



FIGURE 3-8:
A typical Print
dialog box.

Playing with the print queue

After you send your document to a network printer, you usually don't have to worry about it. You just go to the network printer, and voilà! Your printed document is waiting for you.

That's what happens in the ideal world. In the real world, where you and I live, all sorts of things can happen to your print job between the time you send it to the network printer and the time it prints:

- » You discover that someone else already sent a 50 trillion-page report ahead of you that isn't expected to finish printing until the national debt is paid off.
- » The price of a framis valve suddenly goes up by \$2, rendering foolish the recommendations you made in your report.
- » Your boss calls and tells you that his brother-in-law will be attending the meeting, so won't you please print an extra copy of the proposal for him? Oh, and a photocopy won't do. Originals only, please.
- » You decide to take lunch, so you don't want the output to print until you get back.

Fortunately, your print job isn't totally beyond your control just because you already sent it to the network printer. You can easily change the status of jobs that you already sent. You can change the order in which jobs print, hold a job so that it doesn't print until you say so, or cancel a job.