

How to delete, cancel a print job on Windows, Mac computers immediately

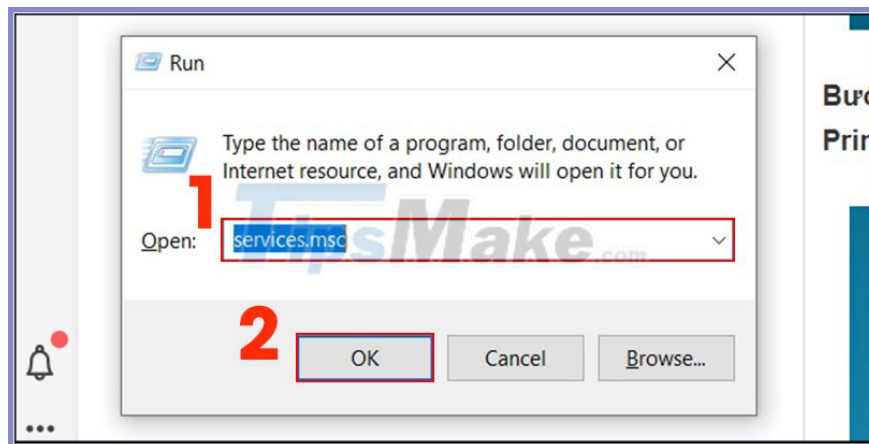
With instructions on how to delete, cancel a print job on a Windows computer using services.msc, ... Mac from a simple, easy-to-do and effective system setting immediately.

When printing a document and detecting a print job incorrectly, we often cancel the job by removing the paper from the printer and turning off the printer, which is not harmful to the machine. This article will guide you how to quickly delete a print job on Windows and Mac computers!

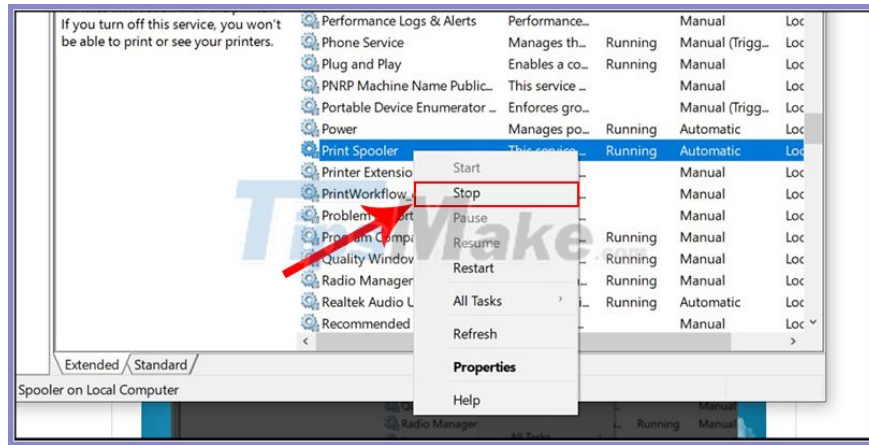
1. Instructions on how to delete, cancel a print job on a Windows computer

- Use services.msc

Step 1 : Start the **Run** dialog box using the **Windows + R** key combination > Type " **services.ms** " into the search box> Press the **Enter** key (or click OK).

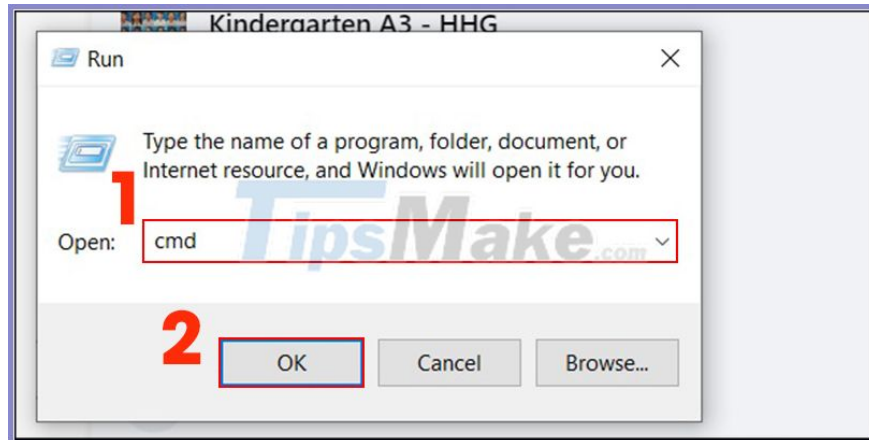


Step 2 : At the **Services** interface , drag the toolbar down> Find **Print Spooler** > Right-click **Print Spooler** > Select **Stop** to cancel the print job.

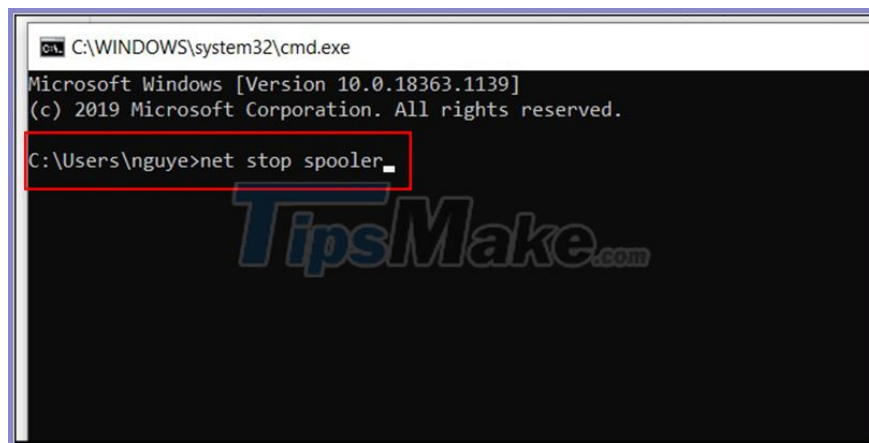


- Use Command Prompt

Step 1 : Start the **Run** dialog box using the **Windows + R** key combination > Type **cmd** in the search box> Press the **Enter** key .

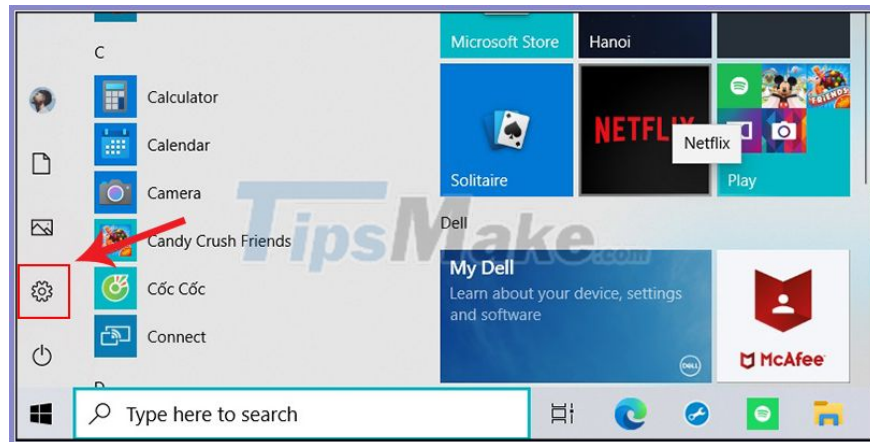


Step 2 : At the **Administrator** interface > Type the command "**net stop spooler**" at the end of the command> Press **Enter** to turn off the print job.

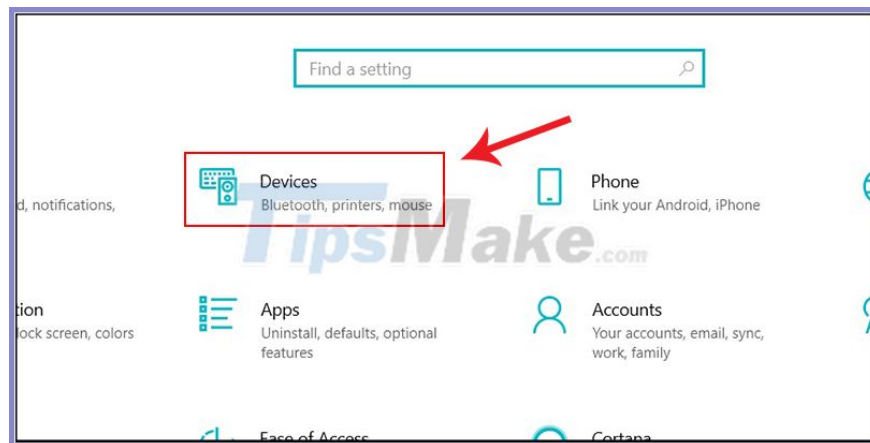


- Use Devices and Printers

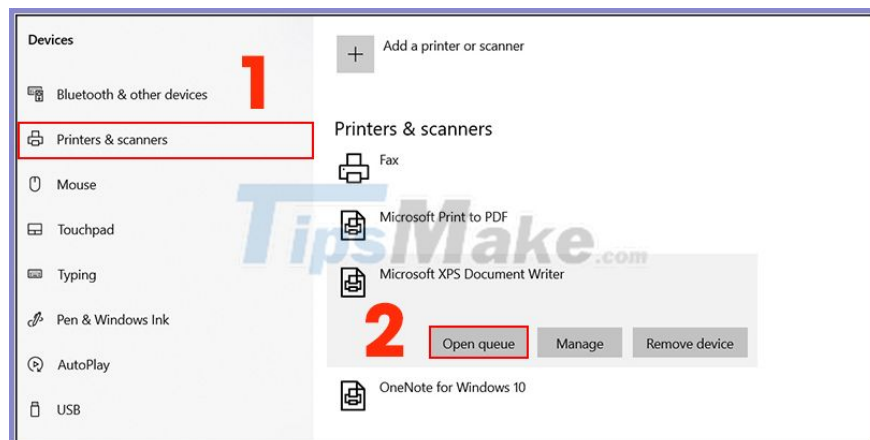
Step 1 : Click on **Start menu** > Click on Settings (the cog icon) or use the key combination "**Windows + I**" to open the **Windows Settings** interface .



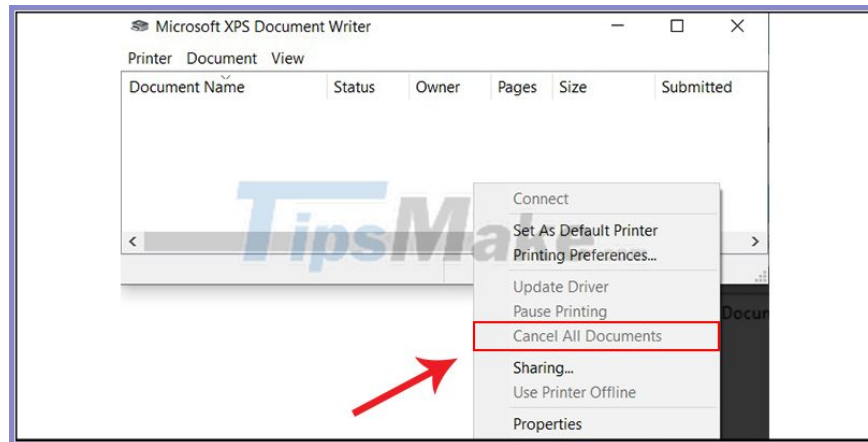
Step 2 : At the **Windows Settings** interface > Click **Devices** .



Step 3 : Appear **Devices** interface > Select **Printers & Scanners** tab in the list on the left side of the screen > Right-click the **Name of printer** you are using in **Printers & Scanners** > Select **Open Queue** .

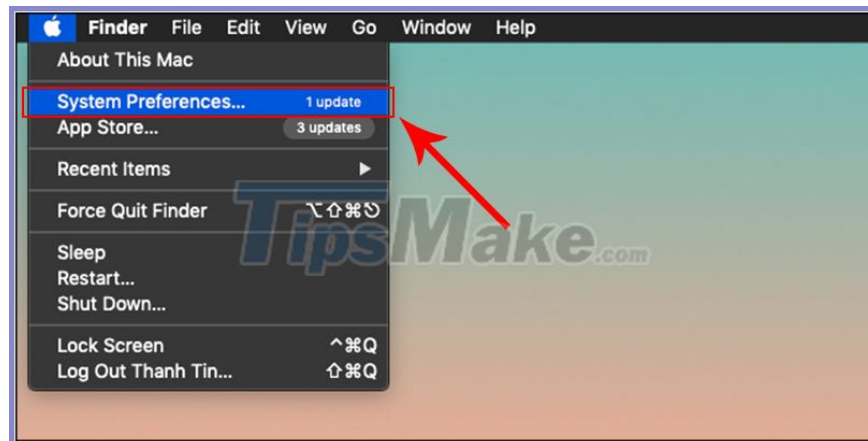


Step 4 : At the interface of **Microsoft Print to PDF** , right-click with a white background> Select **Cancel All Document** to cancel the print job.



2. Instructions on how to delete, cancel a print job on a Mac computer

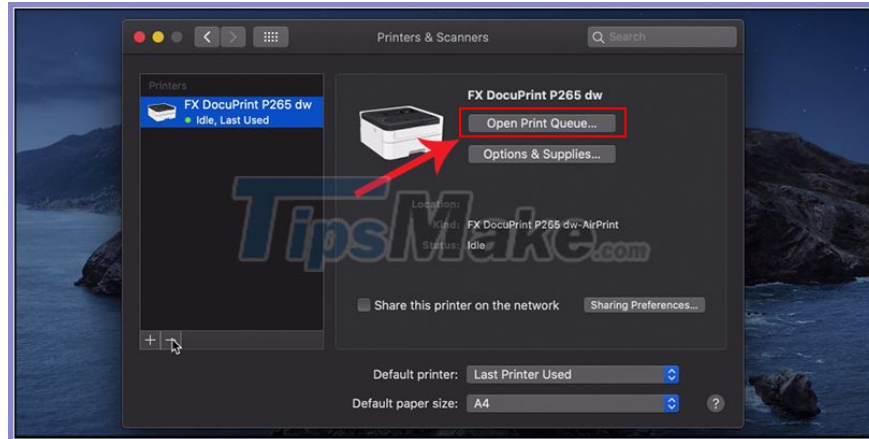
Step 1 : Go to **System Preferences (System settings)** .



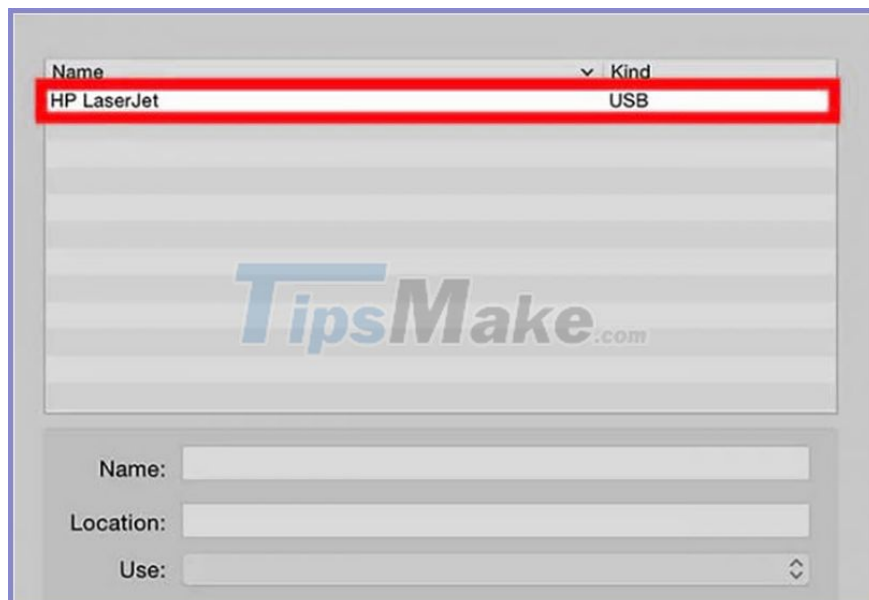
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Step 2 : Choose **Printers & Scanners (printers and scanners)** .



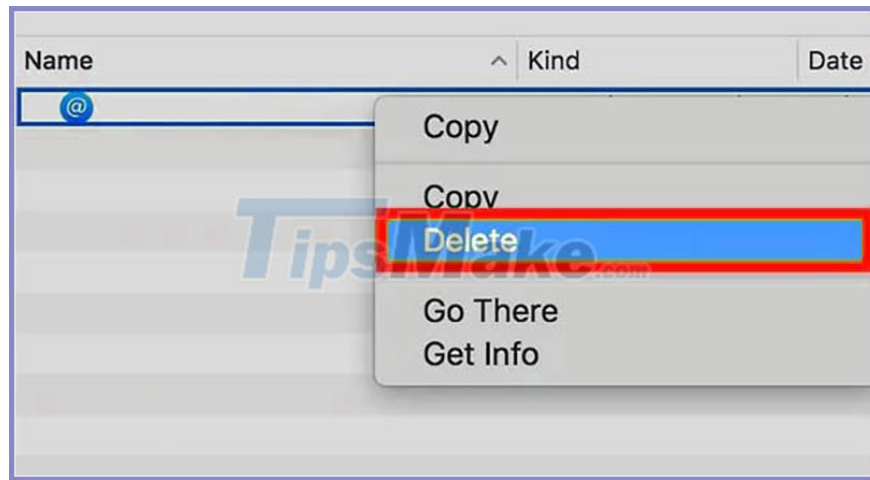
Step 3 : Next, you select at "**Open Print Queue**" (open printing orders) .



Step 4 : You choose the name of the printer on which you ran the print job.



Step 5 : Then you select the existing print job, then right-click> Select **Delete** to cancel the print job.



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So I have shown you how to cancel print jobs on both Windows and macOS, and wish you success.

You finished reading the article "**How to delete, cancel a print job on Windows, Mac computers immediately**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.