

Uploading and Publishing to SAHARA (revised August, 2023)

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, or your SAH accounts on Artstor or JStor)
2. Click on the SAHARA project:

The screenshot shows the JSTOR Forum dashboard for the SAHARA project. The browser tabs at the top include 'SAHARA | Log in' and 'JSTOR Forum | Dashboard'. The address bar shows 'forum.jstor.org/#/dashboard'. The dashboard header includes the 'JSTOR Forum' logo and navigation links for 'Projects', 'Lists', and 'Admin'. A user profile for 'Bird, Anne' is visible in the top right. The main content area features a 'Projects' section with a search bar and a large '+ Add Project' button. Below this, the 'SAHARA' project is highlighted with a blue arrow pointing to its image. The project details show: 199,605 items, 56,463 items published to JSTOR, and 44,930 items published to Artstor. On the right side, a summary box displays: TOTAL ITEMS 199,605; TOTAL ITEMS PUBLISHED TO JSTOR 56,463; TOTAL ITEMS PUBLISHED TO ARTSTOR 44,930; and TOTAL ITEM REQUESTS ON JSTOR 14,822. The footer contains links for 'Contact Us', 'Forum Newsletter Sign Up', 'Support', 'Artstor', 'Public Collections', 'Cookie Policy', and 'Cookie Settings'. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the date and time as 3:22 PM on 8/14/2023.

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 ○

3. 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 x JSTOR Forum | Projects Page x +

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

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).

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. ⓘ

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.

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

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

Contact Us | Forum Newsletter Sign Up | Support | Artstor | Public Collections | Cookie Policy | Cookie Settings

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Pollen tomorrow 4:12 PM 8/15/2023 21

4. Drag and drop your image files here. Don't try to do too many at once. Use the strongest internet connection available to you. (Tips: before you upload, make sure your images are oriented correctly – rotate if necessary. Also, please remove duplicate images before uploading.)

The screenshot shows a web browser window with the JSTOR Forum Projects Page. The browser's address bar shows the URL `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 media uploads. Inside this box, the text 'Drag & drop media files here' is centered, with a red upward arrow icon above it. Below this text, the word 'or' is displayed, followed by a button labeled 'Choose media to upload'. A blue arrow points from the instruction text in the first block to the red upward arrow icon. To the right of the dashed box, there is a sidebar with the heading 'Upload items' and the instruction 'Upload one or many files to your project.' Below this, the section 'Upload compound objects' explains that these are sets of electronic files with structural relationships, providing an example of pages within a book chapter and a link to 'more about compound objects.' Further down, the 'Filename syntax' section lists three examples: 'IMAGE_001.PNG', 'IMAGE_002.PNG', and 'IMAGE_003.PNG'. At the bottom of the page, there is a footer with links for 'Contact Us', 'Forum Newsletter Sign Up', 'Support', 'Artstor', 'Public Collections', 'Cookie Policy', and 'Cookie Settings'. The system tray at the very bottom shows the date and time as '4:03 PM 8/14/2023' and the weather as '70°F Cloudy'.

JSTOR Forum | Projects Page

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

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

The screenshot shows a web browser window with the JSTOR Forum interface. The browser's address bar displays the URL: `forum.jstor.org/#/projects/215/upload?query=&filter=[]&sort=id&dir=DESC&start=0&limit=100`. The forum header includes the JSTOR logo, the word "Forum", and navigation links for "Projects" and "Lists". The user's email, `annehillbird@gmail.com`, is visible in the top right corner.

The main content area is titled "SAHARA" and features a "Files to Upload" section. Below this title, it indicates "1 file 280.03 KB". A table with the heading "Files" contains one entry: `536exmoor stairs.jpg`. To the right of the table are two buttons: "Add" and "Upload 1". A blue arrow points from the instruction text to the "Upload 1" button. A "Cancel" link is located in the top right corner of the upload area.

The footer of the page contains links for "Contact Us", "Forum Newsletter Sign Up", "Support", "Artstor", "Public Collections", "Cookie Policy", and "Cookie Settings". It also includes copyright information: "©2000-2023 ITHAKA. All Rights Reserved. | Copyright | Terms | Privacy". The Windows taskbar at the bottom shows the system clock as 4:09 PM on 8/14/2023, along with weather information (70°F Cloudy) and various application icons.

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

The screenshot shows the JSTOR Forum Projects Page with a modal dialog box titled "Upload Report". The dialog box has a close button (X) in the top right corner. Inside the dialog, there is a green bar with the text "Upload Finished". Below this, the "Upload Report" section lists the following details:

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

Below the list, there is a link: [View the upload activity monitor for details](#). At the bottom right of the dialog is a red "Ok" button. A blue arrow points from the instruction text to this button.

The background of the screenshot shows the JSTOR Forum interface. The top navigation bar includes "Forum", "Projects", and "Lists". The main header area displays "SAHARA" and a search bar. Below the header is a table with columns: THUMBNAI, SSID, FILENAME, CREATE..., CREATO..., CULTURE, TITLE/NAME O..., IMAGE VIEW, VIEW TYPE, DATE(S), EARLIEST DATE, LATEST DATE, STYLE/PERIOD..., MATERIALS/TE..., and MEASUREMENTS. The table contains one row with a thumbnail image, SSID 35454031, FILENAME 536exmoor..., and other details. The bottom of the page shows a footer with contact information and a system tray with the date and time (4:09 PM 8/14/2023).

7. Start filling in the metadata for your image. The more information you enter, the more complete your record will be. Be sure to fill in all fields with a *. These are required fields NOTE: CREATOR IS THE ARCHITECT OF THE BUILDING, NOT THE PHOTOGRAPHER. Please look at the cataloguing guide to help understand the field requirements, especially Creator and Location which take information from the Getty Vocabularies: <https://www.sah.org/docs/default-source/sahara/sahara-cataloging-guidelines.pdf>

← SAHARA › Vw_9882.jpg

< Previous Next >

Publish Options Save Save & Close

Editor | SAH Member Full

*** Title (Name of Work) ⓘ**

Hampden County Courthouse ⓘ

View Type ⓘ

Exterior

SAHARA: View Type ID 11536013

*** Broad Classification ⓘ**

Architecture and City Planning ⓘ

Artstor Classification ID 11309239

Title (Name of Complex) ⓘ

Image View ⓘ

*** Work Type ⓘ**

county courthouses

county courthouses ⓘ

AAT [AAT ID 300005979]

Creator Name ⓘ

Richardson, Henry Hobson (American architect, 1838-1886); Shepley, Rutan, and Coolidge (American architectural firm, contemporary)

Richardson, Henry Hobson ⓘ

ULAN [SSN ID 500016339]

Shepley, Rutan, and Coolidge ⓘ

ULAN [SSN ID 500233080]

Street Address ⓘ

Elm Street

*** Location ⓘ**

Springfield, Hampden, Massachusetts, United States

Springfield ⓘ

TGN [TGN ID 7014531]

*** Country ⓘ**

United States ⓘ

Artstor Country ID 11313083

Latitude ⓘ

Longitude ⓘ

Share

Media

Vw_9882.jpg

SSID: 35343856

Image · 3083 x 2508px · 4.37 MB

Created on Aug 05, 23 by

Updated on Aug 05, 23 by

SAHARA

SAHARA Editors' Choice Collection · Sahara

Not Published

Publish

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

← SAHARA > Vw_9882.jpg

[< Previous](#) [Next >](#)



⋮ Options ▾

 Save Save & Close

Editor

SAH Member Full

* Title (Name of Work) ⓘ

Hampden County Courthouse ⓘ

Title (Name of Complex) ⓘ

View Type ⓘ

Exterior ⓘ

SAHARA: View Type ID 11536013

Image View ⓘ

* Broad Classification ⓘ

Architecture and City Planning ⓘ

Artstor Classification ID 11309239

* Work Type ⓘ

county courthouses

county courthouses ⓘ

AAT [AAT ID 300005979]

Creator Name ⓘ

Richardson, Henry Hobson (American architect, 1838-1886); Shepley, Rutan, and Coolidge (American architectural firm, contemporary)

Richardson, Henry Hobson ⓘ ⓘ ⓘ

ULAN [SSN ID 500016339]

Shepley, Rutan, and Coolidge ⓘ ⓘ ⓘ

ULAN [SSN ID 500233080]

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Springfield ⓘ

TGN [TGN ID 7014531]

* Country ⓘ

United States ⓘ

Artstor Country ID 11313083

Latitude ⓘ

Longitude ⓘ



[Share](#)

 Media ▼

Vw_9882.jpg

SSID: 35343856

Image · 3083 x 2508px · 4.37 MB

Created on Aug 05, 23 by

Updated on Aug 05, 23 by

SAHARA

SAHARA Editors' Choice Collection · Sahara

Not Published

Publish

9. When you have completed your metadata you can publish your work to SAHARA online. You can publish each image individually (or select them all in the main Forum screen and publish in bulk)

← SAHARA > Vw_9882.jpg

< Previous

Next >

🚀 Publish

⋮ Options

💾 Save

🔒 Save & Close

Editor | SAH Member Full

* Title (Name of Work) ⓘ

Hampden County Courthouse ⓘ

Title (Name of Complex) ⓘ

View Type ⓘ

Exterior
SAHARA: View Type ID 11536013

Image View ⓘ

* Broad Classification ⓘ

Architecture and City Planning
Artstor Classification ID 11309239

* Work Type ⓘ

county courthouses

county courthouses
AAT [AAT ID 300005979]

Creator Name ⓘ

Richardson, Henry Hobson (American architect, 1838-1886); Shepley, Rutan, and Coolidge (American architectural firm, contemporary)

Richardson, Henry Hobson
ULAN [SSN ID 500016339]

Shepley, Rutan, and Coolidge
ULAN [SSN ID 500233080]

Street Address ⓘ

Elm Street

* Location ⓘ

Springfield, Hampden, Massachusetts, United States

Springfield
TGN [TGN ID 7014531]

* Country ⓘ

United States
Artstor Country ID 11313083


Latitude ⓘ

Longitude ⓘ

↗ ↺

Share

Media



Vw_9882.jpg

SSID: 35343856

Image · 3083 x 2508px · 4.37 MB

Created on Aug 05, 23 by

Updated on Aug 05, 23 by

SAHARA

SAHARA Editors' Choice Collection · Sahara

Not Published

Publish

10. Select **one** of the first two publishing options. The SAHARA Public Collection is visible to everyone; the SAHARA Members Collection is just visible to SAH members:

Publish Records

×

<input type="checkbox"/> PUBLISHING TARGET NAME	TARGET TYPE	ACCESS TYPE
<input type="checkbox"/> SAHARA Public Collection	Public Collection in JSTOR	Open Access Learn More
<input type="checkbox"/> SAHARA Members Collection	Institutional Collection in JSTOR	Restricted Access Learn More

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

Back to top

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70°F Cloudy 4:16 PM 8/14/2023

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

THUMBNAIL	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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70°F Cloudy 4:19 PM 8/14/2023

You may upload future images by clicking on ADD