

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

Images can be photos, diagrams, logos and so on, and commonly have a file extension of .jpg or .png. The Peer Awards does not normally store candidates' images on its server, but instead links to each at an address on the internet.

This can be straightforward where the image that a candidate wishes to use already has an internet address. However quite often the image 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.

We show here how to arrange for an image with an internet address to be selected (pages 2 to 5) and for an image that does not yet have an internet address to be given one so it may be included as well (pages 6 to 7).

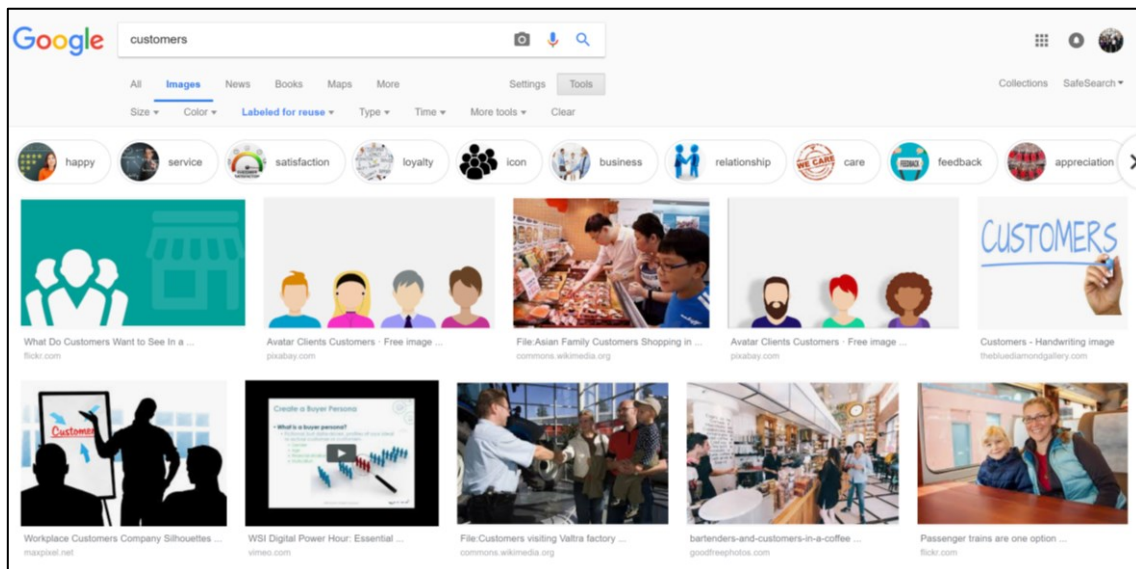
## Selecting an image from a website

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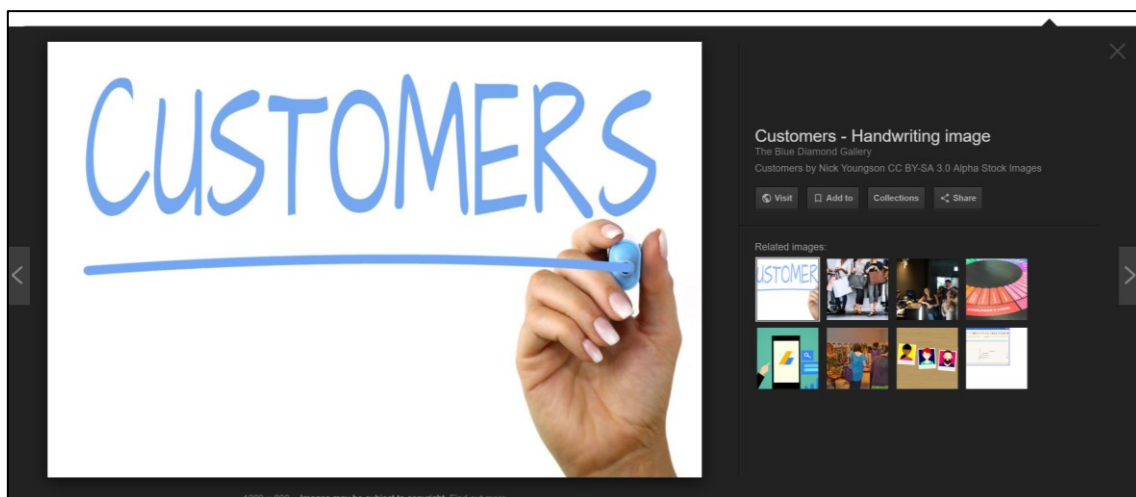
The required image might already be on the candidate's website, some other website located for instance via a search engine such as provided by Google Images.

Let's say one wants a picture to go alongside an entry about listening to customers.

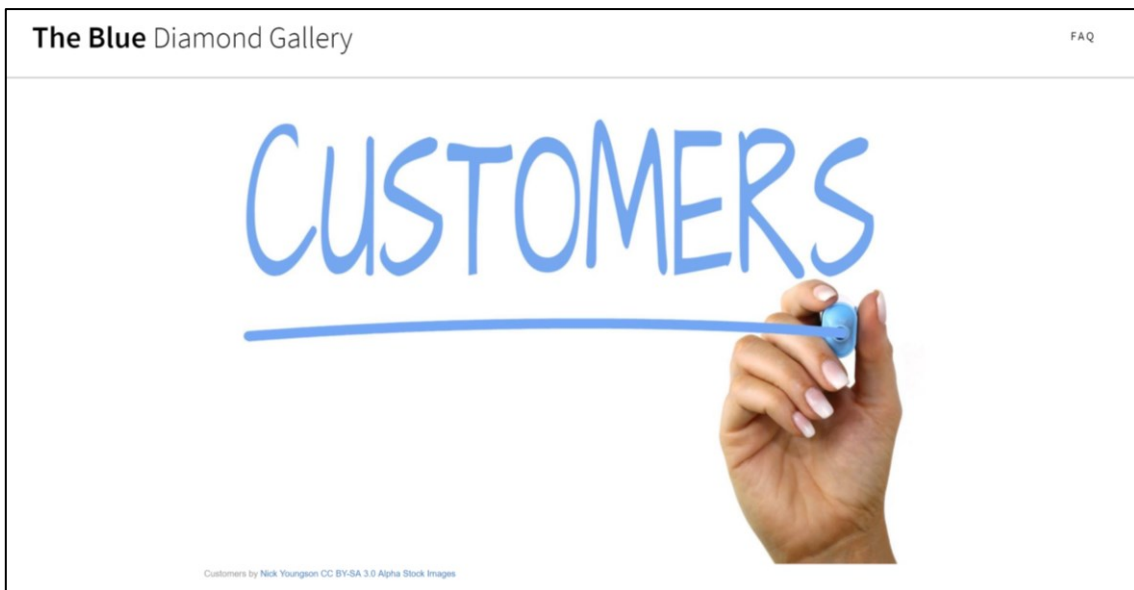
1. A search on Google Images could look like this:



2. Click on the image of interest to select it:

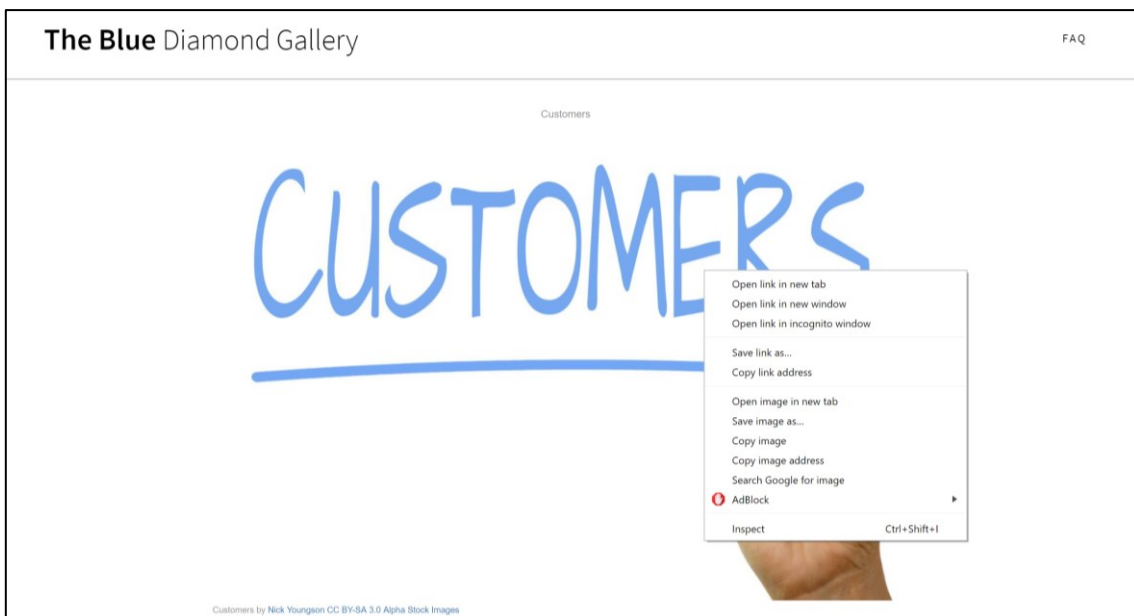


3. And then click on the image to visit the website where the image is available:



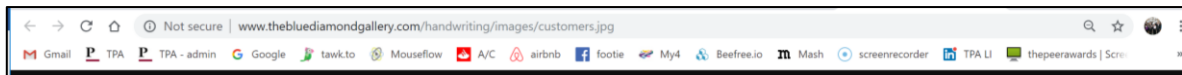
In this instance Google has taken us to a page at <http://www.thebluediamondgallery.com/handwriting/c/customers.html>. Now this is not the address that we need for the Peer Awards, as it is a webpage (see the .html extension), and is not the actual image address.

4. Now right-click on the image (the action might vary depending on the device being used) for a pop-up menu of options



Select the "Copy image address" to copy the address of the image itself into local memory, so that it can then be pasted into the entry. It can be helpful to "Open image in a new tab first" to check that this will indeed give the required image.

In this case doing so takes one to:



Which gives an address that has a .jpg extension, meaning it is for an actual image.

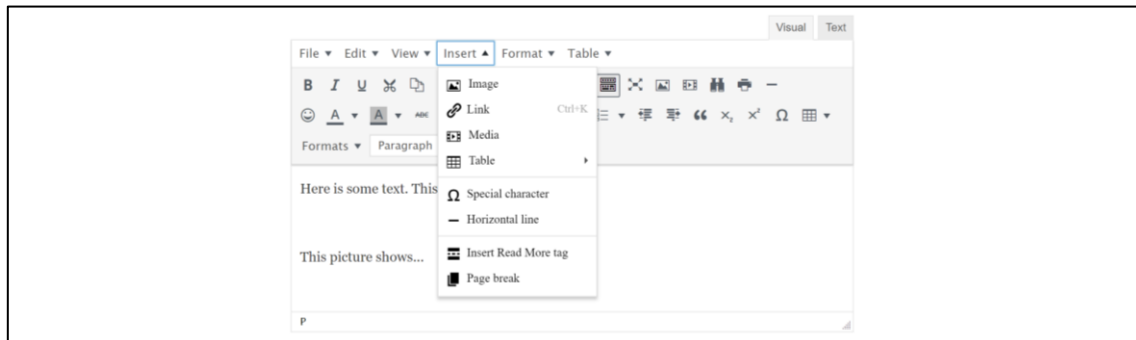
5. Paste the image as a logo

Right-click on the logo field and

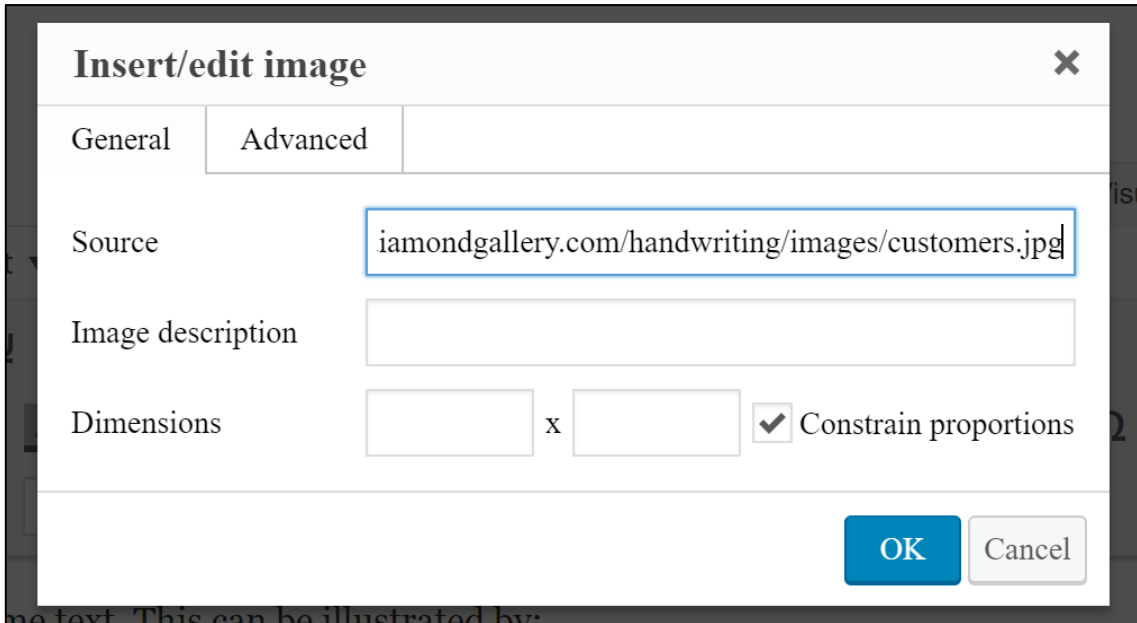


Select paste. Check that the image has a .jpg or .png (or another image) extension.

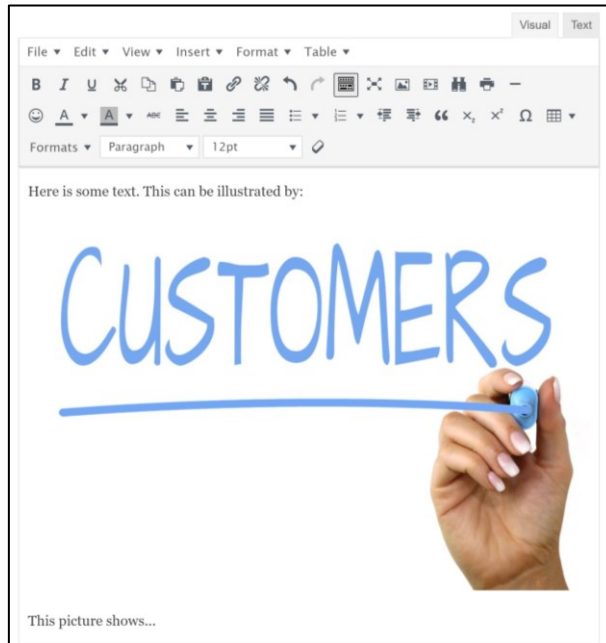
6. Insert the image into an entry



Select the "Insert" menu option and them "Image", where the copied address can be pasted in.



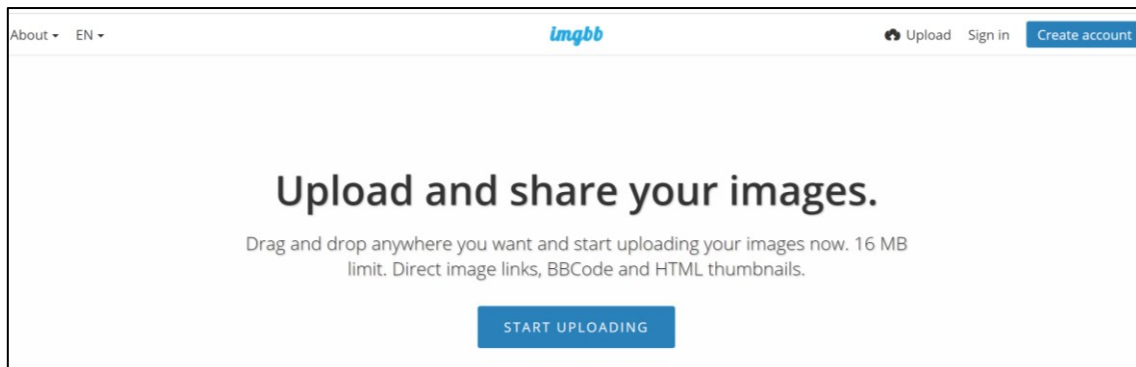
Press [OK] and the image is inserted into the entry.



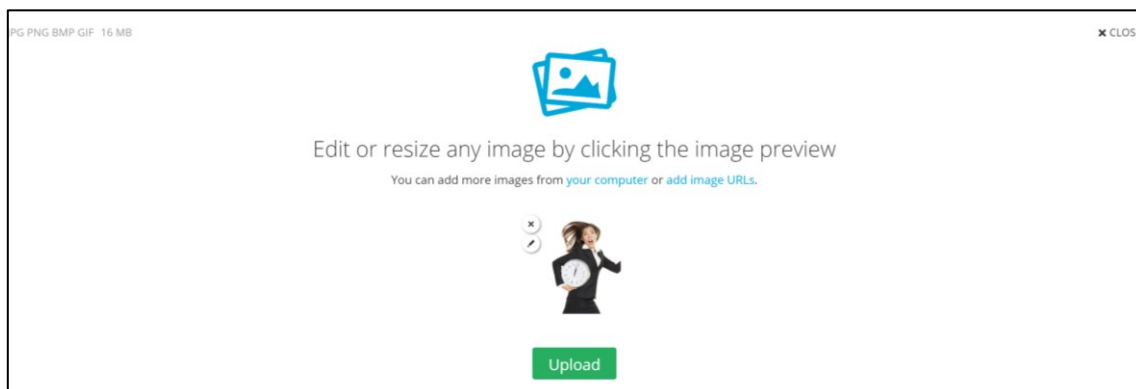
## Selecting an image from a local computer or intranet

The required image 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 image can simply be copied and pasted, this will not in fact work.

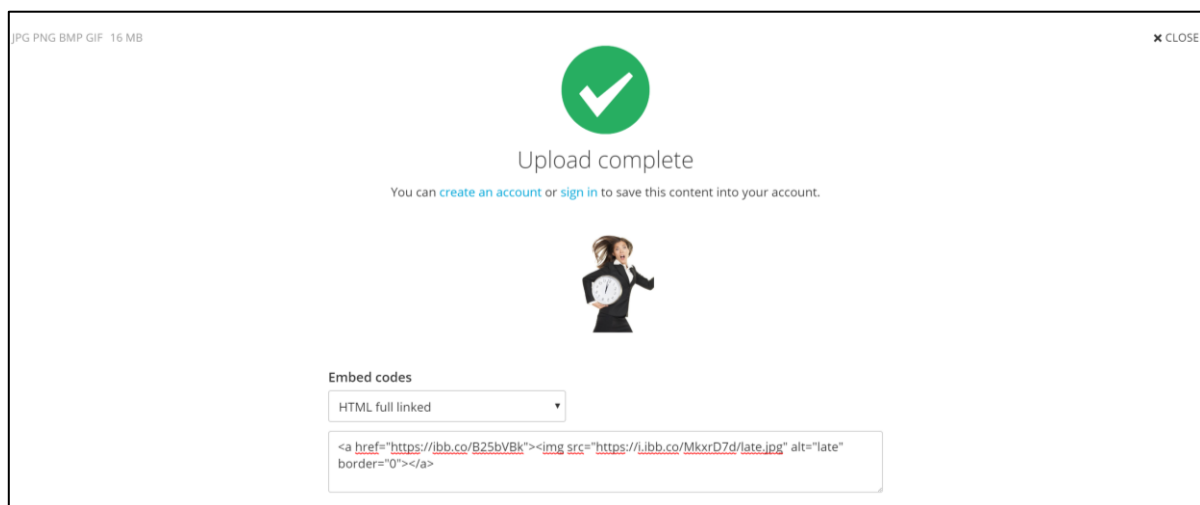
7. There are many online services that will provide an internet address for an image that is uploaded to them. Here we illustrate one such site, <https://imgbb.com/>.



8. Click on [Start Uploading] and then select the image from the computer.



9. On verifying that the image is correct, press [Upload] to copy the image to the imgbb website.



Instead of copying the embed code provided, Click on the image do display it on its own page.

10. Then right click on the image to display the popup and then click “Copy Image Address”.



It copies the image address into the local memory, which can then be pasted in as an image as explained in sections 5 and 6 above.