# Wide Format Printing Instructions
"Fit to Page"

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 **Fit**.

8. Click on **Properties**.

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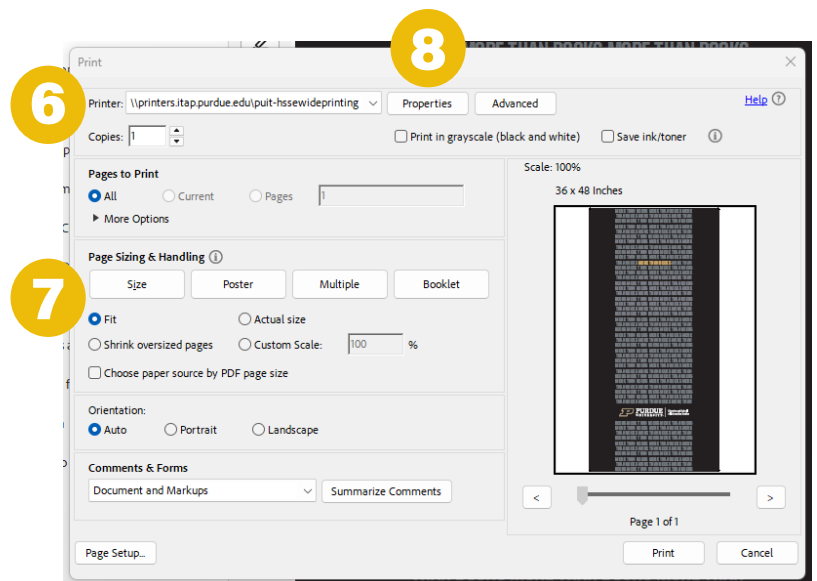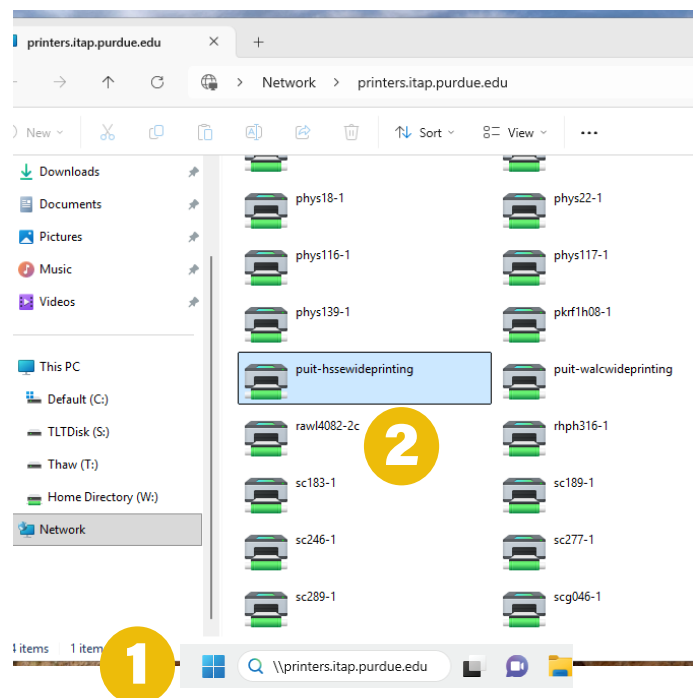
9. In the **Properties** Dialog Box, click on the **Paper/Quality** tab.

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**.

12. In the **Layout/Output** tab, under the **Resizing Options** column, ensure the **Fit To** drop-down menu lists the custom size created in step 11. Then select **OK**.

13. Do a final review of the Print Preview Box.

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