

LESSON 74

FASTER PRINTING AND FILE OPENING

If your inkjet printer has two ink cartridges, one for black and another for color, here's an easy way to switch back and forth between the two printers. Click on Start and then on Settings. Select Printers. Right-click on the printer you use and select Properties. Set up that printer as your black ink printer, e.g. "Epson Black Ink."

Click on Add Printer and "install" the same printer again. When you are asked about a printer driver just keep the existing drivers. Designate this printer as your color printer, e.g. "Color Docs." Right-click on the Color Docs printer icon and select Properties. Set this printer up to do color printing. When you print from an application program like Microsoft Word, you'll be able to select between the two versions of the printer you have.

By placing shortcuts to these printers on your desktop you can drag and drop documents to either. Create the shortcut by right clicking on the printer and selecting Create Shortcut. Answer "yes" to the question about placing the shortcut on the desktop.

Another way to print quickly is to find the document icon in Explorer, or in the "MY COMPUTER" view of files, and right-click on that icon. Just select "Print" and Windows will open the application that created the document and print that document.

Finally, here's a really fast way to bring up a document without first having to open the underlying application. Click on Start and select Run. Type the path and the name of the document you wish to print and press Enter or click OK. For example, if I wanted to open this document using that method, I would click on Start, then on Run, and finally I would type "C:\MYDOCU~1\JEFF.DOC." Pressing the Enter key, or click on OK, and the document will open in the application program used to create it. Note here that "MYDOCU~1" is the truncated version of "MY DOCUMENTS."

