



Parallels Toolbox 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, manage time, 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 Mac 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.
- Hide all the items on your desktop with one click, for clean presentations or screenshots.
- Record audio from your computer's microphone.
- Disable your computer's microphone 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.
- Set an alarm, a countdown to a specific date, a stopwatch, or a timer.
- 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 menu bar, and tools can also be launched from the Finder or from the Dock if you like.

Installing Parallels Toolbox

If you install or upgrade to Parallels Desktop 12, you'll be prompted to install Parallels Toolbox.

Otherwise, you can download Parallels Toolbox from www.parallels.com/toolbox. To install it, open the image file you downloaded and double-click **Install Parallels Toolbox**.




Parallels Toolbox is installed in your **Applications** folder and is immediately ready to use. To get started, just click  in the menu bar at the top of your screen.

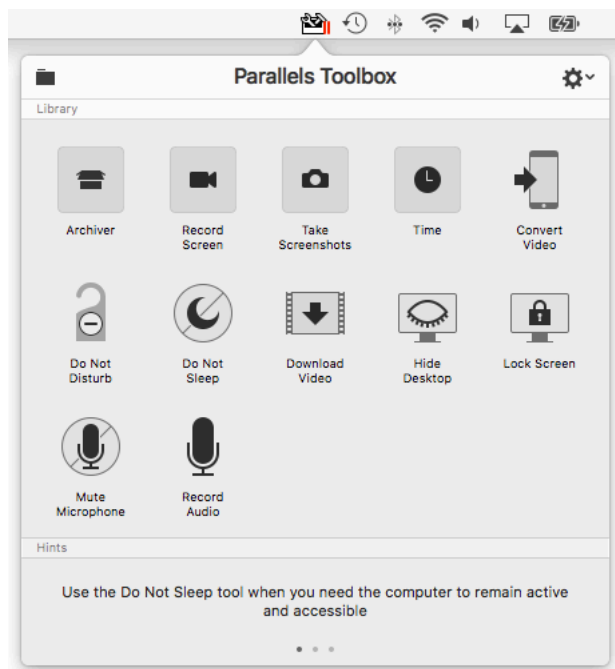
CHAPTER 2

Basics

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

Open a tool

Click  in the menu bar at the top of your screen to open the toolbox and then click the tool you want.




Tips: Some tools start working as soon as you open them. For example, when you open the **Record Audio** tool a recording starts right away.

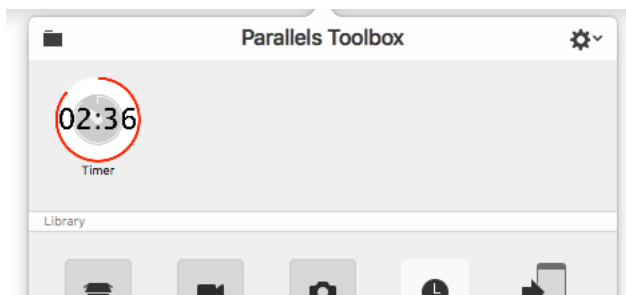
You can also activate some tools, such as **Archiver** or **Download Video**, by dragging files or other objects onto them. See the [instructions for each tool](#) (p. 9) for more information.



Other ways to quickly access tools

You can use tools even more quickly and conveniently by pinning them to easy-to-access places:

- **Pin a tool to the Active & Favorites area at the top of the toolbox:** Click  in the menu bar, Control-click or right-click a tool, and choose **Pin to Active & Favorites**.

This area also shows active tools and what state they're in. For example, you can see how much time is left when using the **Timer** tool.




- **Place a tool in the Dock:** Click  in the menu bar and click the folder icon  to open a folder containing all the tools. Then drag the tool you want into the Dock.

Tips: You may wish to have two copies of a tool so you can use them separately. For example, you could use two copies of the **Date Countdown** tool to count down to two different dates. You can duplicate a tool in the Finder by Control-clicking or right-clicking it and choosing **Duplicate**.

Notifications let you know when a tool needs your attention. You can disable (or re-enable) notifications for any tool in **System Preferences > Notifications**.

Quit Parallels Tools

By default, Parallels Tools is always available in the menu bar. You can quit Parallels Tools by doing the following:

- 1 Click  in the menu bar.
- 2 Click the gear icon in the upper-right corner, and click **Quit Parallels Toolbox**.

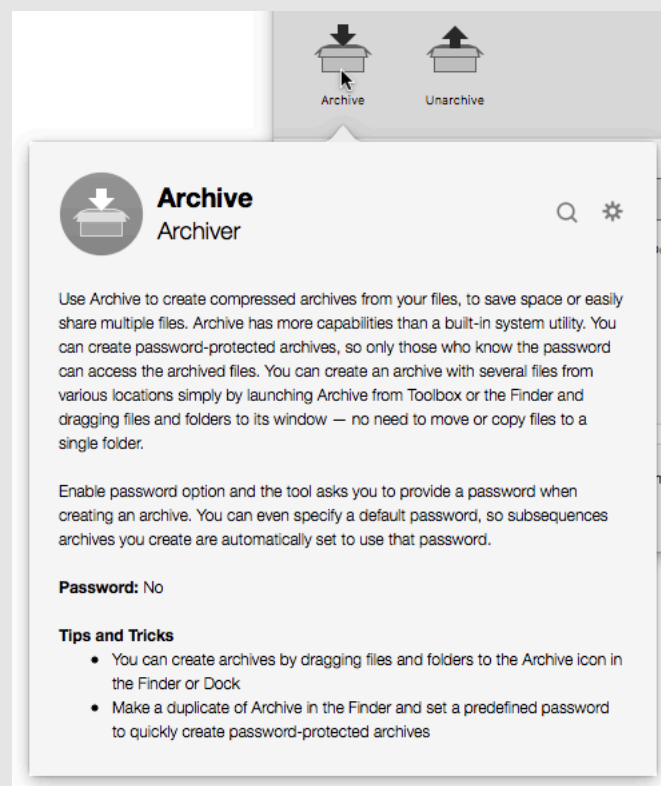
Note: Some tools, such as **Timer** and **Stopwatch**, stop working when Parallels Toolbox isn't running.

CHAPTER 3

The Tools

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

Tip: To learn more about any tool, move the pointer over the tool and press the Space bar. A window opens with information about the tool.



You can also get information about a tool in the Finder by opening the **Parallels Toolbox** folder in the **Applications** folder, clicking a tool, and pressing the Space bar.

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Screenshots, Audio, and Video

Parallels Toolbox offers tools for taking screenshots, recording video of what's on your screen, recording audio, 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 menu bar, 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 Mac 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. As you record video, audio is also recorded from your computer's microphone, so you can narrate the video if you like.

Tip: If you want to record video without sound, you can use the **Mute Microphone** tool (p. 20) first.

Videos are recorded in .mov format, for easy playback.

To access these tools, click  in the menu bar, 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.
The **Record Area** icon appears in the Dock and flashes red to confirm you are recording.



- 3 To stop recording, click the **Record Area** icon in the Dock. 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.

The **Record Window** icon appears in the Dock and flashes red to confirm you are recording.



- 2 To stop recording, click the Record Window icon in the Dock. 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 Mac has more than one display, click the display you want to record from. To stop recording, click the Record Area icon in the Dock or in the menu bar. 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, just click **Record Audio** in the Toolbox.

The blinking icon in the Dock lets you know that audio is recording.

- 2 To stop recording, click the tool's icon again (in Toolbox or in the Dock). The audio file is saved to the desktop.

Clicking the icon again starts a new recording to be saved as a new file.

Tips: Record Audio stores files in .m4a format, which can be played by the iTunes app, iPhone, iPod, and Android devices.

You can also record from an external microphone if it is selected as the input source in System **Preferences > Sound**.

VIDEO

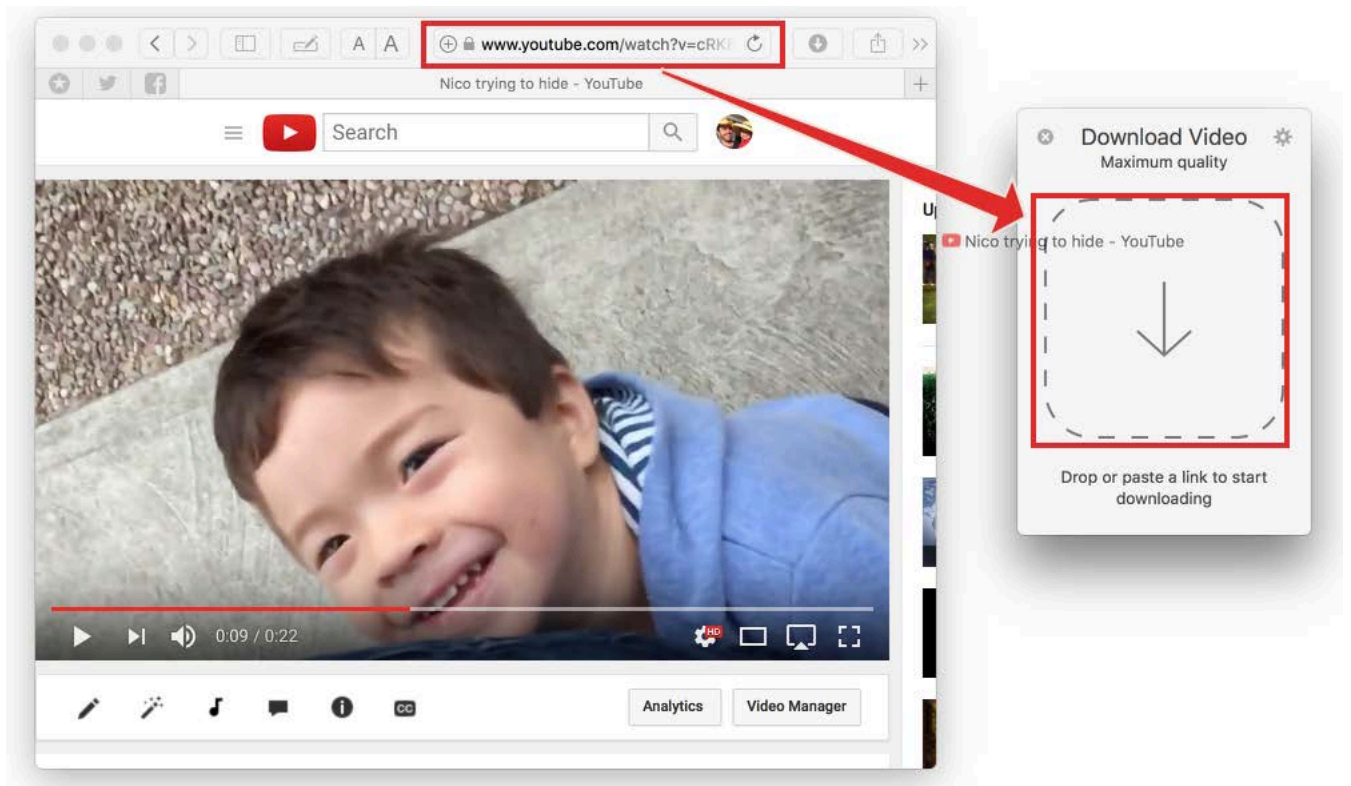
You can quickly and easily download video from your favorite video websites, and you can convert video for use on your iPhone, iPad, or iPod.



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.
- 2 Drag the URL of a website featuring a video from your browser to the window and the video begins downloading. Video files are saved to the **Downloads** folder on your Mac.



Tip: To start a download, you can also copy the URL (select it and press Command-C), switch to the **Download Video** tool, and paste it (Command-V).

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

- 1 Open **Download Videos** and click the gear icon in the upper-right corner
- 2 Choose a maximum resolution from the **Quality** pop-up menu. You can choose:
 - **Low (up to 360p):** The fastest to download.
 - **Normal (up to 720p)**
 - **High (up to 1080p)**
 - **Maximum:** The highest quality available.

Your choice is saved for subsequent downloads.

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

You can pin several Download Video tools, each with a different video quality setting.



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 the gear icon in the upper left corner of the window that appears.

- 2 Choose **iTunes: Home Videos** from the **Save video to** pop-up menu, and click **Done**.

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 or Control-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 the gear icon in the upper-right corner
- 2** Choose a maximum resolution from the **Quality** pop-up menu. You can choose:
 - **Normal (up to 720p)**
 - **High (up to 1080p)**

Subsequent videos are converted at the resolution you choose.

Focus and Time Management

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

FOCUS

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 Mac 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 the gear icon in the upper-right corner
- 2 Deselect **Until the end of the day**.

Tips: 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.

Pin the **Do Not Sleep** tool to the menu bar or place it in the Dock to see the current status. If the icon is red, then your computer is set not to sleep.



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.

TIME

The following four tools can help you keep track of time sensitive tasks or events. To access these tools, click  in the menu bar, click **Time**, and then click the tool you want.



Alarm

Use this tool to alert you at a specific time with a notification and a repeating sound.

- 1** To set the alarm, open the **Alarm** tool and set time and day of the week (or several days of the week).
- 2** Choose an alarm sound from the **Sound** pop-up menu. Or you can use any sound file by choosing **Choose file** and selecting the file.
- 3** Click **Done** and click the switch to turn the alarm **On**.

The alarm will go off as scheduled, even if the tool is not open, and will repeat each week unless you change the schedule or turn it off.

When the alarm goes off, you're prompted to turn it off. Or you can click the Snooze button to be alerted again in 5 minutes.

Tip: If you need several alarms, you can duplicate the Alarm tool in the Finder and set up each alarm separately.



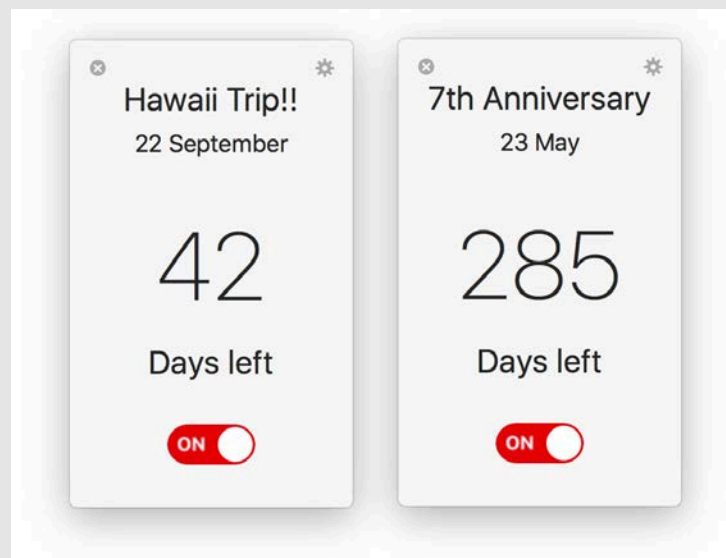
Date Countdown

Use this tool to set up a countdown to a specific date, such as a birthday, a deadline, or a vacation.

- 1 To set a date to count down to, open the tool and click the gear in the upper-right corner of the tool that opens.
- 2 Enter the date, and enter a title for the event.
If you like, select Repeat every year. The day after the event, the countdown will start again for the same date the next year.
- 3 Click **Done**. Date Countdown starts counting down the days.
When the date arrives, a message is displayed.
- 4 If you want to see the count down each day, [place Date Countdown in the Dock](#) (p. 7). The number of days remaining in the countdown are shown in the icon in the Dock.

Tips: Date Countdown continues its countdown even after you restart your computer.

Have more than one date to countdown to? Just duplicate the Date Countdown tool in the Finder and use it for the new date.



To duplicate Date Countdown in the Finder, click  in the menu bar and click the folder icon  to open a folder containing all the tools. Then Control-click or right-click **Date Countdown** and choose **Duplicate**.



Stopwatch

Use the **Stopwatch** tool to measure elapsed time, as you would with any stopwatch. You might use it, for example, to measure how long it takes to perform a certain action on your computer.

- To use the **Stopwatch** tool, open it and click **Start**. Click **Stop** to stop, and click **Reset** to reset the timer.

Tip: If you need to track time for more than one activity, you can duplicate the Stopwatch tool in the Finder and start measuring.



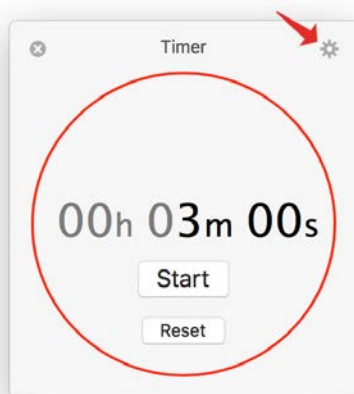
Timer

Use the Timer to count down from a time you specify to zero.

- To begin a countdown, open the tool, enter a time and click **Start**.

Even if you close the application, it continues counting down and notifies you when the timer reaches zero.

To set which sound plays when the timer reaches zero, click the gear in the upper-right corner and choose a sound.



Security and File Management



Parallels Toolbox can help keep your computer and your files safe and private. You can also use it to create an archive with multiple files, password protected if you like, or 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, or to remember which corner activates what — 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, place the Lock Screen tool in the Dock. Just click  in the menu bar and click the folder icon  to open a folder containing all the tools. Then drag **Lock Screen** to the **Dock**.



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.




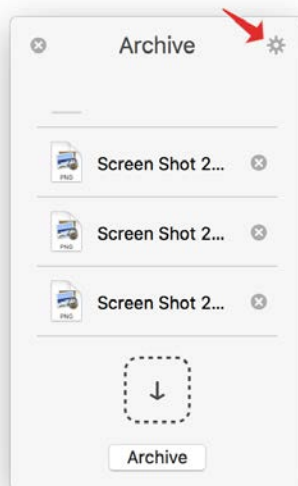
Archive

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: Unlike the built-in OS X compression utility, 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 menu bar, 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 the gear in the upper-right corner, select **Protect by 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.


Tips: You can create archives by dragging files and folders to the Archive icon in the Finder or Dock.

You can make a duplicate of **Archive** in the Finder and set a predefined password to quickly create password-protected archives.



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 menu bar, click **Archiver**, and then click **Unrchive**.
- 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 setting them to be so in Finder's **Get Info** dialog. Then you can just double-click an archive to unpack it.

CHAPTER 4

Get Help

For more information and support using Parallels Toolbox, go to www.parallels.com/toolbox and click **Support**.