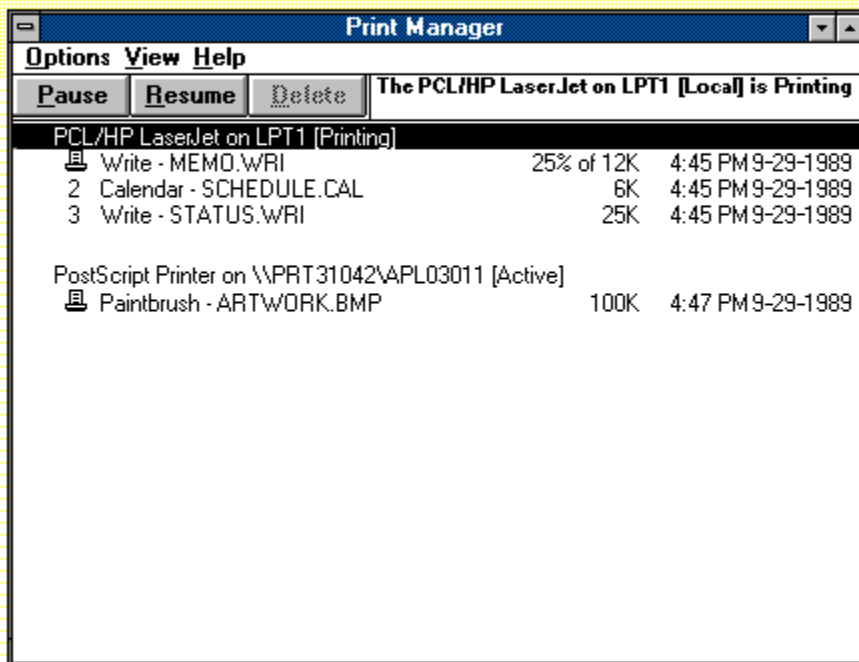



Click different parts of the picture to get quick help on
Print Manager features.



Print Manager

Handles print requests for your printer. Whenever you print a document from a Windows application, the application passes all the printer and font information about the file to Print Manager. Print Manager handles the request in the background while you continue working.

application Control-menu

	
R estore	Restores the application window to its former size.
M ove	Moves the application window to another location.
S ize	Changes the size of the application window.
M inimize	Shrinks the application window to an icon.
M aximize	Enlarges the application window to its maximum size.
C lose	Closes the application window.
S witch To...	Starts Windows Task List.

title bar



Contains the title of the application running in the window, in this case Print Manager.

- Drag the title bar to move the window.

Minimize button



- ▶ Click the Minimize button to shrink the Print Manager window to an icon.

Maximize button



- ▶ Click the Maximize button to enlarge the Print Manager window to its maximum size.

Options menu

Options

<u>L</u>ow Priority	Gives low priority to printing.
<u>M</u>edium Priority	Gives medium priority to printing.
<u>H</u>igh Priority	Gives high priority to printing.
<u>A</u>lert Always	Alerts you by displaying a Print Manager message.
<u>F</u>lash if Inactive	Alerts you with sound and flashing icon or title bar.
<u>I</u>gnore if Inactive	Ignores messages if Print Manager is inactive or minimized.
<u>N</u>etwork...	Controls Print Manager interaction with a network printer.
<u>E</u>xit	Exits the Print Manager window.

View menu

View

Time/Date Sent

Turns on/off the file time/date information.

Print File Size

Turns on/off file size information.

Uppdate Net Queues

Updates the status of the network queue.

Select Net Queue...

Shows the entire queue for a selected network printer.

Other Net Queue...

Displays queue for a network printer you're not connected to.

Help menu

Help

Index

Displays an alphabetical list of all Help topics.

Keyboard

Displays Help on Print Manager key combinations.

Commands

Displays Help on Print Manager commands.

Procedures

Displays Help on Print Manager procedures.

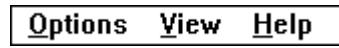
Using Help

Displays information about Windows help.

About Print Manager...

Displays important information about Print Manager.

menu bar



Contains the names of all the Print Manager menus.

- ▶ Click a menu name to display commands.

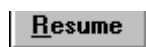
Pause button



Interrupts printing. Your ability to interrupt a network queue depends on the specific features the network supports.

- ▶ Click the Pause button to interrupt printing temporarily.

Resume button



Resumes printing.

- ▶ Click the Resume button to continue printing.

Delete button

Deletes a file from the print queue. You may not be able to delete a file from a network print queue if your network software does not support this feature.

- ▶ Click the Delete button to remove a file from the print queue.

message box


The HP Color LaserJet 4500 (local) is printing

Shows you details about the active printer including the name of the printer, its location (local or network), its port, and its printing status.

local printer information line

PCL/HP LaserJet on LPT1 [Printing]

Displays details about a local printer: the name of the printer, its port, and its current status.

local file information line Write - MEMO.WRI

25% of 12K 4:45 PM 9-29-1989


Displays details about the documents in a local print queue.

- Select a file information line to perform some operation on it, such as pause printing, resume printing, or cancel the print job.

network printer information line PostScript Printer on \\PRT31042\APL03011 [Active]

Displays details about a network printer: the name of the printer, its network location, and its current status.

network file information line

 Paintbrush - ARTWORK.BMP 100K 4:47 PM 9-29-1989

Displays details about the documents in a network print queue.

- Select a file information line to perform some operation on it, such as pause printing, resume printing, or cancel the print job.

application window

The main window for an application, in this case the Print Manager window. The Print Manager application window lets you view important information about printer activity and lets you control items in the queue.

window border



The outside edge of a window.

- ▶ Drag the window border to change the size of the window.

