

LESSON 141

TIME OUT CHECKING YOUR DISK MAINTENANCE

Have you ever needed to send something to your printer at a time when your printer is off? When you turn your printer on it goes through a "warm-up" process.

If you send a print job to your printer while it is still warming up, Windows will display a message that lets you know there is a problem with the print job. The Windows error message also tells you that it will try to print again after a **specified** period of time. That period of time is called the Timeout. You can adjust the printer timeout settings to avoid going through this hassle. Here's how.

Click on Start, then on Settings, and then on Printers. The printer that is set up as your "default" printer will show a checkmark in a black circle to the left of that particular printer. Right-click on the default printer and then click on Properties. Click on the Details tab, and you'll see two Time out numbers at the bottom of the box.

The one labeled "Not Selected" sets the period of time that Windows waits before it stops trying to **send** the print job and notifies you. "Transmission Retry" is the amount of time (following notification) that Windows will wait before trying to print again. Change the settings to mirror the way you work, and click OK.

You should be performing maintenance on your hard drive at least every month. Hard drive maintenance includes backing up your files, checking for errors, and defragmenting the drive. If you're not sure about the last time you performed any hard disk maintenance functions, here's an easy way to look up that information.

Double-click on My Computer and then right-click on your hard drive (drive C:). Select Properties and then click on the Tools tab. You can then see the status of three maintenance operations, and you can perform any one of them by clicking on the appropriate button. The number of days since your last hard drive maintenance may surprise you.

