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:
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.”
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.)
5. Once you have added an image, you’ll see this. Click on Upload.
6. The image will upload. Once it has uploaded, you’ll see the upload report. Once you click OK, double click on the image.
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 an *. 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:

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.
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).

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

You may upload future images by clicking on ADD