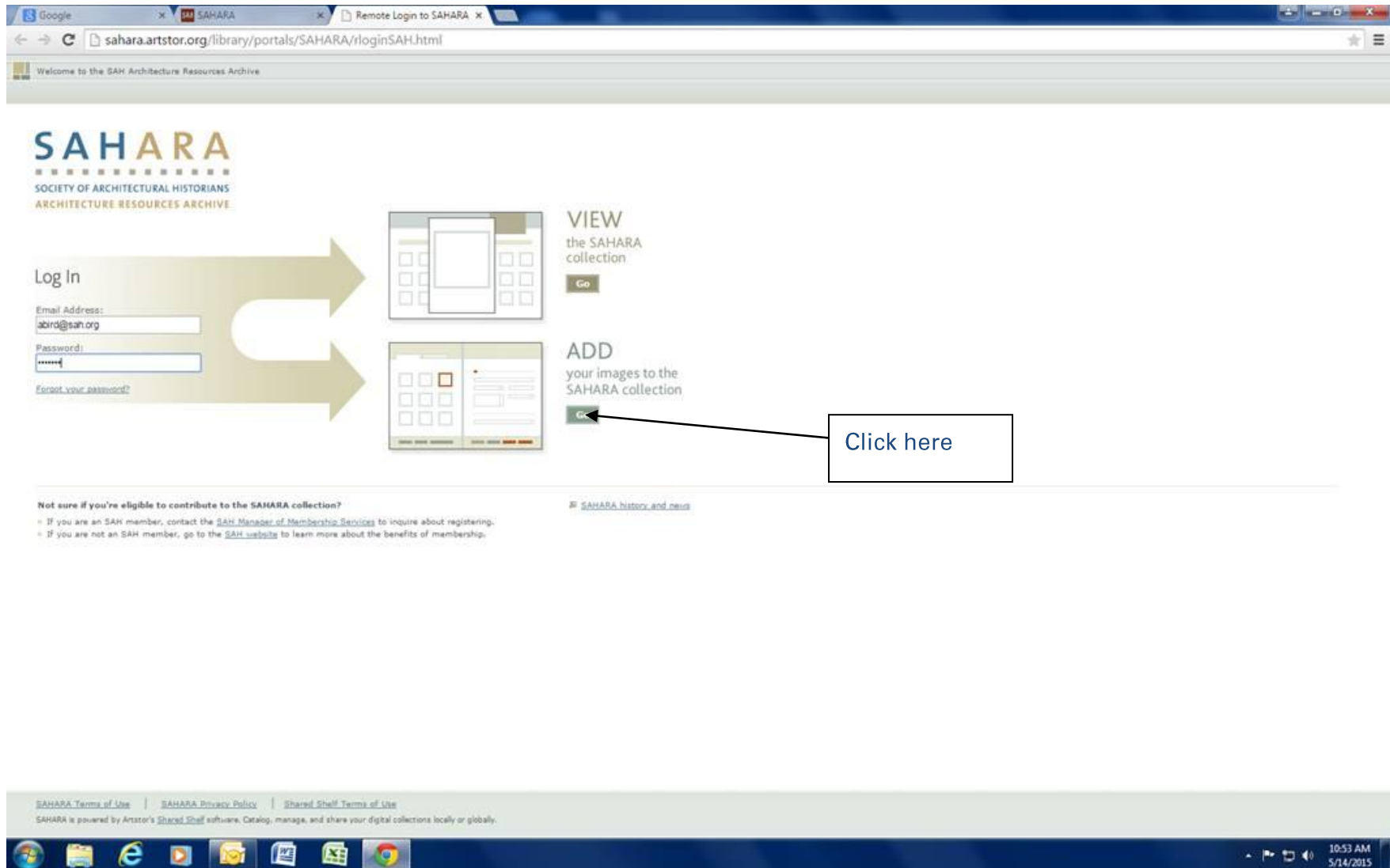


Uploading images to SAHARA

Here are specific instructions regarding uploading your images to SAHARA.

Your first step is to login to SAHARA and click on ADD:

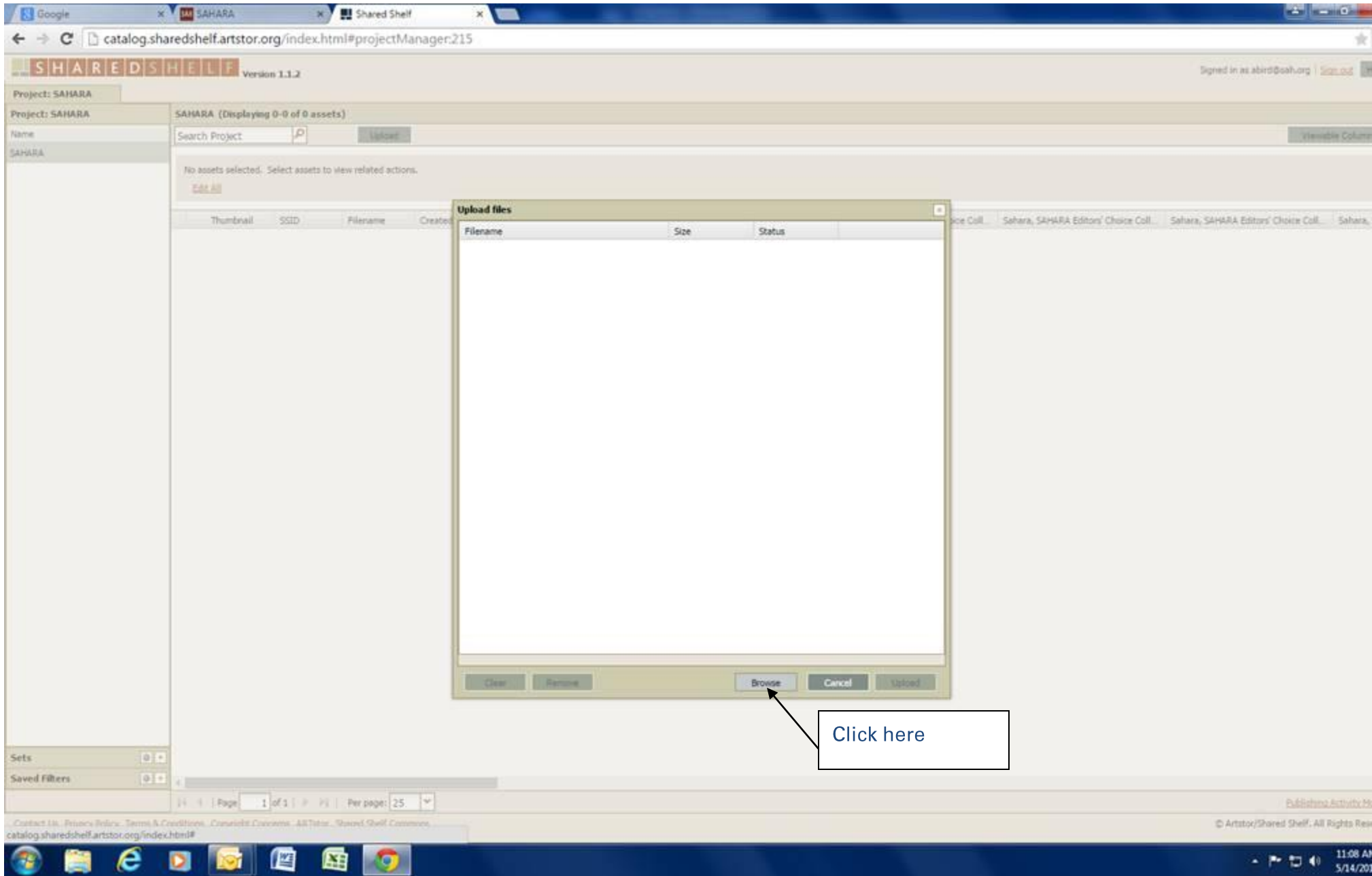


The screenshot shows a web browser window with the URL sahara.artstor.org/library/portals/SAHARA/rloginSAH.html. The page header reads "Welcome to the SAH Architecture Resources Archive". The main content area features the SAHARA logo (SOCIETY OF ARCHITECTURAL HISTORIANS ARCHITECTURE RESOURCES ARCHIVE) and two primary options: "Log In" and "ADD your images to the SAHARA collection". The "Log In" section includes a form with fields for "Email Address" (containing "abird@saah.org") and "Password" (masked with asterisks), and a "Forgot your password?" link. A large green arrow points from the "Log In" section towards the "ADD" section. The "ADD" section has a "Go" button, which is highlighted by a black box with the text "Click here" and an arrow pointing to it. Below the main content, there is a section titled "Not sure if you're eligible to contribute to the SAHARA collection?" with two bullet points: "If you are an SAH member, contact the [SAH Manager of Membership Services](#) to inquire about registering." and "If you are not an SAH member, go to the [SAH website](#) to learn more about the benefits of membership." A link for "SAHARA history and news" is also present. The footer contains links for "SAHARA Terms of Use", "SAHARA Privacy Policy", and "Shared Shelf Terms of Use", along with the text "SAHARA is powered by Artstor's [Shared Shelf](#) software. Catalog, manage, and share your digital collections locally or globally." The Windows taskbar at the bottom shows the time as 10:53 AM on 5/14/2015.

Click here to start upload:

The screenshot displays the Shared Shelf web application interface for the SAHARA project. The browser address bar shows the URL `catalog.sharedshelf.artstor.org/index.html#projectManager:215`. The page header includes the Shared Shelf logo and version 1.1.2, along with a user login status for `abird@sah.org`. The main content area features a search bar labeled "Search Project" and an "Upload" button. A message below the search bar states "No assets selected. Select assets to view related actions." with a link to "Edit All". A callout box with the text "Click here" points to the "Upload" button. Below the message is a table header with columns: "Thumbnail", "SSID", "Filename", "Created By", "Created On", "Updated On", "Updated By", "Linked Data Updated On", and several "Sahara, SAHARA Editors' Choice Coll..." columns. The footer contains navigation links for "Contact Us", "Privacy Policy", "Terms & Conditions", "Copyright Concerns", "ARTstor", and "Shared Shelf Commons", along with a "Publishing Activity Monitor" link and a copyright notice: "© Artstor/Shared Shelf. All Rights Reserved." The Windows taskbar at the bottom shows the system time as 10:56 AM on 5/14/2015.

Then click on Browse:



Find the photo(s) you want to upload:

The image shows a Windows file explorer window titled 'Open' with the address bar set to 'Libraries > Pictures > Kenilworth Assembly Hall Photos'. The main pane displays three image files: '061724pr.jpg', '061727pv.jpg', and 'Fireplace.jpg'. The 'Fireplace.jpg' file is selected. A callout box with a white background and black border contains the text 'I chose this image' and 'Then click here to upload'. An arrow points from the text 'I chose this image' to the 'Fireplace.jpg' file, and another arrow points from 'Then click here to upload' to the 'Open' button. The file explorer window is overlaid on a web browser interface. The browser shows a page with a 'Browse' button and an 'Upload' button. The browser's address bar shows 'Sahara, SAHARA Editors' Choice Coll...'. The browser's status bar shows 'Total: 1 Files/ 2mb'. The Windows taskbar is visible at the bottom of the screen.

When photo is chosen, it should look like this. Click to upload:

The screenshot shows a web browser window with the URL `catalog.sharedshelf.artstor.org/index.html#projectManager:215`. The page title is "SHARED SHELF Version 1.1.2" and the user is signed in as "abird@artstor.org". The main content area displays "Project: SAHARA" and "SAHARA (Displaying 0-0 of 0 assets)". A search bar and an "Upload" button are visible. Below the search bar, a message states "No assets selected. Select assets to view related actions." and a link to "View All" is provided. An "Upload files" dialog box is open, showing a table with the following data:

Filename	Size	Status
Fireplace.jpg	2mb	Ready

At the bottom of the dialog box, there are buttons for "Clear", "Remove", "Browse", "Cancel", and "Upload". A callout box with the text "Click here" and an arrow points to the "Upload" button. The footer of the page includes "Page 1 of 1" and "Per page: 25".

File successfully uploaded. You can do more than 1 image at a time.

The screenshot shows the Shared Shelf Artstor web interface. The browser address bar displays `catalog.sharedshelf.artstor.org/index.html#projectManager:215`. The page header includes the Shared Shelf logo and version 1.1.2, and indicates the user is signed in as `abird@sah...`. The main content area shows a project named 'SAHARA' with a search bar and an 'Upload' button. Below this, a message states 'No assets selected. Select assets to view related actions.' with a 'Fix All' link. A table lists assets, with one entry visible: 'Fireplace.jpg' with SSID '9312923', created by 'Unknown User' on '05/14/2015', and updated on '05/14/2015' by 'Unknown User'. The status is 'Not Published'. An 'Upload Report' dialog box is open, displaying the following text: '1 files uploaded successfully. Total of 2mb transferred in 51.12 seconds. Overall upload speed was 42kb/s.' A large green checkmark is on the right side of the report. A 'Close' button is at the bottom right of the dialog. A callout box with an arrow points to the 'Close' button, containing the text: 'When successfully uploaded, click here'. The bottom of the page shows a footer with 'Contact Us', 'Privacy Policy', 'Terms & Conditions', 'Copyright', 'Artstor', and 'Shared Shelf' logos, and a copyright notice for Artstor/Shared Shelf. The Windows taskbar is visible at the very bottom.

Thumbnail	SSID	Filename	Created By	Created On	Updated On	Updated By	Linked Data Updated On	Sahara, SAHARA Editors' Choice Coll...	Sahara, SAHARA Editors' Choice Coll...	Sahara, SAHARA Editors' Choice Coll...
	9312923	Fireplace.jpg	Unknown User	05/14/2015	05/14/2015	Unknown User		Not Published		

Upload Report

1 files uploaded successfully.
Total of 2mb transferred in 51.12 seconds.
Overall upload speed was 42kb/s.

Close

When successfully uploaded, click here

Edit information on your images:

The screenshot shows the Shared Shelf web application interface. At the top, the browser address bar displays `catalog.sharedshelf.artstor.org/index.html#projectManager:215`. The application header includes the logo "SHARED SHELF" and the version "1.1.2". The main content area is titled "SAHARA (Displaying 1-1 of 1 assets)". Below this, there is a search bar and a "No assets selected. Select assets to view related actions." message with an "Edit All" link. A table lists the assets, with one row visible for "Fireplace.jpg" created on 05/14/2015. A "Confirm bulk edit" dialog box is open in the center, asking "Are you sure you want to edit all 1 records?" with "Yes" and "No" buttons. A callout box with the text "Click here" points to the "Edit All" link, and another callout box with the text "Then click here" points to the "Yes" button in the dialog. The footer contains navigation links like "Contact Us", "Privacy Policy", and "Terms & Conditions", along with the copyright notice "© Artstor/Shared Shelf. All Rights Reserved".

Project: SAHARA

Project: SAHARA SAHARA (Displaying 1-1 of 1 assets)

Name Search Project

SAHARA

No assets selected. Select assets to view related actions.

[Edit All](#)

Thumbnail	SSID	Filename	Created By	Created On	Updated On	Updated By	Linked Data Updated On	Sahara, SAHARA Editors' Choice Coll...	Sahara, SAHARA Editors' Choice Coll...	Sahara, SAHARA Editors' Choice Coll...	Sahara, SAHARA Editors' Choice Coll...
	9312923	Fireplace.jpg	Unknown User	05/14/2015	05/14/2015	Unknown User		Not Published			Not Pub...

Confirm bulk edit

Are you sure you want to edit all 1 records?

Click here

Then click here

Page 1 of 1 | Per page: 25

Contact Us Privacy Policy Terms & Conditions Copyright Concerns Artstor Shared Shelf Commons

© Artstor/Shared Shelf. All Rights Reserved

Fill out information, then click on SAVE

The screenshot shows the Shared Shelf web application interface. The browser address bar displays the URL: catalog.sharedshelf.artstor.org/index.html#projectManager:215. The page title is "SAH Member Full" and it indicates "Editing 1 records in the 'SAHARA' project".

The form contains the following fields and values:

- SAH Member Full:** George W. Maher
- Street Address:** 410 Kenilworth Avenue
- Location:** Kenilworth, Illinois
- Country:** United States
- Latitude:** Multiple values
- Longitude:** Multiple values
- Date(s):** 1907
- Earliest Date:** 1907
- Latest Date:** 1907
- Materials/Techniques:** Masonry iron spot glazed bricks, mortar using local beach sand and lime.
- Description:** Interior fireplace located inside George W. Maher's 1907 Prairie Style Kenilworth Assembly Hall. Fireplace shows three (3) integrated niches, reflective of tripart windows. Also shown: original andirons with integrated stylized honeysuckle flower and tree, which continues the motif-rhythm used throughout the building.
- Style/Period/Dynasty:** Prairie Style, early 20th C.
- Historic Designation:** Local
- Keywords:** Prairie style, motif-rhythm, George W. Maher, early 20th Century, 1907
- Photographer:** Anne Hill Bird
- Image Date:** 12/1/2014
- Information Source:** Multiple values
- Institutional Contributor:** Multiple values
- Copyright of the Photograph/Image:** Anne Hill Bird
- How else may this image be used?:** Research, teaching and study (no public websites or publications)
- SAH Archipedia Building ID:** (Empty)
- UUID:** Multiple values

A callout box with the text "Click here to save" points to the "Save" button in the top right corner of the form area. Other buttons visible include "Publish", "Options", and "Save & Close".

Next, click on Publish then check the Members collection, then publish

SAH Member Full Help

Multiple values

Street Address Multiple values

* Location Multiple values

* Country

Latitude Multiple values

* Date(s) Multiple values

* Earliest Date Multiple values

Materials/Techniques Multiple values

Description Multiple values

Style/Period/Dynasty Multiple values

Historic Designation Multiple values

Keywords Multiple values

* Photographer Multiple values

Image Date Multiple values

Institutional Contributor Multiple values

* Copyright of the Photograph/Image Multiple values

SAH Archipedia Building ID Multiple values

How else may this image be used? Multiple values

UUID Multiple values

1. Click

Publish

Target Options

Select publishing targets.

Target	Type
<input type="checkbox"/> Target	
<input checked="" type="checkbox"/> SAHARA Members' Collection in the Sahara	Restricted Access Learn more

Push Cancel

2. then here

3. then here to publish



Confirm publishing by clicking here:

The screenshot shows the Shared Shelf web application interface. The browser address bar displays `catalog.sharedshelf.artstor.org/index.html#projectManager:215`. The page title is "SHARED SHELF Version 1.1.2". The user is signed in as `abird@sah.org`. The main content area is titled "Editing 1 records in the 'SAHARA' project".

The "SAH Member Full" form contains various input fields for metadata, including "Street Address", "Location", "Country", "Latitude", "Longitude", "Date(s)", "Earliest Date", "Materials/Techniques", "Description", "Style/Period/Dynasty", "Historic Designation", "Keywords", "Photographer", "Image Date", "Information Source", "Institutional Contributor", "Copyright of the Photograph/Image", "How else may this image be used?", "SAH Archipedia Building ID", and "UUID".

A "Publication Summary" dialog box is open in the center, displaying the text: "SAHARA Members' Collection" and "1 items queued for publishing." Below the text are "View Status" and "OK" buttons. A callout box with the text "Click here first" has an arrow pointing to the "OK" button.

On the right side of the form, there are buttons for "Publish", "Options", "Save", and "Save & Close". A callout box with the text "Then here to Save and Close" has an arrow pointing to the "Save & Close" button.

The bottom of the page features a footer with links for "Contact Us", "Privacy Policy", "Terms & Conditions", "Copyright Concerns", "Artstor", and "Shared Shelf Commons". The copyright notice reads "© Artstor/Shared Shelf. All Rights Reserved." The Windows taskbar at the bottom shows the system time as 12:54 PM on 5/14/2015.

Your images should then be published to the Members' Collection.