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

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)
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.
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**:
4. You can catalog one image or several at a time. Double-click on any image, or highlight several and select **Edit**.
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.
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!