

## **LESSON 44**

### **FASTER EASIER PRINTING**

There are several ways to print documents in Windows 95 and 98. From within an application you can click on the Print icon of the application's tool bar. This will print the entire document.

You can click on File and then select Print from the application's tool bar. This method provides you with the options to print the entire document, print the current page (the page where your cursor is) or print selected pages like page 1,2, and 3 through 5). You can also print more than one copy. You can also print the document by pressing the CTL key and while holding it down pressing the P key. You will have the same print options available when you click on File and Print.

Windows also has a timesaving feature that lets you print documents directly from any folder. For example, right-click on My Computer, select Explore, and find a document that you want to print. You can also select a document from any folder. You can right-click on any document and then select Print from the pop-up menu. Windows will launch the application that created the document, send the document to the printer, and then both the document and the application will close.

In a previous lesson I showed you how to create a Desktop shortcut to your printer by Clicking on Start and selecting Settings and then selecting Printer. By highlighting the printer Icon and right clicking on it you can choose Create Shortcut. Once you have created the Desktop printer shortcut you can right-click on it during a print job and pause printing. You can also clear out any documents waiting to be printed from that same pull-down menu by selecting Purge Print Documents. Selecting Send To from the same menu will allow you send a document to a file on a floppy or hard disk.

Your computer can print several documents at a time. The documents are sent to a location on your hard drive called a Print Queue (pronounced "QU"). Your hard drive feeds any documents stored in the Print Queue to the printer. As your printer prints pages the Print Queue keeps sending pages to be printed. The Print Queue lets the printer print your documents while your computer is free for you to work on during the printing process.

By double-clicking on the printer shortcut you can bring up the Print Manager that shows you the documents waiting in Print Queue. From there you can highlight individual documents in the queue and cancel printing.

Having control over your printer makes working with your computer easier.

Now, that wasn't so hard, was it?



