Uploading and Publishing to SAHARA (revised July 2024)

To add your images to SAHARA, use JStor Forum and follow these steps:

1. Log in to JStor Forum: https://forum.jstor.org/ (the same account information you use for SAHARA)
2. Click on the SAHARA or SAHARA 2024 project:
3. If this is your first upload to SAHARA, you will see the message, “Your new project is empty.” Although the page advising starting with metadata, we prefer to add media first. Click on the “add media” hyperlink near the bottom of the page to add images.
4. Drag and drop your image files to the box on the following screen. For best results:
   a. Upload images no more than 10 at a time and use the strongest internet connection available to you.
   b. Before you upload, make sure your images are oriented correctly – rotate if necessary.
   c. Please remove duplicate images before uploading.
5. Once you have added one or more images, click on “Upload” button.
6. The image files will upload. Once uploaded, you’ll see the upload report. Click OK.
7. Then, double-click on the image thumbnail to open the editing screen.
8. Fill in the metadata for your image. Required fields are marked with an asterisk: *. Supply as much information as possible to improve the chance of your image appearing in user searches.

9. To better understand the field requirements, please use the Cataloging Guide available on the SAH website at https://www.sah.org/publications/sahara. We especially recommend reviewing the Creator and Location fields, which take information from the Getty Vocabularies.
10. Repeat for each uploaded image. You can navigate between images by using these navigation buttons. Remember to save your information.
11. You can select several images to bulk edit, which saves time when there is information common to several images.
12. When you have completed entering your metadata you can publish your work to SAHARA on JSTOR. You can publish each image individually or several together. Do this from the editing screen using the “Publish” button just above your image preview or from the main Forum screen.
13. Select one of the two JSTOR publishing options:
   a. The SAHARA Members Collection is only available to SAH members.
   b. The SAHARA Public Collection is available to all JSTOR users.

14. After making your selection, you will see a screen with a message that your item(s) are queued for publishing. Your images should be visible on SAHARA within an hour.

Enter your email address and click “Notify me” to receive an email when they are posted. Otherwise, click “No Thanks.”
Ready for more? Click the “Add” button to repeat the process to uploading additional photos.

Thank you for your contributions to SAHARA.