
Printing

- Purpose:** This lab is intended to give the student experience printing from the OS/2 desktop.
- Objectives:** After completing this lab, the student will be able to:
- Drag and drop data files onto the printer object
 - Print from Help
 - Print from application
 - Display and manipulate data inside printer object
- Files:** Application file on the disk drive. Student diskette.

Setup Printer

1. Locate the printer object on your desktop.
2. Click mouse button two on the printer to obtain a pop-up menu.
3. Select the arrow to the right of Change status.
4. Select Hold. This will prevent errors while printing since there is not a printer attached. (If you have a printer attached then skip this step.)

Print using drag and drop

1. Open your diskette with your data files from the last lab.
2. Drag one of the data files from the diskette to the

printer.

3. Open up the printer object and observe the data file that is ready for printing.

Print from Help

1. Select help from the desktop pop-up menu.
2. Select the Help index and print.
3. From the list to be printed select index and print.
4. Observe the Help file now in the printer.
5. Close the Help folder.

Print from Application

1. Open the OS/2 document with your initials on it, which is located in MY FOLDER.
2. Select print from the document FILE tab.
3. Observe your print job in the printer object.
4. Close all open objects on the desktop and select shutdown from the LaunchPad.
5. Turn off your system after shutdown has completed.