

## Uploading and Publishing to SAHARA (revised March 2018)

To add your images to SAHARA using JStor Forum (formerly Shared Shelf) please follow these steps:

1. 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

Username

Password

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



On the next page, click **Login** on the top right and log in to JStor Forum. (If you do not have a password, please contact the membership coordinator for the SAH: [membership@sah.org](mailto:membership@sah.org))

2. To upload your images, click the **Upload** button, click **Browse**, and select the files you want to add. You can upload many at one time. You will get a Success notice when the files have been uploaded.





**Project: SAHARA**Controlled Lists

**Project: SAHARA**  
Name  
SAHARA

**SAHARA (Displaying 1-25 of 128682 assets)**  
  Upload 

No assets selected. Select assets to view related actions.  
[Edit All](#)

Thumbnail	SSID	Location	Country	Creator Name	Date(s)	Title/Name of Work
	22378...					
	22378...					
	22378...					

3. Now you can see your files in the **Asset Panel**. You can reorder the columns by dragging them; you can also choose the columns you want to see by clicking **Viewable Columns**:





Project: SAHARA    Controlled Lists

Project: SAHARA    SAHARA (Displaying 1-25 of 128680 assets)

Name    Search Project    Upload    Viewable Columns


SAHARA

No assets selected. Select assets to view related actions.  
[Edit All](#)

Thumbnail	SSID	Location	Country	Creator Name	Date(s)	Title/Name of Work	Image Date	Size
								
	22377...							
	22377...							
	22377...							



5. Please fill in all fields with \* - these are required. The [Cataloging Guidelines document](#) will explain each field. As you fill in each field, note the fields that have a “book” icon, e.g. in Creator or Work Type. When you click on the icon it will open an Authority List.

 Signed in as [Saffron, J. Alade](#) | [Sign out](#) [Help](#)

Project: SAHARA Controlled Lists Edit Record: 12577...

## « Record: 12577747 »

in the SAHARA project

Basic Info Publishing Info

Publish Options Save Save & Close

### SAH Member Full [Help](#)

**\* Title/Name of Work** Title/Name of Complex

Town Hall

**View Type** Image View

General View

SAH [SAHARA: View Type ID 11536009]

**\* Broad Classification** \* Work Type

Architecture and City Planning

Shared Shelf [Artstor Classification ID 11309239]

town halls

town halls

AAT [AAT ID 30006063]

**Creator Name**

**Street Address** \* Location \* Country

Kampong Phluk village, Tonle Sap, Tônele, Cambodia

Sab, Tônele


TGN [TGN ID 1117966] Shared Shelf [Artstor Country ID 11313093]

**Latitude** Longitude

12.883333 104.066667

**\* Date(s)** \* Earliest Date \* Latest Date

ca 1990-2014 1980 2014



Tonle-Sap-1.jpg Replace Download

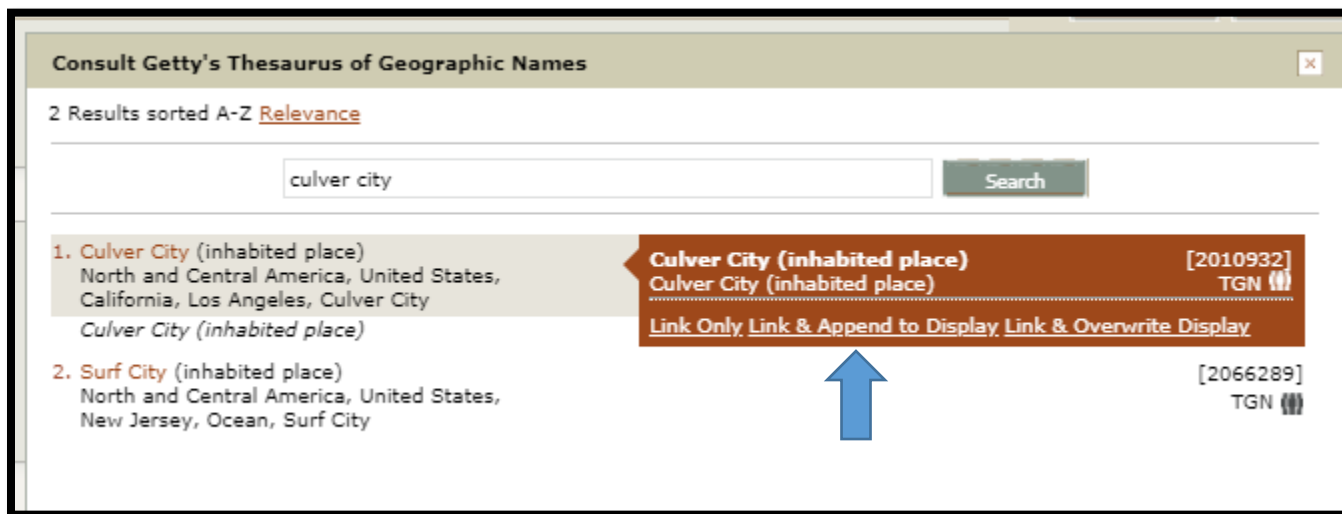
**SSID: 12577747**  
Created on Dec 30, 2015 at 14:51 by  
Updated on Dec 30, 2015 at 15:21 by

This record is published.  
*See publication tab for details.*

Media Type: jpg  
Media Height: 1467 pixels  
Media Width: 1867 pixels  
Media Size: 1.6 MB

[open viewer](#)

6. If you select a term from the Authority, make sure you choose **Link and Append to Display**.



7. Finally, when you are satisfied with the information in the fields, click **Save**, then **Publish**. Under Publishing Targets, select **SAHARA Members Collection**, then click **Publish**. (If you receive an error message, please repeat this step.) Your images will appear in the SAHARA collection within 15 minutes!

