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.

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.

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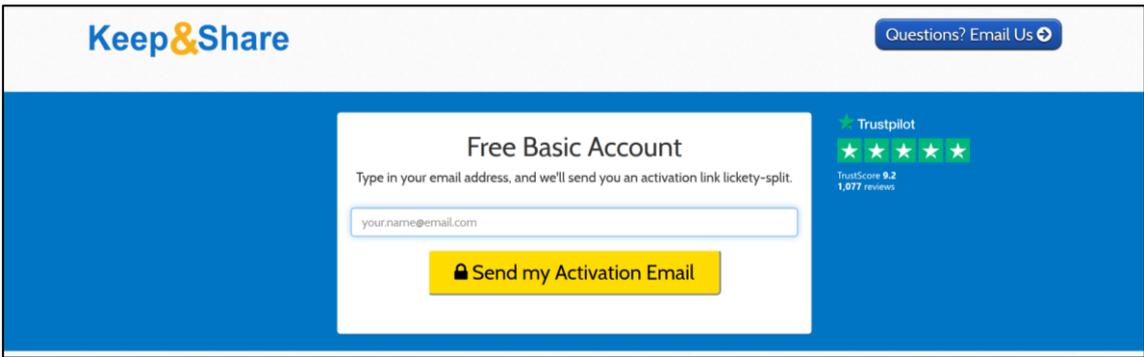
However when you have done this they will then request further details…

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.

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

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.