

Setting Parameters and Controlling Printing on Your Computer

When you print using a computer, you control printing at two different points: first, before the printing actually begins, and second, after the document has been sent to the printer and either is physically printing or is waiting to be printed. To set the parameters for printing and then print the document, complete the following steps:

1. Click File on the menu bar of the program that will be used for printing and then click Print on the File menu. The Print dialog box is displayed. The Print dialog box will vary somewhat depending on the program used.
2. In the Print dialog box, make the selections for what printer will be used, what pages will be printed, the number of copies to be printed, and any other choices available. For further options, click the Properties button (or, sometimes, the Preferences button) or click the Options button.
3. Click the OK button or the Print button. The document being printed is sent to a print queue, which is an area on disk storage from which documents actually are printed.

When you click the Print button to send the document to the print queue, a printer icon [] may appear on the Windows taskbar. To see the print queue and control the actual printing of documents on the printer, complete the following steps:

1. If the printer icon appears on the Windows taskbar, double-click it; otherwise, click the Start button on the Windows taskbar, click Printers and Faxes on the Start menu, and then double-click the printer icon with the check mark. The check mark indicates the default printer. A window opens with the name of the printer on the title bar. All the documents either printing or waiting to be printed are listed in the window. The Status column indicates whether the document is printing or waiting. In addition, the owner of the file, number of pages, size, date and time submitted, and printer port are listed.
2. If you click Printer on the menu bar in the printer window, you can set printing preferences from the Printer menu. In addition, you can pause all printing and cancel all printing jobs from the Printer menu.
3. If you select a document in the document list and then click Document on the menu bar, you can cancel the selected document for printing, or you can pause the printing for the selected document. To continue printing for the selected document, click Document on the menu bar and then click Resume on the Document menu.