

## #<sub>1</sub> \$<sub>2</sub> +<sub>3</sub> K<sub>4</sub> **Print Manager Procedures**

- [Adding a personal printer](#)
- [Attaching to a different file server](#)
- [Changing the default printer](#)
- [Changing a printer's setup options](#)
- [Connecting to a printer automatically](#)
- [Connecting to a printer manually](#)
- [Deleting a personal printer](#)
- [Detaching from a file server](#)
- [Disconnecting from a printer](#)
- [Displaying icons only](#)
- [Exiting Print Manager](#)
- [Modifying a personal printer](#)
- [Resetting a network printer connection](#)
- [Reviewing or changing network options](#)
- [Setting the printer timeout values](#)
- [Sorting the printer index](#)
- [Using Automatic Notify](#)
- [Using Drag-and-Drop](#)
- [Using QuickStat](#)
- [Using the /X command switch](#)
- [Using the Print Manager Toolbar](#)
- [Viewing context-sensitive help](#)
- [Viewing network or personal printers](#)
- [Viewing your file server attachments](#)

## **Qview Procedures**

- [Adding a job to a print queue](#)
- [Deleting a job from the queue](#)
- [Editing print job options](#)
- [Enabling/disabling the notify feature](#)
- [Exiting Qview](#)
- [Holding and releasing a print job](#)
- [Reprioritizing the jobs in a print queue](#)
- [Setting the queue refresh time](#)
- [Setting the spooler priority](#)
- [Using the Qview Toolbar](#)
- [Viewing a list of queue operators](#)
- [Viewing the Qview window](#)

<sup>1</sup> WW\_PROCEEDURES

<sup>2</sup> Procedures

<sup>3</sup> wwindex:010

<sup>4</sup> Procedures

## #5 S6 +7 K8 Viewing network or personal printers

**Print Manager** groups output devices into two different categories: Available Resources and Connected Resources. As a user of a local area network, there may be many resources available to you that you have not had the opportunity to use, only because they weren't presented in a well organized, easy-to-understand manner. Print Manager presents network and local (personal) output devices in the Printer Index.

1. Choose View on the menu bar.
2. If you want to see the list of network printers, choose Network Printers.  
The Printer Index is updated with the list of available network printers.
3. If you want to see the list of personal printers, choose Personal Printers.  
The Printer Index is updated with the list of available personal printers.

<sup>5</sup> PROC\_VIEWING\_NETWORK\_OR\_PERSONAL\_PRINTERS

<sup>6</sup> Viewing network or personal printers

<sup>7</sup> pmproc:005

<sup>8</sup> Personal printer; Network printer; view printers; view network printers;  
view personal printers

#9 S10 +11 K12 **Sorting the printer index**

The Printer Index may be sorted by Description, Location, or Type.

1. Choose View on the menu bar.
2. Choose Description, Location, or Type, depending on which item you wish to use to sort the list.

**Mouse Shortcut:** Click one of the sort buttons in the toolbar.

<sup>9</sup> PROC\_SORTING\_THE\_PRINTER\_INDEX

<sup>10</sup> Sorting the printer index

<sup>11</sup> pmproc:010

<sup>12</sup> Printer index, sort; sort, printer index; Description; Location; Type;  
Printer index, by description; Printer Index, by type; Printer Index, by  
location

#### #13 S14 +15 K16 **Connecting to a printer automatically**

Connect/Automatic is the easiest method of connecting to a printer. This method will find the first available LPT port that can be used for network printing.

Before you can connect to a printer, you must first choose an unconnected printer from the Printer Index. A connected printer is denoted by an asterisk in the far right-hand column of the Printer Index.

1. Select an unconnected printer from the Printer Index list box.
2. Choose Automatic from the Connect menu.

**Print Manager** displays the icon in the Connected Printers Box, sets the connected printer to be the default printer, and displays an asterisk (\*) next to the connected printer in the Printer Index.

**Print Manager** issues all the necessary commands to connect to the selected printer and notify all other Windows applications that there is a new printer available.

<sup>13</sup> PROC\_CONNECTING\_TO\_A\_PRINTER\_AUTOMATICALLY

<sup>14</sup> Connecting to a printer automatically

<sup>15</sup> pmproc:015

<sup>16</sup> Printer, connecting to; connect to printer; automatic connect

#17 S18 +19 K20 **Connecting to a printer manually**

Connect/Manual allows you to manually choose a specific LPT port for use with your application. Connect Manual is generally used in conjunction with non-Windows software applications that require a particular LPT port.

1. Select an unconnected printer from the Printer Index list box.
2. Choose Manual from the Connect menu.

The Manual Connection dialog box displays allowing you to select LPT1, LPT2, or LPT3.

3. Select the LPT port you want to use.

If one or more of these options are grayed, it means that a connected personal printer requires that particular port.

4. Choose OK.

**Print Manager** displays the icon in the Connected Printers Box, sets the connected printer to be the default printer, and displays an asterisk (\*) next to the connected printer in the Printer Index.

If you select a port that is currently occupied by a network printer, **Print Manager** moves the printer occupying it to an unused port so that **Print Manager** can complete your manual connection.

<sup>17</sup> PROC\_CONNECTING\_TO\_A\_PRINTER\_MANUALLY

<sup>18</sup> Connecting to a printer manually

<sup>19</sup> pmproc:020

<sup>20</sup> Printer, connecting to; connect to printer; manual connect

## #21 S22 +23 K24 **Reviewing or changing network options**

Once you have connected to a network printer, you are ready to print using the default settings established by the network administrator. However, certain network printing options, such as number of copies, timeouts, banners, and form feeds, may be changed at your discretion.

If you have not selected a network printer icon in the Connected Printers box, or have selected a personal printer, the Network Options menu item on the Setup menu appears gray. In addition, if the network administrator has decided that certain network options for that printer may not be changed, those items in the network Options dialog box appear gray and are not accessible.

1. Choose the icon of the network printer to be modified from the Connected Printers list box.
2. Choose Network Options from the Setup menu. (If you select a personal printer, the Setup Network Options item is gray and cannot be selected.)

The Network Options dialog box displays.

3. Make the desired changes.
4. Choose OK to confirm your changes.

### **Related topics**

Network Options dialog box

<sup>21</sup> PROC\_REVIEWING\_OR\_CHANGING\_NETWORK\_OPTIONS

<sup>22</sup> Reviewing or changing network options

<sup>23</sup> pmproc:025

<sup>24</sup> Network options; review network options; change network options

## #25 S26 +27 K28 **Viewing your file server attachments**

As you log in to the network each day, you connect to at least one file server that becomes your “home” or “primary” server. It is most likely the server that stores your files. During this process, you may also attach to other servers on the network to use their resources. Print Manager allows you to view your file server attachments.

To view your file server attachments:

1. Choose Servers from the Options menu.

The Attach/Detach File Server dialog box displays.

The dialog box contains a list of all recognized servers on your network. For those servers to which you are connected, a user name and status displays with the server name.

2. Use the scroll bars to view the file servers on your network.
3. Choose Close to close the dialog box.

### **Related topics**

[Attach/Detach File Server dialog box](#)

<sup>25</sup> PROC\_VIEWING\_YOUR\_FILE\_SERVER\_ATTACHMENTS

<sup>26</sup> Viewing your file server attachments

<sup>27</sup> pmproc:030

<sup>28</sup> File server, view; view file server

## #29 S30 +31 K32 **Attaching to a different file server**

As you view your server attachments, you may wish to attach to another server to share its resources. To attach to a server you must have a valid login name and password for that server. If you try to attach to a server on which your password has expired, you are prompted for a new password. If you do not want to enter a password at this time, choose Cancel.

1. Choose Servers from the Options menu.

The Attach/Detach File Server dialog box displays.

2. Select a file server to which you are currently not attached from the File Servers list box.
3. Enter your user name and password in the corresponding text boxes.
4. Choose Attach.

The list box updates to display the user name and status of the selected server.

5. Choose Close.

**Note:** If you choose Close without choosing Attach, you do not connect to the file server. Make sure that you choose Attach after you type your user name and password.

### **Related topics**

Attach/Detach File Server dialog box

<sup>29</sup> PROC\_ATTACHING\_TO\_A\_DIFFERENT\_FILE\_SERVER

<sup>30</sup> Attaching to a different file server

<sup>31</sup> pmproc:035

<sup>32</sup> File server; attach, file server; file server, attach



### #33 S34 +35 K36 **Detaching from a file server**

If you detach from a file server in **Print Manager**, you may remove an important resource that another application you are running may need. **Print Manager** warns you of such potential problems.

To detach from a file server:

1. Choose Servers from the Options menu.

The Attach/Detach File Server dialog box displays.

2. Select a file server to which you are currently attached from the File Servers list box.
3. Choose Detach.

A warning message displays if you are currently using the resources of the selected file server. Make your decision to detach with caution.

4. If the warning message displays, choose OK to confirm you want to detach from the selected file server.

The list box updates to display the user name and status of the selected server.

5. Choose Close.

#### **Related topics**

Attach/Detach File Server dialog box

<sup>33</sup> PROC\_DETACHING\_FROM\_A\_FILE\_SERVER

<sup>34</sup> Detaching from a file server

<sup>35</sup> pmproc:040

<sup>36</sup> File server, detach; detach, file server

It is necessary for you to add your personal printer to the **Print Manager** database in order to use it with Windows applications. To perform this quick and simple procedure, you need to know the port to which your personal printer is attached. If it uses the computer's serial port, you may also need to know the correct communication parameters required to communicate with your printer. If you are unsure about your printer's characteristics, the network administrator or printer documentation can provide the information needed to complete this step.

If your personal printer is capable of being connected to either a parallel or a serial port, using the serial port allows you to connect to more network printers simultaneously. Consult with your network administrator about the best method of connecting your printer.

1. Choose Personal Printers from the View menu to display the Personal Printer Index.
2. Choose Add Personal Printer from the Setup menu.

The Add Personal Printer dialog box displays.

3. Select the printer driver that matches the personal printer you wish to add from the Name list box and choose OK.

The Modifying Personal Printer dialog box displays, allowing you to choose a port and enter a description.

4. Select the port that you want to use from the Ports list box.
5. If you selected a COM (serial) port, choose Comm to verify that the communications options are correctly set. In the Configure Communication Port dialog box, change settings if necessary and choose OK.
6. Type a description of the printer in the Description text box.

The description can be any text that identifies your printer, such as: 8-Pin Color Plotter, Envelope Deskjet, Letterhead Laser, or Plain-Paper Fax.

You cannot enter the following special characters: / = , [ ]

7. Choose Icon.

The Select Icon dialog box displays.

8. Select the icon of your choice and choose OK to return to the previous dialog box.
9. Choose OK until you exit the dialog boxes. The added printer listing displays in the Personal Printer Index.

You need to connect the personal printer the same way you connect to a network printer.

### **Related topics**

Add Personal Printer dialog box

Configure Communication Port dialog box

<sup>37</sup> PROC\_ADDING\_A\_PERSONAL\_PRINTER

<sup>38</sup> Adding a personal printer

<sup>39</sup> pmproc:045

<sup>40</sup> Personal printer

## #41 S42 +43 K44 **Modifying a personal printer**

You may modify a personal printer (change its description, icon, port, etc.) at any time. However, in order to modify a personal printer, you must first disconnect it from the list of connected printers.

1. Select the printer from the Personal Printer Index.
2. Choose Modify Personal Printer from the Setup menu.

The Modifying Personal Printer dialog box displays.

3. Modify the options you want to change.

For information about the options in this dialog box, see Adding a personal printer.

4. Choose OK.

### **Related topics**

Modifying Personal Printer dialog box

Adding a personal printer

<sup>41</sup> PROC\_MODIFYING\_A\_PERSONAL\_PRINTER

<sup>42</sup> Modifying a personal printer

<sup>43</sup> pmproc:050

<sup>44</sup> Personal printer

#45 S46 +47 K48 **Deleting a personal printer**

You may delete or replace your personal printer at any time. If you are connected to a printer at the time of deletion, you automatically disconnect from it. You must select the printer to be deleted from the Personal Printer Index.

1. Select the printer to be deleted from the Personal Printer Index.
2. Choose Delete Personal Printers from the Setup menu.

**Print Manager** asks you to verify the deletion.

3. Choose Yes to delete the printer.

<sup>45</sup> PROC\_DELETING\_A\_PERSONAL\_PRINTER

<sup>46</sup> Deleting a personal printer

<sup>47</sup> pmproc:055

<sup>48</sup> Personal printer

## #49 S50 +51 K52 Changing the default printer

Windows allows you to print on only one printer at a time from within any particular application. This printer is called the **default printer**. **Print Manager** can dynamically set the default printer for most Windows applications. This is especially useful for applications that rely on the Windows Control Panel to perform this function.

It is important to note, however, that some Windows applications do not automatically accept a change to the default printer from **Print Manager** while they are running. These applications, such as Microsoft Write, are usually dependent on the printer driver for formatting information. You must explicitly request Microsoft Write to change its printer, using Print Setup from the File menu, in order to reformat the text for another printer choice. Microsoft Excel, on the other hand, gracefully allows **Print Manager** to dynamically change its default printer settings.

1. Choose the icon of the printer that is to be made the default from the Connected Printers list box.
2. Choose the Set Default button.

The Default label appears above the selected printer.

### Related topics

Set Default Button

<sup>49</sup> PROC\_CHANGING\_THE\_DEFAULT\_PRINTER

<sup>50</sup> Changing the default printer

<sup>51</sup> pmproc:060

<sup>52</sup> Default printer

## #53 §54 +55 K56 **Changing a printer's setup options**

**Print Manager** allows you to modify the Windows printer driver settings for any connected printer. For example, you can change the print orientation and resolution, paper size and source, and number of copies. All other Windows applications that are currently running will reflect these changes.

1. Choose the icon of the printer you wish to modify from the Connected Printers list box.
2. Choose Printer Setup from the Setup menu.  
The printer's options dialog box displays.
3. Make your desired changes.
4. Choose OK.

### **Related topics**

Printer Setup dialog box

<sup>53</sup> PROC\_CHANGING\_A\_PRINTERS\_SETUP\_OPTIONS

<sup>54</sup> Changing a printer's setup options

<sup>55</sup> pmproc:065

<sup>56</sup> Printer setup

## #57 S58 +59 K60 **Disconnecting from a printer**

Print Manager accepts the maximum number of network printers allowed by the network operating system to be connected at one time, along with any personal printers you may have attached to your workstation. From time to time, you may decide to disconnect a printer in order to use a different network or local printer.

**Note:** Disconnecting from a network printer while printing a job from another application may cause unpredictable results. Be sure that no applications are currently using the printer you wish to disconnect.

1. Choose the icon of the printer that is to be disconnected from the Connected Printers list box.
2. Choose Disconnect.

The icon disappears from the Connected Printers list box and **Print Manager** notifies all other running Windows applications of the printer change.

When you disconnect from the default printer, **Print Manager** cannot determine which printer should be the new default printer. In this case, since no printer is labeled as the default printer, other Windows applications do not recognize a default printer. Be sure to select another default printer in this case.

### **Related topics** [Disconnect Button](#)

<sup>57</sup> PROC\_DISCONNECTING\_FROM\_A\_PRINTER

<sup>58</sup> Disconnecting from a printer

<sup>59</sup> pmproc:070

<sup>60</sup> Printer, disconnecting from

## #61 S62 +63 K64 **Resetting a network printer connection**

Print Manager allows you to close a network print job on demand. Normally, the Timeout in the Network Options dialog box governs when a print job has finished. For example, if the Timeout is set for 60 seconds, the network will wait for 60 seconds after the stream of information to the printer stops to close the job and dispatch it to the printer. The Reset function allows you to manually close or "flush" the print job instead of waiting for the timeout period to expire

**Note:** This option is only effective when printing from DOS applications.

The Reset function allows you to manually close or "flush" the print job instead of waiting for the timeout period to expire.

1. Choose the icon of the network printer that is to be reset from the Connected Printers list box.
2. Choose Reset.

### **Related topics**

Reset Button

<sup>61</sup> PROC\_RESETTING\_A\_NETWORK\_PRINTER\_CONNECTION

<sup>62</sup> Resetting a network printer connection

<sup>63</sup> pmproc:075

<sup>64</sup> Network printer



#65 S66 +67 K68 **Exiting Print Manager**

To exit **Print Manager**, choose Exit from the Setup menu.

<sup>65</sup> PROC\_EXITING\_PRINT\_MANAGER

<sup>66</sup> Exiting Print Manager









<sup>67</sup> pmproc:080

<sup>68</sup> exit, Print Manager; Print Manager, exit

## #69 S70 +71 K72 Using the Print Manager Toolbar

You can display the Toolbar in **Print Manager** for easy access to commands you frequently use.

Choose Toolbar from the Options menu to display or hide the Toolbar. A check mark displays next to the Toolbar menu item when the Toolbar displays.

Button	Description
	View personal printers
	View network printers
	View by description
	View by location
	View by type
	Display statistics (QuickStat)
	Connect automatically
	Help Contents

<sup>69</sup> PROC\_USING\_THE\_PRINT\_MANAGER\_TOOLBAR

<sup>70</sup> Using the Print Manager Toolbar

<sup>71</sup> pmproc:085

<sup>72</sup> Toolbar; icons, toolbar; Print Manager, toolbar

## #73 S74 +75 K76 Using QuickStat

The QuickStat feature provides information on a printer's availability and the number of jobs waiting to be printed. This feature can help you find the best printer to service your job.

You can display QuickStat by selecting a network printer from the Printer Index list box or the Connected Printers box and then performing one of the following methods:

-- Choose QuickStat on the toolbar.

OR

-- Press and hold SHIFT.

OR

-- Click and hold the right-mouse button.

OR

-- Choose QuickStat from the Options menu.

The following line is an example of a QuickStat message:

Multi-Sheet Plotter/Marketing Enabled, 7 jobs pending.

If you are not logged in to the required file server, **Print Manager** displays a message asking if you wish to log in. Choosing OK produces the Server Login dialog box. Enter your user name (or GUEST) and password, if required. Choose OK.

<sup>73</sup> PROC\_USING\_QUICKSTAT

<sup>74</sup> Using QuickStat

<sup>75</sup> pmproc:090

<sup>76</sup> QuickStat, using

#77 S78 +79 K80 **Using Automatic Notify**

**Print Manager** allows you to automatically load a **Qview** icon, which displays on the Windows desktop, for each connected network printer. By doing so, **Print Manager** notifies you when your print jobs have left the queue or have been deleted.

You can toggle this feature on and off by choosing Automatic Notify from the Options menu. When you enable this feature, a check mark displays next to the menu item. This feature is only available when **Print Manager** is running.

<sup>77</sup> PROC\_USING\_AUTOMATIC\_NOTIFY

<sup>78</sup> Using Automatic Notify

<sup>79</sup> pmproc:095

<sup>80</sup> Automatic Notify, using

#81 S82 +83 K84 **Displaying icons only**

You can reduce **Print Manager** by displaying only the icons in the Connected Printers box, thereby requiring less screen space. You can toggle this feature on and off by choosing Icons Only from the View menu. When you enable this feature, a check mark displays next to the menu option and the Printer Index list box does not display.

<sup>81</sup> PROC\_DISPLAYING\_ICONS\_ONLY

<sup>82</sup> Displaying icons only

<sup>83</sup> pmproc:100

<sup>84</sup> icons, display; display icons

#85 S86 +87 K88 **Viewing the Qview window**

To view the Qview window:

1. Choose the printer's icon from the Connected Printers list box or highlight the printer in the Network Printer Index.
2. Choose Qview from the Options menu.

The Qview window for the selected printer displays.

**Mouse Shortcut:** Double-click on the printer's icon in the Connected Printers list box or on the listing in the Network Printer Index.

<sup>85</sup> PROC\_VIEWING\_THE\_QVIEW\_WINDOW

<sup>86</sup> Viewing the Qview window

<sup>87</sup> qmproc:005

<sup>88</sup> Print queue, viewing

## #89 S90 +91 K92 **Adding a job to a print queue**

From time to time, you may wish to output a preformatted print file. For example, if a document will be printed periodically without changes (such as an expense report form) it might be more efficient to create a "print file" and send it to a print queue when needed. Only files formatted for the target printer device should be added to a print queue. If a file is sent that has not been prepared specifically for the target printer, the results may be unpredictable. When you add a print job you can also set the printing options, (e.g., number of copies, print job hold, tab size, a description or banner, and deferred print time).

1. Choose Add from the Edit menu.

The Add a Print Job dialog box displays.

2. Enter the path and filename in the text box or select the drive, directory, and filename from list boxes.
3. Choose OK.

The Print Job Options dialog box displays.

4. Modify the Print Job Options as necessary.
5. Choose OK.

### **Related topics**

Add a Print Job dialog box

Print Job Options dialog box

<sup>89</sup> PROC\_ADDING\_A\_JOB\_TO\_A\_PRINT\_QUEUE

<sup>90</sup> Adding a job to a print queue

<sup>91</sup> qmproc:010

<sup>92</sup> Print job, adding

#93 S94 +95 K96 **Deleting a job from the queue**

Any user can delete his or her own jobs from the print queue. If you attempt to highlight another user's print job, however, the job will not be selected. A Queue Operator, however, can delete any job from the queue.

**Note:** If you choose to delete the job that is currently printing, you should manually reset the printer.

1. Select the print job that you want to delete from the **Qview** list box.
2. Choose Delete from the Edit menu.

A warning box displays to verify that you want to delete the selected print job.

3. Choose Yes to delete the print job.

<sup>93</sup> PROC\_DELETING\_A\_JOB\_FROM\_THE\_QUEUE

<sup>94</sup> Deleting a job from the queue

<sup>95</sup> qmproc:015

<sup>96</sup> Print job, deleting



## #97 S98 +99 K100 **Editing print job options**

The Edit Job option allows you to change the network print options (e.g., number of copies, user hold, operator hold, form feed, description, tab size, form number, banner, and deferred printing). A user can only edit his or her job. A Queue Operator can edit any user's job.

1. Select the print job that you want to edit from the Qview list box.
2. Choose Edit Job from the Edit menu.

The Print Job Options dialog box displays.

**Mouse Shortcut:** Double-click on the print job.

3. Make the desired changes.
4. Choose OK.

### **Related topics**

Print Job Options dialog box

<sup>97</sup> PROC\_EDITING\_PRINT\_JOB\_OPTIONS

<sup>98</sup> Editing print job options

<sup>99</sup> qmproc:020

<sup>100</sup> Print job, editing

#101 S102 +103 K104 **Viewing a list of queue operators**

This feature allows you to view the queue operators for the print queue that contains your print job.

1. Choose Queue Operators from the **Qview** menu.

The list of operators for the selected print queue displays.

2. Choose OK to close the dialog box.

<sup>101</sup> PROC\_VIEWING\_A\_LIST\_OF\_QUEUE\_OPERATORS

<sup>102</sup> Viewing a list of queue operators

<sup>103</sup> qmproc:025

<sup>104</sup> Queue operators

#105 S106 +107 K108 **Reprioritizing the jobs in a print queue**

Occasionally, a print job may need to be printed immediately. In this case, it can be moved ahead in the queue by a Queue Operator. To determine who the operators are for a print queue, select Queue Operators from the Print Queue Options menu. Contact the appropriate operator to negotiate the reordering of your print job in the queue. If you are not a Queue Operator, you cannot reorder print jobs, and the Reorder option is gray.

1. Select the print job that you want to reorder.
2. Choose Reorder from the Edit menu.

The Reorder Jobs dialog box displays.

3. Select the print job that should print after the one(s) that you are reordering.
4. Choose OK.

**Related topics**

Reorder Jobs dialog box

<sup>105</sup> PROC\_REPRIORITIZING\_THE\_JOBS\_IN\_A\_PRINT\_QUEUE

<sup>106</sup> Reprioritizing the jobs in a print queue

<sup>107</sup> qmproc:030

<sup>108</sup> Print job, reprioritizing

#109 S110 +111 K112 **Enabling/disabling the notify feature**

**Print Manager** gives you the option to be notified when your print job has been released from the queue to the printer. The default for this option is for notify to be enabled. When the feature is enabled, a check mark displays next to the menu option. It is toggled on and off from the Options/Notify menu option in the Qview.

1. Choose Notify from the Options menu to switch the feature on or off.
2. A check mark appears if Notify is enabled.

When a job finishes printing, the **Qview** print notification dialog box displays.

3. Choose OK to close the dialog box.

<sup>109</sup> PROC\_ENABLING\_DISABLING\_THE\_NOTIFY\_FEATURE

<sup>110</sup> Enabling/disabling the notify feature

<sup>111</sup> qmproc:035

<sup>112</sup> Print queue, notify feature

#113 S114 +115 K116 **Exiting Qview**

Qview is an independent window that can remain on the screen for monitoring a particular print queue while using other Windows applications. You can move it to the bottom of the screen, hide it behind your current application or minimize it to an icon. If you do not wish to keep it open, choose Exit from the Edit menu.

<sup>113</sup> PROC\_EXITING\_QVIEW

<sup>114</sup> Exiting Qview

<sup>115</sup> qmproc:040

<sup>116</sup> Print queue, viewing

#117 S118 +119 K120 **Viewing context-sensitive help**

**Print Manager** follows the standard Windows convention of SHIFT+F1 to provide context-sensitive help. When you press SHIFT+F1 to request help, the cursor changes to an arrow with a question mark. You may then choose a drop-down menu command for specific information pertaining to the command. Command-specific help is part of **Print Manager** Help.

You can also press SHIFT+F1 and then choose a printer in the Connected Printers or the Printer Index to request help. For example, if you have created a custom help file for a PostScript printer and defined it in the **Print Manager Editor**, that custom file displays when you request help on that printer.

<sup>117</sup> PROC\_VIEWING\_CONTEXT\_SENSITIVE\_HELP

<sup>118</sup> Viewing context-sensitive help

<sup>119</sup> pmproc:105

<sup>120</sup> Context-sensitive help

#121 S122 +123 K124 **Using Drag-and-Drop**

You can drag file icons from File Manager and drop them anywhere in the **Print Manager** window or on the **Print Manager** icon. The dropped file prints automatically on the default printer by the application associated with that file type in the Window's registration database. For example, dragging and dropping a .DOC file will print that file using Word for Windows.

For more information about using the drag-and-drop technique and the Windows registration database, refer to your Microsoft Windows 3.1 documentation.

<sup>121</sup> PROC\_USING\_DRAG\_AND\_DROP

<sup>122</sup> Using Drag-and-Drop

<sup>123</sup> pmproc:110

<sup>124</sup> Drag-and-drop

#125 S126 +127 K128 **Using the /X command switch**

You can use the /X command line switch with the WWPRINT command to start **Print Manager** and then exit the program after printer connections are made and the WIN.INI file is set up. This feature can free some system resources. You can include the /X parameter on the Command Line with WWPRINT.EXE.

**Note:** You cannot use the /X parameter on the Run= or Load= line in your WIN.INI.

You can continue to print to your connected printers without **Print Manager** being loaded. However, you must reload **Print Manager** in order to connect to a new printer. When **Print Manager** is not loaded, print job notification and Qview are not available.

<sup>125</sup> PROC\_USING\_THE\_X\_COMMAND\_SWITCH

<sup>126</sup> Using the /X command switch

<sup>127</sup> pmproc:115

<sup>128</sup> X command switch



#129 S130 +131 K132 **Setting the queue refresh time**

Qview periodically examines each queue and updates the information displayed in the **Qview** window. If a queue contains more than 10 jobs, your cursor displays as an hourglass while the program is updating the queue information, even if **Qview** is not the active window. The default update setting is every 8 seconds. You may change the update time.

1. Choose the Refresh Time option in the **Qview** Options menu.

The Set Qview Refresh dialog box displays.

2. Enter a number in the Seconds text box.
3. Choose OK

<sup>129</sup> PROC\_SETTING\_THE\_QUEUE\_REFRESH\_TIME

<sup>130</sup> Setting the queue refresh time

<sup>131</sup> qmproc:045

<sup>132</sup> Queue refresh time

#133 S134 +135 K136 **Setting the spooler priority**

The Qview Options menu entry allows you to set the Spooler Priority to Low, Medium, or High.

Choosing one of the three available choices enables that particular setting, which is indicated by a check mark.

<sup>133</sup> PROC\_SETTING\_THE\_SPOOLER\_PRIORITY


<sup>134</sup> Setting the spooler priority

<sup>135</sup> qmproc:050

<sup>136</sup> Spooler priority

#137 S138 +139 K140 **Using the Qview Toolbar**

You can display the Toolbar in Qview for easy access to commands you frequently use. Choose ToolBar from the Options menu to display or hide the Toolbar. A check mark displays next to the menu item when the Toolbar displays.

Button	Description
	Add a job
	Delete a job
	Reorder a job in the queue
	Hold a job
	Release a job
	Help Contents

<sup>137</sup> PROC\_USING\_THE\_QVIEW\_TOOLBAR

<sup>138</sup> Using the Qview Toolbar

<sup>139</sup> qmproc:055

<sup>140</sup> toolbar; Qview, toolbar; icons, toolbar

#141 S142 +143 K144 **Holding and releasing a print job**

You can hold a print job so it does not print until you release it.

1. Choose Hold from the Edit menu.

The print job remains in the print queue but does not print.

2. Choose Release from the Edit menu.

The print job is made available to print.

<sup>141</sup> PROC\_HOLDING\_AND\_RELEASING\_A\_PRINT\_JOB

<sup>142</sup> Holding and releasing a print job

<sup>143</sup> qmproc:060

<sup>144</sup> hold, print job; release, print job; print job, hold; print job, release;  
Qview, hold job; Qview, release job

#145 S146 +147 K148 **Setting the printer timeout values**

You can set the printer timeout values to be different then the normal default.

1. Select a printer in the Connected Printers list box.
2. Choose Timeouts from the Setup menu.

The Printer Timeout Values dialog box displays.

3. Type the number of seconds in the Device Not Selected text box that Print Manager continues to check the printer to see if it is online and ready to print.
4. Type the number of seconds in the Transmission Retry text box that Print Manager waits before notifying you that your printer cannot accept any more print information.
5. Choose OK.

**Print Manager** writes the timeout values for that printer to the WIN.INI.

<sup>145</sup> PROC\_SETTING\_THE\_PRINTER\_TIMEOUT\_VALUES

<sup>146</sup> Setting the printer timeout values

<sup>147</sup> qmproc:065

<sup>148</sup> timeout; printer timeout; set timeout