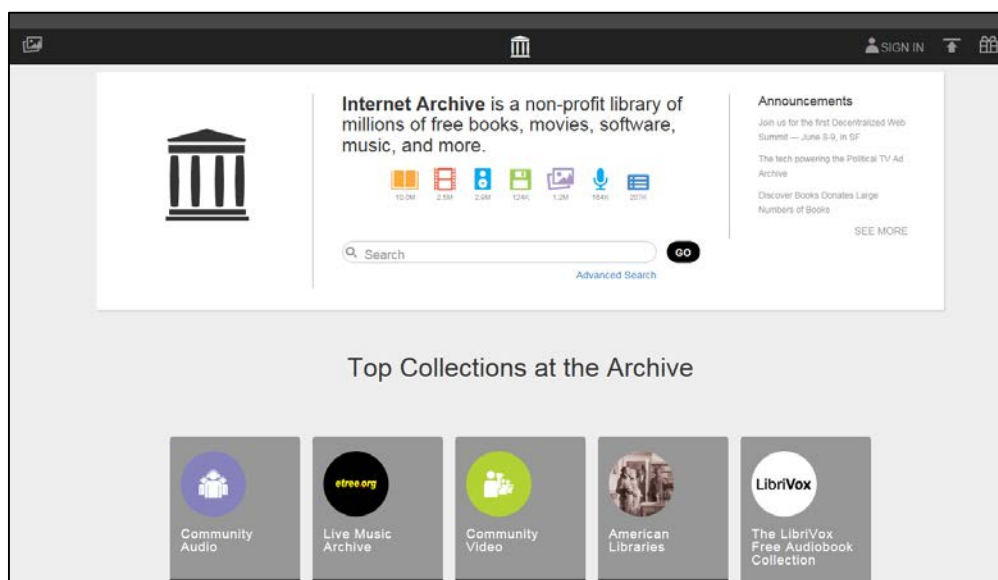




# Using Internet Archive:

A guide created by the Digital POWRR Project



Internet Archive is a way to archive public domain materials free of charge. It is important to have multiple backups of digital files in case of unexpected loss of originals.

## Table of Contents

Navigating to the Website .....	2
Creating an Account .....	3
Logging into Internet Archive .....	6
Uploading a Digital Object .....	7
Uploading a Collection of Objects .....	11
Viewing Previously Uploaded Objects .....	14
Downloading Previously Uploaded Objects .....	16



# Using Internet Archive:

A guide created by the Digital POWRR Project



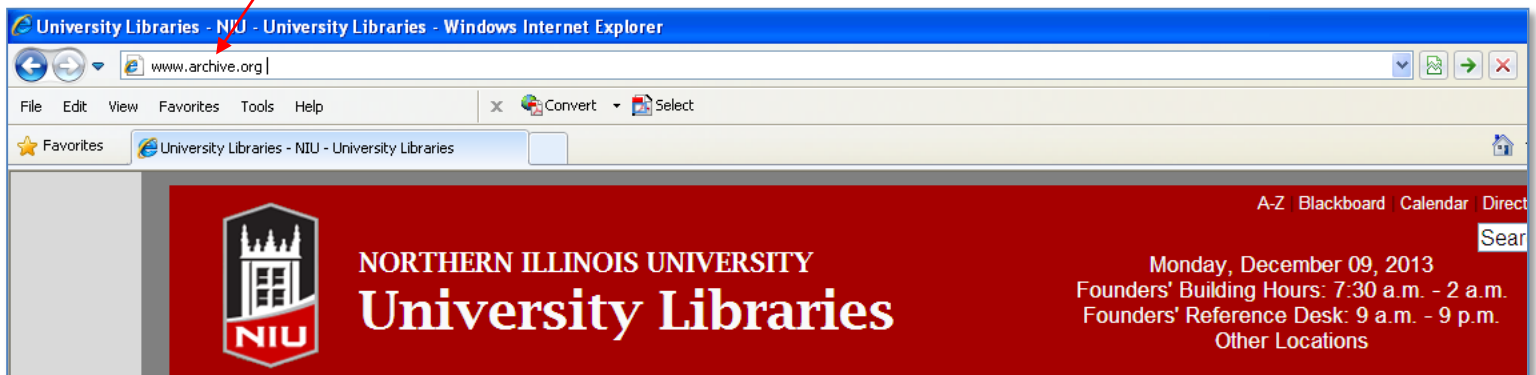
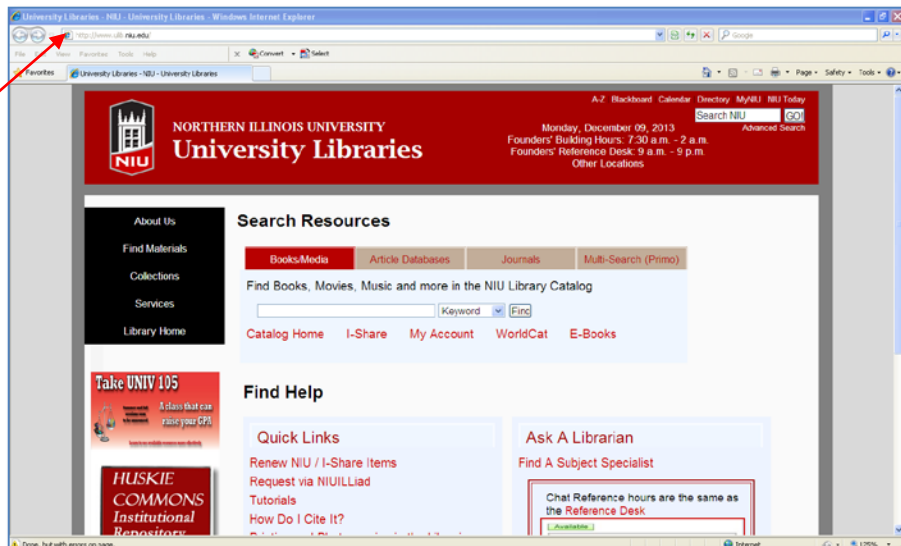
## Navigating to the Website

Open your browser (Internet Explorer,  
Google Chrome, or Mozilla Firefox are all options)

Click on the URL bar

Type [www.archive.org](http://www.archive.org)

Then hit the enter key





# Using Internet Archive:

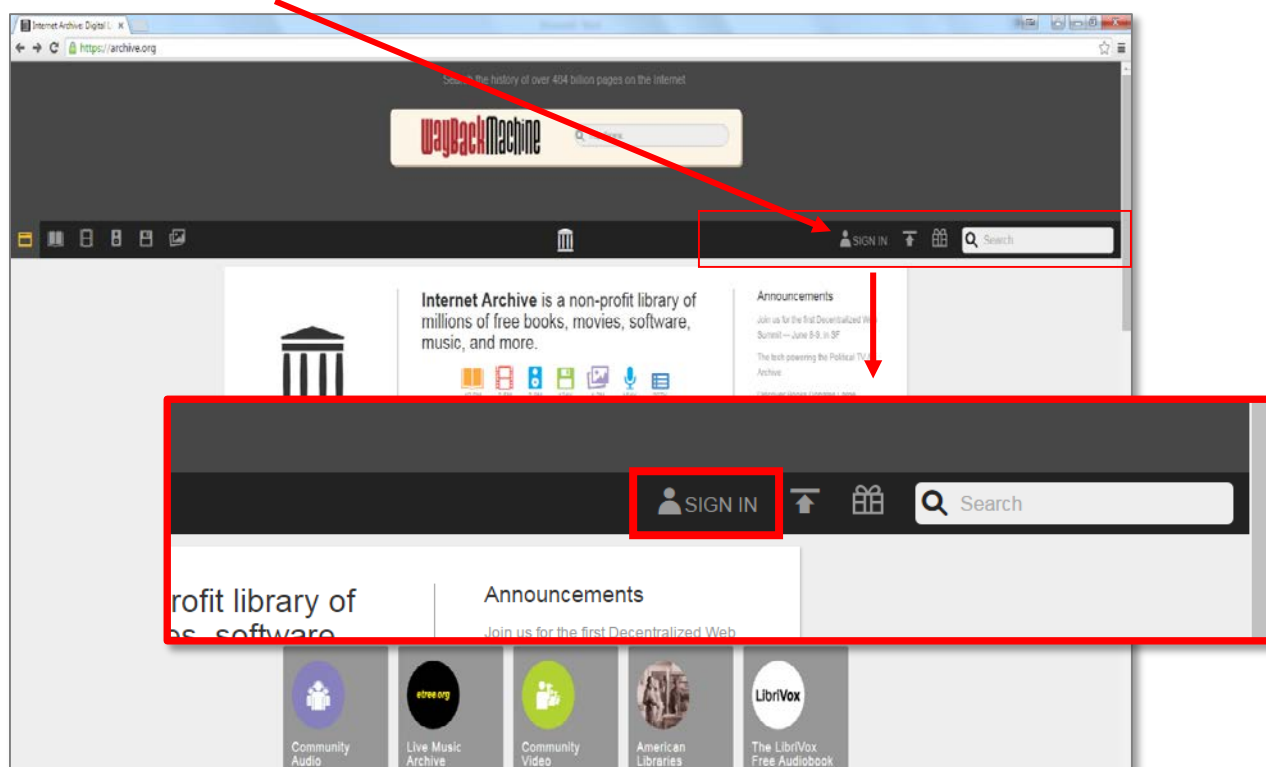
A guide created by the Digital POWRR Project



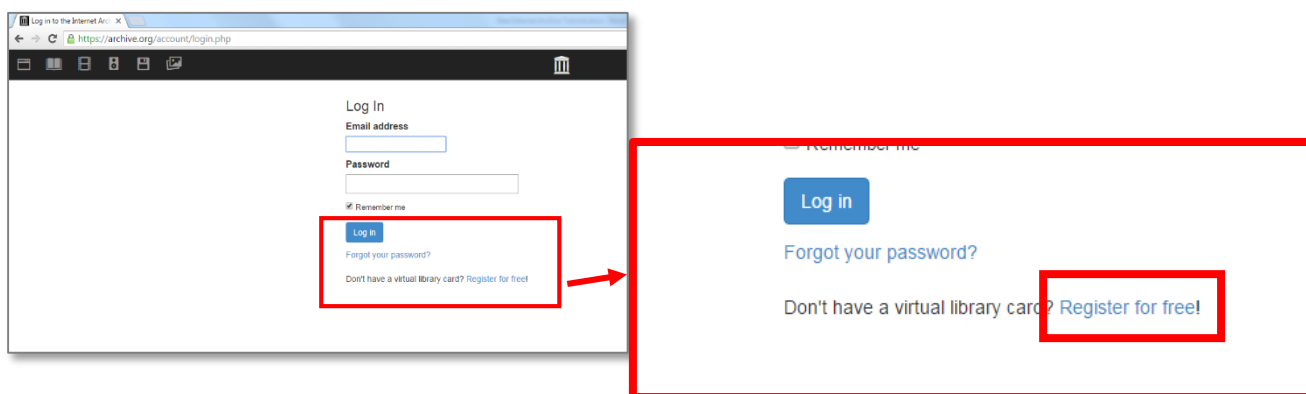
## Creating an Account

It is best to create a user account for Internet Archive in order to make the best of all offered features before uploading any digital objects to the website.

1. Locate the “sign in” link near the top right of the Internet Archive page.



2. Click on the “sign in” link, then locate the “register for free” link.





## Using Internet Archive:

A guide created by the Digital POWRR Project



3. Click on the “register for free” link and fill in the required information.

- a. Add your e-mail address. It must be an e-mail address that you have access to check so you can confirm the address.

**Your email address** verification required

powrr@niu.edu

- b. Choose a screen name. This will appear if you decide to write reviews or have other interactions publicly on Internet Archive.

**Choose a screen name** displayed with your reviews, etc.

DigitalPOWRR

- c. Create a strong password, including a symbol such as !@\*#\$\$%^ will greatly strengthen your password.

**Choose a password**

.....

- d. Re-type the same password from step C into the confirm password field.

**Confirm password**

.....



## Using Internet Archive:

A guide created by the Digital POWRR Project



- e. Decide if you would like to receive e-mails from Internet Archive, if so select the boxes. If not, feel free to leave them blank.

### Internet Archive announcements:

- ☒ Send me general announcements from the Internet Archive (approx. one per month)
- ☒ Send me announcements about Internet Archive events in the San Francisco Bay Area

- f. Complete the CAPTCHA

### Prove you're not a robot:

326

Privacy & Terms

- g. Read the terms of use and check the agreement box.

### Terms of Use:

- ☒ I've read and agreed to Internet Archive's [Terms of Use](#)

- h. Select the "Get Library Card" button.

**Get a Virtual Library Card**

Already have a library card? [Log in!](#)

Complete the form below to create a new Internet Archive account:

Your email address verification required

Choose a screen name displayed with your reviews, etc.

Choose a password

Confirm password

Internet Archive announcements:

- ☒ Send me general announcements from the Internet Archive (approx. one per month)
- ☒ Send me announcements about Internet Archive events in the San Francisco Bay Area

Prove you're not a robot:

326

Privacy & Terms

Terms of Use:

- ☒ I've read and agreed to Internet Archive's [Terms of Use](#)

[Get Library Card](#)

4. A confirmation screen should appear in your browser.

g/account/login.createaccount.php

**Verification Email Sent**

We've sent an email to **powrr@niu.edu**. You'll need to read that and click on the verification link to finish creating your account.

Please check your Spam folder if you do not see the verification email in your Inbox.

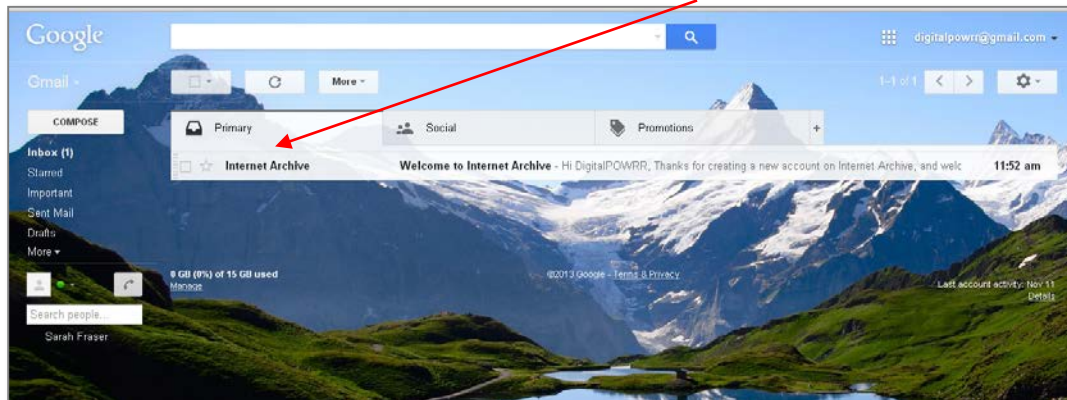


## Using Internet Archive:

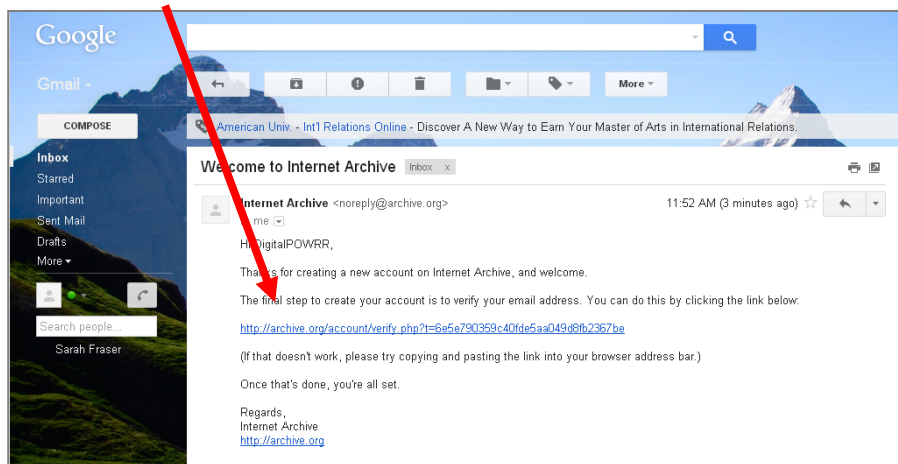
A guide created by the Digital POWRR Project



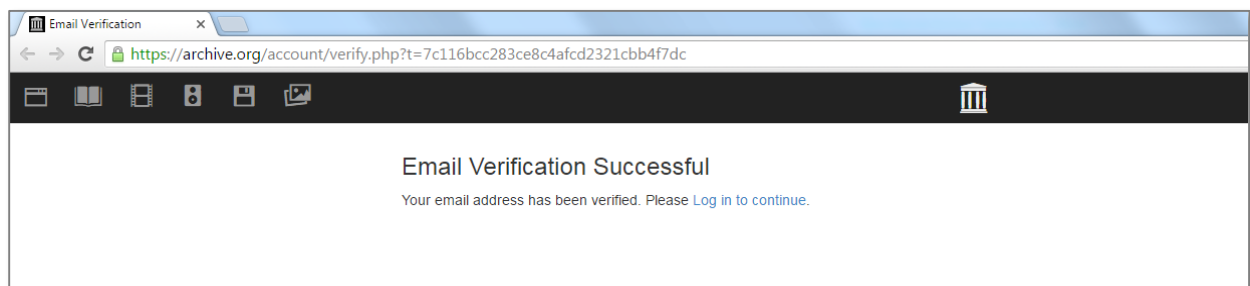
5. Log in to your e-mail account to read the verification e-mail.



6. Click the link given in the e-mail.



7. After a few moments you should receive "Verification Successful" screen.



### Logging into Internet Archive

If you have not yet created an account please follow those steps first.

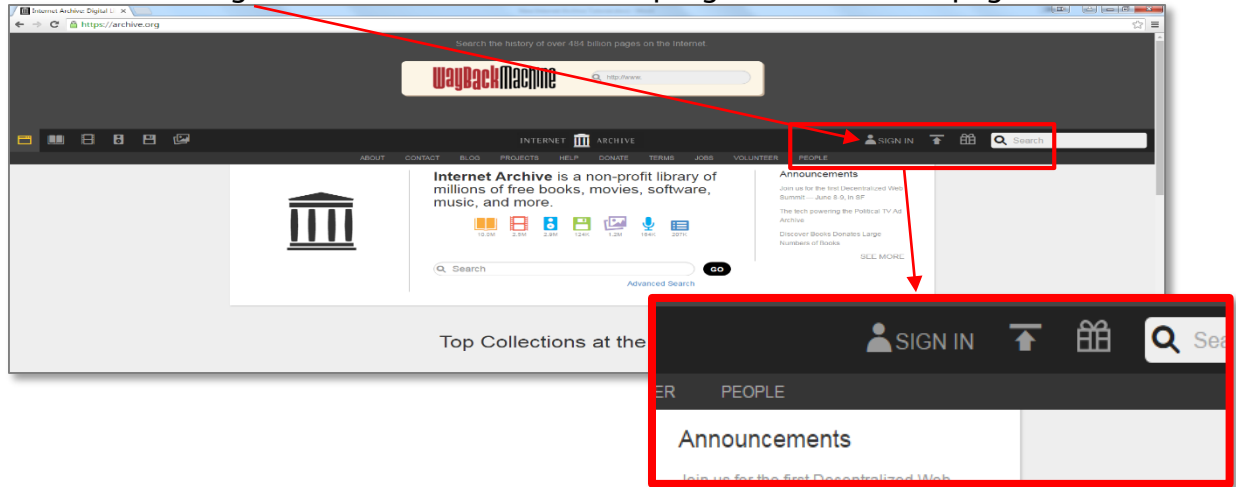
1. Navigate to the Internet Archive Homepage

# Using Internet Archive:

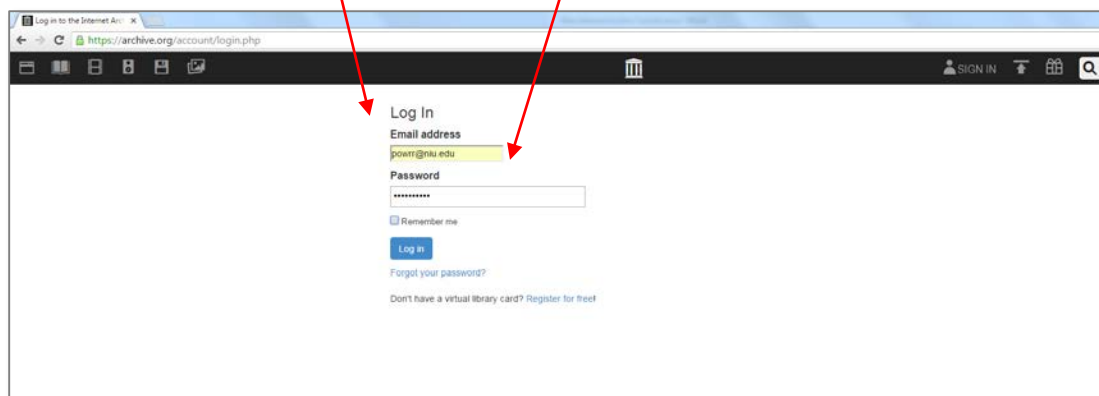
A guide created by the Digital POWRR Project



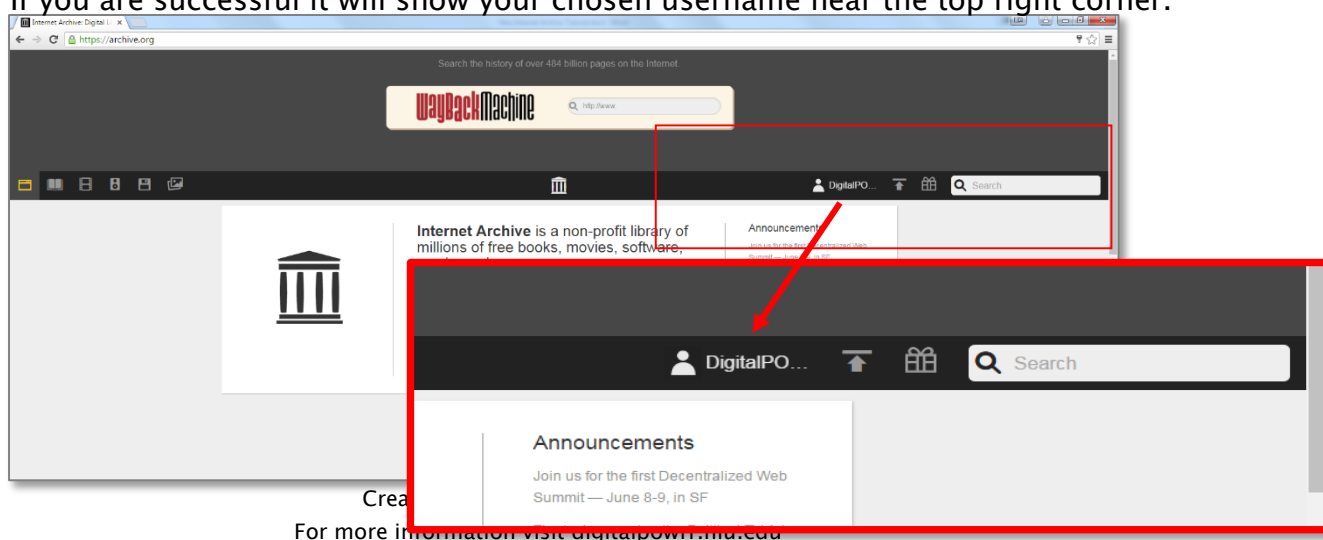
2. Click on the “sign in” link located near the top right corner of the page.



3. Enter the e-mail address and password you choose when registered.



4. Click “Log In”.
5. If you are successful it will show your chosen username near the top right corner.



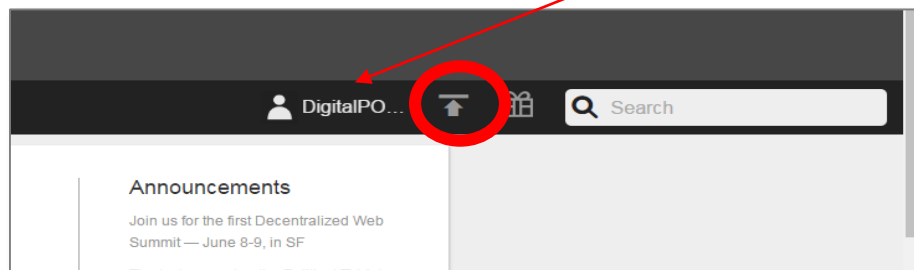
# Using Internet Archive:

A guide created by the Digital POWRR Project

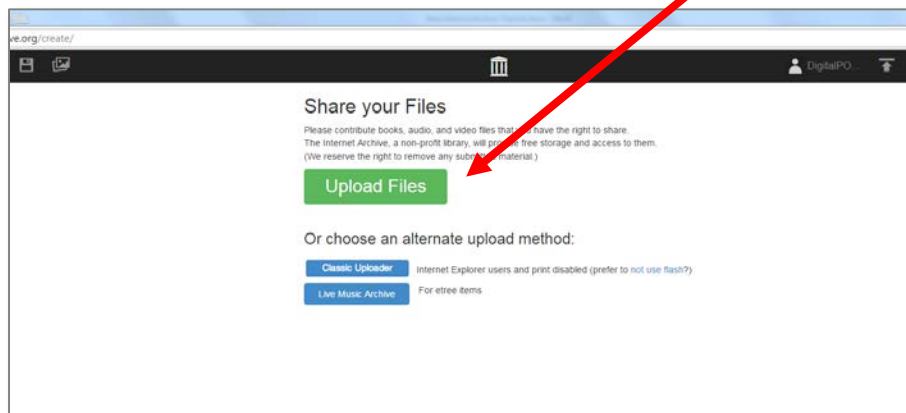


## Uploading a digital object

1. Click on the “Upload” button located on near the top right corner of the Internet Archive homepage. Make sure you are logged in before doing so.



2. A “Share your Files” screen should appear. Click on the “Upload Files” button.





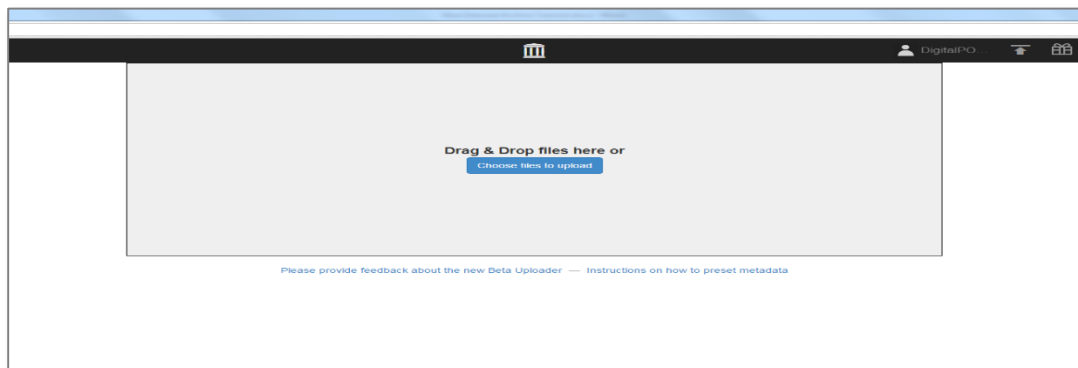


## Using Internet Archive:

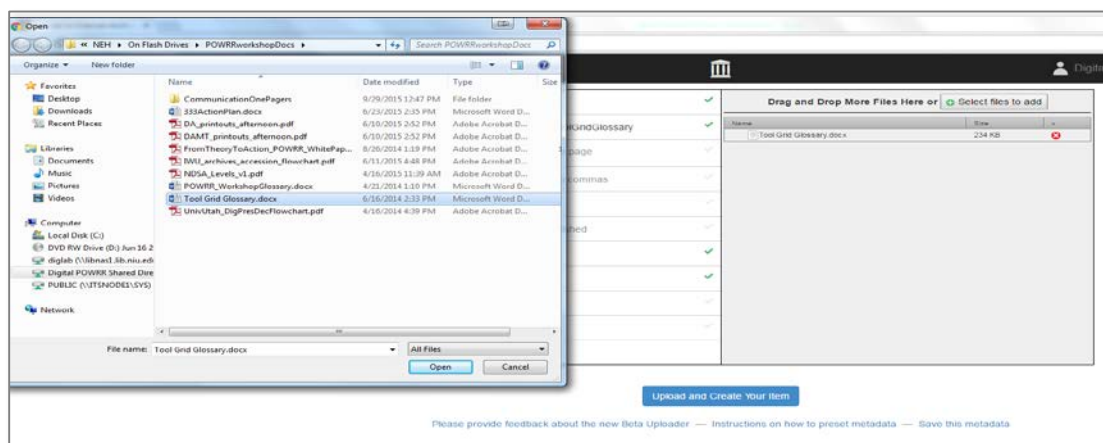
A guide created by the Digital POWRR Project



3. You may drag and drop the file from an open file explorer window, or you can click on the “Choose Files to Upload” button.



4. You may also drag the file from the “Choose files to upload” menu and drop them in the grey area. Once the file has been selected you may either click “Cancel” if you have already dragged and dropped the object, or “Open” if you prefer not to drag and drop.





## Using Internet Archive:

A guide created by the Digital POWRR Project



5. For the digital object you will want to edit the metadata available. For each area you can click on the area and edit the information as you wish. When you feel that the information is sufficient you can click the “Upload and Create Your Item” button.

The screenshot shows the Internet Archive upload form. On the left, there is a metadata section with fields for Page Title, Page URL, Description, Subject Tags, Creator, Date, Collection, Test Item, Language, and License. The 'More Options' link is highlighted with a red box. On the right, there is a file upload area with a 'Drag and Drop More Files Here or' button and a 'Select files to add' button. A file named 'Tool Grid Glossary.docx' (234 KB) is shown. At the bottom, there is a blue button labeled 'Upload and Create Your Item'.

6. You may receive a few different loading screens; just give Internet Archive a few moments to work.

This screenshot shows the same upload form as before, but with a white modal box in the center that says 'Please wait while your page is being created'. The modal box has a progress bar and the text 'Finishing upload... please be patient'. The background is dimmed.

This screenshot shows the same upload form as before, but with a white modal box in the center that says 'Please wait while your page is being created'. The modal box has a progress bar and the text 'Finishing upload... please be patient'. The background is dimmed.

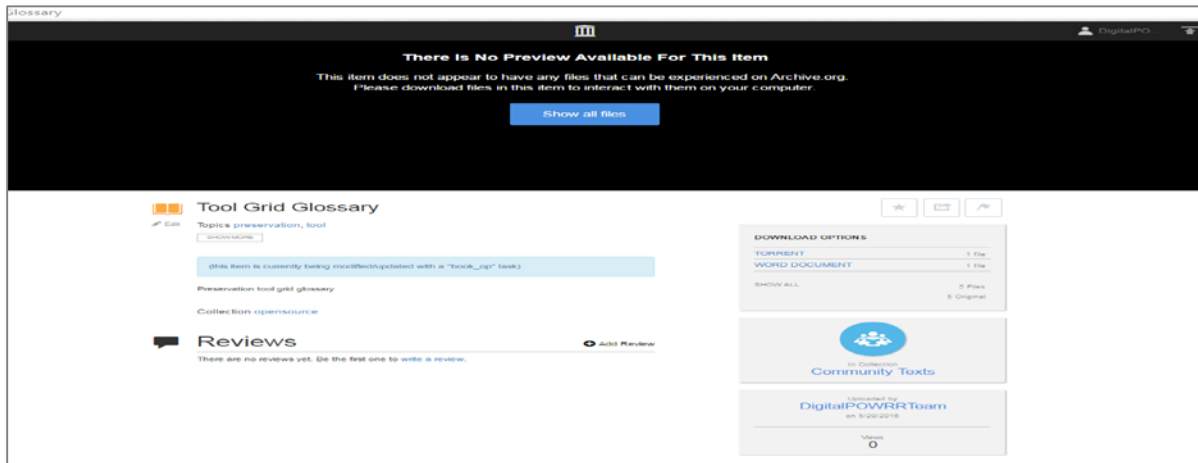


## Using Internet Archive:

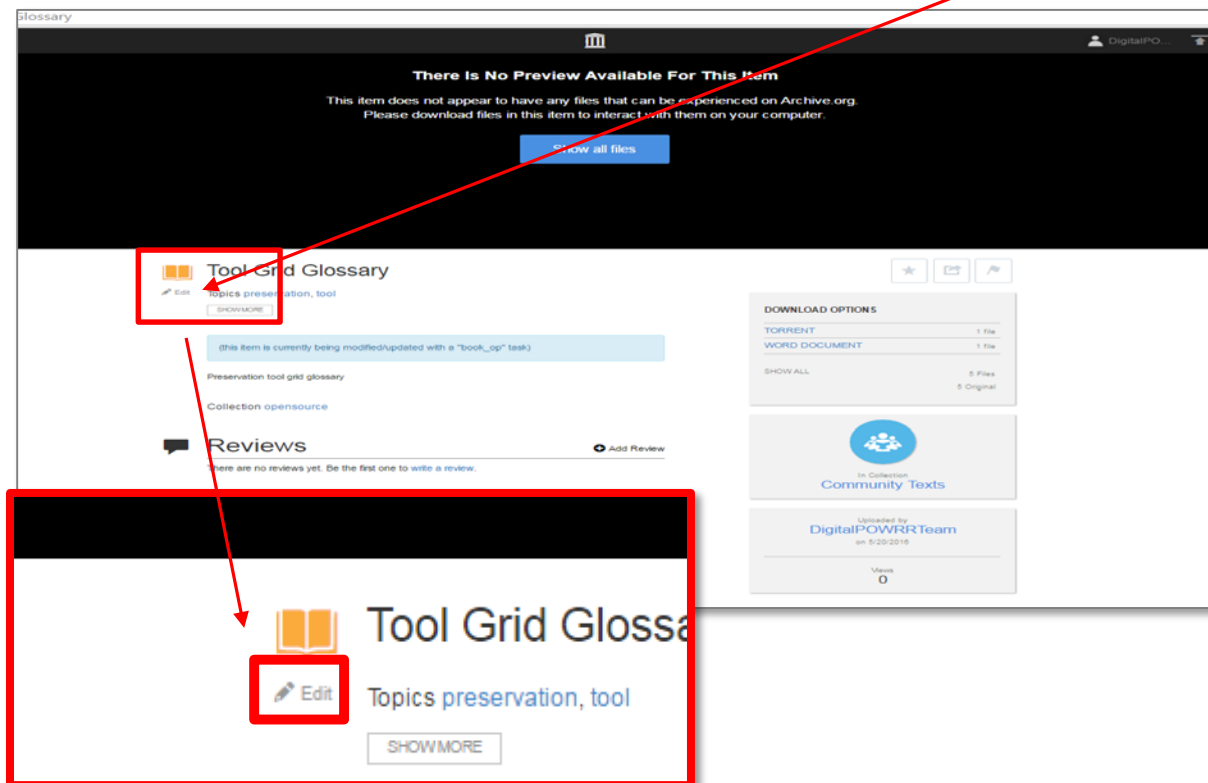
A guide created by the Digital POWRR Project



- You will then reach a confirmation page that the page has successfully been created.



- If you notice a mistake you may edit the item by clicking the "Edit" link.





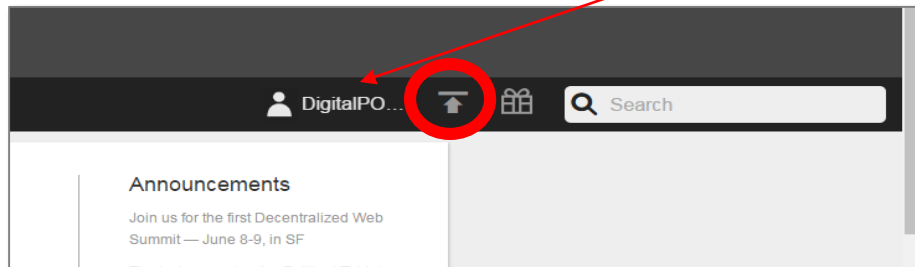
# Using Internet Archive:

A guide created by the Digital POWRR Project

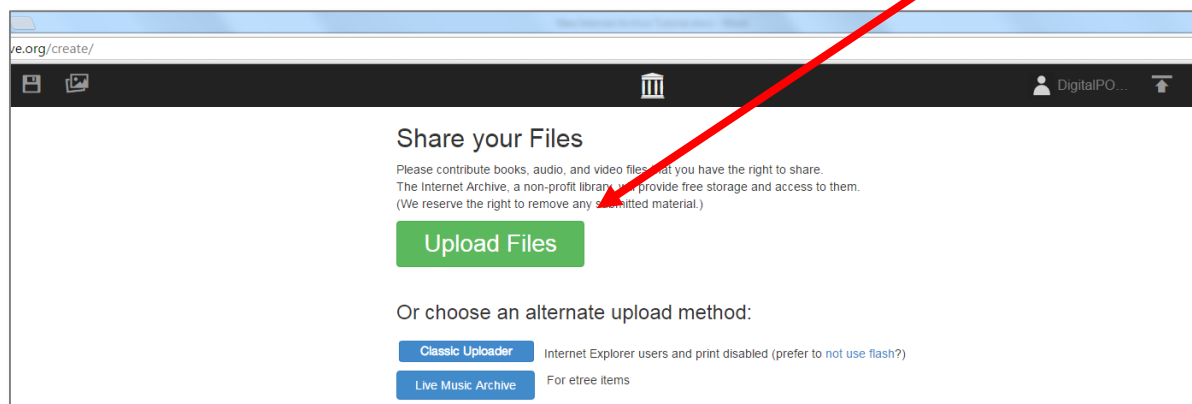


## Uploading a Collection of Objects

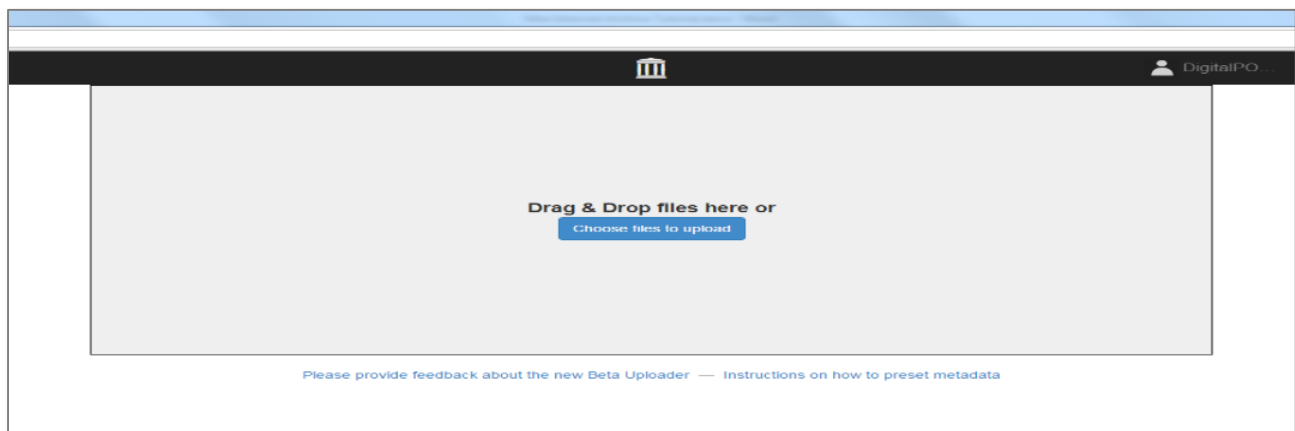
1. Click on the “Upload” button located on near the top right corner of the Internet Archive homepage. Make sure you are logged in before doing so.



2. A “Share your Files” screen should appear. Click on the “Upload Files” button.



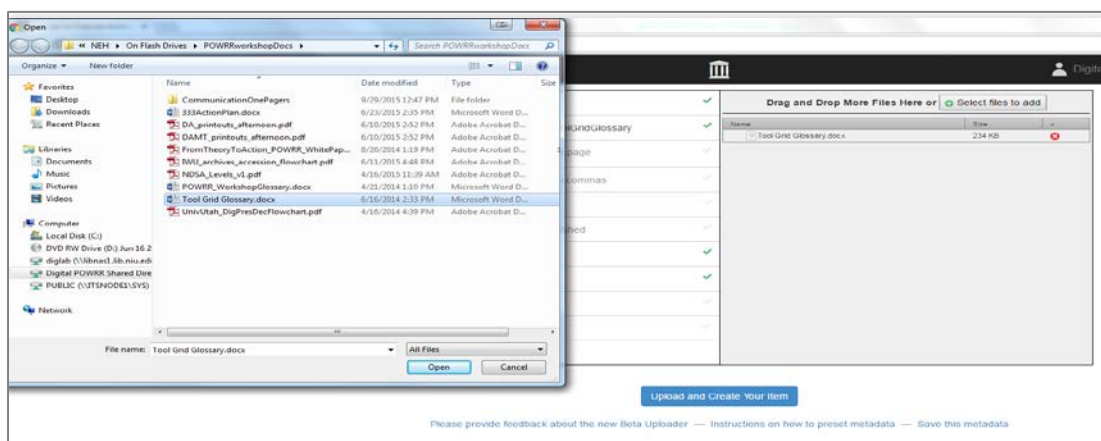
3. You may drag and drop the files from an open file explorer window, or you can click on the “Choose Files to Upload” button.



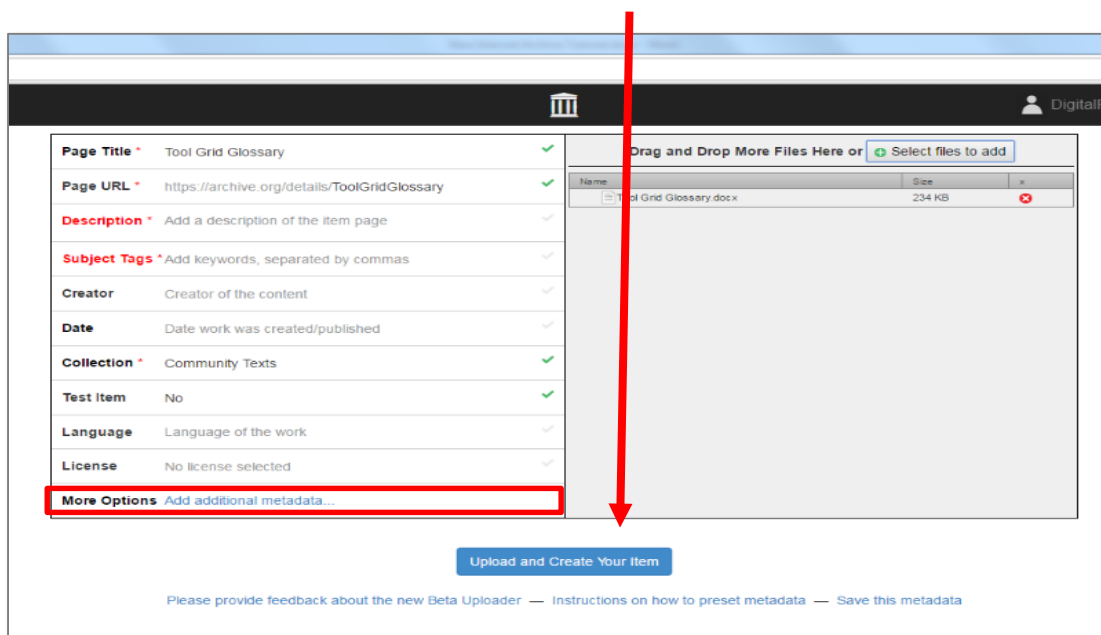
## Using Internet Archive: A guide created by the Digital POWRR Project



4. You may also drag the files from the “Choose files to upload” menu and drop them in the grey area. Once the file has been selected you may either click “Cancel” if you have already dragged and dropped the object, or “Open” if you prefer not to drag and drop. Make sure that all necessary items for the collection are listed in the grey area.



5. For the digital objects you will want to edit the metadata available so that it reflects the entire collection. For each area you can click on the area and edit the information as you wish. When you feel that the information is sufficient you can click the “Upload and Create Your Item” button.

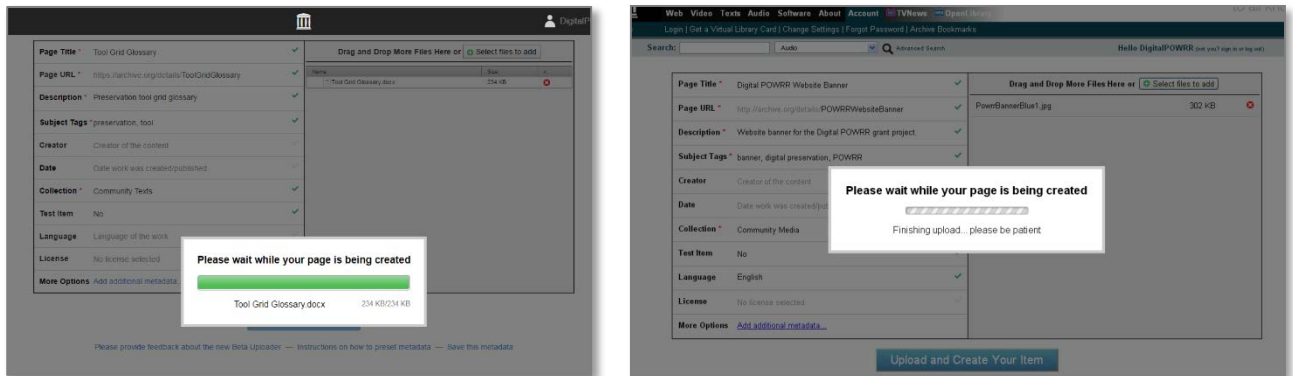


# Using Internet Archive:

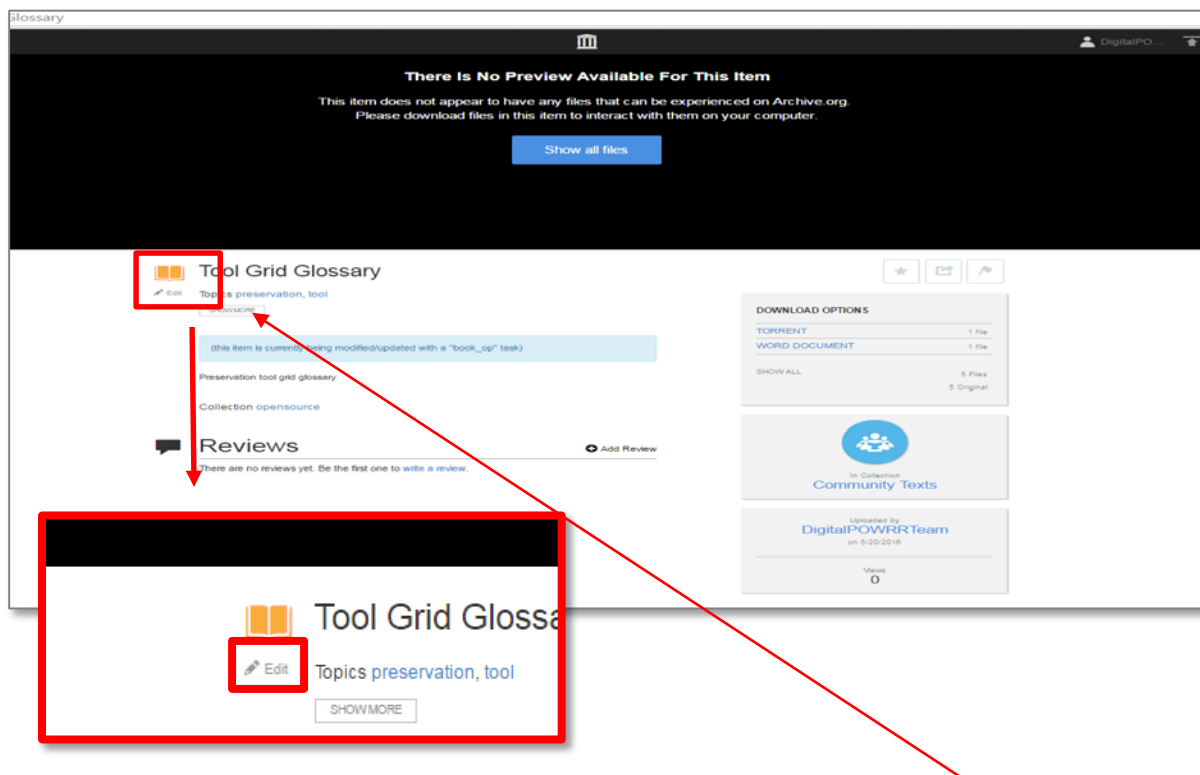
A guide created by the Digital POWRR Project



6. You may receive a few different loading screens; just give Internet Archive a few moments to work.



7. You will then reach a confirmation page that the page has successful been created.



8. If you notice a mistake you may edit the item by clicking the “Edit” link.

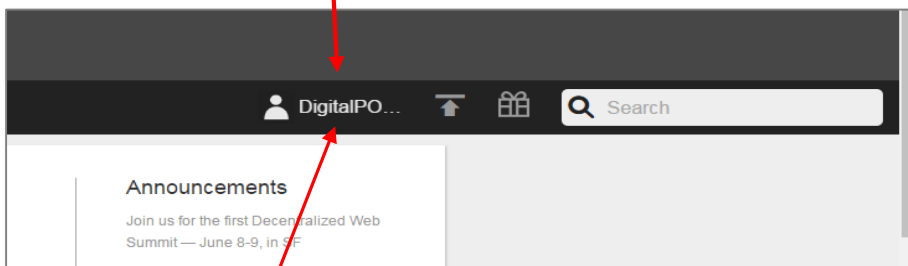
# Using Internet Archive:

A guide created by the Digital POWRR Project

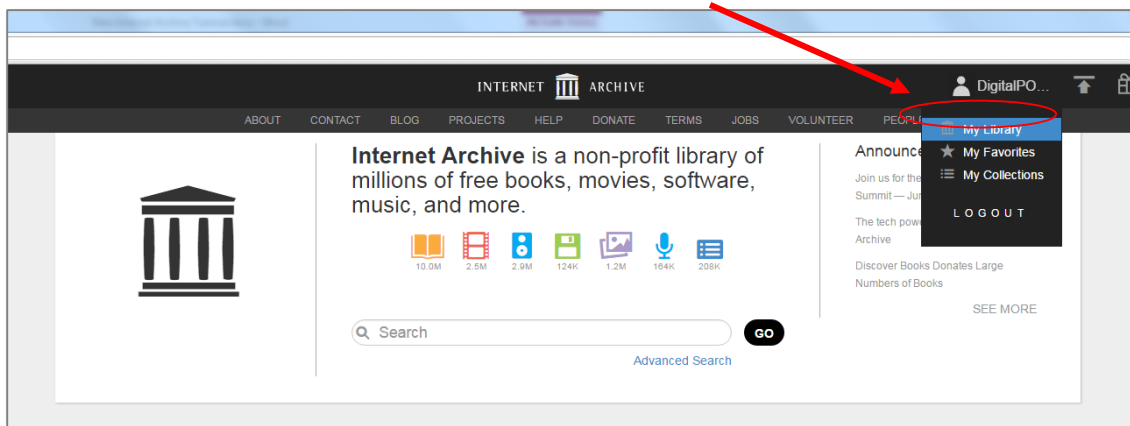


## Viewing Previously Uploaded Objects

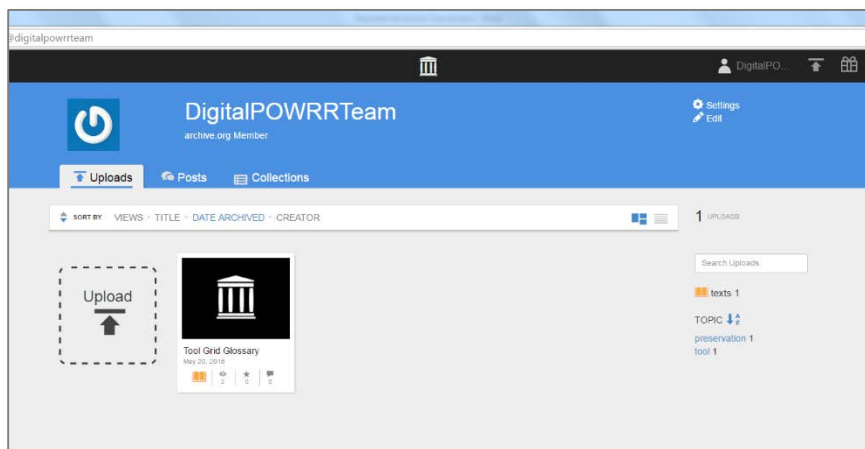
1. Make sure you are logged in to Internet Archive.



2. Click on your screen name link.
3. A drop down box will appear, click on the "My Library" link.



4. Your previous uploads will be listed. If an item or collection that you've recently added is missing it may not have finished going through the official process yet. Wait a couple of hours and check back again later.



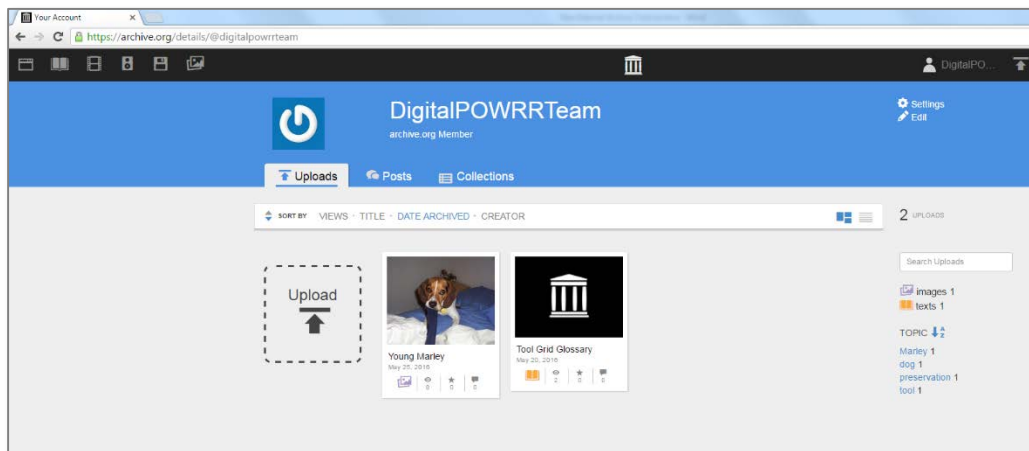
# Using Internet Archive:

A guide created by the Digital POWRR Project

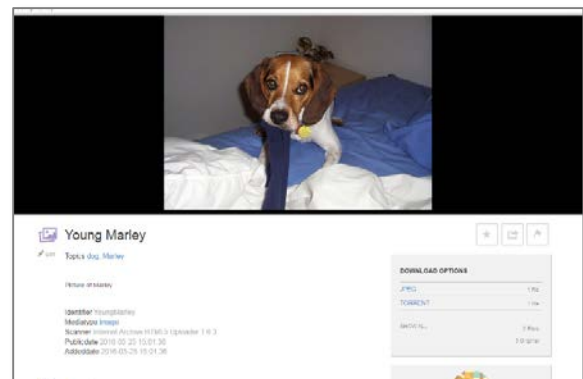
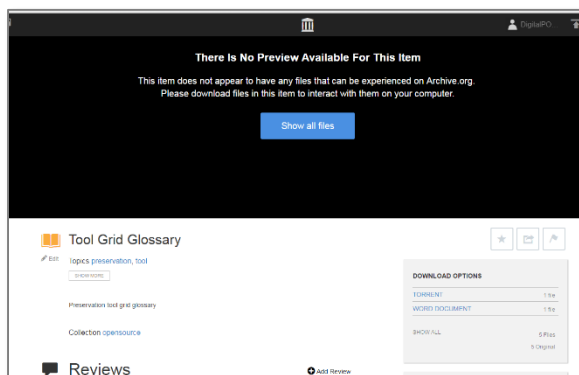


## Download Previously Uploaded Objects

1. Follow the steps for “Viewing Previously Uploaded Objects” (see page 15)
2. From “My Library” choose the object/collections that you wish to download/recover and click on the title you gave the object/collection.



3. Depending on the format of the objects your screen may look a little different. For example texts versus pictures files.



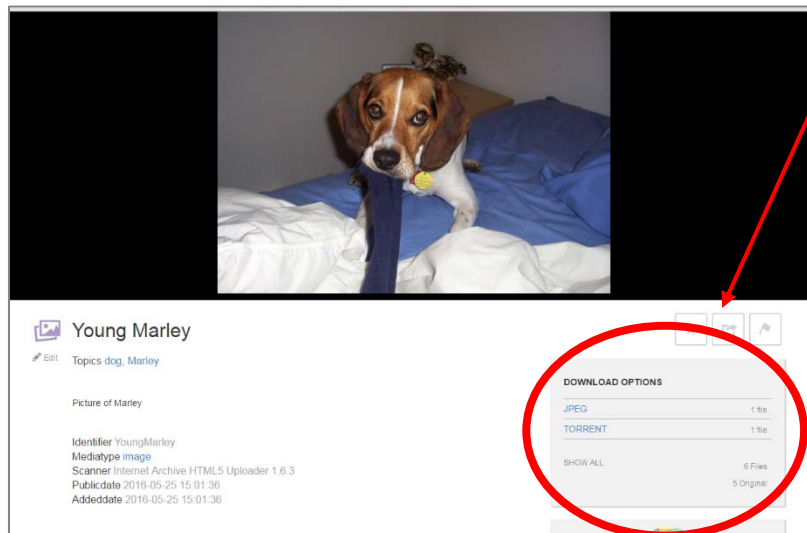


## Using Internet Archive:

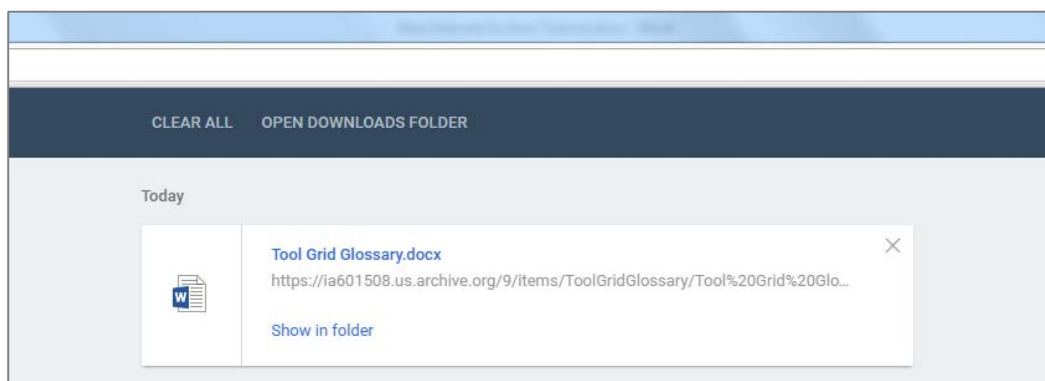
A guide created by the Digital POWRR Project



4. Locate the format of the object you would like to download/recover on the right hand side of the screen, and click on that link.



5. Depending on the browser you are using the download will appear in a different location. Sometimes the file may open right away. If you do not see the download in your browser and the file was not immediately opened, check the Downloads folder on your computer or browser. The following image is from the Downloads folder in Google Chrome.



## Using Internet Archive:

A guide created by the Digital POWRR Project



6. You may download it in more than one format if you wish. Images may not automatically download; instead they may open in a new browser window. If so you can **right** click on the image and select “Save image as...” and save the object in the location of your choice.

