Click different parts of the picture to get quick help on Print Manager features.

Print Manager	— ▼ ▲

Options View Help

Pause	Resume	Delete	The PCL/HP LaserJet on LPT1 [Local] is Printing

PCL/HP LaserJet on LPT1 [Printing]
  Write - MEMO.WRI   25% of 12K   4:45 PM 9-29-1989
  2   Calendar - SCHEDULE.CAL   6K   4:45 PM 9-29-1989
  3   Write - STATUS.WRI   25K   4:45 PM 9-29-1989

PostScript Printer on \\PRT31042\APL03011 [Active]
  Paintbrush - ARTWORK.BMP   100K   4:47 PM 9-29-1989
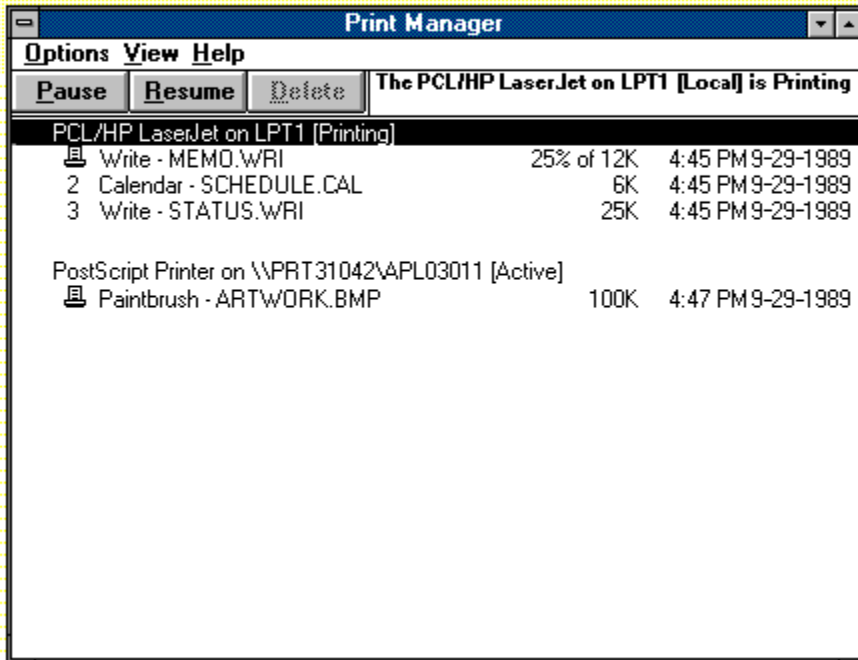
Print Manager

Handles print requests for your printer. Whenever you print a document from a Windows application, the application passes all the printer and font information about the file to Print Manager. Print Manager handles the request in the background while you continue working.

application Control-menu

Restore	Restores the application window to its former size.
Move	Moves the application window to another location.
Size	Changes the size of the application window.
Minimize	Shrinks the application window to an icon.
Maximize	Enlarges the application window to its maximum size.
Close	Closes the application window.
Switch To...	Starts Windows Task List.

title bar

Contains the title of the application running in the window, in this case Print Manager.

▶ Drag the title bar to move the window.

Minimize button

▶ Click the Minimize button to shrink the Print Manager window to an icon.

Maximize button

▶ Click the Maximize button to enlarge the Print Manager window to its maximum size.

Options menu

Options	
Low Priority	Gives low priority to printing.
Medium Priority	Gives medium priority to printing.
High Priority	Gives high priority to printing.
Alert Always	Alerts you by displaying a Print Manager message.
Flash if Inactive	Alerts you with sound and flashing icon or tirtle bar.
Ignore if Inactive	Ignores messages if Print Manager is inactive or minimized.
Network...	Controls Print Manager interaction with a network printer.
Exit	Exits the Print Manager window.

View menu

View	
Time/Date Sent	Turns on/off the file time/date information.
Print File Size	Turns on/off file size information.
Update Net Queues	Updates the status of the network queue.
Selected Net Queue...	Shows the entire queue for a selected network printer.
Other Net Queue...	Displays queue for a network printer you're not connected to.

Help menu

Help	
Index	Displays an alphabetical list of all Help topics.
Keyboard	Displays Help on Print Manager key combinations.
Commands	Displays Help on Print Manager commands.
Procedures	Displays Help on Print Manager procedures.
Using Help	Displays information about Windows help.
About Print Manager...	Displays important information about Print Manager.

menu bar   Options   View   Help

Contains the names of all the Print Manager menus.

▶   Click a menu name to display commands.

Pause button Pause

Interrupts printing. Your ability to interrupt a network queue depends on the specific features the network supports.

▶ Click the Pause button to interrupt printing temporarily.

Resume button   Resume

Resumes printing.

▶ Click the Resume button to continue printing.

Delete button   **Delete**

Deletes a file from the print queue. You may not be able to delete a file from a network print queue if your network software does not support this feature.

▶   Click the Delete button to remove a file from the print queue.

message box

The PCL/HP LaserJet on LPT1 (Local) is Printing

Shows you details about the active printer including the name of the printer, its location (local or network), its port, and its printing status.

local printer information line   `PCL/HP LaserJet on LPT1 [Printing]`

Displays details about a local printer: the name of the printer, its port, and its current status.

local file information line   Write - MEMO.WRI   25% of 12K   4:45 PM 9-29-1989

Displays details about the documents in a local print queue.

▶   Select a file information line to perform some operation on it, such as pause printing, resume printing, or cancel the print job.

network printer information line PostScript Printer on \\PRT31042\APL03011 [Active]

Displays details about a network printer: the name of the printer, its network location, and its current status.

network file information line   🖳 Paintbrush - ARTWORK.BMP   100K   4:47 PM 9-29-1989

Displays details about the documents in a network print queue.

▶   Select a file information line to perform some operation on it, such as pause printing, resume printing, or cancel the print job.

application window

The main window for an application, in this case the Print Manager window. The Print Manager application window lets you view important information about printer activity and lets you control items in the queue.

window border

The outside edge of a window.

▶ Drag the window border to change the size of the window.