# Wide Format Printing Instructions
"Actual Size"

1. Log on to a Purdue IT Windows PC, click on the Start button, and search for: **\\printers.itap.purdue.edu**

2. Double-click on either **puit-walcwide-printing** for WALC or **puit-hssewide-printing** for HSSE.

3. Wait for the pop-up box to appear and then close it.

4. Open your document in Adobe Acrobat Pro. Do NOT use Adobe Reader or print from a browser.

5. Ensure everything looks correct, then select **Print** from the **File** tab in the Menu Bar.

6. In the **Print** Dialogue Box, select the printer you selected in Step 2 from the **Printer** drop-down menu.

7. Under the **Page Sizing & Handling** header, select **Actual Size**.

8. Click on **Properties**.

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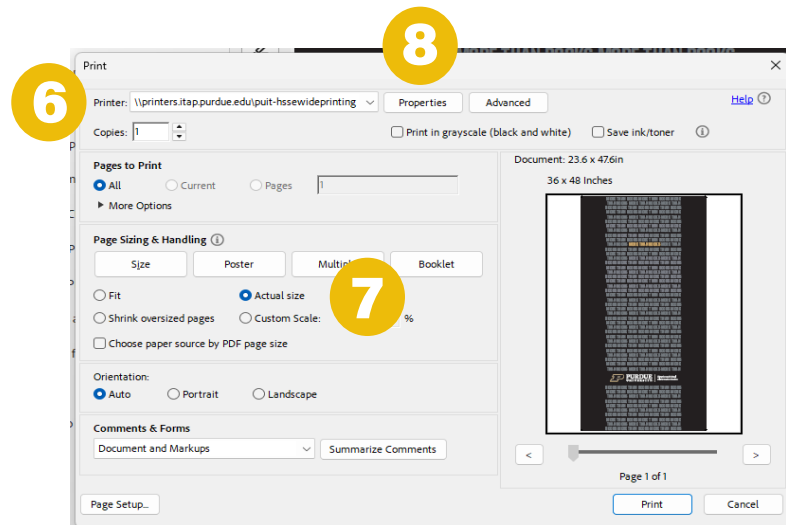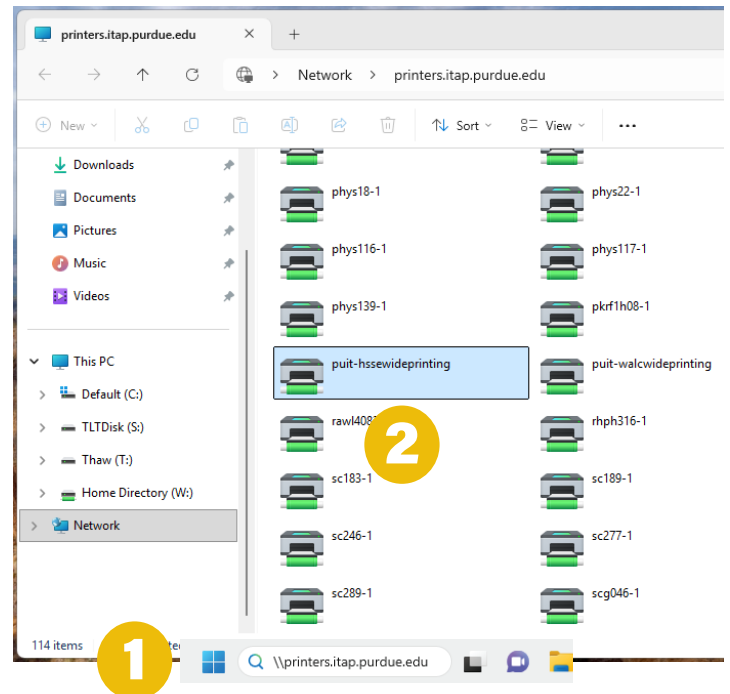
9. In the **Properties** Dialog Box, click on the **Paper/Quality** tab.

10. Under the **Paper Options** column, select **Custom**.

11. Enter your poster dimensions (Length and Width in inches), give it a name (ex: "custom a"), and **Save.** Ensure that your custom poster size is larger than your document size to avoid cropping.

12. In the **Layout/Output** tab, ensure **Actual Size** in the **Resizing Options** column is selected. Then select **OK**.

13. Do a final review of the Print Preview Box. Confirm that the document measurement (top measurement) matches the actual measurement of your designed document and the bottom measurement matches the paper dimensions you created in step 11.

14. Click on **Print** and visit the Service Desk to release your job!

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