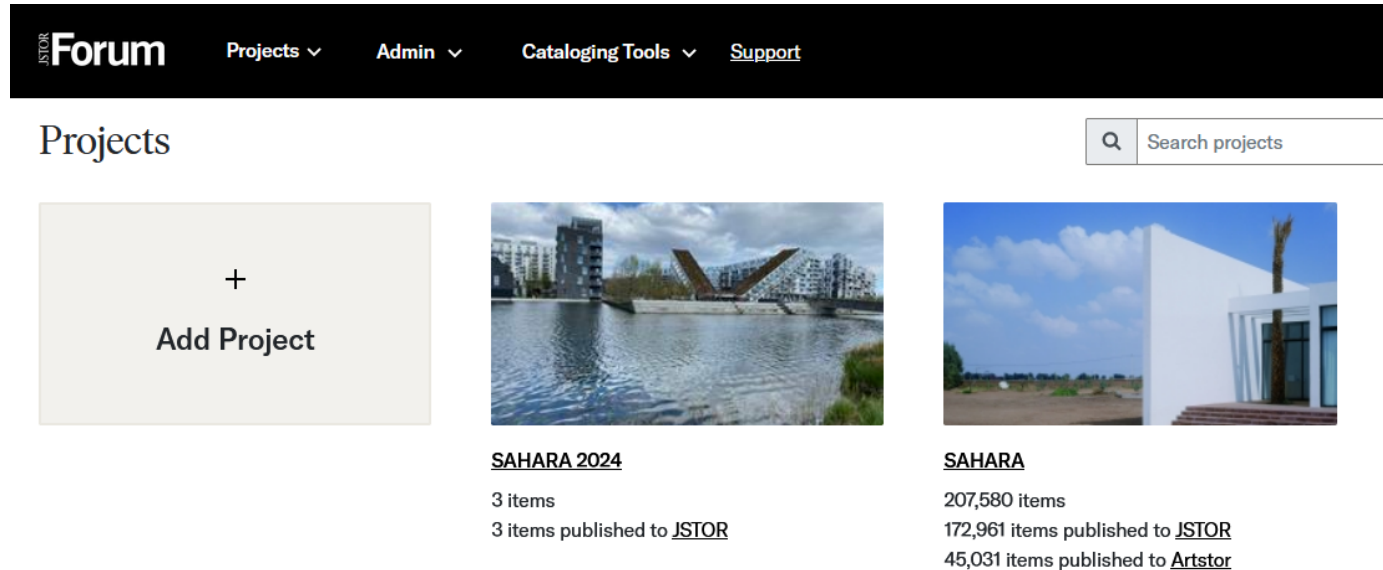


Uploading and Publishing to SAHARA (revised July 2024)

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)
2. Click on the SAHARA or SAHARA 2024 project:



The screenshot shows the JStor Forum interface. At the top is a black navigation bar with the 'JStor Forum' logo and menu items: 'Projects', 'Admin', 'Cataloging Tools', and 'Support'. Below the navigation bar is a 'Projects' section with a search box labeled 'Search projects'. There are three main elements in the project list:

- A light gray button with a plus sign and the text 'Add Project'.
- A project card for 'SAHARA 2024' featuring a photograph of a modern building with a large, angled roof structure over a body of water. Below the image, the text reads: 'SAHARA 2024', '3 items', and '3 items published to [JSTOR](#)'.
- A project card for 'SAHARA' featuring a photograph of a white, modern building with a large, angled roof structure. Below the image, the text reads: 'SAHARA', '207,580 items', '172,961 items published to [JSTOR](#)', and '45,031 items published to [Artstor](#)'.

3. If this is your first upload to SAHARA, you will see the message, "Your new project is empty". Although the page advising starting with metadata, we prefer to add media first. Click on the "add media" hyperlink near the bottom of the page to add images.

SAHARA | Log in x JSTOR Forum | Projects Page x +

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

Forum Projects Lists annehillbird@gmail.com

SAHARA

- > Sets
- > Saved Filters

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).

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. ⓘ

We're working on a new uploader to make all this easier! If you want to try it, email forumsupport@jstor.org to request early access.

	A	B	C	D	E	F
1	SSID	Filename	Creator[1368764]	Culture[1368765]	Title[1368766]	Image View Dim
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						

[Columns](#) [Activity Monitor](#)

4. Drag and drop your image files to the box on the following screen. For best results:
- Upload images no more than 10 at a time and use the strongest internet connection available to you.
 - Before you upload, make sure your images are oriented correctly – rotate if necessary.
 - Please remove duplicate images before uploading.

The screenshot shows a web browser window with the address bar displaying '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 for media uploads. Inside this box, there is a red arrow icon pointing up, the text 'Drag & drop media files here', the word 'or', and a button labeled 'Choose media to upload'. To the right of the upload 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 right of the page, there are links for 'Columns' and 'Activity Monitor'.

5. Once you have added one or more images, click on "Upload" button.

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 contains a 'Files to Upload' section. This section indicates '1 file 280.03 KB' and lists a file named '536exmoor stairs.jpg'. At the bottom right of the file list, there are two buttons: 'Add' and 'Upload 1'. The 'Upload 1' button is highlighted with a red box, and a red arrow points from the instruction text above to this button. A 'Cancel' link is also visible in the top right corner of the upload area.

6. The image files will upload. Once uploaded, you'll see the upload report. Click OK.
7. Then, double click on the image thumbnail to open the editing screen.

JSTOR Forum | Projects Page


forum.jstor.org/#/projects/215?query=&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...	MATERIALS/TE...	MEASUREMEN...
	35454031	536exmoor...	Unknown ...	2023-08-14...											

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

Page 1 of 1 Items Per Page 100 (Displaying 1 - 1 of 1) Columns Activity Monitor

- Fill in the metadata for your image. Required fields are marked with an asterisk: *. Supply as much information as possible to improve the chance of your image appearing in user searches.
- To better understand the field requirements, please use the **Cataloging Guide** available on the SAH website at <https://www.sah.org/publications/sahara>. We especially recommend reviewing the Creator and Location fields, which take information from the Getty Vocabularies.

← SAHARA > Vw_9882.jpg < Previous Next > Publish Options Save Save & Close

Editor SAH Member Full

*** Title (Name of Work)** Title (Name of Complex)

Hampden County Courthouse

View Type Image View

Exterior
SAHARA: View Type ID 11536013

*** Broad Classification** * Work Type

Architecture and City Planning county courthouses
Artstor Classification ID 11309239

Creator Name

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


Richardson, Henry Hobson Shepley, Rutan, and Coolidge
ULAN [SSN ID 500016339] ULAN [SSN ID 500233080]

Street Address * Location * Country

Elm Street Springfield, Hampden, Massachusetts, United States United States
Springfield Artstor Country ID 11313083
TGN [TGN ID 7014531]

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. Repeat for each uploaded image. 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

🔗 Share 📁 Media ▾

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) ⓘ**

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 ⓘ

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](#)

11. You can select several images to bulk edit, which saves time when there is information common to several images.

Forum Projects ▾ Lists Admin ▾ Spafford, Jackie ▾

← SAHARA ▸ 3 Items (All selected) Publish Options Save Save & Close

Editor SAH Member Full

*** Title (Name of Work)** Palazzo Bentivoglio; Palazzo dei Bentivoglio **Title (Name of Complex)**

View Type Multiple Values **Image View** Multiple Values

*** Broad Classification** Architecture and City Planning Artstor Classification ID 11309239 *** Work Type** palazzi palazzi AAT [AAT ID 300005512]

Creator Name Aleotti, Giovan Battista (Italian architect and engineer, 1546-1636) Aleotti, Giovan Battista ULAN [SSN ID 500027986]

Street Address via Garibaldi, 90 *** Location** Ferrara, Ferrara, Emilia-Romagna, Italy Ferrara TGN [TGN ID 7004264]

*** Country** Italy Artstor Country ID 11312981

Editing 3 items

36610932 36610931 36610930

12. When you have completed entering your metadata you can publish your work to SAHARA on JSTOR. You can publish each image individually or several together. Do this from the editing screen using the “Publish” button just above your image preview or from the main Forum screen.

← SAHARA > Vw_9882.jpg < Previous Next > Publish Options Save Save & Close

Editor | SAH Member Full

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

Title (Name of Complex)

View Type
Exterior
SAHARA: View Type ID 11536013

Image View

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

*** 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**

Image Preview


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

13. Select one of the two JSTOR publishing options:
- The SAHARA **Members Collection** is only available to SAH members.
 - The SAHARA **Public Collection** is available to all JSTOR users.

← SAHARA > 3 Items (All selected)

Editor SAH Member Full

Palazzo Bentivoglio; Palazzo dei Bentivoglio

View Type Multiple Values

Architecture and City Planning
Artstor Classification ID 11309239

Publish Options Save Save & Close

Editing 3 items

Publish Records

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

36610931 36610930

14. After making your selection, you will see a screen with a message that your item(s) are queued for publishing. Your images should be visible on SAHARA within an hour.

Enter your email address and click “Notify me” to receive an email when they are posted. Otherwise, click “No Thanks.”

Style/Period/Dynasty Traditional

Culture

Historic Designation

Historic Designation (Other)

Keywords

* Photographer Anne Bird Image Date 5/1/2020

Contributor

* Copyright of the Photograph/Image Anne Bird

SAH Archipedia Building ID

SAHARA Members Collection Institutional

Publication Summary

1 items queued for publishing to SAHARA Members' Collection.

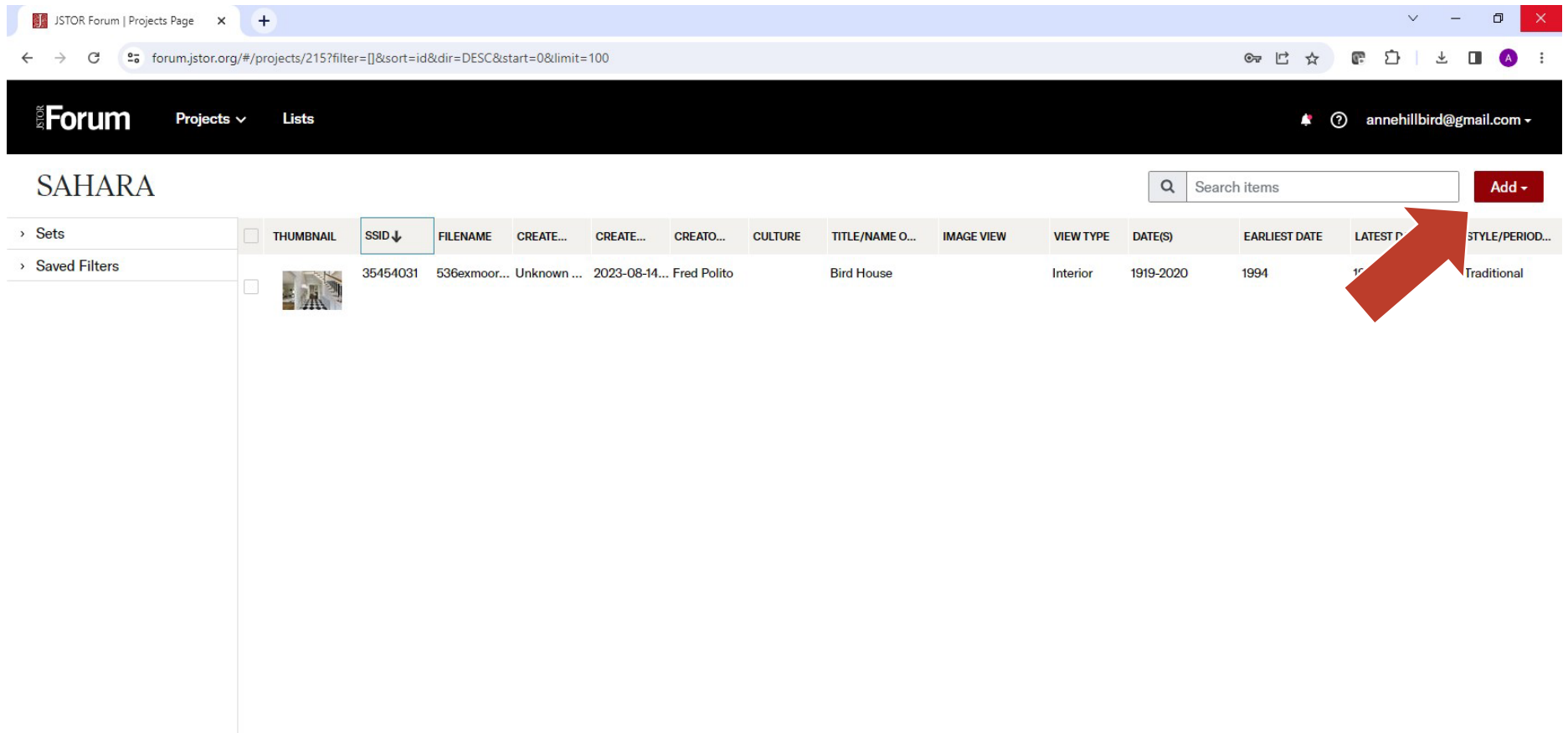
Publishing can take up to 24 hours

Sign up to be notified when your items are live on JSTOR


EMAIL
annehillbird@gmail.com

Notify Me No Thanks

Ready for more? Click the "Add" button to repeat the process to uploading additional photos.



The screenshot shows a web browser window with the URL `forum.jstor.org/#/projects/215?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 search bar with the text 'Search items' and a red 'Add -' button. Below the search bar is a table with the following columns: THUMBNAIL, SSID, FILENAME, CREATE..., CREATOR..., CULTURE, TITLE/NAME O..., IMAGE VIEW, VIEW TYPE, DATE(S), EARLIEST DATE, LATEST DATE, and STYLE/PERIOD... The table contains one row of data: a thumbnail image, SSID '35454031', filename '536exmoor...', creator 'Fred Polito', title 'Bird House', view type 'Interior', date range '1919-2020', earliest date '1994', and style 'Traditional'. A large red arrow points from the 'Add -' button to the 'STYLE/PERIOD...' column header.

THUMBNAIL	SSID	FILENAME	CREATE...	CREATOR...	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		Traditional

Thank you for your contributions to SAHARA.