Printing

Purpose: This lecture is intended to introduce the student to desktop printing.

Objectives: After completing this lecture, the student will be able to:

- Print using drag and drop

- Print from Help

- Print from applications

- View print objects

Time to Complete: 1 hr. including lab

Page 2: Printing

A printer object represents either a local or network printer. You can have many printer objects, each representing a different printer.   Each printer will have one or more printer drivers associated with it.

You also can have more than one printer object for a single physical printer with each object having a different printer job property. For example, a printer can have one printer

object set up to print on letter-size paper and another to print envelopes.

If you have printer drivers already installed on your system, you need a printer object to use one or more of them.

When you do not select another printer object through a program or from a pop-up menu,
OS/2 uses the printer object that you assigned as the default.

To change the default printer from the pop-up menu of a printer object:

1. Point to the printer object.

2. Click mouse button 2.

3. Select the arrow to the right of Set default.

4. Select any printer object in the list as the default.

Hold the printer object if you want to perform maintenance on the printer or plotter, such as loading new paper or changing the cartridge, or if you need to fix a mechanical problem such as a paper jam.

When you are finished setting up the physical printer, release the printer object so that your jobs can print.

To hold or release the print jobs of a printer object:

1. Point to the printer object.

2. Click mouse button 2.

3. Select Change status.

4. Select Hold or Release.

To view information about the jobs in a printer object:

1. Point to the printer object.

2. Double-click.

Page 3-4: Printer Object - Icon View, Printer Object - Details View

The default setting for printer objects is Icon view, which shows the names and order of
the jobs in the printer object. If you change the setting to Details view, the job's ID, document name, date, time, status, and owner information are displayed.

To change the default setting:

1. Point to the printer object.

2. Click mouse button 2.

3. Select Settings.

4. Select the View tab.

5. Select Details view.

6. Point to the title-bar icon.

7. Double-click.

To change the current view without changing the default:

1. Point to the printer object.

2. Click mouse button 2.

3. Select the arrow to the right of Open.

4. Select Details or Icon.

For information about error conditions:

1. Point to the print job.

2. Click mouse button 2.

3. Select the Printing options tab. Check the Job status field for conditions that might prevent printing such as the Out of paper message.

If a print job has already been formatted by the printer driver or is a text file, printing a job can be as simple as dragging and dropping a data-file object on a printer object.

To print a data-file object by dragging:

1. Make sure that you can see the printer object on the screen.

2. Point to the data-file object that you want to print.

3. Press and hold mouse button 2.

4. Drag the data-file object to the printer object.

5. Release mouse button 2.

6. Sometimes the system cannot determine how to print the data and prompts you to choose whether the job contains plain text or printer-specific data. If this occurs, make your selection and select OK.

To print a data-file object using the pop-up menu:

1. Select one or more data-file objects.

2. Point to one of the selected objects.

3. Click mouse button 2.

4. Select Print to print to the default printer. Select the arrow to the right of Print to print to a different printer.

Files saved in specific program formats such as .WP in WordPerfect cannot be printed
using drag and drop. To print a file from a program such as WordPerfect or Lotus 1-2-3, follow the instructions that came with the program.

Tip: For easier access, move your printer object to the Desktop or into the folder that contains your data files.

Screens printed from an open window, a folder, or the Desktop go to the default printer.
Screens printed from a full-screen session go to the LPT1 port if a printer is assigned to
that port. (LPT1 is often assigned to the default printer.)

To print an open window, folder, or the Desktop:

1. Select the item you want to print.

2. Press the Print Screen key on your keyboard.

To disable or enable Print Screen:

1. Point to an empty area on the Desktop.

2. Click mouse button 2.

3. Select System Setup.

4. Open System.

5. Select the Print screen tab.

6. Select Disable or Enable.

7. Point to the title-bar icon.

8. Double-click.

Page 5: Print From Help

Use Print to copy to a printer:

*   One or more help topics
*   The help index
*   The table of contents (titles of all help topics).

You can print information only for the active program.

Note: In some programs, the Print window is removed from the screen when you select Help or press F1. After you have viewed the help information, you can display the Print window again by selecting Print from the Services menu.

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Most end users will be printing from within their applications, which is the best way for them to print if it is possible. End users usually are not the ones to setup their printers as it can be very difficult at times, especially since most will be printing on a LAN printer.

Page 6: Printing From Applications

The setup and method for printing depends upon the type of program you print from:

- To print from a program written for Presentation Manager, the printer object must be listed in the program's list of printers. Each printer object is added only once. Whenever you use the program's command for printing, you can select the printer object from the program printer list.

Your program might list printer objects by their physical name instead of listing the descriptive name that is displayed below the object on the Desktop. To locate the physical name, see the View page of the printer object.

- To print from a program that does not use Presentation Manager (such as a DOS program), assign a port designation to the printer and then select the designated port from the printer-port list of the program.

Page 7: Review Questions

1. Can you drag and drop a folder on the printer object and it print?

2. Does OS/2 support printing from the screen using the print screen key?

3. If you open the printer object in a details view, can you delete, move or copy the print jobs?

Page 7: Answers

1. No, you can drag and drop a data file but not a folder.

2. Yes, OS/2 supports printing from the screen using the print screen key.

3. Yes, If you open the printer object in a details view, you can delete, move or copy the print jobs.

7