

WordPerfect's Printer Control  
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*Want to skip to the macro? Go to the last page.*

You've probably discovered that there are certain things in WordPerfect you can control, and certain things you can't. For example, you can control how your documents look, but you can't control what options appear on a menu, like Format (Shift-F8).

Once you print a document by pressing Print (Shift-F7), (F) Full Document or (P) Page, you may think it's gone and you can't do anything about it, right? Well, you're wrong! That's where the Printer Control feature earns its keep.

This article explains the Printer Control menu, discusses some error messages you'll sometimes get when printing and teaches you how to get the most out of printing in WordPerfect. It also gives you a macro that will quickly cancel an unwanted print job for you.

#### What Happens When You Print

When you tell your computer to print a document, WordPerfect doesn't immediately send the document to the printer. A few things have to happen first. WordPerfect must format the document. This means that any font information, headers, footers, footnotes, endnotes or graphics have to be put in place so WordPerfect can tell the printer exactly what to print.

Your document's complexity determines how long it stays in WordPerfect before it's sent to the printer. For example, a simple document consisting only of text won't take nearly as much time as a document with a header, footnotes and graphics boxes.

After you press WordPerfect's Print command, you have until WordPerfect sends the document to the printer to do whatever you may need to do in Printer Control.

#### The Current Job

The Print: Control Printer menu is accessed by pressing Print (Shift-F7), 4 Control Printer. You'll now see the menu shown in Figure 1 below.

This screen can be divided into two parts: Current Job and Job List. On this menu, Current Job always refers to the current print job: the document WordPerfect is preparing to send to the printer. The top half of this menu list is explained below.

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Print: Control Printer

Current Job

Job Number: None           Page Number: None
Status:      No print jobs  Current Copy: None
Message:     None
Paper:       None
Location:    None
Action:      None

Job List

Job  Document      Destination      Print Options

Additional Jobs Not Shown: 0

1 Cancel Job(s); 2 Rush Job; 3 Display Jobs; 4 Go (start printer); 5 Stop: 0

```

Figure 1

Job Number: WordPerfect numbers each print job you send. This number is increased by one each time you print and is reset to zero when you exit WordPerfect. If you ever need to know how many jobs you've printed, this number will tell you.

Status: This tells you what WordPerfect is trying to do with the current print job. Most of the time, the status will indicate that it's "Printing," but it can also display messages like "Stopped" or "Trying to Cancel Job." (See Figure 2 below).

Common Messages in Printer Control	
Status	No print jobs Printing Stopped End of Print Job Trying to Rush Job # Trying to Cancel Job
Message	None Completing Page Printer not accepting data ERROR: Disk Full – Press any key to continue
Paper	None Standard 8.5" x 11" Standard 11" x 8.5" Legal 8.5" x 14" Envelope - Wide 9.5" x 4"
Location	None Continuous feed Manual feed Bin 1
Action	None Check cable, make sure printer is turned ON Adjust paper (press FORM FEED or advance paper to top of page) Press "G" to restart, "C" to cancel Press "Q" to continue Press "R" to rush job immediately Press "I" to cancel job immediately Press Help for additional information

**Figure 2. Common messages that appear in the Print: Control Printer menu.**

**Message:** This is usually an explanation of the status of the print job. Usually, the message will be "None" when WordPerfect is having no problems printing; other messages can include "Printer not accepting data" or "ERROR: Disk Full."

**Paper:** The paper size you've selected is listed here. Whether you're printing on an envelope, legal paper or if you're just using the default 8.5" x 11" paper size, the selection will be displayed at this point.

**Location:** The location of your print job will be Continuous feed, Manual feed or a bin number, such as Bin 1. This information is taken from the paper size you're using for the document.

**Action:** Messages displayed here indicate what you'll need to do to get printing to resume. Such messages can include "Check cable, make sure printer is turned ON," as well as "Press 'G' to continue."

**Page Number:** This reflects the number of the page WordPerfect is currently working on. This helps you see what percentage of the current job WordPerfect has finished.

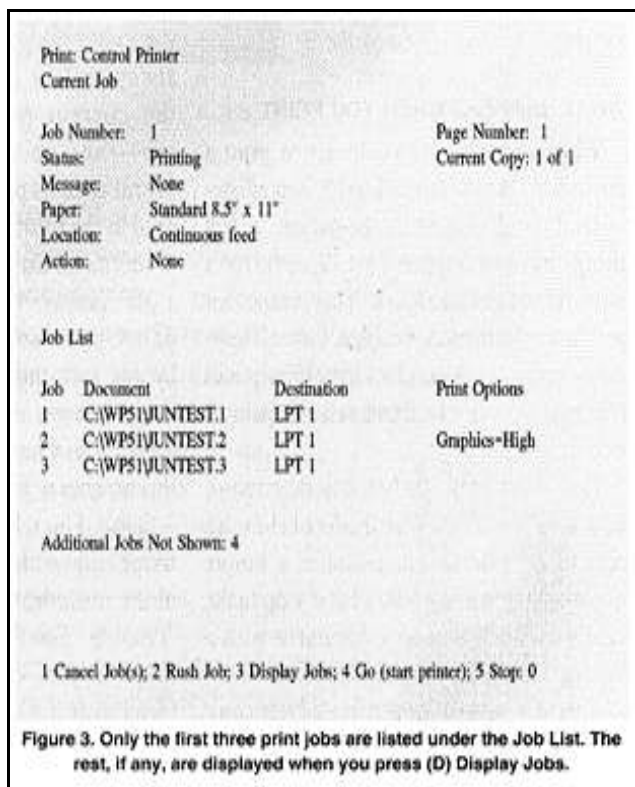
Current Copy: If you've specified more than one copy on the Print (Shift-F7) menu, the copy that WordPerfect is working on is shown here as "1 of x," where x equals the total number of copies you want printed.

Most of the common messages you'll see displayed on this menu are listed in Figure 2.

### The Job List

The Job List portion of the Print: Control Printer menu tells you the job number, the path and filename of the document being printed, the port that it's being printed to and if any of the options on the Print menu have been changed.

If more than one document is waiting to be printed, these documents will be listed under the current job (see Figure 3 below). WordPerfect will list only three jobs at a time on the screen. If there are more than three print jobs waiting to be printed, the number of additional jobs not shown will be next to Additional Jobs Not Shown:. To display these additional jobs, press (D) Display Jobs. You can have as many as 99 jobs waiting to print.



You have five options at the bottom of the menu to help you control your print jobs: 1 Cancel Job(s); 2 Rush Job; 3 Display Jobs; 4 Go (start printer); 5 Stop.

The first option, 1 Cancel Job(s), is used to cancel one or more jobs on the Job List. If you print a document by mistake or there's a problem with the printer, cancel your print job by pressing 1 Cancel Job(s). A prompt will ask you which job you want to cancel. You can specify only one job number that

you want to cancel or type the number of the jobs you want canceled, such as 2-4 to cancel jobs two through four. To cancel all the print jobs listed, type an asterisk (\*), then confirm the Cancel all print jobs? prompt by answering (Y) Yes. Even though you can usually catch a print job to cancel it before it leaves WordPerfect, you sometimes aren't successful.

The second option, 2 Rush Job, moves the print job you specify ahead of all other print jobs. After pressing 2 Rush Job, you'll be asked to enter the job number that you want to rush. If a document is currently printing, you'll be asked if you want to interrupt this job. Answer (N) No to print the rushed job after the current print job prints, or answer (Y) Yes to interrupt the current job.

The third option, 3 Display Jobs, displays any additional print jobs not shown on the Job List. After these jobs are displayed, pressing any key takes you back to the Print: Control Printer menu.

Option 4 Go (start printer) starts the printer if for some reason printing has stopped. A message indicating to "Press 'G' to restart" will usually appear in the Action: portion of this menu.

To temporarily stop a print job, use option 5 Stop. The Status of the current job will indicate that it has stopped. When you're ready for WordPerfect to resume printing, press 4 Go.

Even though you can't control everything in WordPerfect, Printer Control will help you control your print jobs better.

#### A Macro to Cancel Your Print Jobs

There are going to be times when you'll want to cancel your print job immediately after you tell WordPerfect to print. Since catching the print job in WordPerfect can sometimes be tricky, the included CANCEL.WPM macro should make this easy as pie.

*But beware. Depending on the speed of your computer, this macro may not catch all of the most recent print job before it's sent to the printer. If that happens, you'll need to cancel the job from the printer itself.*

#### Using the Macro

Now, the next time you want to quickly cancel all your print jobs, just press (Alt-10), type "cancel" and press (Enter). Using the {SYSTEM} command (line 2), the macro determines if anything has been sent to the printer. If something is being printed, the macro enters Printer Control (line 3), where it cancels all print jobs and displays the prompt All print jobs have been canceled. If nothing has been sent to the printer, the prompt No active print jobs. appears and the macro quits (line 6). If Printer Control is asking for a 4 Go (line 8), the macro enters Printer Control and presses 4 Go. You're returned to the document screen and the macro ends.