Wide Format Printing

Where Can I Print?

- **Hicks Undergraduate Library (HIKS)**
- **Wilmeth Active Learning Center (WALC), 2nd Floor**

What Can I Print?

- Academic posters, large documents, and high-quality images.
  - Images should be at least 200 dpi to avoid pixilation.
  - Please note that the printers have stationary print heads so color variations can occur.
- At least one edge of the poster **cannot exceed 40 inches inches.**

When Can I Print?

- You can print during staffed Purdue IT Service Desk hours at HIKS or WALC.
- Please see **https://it.purdue.edu > Instructional Labs** for current Service Desk hours.
  - Printing typically only takes less than 10 minutes, but please arrive at least half an hour before close in case of any issues.
  - Printing is done on a first come, first serve basis so plan accordingly for deadlines.

What Does It Cost?

- **Please Note: You cannot use your normal (default) print quota for wide format printing** *(see below)***.**
- Cost is **$4 per linear foot**
  - Your poster will be printed on a paper roll that is **40 inches wide**.
  - **You will be charged based on the length of paper you use.**
    - ➢ The cost will be the length of the shorter side if both sides are less than 40 inches *or* the length of the longer side if one side is over 40 inches.
   - For example: 24"x36" is $8 while 36"x48" is $16.

How Do I Pay for Wide Format Printing?

**Transfer funds from your BoilerExpress Account to your PaperCut Account.**

- To **ADD** funds to your BoilerExpress Account, visit **https://www.purdue.edu/treasurer/finance/card/boilerexpess/**
  - Go to the 'EAccounts Login' to log in and add funds.

- To **TRANSFER** funds from your BoilerExpress Account to PaperCut, go to **itap.purdue.edu/papercut**.
  - Click on 'Add Credit.'
  - Funds can be transferred in increments of $1, $2, and $5.
  - Choose the amount and click on 'Add Value,'
  - Funds will appear as a 'Blackboard Balance.'

- For information on Departmental Funding for wide format printing, please see https://it.purdue.edu > Student Printing.

How Do I Start?

- Log on to a Purdue IT Windows PC, click the Start button, and type in: **\\printers.itap.purdue.edu**

- **Then double click on either itap-walcwideprinting for WALC or itap-hikswideprinting for HIKS**

- Wait for the pop-up box to appear (**Figure 1**), 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.

Figure 2. Print dialogue box

Figure 3. Properties: Paper Quality
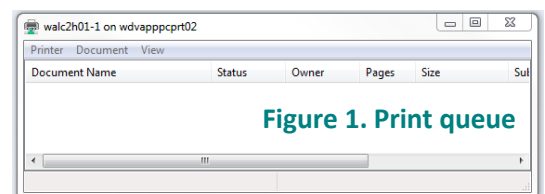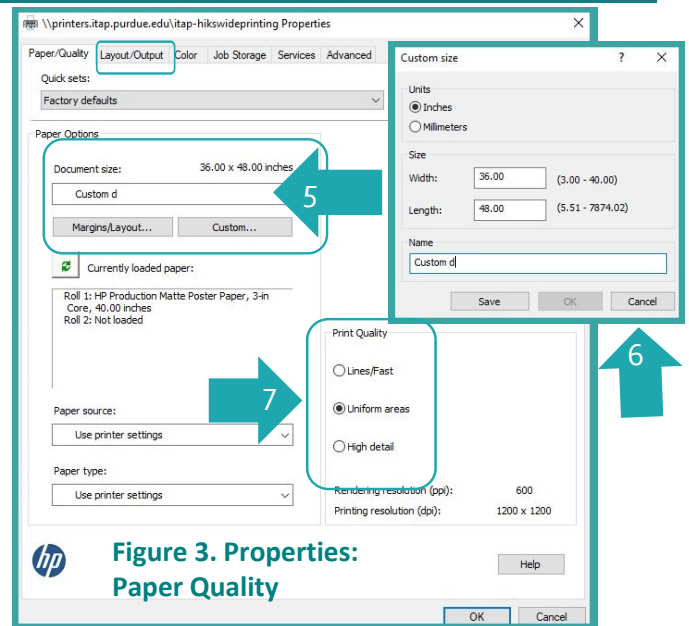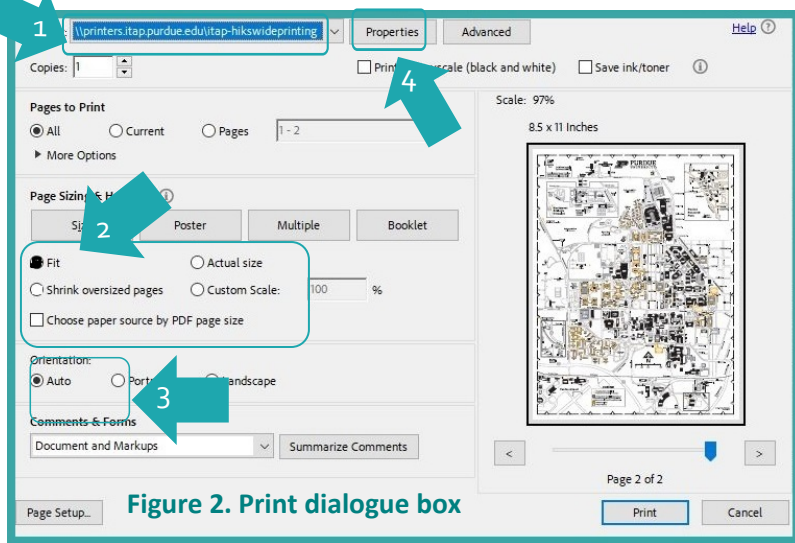
- Print dialogue box (**Figure 2**), select wide format printer (**1**).

- Under "Page Sizing and Handling," select 'Fit' (**2**). Under "Orientation," select 'Auto' (**3**).

- Click the "Properties" button (**4**).

- In the "Paper/Quality" window (**Figure 3**), select 'Custom...' and enter the dimensions for your poster (**5 and 6**).

- Select 'Uniform areas' under "Print Quality" (**7**).

Figure 4. Properties: Layout/Output

Figure 5. Properties: Layout/Output
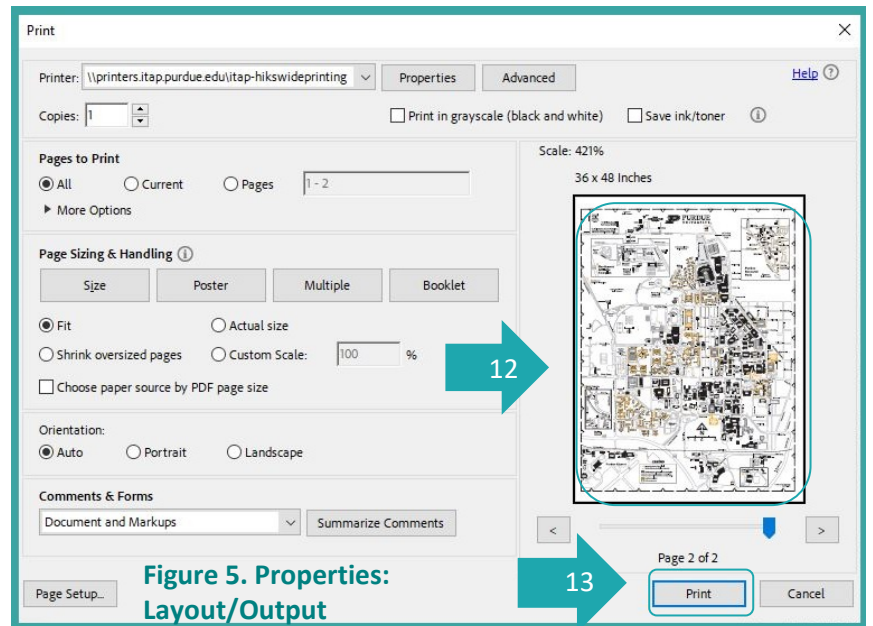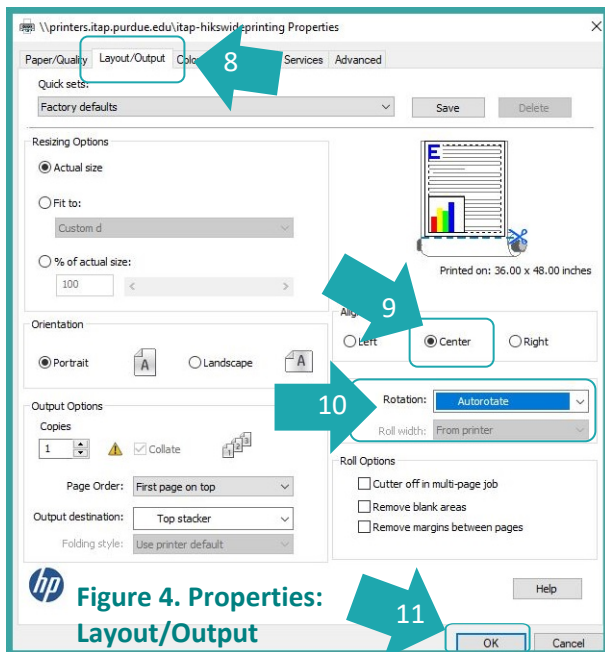
- Click on the "Layout/Output" tab (**8**).

- In this window (**Figure 4**), select Center for the alignment (**9**).

- For Rotation, select "Autorotate" (**10**).

- Click "OK" (**11**), which will return you to the print dialogue screen (**Figure 5**).

- Review the Print Preview box (**12**). **Make sure this looks right** (your print should take up most of the page).

- Click Print (**13**).

- Visit the Service Desk, let us know you're wide format printing, and we'll review the print and release your job.