

# WINDOWS VISTA

## How do I install a new printer?

A **USB port** is a socket on your computer that allows you to plug devices such as a printer, digital camera, or scanner into your computer. If your printer can be connected to your computer via a USB port, Vista may be able to automatically install your printer. To add a network, Bluetooth, or wireless printer:

1. Click the Start button. The Start menu appears.
2. Click Control Panel. The Control Panel window appears.
3. Click Hardware and Sound. The Hardware and Sound window appears.
4. Click Add a Printer. The Add Printer Wizard appears.
5. Click Add a Network, Wireless, or Bluetooth. The Add Printer Wizard finds all available printers.
6. Select the printer you want to install.
7. Follow the steps outlined by the wizard to complete the installation.

## How do I cancel a print job?

1. Click the Start button. The Start menu appears.
2. Click Control Panel. The Control Panel window appears.
3. Click Hardware and Sound. The Hardware and Sound window appears.
4. Click Printers. The Printers window appears.
5. Double-click the printer you are using. The printer's dialog box appears.
6. Click the job you want to stop. If you want to stop more than one job, hold down the Ctrl key while you click the additional jobs.
7. Click Document, which is located on the menu bar. A drop-down menu appears.
8. Click Cancel. You asked if you are sure you want to cancel the print job.
9. Click Yes. Vista cancels the print job.

When you start a print job, a print icon may appear on the taskbar in the notification area. You can click the icon to open the printer's dialog box mention in step 5.

## **How do I cancel every print job?**

1. Click the Start button. The Start menu appears.
2. Click Control Panel. The Control Panel window appears.
3. Click Hardware and Sound. The Hardware and Sound window appears.
4. Click Printers. The Printers window appears.
5. Double-click the printer you are using. The printer's window appears.
6. Click Printer, which is located on the menu bar.
7. Click Cancel All Documents. The document you are printing may finish, but Windows Vista cancels all other documents.

## **How do I *temporarily* stop selected jobs from printing?**

1. Click the Start button. The Start menu appears.
2. Click Control Panel. The Control Panel window appears.
3. Click Hardware and Sound. The Hardware and Sound window appears.
4. Click Printers. The Printers window appears.
5. Double-click the printer you are using. The printer's window appears.
6. Right-click the document you want to pause. A menu appears.
7. Click Pause Printing. Vista pauses the printing of your document.

## **How do I restart print jobs I temporarily stopped?**

1. Click the Start button. The Start menu appears.
2. Click Control Panel. The Control Panel window appears.
3. Click Hardware and Sound. The Hardware and Sound window appears.
4. Click Printer. The Printers window appears.
5. Double-click the printer you are using. The Printer window appears.
6. Right-click the document that you want to resume printing. A menu appears.
7. Click Resume. The document starts printing again.