Parallels Desktop for Chrome OS

User's Guide

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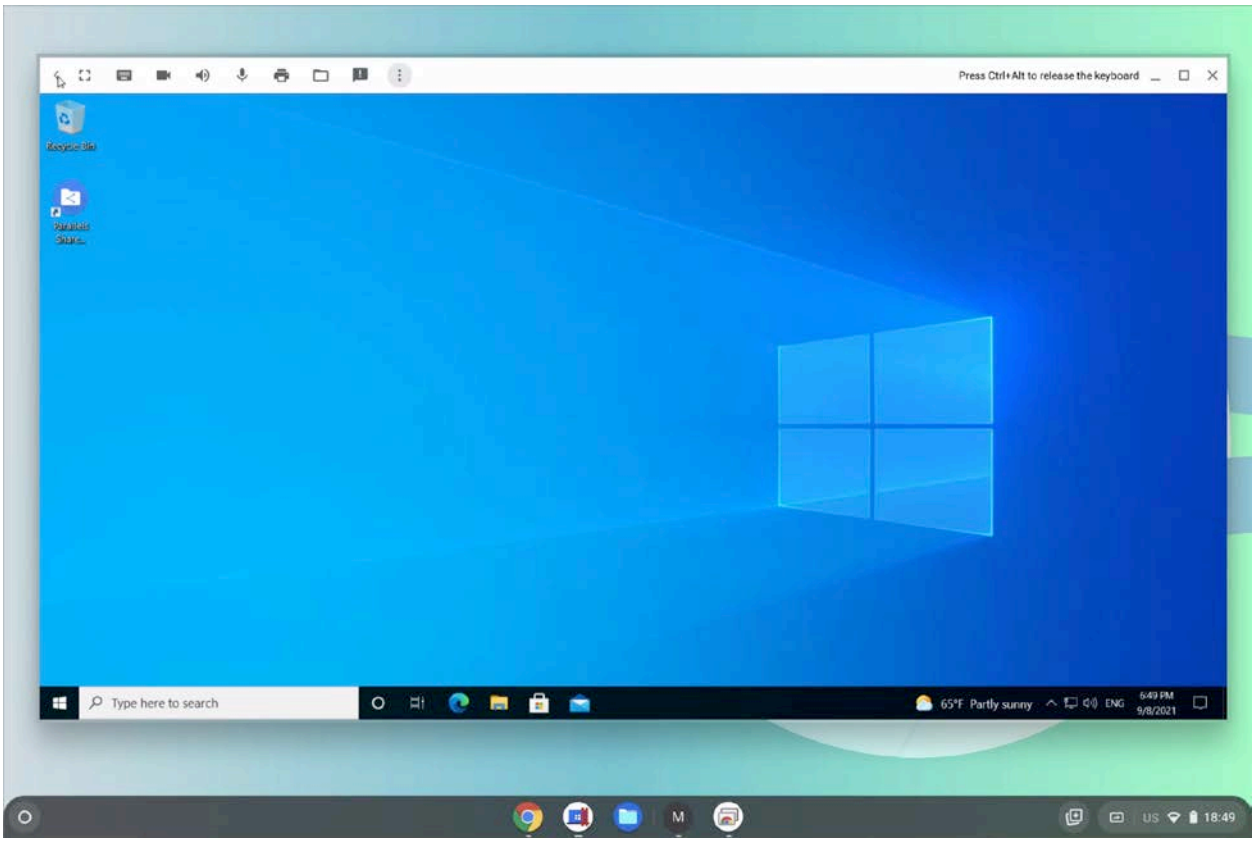
CHAPTER 1

About Parallels Desktop

Parallels Desktop for Chrome OS Enterprise and Education Edition is an application that allows you to use Windows 10 and its apps on Chrome OS devices (Chromebooks and Chromeboxes).

This guide describes how to install and work with Parallels Desktop.



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How Parallels Desktop Works

Parallels Desktop is installed on a Chrome OS device by a system administrator.

When you first start Parallels Desktop, it downloads a pre-configured Windows 10 virtual machine* created by your administrator. This virtual machine usually has all the necessary applications installed but these details depend on your company policies.

Once the download is complete, the virtual machine launches automatically. After Windows 10 boots up, you can start working with its applications.

** A virtual machine is a package that is stored locally on your Chrome OS device. When Parallels Desktop runs it, the virtual machine looks and behaves like a standalone computer.*

CHAPTER 2

First Steps with Parallels Desktop

As written in the previous topics, Parallels Desktop is installed on your Chrome OS device by a system administrator. Read this chapter to learn how to start and update Parallels Desktop, change its interface language and more.

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Start Parallels Desktop

Depending on how your system administrator configures the Parallels Desktop settings, you can start Parallels Desktop by doing one of the following:

- Open Launcher, scroll it down and click Parallels Desktop.
- If the administrator chose to pin the Parallels Desktop icon to the shelf, click it to launch the application.

Update Parallels Desktop

Parallels Desktop updates automatically together with Chrome OS.

Change the Parallels Desktop Interface Language

The Parallels Desktop interface is localized into the following languages:

- English;
- German;
- French;
- Italian;
- Spanish;
- Japanese;
- Chinese Simplified;
- Chinese Traditional Taiwan;
- Korean;
- Brazilian Portuguese;
- Czech;
- Polish;
- Russian.

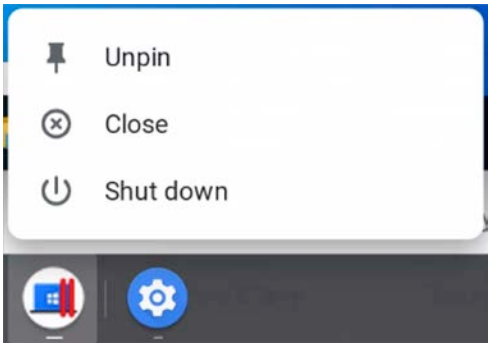
By default, the Parallels Desktop language matches that of the system. To change the interface language, change it in Chrome OS to any of mentioned above and Parallels Desktop will do accordingly.

Note: If the system language is not supported, Parallels Desktop will use English.

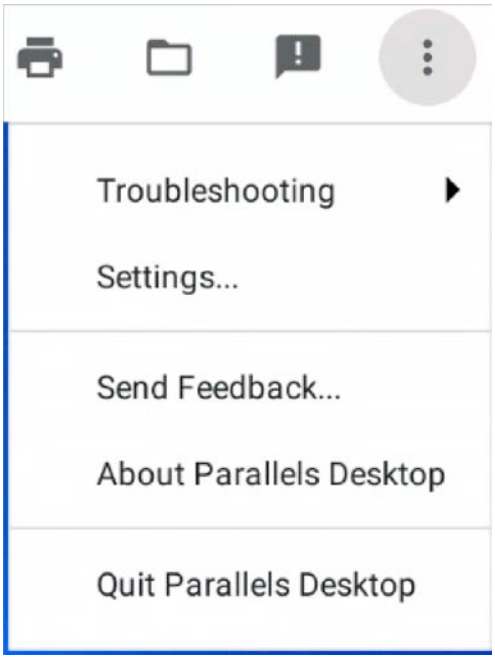
Quit Parallels Desktop

To quit Parallels Desktop, do one of the following:

- Right-click the Parallels Desktop icon on the shelf and select **Close**.



- Click the Menu icon in the top left corner of the virtual machine window and select **Quit Parallels Desktop**.



CHAPTER 3

Use Windows 10 and Its Apps

Read this chapter to learn how to download and start Windows 10, open and install Windows apps, print from Windows and much more...

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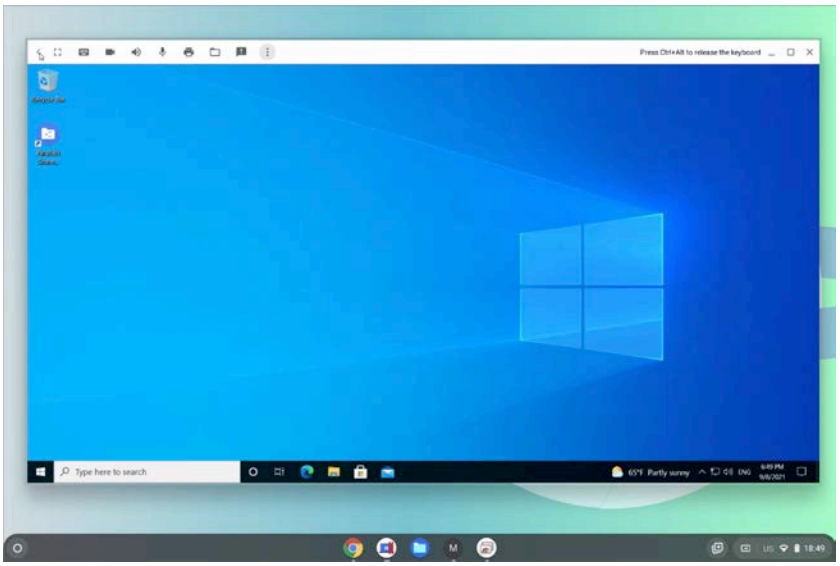
Download and Start Windows 10

When you first open Parallels Desktop (p. 6), it starts downloading a pre-configured virtual machine (p. 4) with Windows 10. You may need to wait for a while - the download speed depends on your network equipment and network speed of your Chrome OS device.

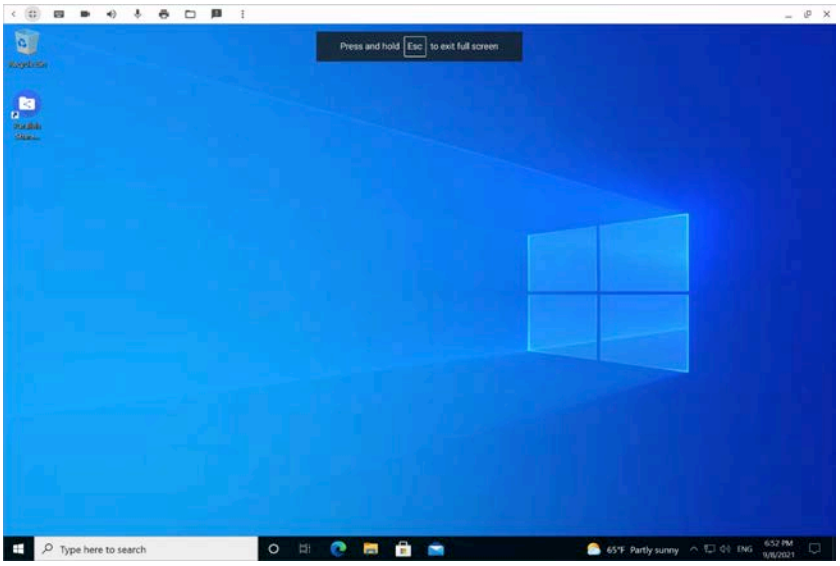
Once the download is complete, Windows 10 starts automatically. The next time you need to start Windows, simply open Parallels Desktop and Windows starts booting if it was previously shut down (p. 16) or resumes from where you left off if it was suspended (p. 16).

Set Windows to Take Up the Whole Screen

By default, Windows opens in the Window view mode.



To make it occupy the whole screen, press the Full Screen button (or F4) at the top of your keyboard. Or you can click the Full Screen icon in the top left corner of the virtual machine window.



Note: You can also put Windows on a separate virtual Desk and switch between Chrome OS and Windows with a 4-finger swipe.

Install Windows Applications

Ability to install additional apps in Windows depends on your company policies.

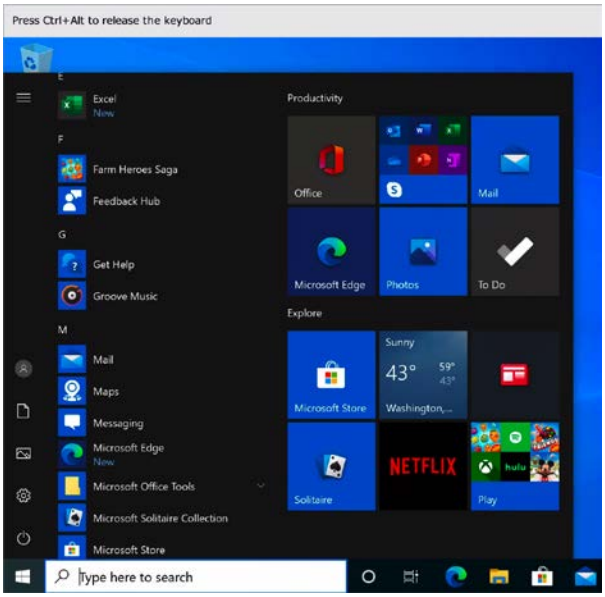
If you're allowed to install apps, do one of the following:

1. Download an installation file from the Internet via a Windows web browser.
2. If you already have an installation file on a USB drive, plug it in to your Chrome OS device and choose to connect to Windows. Then open this drive and double-click the file.

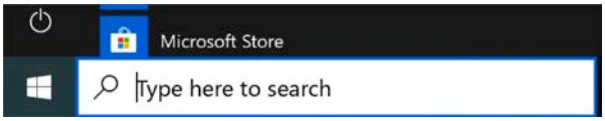
Open a Windows Application

To open a Windows application, do one of the following:

- Click the Windows **Start** button in the left bottom corner, scroll up or down the list of apps and choose the one you need.



- Use the Windows **Search** field to find apps.



- In Windows File Explorer, double-click the file you want to open or edit. It will open in the Windows app that is set as default for this type of files. If you need to open a file with another Windows app, right-click it, point to **Open with** and choose the app you need from the list.

Open a Chrome OS File in a Windows Application

Parallels Desktop allows you to open Chrome OS files in Windows applications. To do this, right-click a file in Chrome OS, point to **Open with** and choose the Windows app that you want to open it.

Print from Windows

If not disabled by system administrators, Windows shares the printers available to your Chrome OS device. To print from a Windows application, you usually need to click **File** > **Print**.

If you wish, you can also add a network printer directly to Windows (please refer to the Windows help resources for more details).

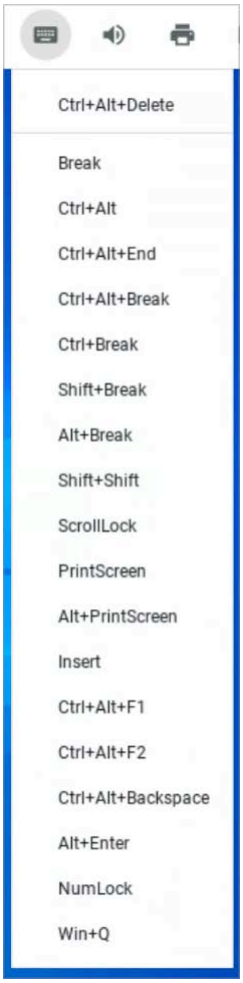
Send Key Combinations to Windows

Sometimes you may need to send various key combinations (such as PrintScreen) to a virtual machine or its applications.

Do the following:

1 Click the **Keyboard** icon in the top left corner of the virtual machine window.

2 The list of most popular and frequently used key combinations pops down. Click the combination you want to send to Windows.



Notes:
1. Standard Windows and Chrome OS shortcuts (e.g., Ctrl + C, Ctrl + V, etc.) work in Parallels Desktop.
2. The Search key works in Parallels Desktop like the Windows key.

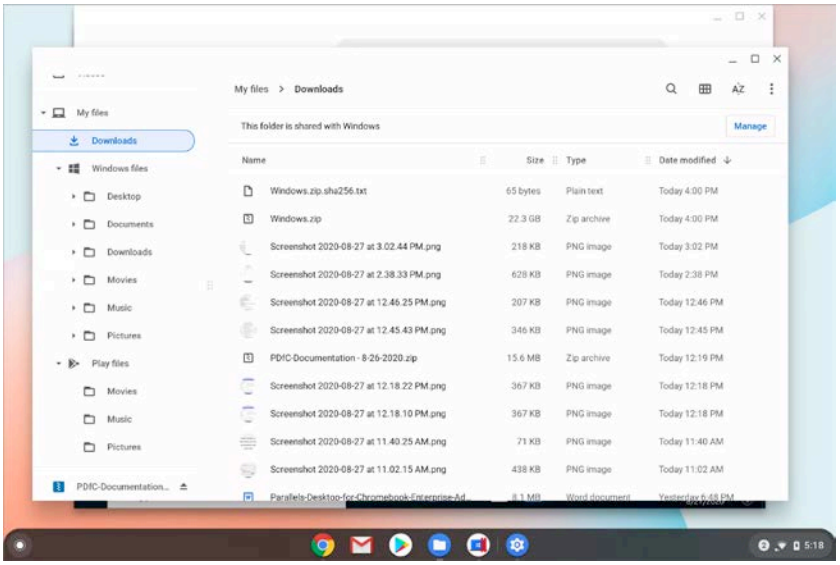
Where to Save Windows Files

Save Files to Windows User Folders

When you save a file in a Windows application, you usually save it to some of your user folders - Documents, Downloads, Music, Pictures, etc.

If it's not restricted by your system administrator, these folders are shared with Chrome OS. This allows you to access the files that you save in Windows apps both from Windows and Chrome OS.

In Chrome OS, these folders are available in the Files app > My files > Windows files.



Save Files to Chrome OS Folders

You can also share some of your Chrome OS folders with Windows and use them to save Windows files.

To share Chrome OS folders with Windows, do the following:

1. In Chrome OS, open the Files app.
2. Right-click the folder that you want to share with Windows and choose **Share with Parallels Desktop**.

> **Note:** Some items in the Files app are not folders but filters (e.g., *Recent*, *Audio*, *Images*, *Offline* or *Shared with me* in Google Drive). Filters cannot be shared with Windows.

To save a Windows file to a Chrome OS folder:

1 In a Windows app, click **File** > **Save As**. A dialog where you can specify a filename and location opens.

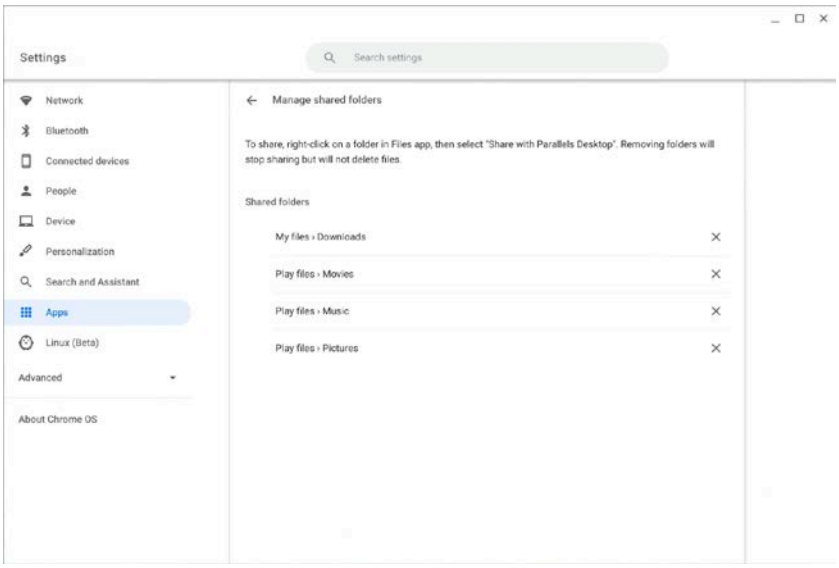
2 Navigate to the Chrome OS folder where you want to save the file and click **Save**.

> **Note:** Custom shared folders are available at *ChromeOS*. The folder structure there is the same as in the Files app. For example, *Downloads* are located under the *My Files* folder, while *Google Drive* or *Windows files* (Home) are in the root of the *ChromeOS* folder.

How to Check Which Chrome OS Folders are Shared with Windows

If you want to see which Chrome OS folders are currently shared with Windows, click the **Shared Folders** icon in the top right corner of the virtual machine window and select **Manage shared folders**.

The **Shared folders** section lists all Chrome OS folders where Windows can save files to and from which Windows apps can open files.



Connect External Devices to Windows

You can connect various USB devices, such as a thumb drive or an external storage, to Windows. Do the following:

1 Start Windows (p. 9) and wait until it boots up.

2 Plug a USB device in to your Chrome OS device.

3 In the dialog asking where to connect this device to, select Windows.

Shut Down or Suspend Windows

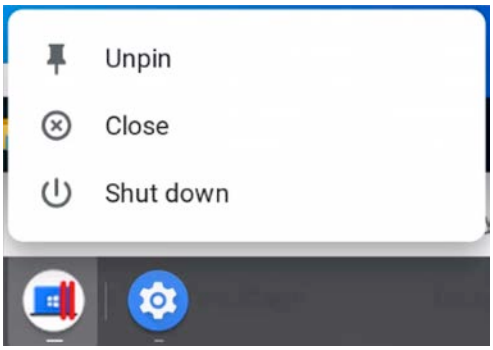
When you finish working in Windows, you can either suspend or shut it down.

Suspend Windows

Suspending Windows conveniently saves all running Windows applications and settings in their current state.

Do one of the following:

- Close the virtual machine window.
- Right-click the Parallels Desktop icon on the shelf and select **Close**.



The next time you start Windows, you resume your progress from exactly where you left off.

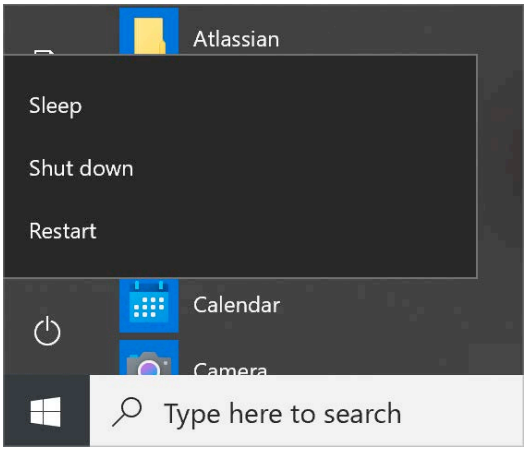
Shut Down Windows

Shutting down Windows in Parallels Desktop is just like shutting down Windows on a PC. All Windows applications close, giving you the opportunity to save your progress if necessary, and Windows stops running.

Note: To spend less time on shutting Windows down and then starting again, it is recommended that you suspend Windows (see above).

To shut Windows down, do one of the following:

- In Windows, click the **Start** button, then click **Power** > **Shut down**.



- Right-click the Parallels Desktop icon on the shelf and select **Shut down**.

Stop or Reset Windows

If your virtual machine is frozen and doesn't respond to mouse clicks, you can either reset or stop it.

Note: Stopping Windows is similar to pulling the power plug out of a physical computer and resetting - to pressing the **Reset** button. Both methods should be used only if your virtual machine is completely unresponsive. When you stop or reset Windows, all unsaved data is lost.
It is not recommended that you stop or reset Windows, only when there is no other choice. Before clicking **Stop** or **Reset**, please send a technical data report to Parallels (click the Menu icon in the top left corner of the virtual machine window > **Troubleshooting** > **Send Technical Data**). Parallels engineers will investigate what caused the problem and try to fix the issue.

Stop Windows

To stop Windows, click the Menu icon in the top left corner of the virtual machine window > **Troubleshooting** > **Stop**.

Reset Windows

To reset Windows, click the Menu icon > **Troubleshooting** > **Reset**.

CHAPTER 4

Additional Information

Read this chapter to learn more about Parallels Tools, how to share various items between Chrome OS and Windows and more..

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About Parallels Tools

Parallels Tools is a set of useful utilities that increase the level of integration between Windows and Chrome OS. By default, Parallels Tools are installed in Windows by your system administrator. It is not recommended that you uninstall Parallels Tools from Windows.

Parallels Tools enable the following features:

- **Copying and pasting objects**: when Parallels Tools are installed, you can copy and paste text, formatted text, pictures and files from Chrome OS to Windows and vice versa.
- **Dragging and dropping files**: you can drag and drop files from Chrome OS to Windows and vice versa.
- **Dragging and dropping text**: you can drag and drop text between Chrome OS and Windows apps. However, please note that not all applications support this feature.
- **Opening Microsoft Office files in desktop apps**: if you have Microsoft Office installed in Windows, you can open Office files from web in the desktop applications. For example, sign in to your Microsoft Office account in the Chrome OS web browser, right-click some Microsoft Office file (say, .docx) and choose **Open in Desktop App**. This file will open in the desktop version of Microsoft Word.
- **Dynamic resolution**: when you resize the virtual machine window, Windows screen resolution adjusts automatically.

- **Shared folders**: you can share Chrome OS folders with Windows and Windows folders with Chrome OS. This allows you to save Chrome OS files to Windows and Windows files to Chrome OS folders. By default, the Chrome OS folders shared with Windows are available on the Windows desktop in the *Parallels Shared Folders* folder. And Windows folders shared with Chrome OS are available in the Files app > My files > Windows files.
- **Shared apps**: due to this functionality, you can open Chrome OS files with Windows apps (right-click a Chrome OS file, navigate to **Open with** and select a Windows application to open this file).

  You can also set to always open URLs from Windows in the Chrome OS web browser. To do this, you need to change the default browser in Windows. Click the **Start** button > **Settings** > **Default apps** and choose your Chrome OS browser as the default one.

Note: When you start Window (p. 9)s after Parallels Desktop update (p. 6), Parallels Tools update automatically.

Share Items Between Chrome OS and Windows

Read this section to learn how to share the Chrome OS camera, microphone, sound output device, printers and folders with Windows.

Use the Camera

If not disabled by your system administrator, the camera of your Chrome OS device is shared with Windows and you can use it in Windows apps. If Windows is not allowed to use the camera, its icon in the top left corner of the virtual machine window is crossed out.

Use the System Sound Output Device

If not disabled by your system administrator, the sound output device of your Chrome OS computer is shared with Windows and you can use it to play sound from Windows apps. If Windows is not allowed to use the sound output device, its icon in the top left corner of the virtual machine window is crossed out.

Use the Microphone

If not disabled by your system administrator, the microphone of your Chrome OS device is shared with Windows and you can use it in Windows apps. If Windows is not allowed to use the mic, its icon in the top left corner of the virtual machine window is crossed out.

Use the Printers

If not disabled by your system administrator, the printers of your Chrome OS device are shared with Windows and you can use them to print from Windows. If Windows is not allowed to use the printers, their icon in the top left corner of the virtual machine window is crossed out.

Send Technical Data to Parallels

If you have encountered any issue with Parallels Desktop, please send us a technical data report with a short probem description.

To send a report, click the Menu icon in the top left corner of the virtual machine window > **Troubleshooting** > **Send Technical Data** and follow the onscreen instructions.

Note: Parallels doesn't reply such reports. We use them to investigate and fix detected issues.

Send Feedback to Parallels

If you have any ideas how to improve Parallels Desktop or just want to share your user experience with us, we'd love to hear from you!

To send feedback to Parallels, please click the Menu icon in the top left corner of the virtual machine window > **Send Feedback** and follow the onscreen instructions.

Find Out Your Parallels Desktop Version and Build Number

To get the version and build number of Parallels Desktop installed on your Chrome OS device, click the Menu icon in the top left corner of the virtual machine window and select **About Parallels Desktop**.