

Uploading and Publishing to SAHARA (revised August,2023)

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

Start Here – you don't need to login to the SAH website

The screenshot shows the SAH website homepage. The browser address bar displays "sah.org". The top navigation bar includes links for "PUBLICATIONS AND RESEARCH", "CONFERENCES AND PROGRAMS", "MEMBERSHIP", "JOBS AND OPPORTUNITIES", and "ABOUT SAH". A dropdown menu is open under "PUBLICATIONS AND RESEARCH", listing the following options: JSAH, SAH Archipedia, Buildings of the United States, SAHARA, SAH Blog, SAH Newsletter, Booklists and Exhibition Catalog Lists, SAH Data Project, Digital Resources, and Fellowship Reports. A blue arrow points from the text "Start Here" to the "SAHARA" option in the dropdown menu. The main content area features a large banner for the "76th ANNUAL INTERNATIONAL CONFERENCE" held from "20-22 SEPTEMBER 2023". To the right of the banner is a section titled "MEMBERSHIP GRANTS" with text about grants for emerging professionals. Below the banner, there are three columns of content: "SAH NEWS" with recent newsletters, "SAH BLOG" with a post titled "Composting Crisis into Community", and a "JOIN SAH - become a member" section with links to subscribe, donate, and visit a house. The bottom of the page includes social media icons for Facebook, Twitter, Instagram, LinkedIn, and YouTube, and a "SAH COMMONS" logo. The Windows taskbar at the bottom shows the date as 8/15/2023 and the time as 1:10 PM.

SOCIETY OF ARCHITECTURAL HISTORIANS

Select Language | ▼

JOIN SAH LOGIN/CREATE AN ACCOUNT

CONTACT SAH

PUBLICATIONS AND RESEARCH CONFERENCES AND PROGRAMS MEMBERSHIP JOBS AND OPPORTUNITIES ABOUT SAH

JSAH
SAH Archipedia
Buildings of the United States
SAHARA
SAH Blog
SAH Newsletter
Booklists and Exhibition Catalog Lists
SAH Data Project
Digital Resources
Fellowship Reports

76th ANNUAL INTERNATIONAL CONFERENCE
20-22 SEPTEMBER 2023

MEMBERSHIP GRANTS

Membership grants for emerging professionals in the field of architectural history and related disciplines. Apply by September 30.

SAH NEWS

August 9, 2023 Newsletter
Aug 09, 2023

Meet SAH's New Contingent Faculty Committee
Aug 07, 2023

July 26, 2023 Newsletter
Jul 26, 2023

Call for Papers: SAH Session at CAA 2024 Annual Conference
Jul 24, 2023

SAH BLOG

Composting Crisis into Community
By Annie Schentag

JOIN SAH - become a member

SUBSCRIBE to the SAH Newsletter

DONATE to SAH

VISIT the Charnley-Persky House

SAH COMMONS

https://www.sah.org/publications-and-research

68°F Cloudy 1:10 PM 8/15/2023

Then click here

SAH | SAHARA | Society of Architecture


SAHARA | Society of Architectural Historians

JOIN SAH LOGIN/CREATE AN ACCOUNT

CONTACT SAH

PUBLICATIONS AND RESEARCH CONFERENCES AND PROGRAMS MEMBERSHIP JOBS AND OPPORTUNITIES ABOUT SAH

SAHARA



A Digital Archive of Architecture Images

SAHARA is a digital image archive developed by the Society of Architectural Historians in collaboration with [Artstor](#). Funded by the Andrew W. Mellon Foundation, SAHARA contains over 200,000 images of architecture and landscapes contributed by SAH members. SAHARA access is one of the many benefits of [SAH membership](#).

[Visit SAHARA](#)

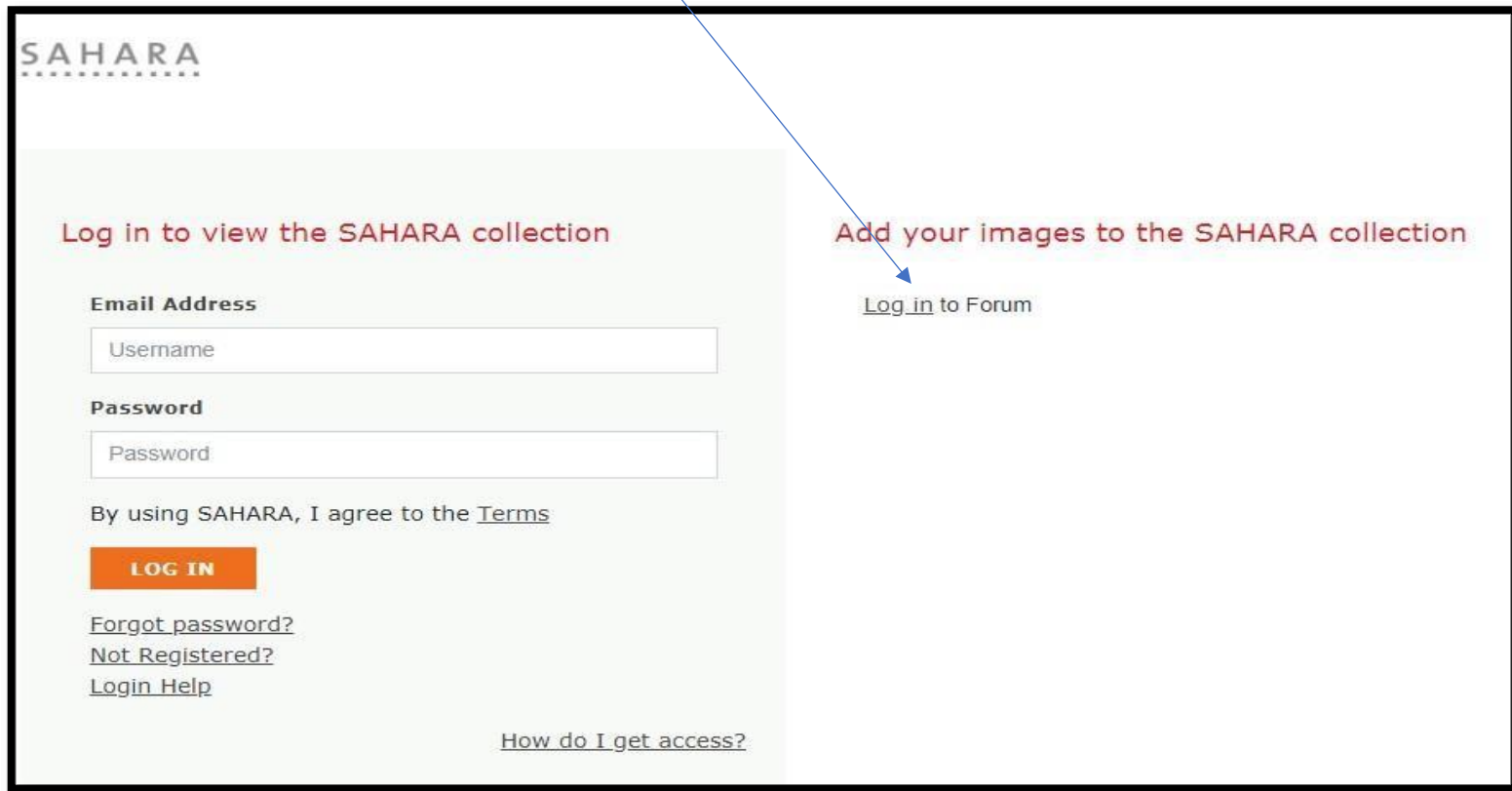
SAH members can:

- **upload** their digital photographs and video clips to a shared online archive
- **organize** images into groups
- **download** images to a computer or directly to PowerPoint
- **share** images and image groups with colleagues and students
- **collaborate** with other members and create image categories for teaching and research

PUBLICATIONS AND RESEARCH

- JSAH
- SAH Archipedia
- Buildings of the United States
- SAHARA**
- SAH Blog
- SAH Newsletter
- Booklists and Exhibition Catalog Lists
- SAH Data Project
- Digital Resources

You may also go to <http://sahara.artstor.org> – click on **Log In to Forum** on the right side



SAHARA

Log in to view the SAHARA collection

Email Address

Password

By using SAHARA, I agree to the [Terms](#)

LOG IN

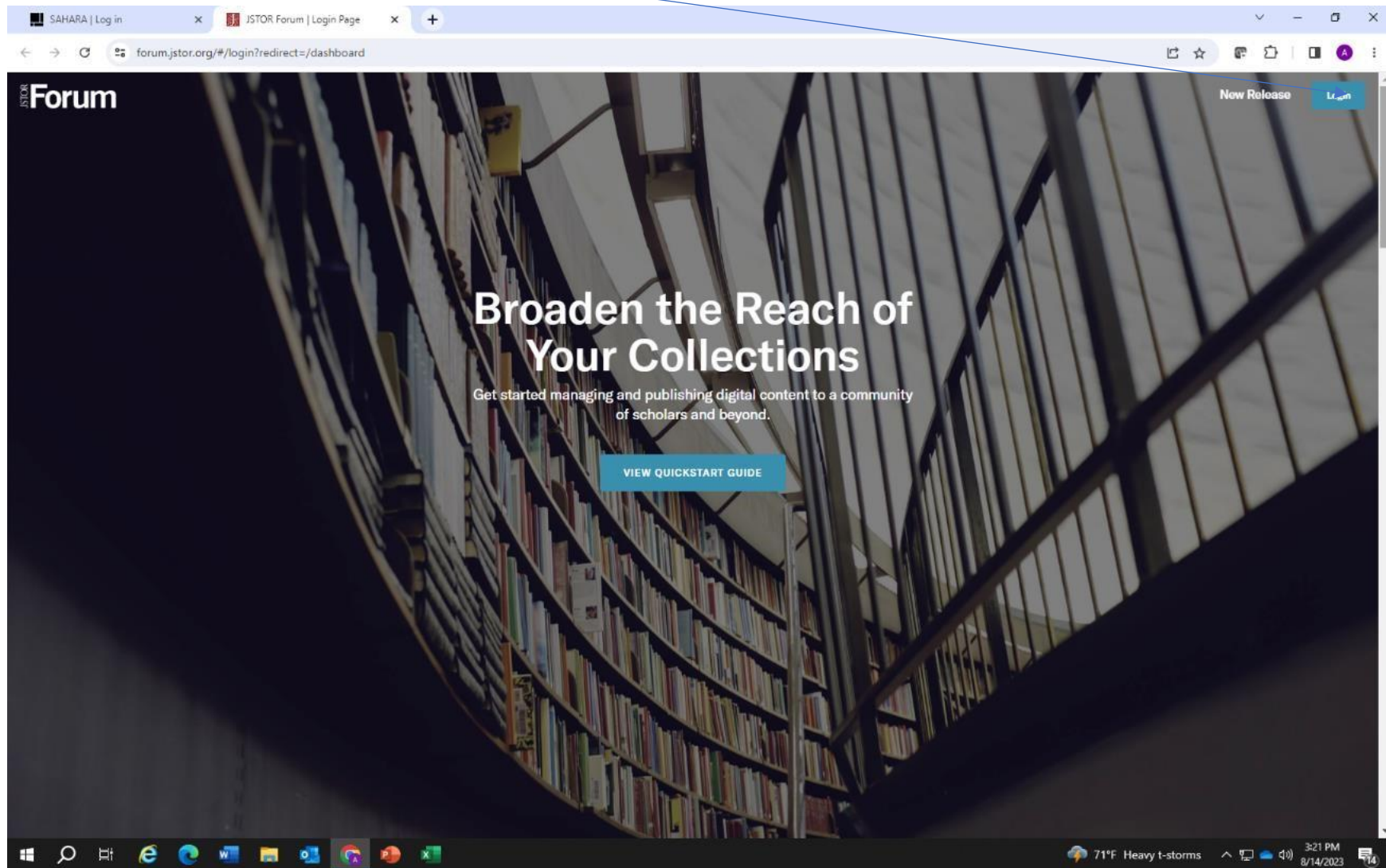
[Forgot password?](#)
[Not Registered?](#)
[Login Help](#)

[How do I get access?](#)

Add your images to the SAHARA collection

[Log in](#) to Forum

2. Login on the JSTOR Forum page



Enter your login information here. It is the same information you use for logging into ARTstor

SAHARA | Log in

JSTOR Forum | Login Form

forum.jstor.org/#/login/by-email?redirect=/dashboard

JSTOR Forum

Sign In to JSTOR Forum

abird@sah.org

SIGN IN

Sign In through My Institution

By using JSTOR Forum, I agree to the [Terms](#).

[Forgot your password?](#)

3.

71°F Heavy t-storms 3:22 PM 8/14/2023

Click on the SAHARA project

SAHARA | Log in JSTOR Forum | Dashboard

forum.jstor.org/#/dashboard


Forum Projects ▾ Lists Admin ▾

Bird, Anne ▾

Projects

Search projects

+
Add Project



SAHARA
199,605 items
56,463 items published to [JSTOR](#)
44,930 items published to [Artstor](#)

TOTAL ITEMS
199,605

**TOTAL ITEMS
PUBLISHED TO JSTOR**
56,463

**TOTAL ITEMS
PUBLISHED TO
ARTSTOR**
44,930

TOTAL ITEM REQUESTS
ON JSTOR ↗
14,822 ⓘ

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71°F Heavy t-storms 3:22 PM 8/14/2023

If this is your first upload to SAHARA, you'll see "Your new project is empty. We suggest adding media first. Click on the hyperlink to add images

SAHARA | Log in

JSTOR Forum | Projects Page

+

forum.jstor.org/#/projects/215?query=&filter=&&sort=id&dir=DESC&start=0&limit=100

JSTOR Forum

Projects ▾

Lists

🔔 ⓘ annehillbird@gmail.com ▾

SAHARA

▸ Sets

▸ Saved Filters

Your new project is empty

Get started by adding metadata. [Learn more](#)

It is essential to put your data into the excel project template. This template includes special ID numbers in each of the column headers that match your data to our fields in Forum (see example below).

We're working on a new uploader to make all this easier! If you want to try it, email forumsupport@jstor.org to request early access.

How to upload a metadata spreadsheet

1. First, **download the excel template** for your project. This template includes the correct headers with unique item identifiers for your Forum project.

Download Excel project template

2. Next, **add the word "NEW"** in all caps in each row of the SSID column that will have your data.

3. Now **copy your data** and **paste** it into the column that best matches your metadata. It's OK to leave columns blank.

4. Finally you can **upload the modified template** file that has your metadata.

Upload spreadsheet

You can also get started by [adding blank records](#).

You could [add media](#) first, but we recommend starting with adding metadata. ⓘ

	A	B	C	D	E	F
1	SSID	Filename	Creator[1368764]	Culture[1368765]	Title[1368766]	Image View Dim
2	NEW	Your data	Your data	Your data	Your data	Your data
3	NEW	Your data	Your data	Your data	Your data	Your data
4	NEW	Your data	Your data	Your data	Your data	Your data
5	NEW	Your data	Your data	Your data	Your data	Your data
6						
7						

Columns

Activity Monitor

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🌱 Pollen tomorrow

4:12 PM 8/15/2023

🗨 21

Drag and drop your image files here. Don't try to do too many at once. Use the strongest internet connection available to you.

The screenshot shows a web browser window with the address bar displaying 'forum.jstor.org/#/'. The page header includes the 'JSTOR Forum' logo, navigation links for 'Projects' and 'Lists', and a user profile for 'annehillbird@gmail.com'. The main content area is titled 'SAHARA' and features a large dashed red box for file uploads. Inside this box, the text 'Drag & drop media files here' is centered, with a red upward arrow icon below it. A button labeled 'Choose media to upload' is positioned at the bottom of the dashed box. To the right of the upload area, a sidebar contains instructions: 'Upload items' (Upload one or many files to your project.), 'Upload compound objects' (Compound objects are a set of electronic files and the structural relationship between them, that comprise a complete single digital object. An example are pages within a chapter of a book. Find out [more about compound objects.](#)), and 'Filename syntax' (IMAGE_001.PNG, IMAGE_002.PNG, IMAGE_003.PNG). At the bottom right of the sidebar are links for 'Columns' and 'Activity Monitor'. The footer of the page includes a navigation bar with links like 'Contact Us', 'Forum Newsletter Sign Up', 'Support', 'Artstor', 'Public Collections', 'Cookie Policy', and 'Cookie Settings', along with a copyright notice '©2000-2023 ITHAKA. All Rights Reserved. | Copyright | Terms | Privacy'. The Windows taskbar at the very bottom shows various application icons and the system clock indicating 4:03 PM on 8/14/2023.

JSTOR Forum | Projects Page x +

forum.jstor.org/#/

Forum Projects Lists

annehillbird@gmail.com

SAHARA

Drag & drop media files here

or

Choose media to upload

Upload items
Upload one or many files to your project.

Upload compound objects
Compound objects are a set of electronic files and the structural relationship between them, that comprise a complete single digital object. An example are pages within a chapter of a book. Find out [more about compound objects.](#)

Filename syntax
IMAGE_001.PNG
IMAGE_002.PNG
IMAGE_003.PNG

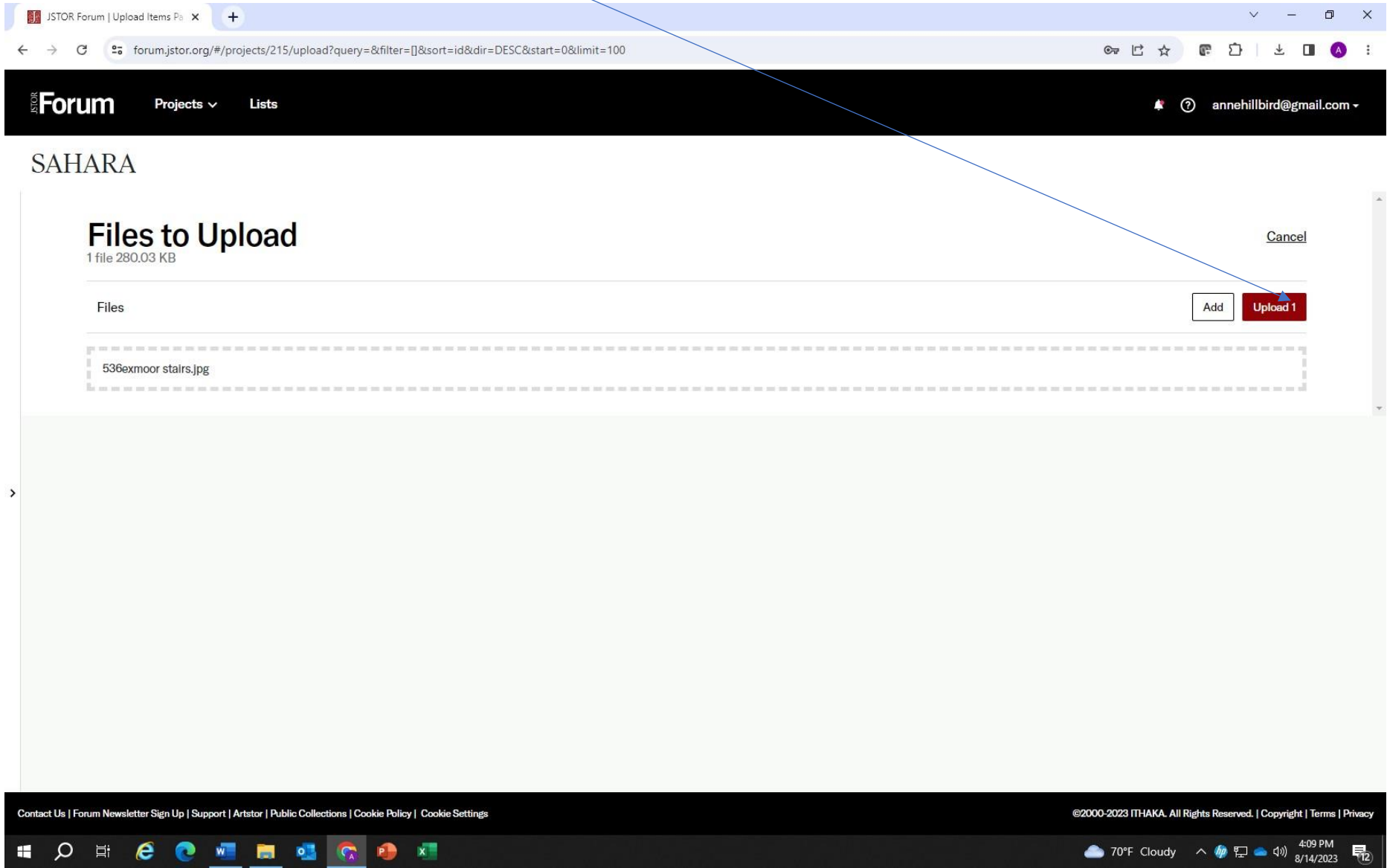
[Columns](#) [Activity Monitor](#)

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70°F Cloudy 4:03 PM 8/14/2023

Once you have added an image, you'll see this. Click on Upload.



The image will upload. Once it has uploaded, you'll see the upload report. Once you click OK, double click on the image.

JSIOR Forum | Projects Page

forum.jstor.org/#/projects/215?query=&filter=&&sort=id&dir=DESC&start=0&limit=100

forum.jstor.org/#/projects/215?query=&filter=&&sort=id&dir=DESC&start=0&limit=100

Forum

Projects ▾


Lists

annehillbird@gmail.com ▾

SAHARA

Search items

Add ▾

THUMBNAI	SSID↓	FILENAME	CREATE...	CREATE...	CREATO...	CULTURE	TITLE/NAME O...	IMAGE VIEW	VIEW TYPE	DATE(S)	EARLIEST DATE	LATEST DATE	STYLE/PERIOD...	MATERIALS/TE...	MEASUREMEN...
<input type="checkbox"/>		35454031	536exmoor...	Unknown ...	2023-08-14...										

Upload Report

Upload Finished

Upload Report

- 1 file(s) uploaded successfully.
- Total of 280.03 KB transferred in 5 seconds.
- Overall upload speed was 49.3 KB /s.

[View the upload activity monitor for details](#)

Ok

Page 1 of 1

Items Per Page 100

(Displaying 1 - 1 of 1)

Columns

Activity Monitor

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Windows taskbar with icons for Edge, Word, File Explorer, etc.

70°F Cloudy 4:09 PM 8/14/2023

Start filling in the meta data for your image. The more information you enter, the more complete your image will be. Be sure to fill in all fields with a *. These are required fields NOTE: CREATOR IS THE ARCHITECT OF THE BUILDING!

JSTOR Forum | Edit Item Page

forum.jstor.org/#/projects/215/edit/35454031?query=&filter=[]&sort=id&dir=DESC&start=0&limit=100

annehillbird@gmail.com

Forum

Projects

Lists

← SAHARA > 536exmoor stairs.jpg

[Previous](#) [Next](#)

[Publish](#) [Options](#) [Save](#) [Save & Close](#)

SAH Member Full

* Title (Name of Work)

Bird House

Title (Name of Complex)

View Type

Interior
SAHARA: View Type ID 11536014

Image View

* Broad Classification

Architecture and City Planning
Artstor Classification ID 11309239

* Work Type

Residence

Creator Name

Fred Polito

Street Address

536 Exmoor Road

* Location

Kenilworth, IL

* Country

United States
Artstor Country ID 11313083

Latitude

Longitude

* Date(s)

1919-2020

* Earliest Date

1994

* Latest Date

1994

Materials/Techniques


Measurements

Description

Commentary

Share

Media



536exmoor stairs.jpg

SSID: 35454031

Image • 853 x 1280px • 280.03 KB

Created on Aug 14, 23 by

Updated on Aug 14, 23 by

SAHARA

[SAHARA Editors' Choice Collection](#) • Sahara

Not Published

[Publish](#)

[See more publishing destinations](#)

70°F Cloudy

4:14 PM

8/14/2023

Be sure to complete as much information as possible. You can navigate between images by using these navigation buttons. Be sure to save your information.

JSTOR Forum | Edit Item Page

forum.jstor.org/#/projects/215/edit/35454031?query=&filter=[]&sort=id&dir=DESC&start=0&limit=100

SAHARA > 536exmoor stairs.jpg

< Previous Next >

[Publish](#) [Options](#) [Save](#) [Save & Close](#)

SAH Member Full

Style/Period/Dynasty ⓘ

Traditional

Culture ⓘ

Historic Designation ⓘ

Historic Designation (Other) ⓘ

Keywords ⓘ

*** Photographer** ⓘ

Anne Bird

Image Date ⓘ

5/1/2020

Information Source ⓘ

Contributor ⓘ

Institutional Contributor ⓘ

*** Copyright of the Photograph/Image** ⓘ

Anne Bird


*** How else may this image be used?** ⓘ

Research, teaching and study (no public websites or publications)

SAHARA: How else may this image be used? ID 11536062

SAH Archipedia Building ID ⓘ

UUID ⓘ



536exmoor stairs.jpg

SSID: 35454031

Image · 853 x 1280px · 280.03 KB

Created on Aug 14, 23 by

Updated on Aug 14, 23 by

SAHARA

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Click here to look at publishing options

JSTOR Forum | Edit Item Page

forum.jstor.org/#/projects/215/edit/35454031?query=&filter=[]&sort=id&dir=DESC&start=0&limit=100


SAHARA > 536exmoor stairs.jpg


[Previous](#) [Next](#)

[Publish](#) [Options](#) [Save](#) [Save & Close](#)

SAH Member Full

Style/Period/Dynasty ⓘ
Traditional

Culture ⓘ


Historic Designation ⓘ


Historic Designation (Other) ⓘ

Keywords ⓘ

* Photographer ⓘ
Anne Bird

Image Date ⓘ
5/1/2020

Information Source ⓘ

Contributor ⓘ

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SAHARA: How else may this image be used? ID 11536062

SAH Archipedia Building ID ⓘ

UUID ⓘ



536exmoor stairs.jpg

SSID: 35454031

Image • 853 x 1280px • 280.03 KB

Created on Aug 14, 23 by

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SAHARA

SAHARA Editors' Choice Collection • Sahara

Not Published

Publish

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javascript:void(0)

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You want to publish your images to the SAHARA Members' Collection

forum.jstor.org/#/projects/215/edit/35454031?query=&filter=[]&sort=id&dir=DESC&start=0&limit=100

← **SAHARA** › 536exmoor stairs.jpg

Previous Next

Publish Options Save Save & Close

SAH Member Full

Style/Period/Dynasty ⓘ Traditional

Culture ⓘ

Historic Designation ⓘ

Historic Designation (Other) ⓘ

Keywords ⓘ

* Photographer ⓘ Anne Bird

Image Date ⓘ 5/1/2020

Information Source ⓘ

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Research, teaching and study (no public websites or publications)
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SAH Archipedia Building ID ⓘ

UUID ⓘ

536exmoor stairs.jpg

SSID: 35454031

Image • 853 x 1280px • 280.03 KB

Created on Aug 14, 23 by

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Publish

SAHARA Members' Collection • Sahara

Not Published

Publish

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sahara.artstor.org/library#/collection/1113

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Click on Publish

JSTOR Forum | Edit Item Page

forum.jstor.org/#/projects/215/edit/35454031?query=&filter=[]&sort=id&dir=DESC&start=0&limit=100

← SAHARA › 536exmoor stairs.jpg

Previous Next

Publish Options Save Save & Close

SAH Member Full

Style/Period/Dynasty ⓘ Traditional

Culture ⓘ

Historic Designation ⓘ

Historic Designation (Other) ⓘ

Keywords ⓘ

* Photographer ⓘ Anne Bird

Image Date ⓘ 5/1/2020

Information Source ⓘ

Contributor ⓘ

Institutional Contributor ⓘ

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* How else may this image be used? ⓘ
Research, teaching and study (no public websites or publications)
SAHARA: How else may this image be used? ID 11536062

SAH Archipedia Building ID ⓘ

UUID ⓘ

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SAHARA Members' Collection · Sahara
Not Published
Publish

JSTOR
SAHARA Members Collection · Institutional
Not Published
Publish

SAHARA Public Collection · Public
Not Published

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Click on Save and Publish

JSTOR Forum | Edit Item Page

forum.jstor.org/#/projects/215/edit/35454031?query=&filter=[]&sort=id&dir=DESC&start=0&limit=100

← SAHARA > 536exmoor stairs.jpg

Previous Next

Publish Options Save Save & Close

SAH Member Full

Style/Period/Dynasty ⓘ Traditional

Culture ⓘ

Historic Designation ⓘ

Historic Designation (Other) ⓘ

Keywords ⓘ

* Photographer ⓘ Anne Bird

Image Date ⓘ 5/1/2020

Contributor ⓘ

Institutional

* Copyright of the Photograph/Image ⓘ Anne Bird

* How else may this image be used? ID 11536062

Research, teaching and study (no public websites or publications)

SAHARA: How else may this image be used? ID 11536062

SAH Archipedia Building ID ⓘ

UUID ⓘ

Editors' Choice Collection · Sahara

Members' Collection · Sahara

JSTOR

SAHARA Members Collection · Institutional

Not Published

Publish

SAHARA Public Collection · Public

Not Published

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Unsaved Changes

You have unsaved changes. Would you like to save?

Cancel Save and Publish

This will show your image is queued for publishing. You may choose to receive an update or not.

JSTOR Forum | Edit Item Page

forum.jstor.org/#/projects/215/edit/35454031?query=&filter=&sort=id&dir=DESC&start=0&limit=100

SAHARA > 536exmoor stairs.jpg

SAH Member Full

Style/Period/Dynasty ⓘ Traditional

Culture ⓘ

Historic Designation ⓘ

Historic Designation (Other) ⓘ

Keywords ⓘ

* Photographer ⓘ Image Date

Anne Bird 5/1/2020

Contributor ⓘ

* Copyright of the Photograph/Image ⓘ

Anne Bird

SAH Archipedia Building ID ⓘ

UUID ⓘ

Publication Summary

1 items queued for publishing to SAHARA Members' Collection.

Publishing can take up to 24 hours

Sign up to be notified when your items are live on JSTOR

EMAIL

annehillbird@gmail.com

Notify Me No Thanks

SAHARA Members Collection · Institutional

Not Published

Publish

SAHARA Public Collection · Public

Not Published

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You will now see the image has been added to SAHARA. SSID number is here

JSTOR Forum | Projects Page


forum.jstor.org/#/projects/215?filter=[]&sort=id&dir=DESC&start=0&limit=100

Forum Projects Lists

annehillbird@gmail.com

SAHARA

Search items Add

THUMBNAI	SSID↓	FILENAME	CREATE...	CREATE...	CREATO...	CULTURE	TITLE/NAME O...	IMAGE VIEW	VIEW TYPE	DATE(S)	EARLIEST DATE	LATEST DATE	STYLE/PERIOD...
	35454031	536exmoor...	Unknown ...	2023-08-14...	Fred Polito		Bird House		Interior	1919-2020	1994	1994	Traditional

Page 1 of 1 Items Per Page 100 (Displaying 1 - 1 of 1)

Columns Activity Monitor

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