

Documents

The documents tab within a folder displays all the submitted documents for a specific folder. Each submitted document generates a Similarity Report after the document has been compared to the databases selected by the user.

Submitting a Document

iThenticate users can submit documents using four available methods. The submission types are:

- **Upload a File** - a single file submission
- **Zip File Upload** - submit a standard zip file containing multiple documents. May contain up to 100MB or 1,000 files. Zip file uploads of significant size may require additional time to complete
- **Drag & Drop Upload** - a file is dragged from the user's computer and dropped on the drop area or added to the drop area by browsing the computer. You may upload up to 100MB or 1,000 files with the Drag & Drop Upload option
- **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

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 40 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 100MB 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 Apple TextEdit. 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.

Report & Repository Options

For iThenticate accounts that purchased a customizable comparison database, you will see the following options when you click to upload a document (with the exception of the Drag & Drop option):



Report & Repository Options:

- to Document Repository & Generate Report
- to Document Repository Only
- Generate Report Only

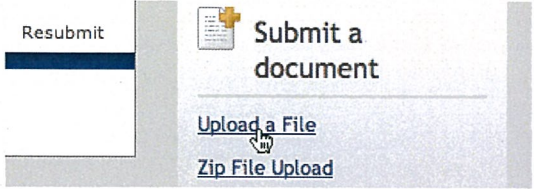
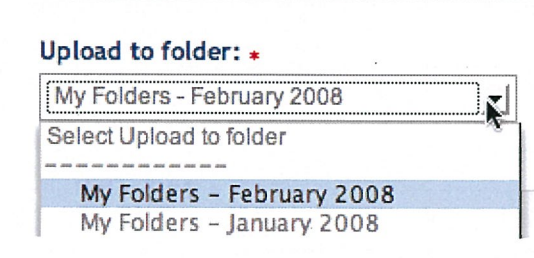

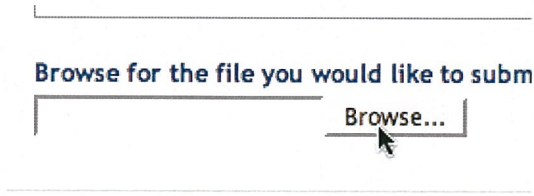
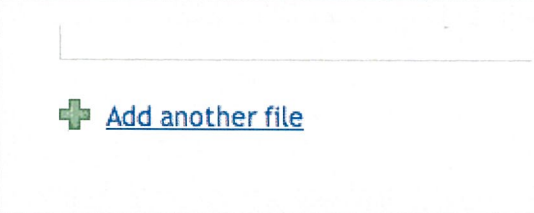

to Document Repository & Generate Report - will deposit the upload in the repository for future comparison and will generate a report as compared to any or all of the repositories you have selected.

to Document Repository Only - will deposit upload in the repository, but will not generate a report. You will see this file in your folder and under the Report column it will show "None".

Generate Report Only - will simply generate report, and will not include the upload in the repository.

Upload a File

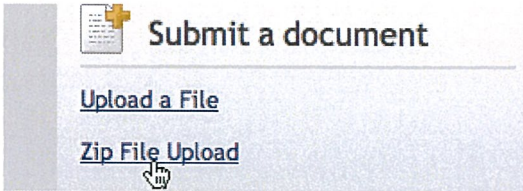
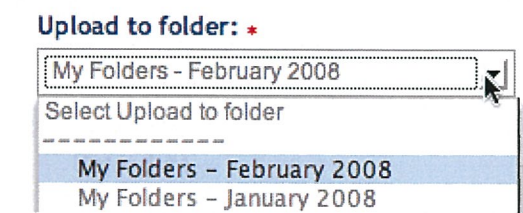

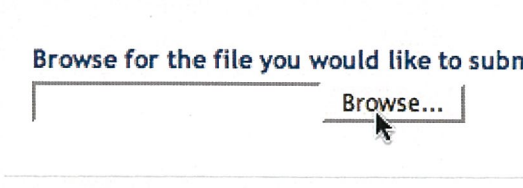


The upload a file submission option allows the user to submit a document from a variety of document types.


Submitting a document by file upload:	
1. In the Info/Action column under <i>Submit a document</i> click on the <i>Upload a File</i> link	
2. (Optional) The document will be uploaded to whichever folder was selected before clicking on the <i>Upload a File</i> link. The user does have the option to upload the document to a different folder by using the <i>Upload a folder:</i> pull-down menu	
3. (Optional) Enter information for the following fields: <i>What is the document title</i> , <i>What is the author's first name</i> , <i>What is the author's last name</i> .  Note: If no title has been entered, iThenticate will automatically use the uploaded document's title for the title of the document	<p>What is the document title:</p> <input type="text"/> <p>What is the author's first name:</p> <input type="text"/> <p>What is the author's last name:</p> <input type="text"/>
4. Click the <i>Browse</i> button and locate the document to upload	
5. (Optional) The user can upload up to 10 documents at once using the <i>Upload a File</i> submission option. To add another file to upload click on the <i>Add another file</i> link	
6. Click the <i>Upload</i> button to upload the selected document/s. Click the <i>Cancel</i> link to cancel the upload	

Zip File Upload

The zip file submitted to iThenticate 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.

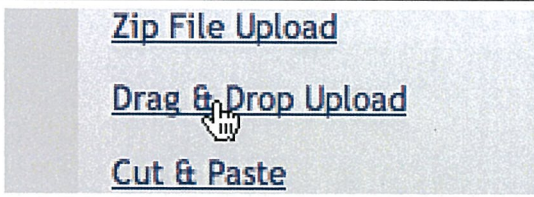
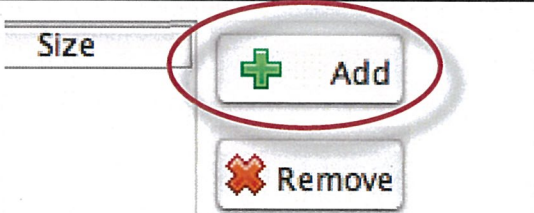
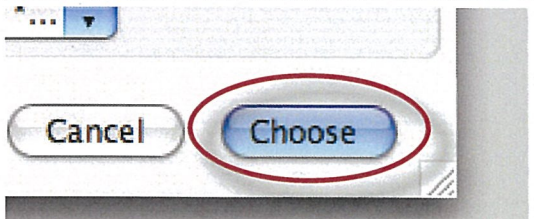
Users uploading zip files are advised to ensure that no unacceptable file types are contained within the zip file and to be careful of duplicate copies of the same file within the zip file. iThenticate will attempt to detect duplicate or invalid files and warn the user of any duplicate or unacceptable files.

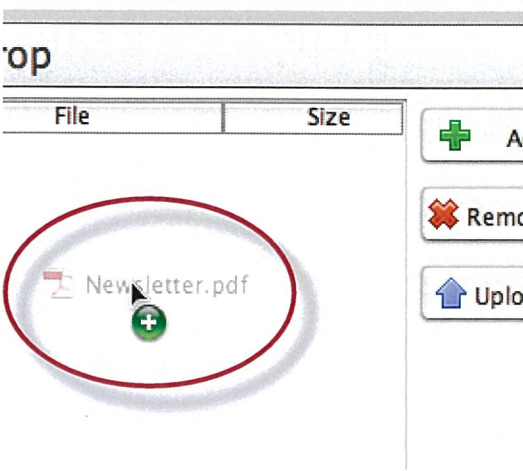
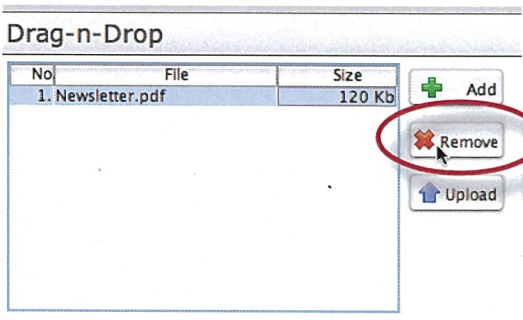
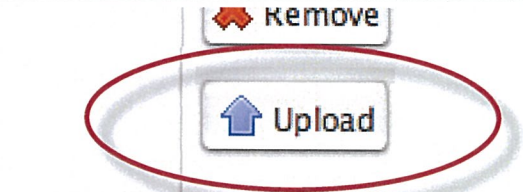
Submitting multiple documents in a zip file:	
1. In the Info/Action column under <i>Submit a document</i> click on the <i>Zip File Upload</i> link	
2. (Optional) The zip file will be uploaded to whichever folder was selected before clicking on the <i>Zip File Upload</i> link. The user does have the option to upload the zip file to a different folder by using the <i>Upload a folder:</i> pull-down menu	
3. (Optional) Enter information for the following fields: <i>What is the document title</i> , <i>What is the author's first name</i> , <i>What is the author's last name</i> . <div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">  <p>Note: If no title has been entered, iThenticate will automatically use the uploaded document's title for the title of the submitted documents</p> </div> <div data-bbox="815 1099 1361 1440"> <p>What is the document title: <input type="text"/></p> <p>What is the author's first name: <input type="text"/></p> <p>What is the author's last name: <input type="text"/></p> </div> </div>	
4. Click the <i>Browse</i> button and locate the zip file to upload	
5. Click on the Upload button to upload the zip file	
6. A new page will open and asks you to Please confirm files to upload. At this point the user can choose to exclude certain files in the upload. To exclude a file from submission uncheck the check box next to the <i>Upload this file?</i> by clicking on it	

<p>Submitting multiple documents in a zip file:</p>	
<p>7. You will need to manually change the title for each document being submitted. iThenticate will make the title of the submitted zip file the default title of each submission. The user can also fill in the Author's first and last name fields which are optional.</p>	<p>Title: <input type="text" value="Archive.zip"/></p> <p>Author's First Name: <input type="text"/></p> <p>Author's Last Name: <input type="text"/></p>
<p>8. Once the files have been reviewed and are made ready to upload, click on the <i>Upload</i> button at the bottom of the page</p>	

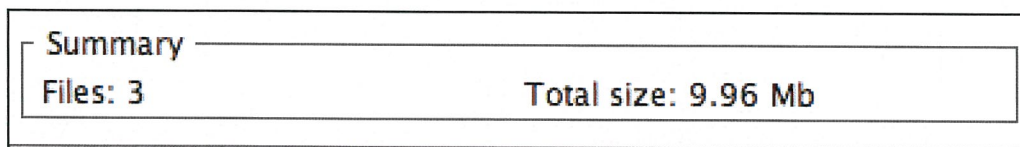
Multiple File Upload

This submission method allows the user to click and drag a document and drop it into the drop box, or the user can add files like in the Upload a File submission option but in a slightly different way.

<p>Submitting documents with Multiple File upload</p>	
<p>1. In the Info/Action column under <i>Submit a document</i> click on the <i>Multiple File Upload</i></p>	
<p>2. There are two ways to upload files into the drag-n-drop box: by using the Add button or by dragging and dropping files in the Drag-n-Drop box</p>	
<p>3a. To upload a file using the Add button, first click on the Add button</p>	
<p>3b. Select the file/files from the Open window that would like to be uploaded to iThenticate and click on Choose once they have been selected. The file/s will be uploaded to the Drag-n-Drop box</p>	

<p>Submitting documents with Multiple File upload</p>	
<p>4. To upload a file by the drag and drop method, the user must either with a held click, drag a file/s from their computer's desktop or open a folder and click and hold the files wanted to be uploaded and simply drag those files until the cursor is over the Drag-n-Drop box, a green plus sign will appear next to the cursor and the file's name will appear. Let go of the held click.</p> <p>The file will be added to the drag and drop box.</p>	
<p>5. Before uploading the files, the user should check the selected documents in the Drag-n-Drop box and make sure the files are in the proper file types that iThenticate accepts. If a file has been added that you would like to remove, select the file by clicking on it. It will become highlighted, and click on the <i>Remove</i> button to remove that file.</p>	
<p>6. Once the user has selected the specific files to upload, click on the <i>Upload</i> button to upload the files in the Drag-n-Drop box</p>	


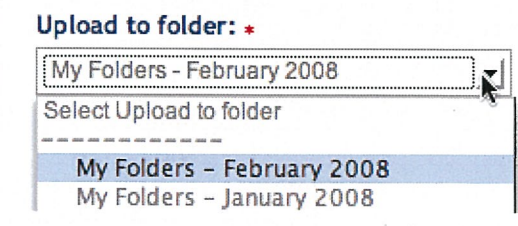
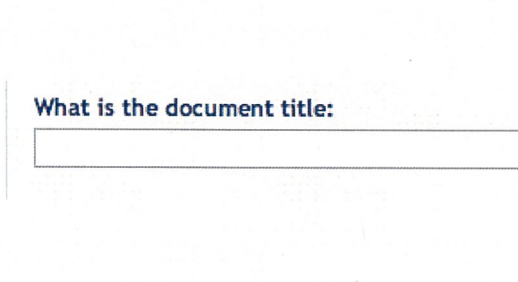
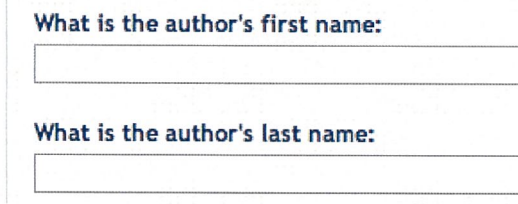
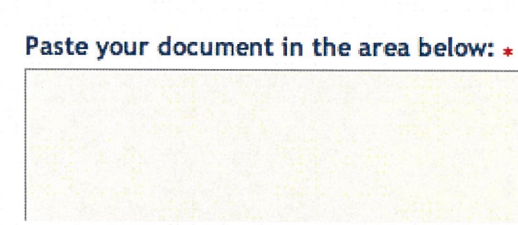
The Multiple File option allows the user to upload as many 1000 files and up to 100MB total for upload. The Multiple file contains a summary feature that displays the amount of files and total size of all the files that have been added to the Drag-n-Drop box.



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.

Please 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.

Submitting by Cut and Paste	
<p>1. In the Info/Action column under <i>Submit a document</i> click on the <i>Cut & Paste</i> link</p>	
<p>2. (Optional) The document will be uploaded to whichever folder was selected before clicking on the <i>Copy & Paste</i> link. The user does have the option to upload the document to a different folder by using the <i>Upload a folder:</i> pull-down menu</p>	
<p>3. Although the <i>What is the document title:</i> field is optional it is recommended to enter a document title for cut and paste submissions</p> <p>If no title is entered, iThenticate will name the cut and pasted document, <i>Pasted Document</i></p>	
<p>4. (Optional) Enter information for the following fields: <i>What is the author's first name:</i> and <i>What is the author's last name:</i></p>	
<p>5. Copy the selected text, click into the area provided in the <i>Paste your document in the area below:</i> and paste the copied text</p>	
<p>6. Click the <i>Upload</i> button to submit the pasted text</p>	