

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> – click on **Log In to Forum** on the right side



SAHARA

Log in to view the SAHARA collection

Add your images to the SAHARA collection

Email Address

Username

Password

Password

By using SAHARA, I agree to the [Terms](#)

LOG IN

[Forgot password?](#)

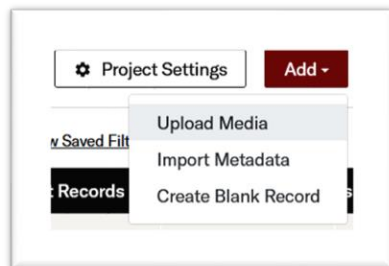
[Not Registered?](#)

[Login Help](#)

[How do I get access?](#)

[Log in to Forum](#)

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.



- Click **Upload**, then you will get an Upload Report as confirmation.
- You will now see your image files in a panel like this:

Applied Filters Photographer : Blank X [Clear](#) [Save as New Saved Filter](#) [Switch to Horizontal Filters](#)

<input type="checkbox"/>	THUMBNAIL	PHOTOGRAPHER ▼	COUNTRY	TITLE/NAME OF WORK	LOCATION	IMAGE VIEW	FILENAME	TIT
<input type="checkbox"/>							20170817_113041.jpg	
<input type="checkbox"/>				Storm Culvert Construc...	Baltimore, Baltimore In...		MD - Baltimore - Mt V... M	
<input type="checkbox"/>							W Franklin St 16DU75...	

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

- Now select one or more of the files, and click **Edit**.

3 items selected **Edit** **Publish** **Suppress** **Add to set ▼** **Delete** **Export Records**

<input type="checkbox"/>	THUMBNAIL	PHOTOGRAPHER ▼	COUNTRY	TITLE/NAME OF WORK	LOCATION	IMAGE VIEW
<input checked="" type="checkbox"/>						
<input type="checkbox"/>				Storm Culvert Construc...	Baltimore, Baltimore In...	
<input checked="" type="checkbox"/>						
<input checked="" type="checkbox"/>						

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.

The screenshot displays the SAHARA cataloguing interface. At the top left, it shows the breadcrumb navigation: SAHARA > 3 Items (All selected). Below this, there is a tab labeled 'Editor' and a sub-tab 'SAH Member Full'. The main form is divided into several sections for data entry:

- Title (Name of Work)** and **Title (Name of Complex)**: Two text input fields.
- iew Type** and **Image View**: Two dropdown menus.
- Broad Classification** and *** Work Type**: Two dropdown menus.
- reator Name**: A text input field.
- treet Address**, *** Location**, and *** Country**: Three input fields, with the last two having dropdown menus.
- atititude** and **Longitude**: Two input fields.

On the right side of the interface, there is a panel titled 'Editing 3 items' which displays three image thumbnails. Each thumbnail has a red 'X' icon in the top right corner and a numerical ID below it: 32653302, 32448753, and 32448752.

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.