

# How to delete print jobs on Windows 11

How to delete wrong print jobs, failed print jobs on Windows 11 to quickly execute new print jobs. Suggestions for you The easiest way to delete print jobs on Windows 11.

How to delete wrong print jobs, failed print jobs on Windows 11 to quickly execute new print jobs. Let Software Tips share with you how to delete jobs, cancel print jobs on Windows 11 computers quickly and accurately!



## 1. What is the purpose of canceling a print command on a computer?

Canceling a print job on a Windows computer is one of the basic steps when printing a document with an error, the printer has a problem that prevents the computer from completing the print job. In the process of printing documents on Windows 11, we cannot avoid problems related to the printer. Error problems on the printer can come from the computer system, printer, paper jam, paper error, out of paper. Any cause between devices can be the reason why Windows 11 cannot print the document completely.

In case the computer cannot print documents or the printed document is stuck, the user must cancel the print command on the computer to avoid the case where after restoring the printer, Windows 11 will print all data from beginning to end. Canceling the print command is one of the basic steps to support the printer to operate stably and effectively.

## 2. How to cancel a print command on a Windows 11 computer

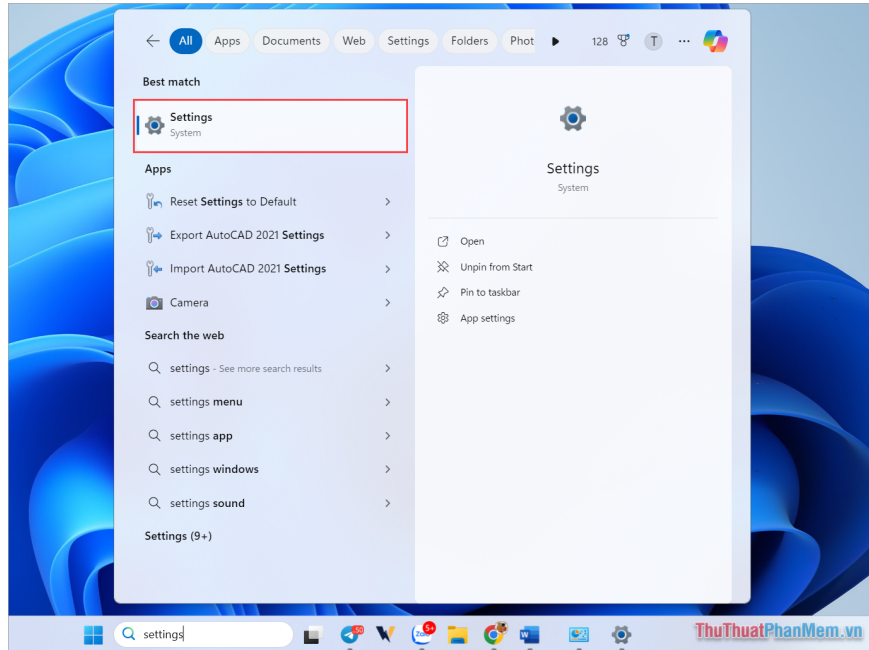
When you encounter problems related to printing, need to cancel printed documents to ensure data, you need to do one of the following ways. Perform print job cancellation on Windows 11 computer through the following

ways.

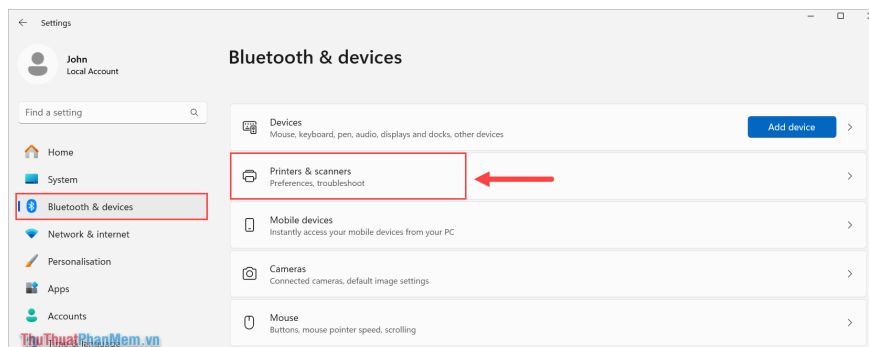
## Method 1: Cancel print command on Windows 11 computer in Settings

Settings on Windows 11 allows users to intervene deeply into printers, set up each printer and set conditions for the printer. When you need to cancel a print job, you just need to do the following:

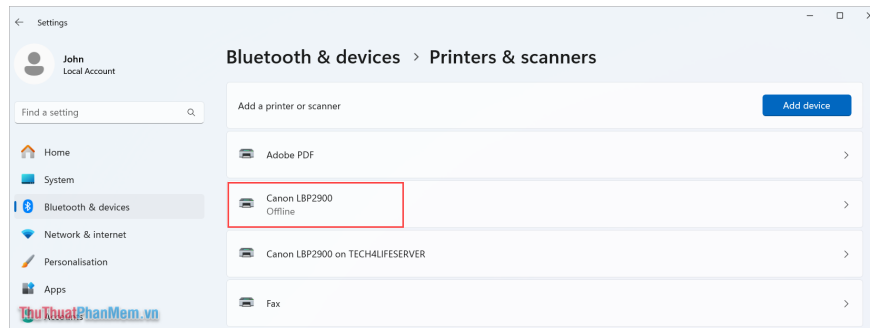
**Step 1 :** Enter the keyword **Settings** in the search bar to open the Settings tool on your computer.



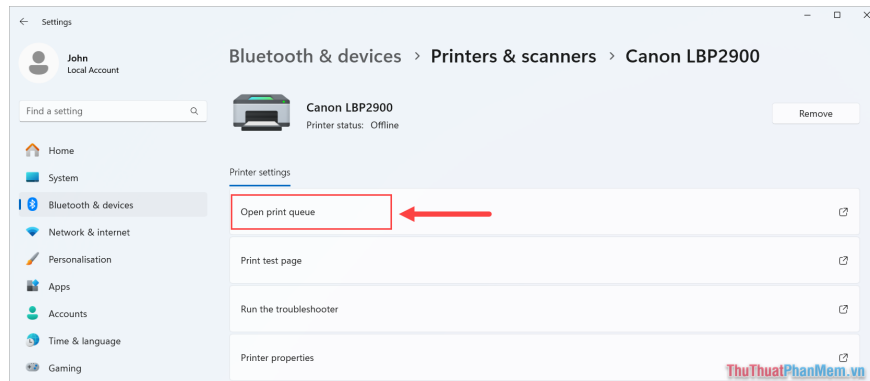
**Step 2 :** Then, select **Bluetooth & Devices ? Printers & Scanners** to set up the printer on your Win 11 computer.



**Step 3 :** Next, you need to select the destination printer you want to cancel the print job on Windows 11.

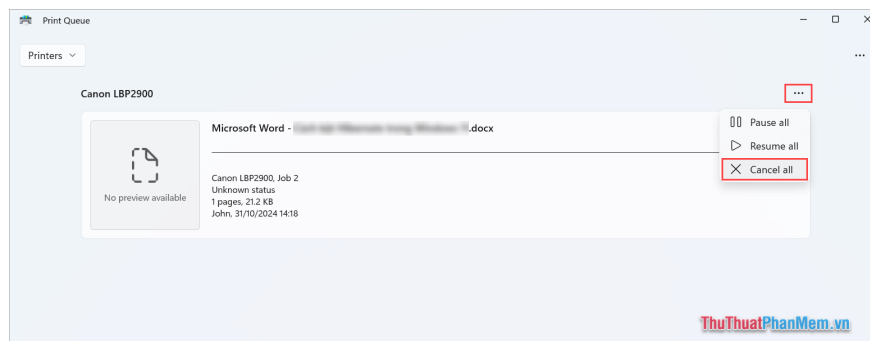


**Step 4 :** Next, select **Open Print Queue** to see a list of all print jobs waiting on the printer.



**Step 5 :** Check the print job you want to cancel in the list. To cancel a print job on a Windows 11 computer, select the **Three Dots icon** ? **Cancel All** to cancel the print job on the computer.

For other print commands on the computer, you do the same.



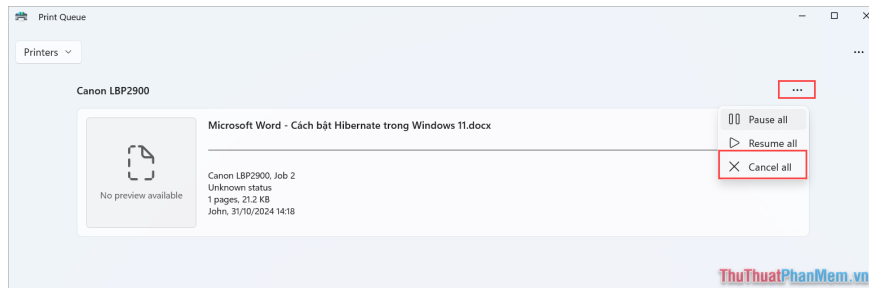
## Method 2: How to quickly cancel a print command on Windows 11

To cancel a print command on Windows 11, we have many different ways. If you need to quickly cancel a print command on Windows 11, you just need to do it on the Taskbar of the main screen.

**Step 1 :** Click **Expand (1)** on the Taskbar, select **Printer (2)** and select **Open All Active Printers (3)** to see the list of print commands currently on the computer.



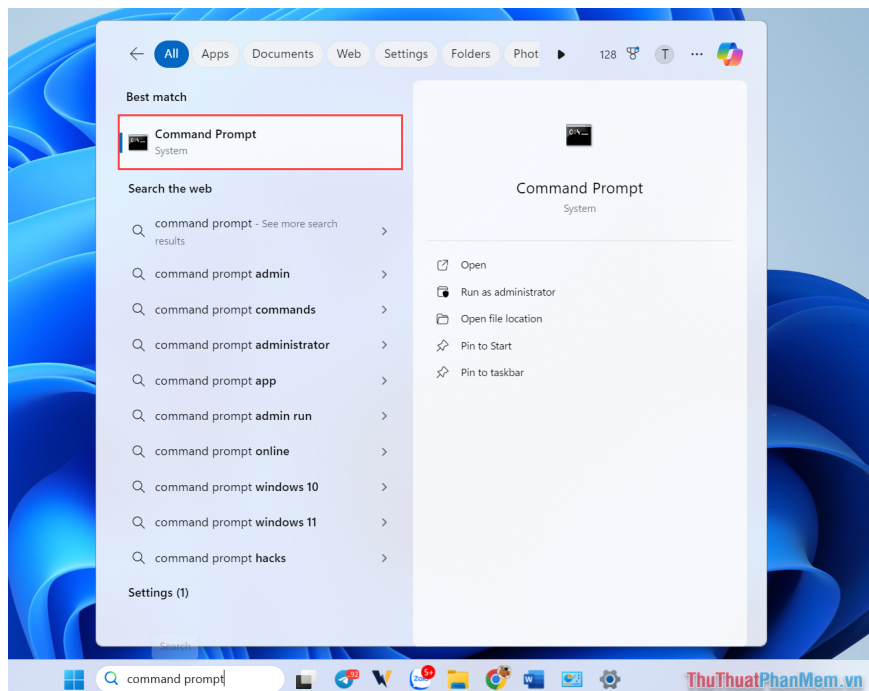
**Step 2 :** In the list of print commands, select the **Three-dot icon ? Cancel All** to cancel the print command on your Windows 11 computer.



### Method 3: How to delete print command on Windows 11 using Command Prompt

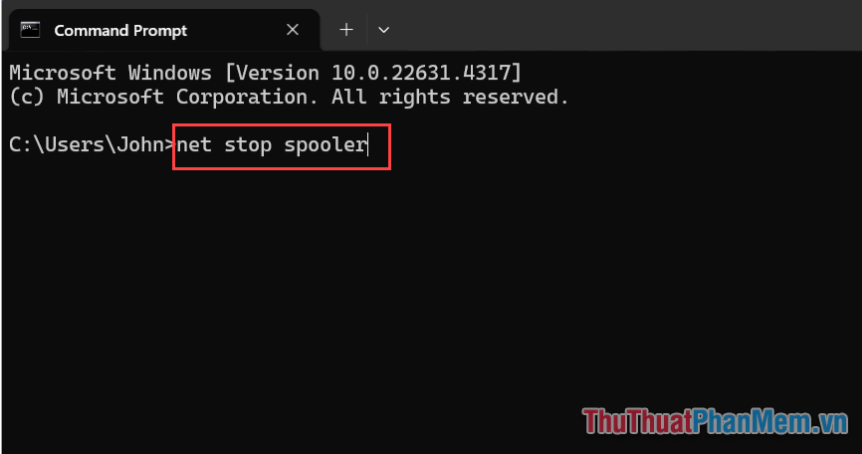
Command Prompt allows users to delete printer commands on Windows 11 using a command. To delete a print command on Windows 11 using a command, do the following:

**Step 1 :** Enter the keyword **Command Prompt** in the Search bar to open CMD on your Windows computer.



**Step 2** : Then, enter the command below and press Enter to cancel all print jobs that are hanging on your Win 11 computer.

*net stop spooler*



```
Command Prompt
Microsoft Windows [Version 10.0.22631.4317]
(c) Microsoft Corporation. All rights reserved.
C:\Users\John>net stop spooler
```

The screenshot shows a Windows Command Prompt window with a dark background. The title bar reads "Command Prompt". The main text area displays the Windows version information and the user's current directory. The command "net stop spooler" is typed at the prompt and is highlighted with a red rectangular box. A watermark "ThuThuatPhanMem.vn" is visible in the bottom right corner of the window.

In this article, Software Tips has shared with you how to delete print commands on Windows 11 quickly and simply. Have a nice day!

You finished reading the article "**How to delete print jobs on Windows 11**" 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.