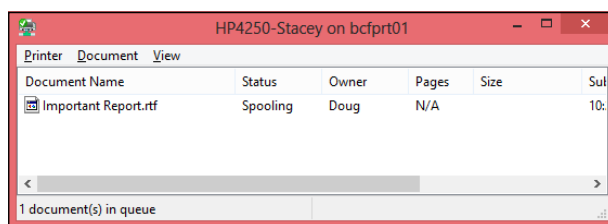You can probably make your network print jobs do other tricks, too: shake hands, roll over, and play dead. But the basic tricks — hold, cancel, and change the print order — are enough to get you started.

To play with the printer queue, open the Control Panel by choosing Start ⇨ Control Panel in Windows 7 or earlier; or press the Windows key, type **Control**, and the click the Control Panel icon. Then click Devices and Printers and double-click the icon for the printer that you want to manage. A window similar to the one shown in Figure 3-9 appears. You can see that just one document has been sent to the printer.

FIGURE 3-9:
Managing a
print queue.

To manipulate the print jobs that appear in the print queue or in the printer itself, use these tricks:

>> **To temporarily stop a job from printing:** Select the job and choose Document ⇨ Pause Printing. Choose the same command again to release the job from its state of frustration and print it out, already.

>> **To delete a print job:** Select the job and choose Document ⇨ Cancel Printing.

>> **To stop the printer:** Choose Printer ⇨ Pause Printing. To resume, choose the command again.

>> **To delete all print jobs:** Choose Printer ⇨ Purge Print Documents.

>> **To cut to the front of the line:** Drag to the top of the list the print job that you want to print.

All these tips apply to your print jobs only. Unfortunately, you can't capriciously delete other people's print jobs.