# Uploading and Publishing to SAHARA (revised August, 2023)
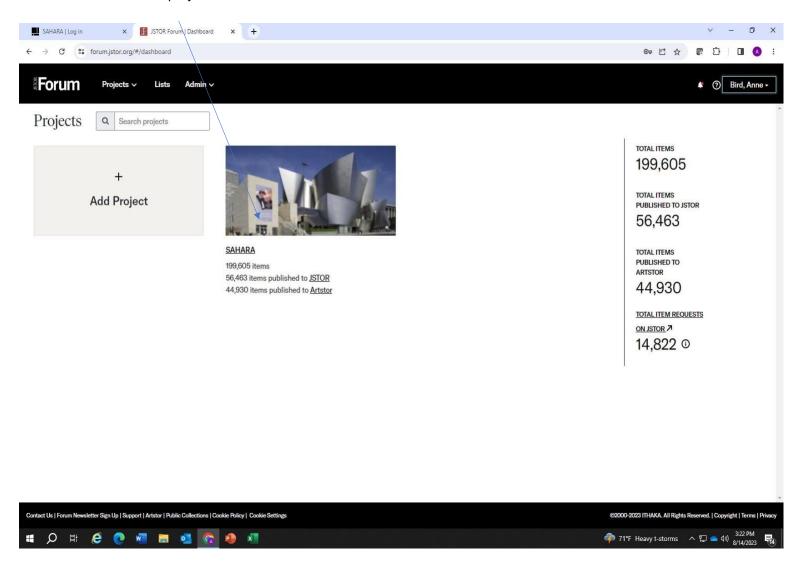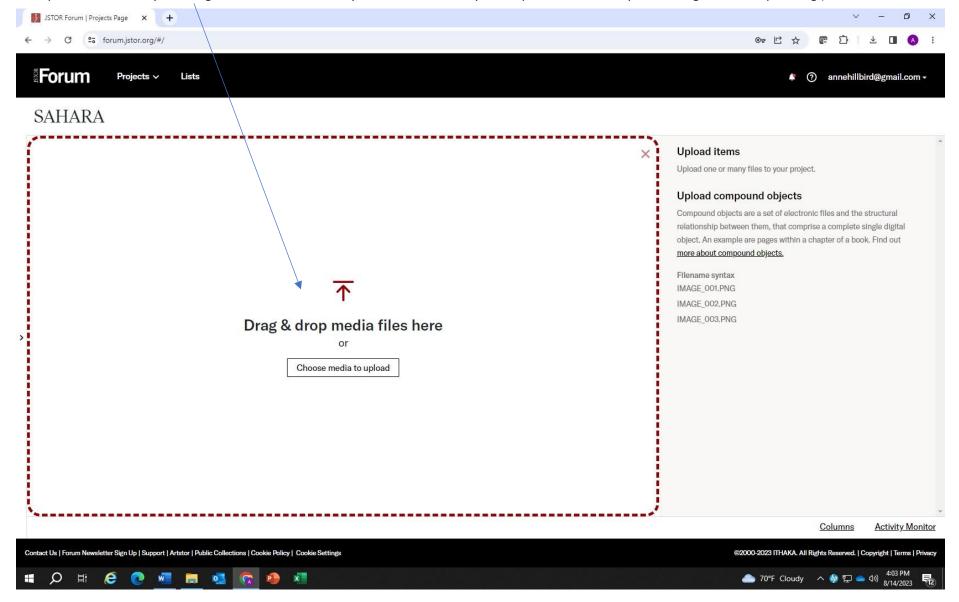
To add your images to SAHARA, use JStor Forum and follow these steps:

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)
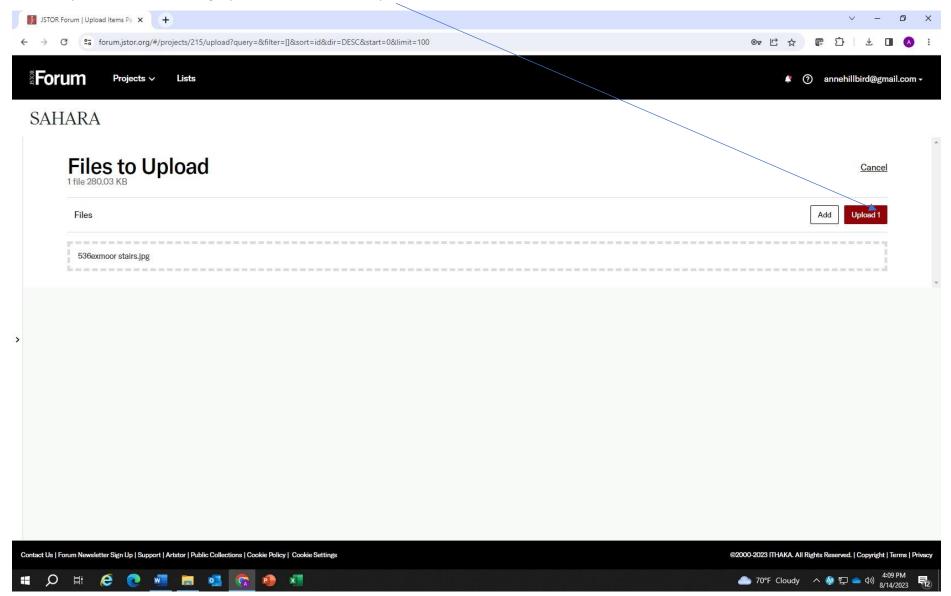2. Click on the SAHARA project:

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.



**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

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

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:

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



← SAHARA › 536exmoor stairs.jpg

⟨ Previous     Next ⟩

✈ Publish     ⋮ Options ▾     💾 Save     💾 Save & Close

SAH Member Full

Style/Period/Dynasty ⓘ
Traditional

Culture ⓘ

Historic Designation ⓘ

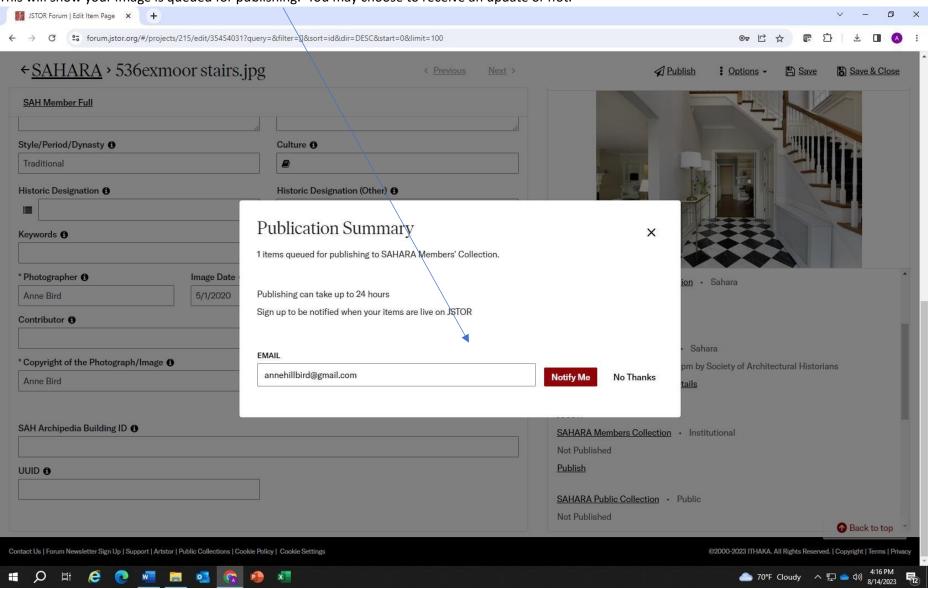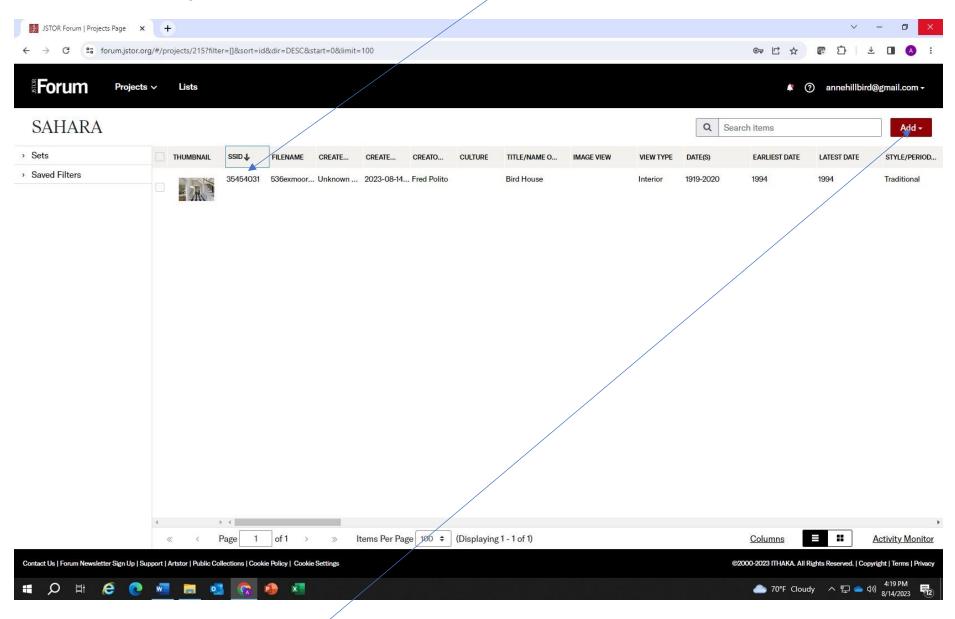Historic Designation (Other) ⓘ

Keywords ⓘ

**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

* Photographer ⓘ        Image Date
Anne Bird              5/1/2020

Contributor ⓘ

EMAIL
annehillbird@gmail.com          Notify Me    No Thanks

* Copyright of the Photograph/Image ⓘ
Anne Bird

SAH Archipedia Building ID ⓘ

UUID ⓘ

· Sahara

· Sahara

pm by Society of Architectural Historians

tails

SAHARA Members Collection · Institutional
Not Published
Publish

SAHARA Public Collection · Public
Not Published

⬆ Back to top

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



You may upload future images by clicking on ADD