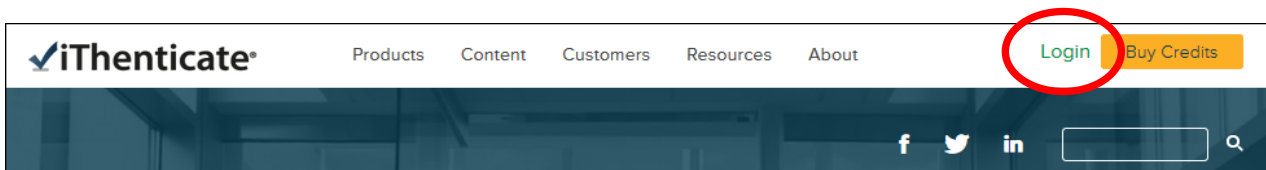


## TU Delft – iThenticate Quickstart Guide

This quickstart guide will help you get started using iThenticate. First time users will receive an email from iThenticate / TU Delft Plagiarism Support with a username and a onetime 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.

### Login

To login to iThenticate first click on the **Login button** at [www.ithenticate.com](http://www.ithenticate.com).

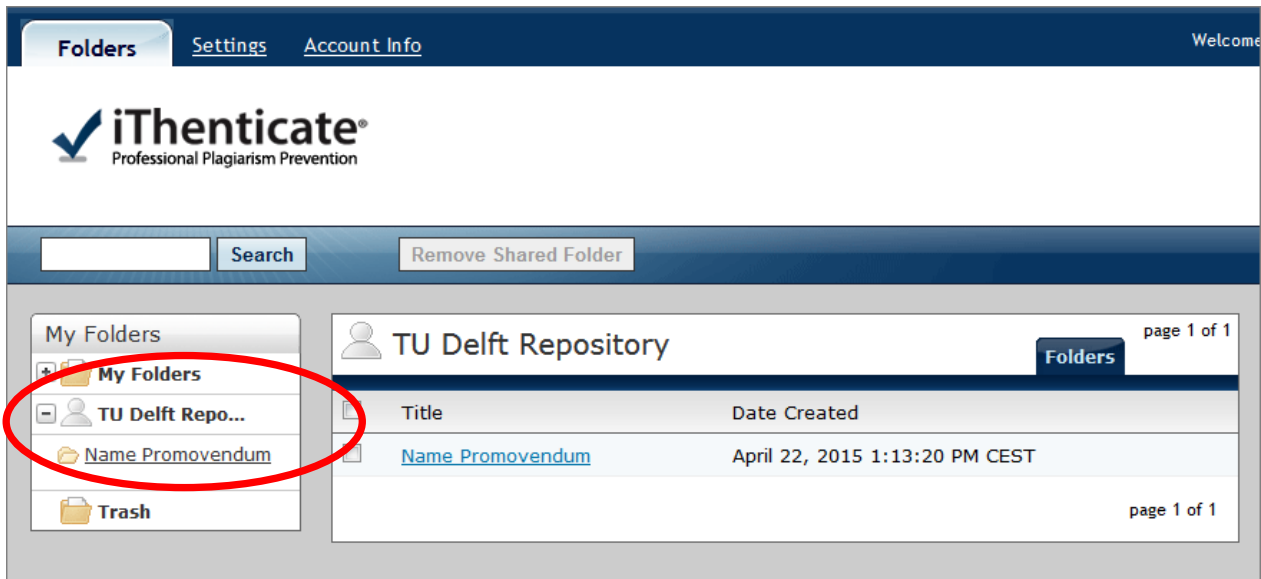


Insert the **username** and the **password** into the appropriate fields and click the **Login button**.

A screenshot of the iThenticate login form. The title 'Login' is at the top left. Below it are two input fields: 'Email \*' with the text 'example@tudelft.nl' and 'Password \*' with masked characters. To the right of the password field is a 'Forgot password' link. Below the fields is a 'Remember me' checkbox and a green 'Login' button. At the bottom, there is a link that says 'Don't have an account? Sign Up'.

## Folders

TU Delft Plagiarism Support will provide you with a folder group **My Folders** and a folder group **TU Delft Plagiarism Support**. The **My Folder** group has not been activated. It is therefore not possible to upload a file and create a report.



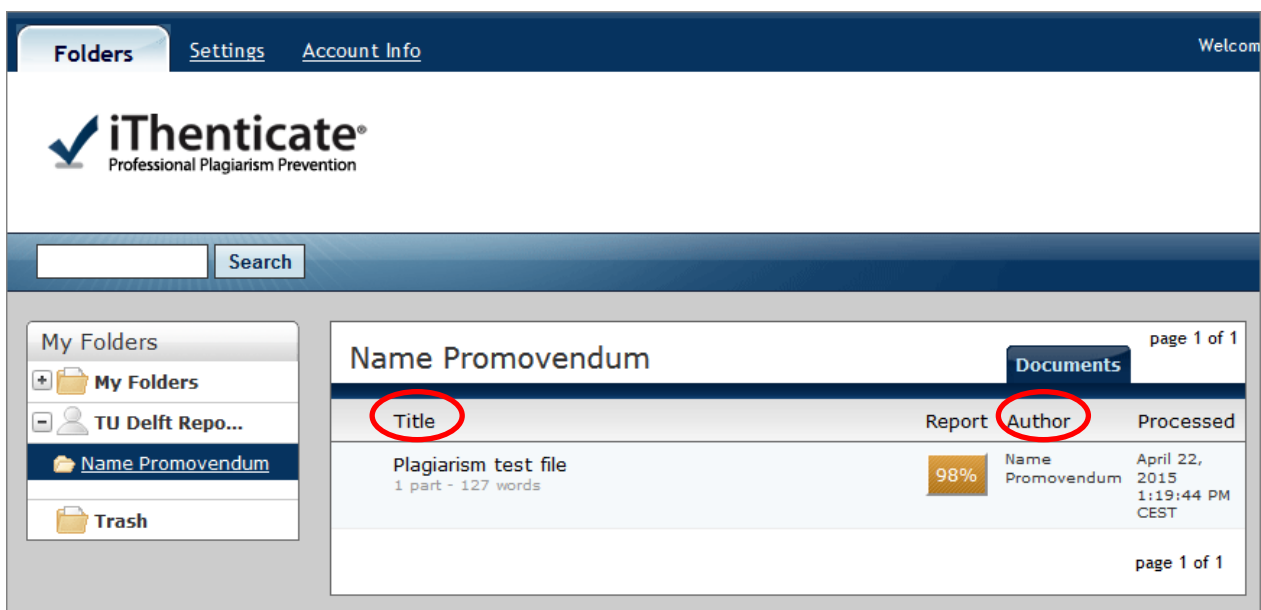
The screenshot shows the iThenticate interface with the 'Folders' tab selected. The sidebar on the left contains a list of folders: 'My Folders', 'My Folders', 'TU Delft Repo...', 'Name Promovendum', and 'Trash'. The 'TU Delft Repo...' folder is circled in red. The main content area displays a table with the following data:

Title	Date Created
<a href="#">Name Promovendum</a>	April 22, 2015 1:13:20 PM CEST

In the **TU Delft Plagiarism Support** folder group folder(s) with the name of the PhD's will be created. Similarity Reports prepared from the dissertations you have submitted to TU Delft Plagiarism Support can be found in these folders.

Making a Similarity Report by TU Delft Plagiarism Support take up to 3 working days. You will receive an e-mail from [plagiarism-lib@tudelft.nl](mailto:plagiarism-lib@tudelft.nl) when the report is added to your iThenticate account.

Select the folder to view the report. The list with reports is sorted by date, sort by title, author and date is possible, You can easily modify the order by clicking on the head of the columns.



The screenshot shows the iThenticate interface with the 'Documents' tab selected for the 'Name Promovendum' folder. The sidebar on the left contains a list of folders: 'My Folders', 'My Folders', 'TU Delft Repo...', 'Name Promovendum', and 'Trash'. The 'Name Promovendum' folder is selected. The main content area displays a table with the following data:

<a href="#">Title</a>	Report	<a href="#">Author</a>	Processed
Plagiarism test file 1 part - 127 words	98%	Name Promovendum	April 22, 2015 1:19:44 PM CEST

## Reports

Similarity Reports provide an overall similarity index for each submission. This index determines the percentage of similarity between a submission and information existing in the iThenticate databases selected as search targets.

Name Promovendum		Documents		page 1 of 1
Title	Report	Author	Processed	
Plagiarism test file 1 part - 127 words	98%	Name Promovendum	April 22, 2015 1:19:44 PM CEST	page 1 of 1

Clicking on the similarity index icon opens up the Similarity Report. The Similarity Report is separated into three main areas in the default view. These three areas are:

- **paper information** - the top of the report page shows information about the submitted paper. This includes the paper title, the date the report was processed, the word count, the folder the document was submitted from and the number of matching documents found in the selected databases
- **paper text** - the text of the submitted paper. Matching text is highlighted in a color that corresponds to the matching source listed on the right side of the Similarity Report
- **matching sources** - the list of matching sources for the highlighted areas within the paper text

The Document Viewer (DV) provides a document's original format, including images, tables and graphs, within the Similarity Report.

The screenshot shows the iThenticate interface with three red circles highlighting key areas: 1. The top 'Paper information' section, which includes the title 'Paper information', a word count of '505 words', and a similarity percentage of '87%'. 2. The 'Paper text' section, which displays a paragraph of text with some words highlighted in red. 3. The 'Matching sources' section on the right, which lists two sources: 'Internet' with a 49% match and 'Your indexed Document' with a 38% match.

Explanation of iThenticate Document Viewer [iThenticate Document Viewer Similarity Report Guide](#).

**print and save as pdf**

printing and saving can be done by clicking on the print icon on the left at the bottom of the page of the "document Viewer"

