Parallels Toolbox for Windows User's Guide

Contents

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
- Get more free space and optimize your computer by deleting unnecessary files

- Easily change the screen resolution

- Minimize various distractions when showing a presentation

- Resize images and convert them to a different format

- Find and delete duplicate files

- Set your computer to shut down or switch to sleep mode after a certain period of time

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**.

In This Chapter

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.
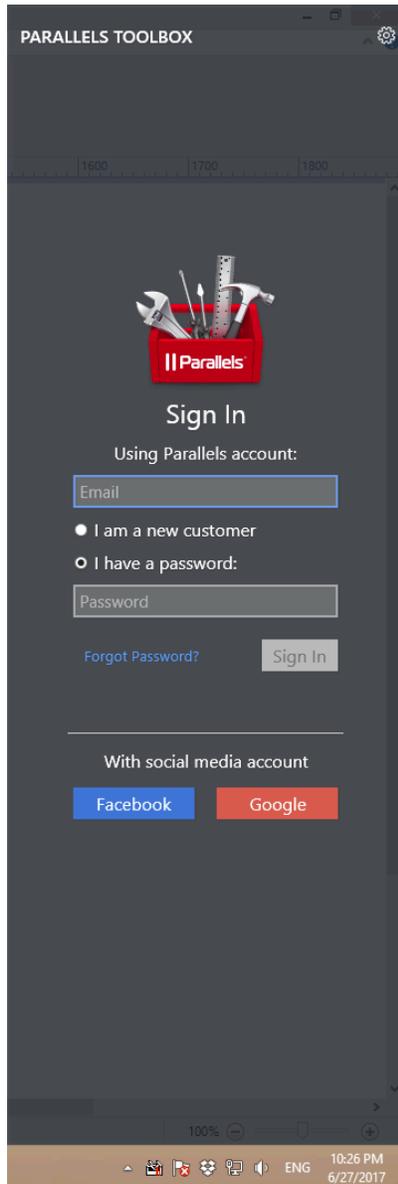
After that, do one of the following:

- 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.
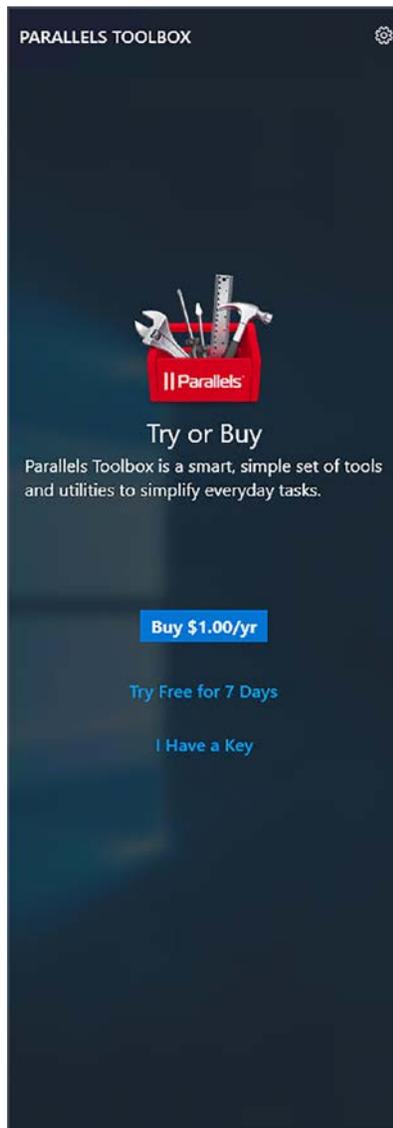
Basics

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.
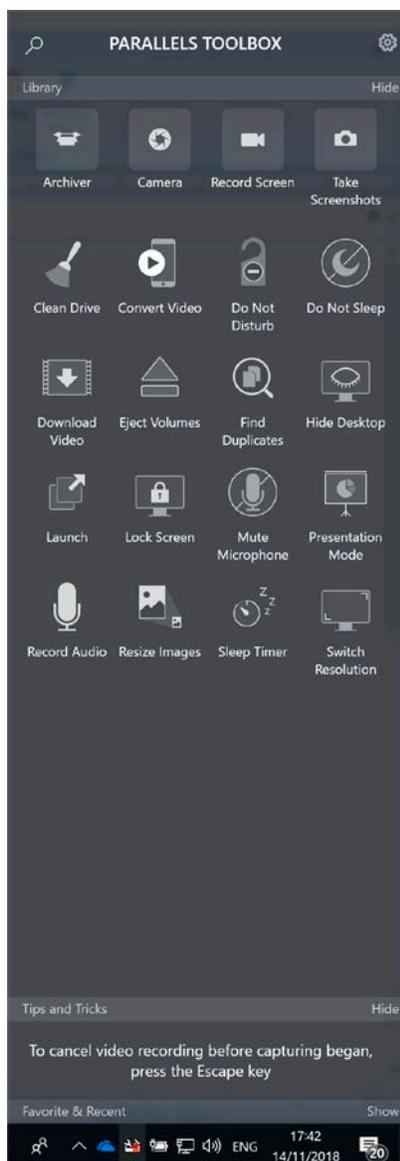
Quickly access the tools you use most

The **Favorite & Recent** area at the bottom of the Parallels Toolbox window shows the four 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, launch the tool you want, right-click its icon in the taskbar 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.
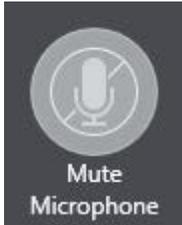
Change a tool's settings

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. To quit Parallels Toolbox, right-click 📁 in the Windows tray and choose **Quit**.

Parallels Toolbox Settings

This section describes what you can do in the Parallels Toolbox settings. To open the settings:

1   Click ![icon] in the Windows tray area.

2   Click ![icon] and click **Settings**.

General

In the **General** section of Parallels Toolbox settings, you can choose whether Parallels Toolbox starts together with your computer and whether the "Tips and Tricks" section is displayed in the Parallels Toolbox window.

Location

When you create or download some file using Parallels Toolbox, the file is placed on your desktop or to the Downloads folder by default.

In the **Location** section of Parallels Toolbox settings, you can change the default location where screenshots, camera shots, recordings, downloads and converted images are saved.

Shortcuts

In the **Shortcuts** section of Parallels Toolbox settings, you can create keyboard shortcuts to launch tools.

To create a shortcut, do the following:

1   Select a tool for which you're going to create a shortcut.

2   Click **Set Shortcut** and press the key combination you want to use to launch the selected tool.

Shortcuts

You can create shortcuts to launch tools. To add a shortcut, select a tool, click "Set Shortcut" and press the combination of keys that you want to assign.

Capture Area

Set a shortcut by pressing a combination of keys

Ctrl + 1

Set Shortcut   Cancel
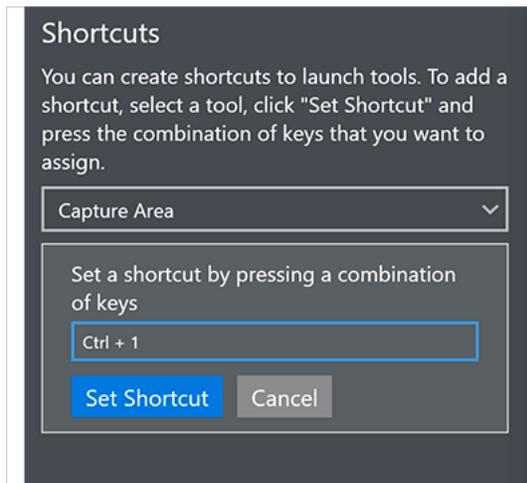
3   Click **Set Shortcut**.

If you want to edit or clear the specified shortcut, click the corresponding buttons.

The Tools

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

In This Chapter

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.

Tip: Press and hold the Control key while taking a screenshot to copy it to the clipboard.

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

By default, all these tools save screenshots on the desktop. If you want to change the default location, right-click any of the tools, select **Preferences** and click **Desktop**. The **Settings** window opens and you can choose another folder to save screenshots.

You can also choose to take screenshots with a delay. Right-click any of the tools, select **Preferences** and choose the time interval you need from the **Delay** window.

When you take screenshots, the default file format is PNG. You can change the default format to JPEG, TIFF or GIF. Right-click any of the tools, select **Preferences** and choose the format you need from the **Image Format** menu.

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.

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.

Capture Window

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

- Open the tool, then click any window to take the screenshot.

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 sound, 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 **Record audio from** 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.

By default, all these tools save videos on the desktop. If you want to change the default location, right-click any of the tools, select **Preferences**, click **Desktop** and choose another folder where recordings are saved to.

You can also choose to start recording videos with a delay. Right-click any of the tools, select **Preferences** and choose the time interval you need from the **Delay** menu.

If you're recording a tutorial or some educational video and need to show mouse clicks, right-click any of the tools, select **Preferences** and choose **Highlight mouse clicks**.

You can also choose the video resolution between original, medium and small. Right-click any of the tools, select **Preferences** and select the resolution you need from the **Resolution** menu. The smaller the resolution - the smaller the file size.

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.

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.

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.

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 Parallels Toolbox window and click the **Start** button.

2   To stop recording, click the **Stop** button. By default, Record Audio saves recordings to the desktop. If you want to change the default location, right-click the tool, choose **Preferences**, click **Desktop** and choose another folder where recordings are saved to.

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

> **Tips:** You can set the tool to record from a different source including another microphone connected to your computer or system audio (sounds produced by your computer). Right-click the tool, select **Preferences** and choose the sound source you need from the **Record from** menu.
>
> You can also choose the audio format and file size of your recordings. Right-click Record Audio, select **Preferences**, choose the audio format in the **Audio format** menu and the file size you need in the **Size** menu. But please note, the smaller the file size - the lower the sound quality.

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 camera.

- Open the tool. A preview appears. Click the camera button to take a picture.

  By default, an image file appears on the desktop. To change the default location, right-click the tool, select **Preferences**, click **Desktop** and select another folder where camera shots are saved to.

> **Note:** If your computer has two or more cameras, right-click the tool, select **Preferences** and choose the camera you want to use from the **Camera** menu.

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 taskbar, right-clicking the tool, and choosing **Preferences**.

Take Video

Use this tool to record video using your computer's 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.

  By default, a video file appears on the desktop. To change the default location, right-click the tool, select **Preferences**, click **Desktop** and choose another folder where recordings are saved to.

  Videos are recorded in .mp4 format.

> **Note:** If your computer has two or more cameras, right-click the tool, select **Preferences** and choose the camera you want to use from the **Camera** menu.

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 taskbar, right-click the tool, and choose **Preferences**.

2   Choose a source from the **Record audio from** pop-down 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 taskbar, 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. Its window appears.

2   Copy the URL (select it and press Ctrl + C), switch to the **Download Video** tool and paste it (Ctrl + V). The video begins downloading.

By default, videos are saved to the Downloads folder. To change the default location, right-click the tool, select **Preferences**, click **Downloads** and specify another folder where downloaded files are saved.
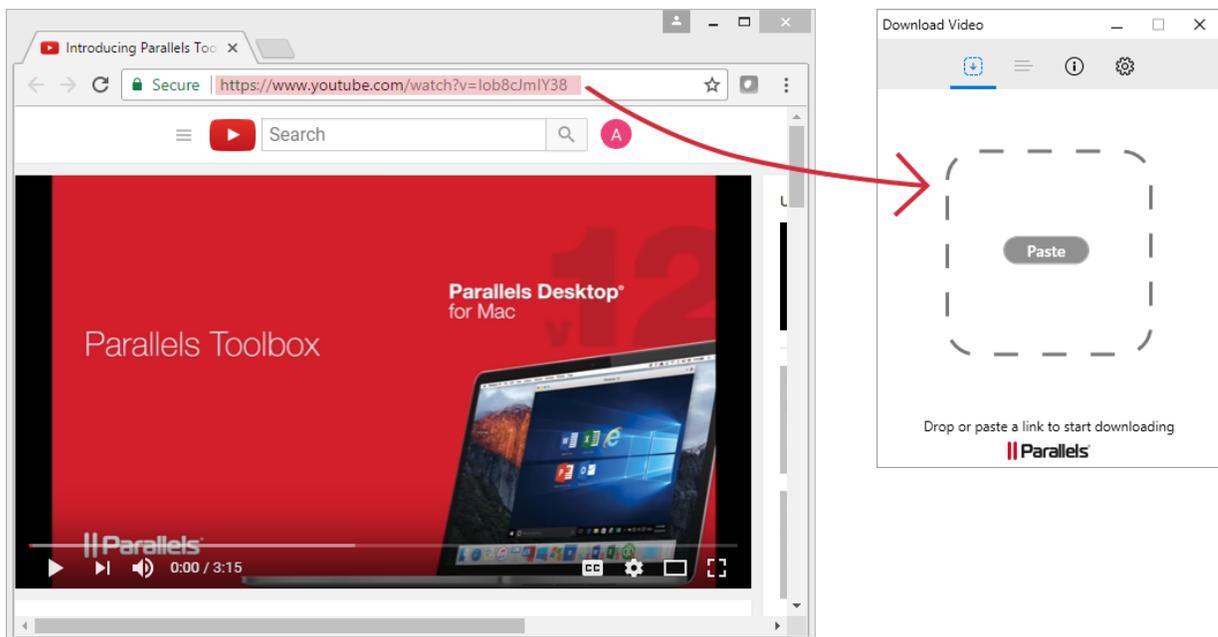
To manage file sizes or time taken to download a video, you can set the maximum resolution to download. To do so:

1   Open **Download Video** and click ⚙ in the upper-right corner

2   Choose a maximum resolution from the **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. Its 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 is 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 to** 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 **Quality** pop-down menu. You can choose:

- **Normal (up to 720p)**

- **High (up to 1080p)**

Subsequent videos are converted at the resolution you choose.

Resize Images

Use this tool to resize images or convert them to a different format.

1   Launch **Resize Images** from the Parallels Toolbox window.

2   Drag a picture (or a group of pictures) to the Resize Images window.

3   Do the following:

- If you want to change the file format, select the format you need from the **Format** menu.
- If you want to resize the picture, specify another width and hight in the corresponding fields.
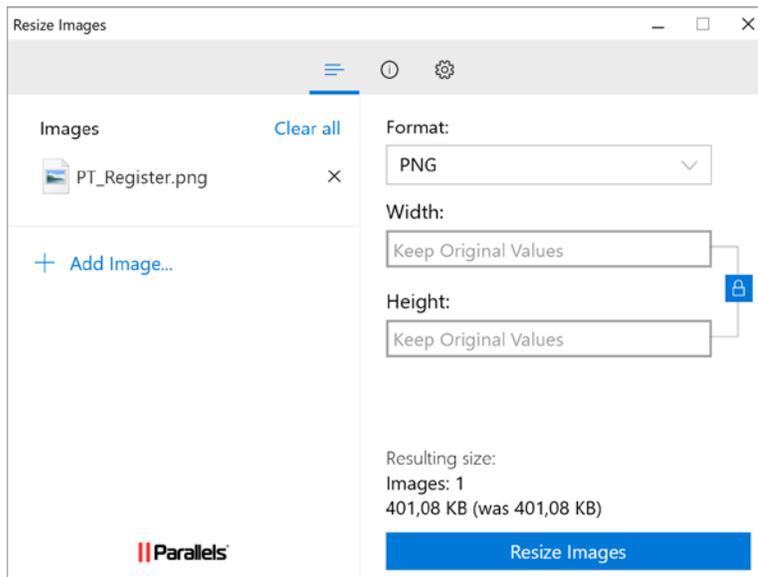
Note: Use the Lock icon to constrain proportions.

4   Click **Resize Images**. By default, the resulting file or files are saved to the Desktop. To change the default location, right-click the tool, select **Preferences** and specify another folder.

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. 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 choose another setting for how long your computer is prevented from going to sleep.

1   Right-click **Do Not Sleep** and select **Preferences**.

2   Choose for how long your computer is prevented from going to sleep.

> **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.

> **Tips:** Do Not Disturb mode is useful when giving a presentation or recording onscreen video.
>
> If you need to turn on **Do Not Disturb** mode for a longer period of time, right-click the tool, select **Preferences** and deselect **Until the end of the day**. Then launch the tool - **Do Not Disturb** mode will be active until you disable it.

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.

Presentation Mode

Use this tool when showing a presentation. When Presentation Mode is on, various notifications and animations are disabled, the computer is prevented from going to sleep, and the files on your desktop are hidden.

> **Notes:**
>
> 1. When you connect an external display, Presentation Mode may turn on automatically.
>
> 2. You can edit the Presentation Mode settings (for how long the presentation mode is on, whether the mode turns on automatically, whether the notifications and animations are disabled, etc.) according to your preferences. To edit the settings, right-click Presentation Mode in the Parallels Toolbox window and choose **Preferences**.

Switch Resolution

Use this tool to quickly change the screen resolution or rotation on any display connected to your computer.

Simply click Switch Resolution in the Parallels Toolbox window and choose the screen resolution you need.
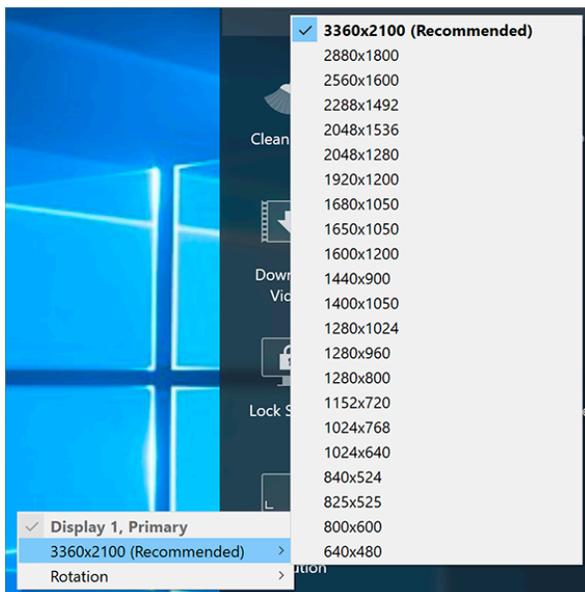

> **Tip:** If you often need to change the screen resolution, open the Parallels Toolbox window and drag Switch Resolution to the Windows taskbar to have it always at hand.

Sleep Timer

Use this tool if you want to shut down your computer or switch it to sleep mode after a certain period of time. You may need this in various situations when you want to shut down or send your computer to sleep after it finishes some work but don't want to wait. For example, you have to go to sleep but your PC is still downloading some large files - check how much time is left and set the PC to shut down or sleep after this period.

1 Launch Sleep Timer from the Parallels Toolbox window.

2 Select what you want to do with the computer and set the time interval.
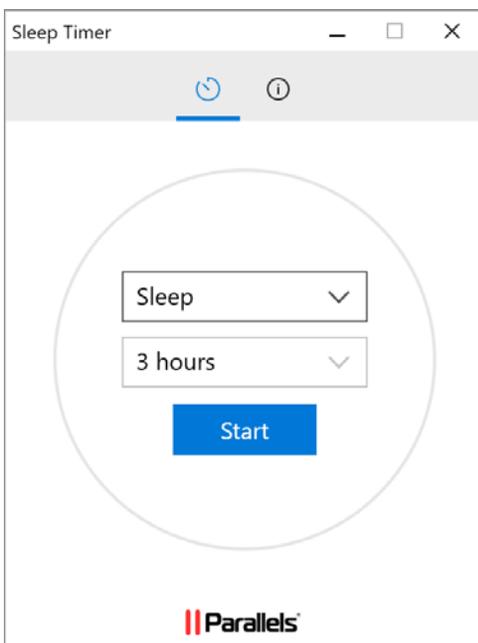
3 Click **Start**. The computer will do what you chose after the selected period of time.

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. Click ▒ in the Windows tray and drag the **Lock Screen** tool to the 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.
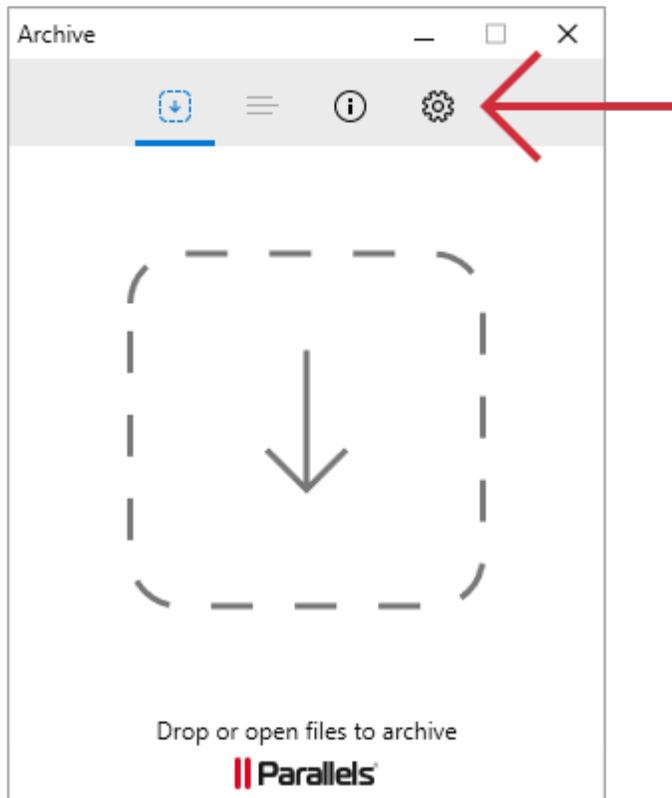
Be sure to let anyone who you want to have access to the files know the password.

> **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.

Optimization

Clean Drive

Use Clean Drive to get more free space by deleting unnecessary files like cache, logs, temporary files, etc. To clean up your computer:

1   Click ![icon] in the Windows tray and launch the tool. Clean Drive scans your computer and calculates how much space can be freed up.

2   Select the categories of files you want to delete and click **Clean Up**.
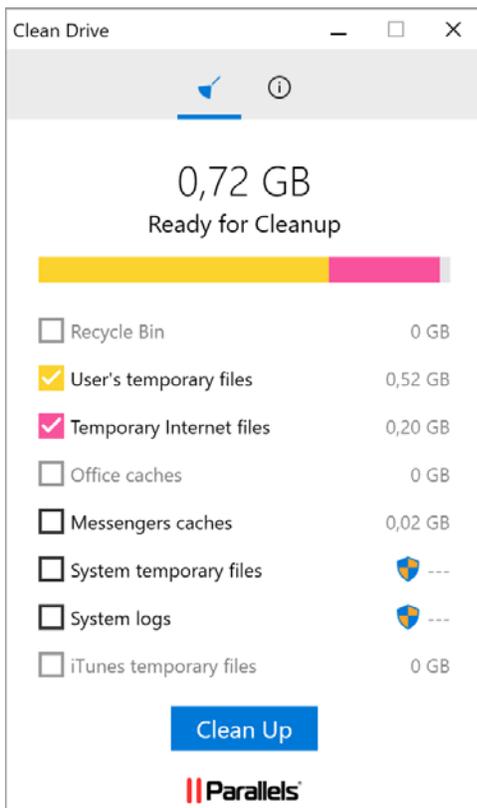

Find Duplicates

Use this tool to find and delete duplicate files on your computer.

1   Launch Find Duplicates and do one of the following:

26

- Drag one or more directories you want to check for duplicates (for example, your Documents and Downloads folders) to the tool's window.

- Move the mouse pointer to the tool's window, click **Open** and choose the directories you want to check for duplicate files.

2 Click **Search for Duplicates**. Find Duplicates scans the folders you chose and shows the list of detected duplicate files. In this list, you can see how many duplicates and their copies have been detected.
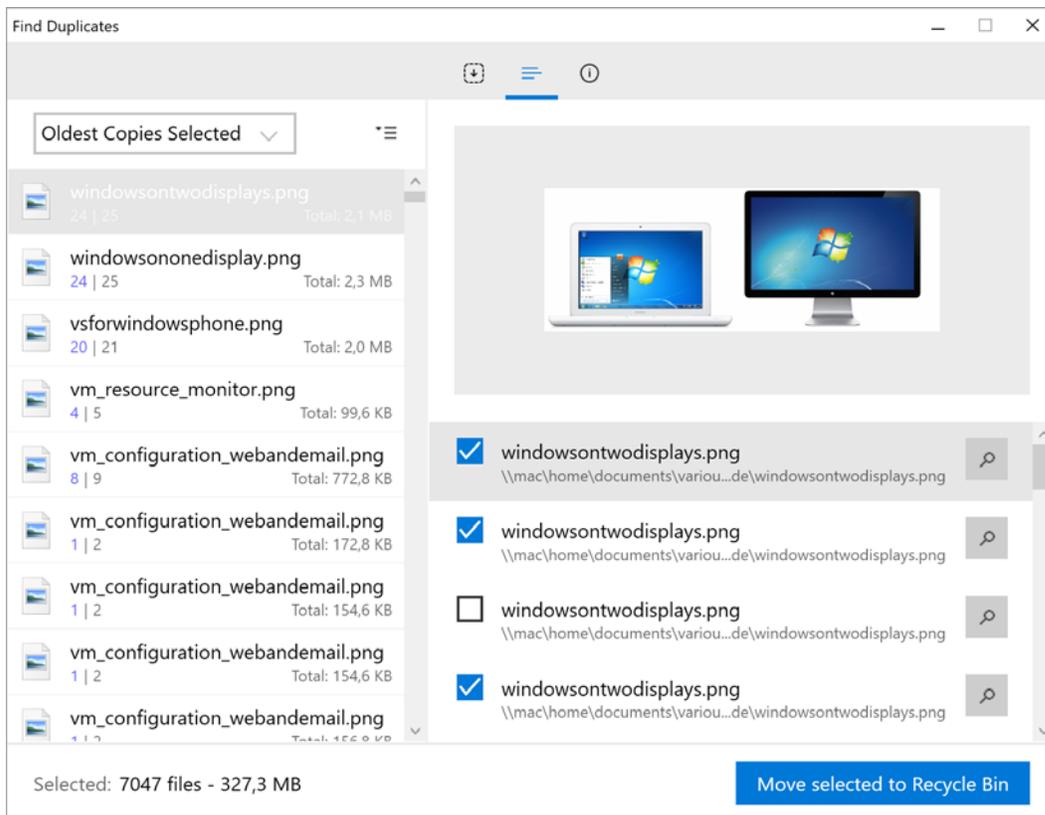
> **Note:** You can use the menu at the top of the list to sort the files by name, size, type, or to show only some particular type of files.

3 For each detected duplicate, select the copies you want to delete and click **Move selected to Recycle Bin**.

Get Help

For more information and support using Parallels Toolbox, right-click ![icon] in the Windows tray 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 ![icon] 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 ![icon] 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 ![icon] in the Windows tray.

2   Click ![icon] and click **Suggest a Feature**.

In This Chapter

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 ![icon] in the Windows tray.

2   Click ![icon] and click **Check for Updates**.