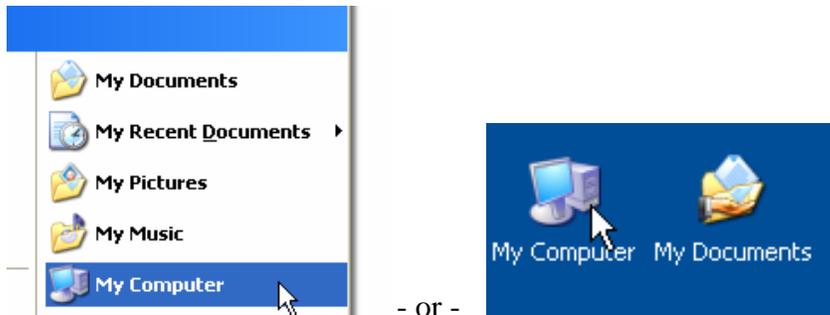


## Changing Ownership of a group of files (Recycle Bin example)

Note: This procedure should NOT be undertaken without the specific advice of a professional PC Support person. This is a general guideline to make the steps clear only when needed.

- 1) Open “My Computer” from either the Start menu or from the desktop.

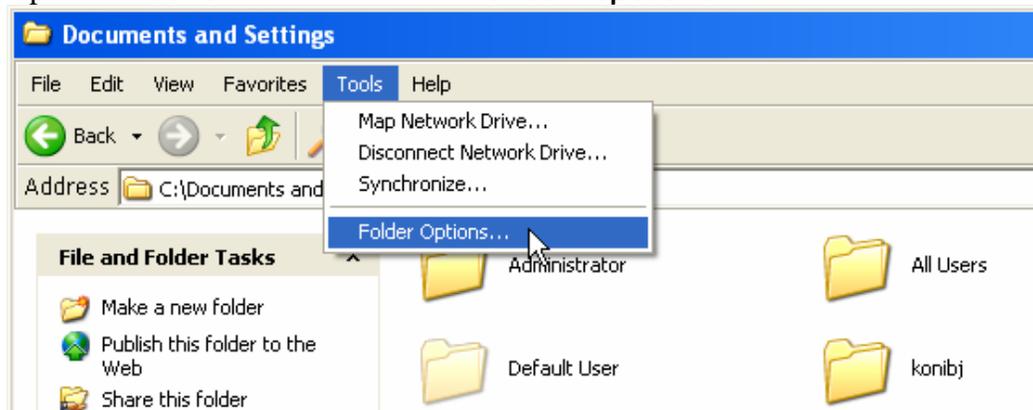


- 2) Double-Click to open each hard drive (in turn)

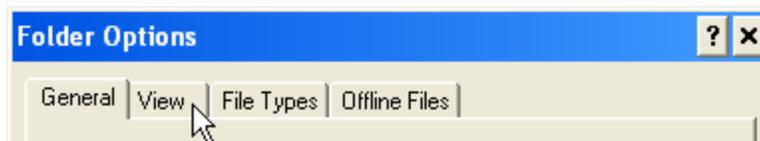
### Hard Disk Drives



- 3) Open the **Tools** menu and click on **Folder Options...**



- 4) Click on the **View** folder tab



# Network Evaluation

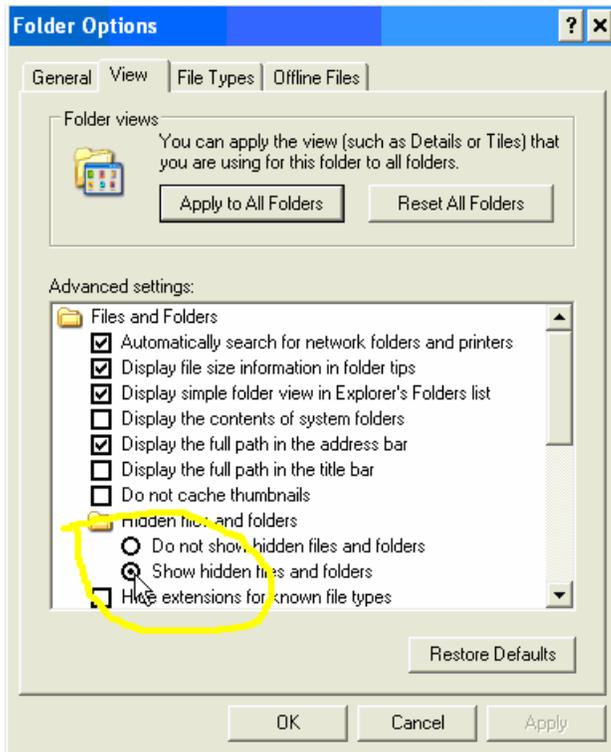
Tutorials and Guides to help enhance the integrity and security of your systems  
[www.networkeval.com](http://www.networkeval.com)



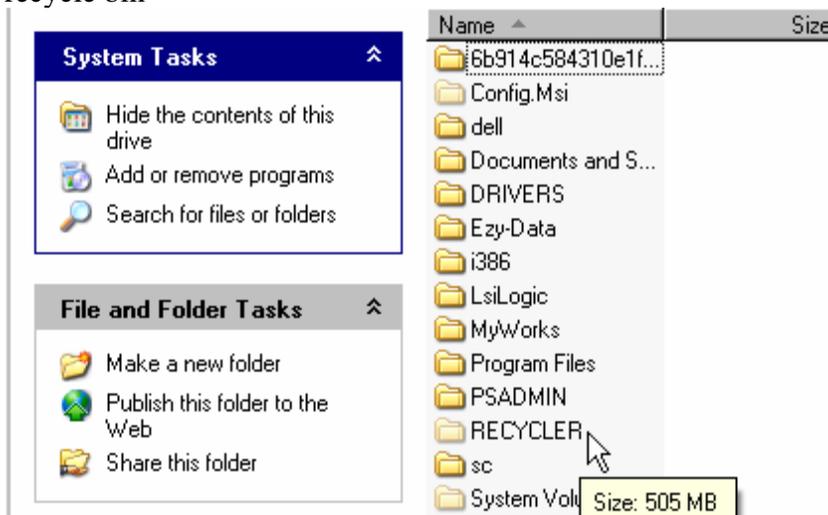
(408) 395-3921

## Changing Ownership of a group of files (Recycle Bin example)

- 5) Click the radio button for “**Show hidden files and folders**” and then click on OK.



- 6) Right-Click on the “**RECYCLER**” folder. This can be done with any folder, but the recycle bin



# Network Evaluation

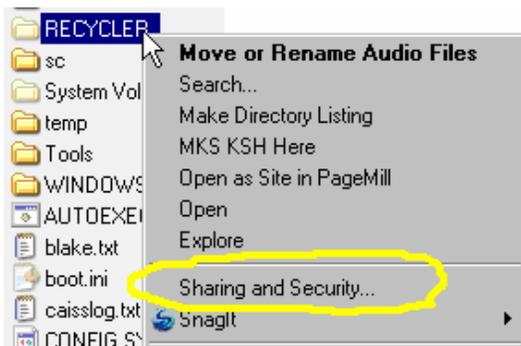
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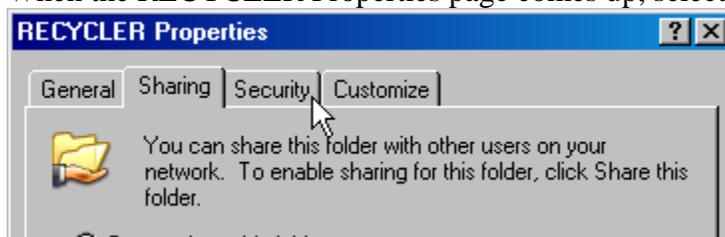
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## Changing Ownership of a group of files (Recycle Bin example)

- 7) From the pop-up menu, select “Sharing and Security”



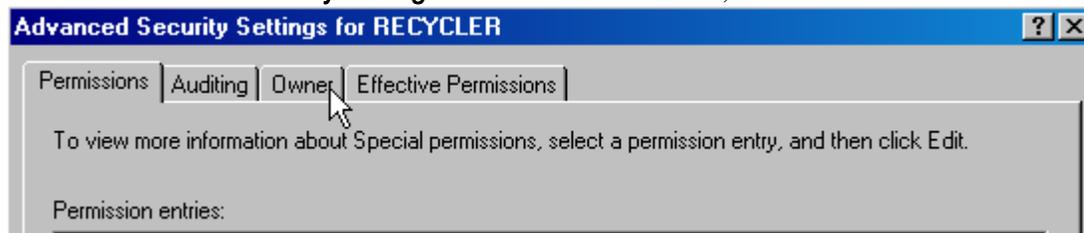
- 8) When the RECYCLER Properties page comes up, select the “Security” folder tab.



- 9) Click on the “Advanced” button near the lower right corner

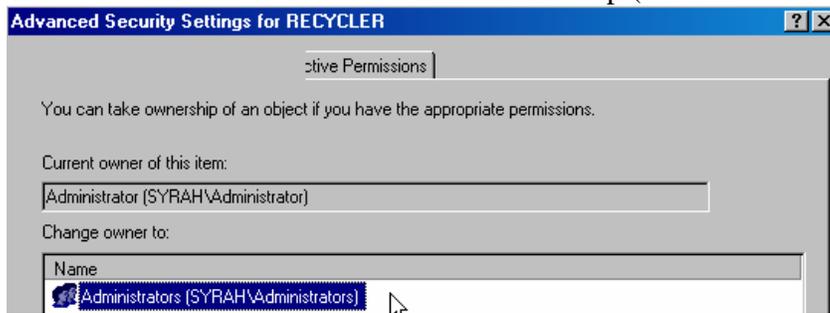


- 10) On the “Advanced Security Settings for RECYCLER” menu, click the “Owner” folder tab.



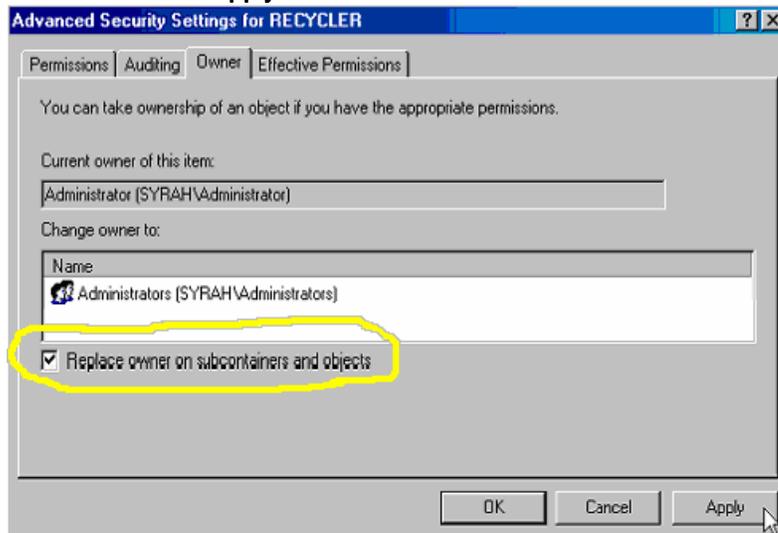
## Changing Ownership of a group of files (Recycle Bin example)

- 11) Select the User name desired for new ownership (Administrator for this example)



- 12) Once the desired user name is selected (again, Administrator is only an example), then click on the “**Replace owner on subcontainers and objects**” check box.

- 13) Then click the “**Apply**” button.



- 14) A “**Security**” process window should appear, indicating that the ownership of the files is being changed. How long it stays visible depends on how many files need to be changed.

