



# Parallels Toolbox for Windows User's Guide

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## CHAPTER 1

# Welcome to Parallels Toolbox

Parallels Toolbox is a collection of convenient, easy-to-use, lightweight applications, or tools, to help you focus, get things done, and stay secure. It provides quick access to many common functions that are either hidden, require hard-to-remember keyboard shortcuts, or are just not available.



With Parallels Toolbox, you can:

- Take screenshots or record video of any part of your screen, any window, or your full screen
- Prevent your computer from going to sleep so you can be sure an important task won't be interrupted
- Quickly disable distracting notifications so you can focus on the task at hand
- Simultaneously eject all volumes and removable media from your computer
- Open several predetermined documents, folders and applications at once
- Hide all the items on your desktop with one click, for clean presentations or screenshots
- Record audio from your computer's microphone, and record video or take pictures from your computer's camera
- Block your computer's microphone or camera to prevent unauthorized recordings
- Lock the screen with a single click to prevent access without a password
- Easily download video from many popular Internet video sites
- Convert video for playback on your iPhone or iPad, and transfer it to iTunes for easing syncing
- Create archives from multiple files to save space or easily share. And you can password protect them for security.
- Unpack archives encoded in various formats

The Toolbox is just one click away in the Windows tray, and tools can also be launched from the Windows **Start** menu > **All Programs** > **Parallels Toolbox**.

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# Installing and Activating Parallels Toolbox

## System Requirements

Parallels Toolbox for Windows can be installed on any computer with Windows 7 or Windows 10.

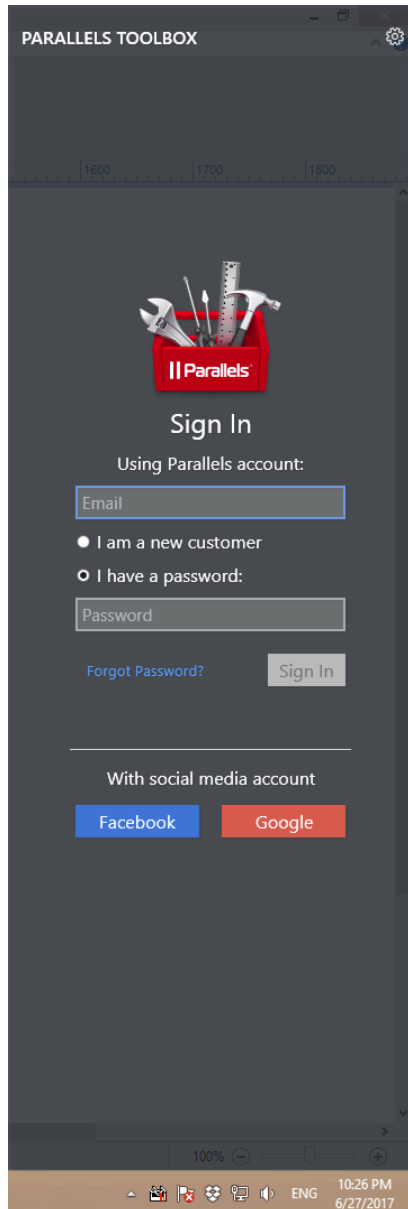
## How to Install Parallels Toolbox

To install Parallels Toolbox for Windows, just double-click the installation file (.exe) and follow the onscreen instructions. Once Parallels Toolbox is installed, it is immediately ready to use. To open the Parallels Toolbox window, click  in the Windows tray.

To get the installation file, you can either download Parallels Toolbox for evaluation from the Internet, or if you purchased Parallels Toolbox for Windows, download the installation file using the link from the confirmation email.

## How to Activate Parallels Toolbox

Once Parallels Toolbox is installed and started, sign in to your Parallels account. Or create a new one if you don't have one already.



After that, do one of the following:

- If you want to try Parallels Toolbox, click **Try Free for 7 Days**.
- If you have an activation key, click **I Have a Key** and follow the onscreen instructions.
- If you want to purchase Parallels Toolbox, click **Buy** and follow the onscreen instructions.

PARALLELS TOOLBOX

1600 1700 1800

**Try or Buy**  
Benefits of buying:

- Use any tool from the library ✓
- Get new tools in updates ✓

**Buy 499 P/yr**

Try Free for 7 Days

I Have a Key

100% — [ ] +

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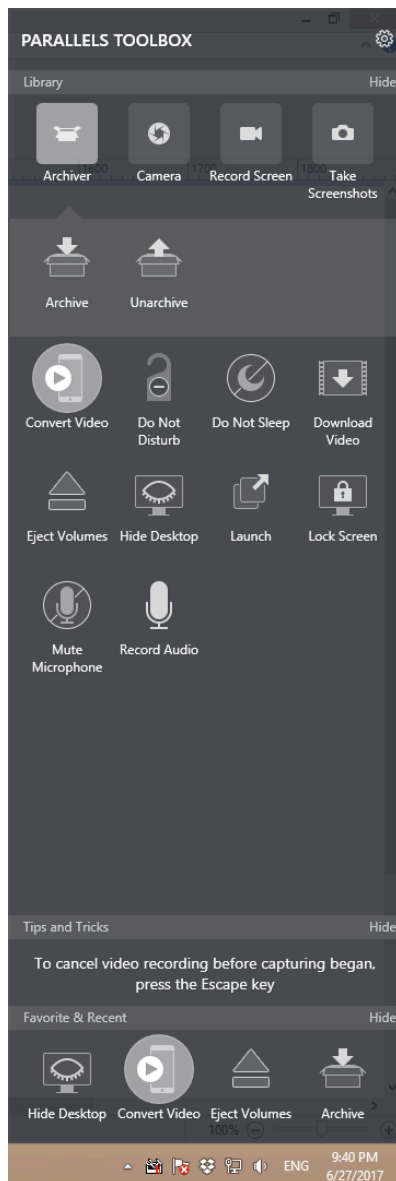
## CHAPTER 2

# Basics

In this section learn the basics for accessing all the tools in Parallels Toolbox.

### Open a tool

Click  in the Windows tray and then click the tool you want.





## Quickly access the tools you use most

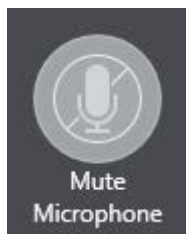
The **Favorite & Recent** area at the bottom of the Parallels Toolbox window shows the five most recent tools you've used.

You can also pin the tools you use most to the Windows taskbar. Just click  in the Windows tray, right-click the tool you want and choose **Pin to taskbar**.

**Tip:** To remove a tool from the **Favorite & Recent** area, right-click the tool and choose **Remove from Recent**. To remove a tool from the Windows taskbar, right-click the tool's icon in the taskbar and choose **Unpin from taskbar**.

## See whether a tool is active



By looking at a tool's icon in the Parallels Toolbox window, you can see whether it's active. When the tool is active, its icon is highlighted.



## Change a tool's settings




Many tools have settings you can change. For example, in tools that record audio you can set the sound source.

To access a tool's settings, do one of the following:

- Click  in the Windows tray, then right-click the tool and choose **Preferences**.
- In tools that have windows, open the tool and click  in the window.

## Quit Parallels Toolbox

By default, Parallels Toolbox is always available in the Windows tray. You can quit Parallels Toolbox by doing the following:

- 1 Right-click  in the Windows tray and choose **Quit**.
- 2 Click  in the Windows tray, click  and choose **Quit**.

## CHAPTER 3

# The Tools

This section has instructions for using each of the tools in Parallels Toolbox.

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## Images, Audio, and Video

Parallels Toolbox offers tools for taking screenshots, recording video of what's on your screen, taking photos, recording audio and video using your computer's camera and microphone, and downloading and converting video.

### TAKING SCREENSHOTS

The three tools below help you capture images of whatever is on your screen. This can be helpful, for example, if you need technical support and want to send someone an image to show them what's happening on your screen, if you want to save a record of something, or if you're putting together a presentation.

To access these tools, click  in the Windows tray, click **Take Screenshots**, and then click the tool you want.



#### Capture Area

Use this tool to take a screenshot of a part of the screen.

- 1 Open the tool, then click and drag to highlight the area you'd like to capture.  
You can adjust the selection by dragging the corners.
- 2 Then click inside the selection box to take the screenshot. The image file appears on your desktop.



## Capture Window

Use this tool to take a screenshot of a single window.

- Open the tool, then click any window to take the screenshot. The image file appears on your Desktop.



## Capture Screen

Use this tool to take a screenshot of the entire screen.

- Open the tool, then click anywhere to take the screenshot.  
If your computer has more than one display, click the screen you want to capture.  
The image file appears on your desktop.

## SCREEN RECORDING

The three following tools let you record a video of whatever is happening on your screen. You can record a single window, a selected area, or the full screen.


### Set the audio source

As you record video using any of the tools below, by default audio is also recorded from whatever input source your computer is set to use (usually the built-in microphone), so you can narrate the video if you like.


You can set the tool to record from a different source, including:

- Another microphone connected to your computer
- System audio, so the sounds from your computer are recorded
- No sound, for a silent video

To set the audio source:

- 1 Click  in the Windows tray, click **Record Screen**, right-click the tool you want and choose **Preferences**.
- 2 Choose a source from the **Audio Source** menu.

Videos are recorded in .mp4 format.

To access a screen recording tool, click  in the Windows tray, click **Record Screen**, and then click the tool you want.



### Record Area

Use this tool to record video from a selected area of your screen.

- 1 Open the tool, then click and drag to highlight the area you'd like to record.  
You can adjust the selection by dragging the corners.

**Tip:** If you change your mind and don't want to record, you can press the **Esc** key to cancel.

- 2 To start the recording, click inside the selection box.
- 3 To stop recording, click the **Stop** button. The video file appears on your desktop.



### Record Window

Use this tool to record video from a single window.

- 1 Open the tool, then click any window to begin recording.
- 2 To stop recording, click the **Stop** button. The video file appears on your desktop.



### Record Screen

Use this tool to record video of your entire screen. When activated, click anywhere to start recording. If your computer has more than one display, click the display you want to record from. To stop recording, click the **Stop** button. The video file appears on your desktop.



### Record Audio


Use this tool to record audio from your computer's built-in microphone.

- 1 To start a recording, click **Record Audio** in the Toolbox and click the **Start** button.
- 2 To stop recording, click the **Stop** button. The audio file is saved to the desktop.

Clicking the **Start** button again starts a new recording to be saved as a new file.

## TAKING PHOTOS AND VIDEO

You can use the following tools to quickly take a picture or video with your built-in or connected camera.

To access these tools, click  in the Windows tray, click **Camera**, and then click the tool you want.





### Take Photo

Use this tool to take a picture using your computer's built-in camera.

- Open the tool. A preview appears. Click the camera button to take a picture.  
An image file appears on the Desktop.

You can set **Take Photo** so that it takes a picture immediately when you open it, instead of showing a preview.

- 1 Open **Take Photo** and click .
- 2 Select **Instant Photo**.

**Tip:** If you disable showing a preview, you can access **Take Photo** settings again by clicking  in the Windows tray, right-clicking the tool, and choosing **Preferences**.



### Take Video

Use this tool to record video using your computer's built-in camera. As you record video, audio is also recorded from your computer's microphone (by default).

- 1 Open the tool. A preview appears. Click the camera button to start recording.
- 2 When you're finished recording, click the stop button.


A video file appears on the Desktop. Videos are recorded in .mp4 format.

You can set **Take Video** to record from a connected microphone or to not record sound. To change the audio source:

- 1 Click  in the Windows tray, right-click the tool, and choose **Preferences**.
- 2 Choose a source from the **Audio Source** menu.

You can set **Take Video** so that it starts recording immediately when you open it, instead of showing a preview.

- 1 Open **Take Video** and click ⚙️.
- 2 Select **Instant Video**.

**Tip:** If you disable showing a preview, you can access **Take Video** settings again by clicking  in the Windows tray, right-clicking the tool, and choosing **Preferences**.

## ONLINE VIDEO

You can quickly and easily download video from your favorite video websites, and you can convert video for use on your iPhone, iPad, or iPod.

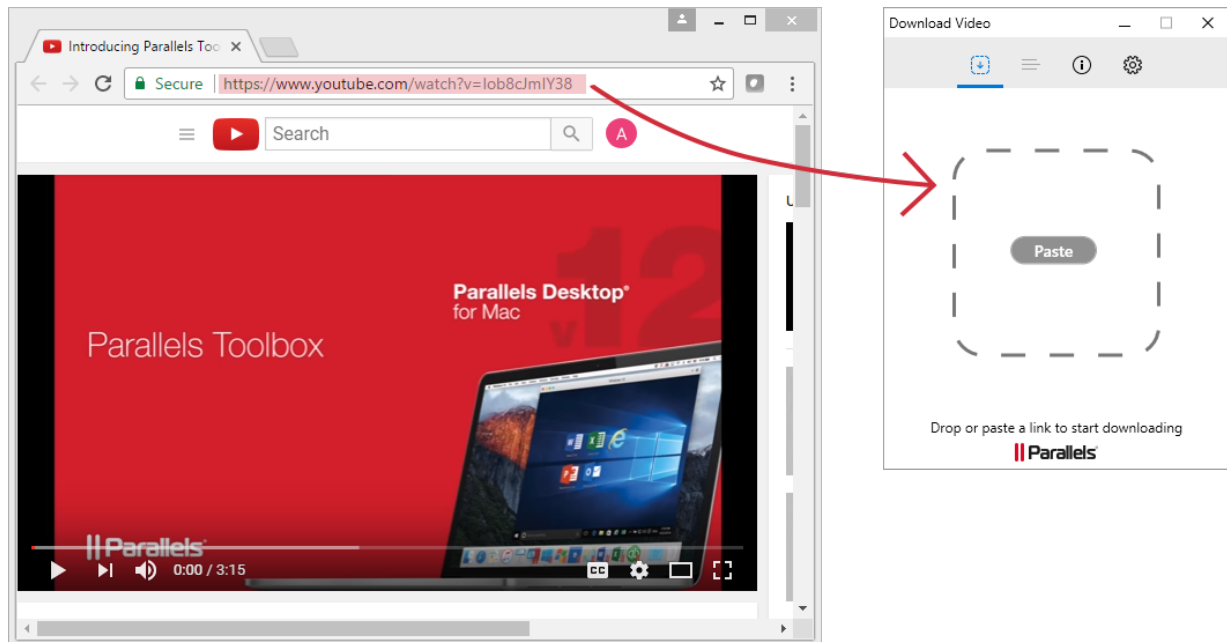


### Download Video


Use this tool to download videos from the Internet. Many popular video sharing sites are supported.

- 1 Open the tool. A window appears.

- Copy the URL (select it and press Ctrl + C), switch to the **Download Video** tool and paste it (Ctrl + V). The video begins downloading. Video files are saved to the **Downloads** folder on your computer.



To manage file sizes or time taken to download a video, you can set the maximum resolution to download. To do so:

- Open **Download Video** and click  in the upper-right corner
- Choose a maximum resolution from the **Preferred Quality** menu. You can choose:
  - **Low (up to 360p)**: The fastest to download.
  - **Normal (up to 720p)**
  - **High (up to 1080p)**
  - **Max (maximum available)**

Your choice is saved for subsequent downloads.

**Tip:** You can download several videos simultaneously using the **Download Video** tool.



## Convert Video

Use this tool to convert videos so they can be played in the **Video** app on an iPhone or iPad. The tool can convert almost any video format.

- 1 Open the tool. A window appears.
- 2 Drag a video, for example your favorite movie or TV show, to the window and it is converted. By default, the converted video appears in the same folder as the original.

You can also use Convert Video to optimize video for playback on your iPhone, iPad, or iPod. Then you can use iTunes to send the video to your device. To do so

- 1 Open **Convert Video** and click ⚙ in the upper right corner of the window that appears.
- 2 Choose **iTunes** from the **Save Video** pop-down menu.  
This setting is saved for subsequent conversions unless you change it.
- 3 Drag a video to the window to convert it.  
The video appears in iTunes under **Movies > Home Videos**.
- 4 Be sure your device is connected to your computer, then right-click the video in iTunes and choose **Add to Device > [your device]**.

To manage file sizes, you can set the maximum resolution to convert a video to. To do so:

- 1 Open **Convert Video** and click ⚙.
- 2 Choose a maximum resolution from the **Preferred Quality** pop-down menu. You can choose:
  - **Normal (up to 720p)**
  - **High (up to 1080p)**

Subsequent videos are converted at the resolution you choose.

## Focus

Parallels Toolbox can help you stay on task and get things accomplished by minimizing distractions, getting your computer ready for presentations and other tasks.

These next few tools are for when you want to make sure there's nothing to distract or interrupt you or others from your work.



### Do Not Sleep

When activated, this tool prevents your computer from going to sleep and your display from dimming until the end of the day. This is useful when you want to ensure a task won't be interrupted.

- To prevent your computer from sleeping, simply open this tool. All settings that would allow the computer go to sleep are disabled.



To deactivate this mode and restore all sleep settings, simply launch the tool again.

By default, when you turn on Do Not Sleep your computer is set not to sleep until the end of the day, at 12:00 a.m. You can set it never to go to sleep by doing the following.

- 1 Open **Do Not Sleep** and click ⚙️.
- 2 Deselect **Until the end of the day**.

**Tip:** Use the **Do Not Sleep** tool when you need the computer to remain active and accessible, for example, if you plan to access it remotely.



## Do Not Disturb

Use this tool to quickly disable all notifications so you can focus on the task at hand.

- To turn on **Do Not Disturb** mode, simply open this tool.

**Do Not Disturb** turns off automatically at 12:00 a.m.

To turn off this mode, launch the tool again. All previous notification settings are restored.

**Tip:** **Do Not Disturb** mode is useful when giving a presentation or recording onscreen video.



## Hide Desktop

Use this tool to hide all the files, folders, and other icons on your desktop.

- To hide everything on your desktop, simply open this tool.

To show the icons again, click the tool again.

**Tip:** The **Hide Desktop** tool is useful when, for example, you're doing a presentation, taking screenshots, or recording your screen.

# Security and File Management


Parallels Toolbox can help keep your computer, your files, and your environment safe and private. You can also use it to simplify file-management tasks; for example, you can open multiple files or other items at once, eject multiple volumes, create an archive with multiple files (password-protected if you like), and unarchive files that someone else sent.



## Lock Screen

Activate this tool to immediately lock your screen to prevent unauthorized access to your computer. No need to wait until the password-protected screen saver kicks in — simply click the **Lock Screen** tool.

To unlock the computer and continue, just enter your user account password.

**Tip:** For a convenient way to lock your computer's screen with just one click, pin the **Lock Screen** tool to the Windows taskbar. Just click  in the Windows tray, right-click the **Lock Screen** tool and select **Pin to taskbar**.



## Mute Microphone

Use this tool to mute your computer's microphone to prevent unauthorized listening by other apps.

- To mute the microphone, just open this tool. The built-in microphone is muted and no app receives input from the microphone. The tool's icon indicates that it's active and that the microphone is muted.


To disable muting, click the icon again.

**Tip:** When active, the **Mute Microphone** tool warns you if another application tries to unmute the microphone, and prevents the app from doing so.



## Block Camera

Use this tool to block your computer's built-in camera to prevent recording by other apps.

- 1 Click  in the Windows tray, click **Camera**, and then click **Block Camera**.
- 2 If prompted, click **Restart** to restart your computer. You only need to restart your computer the first time you use the tool.
- 3 Restart any apps that may have been using the camera.

The camera is blocked and no app receives input from it. The tool's icon indicates that it's active and that the camera is inoperable.

To re-enable the camera, open the tool again.



## Launch

Using the **Launch** tool, you can specify a set of documents and applications to open all at once. This can help save time if your workflow requires opening the same items repeatedly.

To use this tool:

- 1 Open the tool and drag files and apps to it that you want it to open. Or click **Browse** and choose items.  
To remove an item, click the X next to it.
- 2 To open the set of items, click the **Launch** button.

**Tip:** To change which files and apps this tool opens, right-click the tool and choose **Preferences**.



## Eject Volumes

Use this tool when you want to quickly eject and unmount all volumes connected to your computer, including things like external hard drives, USB drives and disk images (ISO, etc.).

- To eject all volumes, just open the tool.

To choose which types of volumes to eject:

- 1 Right-click the tool and choose **Preferences**.
- 2 Deselect volume types that you don't want to eject when you use the tool. Volume types include:
  - **External volumes:** Hard drives, USB drives, etc.
  - **Connected images:** ISO and other image files.





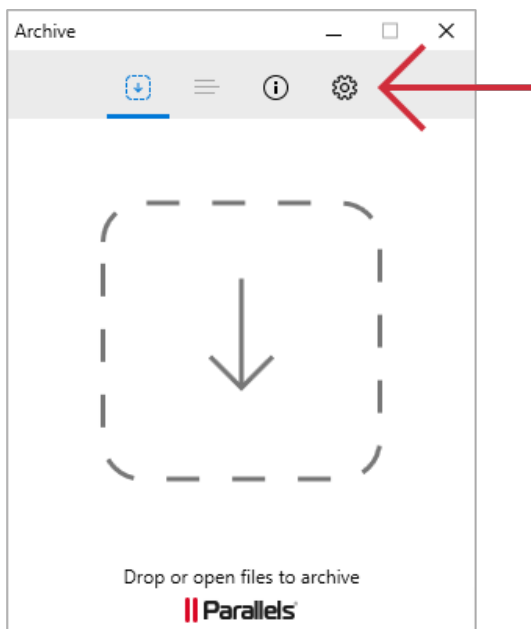
## Archive

Use **Archive** to create a compressed archive from multiple files. This can save space, and you can easily share the archive with friends or colleagues.

**Tip:** Archive lets you archive files from multiple locations without having to move them to the same folder, and you can password-protect your archive for greater security.

To create an archive of multiple files:

- 1 Click  in the Windows tray, click **Archiver**, and then click **Archive**.
- 2 Either drag files to the window that opens, or click **Open** and select a file you want to archive. To add more files, drag them to the window, or click **Add** and select more files.
- 3 If you'd like to password-protect the archive, click , select **Protect with password**, and enter a password.



Be sure to let anyone who you want to have access the files know the password.


**Tip:** Unless you change the password or deselect the option, subsequent archives you create will use that password.

- 4 Click **Archive**. The archive file is saved in the same location as the first file in the archive.



## Unarchive

Use this tool to unpack archives, including those not supported by the built-in compression utility. For example, this tool can unpack archives formatted as 7z, RAR, RPM, XAR, and Z.

- 1 To unpack an archive, click  in the Windows tray, click **Archiver**, and then click **Unarchive**.
- 2 Either drag files to the window that opens, or click **Open** and select an archive.



Unarchive also supports password-protected archives. When you attempt to unarchive a password-protected archive, you are prompted to enter a password.

**Tip:** Make Unarchive the default app to unpack supported archives by editing the file associations in Windows. Then you can just double-click an archive to unpack it.

## CHAPTER 4


# Get Help


For more information and support using Parallels Toolbox:

- 1 Click  in the Windows tray.
- 2 Click  and choose **Help > Support Center**.

There you can find answers to common questions, and you can contact Parallels Support for help.

### Tips and Tricks



You can also get helpful tips and tricks for using Parallels Toolbox by clicking  in the Windows tray. A tip appears at the bottom of the window. Click the tip to see another tip.

**Tip:** To learn more about any tool, click  in the Windows tray, right-click the tool you want and select **About**.

### Suggest a Feature

Have an idea for a great feature for Parallels Toolbox? You can share it in the Feature Suggestion forum. And you can also vote for features that other users have suggested.

To access the forum:

- 1 Click  in the Windows tray.
- 2 Click  and click **Suggest a Feature**.



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## Check for Updates

Periodically, Parallels provides free updates to improve Parallels Toolbox. If an update is available, it is automatically installed.

To check for updates manually:

- 1 Click  in the Windows tray.
- 2 Click  and click **Check for Updates**.