



---

## iThenticate User Guide

[Getting Started](#)

[Folders](#)

[Managing your Documents](#)

[The Similarity Report](#)

[Settings](#)

[Account Information](#)





## Getting Started

Whether you are a new user or a returning one, to access iThenticate select **Login** from the top right corner of the iThenticate homepage, <https://www.ithenticate.com>. This will direct you to the login page.

## New Users

First-time users can create an account by selecting **Sign Up**. This will direct you to the account creation form.

### Create Your Account

First Name \*

Last Name \*

Email \*

Country \*  Time Zone \*

I agree to the [Terms & Conditions](#).

Type the text  [Privacy & Terms](#)

**Sign Up**

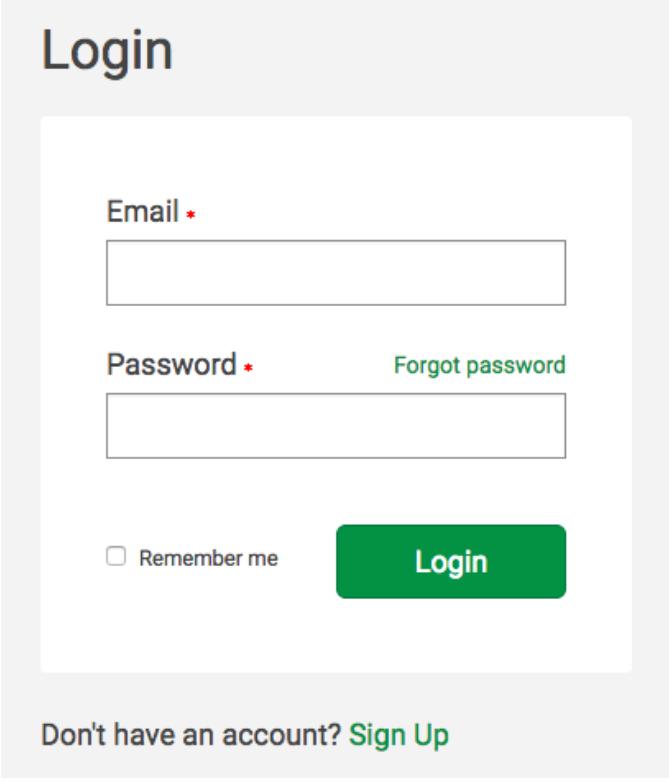


Enter your name and email in the relevant fields and select your country and time zone from the drop-downs. To create an account you must agree to our terms and conditions, you can read these by selecting the hyperlinked text. Once you have completed the captcha, select **Sign Up** to create an account.

You will receive an email from iThenticate with a username and a one-time password. You may only log in once with the one-time password and you will need to change it the first time you log in.

## Logging In

If you have an existing iThenticate account, go to <https://www.ithenticate.com> and navigate to the login page. Input your email and password into the appropriate fields and select the **Login** button.



The image shows a screenshot of a web-based login form. The title "Login" is at the top. Below it are two input fields: "Email \*" and "Password \*". To the right of the "Password" field is a link "Forgot password". Below the input fields are two buttons: a "Remember me" checkbox and a green "Login" button. At the bottom of the form is a link "Don't have an account? [Sign Up](#)".

## Resetting Your Password

If you've forgotten your password, it can be reset via email. To do this, select the **Forgot Password** link over the email field on the login page.



## Forgot Your Password?

We'll send you instructions on how to reset your password.

Email \*

[Back to login page](#)

**Submit**

Need help? Email  
[ithsupport@ithenticate.com](mailto:ithsupport@ithenticate.com)

Enter your email and select the **Submit** button. You'll receive a one-time temporary password to this account. You will need to change it the first time you log in.

## Main Navigation

The main navigation bar at the top of the screen has three tabs. Upon logging in, you will automatically land on the folders page.



## Folders

This is the main area of iThenticate. From the folders page, you will be able to upload, manage and view documents. For more information about the folders functionality of iThenticate, go to the [Folders](#) section of this guide.

## Settings

The settings page contains configuration options for the iThenticate interface. For more information about the settings of iThenticate, go to the [Settings](#) section of this guide.

## Account Info

The account information page contains the user profile and account usage. From here you can manage your own account. For more information about the settings of iThenticate, go to the [Account Information](#) section of this guide.





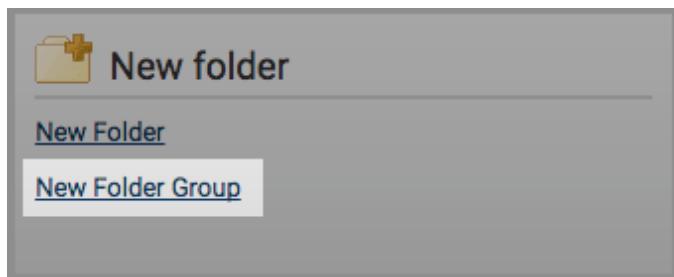
## Folders

This page contains a guide to the functionality of folders within iThenticate. Folders in iThenticate work in two levels; you upload your documents and organize them into folders, and then you organize these folders in folder groups.

New users will be given the folder group **My Folders** and the folder **My Documents** when they first log into their iThenticate account.

### Creating a New Folder Group

- 1 To create a new folder group, select **New Folder Group** in the **New folder** section to the right of the page.



- 2 In the Create A New Folder Group screen, enter a name for the new folder group and then select **Create**.



Create A New Folder Group

Name \*

[Create](#) [Cancel](#)

[Return to Folders](#)

- 3 Now you have an empty folder group. To add a folder to this folder group, select **Create a folder**. To delete an empty folder group, select **Remove this empty group**.

New Folder Group

Folders Settings page 1 of 1

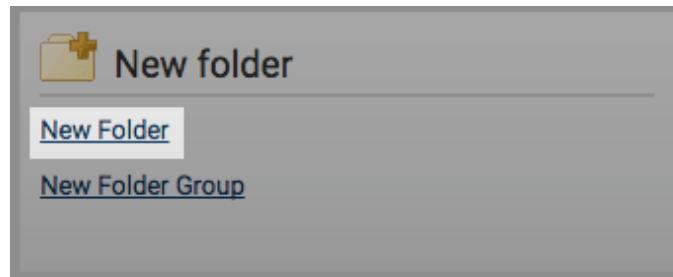
This group is empty

[Create a folder](#) [Remove this empty group](#)

page 1 of 1

## Creating a New Folder

To create a new folder, select the **New Folder** link from the **New folder** section on the right of the screen.



In the **Create A New Folder** page, you'll have to specify which folder group you would like to save this new folder to by using the **Folder Group** drop-down menu. After that, enter the folder name into the **Folder Name** field.



**Folder Group \***

Select an option
 

▲  
▼

**Folder Name \***

The next section of the form will allow you to exclude certain text from the Similarity Check for all documents uploaded into this folder. By invoking the relevant tick boxes you will be able to exclude quotes, bibliography, certain phrases you can set in the account settings, small matches and small sources.

*Check to exclude quoted text from comparison of documents submitted in this folder*

 Exclude quotes  

*Check to exclude bibliography from comparison of documents submitted in this folder*

 Exclude bibliography  

*Check to exclude phrases associated with this folder (or with your account) from comparison of documents submitted in this folder*

 Exclude Phrases  

*Check to exclude match instances from reports that are below the set word count.*

 Exclude Small Matches  

*Check to exclude sources below the set thresholds from reports.*

 Exclude Small Sources

When excluding small matches, you will be asked to set an exclusion threshold. Any match with fewer words than the threshold will be excluded from the Similarity Check.

*Check to exclude match instances from reports that are below the set word count.*

 Exclude Small Matches  

**Set match exclusion threshold:**

Exclude all match instances below the set threshold from reports.

Word Count  words



When excluding small sources, you will be asked to set either a word count or percentage exclusion threshold. Any matches with fewer words or lower than a certain percentage matched will be excluded from the Similarity Check.

**Warning:** It is important to note that if large documents are going to be uploaded to a folder and matches are excluded by a percentage threshold, even a set percentage of 1% exclusion may exclude very large matches. For example, if a 120-page document is uploaded to the system and the exclusion is set by percentage, it is possible that a full page of unoriginal material will be excluded from a report. It is important to keep in mind the size of the documents being submitted to a folder when using the percentage exclusion for the customize match size option.

*Check to exclude sources below the set thresholds from reports.*

Exclude Small Sources

Exclude Sources by:

Based on a source's total match percentage or  
match word count.

Word Count  words

Percentage  %

The exclude sections options provides the ability to exclude the lengthier abstract and/ or methods and materials sections of a document from being picked up by the Similarity Check.

Please be aware that section exclusion may not work properly if documents contain:

Watermarks

Unevenly spaced line numbering

Sub-headings that are indistinguishable from the Methods and Materials heading

Abstract or Methods and Materials section appearing in a table

Section headings and body text using the same font, font size, and font treatment



#### Exclude Sections:

*Check to exclude the Abstract from comparison of documents submitted to this folder.*

- Abstract**

*Check to exclude the Methods and Materials section from comparison of documents submitted to this folder. Includes variations: Method, Methods, Materials and Methods*

- Methods and Materials**

The next section allows you to choose which collections you would like to be included in the Similarity Check. The currently available search indexes are:

**CrossCheck** - research articles, books, and conference proceedings provided by the worlds scientific, technical and medical publishers

**Internet** - a database of archived and live publicly available internet pages containing billions of pages of existing content and tens of thousands of new pages added daily

**Publications** - third party periodical, journal, and publication content including many major professional journals, periodicals, and business publications

#### Limit searches to these repositories \*

*Documents submitted in this folder will search checked repositories.*

- Crossref**  
 **Internet**  
 **Publications**

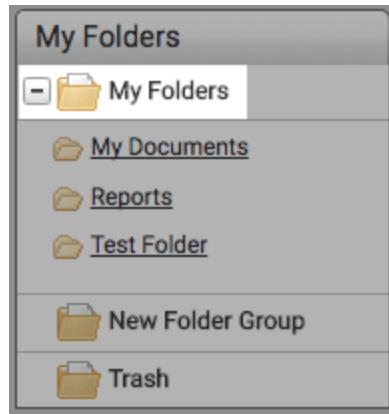
**Note:** If you would like to purchase the option to create a customizable database source with your own content to submit to and search against, please contact [sales@ithenticate.com](mailto:sales@ithenticate.com).

Once you are satisfied with the form, select the **Create** button at the bottom of the form to create the new folder.

## Organizing Folders

Folders in the folder group are organized alphabetically. You can see a folder group's content by invoking the group folder link from the **My Folders** section on the left of the screen.





The user has the option to organize the folders within a folder group by either title or date processed. To sort the folders by title, select the **Title** header in the title column. A downward arrow will signify that the folders have been arranged in alphabetical order. To order the folders in reverse alphabetical order, select the arrow again.

My Folders		Folders	Settings	page 1 of 1
	Title ↓	Date Created		
<input type="checkbox"/>	<a href="#">My Documents</a>	Feb 2, 2017 1:33:30 PM		
<input type="checkbox"/>	<a href="#">Reports</a>	Feb 3, 2017 1:47:50 PM		
<input type="checkbox"/>	<a href="#">Seminar Group A</a>	Apr 3, 2017 5:34:36 PM		
<input type="checkbox"/>	<a href="#">Seminar Group B</a>	Apr 3, 2017 5:34:53 PM		

To sort the folders by date created, select the **Date Created** header in the date created column. A downward arrow will signify that the folders have been arranged by most recently created in reverse chronological order. To order the folders in chronological order, select the arrow again.

My Folders		Folders	Settings	page 1 of 1
	Title	Date Created ↓		
<input type="checkbox"/>	<a href="#">My Documents</a>	Feb 2, 2017 1:33:30 PM		
<input type="checkbox"/>	<a href="#">Reports</a>	Feb 3, 2017 1:47:50 PM		
<input type="checkbox"/>	<a href="#">Seminar Group A</a>	Apr 3, 2017 5:34:36 PM		
<input type="checkbox"/>	<a href="#">Seminar Group B</a>	Apr 3, 2017 5:34:53 PM		



## Moving Folders

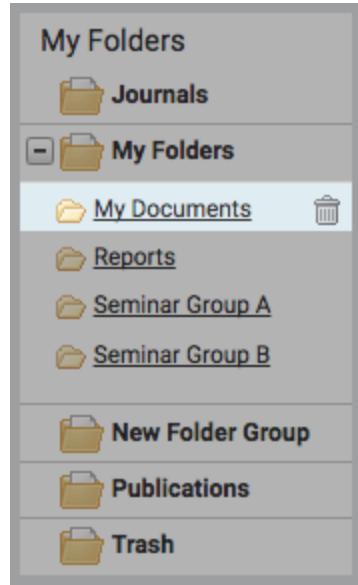
To move folders to another folder group, select the folder group that contains the folders that you would like to move. In that folder group, select the tick box to the left of the folder you want to move.

Use the **Move selected to...** drop-down to select the folder group that you want to move the folder to and select the **Move** button to the right of the drop-down.

## Deleting Folders

To delete a folder from the **My Folders** side menu, select a folder group and hover the cursor over the folder that you want to delete. A trash can will appear to the right of the folder. Select this to move the folder to the **Trash** folder group.





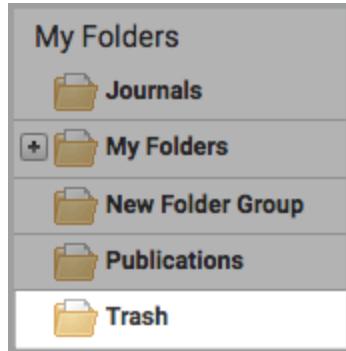
The delete multiple folders from the folder group, select that folder group and select the tick boxes for every folder you want to delete. Select the **Trash** button in the above menu bar to move the folders to the **Trash** folder group.

The screenshot shows a list of folders in the "My Folders" section. The following table summarizes the data:

<input type="checkbox"/>	Title ↓	Date Created
<input type="checkbox"/>	<a href="#">My Documents</a>	Feb 2, 2017 1:33:30 PM
<input type="checkbox"/>	<a href="#">Reports</a>	Feb 3, 2017 1:47:50 PM
<input type="checkbox"/>	<a href="#">Seminar Group A</a>	Apr 3, 2017 5:34:36 PM
<input checked="" type="checkbox"/>	<a href="#">Seminar Group B</a>	Apr 3, 2017 5:34:53 PM

Once a folder has been moved to the trash you have an opportunity to review it before you delete it permanently. Select the **Trash** folder group from the **My Folders** menu on the left.





In the trash, you can view all the folders you have moved here. If you don't want to delete a folder that is in the trash, select the tick box for that folder and then use the **Move selected to...** drop-down to move the folder back to where it belongs.

To permanently delete a folder, select the tick box for that folder and then select the **Delete** button in the above menu bar.

Title	Report	Author	Processed
<u>Seminar Group B</u>	Apr 3, 2017 5:34:53 PM		
Pasted Document 1 part - 128 words - Initial Upload. 5 revisions remaining	Feb 21, 2017 3:25:47 PM		50%

**Warning:** Once you have permanently deleted a folder from the Trash, you will not be able to get it back.

## Editing Folder Settings

The **Settings** tab within a folder allows you to customize the folder's settings. From within the folder settings, there are three tabs; **Folder Options**, **Report Filters**, and **Phrase Exclusions**.





## Folder Options

The **Folder Options** tab contains the options you chose in the folder creation screen. This information can be updated at any time.

## Report Filters

The **Report Filters** tab allows you to manage a list of URLs that are filtered out of the matching content search when a report is being generated for the folder. To add a URL to be filtered place it within the URL field and select the **Add URL** button to add that URL to the report filters.

A screenshot of the 'Report Filters' page. The top navigation bar shows 'My Documents', 'Documents', and 'Settings'. The 'Report Filters' tab is selected. The main content area has a heading 'Report Filters' with a sub-instruction: 'Use this page to manage the list of URLs that are filtered out of the matching content search when a report is being generated. These filters only apply to documents submitted within this folder.' It states, 'There are currently no URL Filters for this folder. Use the form below to add a URL to the Report Filter.' Below this is an example: 'Add URL Filter. The URL may be as specific or general as you wish. For example:' followed by three examples: 'http://example.com/' (note trailing '/'), 'http://example.com/docs/' (note trailing '/'), and 'http://example.com/docs/paper.pdf'. There is a text input field, an 'Add URL' button, and a 'Cancel' link.

When adding a URL, the URL may be as specific or general as you wish. Here are some examples:

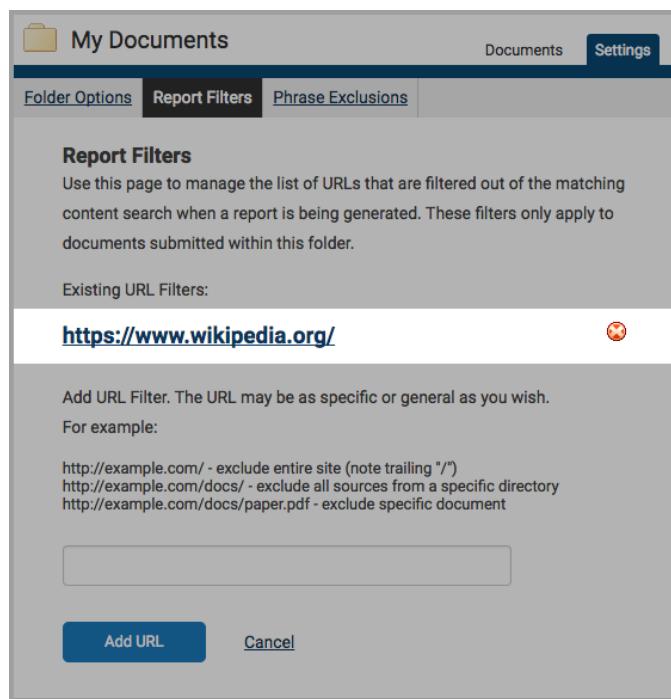
<http://example.com/> - exclude entire site (note trailing "/")



<http://example.com/docs/> - exclude all sources from a specific directory

<http://example.com/docs/paper.pdf> - exclude specific document

To remove a URL once it has been added, select the red x icon to the right of the URL's name.



## Phrase Exclusion

The **Phrase Exclusions** tab allows you to add and remove phrases that will be excluded from the Similarity Check for every submission in this folder.



**Add and Remove Phrase Exclusion Report Filters**

This is the list of Phrase Exclusion Report Filters for this folder. These phrases will be filtered out of the matching content search for every user's submissions to this folder when generating the Similarity Report.

[Add a new phrase](#)

	Submitted ↓	Phrase
<a href="#">Edit</a>	27-Feb-2017 02:02PM	This is an example phrase above five words
<a href="#">Edit</a>	27-Feb-2017 02:03PM	The majestic blue whale, the goliath of the sea
<a href="#">Edit</a>	27-Feb-2017 02:04PM	30 metres (98 ft) in length and 190 tonnes

page 1 of 1

page 1 of 1

Select the **Add a new phrase** link to create a new phrase to be excluded from the Similarity Check. Enter the phrase you want to exclude in the Phrase text box and select **Create** to add it to the list of excluded phrases.

Phrase text \*

[Create](#)   [Back to list](#)   [Back to folder](#)

If you do not want to create a phrase to exclude at this time select the **Back to list** link to return to the **Phrase Exclusions** tab or **Back to folder** to return to the folder view.





## Managing your Documents

The documents tab within a folder displays all the submitted documents for that folder. Each submitted document generates a Similarity Report after the document has been through the Similarity Check.

Only a specified amount of documents are displayed on the screen at once, if more documents are in the folder but not displayed the pages feature will appear beneath the documents. Either select the number of the page you would like to be displayed or select **Next** to scroll to the next page of documents.

My Documents		Documents	Settings	page 1 of 1	
<input type="checkbox"/>	Title ↓	Report	Author	Processed	Actions
<input type="checkbox"/>	A - Test Document 1 part - 697 words - revision 1 of 5	66%	John Bloggs	Feb 3, 2017 3:18:30 PM	
<input type="checkbox"/>	B - Test Document 1 part - 469 words - Initial Upload. 5 revisions remaining	99%	Joe Bloggs	Feb 20, 2017 11:57:00 AM	
<input type="checkbox"/>	C - Test Document 1 part - 128 words - Initial Upload. 5 revisions remaining	50%	Joe Bloggs	Feb 21, 2017 3:25:47 PM	

## Submitting a Document

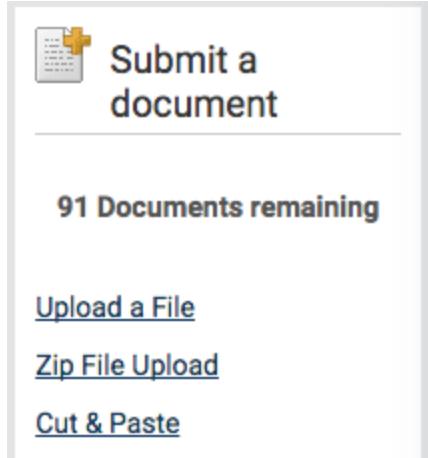
iThenticate users can submit documents in three ways.

### Upload a File - a single file submission

**Zip File Upload** - submit a standard zip file containing multiple documents. May contain up to 200MB or 1,000 files. Zip file uploads of significant size may require additional time to complete

**Cut & Paste** - submission of text copied and pasted into the submission box. May be used to submit from a file format that is not accepted. No images or non-text information can be copied and pasted - only plain text can be accepted





The image shows a screenshot of a web interface titled "Submit a document". At the top left is a small icon of a document with a plus sign. To its right, the text "Submit a document" is displayed. Below this, a horizontal line separates the header from the main content area. In the main area, the text "91 Documents remaining" is shown in bold. Below this, there are three blue underlined links: "Upload a File", "Zip File Upload", and "Cut & Paste".

## File Types and Size

iThenticate currently accepts the following file types for document upload:

Microsoft Word® (DOC and DOCX) •

Word XML

Plain Text (TXT)

Adobe PostScript®

Portable Document Format (PDF)

HTML

Corel WordPerfect® (WPD)

Rich Text Format (RTF)

The file may not exceed 400 pages.

The file size may not exceed 100 MB. Files of larger size may be reduced in size by removal of non-text content. Files that are password protected, encrypted, hidden, system files, or read only files cannot be uploaded or submitted to iThenticate.

The zip file upload accepts up to 1000 files or 200MB of zipped information. A zip file to be uploaded may not exceed either limit. Zip files should be checked to ensure only usable file formats are included in the upload.



**Note:** PDF documents must contain text to be submitted. PDF files containing only images of text will be rejected during the upload attempt. To determine if a document contains actual text, copy and paste a section or all of the text into a plain-text editor such as Microsoft Notepad or AppleTextEdit. If no text is copied over, the selection is not actual text.

**Tip:** Users submitting scanned images of a document or an image saved as a PDF will need to use Optical Character Recognition (OCR) software to convert the image to a text document. Manual correction of the resulting document is highly recommended to fix any errors caused by the conversion software.

**Note:** Some document formats can contain multiple data types. This includes text, images, embedded information from another file, and formatting. Non-text information that is not saved directly within the document will not be included in a file upload. This includes references to a Microsoft Excel® spreadsheet included within a Microsoft Office Word document.

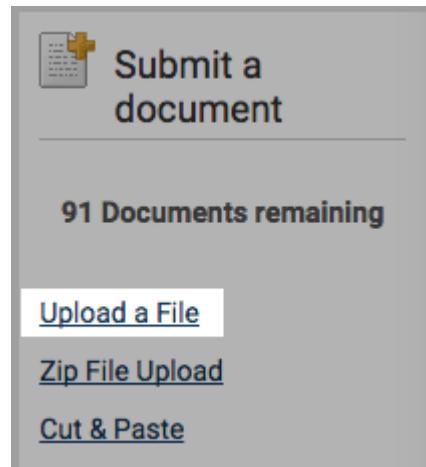
**Note:** Users whose files are saved in a file type that is not accepted by iThenticate will need to use a word processing program to save the file as one of the accepted types. Rich Text Format and Plain Text file types are nearly universally available in word processing software. Neither file type will support images or non-text data within the file. Plain text format does not support any formatting, and rich text format supports only limited formatting options.

**Warning:** Users who are converting to a new file format will need to save their file with a name different than the original. Any file should be saved with a new file name when converting to plain text or rich text formats to prevent permanent loss of the original formatting or image content of a file.

## Upload a File

- 1** The Upload a File option allows the user to submit a single document from a variety of document types. Select the Upload a File option from the Submit a document menu. This will open the Upload a file form.





- 2 Use the Destination Folder drop-down to choose the folder you would like to upload this file to. This is where the similarity report for the file will be found.

A screenshot of a "Upload a file" interface showing a "Destination Folder" dropdown menu. The menu is open and displays the message "Select an option". A "Return to Folders" link is visible above the dropdown.

- 3 Enter the author's first and last name in the Author First Name and Author Last Name fields. Enter the document title in the Document Title field. If no title is entered, the document's filename will be used.

A screenshot of an "Upload #1" form. It contains three text input fields: "Author First Name", "Author Last Name", and "Document Title".

- 4 Select Choose File to open a file browser and locate the file on your device.



Browse for the file you would like to submit

Choose File

- 5 The user can upload up to ten documents at once using the **Upload a File** submission option. To add another file to upload, select the **Add another file** link.

+ [Add another file](#)

- 6 Select **Upload** to upload the selected document or documents. Select **Cancel** to cancel the upload.

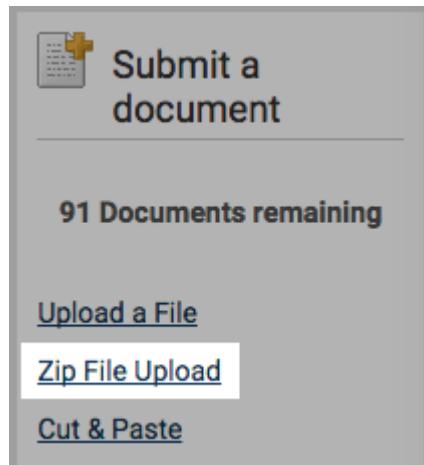
Upload Cancel

## Zip File Upload

iThenticate allows you to submit multiple documents from a variety of document types in a compressed zip file.

- 1 Select the **Zip File Upload** link from the **Submit a document** menu.





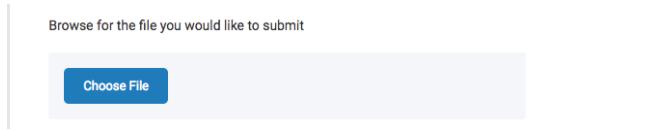
- 2 Use the Destination Folder drop-down to choose the folder you would like to upload this file to. This is where the similarity report for the file will be found.

A screenshot of a "Zip File Upload" interface. It shows a "Destination Folder" dropdown menu with the option "Select an option". A note above the dropdown states: "Your zip will be unpacked and the individual files uploaded. the title and author you provide here will be used as the default author and title for the file contained within the zip. You will have the chance to change the titles after uploading the zip file." There is also a "Return to Folders" link.

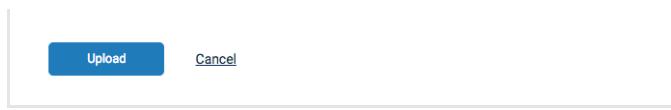
- 3 Enter the author's first and last name in the Author First Name and Author Last Name fields. These will be applied to all of the documents in the zip file. You can manually change these once the document is uploaded to the folder.

A screenshot of a "Document information" form. It has two fields: "Author First Name" and "Author Last Name", each with a corresponding input field.

- 4** Select Choose file to open a file explorer and locate the zip file on your device.



- 5** Select Upload to upload the zip file. Select the Cancel link to cancel the upload.



The title of the documents in the zip files will be the default title of each submission.

The zip file submitted to the Similarity Check may be any size up to approximately 100MB and contain up to 1000 individual files.

If the zip file exceeds either limit it will be rejected. Users uploading zip files are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. The Similarity Check will attempt to detect duplicate or invalid files and warn the user of any duplicate or unacceptable files

---

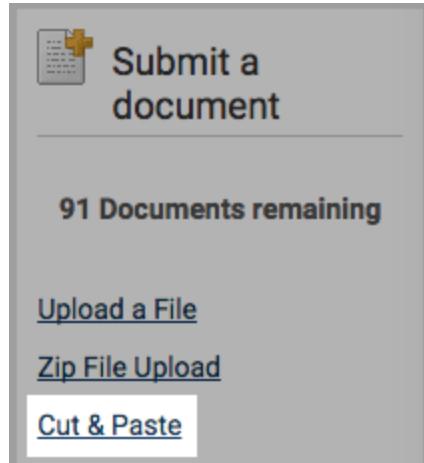
## Cut & Paste

The cut and paste submission option allows users to submit information from non-supported word processors or file types, or to only submit specific parts or areas of a document that may need a similarity report generated.

**Note:** that only text can be submitted via the cut and paste method - any graphics, graphs, images, and formatting are lost when pasting into the text submission box.

In the Submit a document menu, select the Cut & Paste link.





Use the **Destination Folder** drop-down to choose the folder you would like to upload this file to. This is where the similarity report for the file will be found.

A screenshot of the "Cut & Paste Upload" interface. It has a header with a "Cut & Paste" icon and a "Return to Folders" link. Below the header is a text area with the placeholder "Paste your document directly into the area provided below.". Underneath is a "Destination Folder" section with a dropdown menu labeled "Select an option".

Enter the author's first and last name in the **Author First Name** and **Author Last Name** fields. Enter the document title in the **Document Title** field. If no title is entered, a default title of 'Pasted Document' will be given.

A screenshot of a "Document information" form. It contains three text input fields: "Author First Name", "Author Last Name", and "Document Title".

Copy your desired text. How to achieve this will vary depending on the device and operating system you are using. Once you have the text copied, select the **Paste your document in the area below text-box** field.



Paste your document in the area below \*

Select **Upload** to upload the copied text. Select the **Cancel** link to cancel the upload.

[Upload](#)

[Cancel](#)

## Edit Document Information

A document's information (that is, the title of the document and the author's first and last name) may be edited at any time by invoking the edit icon to the right of a document in the folder. This will take you to the **Document Properties** page.



To update the document's information within the **Document Properties** page, edit the fields accordingly and select **Update**.



Document Properties

Properties

Document Title \*

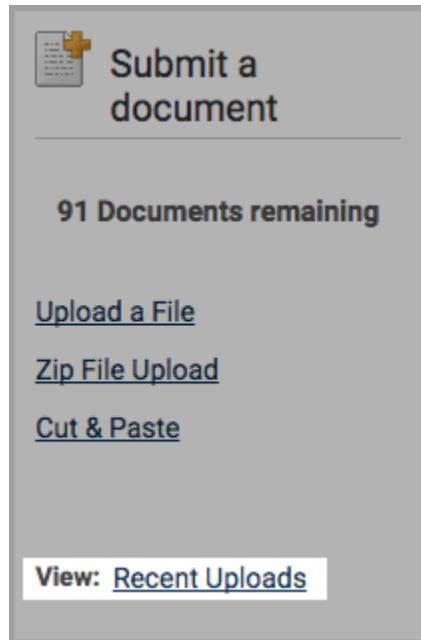
Author First Name

Author Last Name

[Update](#)   [Cancel](#)

## View Recent Uploads

To view recently uploaded documents, select the **Recent Uploads** link in the *Submit a document* menu.



The recent uploads will be listed in reverse chronological order, with the most recently upload first. If you would like to view the uploads in chronological order with the earliest first, select the **Upload Date & Time** header.



## Recent Uploads

 [Return to Folders](#)

Upload Date & Time ↓	Destination Folder	Number of Uploads	Upload log
<a href="#">Feb 27, 2017 2:10:49 PM</a>	<a href="#">My Documents</a>	1	<a href="#">view log</a>
<a href="#">Feb 23, 2017 9:29:02 AM</a>	<a href="#">My Documents</a>	1	<a href="#">view log</a>
<a href="#">Feb 21, 2017 3:25:05 PM</a>	<a href="#">My Documents</a>	1	<a href="#">view log</a>
<a href="#">Feb 21, 2017 2:27:12 PM</a>	<a href="#">My Documents</a>	3	<a href="#">view log</a>
<a href="#">Feb 21, 2017 2:24:13 PM</a>	<a href="#">Reports</a>	1	<a href="#">view log</a>
<a href="#">Feb 20, 2017 11:56:00 AM</a>	<a href="#">My Documents</a>	1	<a href="#">view log</a>
<a href="#">Feb 3, 2017 3:16:55 PM</a>	<a href="#">My Documents</a>	1	<a href="#">view log</a>

page 1 of 1





---

## The Similarity Report

The Similarity Report provides an overall similarity breakdown for each submission to the iThenticate database. This breakdown determines the percentage of similarity between a submission and content existing in the database of the text comparison tool, iThenticate.

---

### Interpreting the Similarity Report

iThenticate does not check for plagiarism in a submission. It checks a submission against the content database, and if there are instances where the submission's content is similar to, or matches against, one or more sources, it will be flagged for review. The database includes billions of web pages (both current and archived content), a repository of work that has been submitted to Crossref Similarity Check and Turnitin in the past, and a collection of documents, which comprises of thousands of periodicals, journals, and publications.

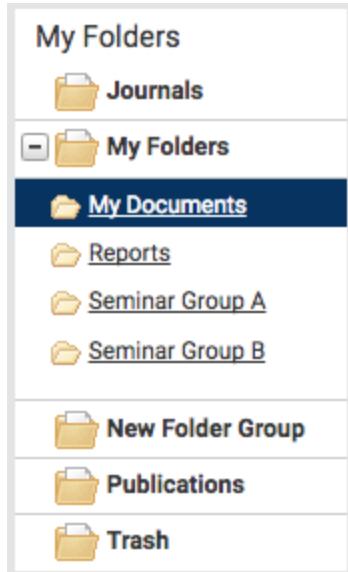
It is perfectly natural for a submission to match against sources in the database. If the submission has used quotes and has referenced correctly, there will be instances where there will be a match. The similarity score simply makes the user aware of any problem areas in the submission; iThenticate should be used as part of a larger process, in order to determine if the match is or is not acceptable.

---

### Accessing the Similarity Report Through iThenticate

If you are accessing the Crossref Similarity Check through iThenticate, to view a submitted document's Similarity Report navigate to the folder that contains the submission.





The submitted document will be shown in the Documents tab of the folder. To view the Similarity Report, select the similarity index icon for that document. This is the percentage that is shown in Report column.



This percentage is the Similarity Score. It is an accurate representation of the documents Similarity Report, offering an immediate indication of the documents performance but it always warrants further exploration. Once selected, the report will open in the document viewer.

## The Document Viewer

Below is the document viewer screen. It will open in the viewing mode that you last had the document viewer open in.



The screenshot shows the iThenticate document viewer interface. At the top, there's a header bar with the date "05-Apr-2017 03:26PM", the title "Goliath of the Sea", the author "BY JOE BLOGGS", and a "41%" similarity score. Below the header is a "Match Overview" section listing three sources from the Internet:

Source Type	Number of Words	Crawled Date	Percentage
Internet	49 words	crawled on 13-Dec-2014 en.wikipedia.org	17%
Internet	36 words	crawled on 07-Apr-2016 animals.nationalgeographic.com	13%
Internet	29 words	crawled on 18-Dec-2016 agnews.com	11%

The main content area displays the document text, which includes a title "The Goliath of the Sea" and a large image of a whale's tail. The text discusses the blue whale's size, its status as the largest animal, and its endangerment due to hunting.

The document viewer is separated into three sections.

Along the top of the screen, the document information bar shows important details about the submitted paper.

This screenshot shows the same iThenticate interface as the previous one, but with a different document title: "Goliath of the Sea". The rest of the interface, including the header, match overview, and document text, remains identical.

This includes the document title, the date the report was processed, the word count and the number of matching sources found in the selected databases.

The left panel is the document text. This is the text of the submitted document.



The Goliath of the Sea  
Blue Whale - *Balaenoptera musculus*

The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Goliath is not only the physical embodiment of a giant, but also a symbol of the brute forces of nature. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered.

The blue whale's common name derives from bluish-hue that covers the upper side of its body, while its Latin designation is *Balaenoptera musculus*. The blue whale belongs to the Mysticeti suborder of

Match Overview

Source	Percentage
1 Internet 46 words crawled on 13-Dec-2014 <a href="#">en.wikipedia.org</a>	17%
2 Internet 36 words crawled on 07-Apr-2016 <a href="#">animals.nationalgeographic.com</a>	13%
3 Internet 29 words crawled on 16-Dec-2016 <a href="#">agnews.com</a>	11%

The document will always be shown in full, and depending on what report mode you are viewing the report in there will be instances of similarity highlighted in a color that corresponds to the matching source. These matching sources are listed in the right panel, the sources panel

The Goliath of the Sea  
Blue Whale - *Balaenoptera musculus*

The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size. At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed. Goliath is not only the physical embodiment of a giant, but also a symbol of the brute forces of nature. Despite their incomparable mass, aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction. But there are other reasons for why they are now so endangered.

The blue whale's common name derives from bluish-hue that covers the upper side of its body, while its Latin designation is *Balaenoptera musculus*. The blue whale belongs to the Mysticeti suborder of

Match Overview

Source	Percentage
1 Internet 46 words crawled on 13-Dec-2014 <a href="#">en.wikipedia.org</a>	17%
2 Internet 36 words crawled on 07-Apr-2016 <a href="#">animals.nationalgeographic.com</a>	13%
3 Internet 29 words crawled on 16-Dec-2016 <a href="#">agnews.com</a>	11%

The layout will depend on which report mode you are viewing the report.

## Report Modes

The document viewer can be viewed in four different modes. These modes allow you to view and sort the information contained in the Similarity Report to best suit your needs. The four modes for viewing a Similarity Report are:



**Match Overview:** (show highest matches together): A list of all areas of the paper which have similarity to information in the selected search repositories. Matches are color coded and listed from highest to lowest percentage of matching word area to the submission. Only the top or best matches are shown, all underlying matches are visible in the Match Breakdown and All Sources modes.

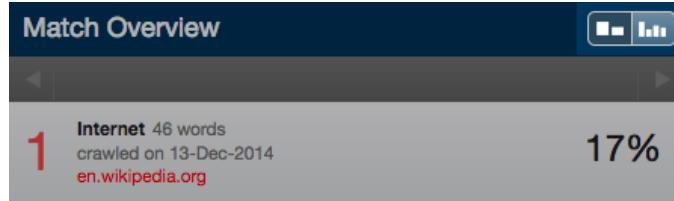
**All Sources:** Allows a user to view matches between the paper and a specifically selected source in the content repositories. Contains a full list of all matches found rather than the best matches per area of similarity. This listing is exhaustive but will show all matches found, including any that are obscured in the Match Overview by virtue of being in the same or similar areas as other, better matches.

**Match Breakdown:** Displays matches that are obscured by a top source. Allows users to compare the match instance of an underlying source with the match instance for a top source.

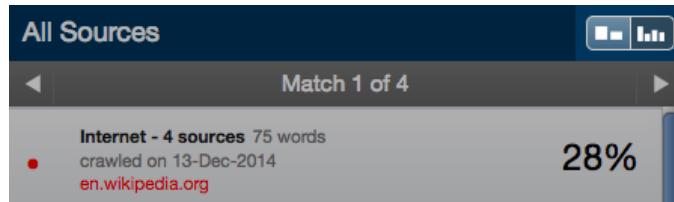
**Side By Side Comparison:** An in-depth view that shows a document's match compared side by side with the original source content from the content repositories.

## View Mode Icons

The view mode icons allow users to switch between the Similarity Report viewing modes: *Match Overview* and *All Sources* view. The default viewing mode is the *Match Overview* (the view mode icon on the left).



To change the view mode for a Similarity Report to the *All Sources* view, click on the *All Sources* icon (the view mode icon on the right). The sidebar will automatically update to the *All Sources* view mode.



## Match Breakdown Mode

In some cases, matches to smaller instances of similarity may be obscured by larger matches and not shown in this view mode. To find the underlying sources, hover over the match you would like to view the underlying sources for and select the arrow icon that appears.



In this mode, all sources that are obscured by the selected top source are listed below that source. Select a source to highlight the matching text on the paper text.

A screenshot of the 'Match Breakdown' sidebar. It shows a list of sources under 'Match 1 of 3'. The first source is 'Internet - 4 sources 46 words crawled on 13-Dec-2014 en.wikipedia.org' with a 17% match. Below it is a list of four specific Wikipedia URLs with their respective match percentages: 'http://en.wikipedia.org/wiki/Blue\_whale' (17%), 'http://en.wikipedia.org/wiki/Blue\_whales' (13%), 'http://en.wikipedia.org/wiki/Blue\_Whale' (12%), and 'https://en.wikipedia.org/wiki/Blue\_whale' (10%). At the bottom of the sidebar, there is another section for 'Match 2 of 3' with a single source: 'www.flu.ofertyseks.kutno.pl' with a 13% match.

A source box will appear on the document, revealing where in the source the text has been identified. The highlight color for the top source match will become lighter and the matched text of the underlying source will be displayed with a darker highlight.

To return to the **Match Overview** mode click on the back arrow next to **Match Breakdown** at the top of the sidebar.

## Side by Side Comparison

Side by side comparison allows you to compare matching text within a document to the source of the match in the content repositories.

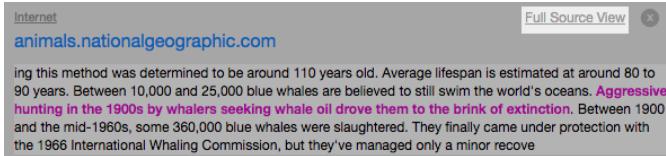
In **All Sources** when you select a source from the sources panel, a source box will appear in the document text showing the similar content highlighted within a snippet of the text from the repository source.



In Match Overview, select the colored number at the start of the highlighted text to open this source box. The source box provides the matching text within the context of a few outlying sentences from the repository source.

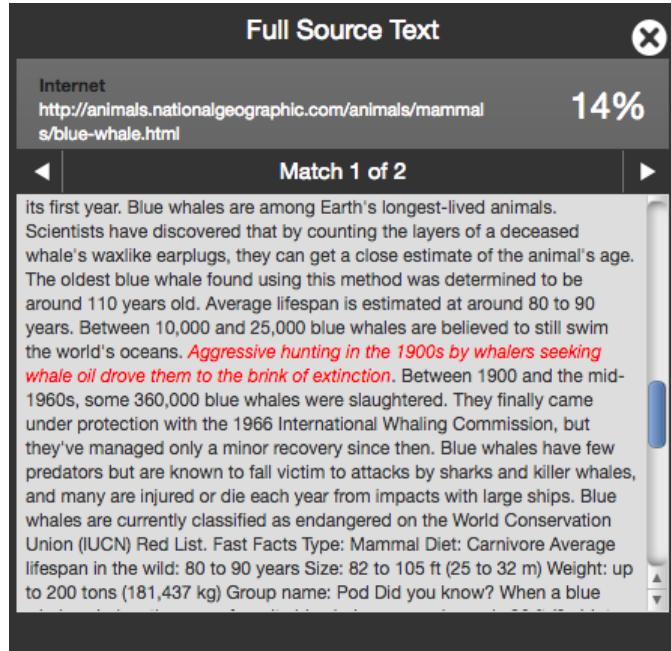


To view the entire repository source, select the **Full Source View** link. This opens the repository source in the sources panel and contains the full text of the source and all the matching instances.



The source's full text will be displayed in the sidebar with each matching instance to the document highlighted in red. Click on the source title/URL to open up the original source in a web page.





If there are multiple matches to this source, select the arrow icons to quickly navigate through the match instances

Select the x icon in the top right corner of the full source text panel to close it.

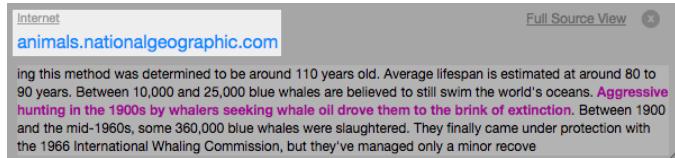
**Note:** If a source is from a restricted or membership only repository (for example, Crossref), then you will be unable to view the full source text in a side by side comparison. You will still be able to see the source box snippet for context.

### Viewing Live Web Pages for a Source

If a source is available on the internet users can open that source in a new browser.

To access a source website within **Match Overview**, select the colored number at the start of a piece of highlighted text on the paper text. A source box will appear on the document text showing the similar content highlighted within a snippet of the text from the repository source. The source website will be in blue above the source snippet. Select the link to open the site in a new browser.





From the Match Breakdown mode, if you select the source you want to view the website for, a diagonal icon will appear to the right of the source. Select this to open the source website in a new browser window.

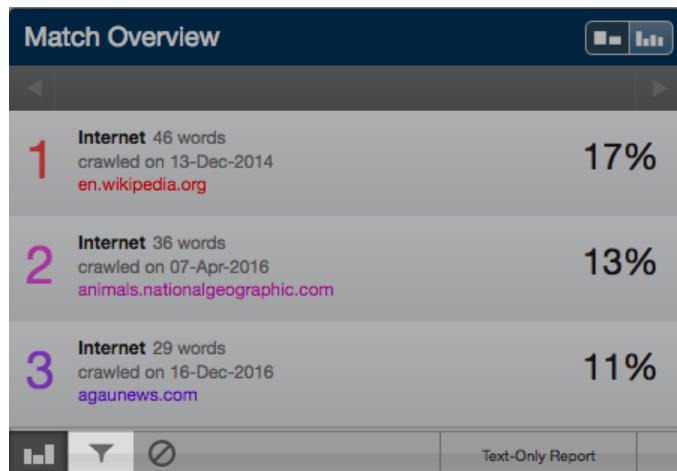


The process is the same for All Sources mode. If you select the source you want to view the website for, a diagonal icon will appear to the right of the source. Select this to open the source website in a new browser window.

**Note:** Some internet sources may no longer be live.

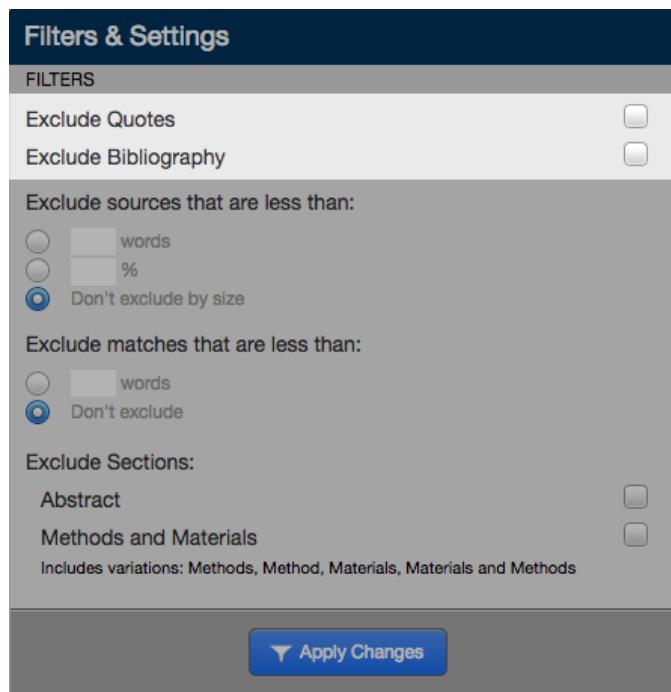
## Filters and Exclusion

To view the Filters & Settings menu, select the filters icon at the bottom of the Document Viewer sidebar.



## Excluding Quoted or Bibliographic Material

To exclude quoted or bibliographic material, select the check-box next to the **Exclude Quotes** and **Exclude Bibliography** option.

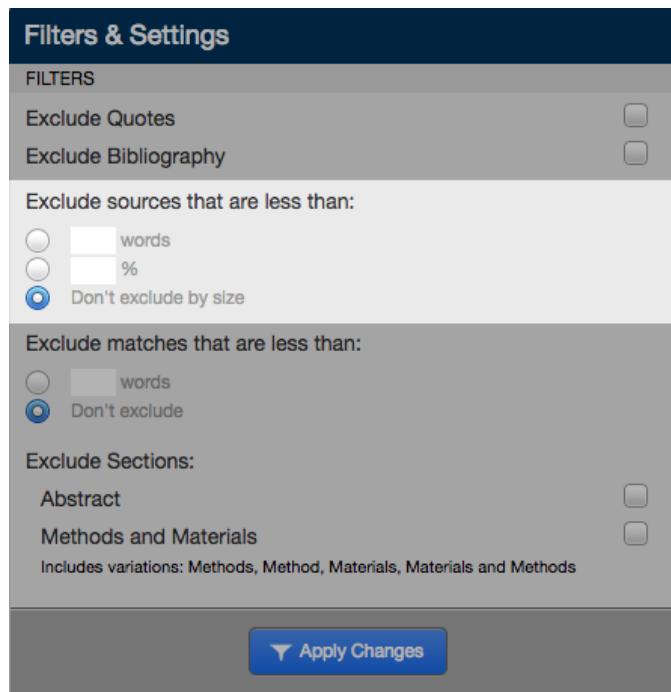


Select the **Apply Changes** button at the bottom of the **Filter & Settings** sidebar to apply the changes

## Excluding Small Sources

To exclude small sources, below the **Exclude sources that are less than** option, select the check-box of how you want to exclude the text and then enter into either the *words* or *%* fields the numerical value for small sources that will be excluded from this Similarity Report. To turn off excluding small sources select the check-box next to **Don't exclude by size**.



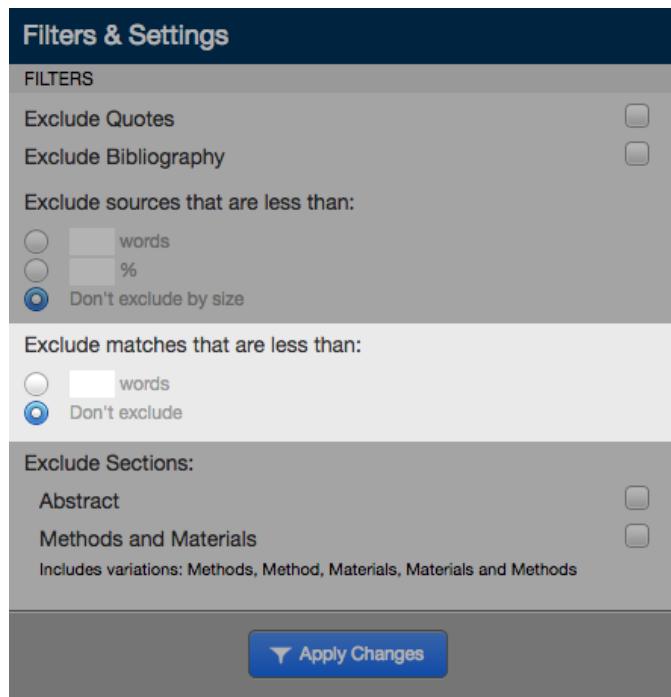


Select the **Apply Changes** button at the bottom of the filter and settings sidebar to apply the changes

## Excluding Small Matches

To exclude small matches, below the **Exclude matches that are less than** option select the *words* check-box and enter the numerical value for match instances that will be excluded from this Similarity Report. Match instances below the set threshold will be excluded from the Similarity Report. To turn off excluding small matches select the button next to **Don't exclude**.



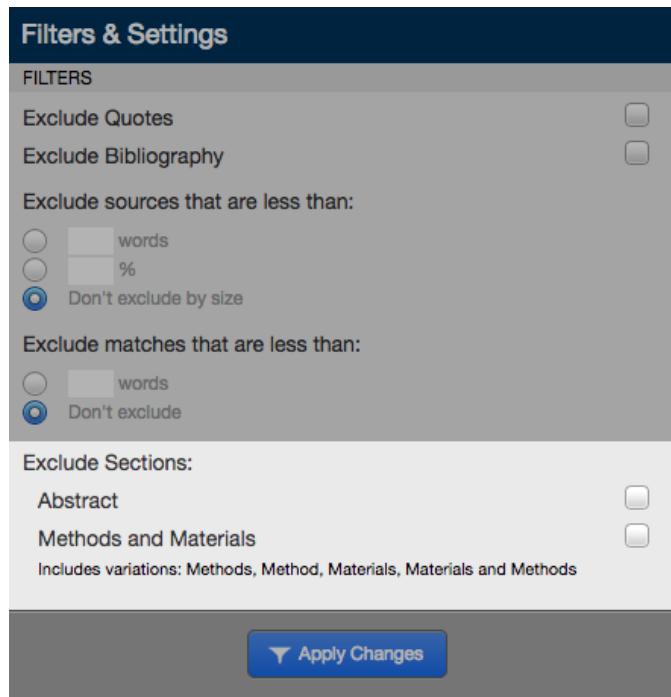


Select the **Apply Changes** button at the bottom of the filter and settings sidebar to apply the changes

## Excluding Sections

To exclude a section, such as an abstract or a methods and materials section, below **Exclude Sections** select the checkbox next to the sections you would like to exclude. iThenticate will exclude these by reading the document and excluding sections that have headers with the words 'abstract', 'method and materials', 'methods', 'method', 'materials', and 'materials and methods'.





## Excluding a Match

If you determine that the match is not needed, you can exclude the source from the Similarity Report through the **Match Breakdown** or **All Sources** viewing modes. The similarity index will be recalculated and may change the current percentage of the Similarity Report.

To exclude matches for a top match in the **Match Overview**, hover over the match you would like to view the underlying sources for and click on the arrow icon that appears to enter Match Breakdown mode. In the **Match Breakdown**, select **Exclude Sources** to enter source exclusion mode.



**Match Breakdown**

1 Internet 46 words  
crawled on 13-Dec-2014  
[en.wikipedia.org](http://en.wikipedia.org) 17%

**Match 1 of 2**

- Internet - 4 sources 46 words  
crawled on 13-Dec-2014  
[en.wikipedia.org](http://en.wikipedia.org) 17%
- Internet 36 words  
crawled on 08-Oct-2012  
[www.flu.ofertyseks.kutno.pl](http://www.flu.ofertyseks.kutno.pl) 13%
- Internet 36 words  
crawled on 06-Dec-2012  
[mauih2o.com](http://mauih2o.com) 13%
- Internet 36 words  
crawled on 13-Jun-2011  
[wiki.healthhaven.com](http://wiki.healthhaven.com) 13%

**Exclude Sources**

Text-Only Report

Select the sources that you would like to remove by selecting the check-box next to each source. Once all the sources are selected select the **Exclude (#)** button to exclude the sources.



**Match Breakdown**

1 Internet 46 words  
crawled on 13-Dec-2014  
[en.wikipedia.org](http://en.wikipedia.org) 17%

**Match 1 of 3**

Source	Score (%)
Internet - 4 sources 46 words crawled on 13-Dec-2014 <a href="http://en.wikipedia.org">en.wikipedia.org</a>	17%
<input type="checkbox"/> <a href="http://en.wikipedia.org/wiki/Blue_whale">http://en.wikipedia.org/wiki/Blue_whale</a>	17%
<input checked="" type="checkbox"/> <a href="http://en.wikipedia.org/wiki/Blue_whales">http://en.wikipedia.org/wiki/Blue_whales</a>	13%
<input type="checkbox"/> <a href="http://en.wikipedia.org/wiki/Blue_Whale">http://en.wikipedia.org/wiki/Blue_Whale</a>	12%
<input type="checkbox"/> <a href="https://en.wikipedia.org/wiki/Blue_whale">https://en.wikipedia.org/wiki/Blue_whale</a>	10%

Internet 36 words  
crawled on 08-Oct-2012  
[www.flu.ofertyseks.kutno.pl](http://www.flu.ofertyseks.kutno.pl) 13%

**Exclude (2)** **Cancel**

Recalculate originality score

**Text-Only Report**

To exclude an entire source match from All Sources, select **Exclude Sources** to enter source exclusion mode.



All Sources

Match 1 of 4

Internet - 4 sources 75 words crawled on 13-Dec-2014 <a href="#">en.wikipedia.org</a>	28%
Internet 65 words crawled on 13-Jun-2011 <a href="#">wiki.healthhaven.com</a>	24%
Internet 65 words crawled on 06-Dec-2012 <a href="#">mauih2o.com</a>	24%
Internet 65 words crawled on 08-Oct-2012 <a href="#">www.flu.ofertyseks.kutno.pl</a>	24%
Internet 62 words crawled on 08-Dec-2012 <a href="#">moodle.sbc.qld.edu.au:8000</a>	23%

Exclude Sources

Text-Only Report

Select the sources that you would like to remove by selecting the check-box next to each source. Once all the sources are selected select the **Exclude (#)** button to exclude the sources.



All Sources

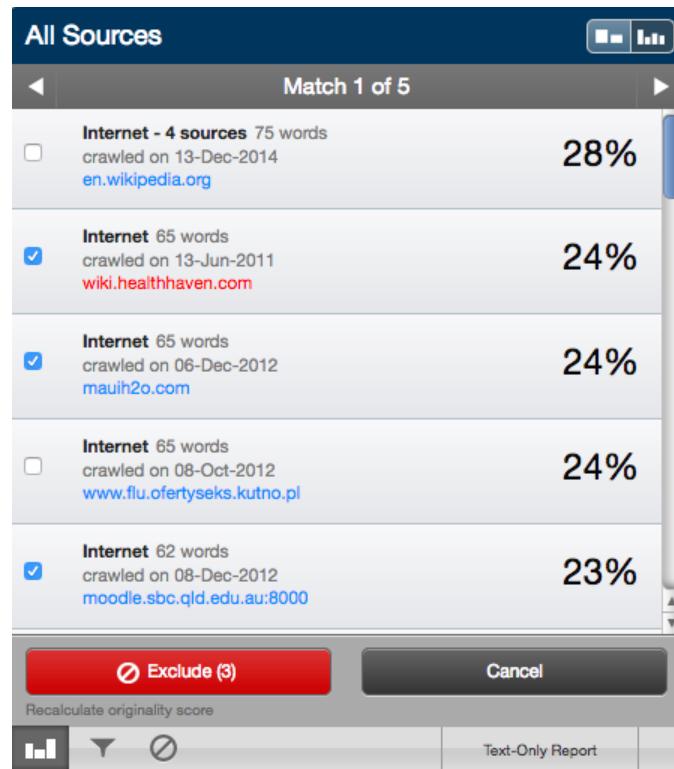
Match 1 of 5

<input type="checkbox"/> Internet - 4 sources 75 words crawled on 13-Dec-2014 <a href="#">en.wikipedia.org</a>	28%
<input checked="" type="checkbox"/> Internet 65 words crawled on 13-Jun-2011 <a href="#">wiki.healthhaven.com</a>	24%
<input checked="" type="checkbox"/> Internet 65 words crawled on 06-Dec-2012 <a href="#">mauih2o.com</a>	24%
<input type="checkbox"/> Internet 65 words crawled on 08-Oct-2012 <a href="#">www.flu.ofertyseks.kutno.pl</a>	24%
<input checked="" type="checkbox"/> Internet 62 words crawled on 08-Dec-2012 <a href="#">moodle.sbc.qld.edu.au:8000</a>	23%

**Exclude (3)**      Cancel

Recalculate originality score

Text-Only Report



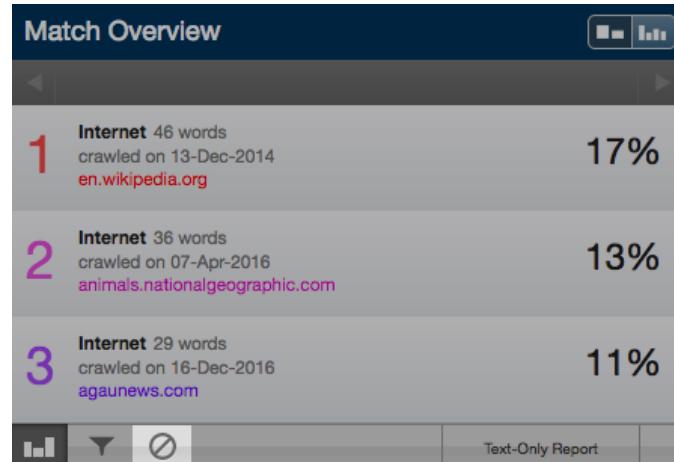
## Exclusion List

The excluded sources list contains each source that was excluded from the Similarity Report. To access the excluded sources list click on the excluded sources icon at the bottom of the sidebar.

Match Overview

1	Internet 46 words crawled on 13-Dec-2014 <a href="#">en.wikipedia.org</a>	17%
2	Internet 36 words crawled on 07-Apr-2016 <a href="#">animals.nationalgeographic.com</a>	13%
3	Internet 29 words crawled on 16-Dec-2016 <a href="#">agaunews.com</a>	11%

Text-Only Report



The excluded sources list shows all the sources you have selected to exclude from the report with a check-box next to each. Select the check-box next to the source you would like to re-include in the Similarity Report.

### Excluded Sources

<input type="checkbox"/>	Internet <a href="http://wiki.healthhaven.com/Blue_whale">http://wiki.healthhaven.com/Blue_whale</a>
<input type="checkbox"/>	Internet <a href="http://www.flu.ofertyseks.kutno.pl/p-Blue_Whale">http://www.flu.ofertyseks.kutno.pl/p-Blue_Whale</a>
<input checked="" type="checkbox"/>	Internet <a href="http://www.answers.com/topic/blue-whale">http://www.answers.com/topic/blue-whale</a>
<input type="checkbox"/>	Internet <a href="http://schools-wikipedia.org/wp/b/Blue_Whale.htm">http://schools-wikipedia.org/wp/b/Blue_Whale.htm</a>

**Restore (1)**      **Restore All**

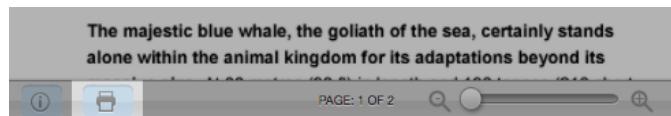
Select the **Restore (#)** button to include the source in the Similarity Report. To restore all of the sources that were excluded from the report select the **Restore All** button

If the re-included source or sources affect the similarity score percentage then the percentage will be recalculated.

## Downloading a PDF Version of a Similarity Report

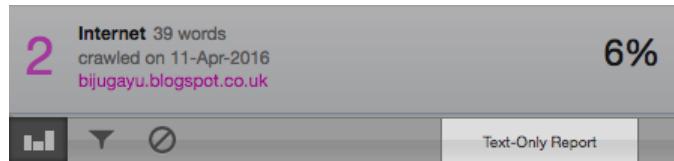
The Similarity Report can be downloaded in a print-friendly PDF

To download a report, select the print icon at the bottom left of the Document Viewer. This will prepare a readable PDF version of the report. When downloading a report, the downloaded version created is based on the current view of the Similarity Report. For example, selecting the download icon while using the default Match Overview will create a PDF with color-coded highlights.



## Accessing the Text-Only Report

You can navigate to the text-only report by clicking on the **Text-Only Report** button at the bottom right of the document viewer.



When you switch a Similarity Report to text only, it will remain in that view mode until you switch back to the Document Viewer mode; that is if you close a report when it is in text only then it will still be in that mode when you reopen it.

## The Text Only Report

The text-only report allows you to view the Similarity Report without the document formatting. The view is separated into three main areas in the default view.

Along the top of the screen, the document information bar shows important details about the submitted document along with a menu bar with various options.



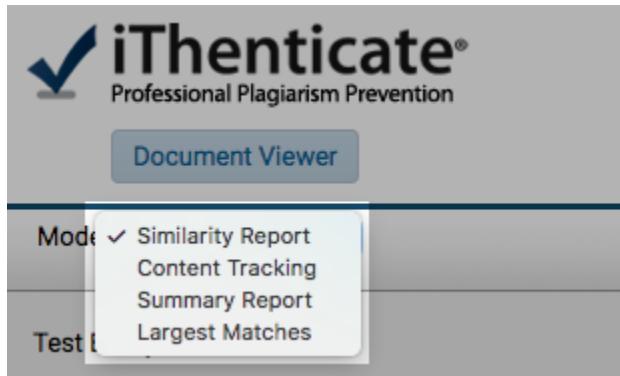
The information bar includes the document title, the date the report was processed, the word count, the folder the document was submitted from, the number of matching documents found in the selected databases and the similarity index. In the top right of the text only report there is a drop-down that allows you to switch between uploaded documents contained in the same folder.



The menu bar beneath the information bar has a mode selection drop-down menu, options to exclude quotes, bibliography, small sources, and small matches, as well as options to print and download.

## Report Modes

The text-only report can be viewed in four different modes. These modes allow you to view and sort the information contained in the Similarity Report to best suit your needs. You can select a mode using the drop-down menu on the left of the menu bar.



### Similarity Report

The default viewing mode is the **Similarity Report**. This mode has a similar layout to the Document Viewer. The paper text is viewable on the left of the screen with the instances of similarity highlighted. The sources are listed on the right of the screen, color-coded and listed from highest to lowest percentage of matching word area within the submission.

A screenshot of the Similarity Report mode. On the left, there's a block of text with several red highlights. On the right, there are three colored boxes representing sources: a grey box for the first source, a green box for the second, and a blue box for the third. Each box contains the source URL and a percentage of matching words. The first source is from wikipedia.org with 46 words / 17% matching. The second is from animals.nationalgeographic.com with 36 words / 13% matching. The third is from agounews.com with 29 words / 11% matching.

Only the top or best matches are shown, all underlying matches are visible in the **Content Tracking** viewing mode.



Selecting the highlighted area of the text will display the full text of the source, with the similar content highlighted. To open this source in a new browser, select the **show in web page** link.

1  
46 words / 17% - Internet from 13-Dec-2014 12:00AM  
[en.wikipedia.org](#)

[show in web page](#) next match: ▲ ▼

the baleen whales (Mysticeti).[3]

At 30 metres (98 ft)[ 4] in length and 190 tonnes (210 short tons)[ 5] or more in weight, it is the largest existing animal and the heaviest that ever existed.[ 6]

[ 6] Long and slender, the blue whale's body can be various shades of bluish-grey dorsally and somewhat lighter underneath.[ 7] There are at least three distinct subspecies: B. m. musculus of the North Atlantic and

## Content Tracking

*Content Tracking* mode lists all the matches between the databases and the submitted document. Since the database is updated regularly it may have many matches from the same source. These sources may be partially or completely hidden due to the content appearing in a higher matched source. The sources that are the same will specify where they were taken from and when.

The Goliath of the Sea Blue Whale - Balaenoptera musculus The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size.

At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed.

Goliath is not only the physical embodiment of a giant, but also a symbol of the brute forces of nature. Despite their incomparable mass,

● 75 words / 28% - Internet from 13-Dec-2014 12:00AM  
[en.wikipedia.org](#)

This is source #1 in the Similarity report.  
This source is partially hidden by one or more sources in the Similarity report.

○ 65 words / 24% - Internet from 13-Jun-2011 12:00AM  
[wiki.healthhaven.com](#)

This source has been manually excluded from the Similarity report.

○ 65 words / 24% - Internet from 06-Dec-2012 12:00AM  
[mauh2o.com](#)

This source is completely hidden by one or more sources in the Similarity report.

## Summary Report

The Summary Report mode offers a simple, printable list of the matches found followed by the paper with the matching areas highlighted. It shows the sources first, with the document text below.



46 words / 17% - Internet from 13-Dec-2014 12:00AM  
[en.wikipedia.org](#)

36 words / 13% - Internet from 17-Jun-2009 12:00AM  
[animals.nationalgeographic.com](#)

29 words / 11% - Internet from 08-Mar-2016 12:00AM  
[agaunews.com](#)

The Goliath of the Sea Blue Whale - *Balaenoptera musculus* The majestic blue whale, the goliath of the sea, certainly stands alone within the animal kingdom for its adaptations beyond its massive size.

**At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed.**

Goliath is not only the physical embodiment of a giant, but also a symbol of the brute forces of nature. Despite their incomparable mass,

**aggressive hunting in the 1900s by whalers seeking whale oil drove them to the brink of extinction.**

But there are other reasons for why they are now so endangered. The blue whale's common name

## Largest Matches

The *Largest Matches* mode shows the percentage of words that are a part of a matching text string (with some limited flexibility). In some cases, strings from the same source may overlap, in which case, the longer string in the largest match view will be displayed.

## Viewing the Matching Source

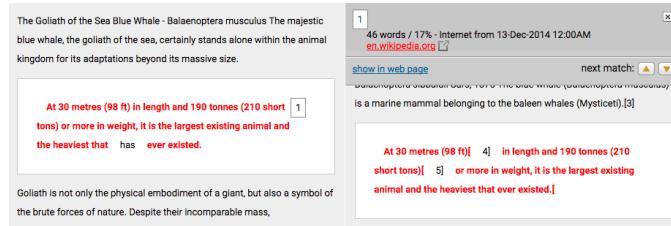
The matching source can either be viewed from the database or from the online source. To view the online source simply select the link under the percentage of similar material found in the submitted document.

1 440 words / 62% - Internet from 12-Jan-2017 12:00AM [en.wikipedia.org](#)

2 39 words / 6% - Internet from 11-Apr-2016 12:00AM [bijugayu.blogspot.co.uk](#)

To view the matching source side by side with the submitted document, use either the Similarity Report view or the largest matches view. To view the matching source, select the highlighted text within the submitted document. Once selected, the source material will be displayed to the right of the submitted document.





To exit the matched database content, select the x button to the right of the similarity percentage to return to all the matching sources.

## Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be excluded from the Similarity Report. To exclude quotes and/ or bibliographic material from the report, select the relevant link in the menu bar.



When quoted or bibliographic material is excluded form a Similarity Report it may change the percentage of matching text found within the submission. Quoted or bibliographic material can be re-included by selecting the relevant links in the menu bar.



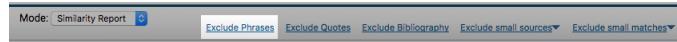
## Excluding Phrases

When the exclude phrases setting is enabled for a folder, any submission made to that folder will exclude the phrases specified in the folder settings. If you would like to include these phrases in the report, select the **Do not Exclude Phrases** link from the menu bar.



Once you have included the phrases, you will be able to exclude them again but select the **Exclude Phrases** link from the menu bar.





## Excluding a Match

Any source found in the database can be excluded from the Similarity Report in either the Similarity Report or highest matches viewing modes. This allows you to find any underlying sources and if it has been determined a match is not needed, to remove it from consideration. The similarity index will be recalculated and may change the current percentage of the similarity index if matches are excluded.

To exclude a match, view the report in Similarity Report or highest matches mode. To the right of each source listed for a match will be an x icon. Select this icon to exclude the source. Any underlying source, if present, will replace the excluded source.



Once a source has been excluded it can be re-included in the Similarity Report through the content tracking mode. The content tracking mode lists all sources that have matching content with the submission. The excluded sources will appear with a plus icon to the right of their name within this view mode. To re-include the source in the Similarity Report, select the + icon.



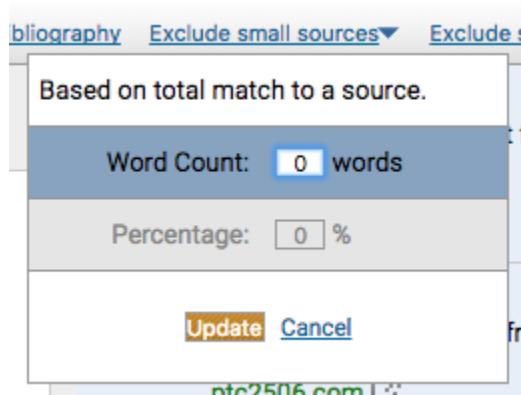
## Excluding Small Sources and Matches

It is possible to exclude small sources and small text matches from within the text-only viewer. To exclude a small source or a small text match from the report, select the relevant drop-down in the menu bar.



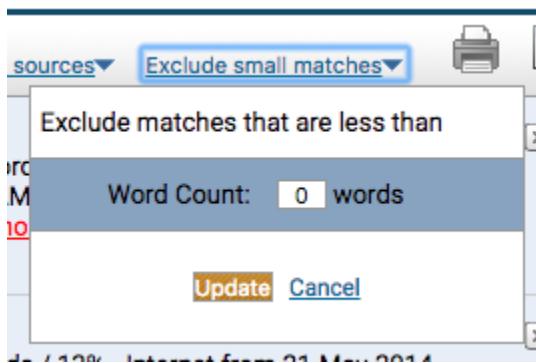
## Exclude Small Sources

To exclude a small source enter a value into the word count or percentage field to set an exclusion threshold. Any source below the word count or match percentage threshold will be excluded from the record. Select the **Update** button to set the exclusion setting.



## Exclude Small Matches

To exclude a small match enter a value into the word count field to set an exclusion threshold. Any match below that threshold will be excluded from the report. Select the **Update** button to set the exclusion setting.



## Return to the Document Viewer

To navigate back to the Document Viewer from the text only Similarity Report select the Document Viewer button in the top left.

The screenshot shows the iThenticate interface with the following details:

- Mode:** Document Viewer
- Title:** The Goliath of the Sea  
By: Joe Bloggs
- Date:** As of: Apr 11, 2017 10:24:17 AM
- Word Count:** 267 words - 5 matches - 3 sources
- Similarity Index:** 41%
- Sources:**
  - 1 46 words / 17% - Internet from 13-Dec-2014 12:00AM en.wikipedia.org
  - 2 36 words / 13% - Internet from 22-Oct-2014 12:00AM animals.nationalgeographic.com.au
  - 3 29 words / 11% - Internet from 08-Mar-2016 12:00AM aquanews.com
- Text Preview:** At 30 metres (98 ft) in length and 190 tonnes (210 short tons) or more in weight, it is the largest existing animal and the heaviest that has ever existed.





## Settings

To view your account settings, select the **Settings** tab.



From here you will be able to make changes to the general settings of your account, and changes to document settings.



## General Settings

In the general settings options, you will be able to set your home folder. This is the folder that will open by default when you log into iThenticate. Select the folder you would like to be your home folder from the **Home Folder** drop-down menu.

Home Folder  
Select an option

Number of documents to show •  
25

The **Number of documents to show** drop-down allows you to choose how many uploaded documents are lists in your folders before a new page is created.



You can select what is displayed after you upload a document to iThenticate. The two options available are **Display the upload folder**, which will take you to the folder you have just uploaded to, allowing you to see your uploaded document processing. Or **Upload another document**, which will return you to the upload form. Select the checkbox next to your choice.

**After uploading a document •**

This changes which page you view after uploading a document

Display the upload folder  
 Upload another document

You can also select the time zone and language that you would like your account to use. Changing your language will change the language of your user interface, so please select carefully.

Timezone \*

Europe/London

Language \*

English

**Update Settings**      [Cancel](#)

To update your settings, select **Update Settings**.

## Document Settings

The documents setting tab will allow you to change the default way iThenticate sorts your uploaded documents. You can choose to sort your documents by processed date, title, similarity score and author. Select your preferred option from the drop-down.

Default Document Sort \*

Processed Date



You can also choose the what color is assigned to the similarity score based on the percentage of similarity.

Percentage when the color of the report score changes  
Change Score Color Percentage \*

All similarity scores above the percentage you set will appear in the folder in blue, all those beneath the percentage will appear in grey.

<input type="checkbox"/> The Goliath of the Sea 1 part - 267 words - Initial Upload. 5 revisions remaining	38%	Joe Bloggs Apr 11, 2017 10:24:17 AM	  
<input type="checkbox"/> A History of Whaling 1 part - 128 words - Initial Upload. 5 revisions remaining	50%	Joe Bloggs Feb 21, 2017 3:25:47 PM	  

This is a purely aesthetic option, allowing you to flag potentially troubling similarity percentages. For more information on how to interpret this score, please see the [Interpreting the Similarity Report](#) section in this guide.

Select **Update Settings** to update your document settings.

**Update Settings**      Cancel





## Account Information

Once you have successfully logged in, to update your account navigate to the *Account Info* tab located on the top of the iThenticate homepage.

A screenshot of the iThenticate homepage. At the top, there is a dark blue header bar with three tabs: "Folders" (in white), "Settings" (underlined in blue), and "Account Info" (in white). Below the header, the iThenticate logo is displayed, featuring a blue checkmark icon followed by the word "iThenticate" in a bold, sans-serif font, with "Professional Plagiarism Prevention" in smaller text below it. A horizontal line separates the header from the main content area.

## Your Profile

Under the *Account Info* tab, you will be able to see the *My Profile* form. From here you can update your account information.



## My Profile

Current Password \*

First Name \*

Last Name \*

E-Mail \*

Upload a photo

Choose File

Change Password

Confirm Password

[Update Profile](#)

[Cancel](#)

## Updating your Profile

The form will auto-fill with your current details. To update any account information, you will need to enter your current password in the *Current Password* field at the top of the form.

### Changing your Name

To change the name that is attributed to your account, enter the first and last name in the relevant fields. These fields are required, you cannot leave them blank.



## Changing Your Email

To change your email address, enter your email into the *E-Mail* field. This is the email that will be used when we send you important account information, so please make sure it is valid. This field is required, you cannot leave it blank.

## Adding a Photo to your Account

To add a photo to your account, select the **Choose File** button to open a file browser. Select the photo you want to attribute to your account from your device and select the image file you want to upload.

## Changing your Password

To change your password first enter your current password in the *Current Password* field. Enter your new password and confirm it in the *Change Password* and *Confirm Password* fields.

## Updating your Profile

Once you are happy with the changes you have made, and have ensured that all the required fields are filled, select **Update Profile** to update your account information.

## Account Information

The *Account Info* section displays important information about the iThenticate account. This information contains the account name, the account ID, the user ID, and the date the iThenticate account expires.



### Account Info

John's Test Account  
Account ID: 102992  
User ID: 344296  
Expires: Feb 2, 2018



## URL Filters

The *URL Filters* tab will allow you to apply URL exclusion filters at the account level. Adding URLs to the exclusion list follows the same process as when adding filters to a folder.

To add a URL to the report filters, simply place it within the field and select Add URL.

Add URL Filter. The URL may be as specific or general as you wish.  
For example:  
http://example.com/ - exclude entire site (note trailing "/")  
http://example.com/docs/ - exclude all sources from a specific directory  
http://example.com/docs/paper.pdf - exclude specific document

Please make sure that you include a trailing / to your URL.

To remove a URL once it has been added to the report filters, click on the red x icon to the right of the URL.

Existing URL Filters:

<http://animals.nationalgeographic.com/> 

## Phrase Exclusions

The *Phrase Exclusion* tab will allow you to apply phrase exclusion filters at the account level. Adding phrases to the exclusion list follows the same process as when adding filters to a folder.

To add a phrase to the report filters, select the **Add a new phrase**.

[Add a new phrase](#)

No phrases have been created yet.

page 1 of 1



Enter the phrase you would like to exclude in the *Phrase text* field.

Phrase text \*

Create    Back to list    Back to Account

Select **Create** to create a phrase and add it to the phrase exclusion list. You can add another phrase, or alternatively return to the list or to the account home page.

You will be able to see your added phrases here. To edit a phrase, select **Edit**. To remove a phrase, select **Remove**.

	Submitted	Phrase
<a href="#">Edit</a>	11-Apr-2017 02:49PM	The majestic blue whale, the goliath of the sea

## API Access IP Addresses

If you want access to the iThenticate API, you will need to contact your iThenticate account sales representative. If your account is enabled to allow API access, the API Access IP addresses option will appear within your *Account Info* page.



**API Access IP addresses**

Your account is enabled to allow API access. Use this entry to specify the IP address ranges that are allowed access. You may enter the special address 0.0.0.0 to allow access from any IP address.

Addresses may be entered as a single address or in "CIDR" format (e.g. 192.68.2.0/24). Multiple addresses may be entered by separating them with a space.

**IP addresses:**

**Update Profile** **Cancel**

Within the IP addresses field, specify the IP address ranges that are allowed access to your account. You may enter the special address 0.0.0.0 to allow access from any IP address. Addresses may be entered as a single address or in "CIDR" format (e.g. 192.68.2.0/24). Multiple addresses may be entered by separating them with a space.

For more information on the technical reference specification for the iThenticate API, please see our [iThenticate API guide](#).

