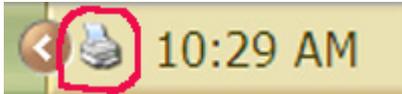


Cancel a Print Job

Question: Why is it when I go to cancel a print job, the printer just keeps on printing? Is there a way to clear out all of the print jobs I have going?

Answer: Usually the easiest way to stop a runaway printer is to double-click its icon in the system tray to open the "printer queue folder".



Then just highlight the documents you don't want and press the **Delete** key.



Should the Delete not work, try **right-clicking** the documents and select **Cancel** from the resulting menu.

If you don't have a system tray printer icon, you can open the Printers & Faxes folder from the Start Menu or Control Panel in XP. Anybody using pre-XP Windows, you can do it from "My Computer". From there, double-click your printer and delete the rogue jobs as described above.

That should stop documents sitting in the queue from printing, and cancel the one that's going.

If you still can't seem to get the current doc to stop printing consider just letting it finish up if it's small. On the other hand, if you're printing a novel and decided that it's the wrong font or something, you will probably want to stop before you use up a tree's worth a paper. Here are some steps to try (getting more extreme as we go):

1. Go back to the system tray icon or the Printers folder. Try right clicking the document and canceling the job again. Sometimes your computer wasn't paying attention and the first try doesn't take.
2. Shut off the power to the printer. Using the printer's switch is the best way to go for this one. Yanking the cord from the wall surprises the printer and may make a simple problem a bigger one.
3. Shut Windows down. Try restarting Windows, assuming everything you need is saved. That will usually kill any print job. If you get a warning about possibly losing a print job, acknowledge it and continue to shut down. When Windows comes back to life, you may find that it asks you if you want to dump the print job – say yes.

Also, no matter how tempting it is, don't jerk the printer cable from the back of your computer. Although a USB printer probably won't care too much, you can blow a port if you use a parallel printer connection.

Source: WorldStart