



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 the image below appears, then close it.

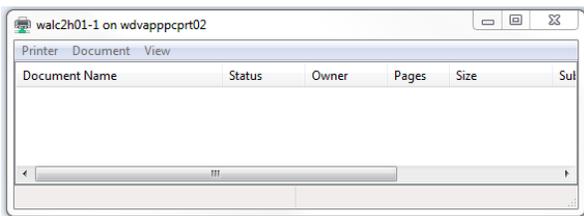


Figure 1. Print queue

- 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)

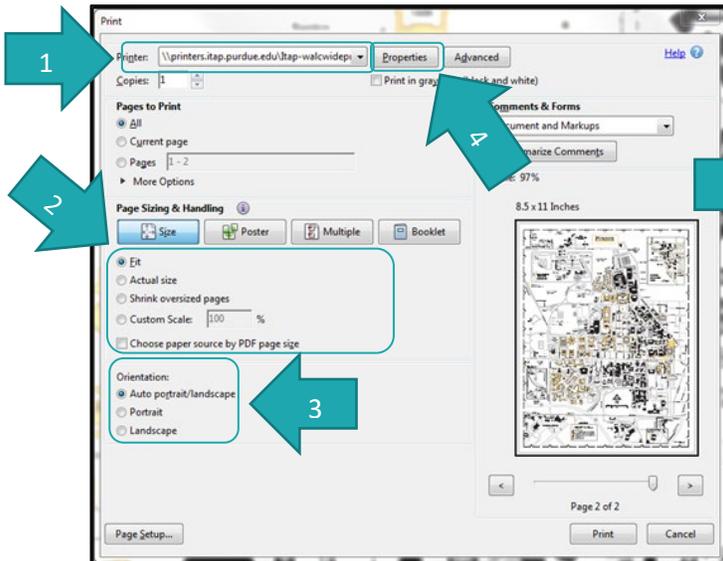


Figure 2. Print dialogue box.

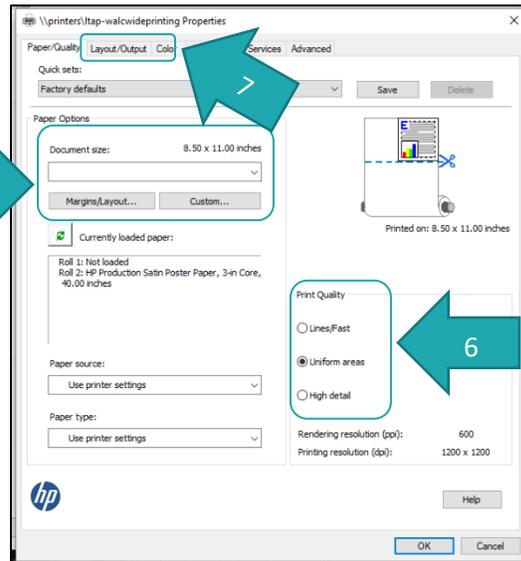


Figure 3. Properties: Paper Quality

- 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).

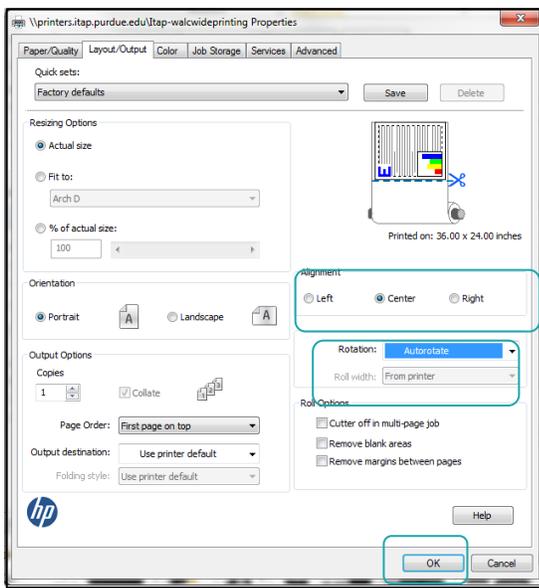


Figure 4. Properties: Layout/Output

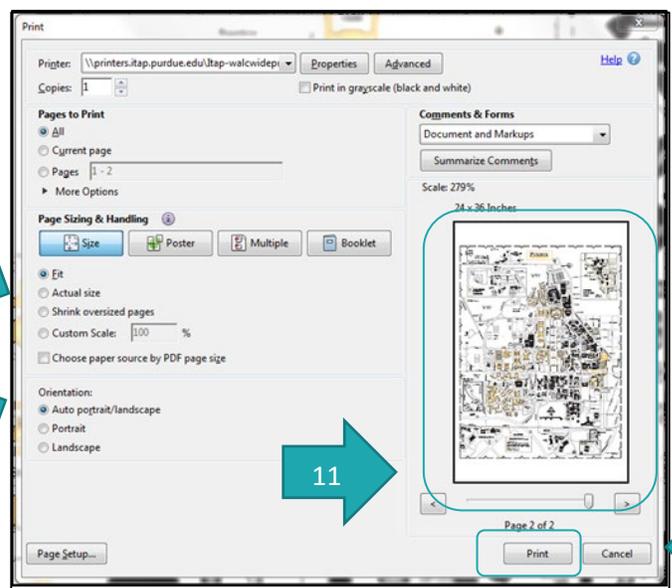


Figure 5. Properties: Layout/Output

- 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). Please visit the ITaP help desk for assistance.
- Finally, click Print (12).
- Come up to the ITaP help desk on the 2nd floor of WALC and let us know you’re printing to the wide format printer. We’ll ask a few questions, review the print, and release your job.

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

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?

- You can print when the help desk at WALC is staffed. Please see <https://www.itap.purdue.edu/facilities/instructionallabs/resources/currenthours.html> for current help desk hours.
- Printing typically only takes a few minutes, but please arrive at least half an hour before close.

WHAT DOES IT COST?

- \$4 per linear foot
 - Your poster will be printed on a roll that is 40 inches wide.
 - You will be charged based on the length of paper you use.
 - 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 while 36x48 is \$16.
- **You cannot use your normal (default) print quota to print.** You must add money to your Boiler Express and then transfer funds to PaperCut. Please see our Knowledge Base article: <https://support.purdue.edu/goldanswers/610154>
 - To **ADD** funds to your BoilerExpress account, visit <https://www.purdue.edu/business/card>.
 - Click 'Manage My Account' and log in.
 - Click on 'Add Money,' enter your card, and monetary amount of your choosing.
 - Click on 'Next,' complete your card billing details, and click on 'Submit.'
 - To **TRANSFER** funds from BoilerExpress to PaperCut, visit PaperCut: itap.purdue.edu/papercut
 - Click on 'Add Credit.'
 - Funds can be transferred in increments of \$1, \$2, and \$5.
 - After you choose the amount, click on 'Add Value.'
 - Funds will appear as a 'Blackboard Balance.'