

UNIT 3 PRINTING IN WINDOWS

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3.0 INTRODUCTION

Print Manager is a Windows application that provides a way to view and control the printing of your documents.

When printing from a Windows-based application, you do not need to use the Print Manager window. The application creates a print file and sends it to Print Manager. The Print Manager usually works in the background, sending your documents to the printer while you perform other tasks. You can check the status of the document at any time and change its status until it starts printing. Generally, Print Manager is used to install printers, configure printers, or print documents.

3.1 OBJECTIVES

After going through this unit, a student should be able to

- activate print manager
- to set up printer
- to get print out of the document
- to selectively take a print out
- to pause & resume printing a document
- to send more than one document to the printer simultaneously

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3.2 ACTIVATING PRINT MANAGER

The Print Manager can be activated by double-clicking its icon in the Main group window. Print Manager can be used to :

- Check the print status of a document.
- Pause and restart a printer or the printing of a document.
- Cancel the printing of a document.
- Set up a printer.



The Print Manager window displays information about the printers which are physically connected to your computer. The default printer is designated by its name appearing in bold and underlined.

Below the name of each printer in the Print Manager window is a list of documents printing or waiting to print, also known as a queue. The document that is currently printing is at the top of the list.

Each document displays the application name, the document, the status and size of the document, and the time that the document was sent to the printer. These columns can be turned off by using the View menu or resized by using the mouse or the Options menu. Each document and printer has an icon next to it, indicating its status, as follows :

Icon

Description

[A printer physically connected to your computer.

- A printer or document that is currently printing.
- A printer or document that has been temporarily stopped.
- A printer or document that has had an error and cannot print.

3.3 PRINTING USING PRINT MANAGER

Most Windows-based application include a Print command on the File menu that is used to print the documents. When a document is printed from a Windows-based application, Print Manager starts and appears on the desktop as an icon, if it is not already running. A document can also be printed using the Print Manager.

To print a document

- Drag the document's file icon from File Manager into the Print Manager window or onto the Print Manager application icon.

DOS-based applications that run in Windows do not route print files through Print Manager. They print the same way they would from DOS.

3.4 PAUSING AND RESUMING PRINTING

You can pause the printing of a document or even a printer. Pausing a printer stops the printing of all the documents in the print queue. Pausing a single document stops only that document from printing whereas, other documents in the queue will continue to print. The printing of a document can be paused till it has actually started to print.

You can later resume the printing of a document or restart a printer that has been paused.

To pause a document

1. In the Print Manager window, select the document.
2. On the toolbar, click the Pause Printing Document button.

Or

Choose Pause Printing Document command from the Document menu.

The status of the selected document changes to indicate that printing has paused.

To pause a printer

1. In the Print Manager window, select the printer.
2. On the toolbar, click the Pause Printer button.

Or

Choose Pause Printer command from the Printer menu.

The status of the selected printer changes to indicate that printing has paused.

To resume printing a document

1. Select the document that is paused.
2. On the toolbar, click the Resume Printing Document button.

Or

Choose Resume Printing Document command from the Document menu.

To restart a printer

1. Select the printer that is paused.
2. On the toolbar, click the Resume Printer button.

Or

Choose Resume Printer command from the Printer menu.

Check Your Progress

1. What is Print Manager used for?
2. State True or False :
 - a) A document can be sent to Print Manager from the File Manager
_____ True False
 - b) The printing of document can be paused even when the document is getting printed. True False

3.5 SUMMARY

This unit describes how [Print Manager](#) helps in printing of files. The Print Manager enables one to send more than one document to the printer simultaneously. It manages the multiple documents with the help of print queues.

The Print Manager is also used to install and configure printers. This can be done by using the Printer Set-up command on the Options menu of the Print Manager window