

## PRINT MANAGEMENT (WINDOWS XP)

When you are trying to print, you can choose from other printers that are set up in your list.

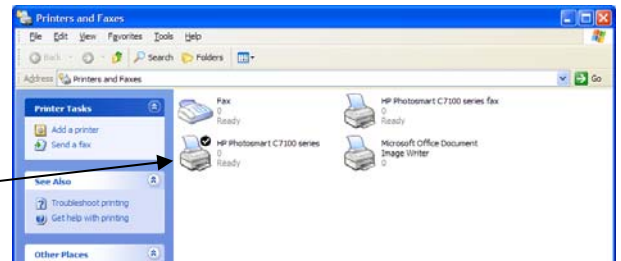
To view the printers that are set up on your computer:

> Select 'Start'

>Select 'Printers and Faxes'

1. Your computer is set up so that it prints to a **default printer**.

The default printer is marked with a tick.



2. You can view the **progress** of print jobs by using the **printer manager**.

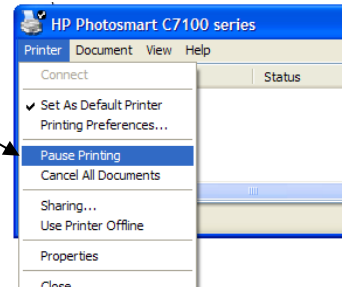
To open the print manager, double-click on the printer icon of the printer that you want to view the progress of. You will see a list of all of the jobs that are waiting to print.

From the printer manager it is possible to pause the printer, re-start the printer and delete a particular job.

To do this, with the printer manager open, select 'Printer'.

Here you can see how to pause the printing and cancel all documents. If you select 'pause printer', then the option will change to restart the printer.

To delete a particular job, select it and press delete.



## TASKS

1. Take a look at how to carry out each of these actions on the school printers.
2. Can you select a printer in another area to print your work on?
3. On which printers can you print your work double sided? How?
4. Are you able to cancel other people's work that is in the print queue?
5. If your work does not print, list the steps you would follow to resolve the situation.