

# Wide Format Printing

1. Log on to a Purdue IT Windows PC using your own Career Account Login and Password.

2. In the Search bar, enter: `\\printers.itap.purdue.edu` (Figure 1)



Figure 1: Map Print Queues

3. Double click on either **puit-hssewideprinting** or **puit-walcwideprinting** (Figure 2).



Figure 2: Wide Format Queues

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



Figure 3: Mapping Confirmation

5. Open your document in **Adobe Acrobat**. *Please do not print from a browser.* Ensure everything looks correct, then select Print.

6. In the print dialogue box, **select the wide format printer** from the dropdown menu (Figure 4).



Figure 5: Properties

Click on **'Properties'** at the top of the dialogue box (Figure 5).

*Please Note: There are preset defaults for wide format printing. Please only change settings noted.*

7. Click on the **'Paper/Quality'** tab (Figure 6). Select **'Custom'** (Figure 7).

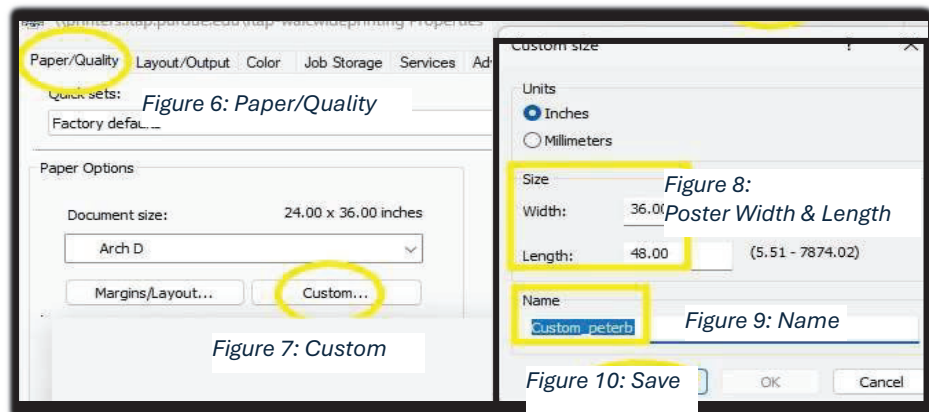


Figure 6: Paper/Quality

In the **'Custom size'** pop-up box, enter your **poster size** (Figure 8), enter a **name** (ex: custom\_peterb) (Figure 9), and **Save** (Figure 10).

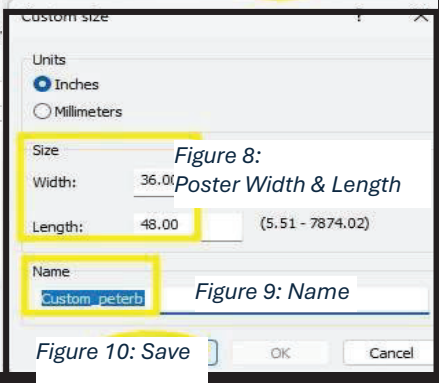


Figure 8: Poster Width & Length

Figure 9: Name

Figure 10: Save

8. Click **'OK'** to proceed.

9. Click on the **'Layout/Output'** tab (Figure 11). In the **'Fit to:'** option, **select the document size** you just created and saved from the dropdown menu (Figure 12).

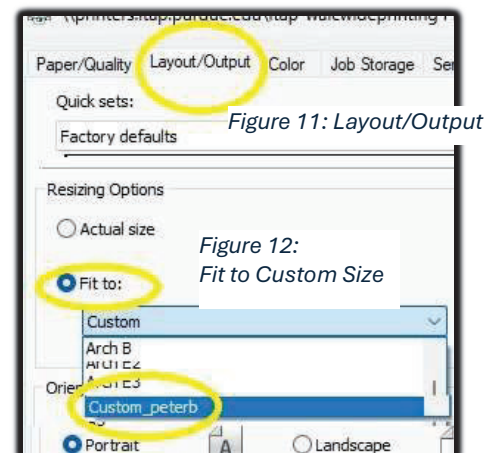


Figure 11: Layout/Output

Figure 12: Fit to Custom Size

10. Click **'OK'** to proceed.

11. Do a final review, click on **'Print,'** and **visit the Service Desk.**

12. Let the staff know that you are printing using the **Shared Account 'Data Mine' in PaperCut.** Staff will override charging the printing cost to your account and use these funds instead.

13. The Service Desk staff will have you view the preview at the printer and then release the job!