

## Print Manager Help Index

The Index contains a list of all Help topics available for **Print Manager** and **Qview**. Use the scroll bar to see the entries that are not currently visible in the Help window.

### Keyboard

[Using the Keyboard](#)

### Commands

[Print Manager Commands](#)

[Qview Commands](#)

### 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](#)

### Glossary

## Glossary

## **Print Manager Commands**

[Printer Setup](#)  
[Network Options](#)  
[Timeouts](#)  
[Add Personal Printer](#)  
[Modify Personal Printer](#)  
[Delete Personal Printer](#)  
[Exit Print Manager](#)  
[Personal Printers](#)  
[Network Printers](#)  
[By Description, By Location, & By Type](#)  
[Icons Only](#)  
[Servers](#)  
[Qview](#)  
[Automatic Notify](#)  
[QuickStat](#)  
[Toolbar](#)  
[Automatic](#)  
[Manual](#)

## **Print Manager Buttons**

[Connect](#)  
[Disconnect](#)  
[Set Default](#)  
[Reset](#)

## **Qview Commands**

[Add](#)  
[Delete](#)  
[Edit Job](#)  
[Reorder](#)  
[Hold](#)  
[Release](#)  
[Exit Qview](#)  
[Queue Operators](#)  
[Notify](#)  
[Toolbar](#)  
[Spooler Priority](#)  
[Refresh Time](#)

## **Printer Setup**

**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. For specifics on each printer driver's options, please refer to the Windows documentation or to the particular printer's manual.

### **Related Topic**

[Printer Setup dialog box](#)

[Changing a printers setup options](#)

## 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.

Note: You may only change Network Options for *connected* printers (those printers that display an icon in the Connected Printers box).

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

## Related topics

Network Options dialog box

Reviewing or changing network options

## **Add Personal Printer**

It is necessary for you to add your personal printer to the **Print Manager** database in order to use it with Windows applications. You will 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 will 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 will allow you to connect to more network printers simultaneously. Consult with your network administrator about the best method of connecting your printer.

### **Related topics**

Add Personal Printer dialog box

Adding a personal printer

## **Modify Personal Printer**

You can 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.

### **Related topics**

[Modifying a personal printer](#)

[Modifying Personal Printer dialog box](#)

[Disconnect Button](#)

## **Delete Personal Printer**

You can delete your personal printers from the Personal Printer Index at any time. If you are connected to a printer at the time of deletion, you will be automatically disconnected from it.

### **Related Topics**

[Deleting a personal printer](#)



## **Exit Print Manager**

Use this command to exit **Print Manager**.

## **Personal Printers**

The Personal Printers option lists all potentially available [personal printers](#) in the [Printer Index](#).

## **Related Topics**

[Viewing network or personal printers](#)

## **Network Printers**

The [Printer Index](#) displays all of the potentially available [network printers](#).

### **Related Topics**

[Viewing network or personal printers](#)

### **By Description, By Location, and By Type**

The [printer index](#) may be sorted by [Description](#), [Location](#), or [Type](#).

### **Related Topics**

[Sorting the printer index](#)

## **Icons Only**

**Print Manager** can be reduced to display only connected printer icons, thereby requiring less screen space. Choosing this option will remove the Printer Index box from the top of the screen, leaving only the Connected Printers box. In the View menu, a check mark appears beside the words "Icons Only," indicating that this feature is enabled. This is a toggle. To see the entire screen again, reselect the option.

## **Related Topics**

Displaying Icons Only

## **Servers**

The Servers option permits you to view [file server](#) attachments as well as attach or detach to file servers. To attach to a server you must have a valid login name and password for that server.

### **Related topics**

[Attaching to a different file server](#)

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

[Detaching from a file server](#)

[Viewing your file server attachments](#)

## **Qview**

Qview displays information about jobs waiting to be printed. Users can add, edit, and delete their own print jobs; locate Queue Operators; and receive automatic notification when a job has been sent to a printer.

## **Related Topics**

[Viewing the Qview window](#)

## **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, you will be notified when your print jobs have left the queue or have been deleted. This feature may be toggled on and off from the Options/Automatic Notify menu option in the menu bar. When the feature is enabled, a check mark displays next to the menu option.

## **Related Topics**

Using Automatic Notify



## QuickStat

The QuickStat option 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.

QuickStat can be displayed at the bottom of the window by selecting a network printer from the Printer Index or from the Connected Printers box and holding SHIFT or the right mouse button. The option is also available by choosing Options/QuickStat in the menu bar. The printer does not have to be currently connected to display a QuickStat message.

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.

## Related Topics

Using QuickStat

## **Automatic**

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.

You may not connect to a printer more than once with the same printer index entry. However, there may be multiple printer index entries that point to the same printer on the network. This is useful for predefining printer setup information such as page orientation and font selection.

## **Related topics**

[Connecting to a printer automatically](#)

[Connect Button](#)

**Manual**

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 are tied to a particular printer setup.

**Related topics**

[Connecting to a printer manually](#)

## **Add**

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.

## **Related Topics**

[Add a Print Job dialog box](#)

[Adding a job to a print queue](#)

**Delete**

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.

**Related Topics**

Deleting a job from the queue

## **Edit Job**

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.

## **Related Topics**

[Editing Print Job Options](#)

[Print Job Options dialog box](#)

## **Reorder**

Occasionally, a print job may need to be printed immediately. In this case, it can be moved ahead in the queue by a Print Queue Operator. To determine who the operators are for a [print queue](#), [select](#) Queue Operators from the [Qview](#) Options menu. Contact any of the [Queue Operators](#) to negotiate the reordering of your print job in the queue. If you are not a Queue Operator, you will not be able to reorder any print jobs and the Reorder option will appear [grayed](#).

## **Related Topics**

[Reorder Jobs dialog box](#)

[Reprioritizing the jobs in a print queue](#)

[Viewing a list of queue operators](#)

**Hold**

This option enables user hold. User hold allows a job to remain in the queue, however other jobs behind it can advance.

**Related Topics**

[Holding and releasing a print job](#)



**Release**

Release removes user hold and makes the job available to the printer.

**Related Topics**

[Holding and releasing a print job](#)

**Exit 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 Close in the Control menu box.

**Related Topics**

Exiting Qview

## **Queue Operators**

This feature allows you to view the [queue operators](#) for the [print queue](#) that contains your print job.

### **Related topics**

[Viewing a list of queue operators](#)

## **Notify**

**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.

## **Related topics**

Enabling/disabling the notify feature

## **Spooler Priority**

This option 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.

## **Related Topics**

[Setting the spooler priority](#)

**Refresh Time**

The Refresh Time option allows you to set the interval at which Qview polls the status of the queue and refreshes the information in the Qview window.

**Related Topics**

[Setting the queue refresh time](#)

## **Connect/Disconnect Button**

This button can display either Connect or Disconnect.

### **Connect**

Choosing Connect finds 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.

You may not connect to a printer more than once with the same printer index entry. However, there may be multiple printer index entries that point to the same printer on the network. This is useful for predefining printer setup information such as page orientation and font selection.

### **Disconnect**

The disconnect button allows you to disconnect a network or local printer. Disconnecting from a network printer will automatically close all network print jobs that are open in the queue and make them available to the printer.

The icon will disappear from the Connected Printers list box and all other running Windows applications will be notified of the printer change.

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.

### **Related topics**

[Connecting to a printer automatically](#)

[Connecting to a printer manually](#)

[Disconnecting from a printer](#)

### **Set Default Button**

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.



## **Reset Button**

**Print Manager** allows you to close a network print job on demand. Normally, the Setup/Network Options/Timeout settings govern 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 button** allows you to manually close or "flush" the print job instead of waiting for the timeout period.

## **Related topics**

[Resetting a network printer connection](#)

## **Contents**

This is a listing of all major topics in Help. When you click on topics that appear in green type and underlined, the Help Program will jump to that section.

## **How to Use Help**

This is an overview of how to use Windows Help.

**Search for Help on**

This provides a list of topics for which Help is available.

## **Print Manager Toolbar**

This option allows you to display or hide the **Print Manager** Toolbar. The toolbar contains icon shortcuts for menu commands.

### **Related Topics**

[Using the Print Manager Toolbar](#)

## **Qview Toolbar**

This option allows you to display or hide the **Qview** Toolbar. The toolbar contains icon shortcuts for menu commands.

## **Related Topics**

[Using the Qview Toolbar](#)

**About**

This dialog box displays copyright information about the product.

**Timeouts**

This option allows you to set the Device Not Selected and Transmission Retry timeouts for the selected printer.



## **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](#)

## 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.

### **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.

### 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.

### 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.

## 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

## 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](#)

### **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](#)



## 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](#)

## Adding a personal printer

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

## 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](#)

### **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.

## 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

## 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

## 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](#)

## 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











### **Exiting Print Manager**

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

## 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

## Using QuickStat

The QuickStat feature provides information on a printers 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.

### **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.

### **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.

## 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.

## **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

### **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.



## 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

### 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.

## 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

### 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.

**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.

### 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.

### 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 Windows 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.

### 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.



### 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

**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.

## 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

### **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.

### 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.

## **Print Manager Glossary**

Active  
ALT plus underlined letter  
Application  
Arrow keys  
Auto End Cap  
Banner  
Check box  
Choose  
Click  
Clipboard  
Combo box  
Command button  
Context-Sensitive Help  
Control menu box  
Copies  
Default  
Default button  
Default timeout  
Deferred printing  
Description  
Dialog box  
Double-click  
Drag  
Drag-and-drop  
ENTER  
ESC  
File contents  
File Name  
File server  
Focus  
Form feed  
Forms  
Grayed  
Help File  
Highlighted  
Icon  
Inactive  
Insertion point  
LAN group  
LAN user  
List box  
Local printer  
Location  
Logo Display  
Maximize box  
Menu bar  
Message bar  
MDI window  
Minimize  
Minimize box  
Network options  
Network printers  
Operator hold

Path  
Personal printer  
Point  
Print queues  
Printer driver  
Printer Help  
Printer Index  
Queue Operators  
Queue users  
QuickStat  
Qview  
Radio button  
Reset string  
Rights  
Scroll  
Scroll bar  
Search path  
Select  
Setup  
Setup string  
SHIFT plus TAB  
Shortcut key  
SPACEBAR  
Speed key  
Status bar  
TAB  
Tab size  
Text box  
Timeout  
Title bar  
Type  
User hold  
Window border  
WIN.INI

**Active**

A window or icon that is currently selected and to which the next keystroke or command will apply.



**ALT plus underlined letter**

Selects options from the menu bar. Moves between options in a dialog box.

**Printer Help**

Context-sensitive, customized help files that can be created and modified by a network administrator for **Print Manager** users.

**Arrow keys**

Left, right, up, and down arrows move between radio buttons in a dialog box.

**Auto End Cap**

Automatically ending the capture of a file for printing when end of file is reached.

**Banner**

An optional cover sheet added to the beginning of a print job that identifies the owner by the user's login name and job description. Other information that appears is: queue, server, date, and time.

**Check box**

A small box within a dialog box that turns an option on or off when it is checked.

**Choose**

To perform an action that carries out a command in a menu or dialog box.

**Click**

Press, then release, the left mouse button. The left mouse button is assumed unless the directions specifically state the right mouse button.



**Clipboard**

A temporary Windows storage area for holding text or data that you are copying or moving.

**Combo box**

A combo box is made up of a one-line text box and a list box that is displayed on demand. To display the list box, click the down arrow pop-box and make the selection from the list box. The list box is automatically closed. To close the list box without making a selection, click the down arrow pop-box again.

**Command button**

A rectangular button in a dialog box that carries out or cancels an action when chosen. The OK button, which carries out a command, is usually the default button. The Cancel button cancels the dialog box without applying any settings.

**Control menu box**

Box containing a dash in the upper left corner of each application window. Clicking on this box displays the standard Windows control menu containing these commands: Restore, Move, Size, Minimize, Maximize, and Close in addition to special commands of a particular application. Double-clicking on this box exits the application. The control menu box is also called the system menu box.

**Copies**

The network administrator sets the maximum number of copies of a document that you may print. The default is 1 copy.

**Default**

The initial setting of a value or option that is in effect until the operator or supervisor modifies the setting.

**Default button**

The default button is the one automatically chosen when you press ENTER in a dialog box. The default button is indicated by its heavier border.

**Default timeout**

The default timeout sets the period after which NetWare will automatically close a print job and allow it to print.



**Deferred printing**

Postponing the printing of a job until a specified time.

**Description**

The description is a name given to describe the printer's specific function, i.e., 8-Pin Color Plotter, Envelope Deskjet, Plain-Paper Fax.

**Dialog box**

A box of options and information that appears when you choose a command that requires more information, which you provide by filling in the dialog box. Commands that display dialog boxes are followed by ellipses (...) on menus.

**Double-click**

To rapidly click the left mouse button twice in quick succession. Selects and executes in one step. Double-clicking is often used as a shortcut for a longer procedure.

**Drag**

To press and hold down the mouse button while moving the mouse to reposition a window.

### **Drag-and-drop**

In Windows 3.1, you can drag file icons from File Manager and drop them anywhere in **Print Managers** Connected Printers box or on a connected printers icon. The dropped file will automatically be printed by the application associated with that file type in the Windows registration database. For example, dragging a .DOC file onto a connected printer will print that file using Word for Windows.

**ENTER**

In a dialog box, you can press ENTER to execute the highlighted button--usually OK. Choosing OK signifies that you are finished making choices from the dialog box; the dialog box clears from the screen and the choices become effective.

**ESC**

Cancels the dialog box or allows you to back up through the screens.



**File contents**

A dialog box option that declares whether the job will consist of a Byte Stream (which includes binary information), or will contain only text. If Text is selected, you may enter a default tab size (the number of spaces which a tab character will represent).

**File server**

A computer that controls all network activity. The file server controls all access to shared devices and the system security; it also monitors station-to-station communications.

**File Name**

The name of a file. The filename can be one to eight characters long with an optional period and three additional characters called an extension. Each filename in a directory must be unique. Valid characters include the letters A - Z and numbers 0 - 9. Do not use spaces, periods, commas or the following symbols: + = / \ [ ] ' ; : ? \* |

**Focus**

The focus shows where the next action will take place. In dialog boxes, the focus is indicated by a dotted underline or outline for most options or by a blinking insertion point in text boxes.

**Form feed**

A form feed ejects a blank sheet of paper from the printer.

**Forms**

In a printer command, the design or shape of the printing surface, such as letter-size paper, labels, continuous-feed paper, etc. In NetWare, a print job can be instructed to use several predefined form numbers that correspond to a form name created using Novell's PRINTDEF utility. This option is rarely used in conjunction with Windows applications and will usually be disabled by the network administrator.

**Grayed**

A term applied to an option that appears in a menu or dialog box but is inactive. An option is grayed when its use is inappropriate or when the user does not have access to it.

**Help File**

A default help file that was defined for use with a specific printer driver. A special help file might exist to help the user understand the functions and maintenance of a given printer.



**Highlighted**

Indicates an item is selected (or has input focus) and will be affected by your next action. A highlighted item appears in reverse video. A highlighted icon displays its name in reverse video box.

## Icon

A small symbol that represents an application that is running in memory. Clicking once on an icon displays its system menu; double-clicking restores the window to its previous size. In **Print Manager**, icons are selected to represent printers.

**Inactive**

A window or icon that is not currently selected.

**Insertion point**

The place where text that you type is inserted. In a text box, it appears as a flashing vertical bar.

**List box**

Displays a list of choices for a given subject. To select an item in a list box, click on the desired item. The highlight shows which item is selected. Use the scroll bar to display more items in a list box.

**Local printer**

An output device physically attached to a port on your workstation that is not available to other users on the network. A local printer is called a personal printer in **Print Manager**.

**Location**

The physical location of a particular printer in your environment, such as "Accounting," "Reception," or "LAN Room."

**Logo Display**

A graphic image that displays upon starting up **Print Manager**. It must be a Windows Metafile (.WMF) or bitmap file (.BMP).



**Maximize box**

A button in the top right corner of the window that enlarges the window to fill the entire screen. In an MDI window, the Maximize box enlarges the MDI to fill its parent application window.

**Menu bar**

The horizontal line near the top of an application window, just below the title bar, that contains names of available menus or commands. Also called the "main menu" or "action bar."

### **Message bar**

Along the bottom of the **Print Manager** window, the message bar displays program messages, printer status and quick definitions of the selected menu choice.

**Minimize**

Reduce the window to an icon.

**Minimize box**

A button in the top right corner of the window that reduces the window to an icon.

**Network options**

Network default parameters which are valid for a printer driver, such as banner, user hold, different printing, timeout, file contents, form feed, copies, and forms.

**Network printers**

Output devices (laser printers, dot matrix printers, pen plotters, film recorders, etc.) available to groups of users over a network.

**Operator hold**

An option available to the user that leaves the job in the queue, but any job behind it can advance.  
Disable hold to send the job to the printer.



**Personal printer**

A personal printer is an output device physically attached to a port on your workstation that is not available to other users on the network. Also called a local printer.

**Point**

To move the mouse until the cursor rests on an option. The mouse cursor is usually shaped like an arrow, but it may take other shapes.

**Print queues**

Print jobs waiting to be processed by a network's file servers and print servers are held in a print queue. Print jobs that are placed in a queue are eventually routed to a waiting network printer.

**Printer driver**

A printer driver is a special program that tells Windows how to communicate with a certain printer or type of printer.

## **Printer Index**

The Printer Index displays a list of all printers potentially available for use by your workstation. The Printer Index works in either Network Printer mode or Personal Printer mode. You can select to view either Network Printers or Personal Printers.

**Qview**

A **Print Manager** feature that allows you to view all print jobs pending in a queue as well as add, hold, defer, and delete your own print jobs.

**Queue Operators**

Individuals in a organization assigned special rights to use and manage network printers and their associated print queues.

**Queue users**

Individuals or members of a group with permission to use a particular network print queue. A queue user may delete or defer the printing of personal print jobs, but is not allowed to alter those of others.



**QuickStat**

A **Print Manager** feature that provides information on a printer's availability and the number of jobs waiting to be printed.

**Radio button**

In a dialog box, radio buttons let you select one option from a group. Selecting one option deselects all of the other radio buttons. The group is usually surrounded by a border with a title. To select a radio button, click on it or its label. If the radio button is in focus, the spacebar will also select the option.

**Scroll**

To move the contents of a window or list box up or down within the window or list box so you can view additional contents.

**Scroll bar**

A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains 2 scroll arrows and a scroll box, which allows you to scroll within the window or list box.

**Search path**

Search paths specify where the file server should look for files when they are not in the current directory. Programs are placed on search drives so they may be executed from any directory. When you type the name of an executable file, the file server looks in the current directory for the file. If it cannot be found, the file server continues looking for the file sequentially through the search path.

**Select**

To mark an item by highlighting it with key combinations or by clicking it with a mouse. Selecting does not initiate an action. After selecting an item, you choose the action you want to affect the item.

**Setup**

The Setup option loads the Windows printer device driver configuration screen. Printer setups defined here are stored and re-enabled whenever a user connects to this type of printer.

**SHIFT plus TAB**

Moves the cursor backward from option to option within a dialog box.



**Shortcut key**

A special key sequence that bypasses the menu bar and takes you directly to a dialog box or performs a command.

**SPACEBAR**

Toggles a selection on or off. In some cases, the spacebar can take the place of clicking a mouse button.

**Speed key**

A speed key refers to the underlined letters that appear in the menu options and dialog boxes. Speed keys may be defined when adding an item or subgroup to a group. To execute an option using a speed key, type the underlined letter and press ENTER.

**TAB**

Moves the cursor forward from option to option within a dialog box.

**Tab size**

When printing a document to an unintelligent printer (such as a TTY or a printer/typewriter), you may decide to expand the tab characters to an equivalent number of spaces (generally 8 spaces) in order to ensure that the document prints correctly. This is a rare case and Windows will generally accomplish this task automatically.

**Text box**

To enter text in a text box, choose the box and type. The insertion point, a blinking vertical line, shows where the text will appear. If the text is highlighted, your typing replaces the highlighted text.

**Timeout**

The timeout value allows you to change the number of seconds the network will wait before closing a print job and sending it to the printer. Increasing the timeout value ensures that a complex job, which might take a long time to process, will not be prematurely closed and sent to the print queue.

If you are using the Windows Spooler with a network printer, the timeout value is irrelevant since Windows Spooler will close the print job upon completion.

**Title bar**

The bar at the top of a window that contains the name of the window (usually centered). You can move a window by dragging its title bar to a new location.



**Type**

The kind of printer being used, such as "Plotter," "24-pin Matrix" or "Postscript."

**User hold**

An option that permits a user to indefinitely postpone the printing of a job.

**Window border**

A heavy border around an application window. With the mouse, it is possible to change the size of the window by dragging the window border.

**WIN.INI**

A Windows file that contains most of the settings and preferences you specify in your Windows shell and in many Windows applications. Windows reads WIN.INI each time it starts and sets up your system according to the settings in that file.

**Application**

An executable program.

**Context-Sensitive Help**

Help that is available for a specific network printer or command. Press SHIFT+F1 to display the context-sensitive Help cursor (pointer plus question mark) and select the item for which you need help.

**LAN group**

A group of LAN users as defined by the LAN operating system.

**LAN user**

A user as defined by the LAN operating system.



**MDI window**

MDI stands for Multiple Document Interface, which allows an application to display several documents at the same time.

**Path**

A progression through levels of directories leading to the desired file.

### **Setup and Reset Strings**

Fields used to send escape sequences that are accepted by the printer you are configuring. The Setup String is sent to the printer prior to the print job and the Reset String is sent after the job.

**Shell**

The application that automatically displays when you start Windows, from which you select other applications. Examples of shells are McAfee Applications Manager and Microsoft Program Manager.

**Status bar**

The status bar displays information about a menu's items as you scroll down the menu. It also displays Quick Help information when you select an icon representing a group, subgroup, or item.

## **Rights**

Privileges that control whether users can access network printers. In **Print Manager**, a user has either full rights to use a particular printer -- or no rights, which means the printer does not appear in the Network Printer Index.

**Print Manager Help**

Help files that document program features such as menu commands and options, and operating procedures.

## Keyboard

Choose from the list below to get help on the keyboard:

[Using Print Manager Help](#)

### Shortcut Keys

[Print Manager](#)

[Qview](#)

### Windows

[Cursor Movement Keys](#)

[Dialog Box Keys](#)

[Editing Keys](#)

[Help Keys](#)

[Menu Keys](#)

[System Keys](#)

[Text Selection Keys](#)

[Window Keys](#)



## Print Manager Shortcut Keys

Use the following keys as a shortcut for the function.

Keys	Function
Ctrl+P	Printer Setup
Ctrl+N	Network Options
Ctrl+I	View Icons Only
Ctrl+S	Server Options
Ctrl+Q	Qview
Ctrl+T	Toolbar (display or hide)
Ctrl+C	Connect Automatically

## Qview Shortcut Keys

Use the following keys as a shortcut for the function.

Keys	Function
INS	Add print job
DEL	Delete print job
ENTER	Edit print job
Ctrl+H	Hold print job
Ctrl+R	Release print job

## Cursor Movement Keys

Use the following keys to move the cursor (insertion point) in text boxes and other places where you can type text.

Key(s)	Moves the insertion point
Up Arrow	Up one line.
Down Arrow	Down one line.
Right Arrow	Right one character.
Left Arrow	Left one character.
Ctrl+Right Arrow	Right one word.
Ctrl+Left Arrow	Left one word.
Home	To the beginning of the line.
End	To the end of the line.
PgUp	Up one window.
PgDn	Down one window.
Ctrl+Home	To the beginning of the document.
Ctrl+End	To the end of the document.

## Dialog Box Keys

Use the following keys within dialog boxes.

Key(s)	Function
Tab	Moves from option to option (usually left to right and top to bottom).
Shift+Tab	Moves from option to option in reverse order.
Alt+letter	Moves to the option or group whose underlined letter matches the one you type.
Direction key	Moves the selection cursor from option to option within a group of options. Or moves the cursor left, right, up, or down within a list or text box.
Home	Moves to the first item or character in a list or text box.
End	Moves to the last item or character in a list or text box.
PgUp or PgDn	Scrolls up or down in a list box, one window at a time.
Alt+Down Arrow	Opens a drop-down list box.
Alt+Up or Down Arrow	Selects an item in a drop-down list box.
Spacebar	Selects or cancels a selection in a list box. Selects or clears a check box.
Ctrl+Slash (/)	Selects all the items in a list box.
Ctrl+Backslash (\)	Cancels all selections except the current selection.
Shift+direction key	Extends the selection in a text box.
Shift+Home	Extends the selection to first character in a text box.
Shift+End	Extends the selection to last character in a text box.
Enter	Executes a command button. Or chooses the selected item in a list box and executes the command.
Esc or Alt+F4	Closes a dialog box without completing the command.

## Editing Keys

Use the following keys to edit text.

Key(s)	Function
Backspace	Deletes the character to the left of the insertion point. Or deletes selected text.
Del	Deletes the character to the right of the insertion point. Or deletes selected text.
Ctrl+X	Deletes the selected text and places it on Clipboard (cut).
Ctrl+V	Inserts text from Clipboard to the active window (paste).
Ctrl+C	Makes a copy of the selected text and places it on Clipboard (copy).
Ctrl+Z	Undoes the previous editing operation (undo).

## Help Keys

Use the following keys to get Help.

Key(s)	Function
F1	<p>Gets Help and displays the Help Index for the application. If the Help window is already open, pressing F1 displays the Index to Using Help.</p> <p>In some Windows applications, pressing F1 displays a Help topic on the selected command, dialog box option, or system message.</p>
Shift+F1	<p>Changes the pointer to a question mark with an arrow so you can get Help on a specific command, screen region, or key. You can then choose the command, click the screen region, or press the key or key combination you want to know more about.</p> <p>This feature is only available in some Windows applications.</p>

## Menu Keys

Use the following keys to select menus and choose commands.

Key(s)	Function
Alt or F10	Selects the first menu on the menu bar.
Letter key	Chooses the menu or menu item whose underlined letter matches the one you type.
Left or Right Arrow	Moves among menus.
Up or Down Arrow	Moves among menu items.
Enter	Chooses the selected menu item.
Esc	Cancels the selected menu.

## System Keys

The following keys can be used from any window, regardless of the application you are using.

Key(s)	Function
Ctrl+Esc	Switches to Task List.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
PrtSc	Copies an image of the screen contents onto Clipboard.
Alt+PrtSc	Copies an image of the active window onto Clipboard.
Alt+F4	Closes the active application window.
Ctrl+F4	Closes the active document window.
F1	Gets Help and displays the Help Index for the application. (See <a href="#">Help Keys</a> .)



## Text Selection Keys

The following keys can be used in most Windows applications. However, some of the keys listed here might not work in all places where you can select text or in all applications. Check the Keyboard topic in the applications Help for more information about applicable keys.

Key(s)	Function
Shift+Left or Right Arrow	Selects text one character at a time to the left or right. Or, if the character is already selected, cancels the selection.
Shift+Down or Up Arrow	Selects one line of text up or down. Or, if the line is already selected, cancels the selection.
Shift+PgUp	Selects text up one window. Or, if the previous window is already selected, cancels the selection.
Shift+PgDn	Selects text down one window. Or, if the next window is already selected, cancels the selection.
Shift+Home	Selects text to the beginning of the line.
Shift+End	Selects text to the end of the line.
Ctrl+Shift+Left Arrow	Selects the previous word.
Ctrl+Shift+Right Arrow	Selects the next word.
Ctrl+Shift+Home	Selects text to the beginning of the document.
Ctrl+Shift+End	Selects text to the end of the document.

## Window Keys

Key(s)	Function
Alt+Spacebar	Opens the Control menu for an application window.
Alt+Hyphen	Opens the Control menu for a document window.
Alt+F4	Closes a window.
Alt+Esc	Switches to the next application window or minimized icon, including full-screen programs.
Alt+Tab	Switches to the next application window, restoring applications that are running as icons.
Alt+Enter	Switches a non-Windows application between running in a window and running full screen.
Direction key	Moves a window when you have chosen Move from the Control menu. Or changes the size of a window when you have chosen Size from the Control menu.

## Using Print Manager Help

If you prefer, you can use the keyboard instead of the mouse to make selections.

- Press TAB or SHIFT+TAB to move the focus backward or forward through the dialog box options.
- To choose from a group of radio buttons or select an item from a , press the arrow keys to move the focus to the item you want.
- Press Enter to choose the default button (usually the one labeled OK) or the button in focus.
- Press ESC to choose Cancel.

## Help Keys

Print Manager Help contains general help about the program and how to operate its features. Print Manager Help is available in **Print Manager** by choosing Help from the menu bar. Most dialog boxes also have a Help button that display help information pertaining to that particular dialog box.

Press SHIFT + F1 to obtain the help icon, then click on an option on a pull-down menu to obtain context-sensitive help on that item.

Printer Help contains help that the network administrator creates for the user for a printer driver. The network administrator can create customized Help for network and personal printers using a text editor and then can select the help file using the Print Manager Editor.

Customized help is available by pressing SHIFT + F1 and then choosing a printer icon or a printer name in the Printer List Box. See Viewing context-sensitive help.

## Using Shortcut Keys

A shortcut key is a direct key sequence that bypasses the menu bar and takes you directly to the dialog box or performs the command. Shortcut keys (where applicable) are listed on the drop-down menus from the menu bar. Take notice of the shortcut keys and use them to work faster.

To execute a shortcut key, simultaneously press the appropriate key combinations. If a ^ (caret) character is displayed, it indicates that the CTRL key must be held as the letter is typed and then released. Shortcut keys may also include the ALT, INS, DEL, and SHIFT keys.

## Attach/Detach File Server Dialog Box

Use this [dialog box](#) to attach to or detach from a particular [file server](#).

Choose this option	To do this
File Servers	A list of all recognized file servers on your network. If you are attached to that server your username and status (attached or default server) display.
User Name	When attaching to the selected file server, type your username in the User Name <a href="#">text box</a> .
Password	When attaching to the selected file server, type your password in the Password text box.
Attach button	Choosing attach will attach you to the selected server if a valid username and password have been provided.
Detach button	The Detach button allows you to detach from the file server that is selected in the Server <a href="#">list box</a> . A warning message may display if you are currently using the resources of the selected file server.

### Related topic

[Attaching to a different file server](#)

## Printer Setup Dialog Box

The Printer Setup dialog box displays the current print options for the printer driver file you are configuring. Print options are printer-specific settings such as the page orientation--portrait or landscape--or the manner in which paper feeds through the printer. These options vary from printer to printer.

The following list explains some of the common print options:

Use this option	To do this
Printer	Specify the printer you are using with a printer-drive file.
Paper Source (or feed)	You use tray or bin feeder options when you have a printer that uses single sheets of paper. A tractor setting assumes your printer prints on paper that feeds continuously into the printer on tractor wheels. On some printers, you can choose to feed paper manually.
Paper Size (on Format)	For most printers, Windows assumes that you want to print on standard letter-size paper (8 1/2 by 11 inches). If you are using a different size paper, you must change this setting to accommodate the new size.
Memory	Specify the amount of printer memory. See your printer's manual.
Orientation	Paper orientation can be portrait or landscape. <b>Portrait</b> means the page is taller than it is wide when you view the printed text upright. <b>Landscape</b> means the page is wider than it is tall when you view the printed text upright.
Graphics Resolution	Select Graphics Resolution if your printer supports printing graphics at different resolutions. Graphics resolution options can appear in the Setup Printer dialog box as High, Medium, or Low, or as dots per inch (such as 300 DPI or 120 x 144).
Cartridges	Select up to the maximum number of cartridges that can be physically plugged in to your printer from the list of those available for that printer.
Fonts	Set up additional fonts on your printer. Fonts can be either font cartridges or downloadable soft-font files. Notice that these are fonts supplied by a printer or font vendor, not the fonts supplied with Windows.
Options	Select from the unique options available for that printer.
Help	Obtain specific information about how to set up the options in the printer-driver file and any special printer settings you may need to use when printing with this printer driver from Windows.

## Related topics

[Changing a printer's setup options](#)

## Network Options Dialog Box

Network Options are default settings established by the network administrator. The Network Options dialog box allows the user to change these options.

Choose this option...	To do this...
Copies	Indicate the number of copies to print.
Add Form Feed	Indicate whether a form feed instruction should be sent to the printer at the end of each job.
Timeout	Set the period after which NetWare will automatically close a print job and allow it to print.
Printer Banner	Indicate whether the network may add a banner (title page) to the beginning of a print job.
Tab Size	When printing a document to an unintelligent printer (such as a TTY or a printer/typewriter), you may decide to expand the tab characters to an equivalent number of spaces (generally 8 spaces) in order to ensure that the document prints correctly. This is a rare case and Windows will generally accomplish this task automatically.
Form Type	Indicate the form number (optionally assigned using the Novell PRINTDEF utility) to use when creating the print job. <b>Note:</b> If you alter the form number set by the administrator, be sure to use a defined form number.
Auto End Cap	Indicate whether to end the capture of a file for printing when the end of file is reached. This option is rarely used in conjunction with Windows applications and will usually be disabled by the network administrator.

## Related topics

[Reviewing or changing network options](#)

### **Add Personal Printer Dialog Box**

It is necessary to add your personal printer to the **Print Manager** database in order to use it with Windows applications. You will need to know the port to which your printer is attached.

Select the printer driver in the list box that matches the personal printer you wish to add. When you choose OK the Modifying Personal Printer dialog box displays.

### **Related topics**

Adding a personal printer

Modifying Personal Printer dialog box

## Modifying Personal Printer Dialog Box

Choose this option	To do this
Ports	Select the port that the printer will use.
Description	Type the <u>description</u> for the printer. A name given to describe the printer's specific function, i.e., 8-Pin Color Plotter, Plain-Paper Fax, Envelope Deskjet. You cannot enter the following special characters: / = , [ ]
Icon	Select the Icon button to associate a printer icon with the selected printer.
Comm	If you choose a COM (serial) port in the ports section, choose Comm to verify that the communications options are correctly set.

### Related topics

[Adding a personal printer](#)

[Modifying a personal printer](#)



### **Configure Communications Port Dialog Box**

**Print Manager** provides options for specifying the communications settings for each serial port (the ports named COM1, COM2, and so on) used by your system. Serial ports are typically used for connecting modems, mice, or certain printers. The communications settings specify how information is transferred from your computer to the device.

Set the options in the dialog box that match the device that is connected to the port. Consult the User's Manual or your network administrator for the proper settings.

### **Related Topics**

[Modifying a personal printer](#)

### **Printer Timeout Values Dialog Box**

Device Not Selected specifies the amount of time (in seconds) that Print Manager continues to check the printer to see if it is online and ready to print.

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

### **Related Topics**

[Setting the printer timeout values](#)

### **Add a Print Job Dialog Box**

Select Add to output a preformatted print file.

<b>Choose this option</b>	<b>To do this</b>
File Name	Type the name of the file and optionally a <u>path</u> , or <u>select</u> a file from the <u>list box</u> .
List Files of Type	Select the type of file to display in the File Name list box.
Directories	Select the directory that contains the file.
Drives	Select the drive where the file resides.

### **Related topics**

[Adding a job to a print queue](#)

## Print Job Options Dialog Box

Use this [dialog box](#) to change various network print options. A user can only edit his or her own job. A Queue Operator can edit any user's job.

Choose this option	To do this
Copies	The LAN Administrator sets the maximum number of copies of a document that you can print. (Indicated by the number that follows Max: label.)
User Hold	When User Hold is enabled, a user can indefinitely postpone the printing of a job. The job remains in the queue, but any job behind it can advance. To print the job, disable hold. A user can only put his or her job on hold.
Operator Hold	A queue operator can put any user's job on hold.
Add Form Feed	Enabling this option causes the printer to eject a sheet of paper at the end of each print job.
Description	A description can be any text (up to 49 characters) such as the LPT port number, program name, or filename.
Tab Size	When printing a document to an unintelligent printer (such as a TTY or a printer/typewriter), you may decide to expand the tab characters to an equivalent number of spaces (generally 8 spaces) in order to ensure that the document prints correctly. This is a rare case and Windows will generally accomplish this task automatically.
Forms	In a printer command, the design or shape of the printing surface, such as letter-size paper, labels, continuous-feed paper, etc. In NetWare, a print job can be instructed to use several predefined form numbers that correspond to a form name created using Novell's PRINTDEF utility.
Enable (Banner)	Enabling this option, sends an optional cover sheet to the printer before each job. The banner identifies the owner by the user's login name and the job description. Other information that might appear is the queue, server, date and time.
Name (Banner)	Type an optional entry in this box. If you are logged in as guest you may want to include your name in the entry. If you are printing a file for another user, you may want to enter their name here.
File	Displays the name of the file.
Enable (Defer Printing)	Selecting this option allows you to place your job in the queue, but the job is not released until a specified date and time.
Date/Time	If you chose to enable deferred printing, enter the date and time the job should be released.

## Related topics

[Editing print job options](#)

### **Reorder Jobs Dialog Box (Queue Operators only)**

Only Queue Operators can reorder other user's jobs. To view the Queue Operators, choose Queue Operators from the **Qview** Options menu.

Select the print job that should print after the one(s) that you are reordering, then choose OK.

### **Related topics**

[Reprioritizing the jobs in a print queue](#)

### **Set Qview Refresh Dialog Box**

The Refresh Time option allows you to set the interval at which **Qview** polls the status of the queue and refreshes the information in the **Qview** window. Enter a number in the Refresh Rate text box and choose OK to change the Refresh Rate setting.

### **Related Topics**

[Setting the queue refresh time](#)

## Browse Dialog Box

Use this dialog box to specify a path and filename.

<b>Choose this option</b>	<b>To do this</b>
File Name	<u>Select</u> the desired file, or type the <u>filename</u> and optionally the <u>path</u> to the file.
Directories	<u>Choose</u> the directories that make up the path to the file.  When you choose a directory, the display is modified so that the subdirectories contained in the chosen directory are shown in the Directories box and the files contained in the chosen directory are shown in the File Name list box.
Drives	Select another disk drive, if necessary.
List Files of Type	Select the type of files you want to display in the File Name list box.
OK button	Choose OK when you have specified the path and file and are ready to return to the previous dialog box.

