2. Uploading Media to the Internet Archive

1. Open your web browser and enter the following URL: https://archive.org. *Click* **Log In** in the upper right corner.
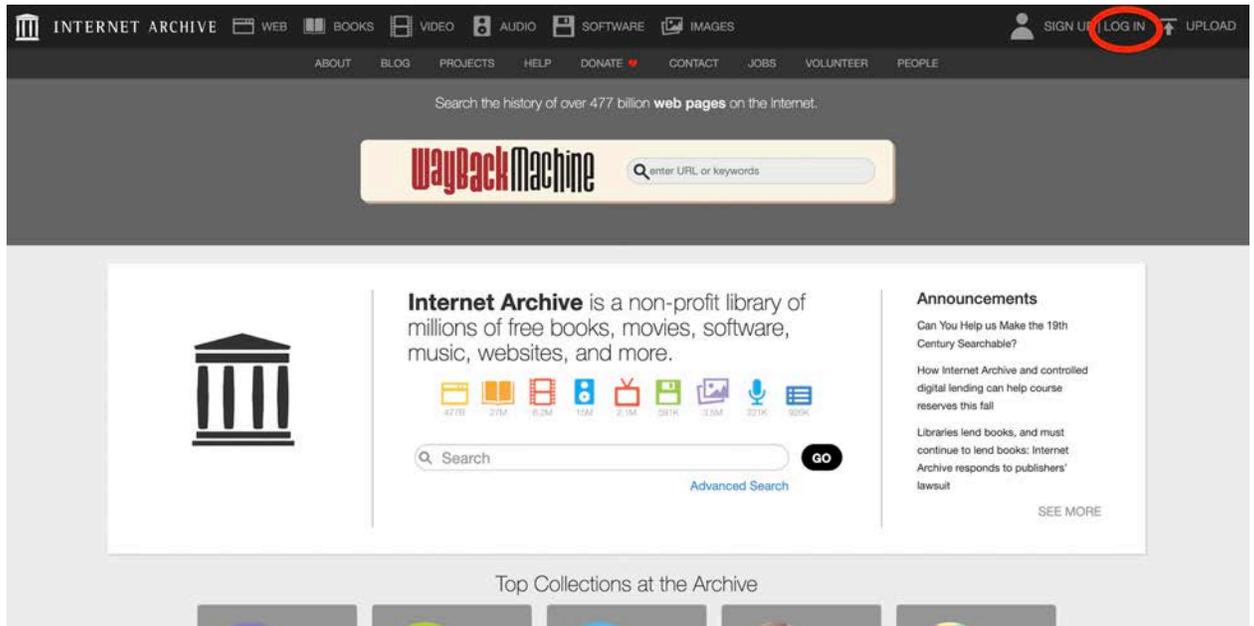
3. Login with the username and password provided by Erica.
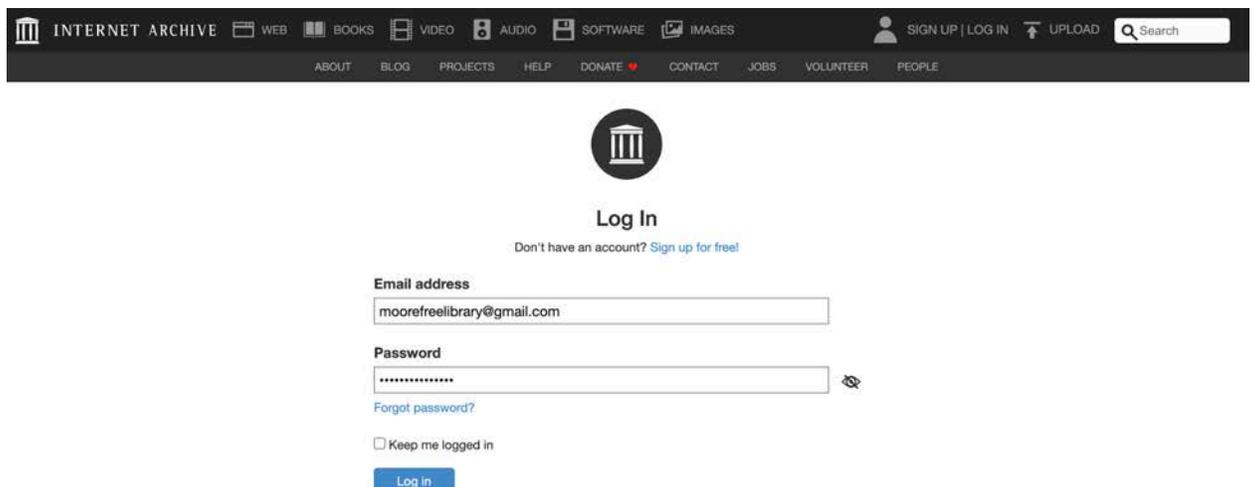
4. Once you have logged in, *click* on the **Upload** button in the upper right corner of the screen.
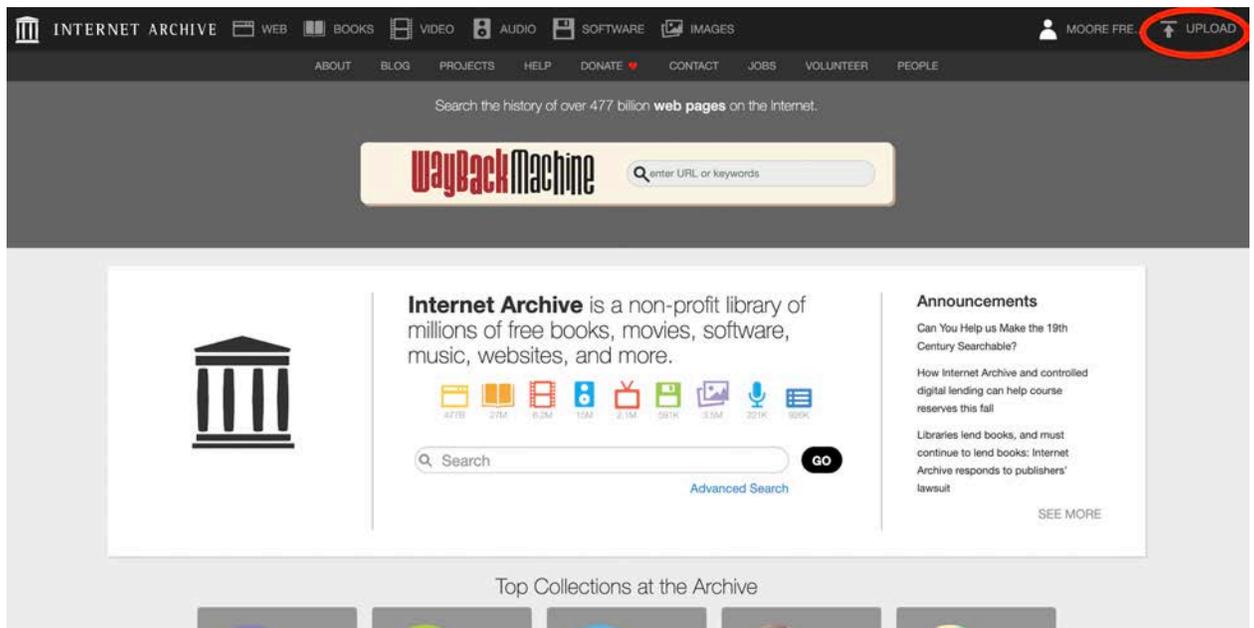
3. This opens the **Share your Files** screen. *Click* on the "**Upload Files"** button.

4. Clicking opens the Internet Archive uploader. Here you can either *drag and drop* files in the grey box, or *click* **"Choose files for upload"**.
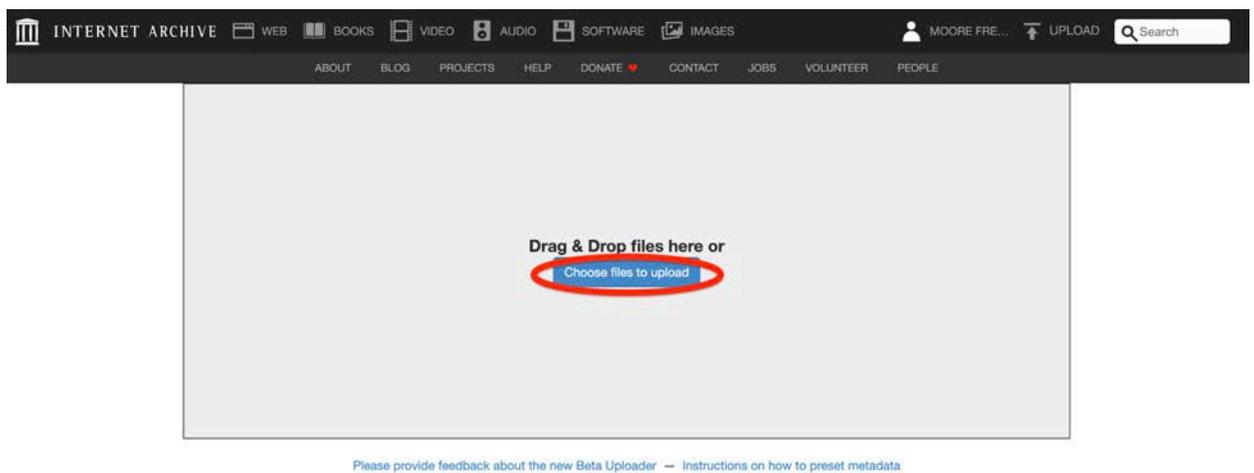
4. If you selected **Choose files to upload**, navigate to the proper folder, *select* the file(s) and *click* **"Open".**
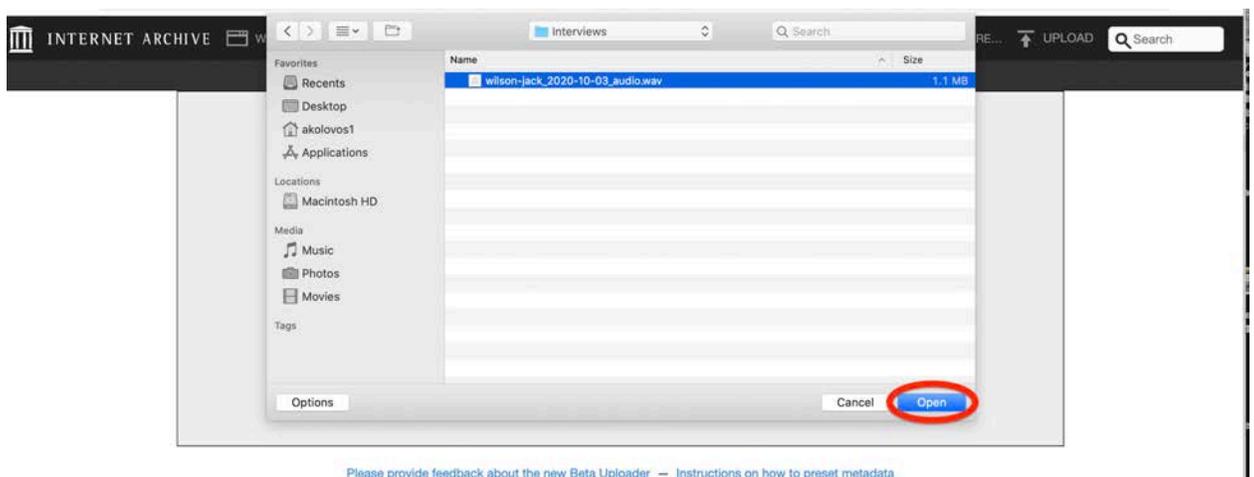
5. The upload process will unfold as follows:
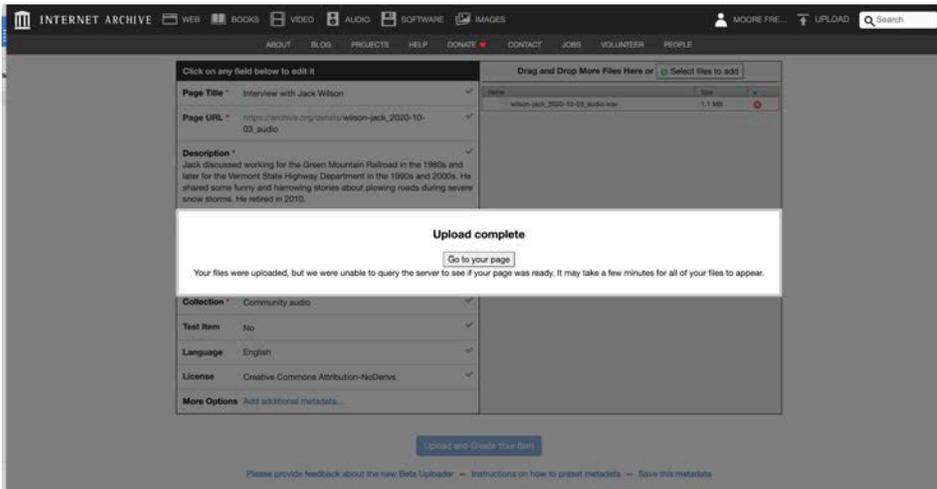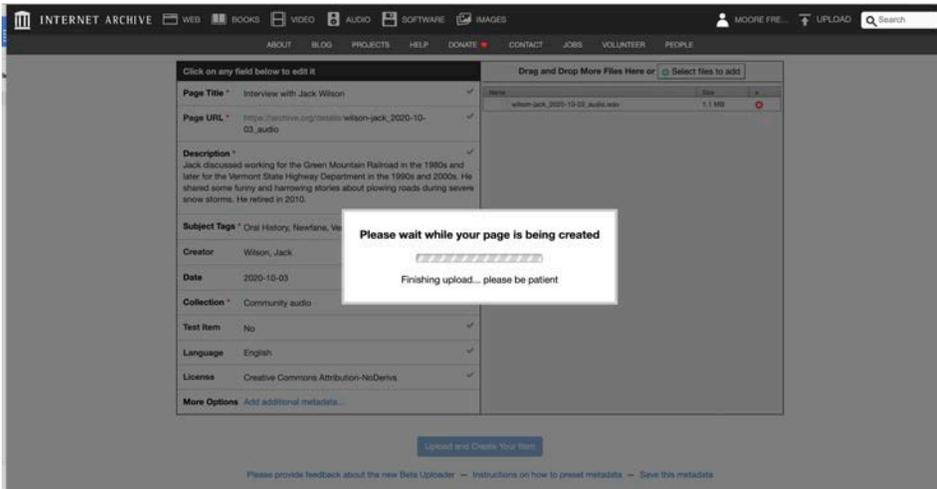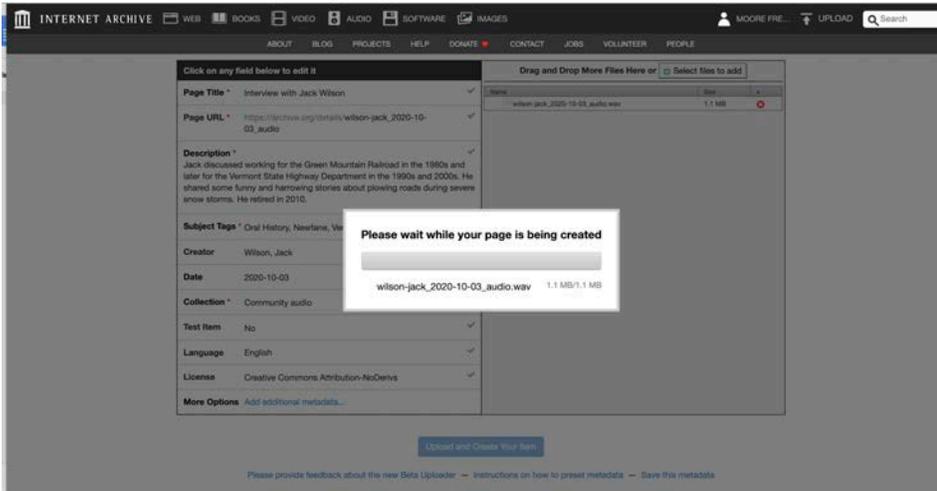
6. When the upload is complete, you will see the Internet Archive **Item Metadata** screen. This is where you will describe the uploaded file using the metadata you created earlier.
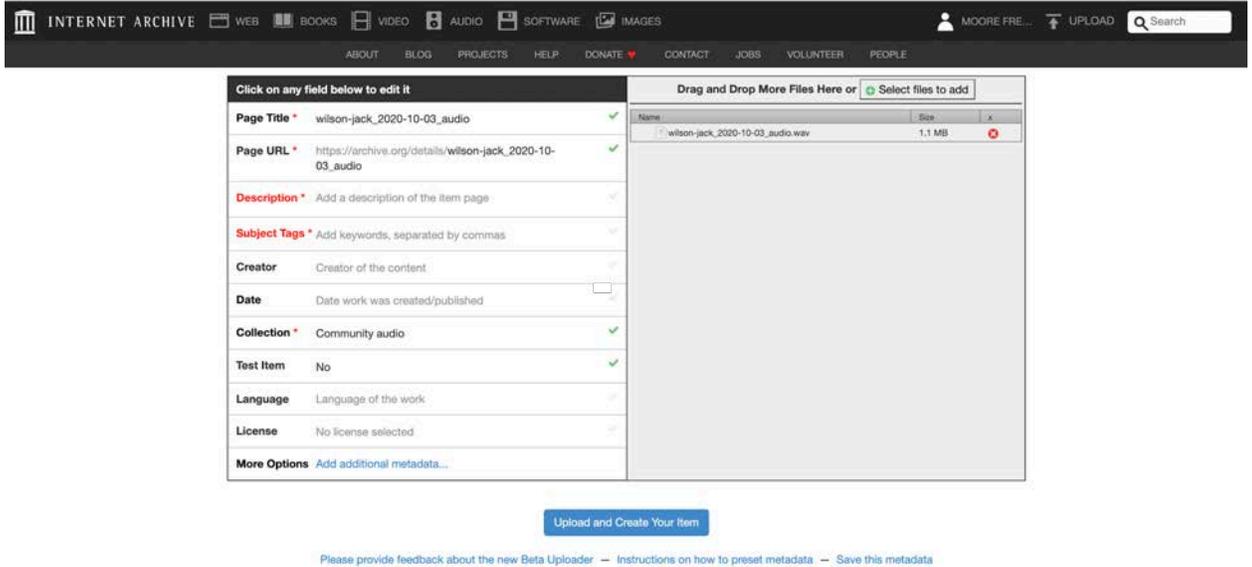
Fill in the following fields: **Page Title, Description, Subject Tags, Creator, Date** and **License**. If you're inclined, you can also fill in the **Language** field, but that's not required.
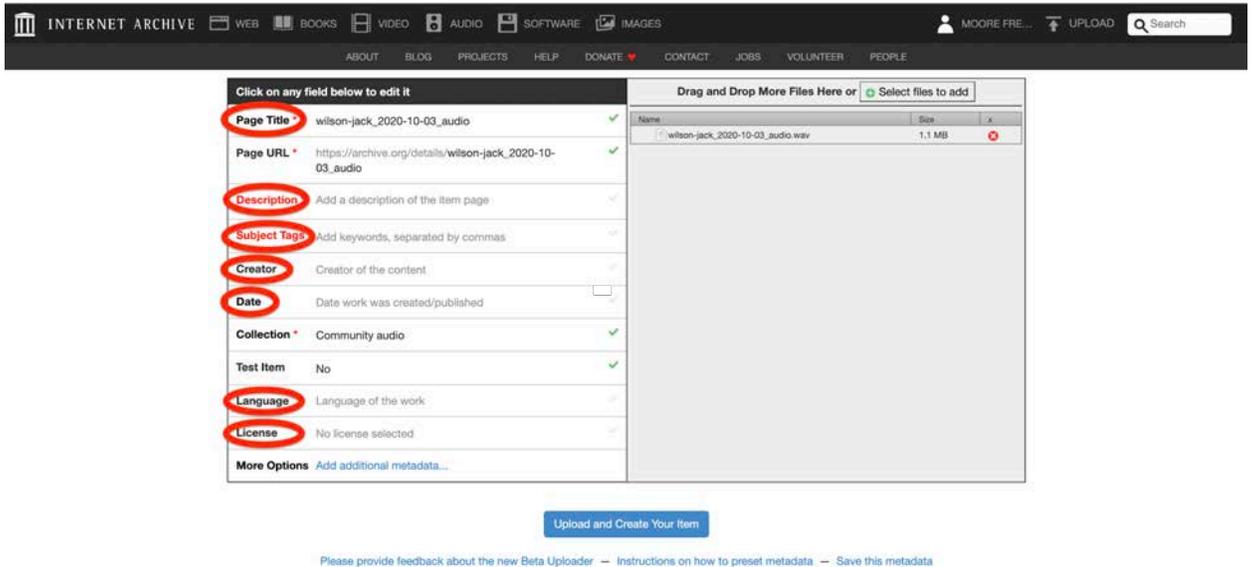
To enter metadata, *click* on the field and *type* or *copy* and *paste* in text

For the **License** field, *click* on the box and *select* **"Creative Commons"**.

The completed **Item Metadata** screen should look something like this. When done entering metadata, *click* **"Upload and Create Your Item"**.
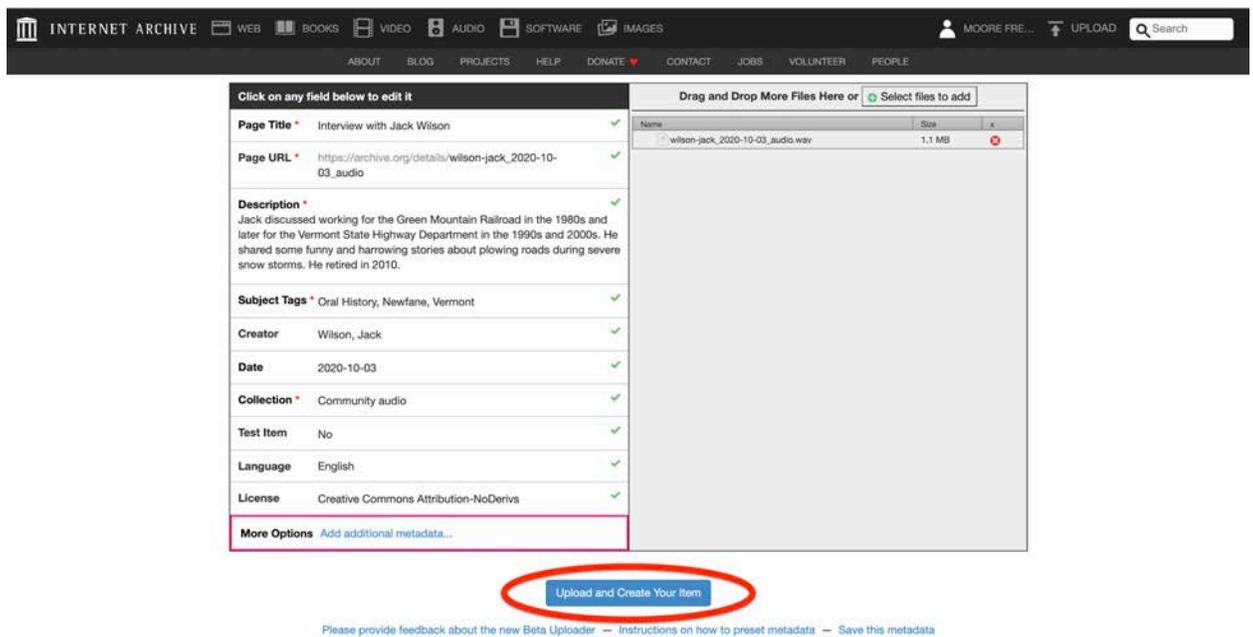
7. Clicking finalizes your upload, creates the **Item** record, and opens the **Item** screen. Don't worry about the text at the top, "There is No Preview Available For This Item…" Internet Archive is still processing the final file. When complete, this message will change
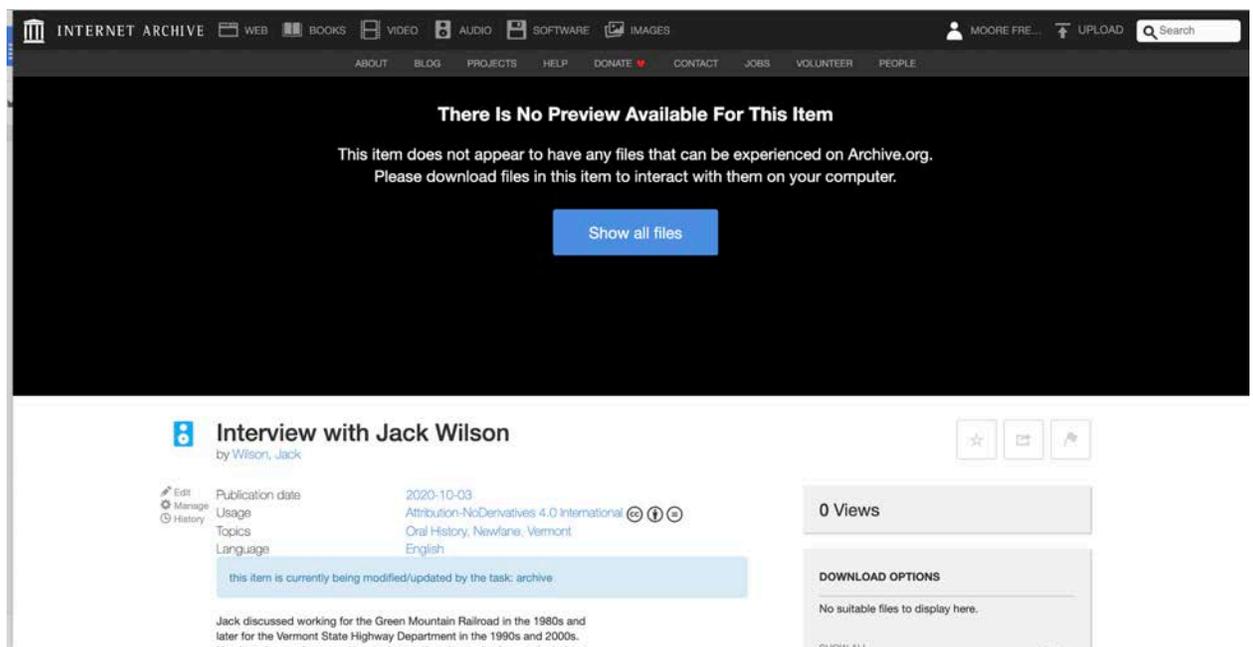
8. Next step is to *copy* and *paste* the Internet Archive **Embed Code** so you can add a link to the file on the project website. *Click* on the **"Share"** button just below the black section of the screen.
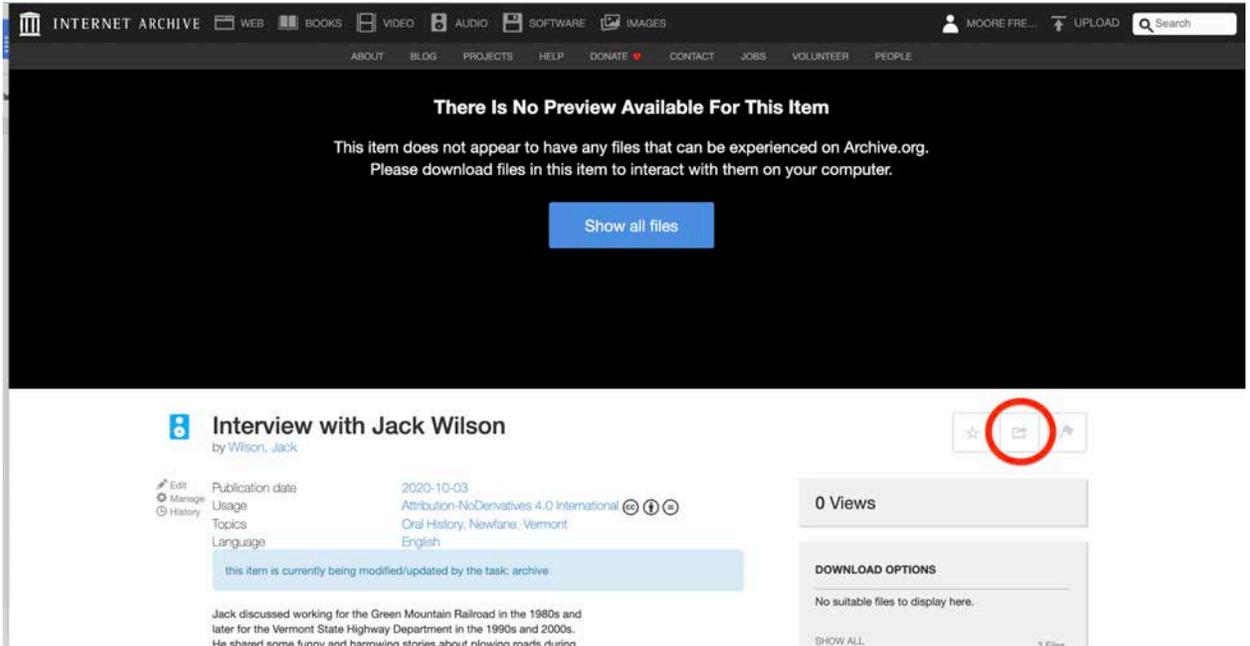
This opens the "**Share or Embed This Item"** pop up window. In the **Embed** box, *highlight* and *copy* the code.
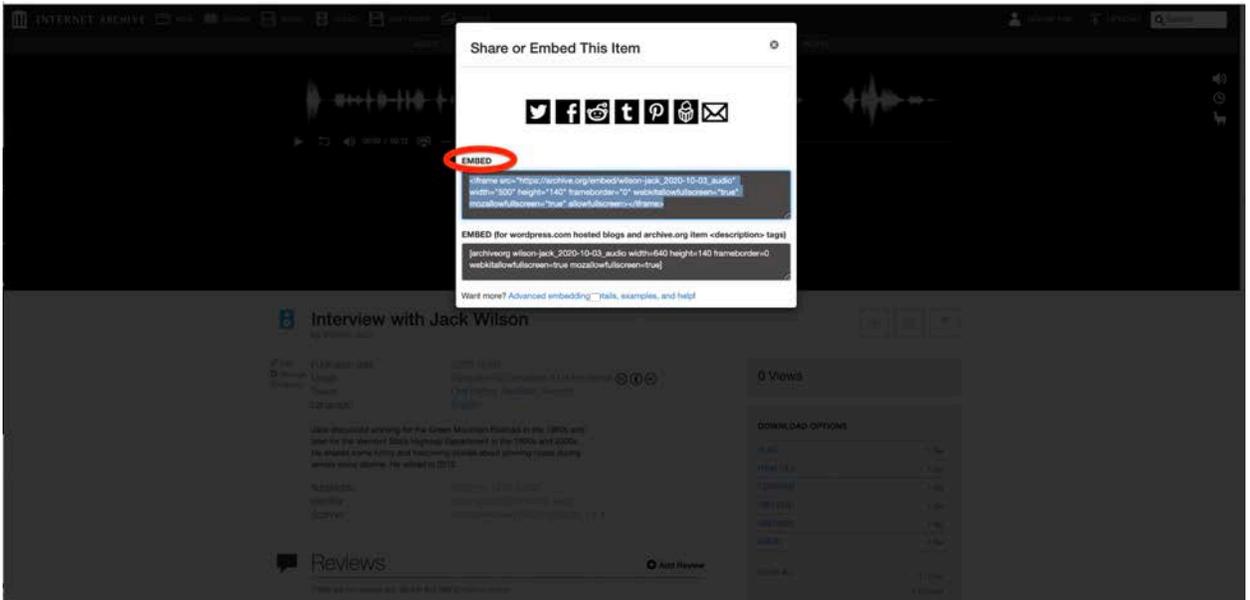
After *copying* the code, *paste* it into a text document, for example: MS Word, Google Docs, Notepad, TextEdit, etc. and save it so you can add it to the record on the project website.
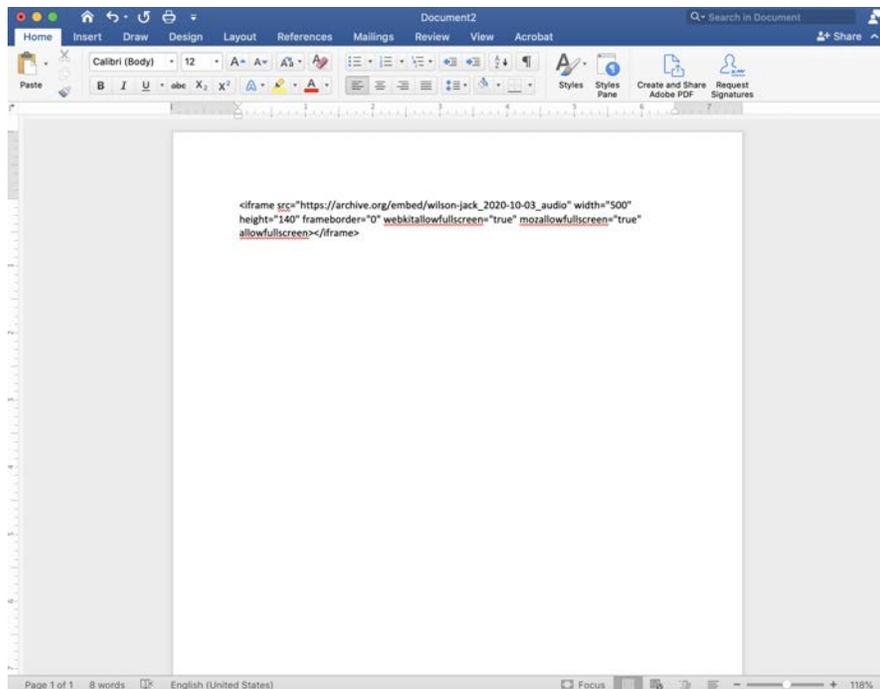
9. After you have completed uploading your file(s), log out by *clicking* on the **Moore Free Library Menu** in the top right and selecting **"Log Out"**