**Canceling Printing**

If you are printing a long document, you may decide that you want to cancel printing for some reason. Exactly how you do this depends on if you are using the background printing feature of Word. If you have background printing turned off, Word displays a dialog box during the printing process. This dialog box, besides informing you of the progress of the print job, also contains a Cancel button. Simply click on this button to stop the print job.

Most people, however, will have background printing turned on—this is the default setting for Word. With background printing turned on Word does not display a dialog box. However, on the status bar you can see a small printer icon that indicates the page currently being printed. To cancel the print job, double-click on the printer icon.

You should remember that print jobs can be stored at various places before they are actually printed. Word "hands off" the print job to Windows, and then Windows figures out what to do with it. Most likely it sends the job to the printer (if it the printer is directly connected to your computer) or it sends it to another location on your network, such as another computer or the printer itself. Why is this important? Because if you want to cancel a print job, you may not be able to do it directly from Word—you may need to figure out where the print job is located on its travels to the printer and then cancel it at that location.