

Windows Photo Search and Organisation Checklist

Find, review, back up and organise images safely

1 Search

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|---|---|
| ☐ Open File Explorer (Win + E) | ☐ Allow search to complete |
| ☐ Select This PC | ☐ Switch to Details view |
| ☐ Type kind:=picture > press Enter | ☐ Note number of results |

kind:=picture

Type this in the File Explorer search box after selecting This PC

2 Review

Open original location: right-click the file > Open file location

- | | |
|---|---|
| ☐ Open original file location | ☐ Check Date taken |
| ☐ Check surrounding folder purpose | ☐ Check dimensions |
| ☐ Confirm file opens | ☐ Check cloud status (OneDrive icon) |
| ☐ Check file type and size | ☐ Confirm ownership and retention |

3 Protect

- | | |
|--|---|
| ☐ Create destination folder | ☐ Create cloud or managed backup |
| ☐ Copy a small test batch | ☐ Create second separate copy |
| ☐ Confirm copied files open | ☐ Test sample restore |

If deleting a file on the PC also removes it from the cloud, sync alone may not protect you.

4 Organise

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|---|--|
| ☐ Create clear folders | ☐ Review duplicates carefully |
| ☐ Separate personal and business content | ☐ Avoid bulk deletion |

5 Decision

- ☐ Search complete
- ☐ More locations to check
- ☐ Backup required
- ☐ Technical help required

Record: owner · date · actions · action owner · next review date

Important: A whole-PC image search is a discovery tool, not a safe bulk-deletion list. Investigate before deleting any file you do not fully recognise.

Plain-English takeaway

Search first, check the location, back up important files and delete only when you are certain.



Scan for
online guide

Locations — Where are the results?

Tick all locations where you find image files.

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|------------------------------------|---|
| ☐ Pictures | ☐ External drive |
| ☐ Desktop | ☐ Shared folder |
| ☐ Downloads | ☐ Other user profile |
| ☐ Documents | ☐ Application folder |
| ☐ OneDrive | ☐ Unknown location |
| ☐ iCloud | |

File Types Found

Tick the formats that appear in results.

- | | |
|---|--|
| ☐ .jpg / .jpeg (JPEG) | ☐ .tif (TIFF / scans) |
| ☐ .png (PNG / screenshots) | ☐ .webp (web images) |
| ☐ .heic (iPhone / iPad) | ☐ Other / RAW formats |

Extension Search — if kind:=picture is incomplete

Type these individually in the File Explorer search box from This PC.

*.jpg	*.webp
*.png	*.tif
*.heic	*.tiff

Backup Reminder

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|--|---|
| ☐ Primary copy identified | ☐ Second separate copy created |
| ☐ Cloud or managed backup created | ☐ Sample restore tested |

Finding every image is easy. Deciding what is safe to move or delete requires more care.

