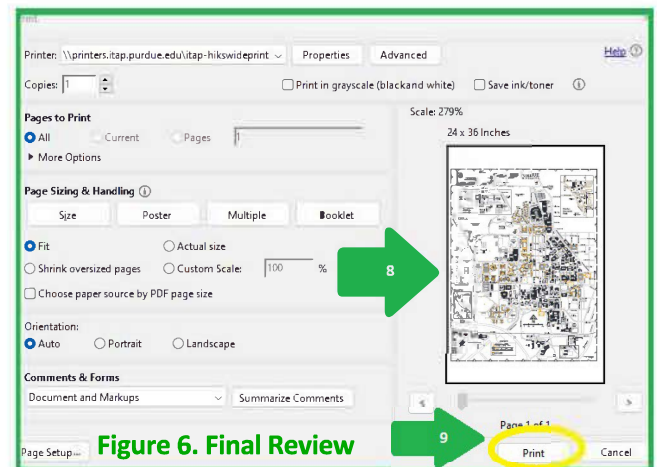


Figure 6. Final Review