



Parallels Toolbox for Mac 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
- Take screenshots of entire web pages even if they are not fully displayed on the screen
- Resize images and convert them to a different format
- 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
- Simultaneously eject all volumes and removable media from your computer
- Open several predetermined applications or documents 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
- Easily download audio files or playlists from the Internet
- 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
- Make GIFs from video files
- Find and delete duplicate files
- Get more free space and optimize your Mac by deleting unnecessary files
- Release inactive memory and optimize memory consumption on your Mac
- Easily change the screen resolution
- Quickly turn off all wireless communication (Wi-Fi, Bluetooth, etc.) on your Mac
- Minimize various distractions when showing a presentation
- Show and conceal hidden files
- Completely uninstall applications and remove leftover files of the previously deleted applications
- Check local time and time offset information in thousands locations around the globe

The Toolbox is just one click away in the menu bar, and tools can also be launched from the Finder or from the Dock.

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Installing Parallels Toolbox

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

Otherwise, you can download Parallels Toolbox from www.parallels.com/toolbox.

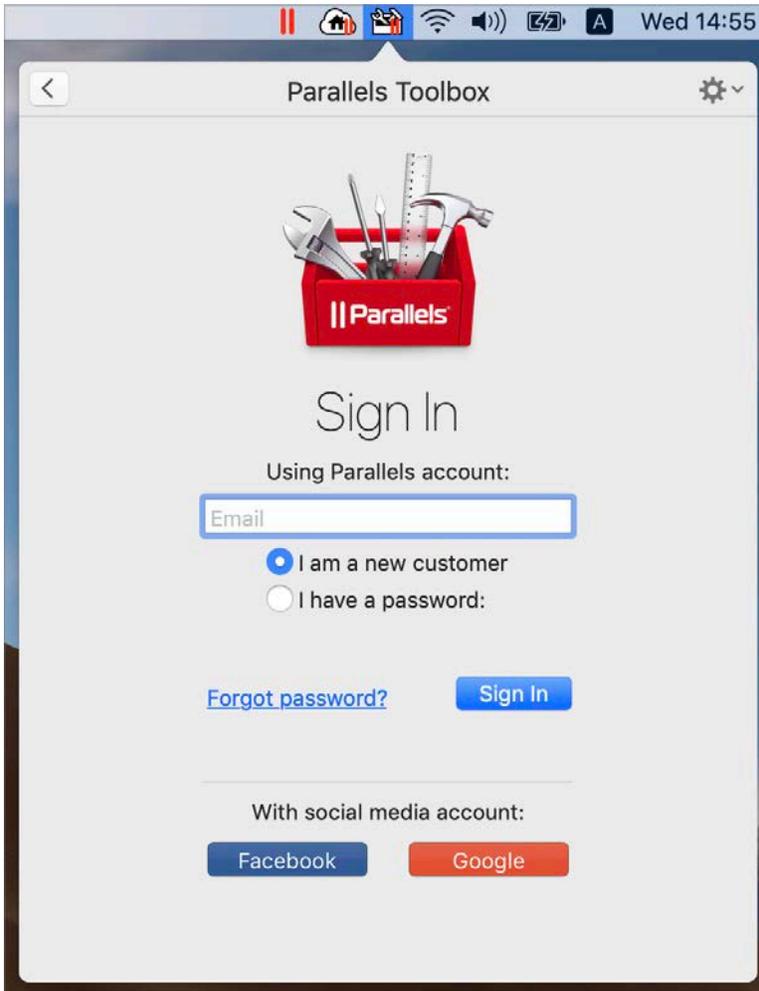
To install Parallels Toolbox:

- 1 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.

- 2 If necessary, sign in to your Parallels account. Or create a new one if you don't have one already.



Note: If you have Parallels Desktop, you may not need to sign in.

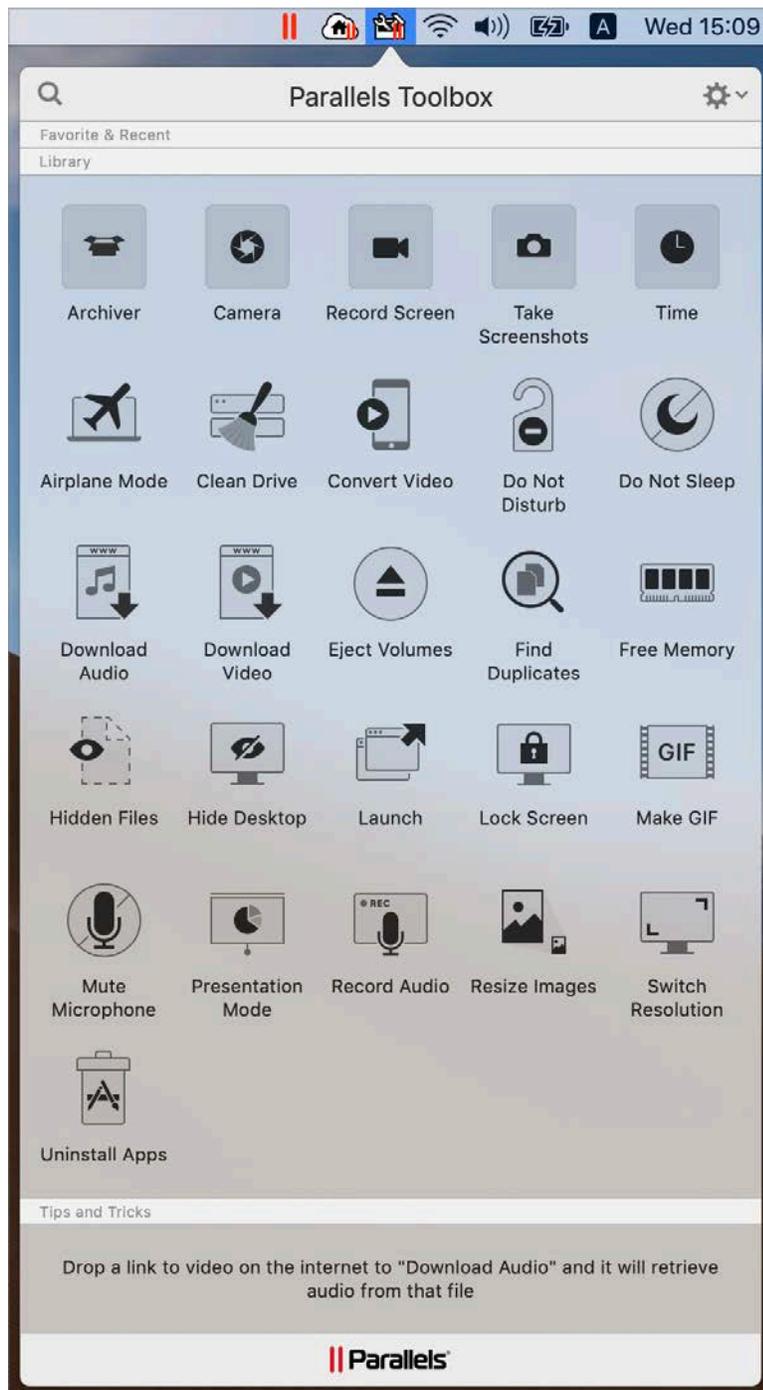
CHAPTER 2

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. 14) for more information.

Quickly access the tools you use most

You can put the tools you use most in easy-to-access places so you can find them even more quickly and conveniently. Just click  in the menu bar and drag a tool to place it where you want it.

You can drag tools to:

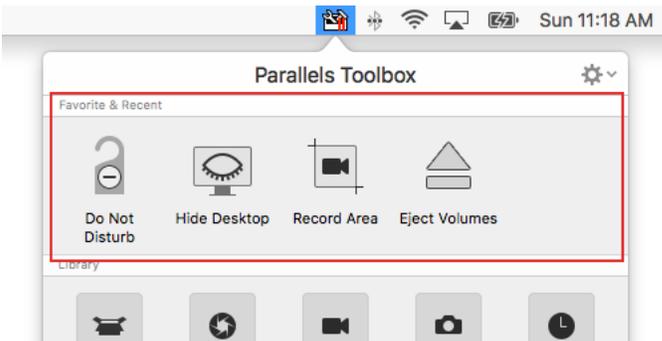
- The Dock at the bottom of the screen



- The menu bar at the top of the screen



- The **Favorite & Recent** area at the top of the toolbox



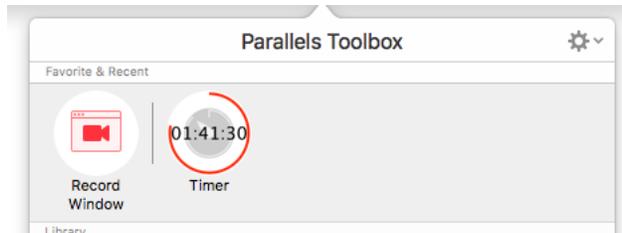
This area also shows the five most recent tools you've used.

Tip: To remove a tool from the Dock or **Favorite & Recent** area, just drag it out. To remove a tool from the menu bar, hold down the Command key on your keyboard and drag the tool out.

See whether a tool is active

By looking at a tool's icon in the Dock, menu bar, or **Favorite & Recent** area in the toolbox, you can see whether it's active and sometimes see other information about its state.

For example, below the **Record Window** icon is blinking red to show a window is being recorded, and the **Timer** icon shows how much time is left.



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 menu bar, then right- or Control-click the tool and choose **Preferences**.
- In tools that have windows, open the tool and click  in the window.

Tip: 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 Toolbox

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

- 1 Click  in the menu bar.
- 2 Click  and click **Quit Parallels Toolbox**.

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

Parallels Toolbox Preferences

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

- 1 Click  in the macOS menu bar.
- 2 Click  and select **Preferences**.

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General

On the **General** tab, you can do the following:

- choose whether Parallels Toolbox starts together with your Mac;
- disable automatic updates; and
- choose whether the "Tips and Tricks" section is available in the Parallels Toolbox window.

Shortcuts

On the **Shortcuts** tab, you can create keyboard shortcuts to launch tools.

To create a shortcut, do the following:

- 1 Click "+" at the left bottom corner of the window.
- 2 Select a tool from the **Tool** menu.
- 3 Click the **Keyboard Shortcut** field and press the key combination you want to use to launch the selected tool.
- 4 Click **Add**.

Tools

On the **Tools** tab, you can choose which tools are displayed in the Parallels Toolbox window.

CHAPTER 4

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 four 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 menu bar, 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 specify another location.

If you use the Capture Area, Capture Screen and Capture Window tools, you can choose to take screenshots with a delay. Right-click any of the tools, point to **Run with delay** and specify the time interval you need.

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

If you're working in macOS 10.14 Mojave, you can choose to show a floating thumbnail once a screenshot is taken. To do so, right-click Capture Area, Capture Screen or Capture Window, select **Preferences** and make sure **Show Floating Thumbnail** is selected.

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 Mac 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.

Screenshot Page

Use this tool to take a screenshot of the entire web page even if it's not fully displayed on the screen.

Note: This tool is currently unavailable in macOS 10.14 Mojave.

- Open the tool.

If you open it for the first time, you will be asked to install a special extension for the Safari web browser. This extension adds a button to the left of the Safari address bar. Click this button to make a screenshot of the currently displayed web page. You can choose whether you want to take a screenshot of the whole web page or only of its visible part.

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 Mac 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

Note: The first time you set a tool to record system audio, you are prompted to install a sound driver and restart your computer. Just follow the onscreen prompts.

- No sound, for a silent video

To set the audio source:

- 1 Click  in the menu bar, right- or Control-click the tool, and choose **Preferences**.
- 2 Choose a source from the **Audio source** pop-down menu.

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

To access a screen recording tool, click  in the menu bar, 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** and specify another location.

You can also choose to start recording videos with a delay. Right-click any of the tools, point to **Run with delay** and specify the time interval you need.

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.

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.

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 Screen** icon in the Dock or in the menu bar.

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 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 Parallels Toolbox window.
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). By default, Record Audio saves recordings to the desktop. If you want to change the default location, right-click the tool, choose **Preferences** and specify a new location.

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

Tips: In the **Record Audio** preferences, you can choose the sound format and from which microphone sound is recorded.

You can also choose the file size of your recordings. Please note, the smaller the file size - the lower the quality.

To access the preferences, right-click **Record Audio** and select **Preferences**.

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 menu bar, 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.
By default, an image file appears on the desktop. To change the default location, right-click the tool, select **Preferences** and specify another folder.

Note: If your Mac 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 Deselect **Show Preview**.

Tip: If you disable showing a preview, you can access **Take Photo** settings again by clicking  in the menu bar, Control- or 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.

By default, a video file appears on the desktop. To change the default location, right-click the tool, select **Preferences** and specify another folder.

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

Note: If your Mac 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 menu bar, right- or Control-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 Deselect **Show Preview**.

Tip: If you disable showing a preview, you can access **Take Video** settings again by clicking  in the menu bar, Control- or 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.

- Open the tool. If you open it for the first time, you're asked to enable a special extension for the Safari web browser. This extension adds a button to the left of the Safari address bar. Use this button to download the video from the currently opened web page.

By default, videos are saved to the Downloads folder. To change the default location, right-click the tool, select **Preferences** and specify another folder.

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 **Preferred quality** pop-down menu. You can choose:
 - **Low (up to 360p)**: The fastest to download.
 - **Normal (up to 720p)**
 - **High (up to 1080p)**
 - **Max (maximum available)**: Up to 4k

Your choice is saved for subsequent downloads.

You can also choose what to do with non-MP4 videos:

- 1 Open **Download Video** and click  in the upper-right corner.
- 2 Choose one of the following from the **For non-MP4 videos** menu:
 - **Download MP4 in lower quality**. If the tool downloaded a non-MP4 video in the selected quality but failed to convert it to MP4, select this option and try to download this video again. The tool will try to find it in a lower quality but in the MP4 format.
 - **Download without conversion**. The tool will not convert non-MP4 videos to MP4.
 - **Convert to MP4**. Once a non-MP4 video is downloaded, the tool will try to convert it to MP4.

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 left corner of the window that appears.
- 2 Choose **iTunes** from the **Save video to** pop-down 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 .
- 2 Choose a maximum resolution from the **Video quality** pop-down menu. You can choose:
 - **Normal (up to 720p)**
 - **High (up to 1080p)**

Subsequent videos are converted at the resolution you choose.

Download Audio

Use this tool to download audio files from the Internet. You can download audio files one by one or the whole playlist at once. Or you can download audio from a video file.

To download an audio file:

- 1 Launch **Download Audio** from the Parallels Toolbox window.
- 2 Do one of the following:
 - To download an audio file, drag the link to the audio to the tool's icon in the Dock or to the tool's window. You can also right-click an audio, select **Copy Link**, then click the tool's window and press Command + V.
 - To download a playlist from a webpage, drag the page URL (from the browser address bar) to the tool's window or icon.
 - To download audio from a video file, drag the video file URL to the tool's window or icon.

Note: By default, audio files are downloaded to your Downloads folder. To change the default location, right-click the tool, select **Preferences** and specify another folder.

Make GIF

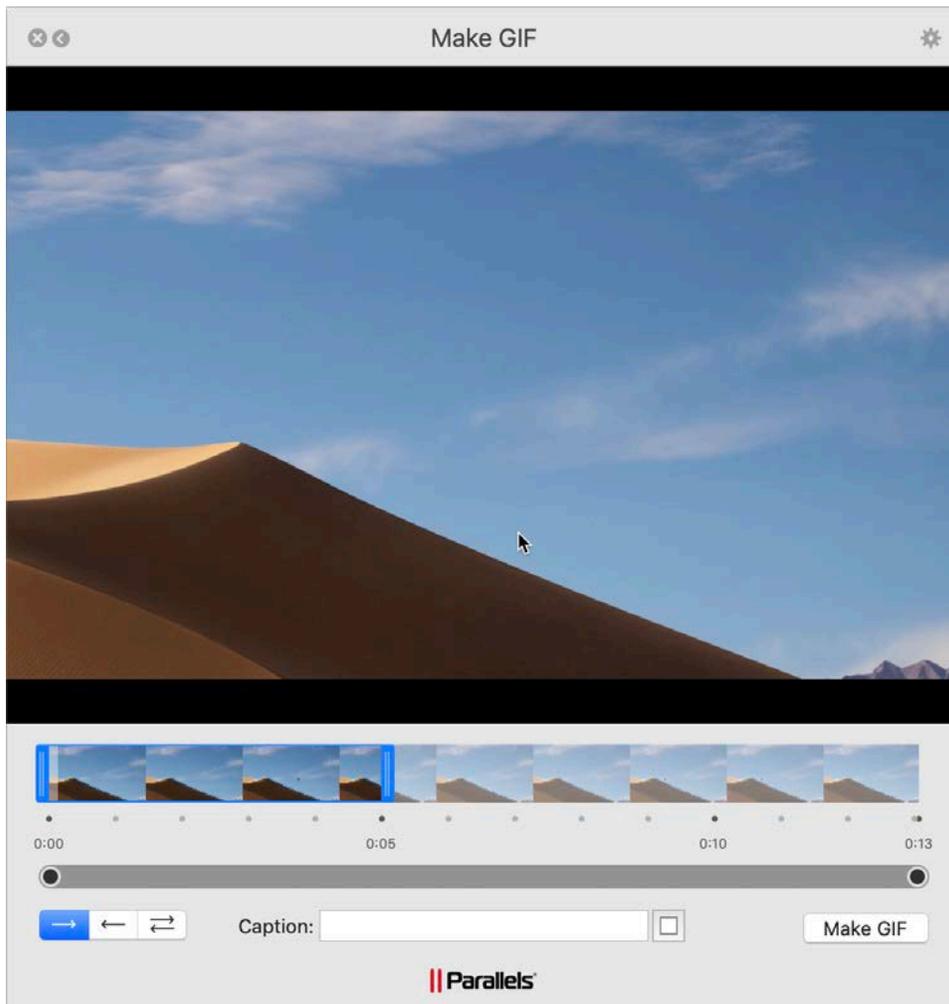
Use this tool to create animated GIF files from videos.

Before you start creating a GIF, you may want to change the GIF file settings such as size and frame rate. Right-click Make GIF in the Parallels Toolbox window, click **Preferences** and choose the size and frame rate you need from the corresponding menus.

To create a GIF file, do the following:

- 1** Launch **Make GIF** from the Parallels Toolbox window.
- 2** Do one of the following:
 - Drag some video to the tool's window.
 - Move the mouse pointer to the tool's window, click **Open** and select the video from which you're going to create a GIF file.

- 3 Choose your start and end points.



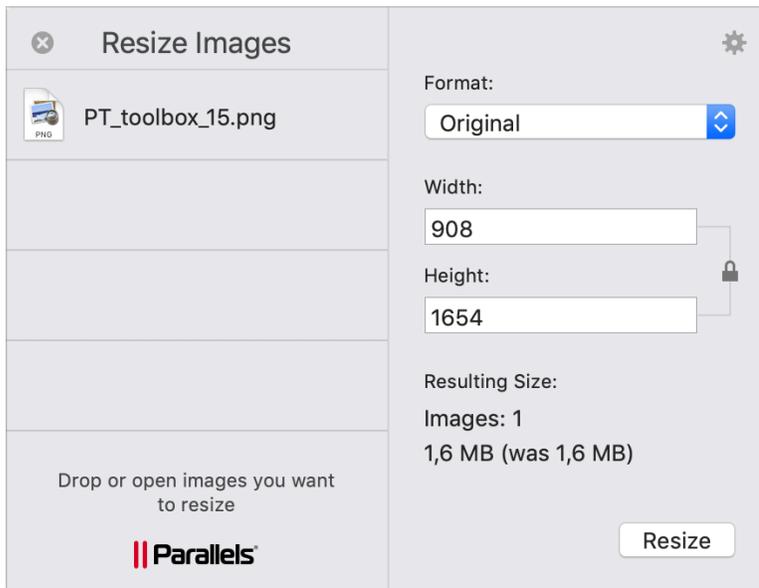
Note: To set the start and end points more accurately, you can use the slider that allows you to zoom in the timeframe.

- 4 Set how you want to play the frames. You can choose between **Normal**, **Reverse** and **Back and Forth**.
- 5 If you want, add some caption to the corresponding field.
- 6 Click **Make GIF** to create a GIF file. The resulting GIF file is saved to the same folder where the original video is located. If you want to change the default location, you can do this in the tool's preferences.

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 height in the corresponding fields.



Note: Use the Lock icon to constrain proportions.

- 4 Click **Resize**. 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 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. 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.

Drag the **Do Not Sleep** tool to the menu bar or Dock so you can 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.

Presentation Mode

Use this tool when showing a presentation. When Presentation Mode is on, the macOS notifications and animations in the Dock are disabled, the Mac 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**.

Airplane Mode

Use this tool to quickly turn off all wireless communication (Wi-Fi, Bluetooth, etc.) on your Mac.

To activate the airplane mode, simply click the Airplane Mode icon in the Parallels Toolbox window. To disable the airplane mode, click this icon again.

TIME

The following five tools can help you keep track of time sensitive tasks or events. To access these tools, click  in the menu bar, select **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, right-click the **Alarm** tool, select **Preferences** 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.

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  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. 8). The number of days remaining in the countdown are shown in the icon in the Dock.

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

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.

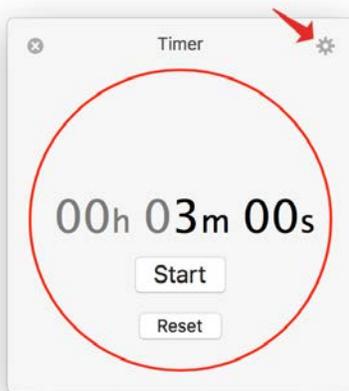
Timer

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  in the upper-right corner and choose a sound.

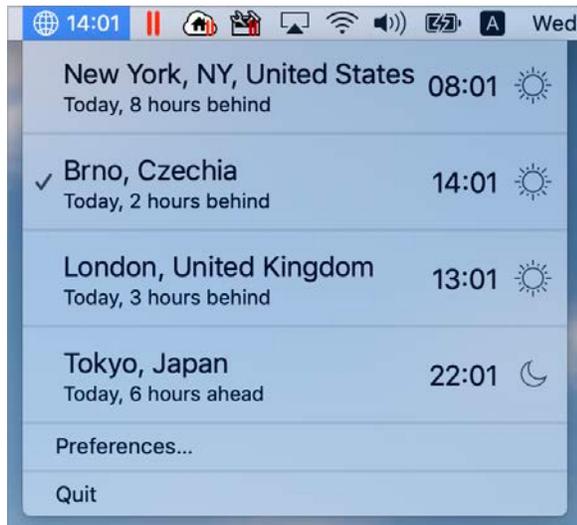


World Time

Use this tool to see local time and time offset information in thousands of cities located in different time zones.

To select where you want to see the time, right-click the tool, select **Preferences** and start typing the name of the city. When this city pops-down, select it. You can add as many places as you need. To change the order in the list, simply drag the cities up or down. Once ready, click **Done**.

The tool's icon will appear in the macOS menu bar. Click this icon to see the local time and time offset info in the selected locations. You can choose how the menu bar icon looks like - open the tool's preferences and select the way you need from the **Menu bar** menu.

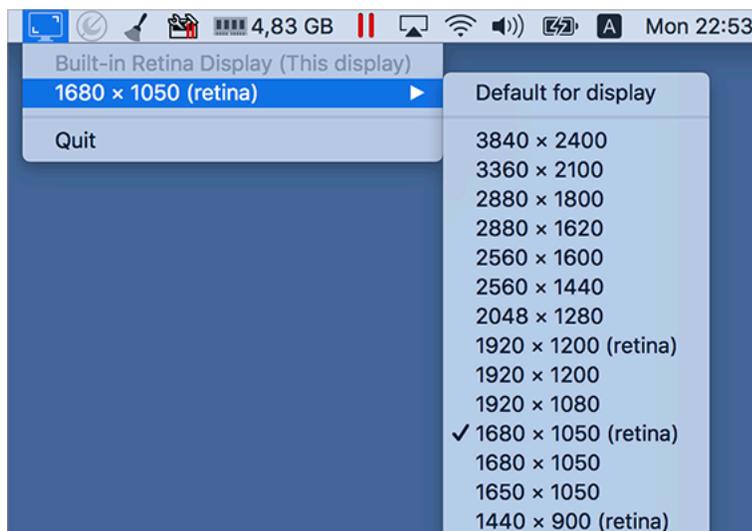


Note: To use World Time, your Mac must be connected to the Internet.

Switch Resolution

Use this tool to quickly change the screen resolution on any display connected to your Mac.

When you launch Switch Resolution, its icon appears in the macOS menu bar. To change the screen resolution, click this icon and choose the resolution you need.



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, 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 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.

Block Camera

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

- 1 Click  in the menu bar, 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.

Tip: When active, the **Block Camera** tool warns you if another application tries to turn the camera back on, and prevents the app from doing so.

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 **Open** and choose items.

To remove an item, click X next to it.

- 2 To open the set of items, click **Launch** or open the tool again.

Tip: To change which files and apps this tool opens, right-click or Control-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, network volumes (SMB, AFP, etc.), and disk images (DMG, ISO, etc.).

- To eject all volumes, just open the tool.

To choose which types of volumes eject:

- 1 Right-click or Control-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.
 - **Network volumes:** SMB shares, AFP shares, etc.
 - **Local volumes:** Mounted disk images (DMG, ISO, etc.)

Eject Volumes doesn't eject your startup disk.

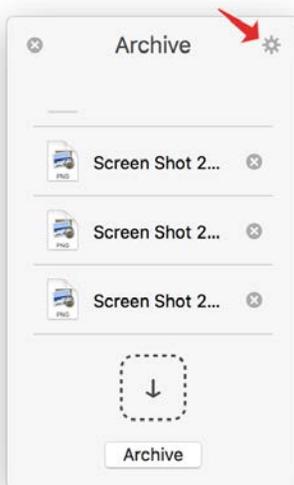
Archive

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 , select **Protect by 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.

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

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 an archive 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.

Hidden Files

Use this tool to show and conceal files that are usually hidden in macOS.

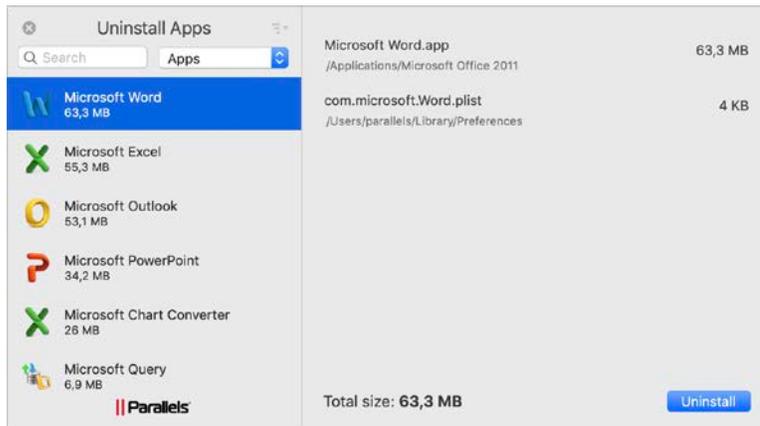
To show hidden files, click the tool in the Parallels Toolbox window. To conceal hidden files, click the tool again.

Uninstall Apps

When you remove some applications, they may leave various files on your Mac. Use **Uninstall Apps** to completely remove applications that you no longer use as well as leftover files of the previously deleted applications.

- 1 Click **Uninstall Apps** in the Parallels Toolbox window.
- 2 Select whether you want to remove **Apps** or **Leftovers**.
- 3 Do one of the following:

- If you want to delete an application, select it in the list and click **Uninstall**.



- If you want to delete leftover files, select them and click **Clean**.

Optimization

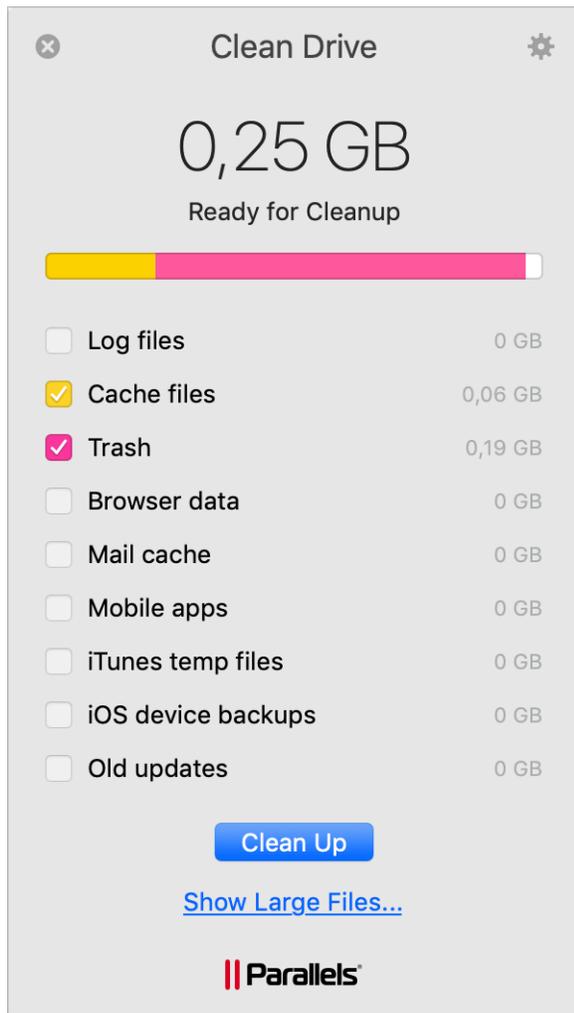
Parallels Toolbox can help you to optimize your Mac by deleting unnecessary files (duplicate files, temporary files, cache files, etc.).

Clean Drive

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

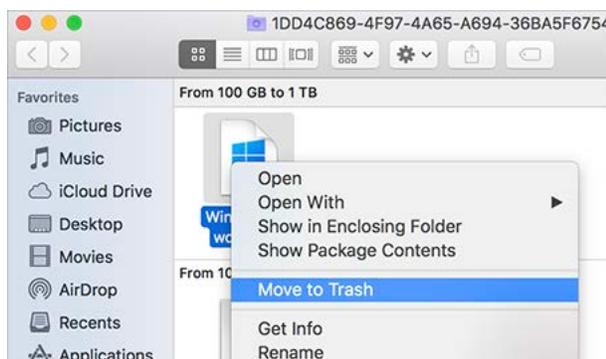
- 1 Launch the tool. Clean Drive scans your Mac and calculates how much space can be freed up.

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



You can also use Clean Drive to delete your old and large files. Do the following:

- 1 Launch Clean Drive and click **Show Large Files** at the bottom of the tool's window. A new window opens. In this window, all your files are sorted out by size.
- 2 Right-click the file you want to delete and select **Move to Trash**.



Find Duplicates

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

1 Launch Find Duplicates and do one of the following:

- 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 **Select** and choose the directories you want to check for duplicate files.

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.

2 For each detected duplicate, select the copies you want to delete and click **Move to Trash**.

Free Memory

Use this tool to release inactive memory and optimize memory consumption on your Mac.

1 Launch Free Memory from the Parallels Toolbox window.

At the bottom of the Free Memory tool you can see the apps that use a significant amount of memory.



2 Click **Free Memory**.

Tip: To always see how much memory is available and release inactive memory with just a few clicks, drag the Free Memory tool to the macOS menu bar. If you need to remove Free Memory from the menu bar, press the Command key and drag it out.

CHAPTER 5

Get Help

For more information and support using Parallels Toolbox:

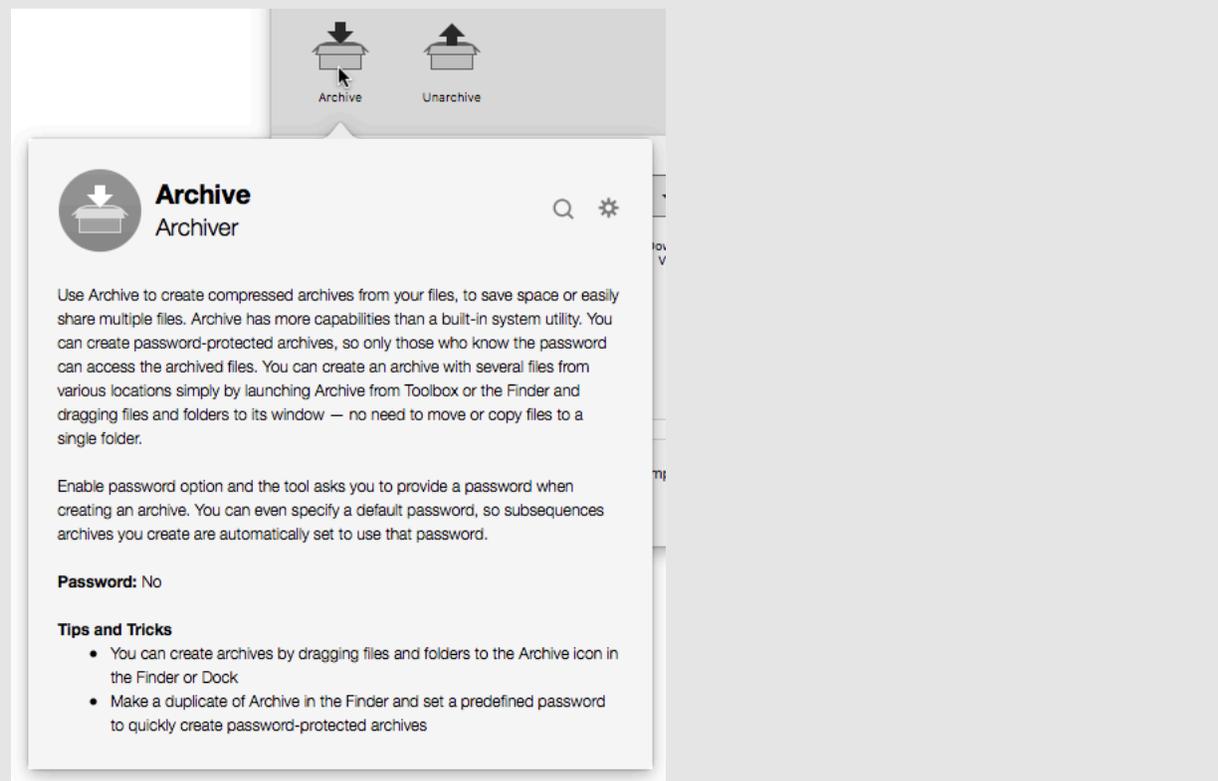
- 1 Click  in the macOS menu bar.
- 2 Click  and choose **Help > Support Center**.

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 menu bar. A tip appears at the bottom of the window. Click the tip to see another tip. If you don't see any tips in the Parallels Toolbox window, click , select  > **Preferences > General** and make sure **Show the "Tips and Tricks" section** is selected.

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.



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 menu bar.
- 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 macOS menu bar.
- 2 Click  and click **Check for Updates**.