

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**.
 - $\circ~$ 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**.
 - o Click on 'Add Credit.'
 - Funds can be transferred in increments of \$1, \$2, and \$5.
 - Choose the amount and click on 'Add Value,'
 - o 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.
- 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.

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Paper source: Use printer settings	C Lines/Fast © Uniform areas High detail Rendering resolution (pp): 600 Printing resolution (dp): 1200 x 1200

- 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).

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Figure 4. Properties:	Page Setup. Print Cancel
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.