

Lesson 28



PRINTER BREAK

Pausing/Cancelling the Printing


You can pause the printer and then resume printing at any time. This is

FOR WINDOWS 8 USERS:

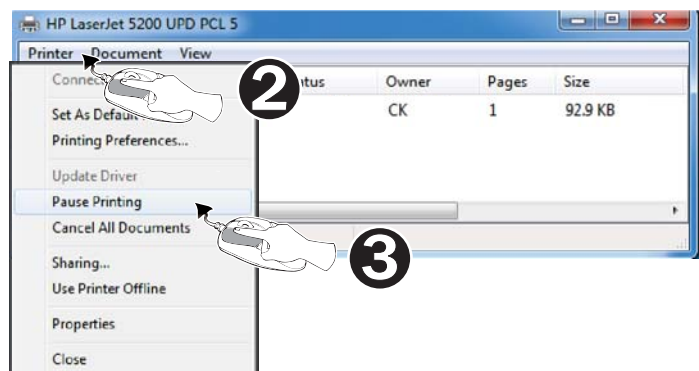
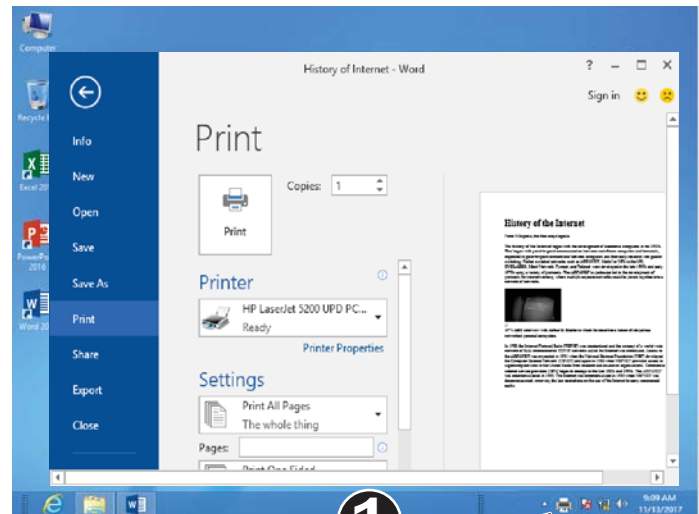
Pausing/Cancelling the Printing

1. Move the mouse  over the printer icon () and then quickly press the left button.

The Printer Dialog box appears.


2. Move the mouse  over **Printer** and then press the left button.

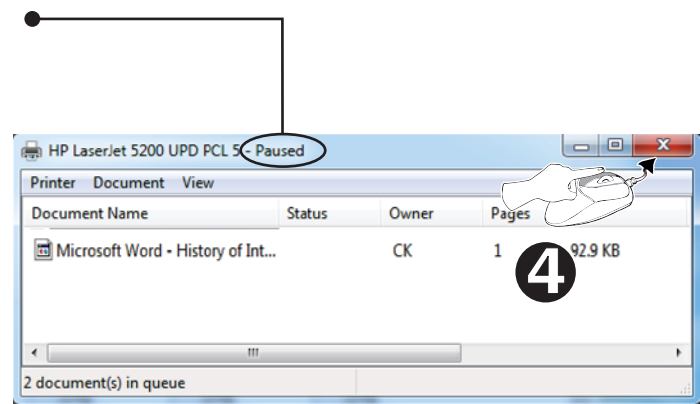
3. Move the mouse  over **Pause Printing** and then




The word **Paused** appears at the top of the window.

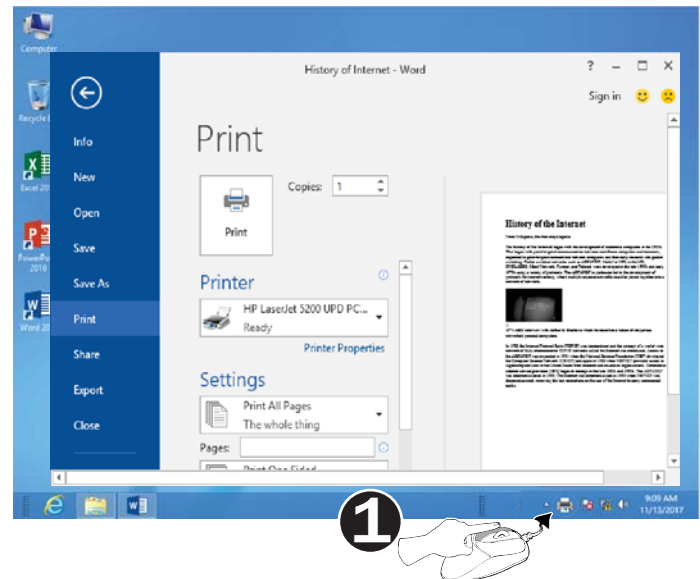
To restart the printer, repeat steps 2 and 3.


4. To close the window, move the mouse over  and then





You can cancel the printing of a file if you forgot to make last minute

1. Move the mouse over the printer icon () and then quickly press the left button twice.



2. Move the mouse  over the file that you no longer want to print and then press the right button.

3. Press **Cancel** on your keyboard and the file disappears from the list.

4. To close the window, move the mouse  over  and then press

