

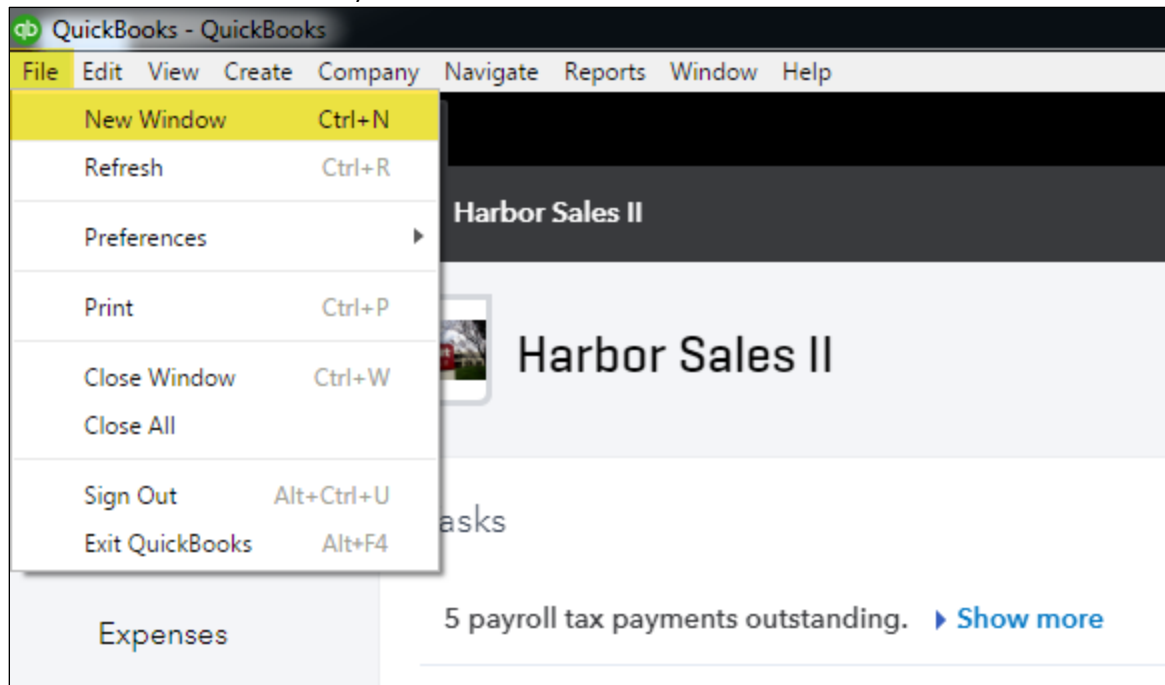
## Using Multiple Windows in the QBO Desktop App

QuickBooks lets you open multiple transactions and reports in new windows. This can be useful when you want to see different reports side-by-side, or if you need to reference an old estimate or invoice when creating a new and similar one.

There are several ways to open a new window depending on if you're opening a new transaction, a list, the customer center or a report.

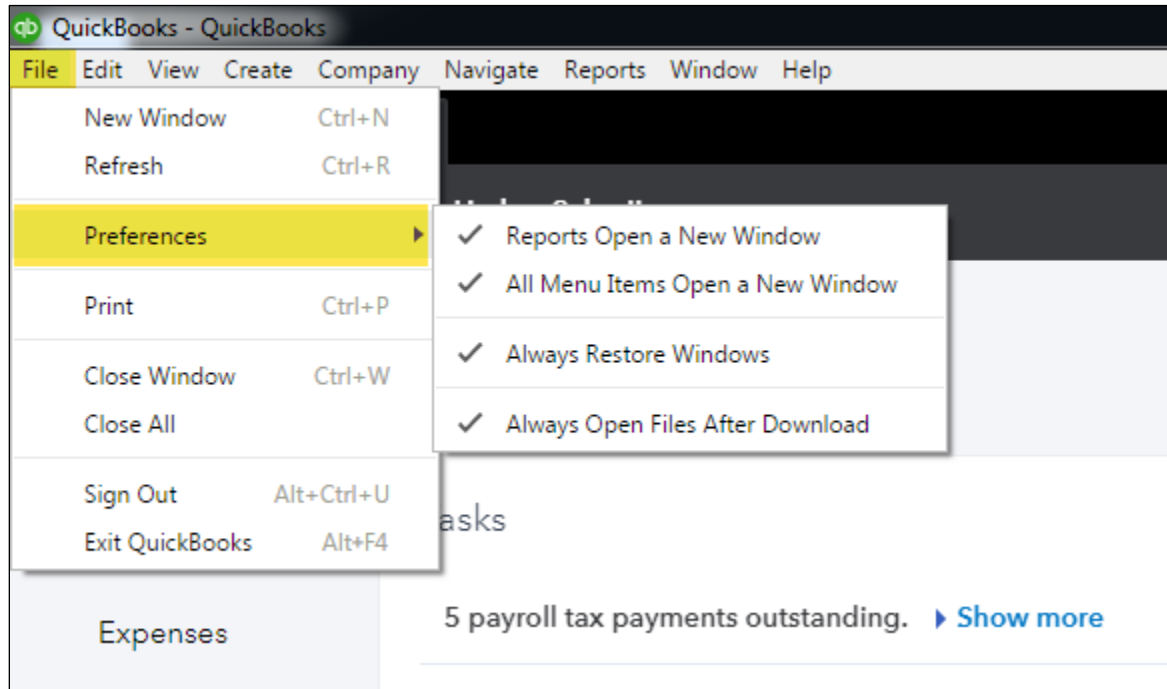
### To open a new window within the app:

1. Click on the File drop down menu then New Window.
2. You can also use the keyboard shortcut Control+N.

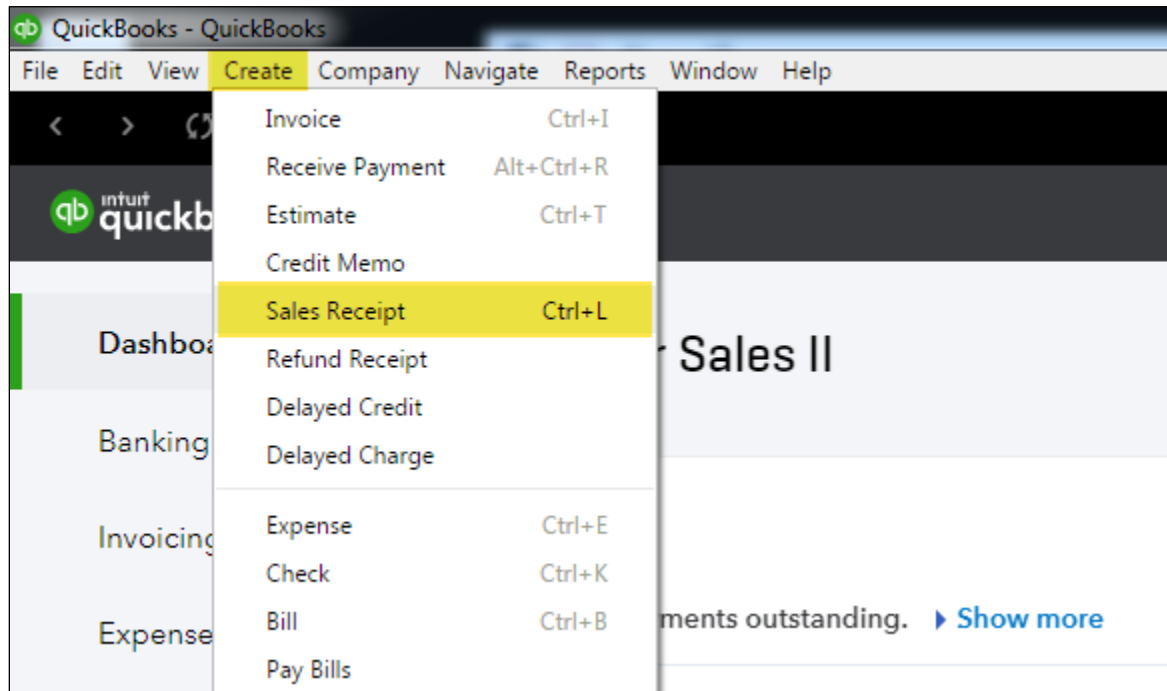


**To open a transaction, center or report in a new window**

1. Click on **File** then **Preferences** and set how you want the Reports and Menu Items to open in the app.
2. With the first two checked the **Reports** drop down along with the **Navigate**, **Company** and **Create** drop down selections will open to a new window.



3. For example if you select **Create** then **Sales Receipt** the app will load a new window with a brand new sales receipt.



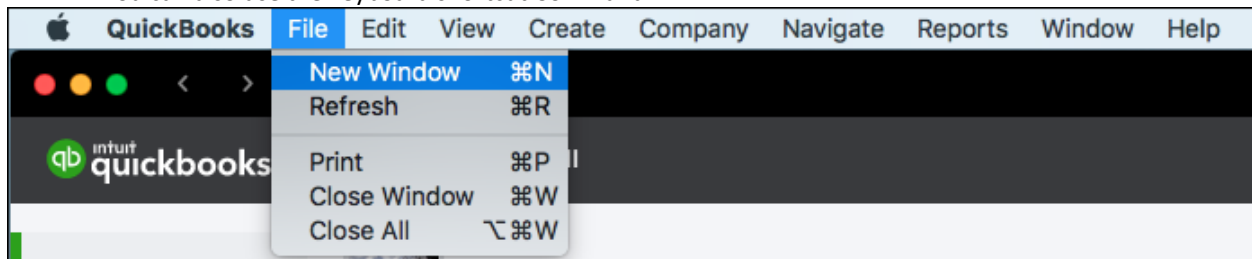
## Using Multiple Windows in the QBO Desktop App for Mac

QuickBooks lets you open multiple transactions and reports to new windows. This can be useful when you want to see different reports side-by-side, or if you need to reference an old estimate or invoice when creating a new and similar one.

There are several ways to open a new window depending on if you're opening a new transaction, a list, the customer center or a report.

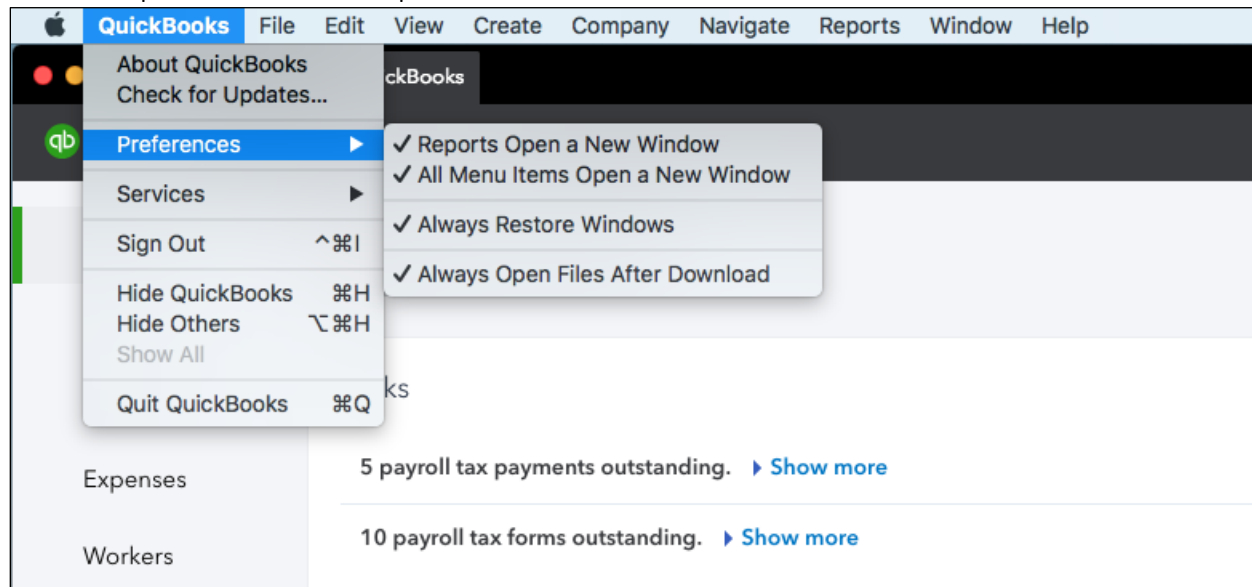
### To open a new window within the app:

1. Click on the File drop down menu then New Window.
2. You can also use the keyboard shortcut Command+N.



### To open a transaction, center or report in a new window

1. Click on **QuickBooks** then **Preferences** to set how you want the Reports and Menu Items to open.
2. With the first two options checked the **Reports** drop down along with the **Navigate**, **Company** and **Create** drop down selections will open to a new window.



- For example if you select **Create** then **Sales Receipt** the app will load a new window with a brand new sales receipt.

