

Contents for Print Manager Help

Print Manager provides a way to view and control the printing of your documents.

To learn how to use Help, press F1.

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What Is Print Manager?

Print Manager is an application that handles documents that have been sent to a printer. When printing, you often do not need to use the Print Manager window. Print Manager usually works in the background, sending documents to the printer while you perform other tasks.

Generally, you use Print Manager when you want to install printers, configure printers, print documents, or manage workgroup printers.

To learn about a specific printing task, choose the Contents button, and then choose the Help topic that you want.

The Print Manager Window

The Print Manager window displays information about the following kinds of printers:

- Network printers your computer is connected to.
- Printers you are sharing with other people.
- Printers you are not sharing but which are physically connected to your computer.







The default printer is designated by bold type and an underline.

Below the name of each printer in the Print Manager window is a list of documents printing or waiting to print, also known as a queue. The document that is currently printing is at the top of the list.

Each document displays the logon name of the person printing the document, the status and size of the document, and the time that the document was sent to the printer. These columns can be turned off by using the View menu or resized by using the mouse or the Options menu.

Each document and printer has an icon next to it, indicating its status, as follows.

Icon	Description
------	-------------

- | | |
|--|---|
|  | A printer physically connected to your computer that you are not sharing with other people. |
|  | A printer you are sharing with others. |
|  | A network printer that your computer is connected to. |
|  | A printer or document that is currently printing. |
|  | A printer or document that has been temporarily stopped. |
|  | A printer or document that has had an error and cannot print. |

To learn about a specific printing task, choose the Contents button, and then choose the Help topic that you want.

Deactivating Print Manager

When Print Manager is activated, you can send several documents to your printer and continue using other applications while your documents are printing. Print Manager is activated by default.

If Print Manager is not activated, you can print only one document at a time, you cannot perform other tasks until your document is finished printing, and you cannot share your printer.

To deactivate Print Manager

- 1 In the Main group window in Program Manager, choose the Control Panel icon.
- 2 Choose the Printers icon.
- 3 Clear the Use Print Manager check box, and then choose the Close button.

Setting Up a Printer

There are several steps to installing and configuring a printer to use with Windows. First, you must install a [printer driver](#) that controls your printer. For information about installing a printer driver, see [Installing a Printer Driver](#).

If you have already installed a printer driver, you can complete these remaining steps. It might be easier if you follow these steps in order, but it is not necessary:

- [Select a printer port](#)
- [Select timeout options](#)
- [Select printer settings](#)
- [Choose the default printer](#)
- [Connect to a network printer](#)

If you are not using a network printer, you can skip the last step.

Note: Do not change any settings for a printer that you are currently using. If you do, the list of documents you sent to the printer will disappear from the Print Manager window, and your documents may not print correctly.

See Also

[Removing an Installed Printer](#)

[Using Multiple Network Printers](#)

Using Multiple Network Printers

You can set up Windows for Workgroups to connect to multiple network printers.

In the Connect dialog box, you can connect up to three printers by connecting one printer to LPT1, the second to LPT2, and the third to LPT3. If you need to connect to more printers on the network, you need to add additional lines to the [PORTS] section of the WIN.INI file. Each line you add will appear in the Connect dialog box.

To add additional ports

- 1 In the Accessories group, choose the Notepad icon.
- 2 From the File menu, choose Open.
- 3 In the File Name box, type **WIN.INI** and then press ENTER.
- 4 From the Search menu, choose Find.
- 5 In the Find What box, type **[PORTS]** and then press ENTER.
- 6 Use the arrow keys to move to the LPT3:= entry.
- 7 Press the END key, and then press ENTER.
- 8 On the new line, type **LPT4:=** and then press ENTER. Repeat this step for LPT5 through LPT9, if necessary.
- 9 From the File menu, choose Save.

All LPT ports you have added will now be available for connecting to printers.

Installing a Printer Driver

You can install a printer driver that is provided with Windows for Workgroups or a Windows printer driver supplied by your printer manufacturer or vendor.

To install a printer driver

- 1 From the Options menu, choose Printer Setup.
- 2 In the Printers dialog box, choose the Add button.
If you have not yet installed a printer, Print Manager chooses the Add button for you.
- 3 In the List Of Printers box, select the printer you want to install.
If your printer is not listed or does not emulate a printer that Windows supports, but you have a printer driver for it, select Install Unlisted Or Updated Printer.
- 4 Choose the Install button.
Go to step 7 if the printer you are installing uses the same printer driver as another printer already installed on your system.
- 5 Insert in drive A the disk containing the printer driver, or type a drive letter and directory path for the printer driver in the text box. (If you are not a United States customer, the printer driver you need may be on the Additional Non-U.S.A. Printer Drivers disk.)
You can also use the Browse button to find and select the drive and directory where the printer driver is located. When you finish using the Browse dialog box, choose the OK button.
- 6 In the Install Printer dialog box, choose the OK button.
If you are installing a driver not included with Windows for Workgroups, a dialog box appears, listing several printers. Select the printer you want, and then choose the Install button.
- 7 If Print Manager prompts you for font files, insert the disk that contains the files. Then choose the OK button.
The printer name appears in the list of installed printers.
- 8 Go to the next step to assign a port to the printer.

For help with the dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Next Step

Selecting a Printer Port

Selecting a Printer Port

Each printer you install is assigned to the port LPT1. If your printer is connected to a different port, you need to change the port assignment.

Note: Do not change the port assignment for your printer if you are currently printing documents to it. If you do so, your documents will disappear from the Print Manager queue. Your documents will still print, but you will not be able to perform Print Manager tasks, such as pausing and resuming printing or viewing status information, for those documents.

To assign a printer to a port

- 1 If you are not already in the Printers dialog box, choose the Printer Setup command from the Options menu.
- 2 If the printer to which you want to assign a port is not selected under Installed Printers, select it.
- 3 Choose the Connect button.
- 4 In the Ports list, select the port you want to assign to the printer.
If you select a COM port, you may need to change the communications settings.
If you select FILE, you will be prompted for a filename every time you print to that printer.
If you are using more than one printer, you can connect one printer to each of ports LPT1, LPT2, and LPT3. If you need more ports because you have more printers, see Using Multiple Network Printers.
- 5 If you want to change communications settings, choose the Settings button, complete the Settings dialog box, and then choose the OK button.
- 6 Go on to the next step to change the Timeouts settings.
Or choose the OK button in the Connect dialog box, and then the Close button in the Printers dialog box.

For help with the dialog boxes, choose the Help button or press F1 while using the dialog boxes.

Next Step

Selecting Timeout Options

Selecting Timeout Options

You can use the timeout settings to adjust the amount of time Windows waits before sending you a message about printing problems. Changing the timeout settings is optional.

To change the timeout settings

- 1 If you are not already in the Connect dialog box, choose the Printer Setup command from the Options menu, and then choose the Connect button.
- 2 Under Timeouts, specify the timeout settings you want, and then choose the OK button.
- 3 Go on to the next step to select printer settings.
Or choose the Close button in the Printers dialog box.

For help with the Connect dialog box, choose the Help button or press F1 while using the dialog box.

Next Step

Selecting Printer Settings

Selecting Printer Settings

Many printers have specific settings (such as page orientation, paper size, and graphics resolution) that you can specify to get the printing results you want.

To specify printer settings

- 1 If you are not already in the Printers dialog box, choose the Printer Setup command from the Options menu.
- 2 In the Installed Printers list, select the printer you want to use.
- 3 Choose the Setup button.
- 4 Select the settings you want.
- 5 To select additional settings that are specific to your printer driver, choose the Options button, and then set the options as needed. Then choose the OK button.
- 6 Choose the OK button again.
- 7 Go on to the next step to choose the default printer.
Or choose the Close button in the Printers dialog box.

For help with the dialog boxes, choose the Help button or press F1 while using the dialog boxes. For information about which settings to use, see the documentation that comes with your printer.

Next Step

[Choosing the Default Printer](#)

Choosing the Default Printer

Windows-based applications use the default printer unless you specify otherwise in your application.

To choose the default printer

- 1 In the Printers dialog box, select the printer you want, and then choose the Set As Default Printer button.

- 2 Choose the Close button.

Or

- 1 In the Print Manager window, select the printer you want to set as the default printer.

- 2 On the toolbar, click the Set Default Printer button. Or choose Set Default Printer from the Printer menu.

In the Print Manager window, the new default printer is underlined and appears in bold print.

You have now completed the installation process. If the printer you just installed is a network printer, you need to connect to it before you can print. If you have not already connected to the printer, see Connecting to a Network Printer.

Removing an Installed Printer

If you are no longer using a printer, you can remove it from the Installed Printers list in the Printers dialog box.

Note: You must stop sharing a shared printer before you can remove it. If you try to remove a shared printer, a dialog box appears, asking whether you want to stop sharing the printer.

To remove an installed printer

- 1 On the Options menu, choose Printer Setup.
- 2 In the Installed Printers list, select the printer you want to remove.
- 3 Choose the Remove button.

A dialog box appears, prompting you to confirm the removal.

Removing a printer from the Installed Printers list does not remove the printer driver from your hard disk, because another printer may use the same driver. In addition, removing the printer does not remove any associated fonts from memory, because another printer driver may use the fonts.

Connecting to a Network Printer

When you are connecting to a network printer, you can browse through workgroups to see which other network printers are available. You can also easily reconnect to any other network printers you have used recently.

To connect to a network printer

- ▶ On the toolbar, click the Connect Network Printer button.
Or choose Connect Network Printer from the Printer menu.

For help with the Connect Network Printer dialog box, choose the Help button or press F1 while using the dialog box.

Disconnecting from a Network Printer

You can disconnect from a network printer if you no longer want to use it.

To disconnect from a network printer

- 1 On the toolbar, click the Disconnect Network Printer button.
Or choose Disconnect Network Printer from the Printer menu.
- 2 Under Printer, select the printer you want to disconnect. You can extend your selection to include more than one printer.
- 3 Choose the OK button.

For help with the Disconnect Network Printer dialog box, choose the Help button or press F1 while using the dialog box.

Browsing Through Workgroups

You can see which printers are being shared in different workgroups by browsing through the list of workgroups, computers, and network printers displayed in the Connect Network Printer dialog box.

To browse through workgroups

- 1 On the toolbar, click the Connect Network Printer button.
Or choose Connect Network Printer from the Printer menu.
- 2 Under Show Shared Printers On, expand (choose) the workgroup you want to browse through.
If the Show Shared Printers On box is not displayed, you can choose the Browse button to display it.
A list of computers appears immediately below the workgroup name and icon.
- 3 From the list, select the computer you want to browse through.
Under Shared Printers, a list of network printers physically connected to that computer appears.
- 4 To connect to one of the network printers, select the printer's name or icon, and then choose the OK button.

For help with the Connect Network Printer dialog box, choose the Help button or press F1 while using the dialog box.

Sharing a Printer

You can share the printer connected to your computer with other people.

When sharing a printer, you specify a share name for the printer. You can also specify a comment that other people will see when they browse through your workgroup.

To share a printer

- 1 In the Print Manager window, select the printer you want to share.
- 2 On the toolbar, click the Share Printer As button.

Or choose Share Printer As from the Printer menu.

Tip: You can also change the share name, password, or comment by using this method. For help with the Share Printer dialog box, choose the Help button or press F1 while using the dialog box.

Changing the Share Name of Your Shared Printer

You can change the share name of any printer you are sharing with other people.

To change the share name of your shared printer

- 1 In the Print Manager window, select the printer you want to modify.
- 2 On the toolbar, click the Share Printer As button.
Or choose Share Printer As from the Printer menu.

Tip: You can also change the password or comment by using this method.

For help with the Share Printer dialog box, choose the Help button or press F1 while using the dialog box.

Changing the Password of Your Shared Printer

You can change the password of any printer you are sharing with other people.

To change the password of your shared printer

- 1 In the Print Manager window, select the printer you want to modify.
- 2 On the toolbar, click the Share Printer As button.
Or choose Share Printer As from the Printer menu.

Tip: You can also change the share name or comment by using this method.

For help with the Share Printer dialog box, choose the Help button or press F1 while using the dialog box.

Stop Sharing a Printer

You can stop sharing your printer if you no longer want other people to use it.

To stop sharing a printer

- 1 On the toolbar, click the Stop Sharing Printer button.
Or choose Stop Sharing Printer from the Printer menu.
- 2 In the list, select the name of the printer you want to stop sharing. You can extend the selection to include more than one printer.
- 3 Choose the OK button.

For help with the Stop Sharing Printer dialog box, choose the Help button or press F1 while using the dialog box.

Printing Documents

To print a document from an application, you can:

- Use the application's Print command.
- Drag the document's file icon from File Manager into the Print Manager window or onto the Print Manager application icon.

Canceling Printing

You can cancel the printing of a document by deleting it from the print queue.

You can delete any document at any time on your own printer, whether or not you have shared the printer with other people. You can delete only your own document on a network printer that you have connected to, and only if the document is not currently printing.

To cancel printing of a single document

- 1 In the Print Manager window, select the document you want to delete.
- 2 On the toolbar, click the Delete Document button.

Or choose Delete Document from the Document menu.

A dialog box appears, asking you to confirm the deletion.

You can delete all the documents on your own printer by quitting Print Manager. To quit Print Manager, choose Exit from the File menu. If you quit Print Manager while a document is printing in graphics mode, you may have to reset the printer by turning it off and on again.

Pausing and Resuming Printing

You can pause the printing of a document if you've sent it to a printer but you want to print other documents first. You can pause a printer if you want to pause the printing of all the documents in the print queue.

You can later resume the printing of a document or restart a printer that has been paused.

For more information, choose from the following tasks:

- [Pausing Printing](#)
- [Resuming Printing](#)

Pausing Printing

On your own printer, whether or not you have shared it with other people, you can pause anyone else's document as long as it is not currently printing. (You cannot pause your own document.) You can also pause your printer. On a network printer that you have connected to, you can pause only your own document, if it is not currently printing. You cannot pause a network printer.

To pause a document

- 1 In the Print Manager window, select the document.
- 2 On the toolbar, click the Pause Printing Document button.
Or choose Pause Printing Document from the Document menu.
The status of the selected document changes to indicate that printing has paused.

To pause a printer

- 1 In the Print Manager window, select the printer.
- 2 On the toolbar, click the Pause Printer button.
Or choose Pause Printer from the Printer menu.
The status of the selected printer changes to indicate that printing has paused.

Resuming Printing

You can resume printing a document or restart a printer that you have previously paused.

To resume printing a document

- 1 Select the document that is paused.
- 2 On the toolbar, click the Resume Printing Document button.
Or choose Resume Printing Document from the Document menu.

To restart a printer

- 1 Select the printer that is paused.
- 2 On the toolbar, click the Resume Printer button.
Or choose Resume Printer from the Printer menu.

Printing to a File

You can print a document to a file rather than directly to a printer. You may want to do this if the document will be printed by someone who is either not connected to your network, does not have Windows for Workgroups, or does not have the application in which the document was created.

Some applications have an area in their Print dialog box where you can specify to print to a file. If your application does not support this feature, you can print your document to a file by specifying FILE as the printer port.

See Also

[Selecting a Printer Port](#)

Changing the Order of Documents

In a queue on your printer (whether it is shared or not shared), you can change the position of any document that has not begun to print. In a queue on a network printer to which you are connected, you can change only the position of your own documents, and you can only move them downward.

To change the order of documents in a queue

- Drag the icon of the document you want to change to a new position. Drag it up to make it print sooner or down to make it print later.
 - Or select the document, press and hold down CTRL, and press the UP or DOWN ARROW key to move the document to its new position. Then release CTRL and the arrow key.
 - Or select the document, and then use the Move Document Up or Move Document Down button on the toolbar.

Changing the Look of Print Manager

You can modify the Print Manager window so that it displays the information you want in the format you want. For more information, choose from the following tasks:

- [Changing the Font in the Print Manager Window](#)
- [Hiding Elements of the Print Manager Window](#)
- [Resizing the Status, Size, and Time Columns](#)

Hiding Elements of the Print Manager Window

You can display or hide the toolbar, the status bar, or any of the columns in the Print Manager window.

When a column or bar is displayed, the corresponding command on the View or Options menu has a check mark.

To hide or display the time, size, or status columns

- From the View menu, choose Time/Date Sent, Print File Size, or Status Text.

To hide or display the toolbar or status bar

- From the Options menu, choose Toolbar or Status Bar.

Resizing the Status, Size, or Time Columns

You can resize the Status, Size, and Time columns in the Print Manager window by using the mouse or the arrow keys.

To resize the Status, Size, or Time columns

- In the bar below the toolbar in the Print Manager window, drag the column border.
Or, from the Options menu, choose Set Column Widths, and then use the arrow keys. Press TAB to move between columns, and press ESC when you are finished.

Changing the Font in the Print Manager Window

You can change the font used in the Print Manager window.

To change the font in the Print Manager window

- 1 From the Options menu, choose Font.
- 2 In the Font dialog box, select the font style and point size.
- 3 Choose the OK button.

Using Separator Pages

Separator pages can help you identify the owners of documents that print on your shared printer. You can also use separator pages to separate the documents you print on a printer you are not sharing.

Print Manager offers four separator-page options:

- No separator page.
- A simple separator page, using Courier font, for slower or dot-matrix printers.
- The standard separator page, using standard fonts.
- A custom-designed separator page. You must provide your own separator-page file.

To use separator pages

- 1 From the Options menu, choose Separator Pages.
- 2 Select the separator-page option that you want, and then choose the OK button.

For more information about the separator-page options, choose the Help button or press F1 while using the dialog box.

Giving Print Manager Priority

You can change how much of your computer's processor (CPU) time is allocated to Print Manager by setting a priority level for Print Manager. The priority you set determines how quickly your documents print and how efficiently your other applications run while Print Manager is running.

To change the Print Manager priority

- 1 From the Options menu, choose Background Printing.
- 2 Under Printing Priority, select the Low, Normal, or High priority option, and then choose the OK button.

For help with the Background Printing dialog box, choose the Help button or press F1 while using the dialog box.

Displaying Print Manager Messages

When a printer that you are using runs out of paper or has a problem, Print Manager can inform you of the problem by displaying a message in the status bar.

For some printers that require user input, Print Manager can also flash its title bar or icon, or do nothing. You can choose which method Print Manager uses.

To set the message display mode

- From the Options menu, choose Background Printing, and then complete the Background Printing dialog box.

For help with the Background Printing dialog box, choose the Help button or press F1 while using the dialog box.

Note: Windows may display additional printing messages that are not generated by Print Manager, such as the message that appears when the printer is offline. You cannot control how these messages are displayed.

Printing Through MS-DOS

When you print in Windows, you send documents directly to the port your printer is connected to, bypassing MS-DOS printing interrupts. This speeds up printing and is the recommended method to use. However, in the following situations, you may want to print by using MS-DOS interrupts:

- If you are using additional printer software that relies on MS-DOS interrupts (such as software that accompanies switch boxes).
- If you are trying to print to a serial printer and are using a memory-resident program that takes direct control of the COM port.

To print through MS-DOS

- 1 From the Options menu, choose Printer Setup.
- 2 Choose the Connect button.
- 3 Clear the Fast Printing Direct To Port check box, and then choose the OK button.
- 4 Choose the Close button.

Working with Network Printers

You can share your printers with other people. When you share a printer, other people can connect to and use the printer.

If you share a printer with others, you can specify a password for it. If you connect to a network printer, you may be required to provide a password.

For more information, choose from the following tasks:

- [Browsing Through Workgroups](#)
- [Bypassing Print Manager](#)
- [Changing the Password of Your Shared Printer](#)
- [Changing the Share Name of Your Shared Printer](#)
- [Connecting to a Network Printer](#)
- [Disconnecting from a Network Printer](#)
- [Sharing a Printer](#)
- [Stop Sharing a Printer](#)
- [Updating the Display of a Network Printer](#)
- [Viewing Other Network Printer Queues](#)

Updating the Display of a Network Printer

When Print Manager is running in a window, you receive regular updates of the status of network printers and the documents you are printing. If this process is too slow, you can update the status of a network printer queue manually.

To manually update the status of a network printer queue

- From the View menu, choose Refresh.
Or press F5.

Viewing Other Network Printer Queues

Print Manager displays the name and information about each document printing or waiting to print on any of your printers or network printers you are connected to. However, it does not display information about network printers that you are not connected to. To view information about the queue of a network printer you are not connected to, you can use the Other Network Printer command.

To view the queue for a network printer you are not connected to

- 1 From the View menu, choose Other Network Printer.
- 2 In the Network Printer box, type the path of the other network printer.
- 3 Choose the View button.

For help with the Other Network Printer dialog box, choose the Help button or press F1 while using the dialog box.

Bypassing Print Manager

You may be able to speed up printing by not using Print Manager when you print a file. By default, Windows uses Print Manager, but you can bypass Print Manager.

If you bypass Print Manager, you can still view the queues of network printers and manage printing on your own printers.

To bypass Print Manager

- 1 From the Options menu, choose Background Printing.
- 2 Select the Send Documents Directly To Network check box, and then choose the OK button.

For help with the Background Printing dialog box, choose the Help button or press F1 while using the dialog box.

Toolbar

Displays or hides the Print Manager toolbar.

Status Bar

Displays or hides the status bar.

Font

Sets a type style and size for the Print Manager window.

Choose one of the following buttons for information about the dialog box:

- [Font](#)
- [Font Style](#)
- [Size](#)
- [Sample](#)

See Also

[Changing the Font in the Print Manager Window](#)

Set Column Widths

Resizes the Status, Size, and Time columns when used with the arrow keys.

Background Printing

Determines how processor (CPU) time is divided between your applications and documents waiting to print, and sets the level of notification you receive when messages come from a printer.

Choose one of the following buttons for information about the dialog box:

- [Printing Priority](#)
- [Message Notification When Inactive](#)
- [Send Documents Directly to Network](#)

See Also

[Displaying Print Manager Messages](#)

[Giving Print Manager Priority](#)

Separator Pages

Specifies the kind of separator page you want to mark where one document ends and another begins. You can choose to not use a separator page at all, to use one of two built-in separator pages, or to define your own separator page.

Choose one of the following buttons for information about the dialog box:

- [No Separator Page](#)
- [Simple Separator Page](#)
- [Standard Separator Page](#)
- [Custom Separator File](#)

See Also

[Using Separator Pages](#)

Set Default Printer

Unless instructed otherwise, Windows-based applications print to a default printer.

- To set the default printer, select a printer in the Print Manager window. Then choose Set Default Printer from the Printer menu or, on the toolbar, click the Set Default Printer button.

The printer name appears as underlined and in bold type, indicating that it is the new default printer.

Printer Setup

Installs and removes printers, changes printing settings, and selects the printer you want to use as the default printer.

Choose one of the following buttons for information about the dialog box:

- Default Printer
- Installed Printers
- Connect Button
- Setup Button
- Remove Button
- Add Button

When you choose the Add button, the Printers dialog box expands, displaying these additional options:

- List of Printers
- Install Button

See Also

[Setting Up a Printer](#)

Install Driver

Enables you to insert the disk or type the drive letter and directory name where driver information or a printer-driver file is located.

- Type the appropriate drive letter and directory path in the box. If the driver file or information is located on a disk, insert the disk in drive A, and then choose the OK button.
If you are not sure where the driver file or information is located (for example, if you want to use a driver that is located on a shared directory and you are not sure which subdirectory it is in), choose the Browse button to locate and select the drive and directory.

Connect

Enables you to assign a port to the selected printer, to specify timeout options and communications settings, and to connect to a network printer.

Choose one of the following buttons for information about the dialog box:

- Ports
- Device Not Selected
- Transmission Retry
- Settings Button
- Network Button
- Fast Printing Direct to Port

See Also

Selecting a Printer Port

Selecting Timeout Options

Settings

Specifies the communications settings for the selected serial (COM) ports.

Choose one of the following buttons for information about the dialog box:

- Baud Rate
- Data Bits
- Parity
- Stop Bits
- Flow Control
- Advanced Button

Advanced Settings

Specifies the base I/O port address and the interrupt request line (IRQ) for the selected port.

Choose one of the following buttons for information about the dialog box:

- Base I/O Port Address
- Interrupt Request Line (IRQ)

The changes you make in this dialog box do not take effect until you restart Windows for Workgroups. When you choose the OK button, a dialog box appears, prompting you to restart Windows for Workgroups.

- To restart, choose the Restart Now button.

Install Unlisted or Updated Printer

Enables you to install a printer from a list of additional printers on the supplemental printer disk.

- Select the printer you want to install. Choose the Install button to install the printer, and then choose the Close button to return to the Printers dialog box.

Browse

Enables you to find and select the drive and directory where the printer driver is located.

Choose one of the following buttons for information about the dialog box:

- [Directories](#)
- [Drives](#)

Time/Date Sent

Displays or hides the Time column in the Print Manager window.

Print File Size

Displays or hides the Size column in the Print Manager window.

Status Text

Displays or hides the Status column in the Print Manager window.

Refresh

Updates the list of documents sent to the printers displayed in the Print Manager window. Print Manager periodically updates the status of your printers and network printers you are connected to, but choosing Refresh updates the status immediately.

Other Network Printer

Displays a list of documents sent to a network printer that you are not connected to. The Other Network Printer dialog box includes the following options:

List of Documents

This area displays a list of documents sent to the shared printer you specify.

- When you finish viewing the list, choose the Close button.

Network Printer

- Type the path for the shared printer you want to view, and then choose the View button.

See Also

[Viewing Other Network Printer Queues](#)

Pause Printer

Pauses the printing on a printer.

Resume Printer

Resumes printing on a paused printer.

Pause Printing Document

Pauses the printing of a document.

Resume Printing Document

Resumes the printing of a paused document.

Delete Document

Deletes documents waiting to print in a queue.

Move Document Up

Moves a document closer to the top of a queue.

Move Document Down

Moves a document closer to the bottom of a queue.

Exit

Quits Print Manager.

If you choose this command and documents remain in your own printer's queue, a message appears, asking whether you want to cancel printing. Choose the OK button to cancel printing and quit Print Manager.

Quitting Print Manager also stops sharing any printers that you are sharing.

Contents

Starts Help and displays the topics in Print Manager Help.

Search for Help On

Opens the Search dialog box for Print Manager Help. You can look up information by using keywords in this dialog box.

How to Use Help

Describes how to use Help.

About Print Manager

Displays version and copyright information about Windows for Workgroups.

Control Menu

The Control menu contains the following commands.

Restore

Restores the window to its former size after it has been maximized or minimized.

Move

Enables you to use the keyboard to move the window to another position.

Size

Enables you to use the keyboard to change the size of the window.

Minimize

Reduces the window to an icon.

Maximize

Enlarges the window to its maximum size.

Close

Quits Print Manager, or closes the window or dialog box.

Switch To

Opens Task List, which you can use to switch between running applications and rearrange their windows and icons.

Disconnect Network Printer

Disconnects a printer that you were previously connected to.

Connect Network Printer

Connects a port to a network printer.

Share Printer As

Shares your printer with other people.

Stop Sharing Printer

Stops sharing a printer that you previously shared with other people.

Browse

Use this dialog box to easily find and select custom separator-page files.

Choose one of the following buttons for information about the dialog box:

- File Name
- List Files of Type
- Directories
- Drives

Font

This list displays all of the fonts installed on your computer.

- Select a font from this list.

Font Style

This list displays a font style--bold, italic, or both.

- Select a font style from this list.

Size

This list displays available point sizes.

- Select a point size from this list.

Sample

This area shows you what your fonts will look like. As you select items in the Font, Font Style, and Size lists, this area changes to show the result.

Printing Priority

- Select the Low option to allot more of your computer processor (CPU) time for running applications. Selecting this option may cause Print Manager to slow down.
- Select the Normal option to distribute your CPU time as equally as possible between Print Manager and other applications that are running.
- Select the High option to allot more of your CPU time for printing documents. Selecting this option may speed up Print Manager but slow down your other applications.

Message Notification When Inactive

- Select the Display All Warnings option to cause a message to display whenever a situation requires your attention (for example, if you are using a manual-feed printer and need to insert a new sheet of paper).
- Select the Flash Print Manager Window option to cause the Print Manager icon or title bar to flash and your computer to beep when Print Manager is inactive and a situation requires your attention. Print Manager displays a message notifying you of the situation. This option only works with printer messages that require user input.
- Select the Ignore All Warnings option to cause no messages to display if Print Manager is reduced to an icon.

Send Documents Directly to Network

Use this option to print directly to a network printer. This is generally faster than printing with Print Manager, since it spools directly to the print server.

- Select this check box to send documents directly to a network printer. When this option is not selected, all documents sent to a network printer are tracked as if they were sent to a printer connected directly to your computer.
If you select this option, you can still view the lists of print jobs (queues) for network printers.

No Separator Page

- Select this option to prevent printing a separator page with each document.

Simple Separator Page

- Select this option to create a simple format separator page with Courier font and no graphics. Use this option for dot-matrix printers, daisy-wheel printers, or any printer that doesn't accept downloaded fonts or graphics.

Standard Separator Page

- Select this option to create a separator page with a large font. Use this option for laser printers.

Custom Separator File

You can specify a file to be used as the separator page between documents by entering the name of the file in this box. The file must be a Windows metafile (with a .WMF extension), or a Clipboard file (with a .CLP extension) containing data in the Picture format.

You cannot create a custom separator file by using Windows for Workgroups or any accessory of Windows for Workgroups. To create a custom separator file, you must use a Windows-based application that supports the Windows metafile format.

Installed Printers

This area displays a list of the installed printers.

- Select a printer from the list to change its printing settings or port assignment, or to specify it as the default printer.

Default Printer

This area shows the default printer.

- To specify the default printer, double-click the printer in the Installed Printers list. Or select the printer, and then choose the Set As Default Printer button.

Connect Button

- Choose the Connect button to display the Connect dialog box. Use the Connect dialog box to assign a printer to a port, specify timeout options and communications settings, and connect to a network printer.

Setup Button

- Choose the Setup button to display a dialog box for setting printing options. Because the printing options are specific to each printer driver, the options in this dialog box vary, depending on the selected printer. Windows uses the settings that should work for your printer most of the time.

For help with the dialog box, choose the Help button or press F1 while using the dialog box.

Remove Button

- Choose the Remove button to remove the selected printer from the Installed Printers list.

The printer-driver file is not deleted from the disk, because other printers may use the same printer driver. Also, any font files that are used by the printer driver are not deleted, because another printer driver may use the same fonts.

Add Button

- Choose the Add button to install a printer.
Choosing this button displays the list of printers supported by Windows.

List of Printers

This list displays the printers supported by Windows. It appears when you choose the Add button in the Printers dialog box.

- Select the printer you want from the list.
 - If your printer is not listed, check your printer manual to see if your printer emulates one of the printers that Windows supports. If so, you can use one of the printer drivers supplied with Windows to support your unlisted printer.
 - If Windows does not include a driver that supports your printer, and you have a printer driver for the printer, select Install Unlisted Or Updated Printer from the List Of Printers box.

Install Button

This button appears when you choose the Add button in the Printers dialog box.

- Choose the Install button to install the selected printer.
If the printer-driver file is not already on your hard disk, a dialog box appears, prompting you to insert the disk that contains the printer-driver file.

Ports

This list displays the ports that you can assign to your printer. Next to each port is information about whether it is physically connected to your computer or connected to a network printer.

- Select the port you want to use.
See your printer manual if you are not sure which type of port to use.

If you use a serial (COM) port, you may need to change its communications settings. By default, Windows uses the communications settings that should work with most printers.

Device Not Selected

This option controls the amount of time (in seconds) that Print Manager continues to check the printer to see if it is online and ready to print.

- Type the number of seconds in the Device Not Selected box.
If the printer is not ready to print after the specified amount of time has elapsed, a message appears, notifying you that a printer is offline.

Transmission Retry

This option sets the amount of time (in seconds) that Print Manager waits before notifying you that your printer cannot accept any more print information.

The default setting is 45 seconds for a non-PostScript printer and 90 seconds for a PostScript printer. For PostScript printers, you may want to significantly increase the value for this option, especially if you plan to print documents that contain complicated graphics and several different fonts.

- Type the number of seconds in the Transmission Retry box. When the printer finishes processing the information it currently has, it clears its memory and is ready to accept more information. If this takes longer than the value specified for this option, Print Manager displays a message.

Fast Printing Direct to Port

- Clear this check box if you are using printing software that uses MS-DOS interrupts to control printing. Clearing this check box may slow down printing.
When this option is selected, Windows for Workgroups does not use MS-DOS interrupts for printing. Instead, it bypasses MS-DOS and prints directly to your printer, causing your documents to print faster.

Settings Button

- To specify communications settings for the serial (COM) port assigned to your printer, choose the Settings button, and then complete the Settings dialog box.

Network Button

- To connect to a network printer, choose the Network button, and then complete the Connect Network Printer dialog box.

Baud Rate

- Open the list, and then select a rate for how fast you want information transferred through the port.

Data Bits

- Open the list, and then select the number of data bits per character that you want sent through the port. Most characters are transmitted in 7 or 8 data bits.

Parity

- Open the list, and then select a method for error checking.

Stop Bits

- Open the list, and then select a number for the time between transmitted characters. Stop bits are not actual bits, they are the timing units between bits.

Flow Control

- Open the list, and then select a method for controlling the flow of data. XON/XOFF is the standard for software handshaking. Select Hardware if your computer controls data flow.

Advanced Button

- To specify advanced options for the selected port, choose the Advanced button, and then complete the Advanced Settings dialog box.

Base I/O Port Address

Use this option to change the base I/O port address for the serial (COM) port you want to use. Use this option only if the printer connected to the serial port uses an address value that differs from the detected value displayed in the text box. See your printer manual for information on the base port address that your printer uses.

- Open the list, and then select an I/O address. Or type a value in the box.

Interrupt Request Line (IRQ)

Assigning unique interrupt request lines (IRQs) for each serial port enables you to use COM ports 1 and 3, in addition to 2 and 4, simultaneously on a computer that usually does not support this capability.

Before assigning IRQ numbers to serial ports, determine which interrupts are used by the printers connected to the serial ports and which interrupts are not being used by other cards or boards installed in your computer. You may need to adjust your serial card to use interrupts. See the manual that comes with your serial card for more information.

- Open the list, and then select an IRQ. Or type a value in the box. You can specify a value between 2 and 15.

Directories

- Select the directory that contains the printer driver you want to use. If the directory you want does not appear in the list, you may have to change drives by selecting a different drive from the Drives list.

Drives

- Open the list, and then select the drive that contains the printer driver you want to use. When you change drives, the directories on that drive appear in the Directories box.

File Name

- Select the name of the file you want, and then choose the OK button.
Or type the filename in this box, and then choose the OK button. If necessary, also specify a path and drive.
If the file you want does not appear in the File Name list, you can change drives or directories or specify a different type of file.

List Files of Type

- Open the list, and then select the type of file you want displayed in the File Name box.
For example, if you select Metafiles, the File Name list displays only files with a .WMF extension.

Directories

- Select the directory that contains the file you want to use. When you select a directory, the files in that directory appear in the File Name box.
If the directory you want does not appear in the list, you may have to change drives by choosing a different drive from the Drives list.

Drives

- Open the list, and then select the drive that contains the file you want to use. When you change drives, the directories on that drive appear in the Directories box.

