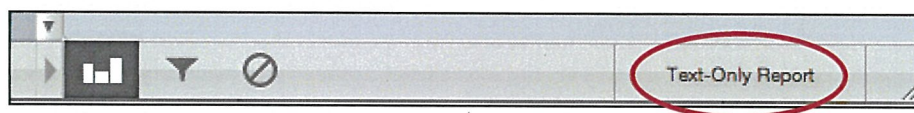


Accessing the Text Only Report

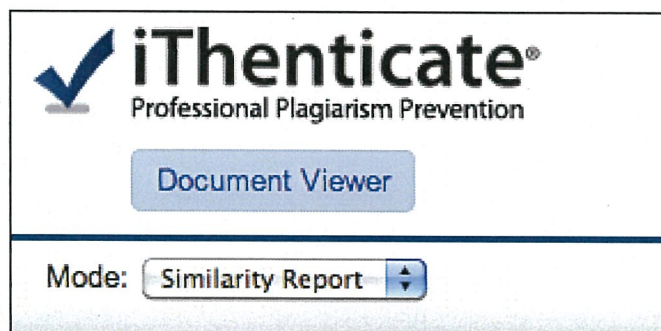
The Text-Only report allows users to view the Similarity Report without the document formatting and displays only the unformatted document text.

Users can navigate back to the Text-Only report by clicking on the *Text-Only Report* button at the bottom right of the Document Viewer window.



Note: The Similarity Report will open in the report view that a user last used. For example, if a user viewed a report in the DV and then closed the report window, the next time that user views a report, it will open in the DV.

To navigate back to the Document Viewer from the Text-Only Similarity Report click on the *Document Viewer* button in the top left of the Text-Only report.



Clicking on the Text-only Report button opens up the text-only view of Similarity Report. The text-only 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

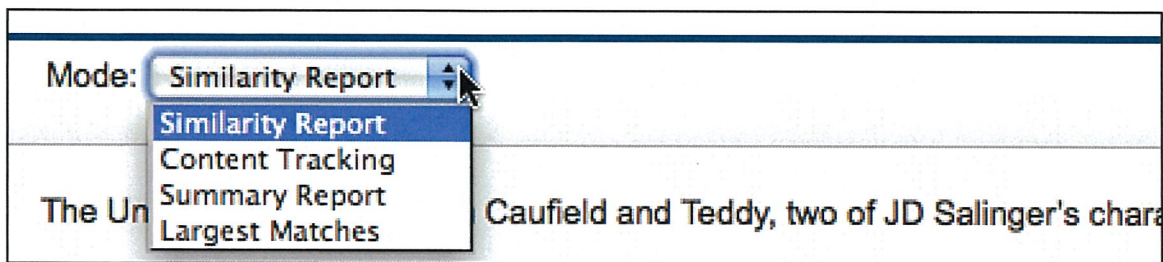
Warning: The similarity indices do not reflect iThenticate's assessment of whether a paper has or has not been plagiarized. Similarity Reports are simply a tool to help our clients find sources that contain text similar to the submitted documents. The decision to deem any work plagiarized must be made carefully, and only after an in depth examination of both the submitted paper and suspect sources.

Viewing Modes

There are four modes in which to view a Report:

- **Similarity Report** - this is the default viewing mode for the Similarity Report. Provides a list of all areas of the paper which have similarity to information in the iThenticate databases. Matches are color coded and listed from highest to lowest percentage of matching word area within the submission. Only the top or best matches are shown, all underlying matches are visible in the Content Tracking viewing mode. By clicking on the highlighted area of the text, the matching sources displays the actual source from the website and which part of the original writing was matched with the submitted document
- **Content Tracking** - the content tracking similarity report view mode lists all the matches between the databases and the submitted document. Since iThenticate updates its database regularly it may have many matches from the same source. The sources that are the same will specify when they were copied from the internet.
- **Summary Report** - a simple, printable list of the matches found followed by the paper with the matching areas highlighted
- **Largest Matches** - the report shows the percentage of words that are a part of a matching string of words (with some limited flexibility), in the Content Tracking view the report shows the percentage of matching words for a source regardless of whether or not the words are pieces of matching strings. In some cases, strings from the same source may overlap, in which case, the longer string in the Largest Match view will be displayed.

To select the view mode, click on the *Mode:* pull-down menu and select a viewing mode.



Changing Viewing Modes

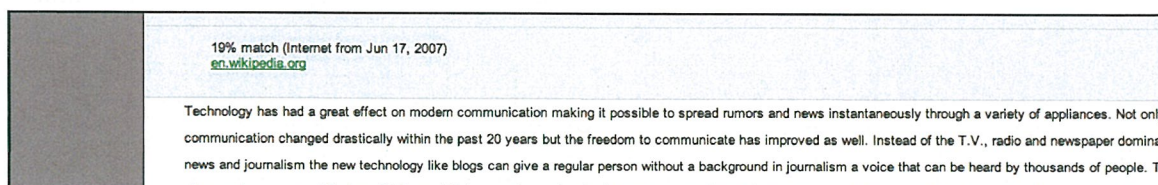
By default the Similarity Report opens in the similarity report view mode which displays the highest matches within the matching sources. In some cases smaller areas of similarity may be obscured by larger matches and not shown with this view mode. To find the underlying sources, use the Content Tracking view mode to show an exhaustive list of the sources.

When a viewing mode has been changed by selecting it from the View: pull-down menu, the Similarity Report browser window will reload to display this view.

The Content Tracking view mode when selected, lists all sources, even those that are obscured by larger percentage matches in the default view. Select a source to display on the student paper to the left by clicking on the radio button next to a source. When printing, this view mode will print only the currently selected source.



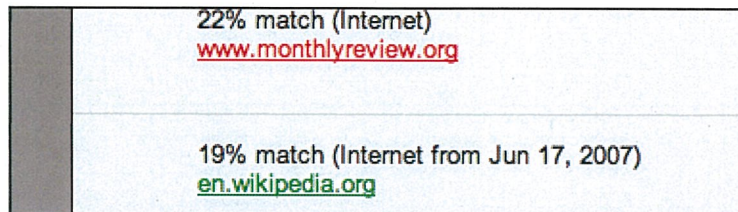
Users may also view the Similarity Report showing only matching text and source links without the matching sources view. This is known as the Summary Report view mode. This view mode allows a user to view a source in its original format from the internet, or from the iThenticate database if the source is a journal or periodical, by clicking on the name of the source at the top of the Similarity Report. The Summary Report view mode is similar to the printed view of the Similarity Report.



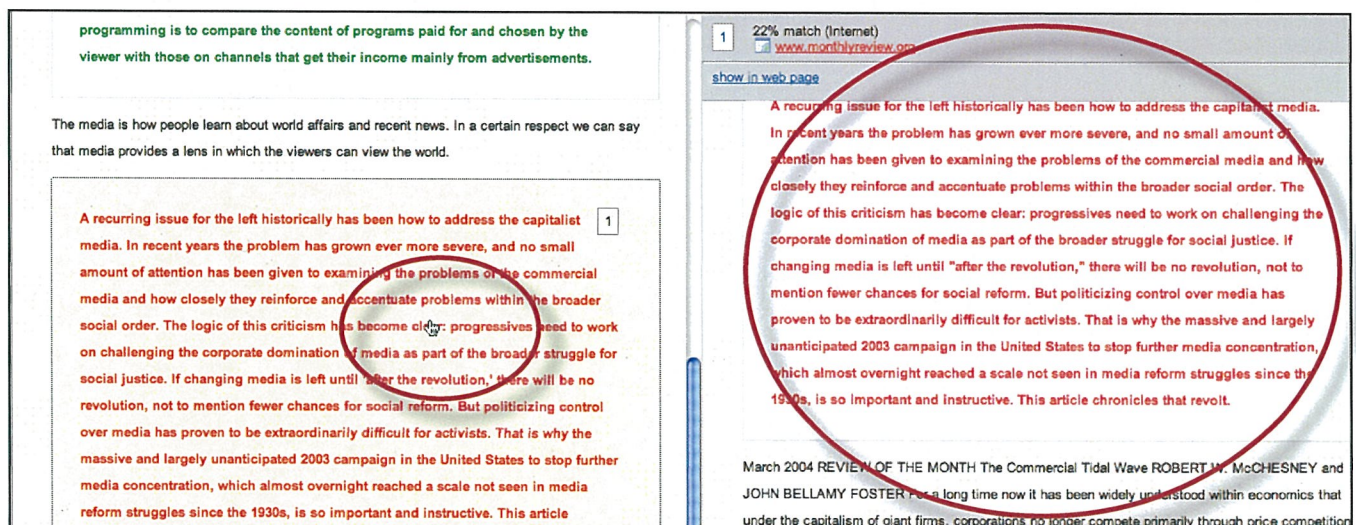
The last mode is the Largest Matches viewing mode. This mode is very similar to the default mode but with one main difference, this viewing mode shows the percentage of words that are a part of a matching string of words, so the percentage for a matching source may change in this viewing mode.

Viewing the Matching Source

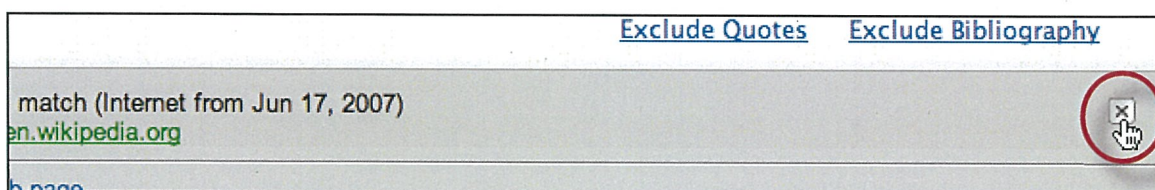
The matching source can either be viewed from the database or from the internet source. To view the internet source simply click on the link under the percentage of similar material found in the submitted document.



To view the matching material side by side with the submitted document, use either the similarity report view or the largest matches view. To view the matching content in the Matching sources area of the similarity report, click on the highlighted text within the submitted document. Once clicked the source material will be displayed to the right of the submitted document from the matching database source.



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



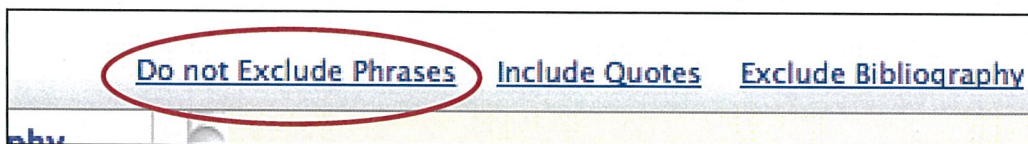
Excluding Quoted or Bibliographic Material

If quoted or bibliographic material is flagged as similar or matching, this information can be removed from the Similarity Report. When quoted or bibliographic material is excluded from a Similarity Report it may change the percentage of matching text found within the submission.

Excluding quoted or bibliographic matches:	
1. Open a Similarity Report	
2. Click on the <i>Exclude Quotes</i> or <i>Exclude Bibliography</i> links	
3. Review the revised report. Quoted or bibliographic material can be reincluded by clicking the <i>include quotes</i> or <i>include bibliography</i> links	

Excluding Phrases

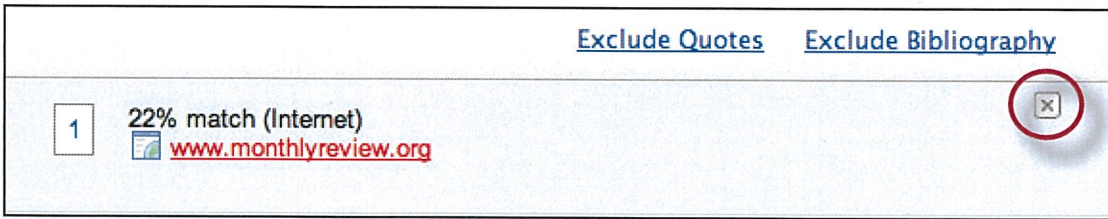
When the exclude phrases setting is enabled for a folder any submission made to that folder will include an option within a Similarity Report to toggle between excluding and including phrases contained in the account or folder's phrase exclusion list.



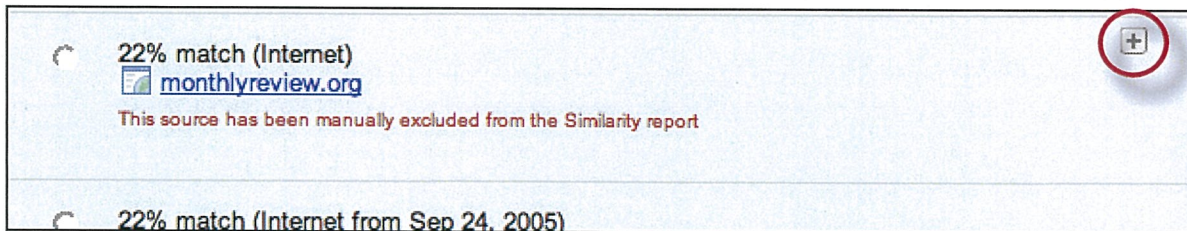
Excluding a Match

Any source or match source found in the iThenticate Database can be excluded from the Similarity Report in either the *similarity report* or *highest matches* viewing modes. This allows the user to find any underlying sources or, 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, the user must open a Similarity Report and view it in the similarity report or highest matches mode. To the right of each source listed for a match will be a gray X icon. Click on this icon to exclude the source. Any underlying source, if present, will replace the excluded source.

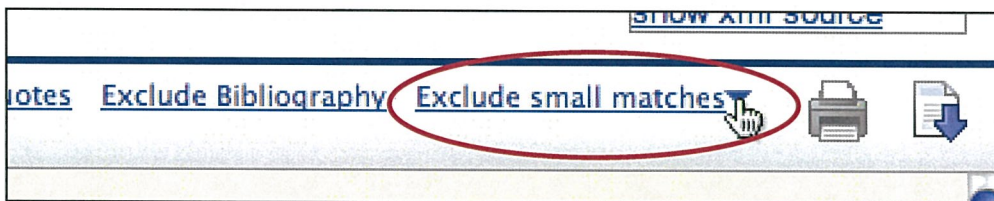


Once a source has been excluded it can be reincluded to the Similarity Report through the content tracking viewing mode. The content tracking view mode lists all sources that have matching content with the submission. The excluded sources will appear with a plus icon to the right of their name within this view mode. To reinclude the source within the Similarity Report, click on the plus icon.



Excluding Small Matches

If the *Exclude Small Sources* option was set for a folder then the *Exclude small matches* option within a report will reflect that setting. The setting within a report can be adjusted at any time. If the customize match size option was not set for a folder you can set a threshold to exclude small matches from within the report. To do this first click on the *Exclude small matches* drop down.



Enter a value into either the Word Count or Percentage field to set an exclusion threshold. Any source below that threshold will be excluded from the report. Click on the *Update* button to set the exclusion setting.

