

To help make entries as engaging as possible we encourage the use of pictures, video and PDF, where appropriate.

The Peer Awards does not normally store candidates' PDFs on its server, but instead links to each at an address on the internet.

This can be straightforward where the PDF that a candidate wishes to use already has an internet address. However quite often the file will be on their computer or intranet – which means that they would not be visible to our website visitors, which of course includes the judges.

If the PDF already has an internet address, then it is simply a matter of pasting this in the field provided.

If the PDF does not yet have an internet address then it needs to be uploaded to a PDF hosting site so that it may obtain one.

Selecting a PDF from a local computer or intranet

The required PDF might only exist on the candidate's computer or their organisation's intranet. The problem with this is that even if it looks to the candidate as if the PDF can simply be inserted in some way, this will not in fact work.

1. There are a number of online services that will provide an internet address for an image that is uploaded to them. Here we illustrate one such site, <https://www.keepandshare.com>. This has the advantage of allowing free storage, and of working with the Peer Awards platform.

The required service is at

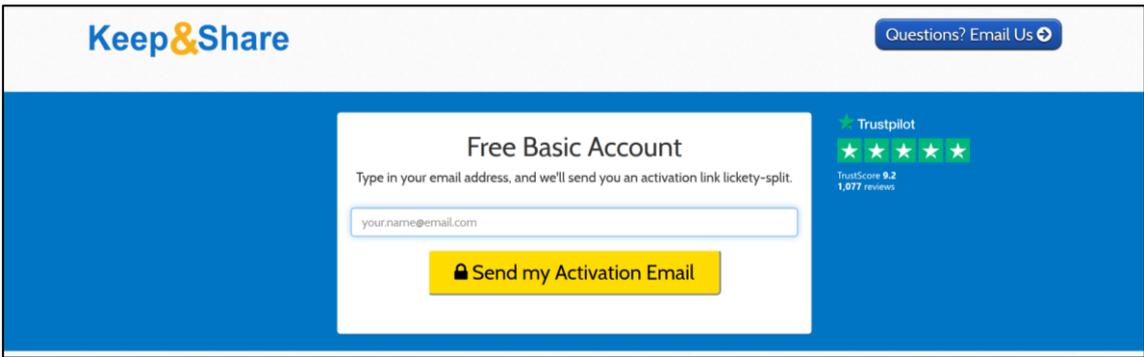
https://www.keepandshare.com/htm/file_sharing/file_hosting/free_pdf_hosting.php

The following instructions were correct at the time this document was published.



The screenshot shows the Keep&Share website homepage. The header includes the logo and a 'Questions? Email Us' button. The main content area features a green background with a play button icon and the text 'Upload PDF's with just a click!'. To the right, there is a blue box with the text 'The Perfect (and Free) Solution for Online PDF Hosting' and a yellow button that says 'Open My Free Account Now'. Below the button, it says 'Get your PDF & file-hosting account in Seconds'.

2. Click the button to open your free account and confirm your registration by clicking on the link in the email they will send you. Initially it's very simple as all they require is your email.



The screenshot shows the 'Free Basic Account' registration form on the Keep&Share website. The form is set against a blue background. It includes the Keep&Share logo, a 'Questions? Email Us' button, and a Trustpilot rating of 9.2 with 1,077 reviews. The form itself has a white background and contains the text 'Free Basic Account', 'Type in your email address, and we'll send you an activation link lickety-split.', an email input field with the placeholder 'your.name@email.com', and a yellow button labeled 'Send my Activation Email'.

However when you have done this they will then request further details...

The screenshot shows the registration page for Keep&Share. At the top left is the logo 'Keep&Share' and at the top right is a button 'Questions? Email Us'. The main heading is 'Choose Your Log In Details'. The form contains the following fields: 'Account Name' (with '18884' entered), 'Password' (with placeholder 'Enter a Password'), 'Confirm Password' (with placeholder 'Verify your Password'), 'First Name' (with placeholder 'First Name'), and 'Last Name' (with placeholder 'Last Name'). There is a 'Password Tips' link next to the password fields. A yellow button 'Get My Account Now' is centered below the form. At the bottom, there is a privacy notice: 'We will always guard your privacy and keep your email address private. By accepting and registering, I hereby agree to the terms set forth in the Keep&Share Terms of Service and Privacy Policy.'

3. Under “Applications” select “Files” and then “Show” select “Upload files” and then drag & drop your file or select it with “+Add more files” from your computer. Click the “Upload” button.

Click on the “Share” button on the blue banner at the top to make the file available to others that wish to read your PDF at our website.

The screenshot shows the user interface of Keep&Share. At the top left is the logo 'Keep&Share'. In the top right, it shows the user 'S S (tpanineteen)' and the time 'January 23, 2019 12:04 pm'. Below the header is a blue banner with navigation options: 'Friends', 'Invite a Friend', 'Send Message', 'Start Discussion', 'Share', and 'Customize'. The main content area has a light green box with the text 'Files Uploaded'.

Click the “+” and then check the “Anyone (Public)” option, folowed by “+Add” and “Save & Exit”

The screenshot shows a dialog box titled 'Select Friends & Groups to Share With'. It is divided into two columns: 'Friends' and 'Groups'. The 'Friends' column contains the text 'Use 'Invite a Friend' to add friends to your Friend's list.' and is empty. The 'Groups' column contains a checked checkbox next to 'Anyone (Public)'. At the bottom left is a 'Cancel' button and at the bottom right is an 'Add' button.

4. Click “Share your file” and then the link displayed to the left of “Immediate download/view”. This will copy the link into your clipboard.

5. At the end of the Description” tab on your entry form at our website paste the link into the PDF field and click “Save”.

Your PDF should now be displayed on your entry page at our website.