Print Center

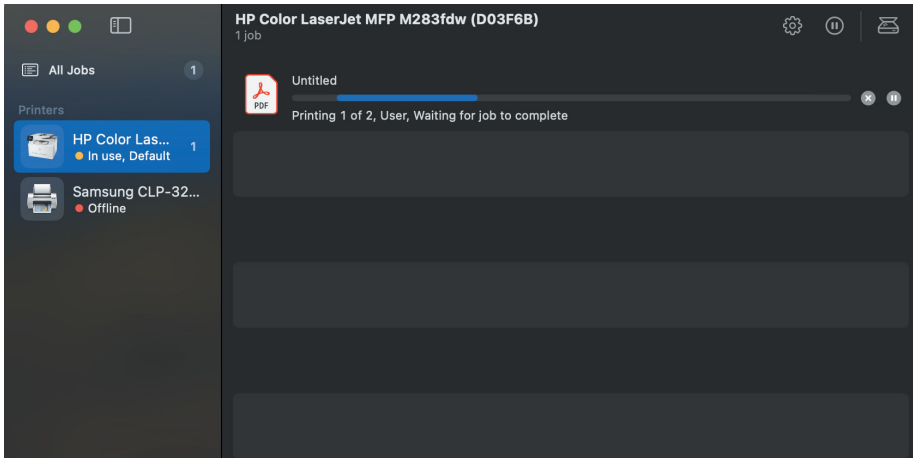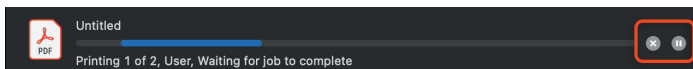## MacOS

Print Center

MacOS Sonoma reintroduces the Print Center, a feature that aims to simplify printer and print job management.

To open print center press Cmd + Space on your keyboard, type "Print Center," then press enter.
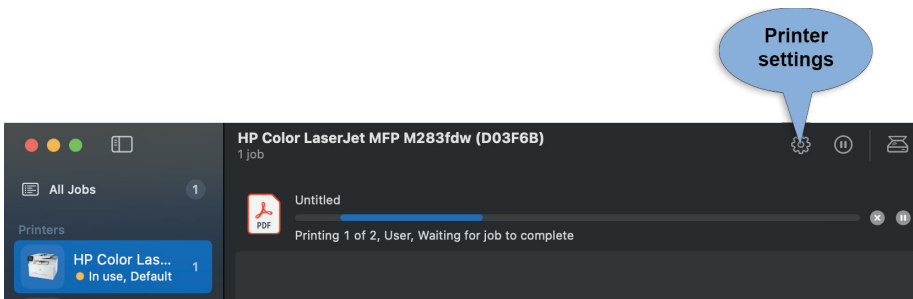
In the print center window, you'll see a list of your installed printers on the left hand sidebar. If you select a printer from the sidebar, you'll see any jobs printing or waiting to print. This is called the print queue.

You'll see little icons that allow you to pause, cancel print jobs. You can also re-order waiting print jobs using click and drag.
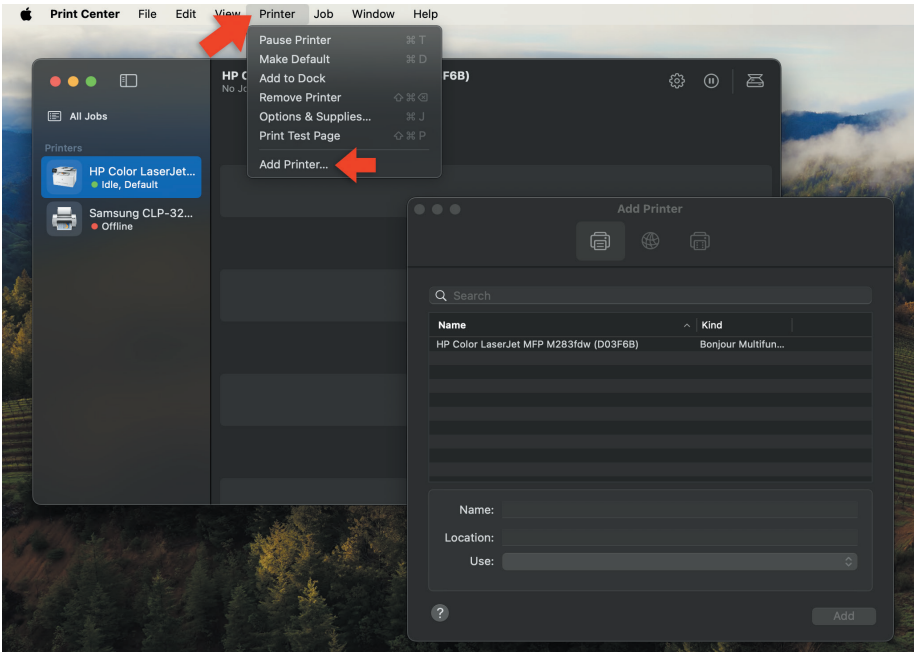

Along the top of the window, you'll see the name of the selected printer, and to the right you'll see a printer settings icon and a pause printer icon. If your printer has a scanner, you'll also see an icon for this.

The settings here are quite basic. If you need to adjust the printer settings, open the settings app, select "printers & scanners".
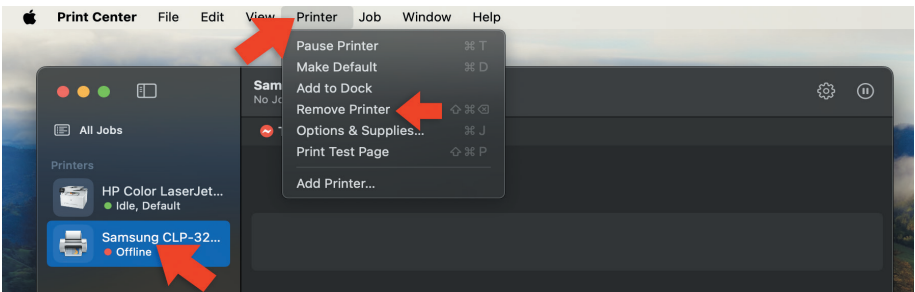
Add a Printer

In the Print Center, go to the "printer" menu, select "add printer".

A list of available printers should appear. Select the printer you want to add printer. Follow any prompts to install necessary drivers or software.

Removing a Printer

Select the printer you wish to remove from the sidebar on the left hand side. In the Print Center, go to the "printer" menu, select "remove printer"

Confirm any prompts to finalize the removal of the printer.