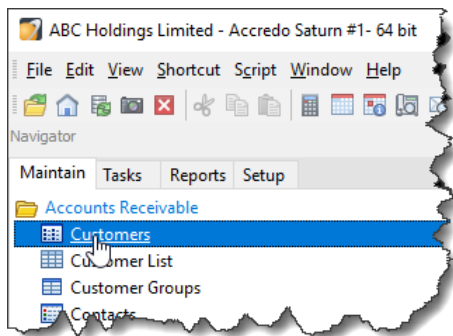# Drag a Window outside the Application

Windows in Accredo can now be turned into Floating Windows, which means they can be moved around anywhere including outside of the application, whereas Child Windows can only be moved around inside the application.
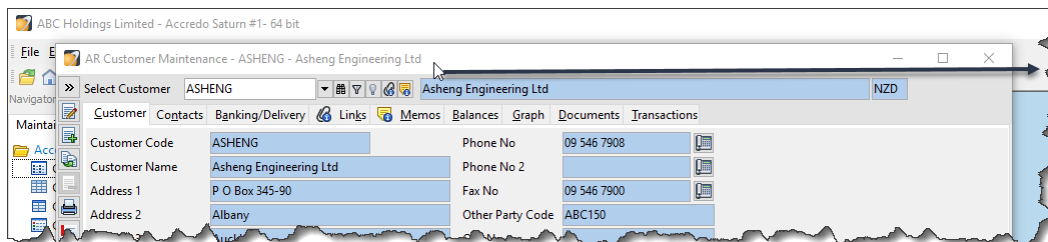
This is really handy if you have two screens as it allows you to be working in Accredo on one screen, while viewing other Accredo information on another screen.

You can open new Windows as Floating Windows, and you can also make Windows you already have open into Floating Windows.
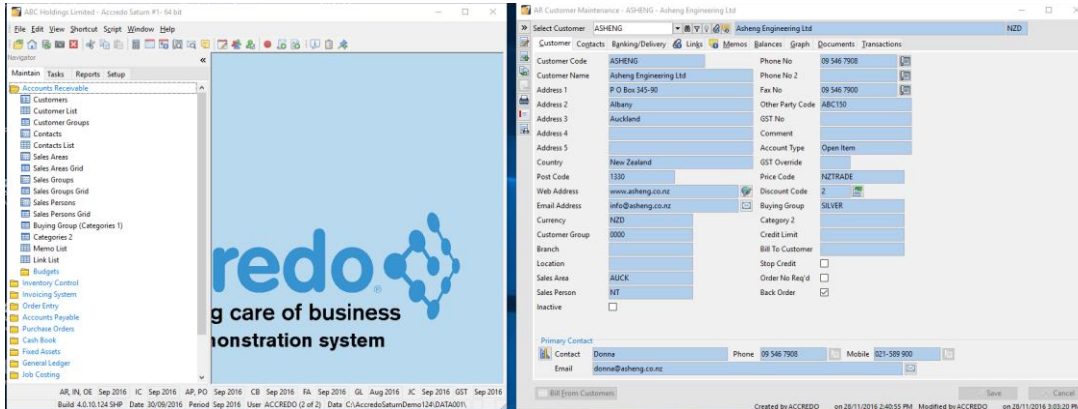
To open a new Window as a Floating Window, you simply click it open with your middle mouse button instead of your left mouse button, or use the keyboard shortcut `Ctrl+Left` Click if your mouse does not have a middle button.
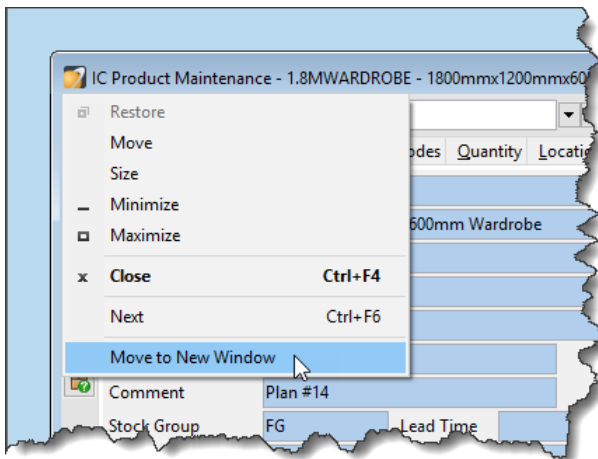

You will see the window open on top of the Application.   With your cursor you can then drag the window…
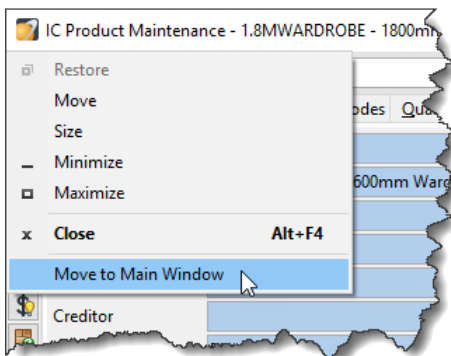
... so it appears outside of the Accredo application.

To turn an existing window you have opened into a Floating Window, click the Accredo Icon in the top left corner of the window and select MOVE TO NEW WINDOW.

You can change the window back to being a Child Window by clicking the menu again, and selecting MOVE TO MAIN WINDOW.

All open Windows, whether Child or Floating, are listed in the Window menu.

Go to Main Menu > Window.