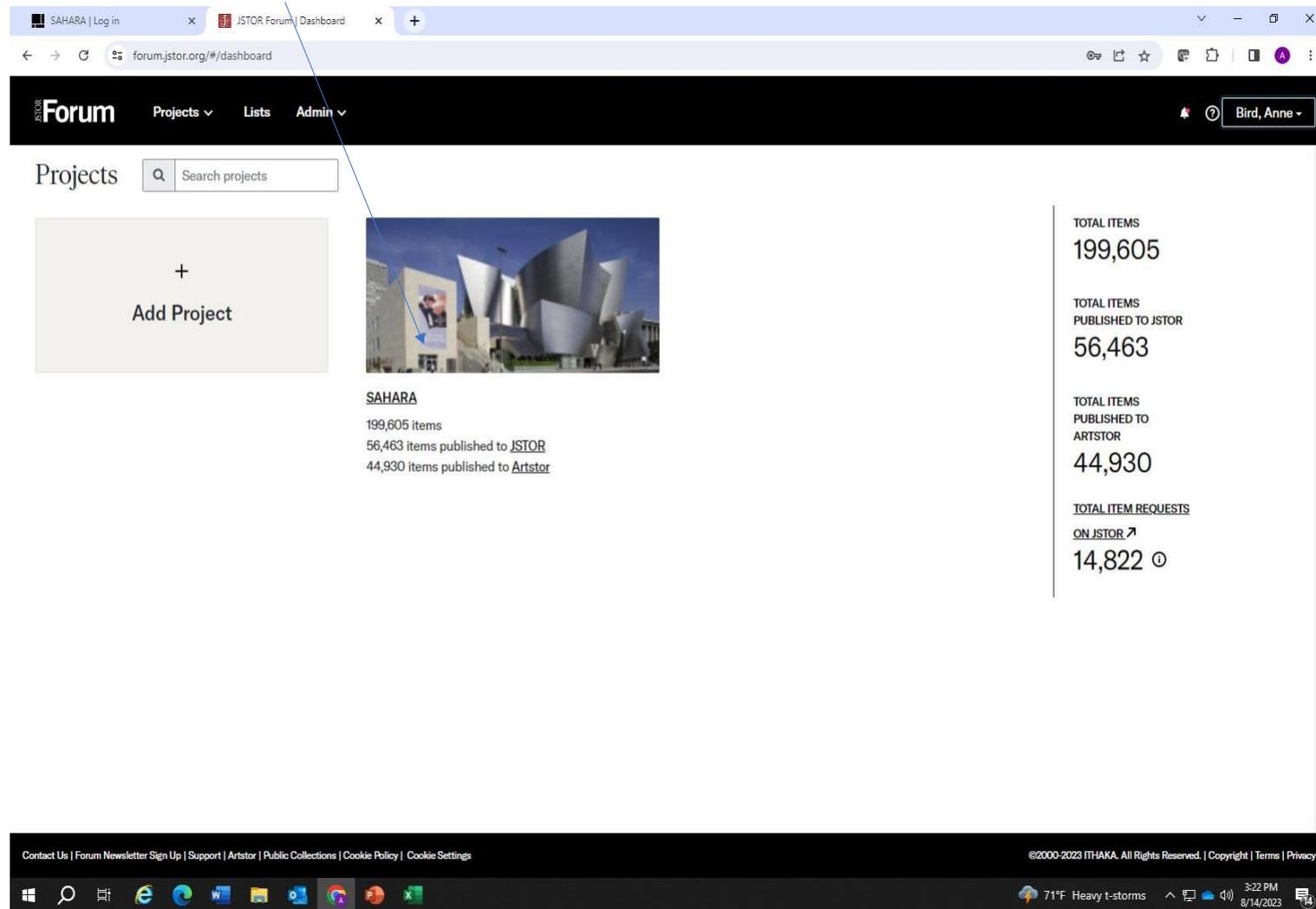


## Uploading and Publishing to SAHARA (revised August,2023)

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:



The screenshot shows the JStor Forum dashboard for the SAHARA project. The page includes a navigation bar with 'Forum', 'Projects', 'Lists', and 'Admin' menus. The main content area features a search bar, an 'Add Project' button, and a project card for SAHARA. The project card displays the following statistics:

- TOTAL ITEMS: 199,605
- TOTAL ITEMS PUBLISHED TO JSTOR: 56,463
- TOTAL ITEMS PUBLISHED TO ARTSTOR: 44,930
- TOTAL ITEM REQUESTS ON JSTOR: 14,822

The footer of the page contains contact information, a copyright notice for 2000-2023 ITHAKA, and the current date and time: 3:22 PM 8/14/2023.

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"

The screenshot shows a web browser window with the URL `forum.jstor.org/#/projects/215?query=&filter=[]&sort=id&dir=DESC&start=0&limit=100`. The page header includes the JSTOR Forum logo, navigation links for 'Projects' and 'Lists', and a user profile for 'annehillbird@gmail.com'. The main content area is titled 'SAHARA' and features a sidebar with 'Sets' and 'Saved Filters'. The central message reads: 'Your new project is empty. Get started by adding metadata. [Learn more](#). It is essential to put your data into the excel project template. This template includes special ID numbers in each of the column headers that match your data to our fields in Forum (see example below). We're working on a new uploader to make all this easier! If you want to try it, email [forumsupport@jstor.org](mailto:forumsupport@jstor.org) to request early access. How to upload a metadata spreadsheet 1. First, download the excel template for your project. This template includes the correct headers with unique item identifiers for your Forum project. [Download Excel project template] 2. Next, add the word "NEW" in all caps in each row of the SSID column that will have your data. 3. Now copy your data and paste it into the column that best matches your metadata. It's OK to leave columns blank. 4. Finally you can upload the modified template file that has your metadata. [Upload spreadsheet] You can also get started by [adding blank records](#). You could [add media](#) first, but we recommend starting with adding metadata. [Info icon]

	A	B	C	D	E	F
1	SSID	Filename	Creator[1368764]	Culture[1368765]	Title[1368766]	Image View Dlm
2	NEW	Your data	Your data	Your data	Your data	Your data Yo
3	NEW	Your data	Your data	Your data	Your data	Your data Yo
4	NEW	Your data	Your data	Your data	Your data	Your data Yo
5	NEW	Your data	Your data	Your data	Your data	Your data Yo
6						
7						

At the bottom of the page, there are links for 'Columns' and 'Activity Monitor'. The footer contains contact information, a newsletter sign-up link, and copyright information: '©2000-2023 ITHAKA. All Rights Reserved. | Copyright | Terms | Privacy'. The Windows taskbar at the bottom shows the time as 4:12 PM on 8/15/2023.

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.)

The screenshot shows a web browser window with the URL `forum.jstor.org/#/`. The page header includes the JSTOR Forum logo, navigation links for 'Projects' and 'Lists', and a user profile for 'annehillbird@gmail.com'. The main content area is titled 'SAHARA' and features a large dashed red box indicating a drag-and-drop zone. Inside this zone, there is a red upload icon (an upward arrow with a horizontal line above it), the text 'Drag & drop media files here', the word 'or', and a button labeled 'Choose media to upload'. A blue arrow points from the text in the instruction above to the red upload icon. To the right of the drag-and-drop area is a sidebar with the following content:

- Upload items**  
Upload one or many files to your project.
- Upload compound objects**  
Compound objects are a set of electronic files and the structural relationship between them, that comprise a complete single digital object. An example are pages within a chapter of a book. Find out [more about compound objects](#).
- Filename syntax**  
IMAGE\_001.PNG  
IMAGE\_002.PNG  
IMAGE\_003.PNG

At the bottom of the sidebar, there are links for 'Columns' and 'Activity Monitor'. The footer of the page contains contact information and copyright notices: '©2000-2023 ITHAKA. All Rights Reserved. | Copyright | Terms | Privacy'. The Windows taskbar at the bottom shows the system tray with the date '8/14/2023' and time '4:03 PM'.

5. Once you have added an image, you'll see this. Click on Upload.

The screenshot shows a web browser window with the URL `forum.jstor.org/#/projects/215/upload?query=&filter=[]&sort=id&dir=DESC&start=0&limit=100`. The page header includes the JSTOR Forum logo, navigation links for 'Projects' and 'Lists', and a user profile for 'annehillbird@gmail.com'. The main content area is titled 'SAHARA' and features a 'Files to Upload' section. This section indicates '1 file 280.03 KB' and contains a table with one entry: '536exmoor stairs.jpg'. To the right of the table are 'Add' and 'Upload 1' buttons. A blue arrow points from the instruction text to the 'Upload 1' button. A 'Cancel' link is located in the top right corner of the upload area. The footer contains various links like 'Contact Us', 'Forum Newsletter Sign Up', and 'Support', along with copyright information for 2000-2023 ITHAKA. The Windows taskbar at the bottom shows the system time as 4:09 PM on 8/14/2023 and the weather as 70°F Cloudy.

6. The image will upload. Once it has uploaded, you'll see the upload report. Once you click OK, double click on the image.

The screenshot shows a web browser window displaying the JSTOR Forum interface. The page title is "SAHARA" and the URL is "forum.jstor.org/#/projects/215?query=&filter=[]&sort=id&dir=DESC&start=0&limit=100". The user is logged in as "annehillbird@gmail.com".

An "Upload Report" dialog box is open in the center of the screen. The report contains the following information:

- Upload Report**
- Upload Finished
- 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](#)

An "Ok" button is located at the bottom right of the dialog box. A blue arrow points from the instruction text above to this button.

The background shows a table with columns: THUMBNAI, SSID, FILENAME, CREATE..., CREATE..., CREATO..., CULTURE, TITLE/NAME O..., IMAGE VIEW, VIEW TYPE, DATE(S), EARLIEST DATE, LATEST DATE, STYLE/PERIOD..., MATERIALS/TE..., MEASUREMEN... The table contains one row with a thumbnail image, SSID 35454031, and filename 536exmoor... Unknown ... 2023-08-14...

The footer of the page includes "Contact Us | Forum Newsletter Sign Up | Support | Artstor | Public Collections | Cookie Policy | Cookie Settings" and "©2000-2023 ITHAKA. All Rights Reserved. | Copyright | Terms | Privacy". The system tray shows the date and time as 4:09 PM on 8/14/2023.

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>

← SAHARA › Vw\_9882.jpg

< Previous Next >

🚀 Publish ⚙️ Options 📄 Save 🗑️ Save & Close

Editor | SAH Member Full

**\* Title (Name of Work) ⓘ**

**Title (Name of Complex) ⓘ**

**View Type ⓘ**

**Image View ⓘ**

**\* Broad Classification ⓘ**

**\* Work Type ⓘ**

**Creator Name ⓘ**

**Street Address ⓘ**

**\* Location ⓘ**

**\* Country ⓘ**

**Latitude ⓘ** **Longitude ⓘ**

↶ ↷ Share 🗑️ Media ▾



Vw\_9882.jpg

SSID: 35343856

Image · 3083 x 2508px · 4.37 MB

Created on Aug 05, 23 by

Updated on Aug 05, 23 by

SAHARA

SAHARA Editors' Choice Collection · Sahara

Not Published

[Publish](#)

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.

< SAHARA > Vw\_9882.jpg

< Previous Next >

Publish Options Save Save & Close

Editor SAH Member Full

\* Title (Name of Work) ⓘ  
Hampden County Courthouse ⓘ

View Type ⓘ  
Exterior  
SAHARA: View Type ID 11536013

\* Broad Classification ⓘ  
Architecture and City Planning  
Artstor Classification ID 11309239

\* Title (Name of Complex) ⓘ  
Title (Name of Complex) ⓘ

Image View ⓘ  
Image View ⓘ

\* Work Type ⓘ  
county courthouses  
county courthouses  
AAT [AAT ID 300005979]

Creator Name ⓘ  
Richardson, Henry Hobson (American architect, 1838-1886); Shepley, Rutan, and Coolidge (American architectural firm, contemporary)

Richardson, Henry Hobson  
ULAN [SSN ID 500016339]

Shepley, Rutan, and Coolidge  
ULAN [SSN ID 500233080]

Street Address ⓘ Elm Street

\* Location ⓘ  
Springfield, Hampden, Massachusetts, United States  
Springfield  
TGN [TGN ID 7014531]

\* Country ⓘ  
United States  
Artstor Country ID 11313083

Latitude ⓘ Longitude ⓘ

Share Media



Vw\_9882.jpg  
SSID: 35343856  
Image · 3083 x 2508px · 4.37 MB  
Created on Aug 05, 23 by  
Updated on Aug 05, 23 by

SAHARA  
SAHARA Editors' Choice Collection · Sahara  
Not Published  
Publish

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)

← SAHARA > Vw\_9882.jpg < Previous   Next >

[Publish](#)   [Options](#)   [Save](#)   [Save & Close](#)

**Editor** | SAH Member Full

**\* Title (Name of Work)**  ⓘ

**Title (Name of Complex)**  ⓘ

**View Type**  ⓘ  
 SAHARA: View Type ID 11536013

**Image View**  ⓘ

**\* Broad Classification**  ⓘ  
 Artstor Classification ID 11309239

**\* Work Type**  ⓘ  
 county courthouses  
 AAT [AAT ID 300005979]

**Creator Name**  ⓘ

ULAN [SSN ID 500016339]    ULAN [SSN ID 500233080]

**Street Address**  ⓘ   **\* Location**  ⓘ   **\* Country**  ⓘ

   Springfield TGN [TGN ID 7014531]    Artstor Country ID 11313083

**Latitude**  ⓘ   **Longitude**  ⓘ

[Share](#)   [Media](#)



**Vw\_9882.jpg**  
 SSID: 35343856  
 Image · 3083 x 2508px · 4.37 MB  
 Created on Aug 05, 23 by  
 Updated on Aug 05, 23 by

**SAHARA**  
[SAHARA Editors' Choice Collection](#) · Sahara  
 Not Published  
[Publish](#)

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:

**Publish Records** ×

<input type="checkbox"/> PUBLISHING TARGET NAME	TARGET TYPE	ACCESS TYPE
<input type="checkbox"/> SAHARA Public Collection	Public Collection in JSTOR	<b>Open Access</b> <a href="#">Learn More</a>
<input type="checkbox"/> SAHARA Members Collection	Institutional Collection in JSTOR	<b>Restricted Access</b> <a href="#">Learn More</a>

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

The screenshot shows a web browser window displaying the JSTOR Forum 'Edit Item Page' for the image 'SAHARA > 536exmoor stairs.jpg'. The page is partially obscured by a white modal dialog box titled 'Publication Summary'. The dialog box contains the following text: '1 items queued for publishing to SAHARA Members' Collection.', 'Publishing can take up to 24 hours', and 'Sign up to be notified when your items are live on JSTOR'. Below this text is an 'EMAIL' field with the value 'annehillbird@gmail.com' and two buttons: 'Notify Me' (highlighted in red) and 'No Thanks'. The background page shows various metadata fields such as 'SAH Member Full', 'Style/Period/Dynasty' (Traditional), 'Culture', 'Historic Designation', 'Keywords', 'Photographer' (Anne Bird), 'Image Date' (5/1/2020), 'Contributor', 'Copyright of the Photograph/Image' (Anne Bird), 'SAH Archipedia Building ID', and 'UUID'. The right side of the page features a large image of a staircase and a sidebar with collection options: 'SAHARA Members Collection' (Institutional, Not Published, Publish) and 'SAHARA Public Collection' (Public, Not Published). The browser's address bar shows the URL 'forum.jstor.org/#/projects/215/edit/35454031?query=&filter=&sort=id&dir=DESC&start=0&limit=100'. The Windows taskbar at the bottom shows the time as 4:16 PM on 8/14/2023.

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

JSTOR Forum | Projects Page

forum.jstor.org/#/projects/215?filter=[]&sort=id&dir=DESC&start=0&limit=100

Forum Projects Lists

annehillbird@gmail.com

# SAHARA

Search items Add

THUMBNAIL	SSID	FILENAME	CREATE...	CREATE...	CREATO...	CULTURE	TITLE/NAME O...	IMAGE VIEW	VIEW TYPE	DATE(S)	EARLIEST DATE	LATEST DATE	STYLE/PERIOD...
	35454031	536exmoor...	Unknown ...	2023-08-14...	Fred Polito		Bird House		Interior	1919-2020	1994	1994	Traditional

Page 1 of 1 Items Per Page 100 (Displaying 1 - 1 of 1)

Columns Activity Monitor

Contact Us | Forum Newsletter Sign Up | Support | Artstor | Public Collections | Cookie Policy | Cookie Settings

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70°F Cloudy 4:19 PM 8/14/2023

You may upload future images by clicking on ADD