

Printing in Wide Format (e.g., posters)

WHO can print?

- Wide-format printing is available for all students.
 - To print, you must have a BoilerExpress account.
 - Steps on how to print are on the second page.

WHAT can I print?

- Posters, large documents, and high-quality images.
 - The high-quality images should be at least 200 dpi.
- At least one edge of the poster cannot exceed 40 inches (maximum width is 39.37 inches).

HOW MUCH does it cost?

- \$4 per linear foot.
 - The poster will be printed on a roll that is up to 40 inches wide.
 - You will be charged based on the length of paper you use.
 - For example, a 36-inch-wide poster that is 24 inches tall would use 2 linear feet of paper and cost \$8.
- Adding money to BoilerExpress account
 - To add more money users must login to PaperCut by going to this address:
<https://wpvapppcprt01.itap.purdue.edu:9192/user>
 - You must have a BoilerExpress account to add money to your PaperCut account. So, if you don't have a BoilerExpress account, use the "BoilerExpress Signup" link after logging into PaperCut.
 - This will direct you to another site where you can create your account.
 - Once you have created the account you can click the link in the email confirmation to login to the account and add funds.
 - After you have funds in your account you can transfer those funds to PaperCut by clicking on "Add Credit using BoilerExpress".
 - The funds show up as Blackboard Balance.
 - Funds can be transferred in increments of \$1, \$2, and \$5 dollars.
 - After you choose the amount click "Add Value".
 - All unused BoilerExpress funds added to PaperCut during the academic school year or summer modules will be transferred back to your BoilerExpress account on May 15th of each year.
 - These funds will not be spent on printing until your regular quota is exhausted, **EXCEPT** in the cases of wide format printing, which is charged directly to your BoilerExpress funds.

WHERE is the printer?

- This is 1 wide-format printer all students have access to use on the second floor of the Wilmeth Active Learning Center (WALC) next to the ITaP desk.

WHEN can I print?

- Printing is available when the WALC is open and there are workers at the ITaP desk.
 - The hours may fluctuate based on worker availability and WALC hours.
 - Provide enough time to print your document in case there is a delay.
 - Popular times, such as right before large, campus-wide poster symposia, take longer to print posters.

HOW do I print?

- You will need to add money to your PaperCut account to print using the wide format printers. You cannot use your yearly allotted quota. If you do not have supplemental funds already in your account, go to <https://support.purdue.edu/goldanswers/610154> for further instructions before proceeding.
- Using a Windows PC connected to Purdue's network (either using one of the ITaP lab computers or your own computer connected to PAL 3.0), click the Start button (in the bottom left corner), and type in \\printers.itap.purdue.edu\\itap-walcwideprinting for printing in WALC.
- Wait until a box pops up that looks like this:

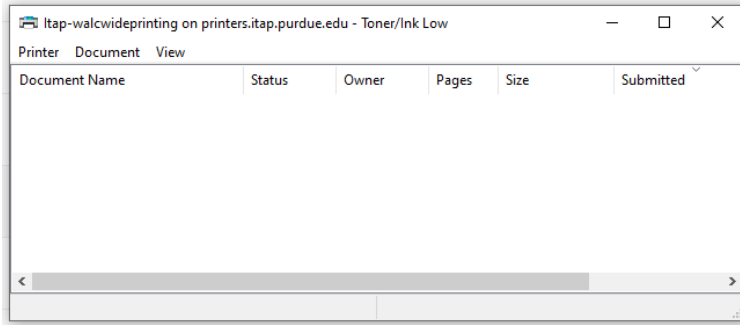


Figure 1. Print queue.

- It is recommended that you export the final version of your file as a PDF if the original document is in Word, PowerPoint, etc. If you do not, the following instructions may be different.
- Open the file and ensure everything is correct, 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" (3).

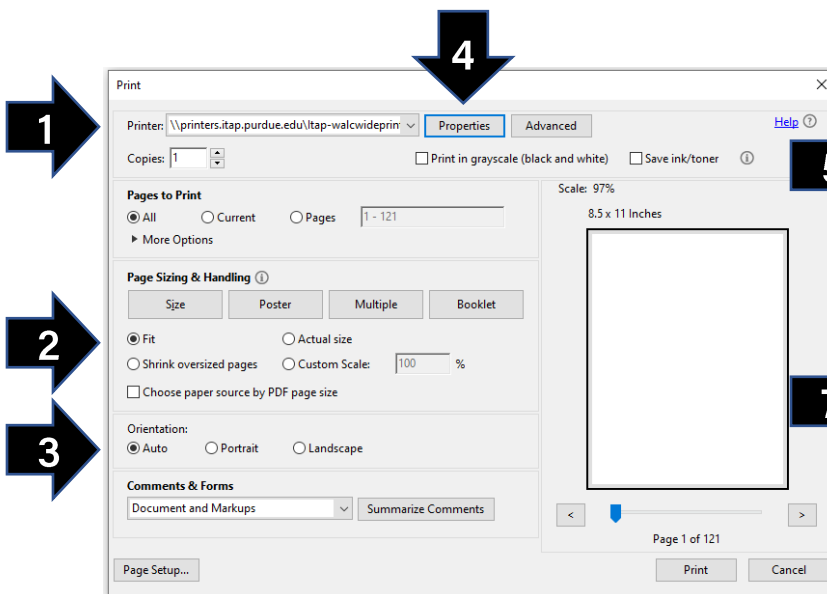


Figure 2: Print dialogue box.

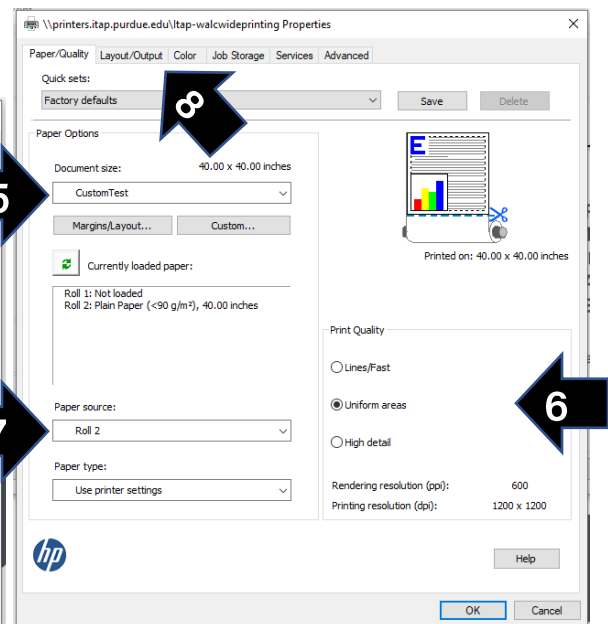


Figure 3: Properties: Paper Quality

- Click the "Properties" button (4). In this window (Figure 3), select your Document size (or select "Custom..." and manually enter the dimensions of your poster) (5). Select a print quality depending on the content of your document (6). ("Lines/Fast" is good for text or CAD drawings, "Uniform areas" is appropriate for text with some graphics, and "High detail" is good for largely image-based prints). Under "Paper Source" select either Roll 1 or Roll 2 depending on the paper type you want (7). (Paper types described in the box directly above). Click on the "Layout/Output" tab (8).

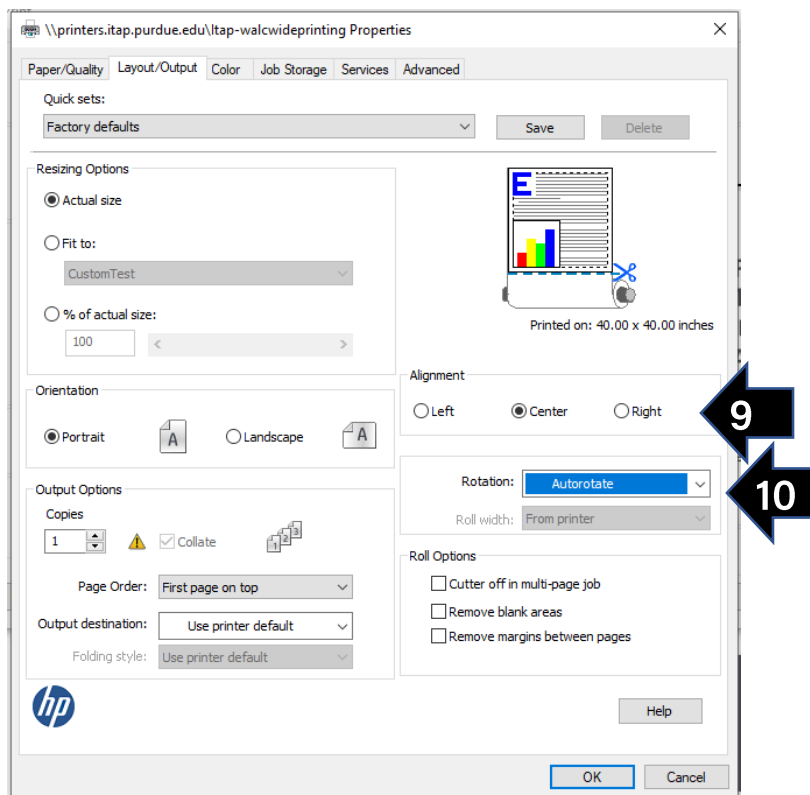


Figure 4: Properties: Layout/Output

- In this window (Figure 4), select “Center” for the alignment (9). For Rotation, select "Autorotate" (10). Click OK, which will return you to the print dialogue screen.
- A preview image of your print will be available in the print preview box. Make sure this looks right (*i.e.*, your print should take up most of the page) and go to the ITaP desk nearest the printer *if it does not*.
- Finally, click Print.
- Come up to the desk next to the printer and let them know you're printing to the wide format printer. They will ask a few questions and release your job. **You will only be able to print wide format when the desk is staffed.**

HOW do I design a good poster?

- Microsoft Publisher, PowerPoint, Adobe InDesign, and Adobe Illustrator are popular options for poster making.
- Before you begin, make sure to set the paper size based on conference requirements/limitations.
- Don't use very small text. For reference, 30-pt text is approximately 1 cm and 72-pt is 1 inch. If you're short on room, consider rephrasing things to be briefer.
- Pictures, figures, and tables make a poster much more interesting and readable than just text.
- It is recommended to use a white background to help with color contrast for text and graphics.
- Before printing, examine the document to check for typos, formatting issues, grammar, and the accuracy of the information provided. It can be helpful to have a friend or colleague review it before printing.
 - Print a sample test poster using 11"x17" tabloid-sized paper, if available.
- The printer does not print to the very edge of the page. Please allow a 3 mm (0.11 inch) margin if you're printing on 36 in paper. If you are printing a 40-inch poster, there will be a 6 mm (0.22 inch) margin on the left and a 3 mm (0.11 inch) margin on the right. If you do not leave this margin in your design, the edges of your poster may be cropped out.
- When exporting your document as a PDF, be sure to export from the original document. Multiple format conversions cause significant print quality degradation.
- If you have questions, ask at the help desk nearest to the printer.