Uploading and Publishing to SAHARA (revised May 2022)

To add your images to SAHARA, use JStor Forum and follow these steps:

1. Go to [http://sahara.artstor.org](http://sahara.artstor.org) — click on Log In to Forum on the right side

2. On the next page, click Login on the top right and log in to JStor Forum. (The same username and password works for Forum and SAHARA. If you do not have a password, contact the membership coordinator for the SAH: membership@sah.org)

3. On the Projects page, click on SAHARA

4. To upload your images, click the Add button in the upper right, selected Upload Media, and drag over the image files you want to add.
5. Click **Upload**, then you will get an Upload Report as confirmation.
6. You will now see your image files in a panel like this:

![Image panel example]

You can click and drag on the column headings to organize this view any way you like.

7. Now select one or more of the files, and click **Edit**.
8. This will take you to the cataloguing screen where you can enter the descriptive data for your images. Please refer to the Cataloguing Guidelines document for details on these steps. You can edit one image at a time, or bulk edit to add information that applies to multiple images.

9. Finally, when you are finished, and satisfied with the information in the fields, click **Save**.

10. To make the images and records available in SAHARA, click **Publish**. Under Publishing Targets, select **SAHARA Members Collection**, then click **Publish**. If you receive an error message there may be missing required information.

11. Once you receive a confirmation, your images will be available online within an hour.