

## LESSON 169

### PRINTER TIPS - FAST PRINT, CONTROL PRINT JOBS NEW TEMPLATES FOR WORD 97, 2000

The fastest way to print a document is from the Explorer view. Right-click on your My Documents folder and then click on Explore. You can also right-click on My Computer, click on Explore and then click on My Documents. Right-click on the document you wish to print, and click on Print. Windows will open the document in the program you used to create it, print the document on the default printer and then close that program.

Microsoft Word allows you to print several documents, one after another, on a single printer or a printer you share with others on a network. The default Windows setup transfers or "spools" Data to your local or network hard drive. That information is then sent to a printer. Print jobs are held in what Windows calls a "print queue" (pronounced 'Q'). You can view the number and order of documents in the print queue and you can cancel a print job.

#### Here's how.

Click on Start, Settings and then on Printers. Double-click on the printer whose print queue you want to look at. You'll see all of the print jobs currently in the queue. To cancel a print job, right-click the job and select Cancel. You can also pause or stop a print job from this location.

Microsoft keeps a list of templates (pre-formatted documents) on its Web site. These templates can be used in Microsoft Word 97 or Word 2000. To use one of these templates, go to <http://search.officeupdate.microsoft.com/TemplateGallery>. The list of available templates covers everything from agendas to resumes and resignation letters. To use a template, click to open the template category and then select the template you want to work with. Click on Go to Preview, scroll down through the document and click on the Edit in Microsoft Word button. Fill in any blank lines; make whatever changes you need to, then click on File on the menu bar at the top of your Word window. Click on Save As, give the new document a name and location and then click on Save. You can also save the template without making any changes and use it later as a form that can be filled out.

