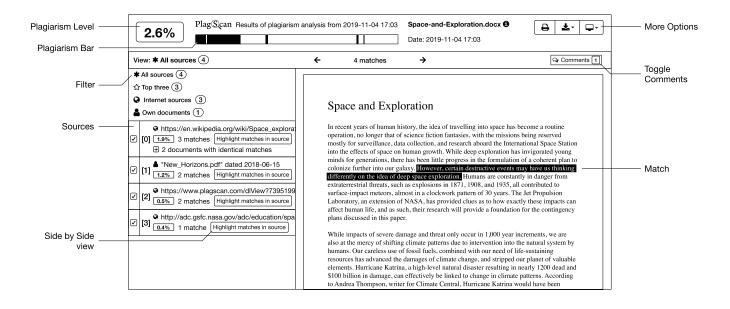
Quick User Guide June 2020



# Sign Up

To check a document for plagiarism you have to register to PlagScan. Create a private account for yourself or get an organizational account if you represent a university, school or business. Alternatively, you can register with your social media account.

### **Testing Credit**

After your registration, you will receive a welcome email from us. There you can find a link to activate your free test credit which is equivalent to 2000 words.

### Upload

Click on *File upload* to select files. To upload several documents at once, select them while holding *Ctrl* or *Command*. To select all documents in a folder press *Ctrl+A* or *Command+A*. You can also drag and drop documents to the document area, paste text or use web import. The maximum upload size is 100 MB per upload.

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Click on *Start check* next to the document. To check multiple documents at once, check the box before each document and then click *Check*. The Analysis usually takes only a few minutes. After PlagScan has finished the analysis of the document, a plagiarism report will be submitted to you.

#### Plagiarism Level

The PlagLevel is the first and fastest impression you get after the analysis. It indicates how much text within the document has been matched with another source. The percentage is the result of the scan, which must now be interpreted/evaluated by a human.

## Plagiarism Bar

An overview of all suspicious passages is listed in the *PlagBar*. The position of the matching text passages is visualized with vertical red stripes in this overview. To jump to the corresponding page within the document, just click on the *PlagBar*.

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Colored highlighting is used to illustrate possible plagiarism and quotations: Red indicates 1:1 matches between a source and the analyzed document, blue indicates potentially altered text and green indicates correct citations. You have the power to edit the finding by removing the marking or marking it as correctly quoted.

### **Sources**

The source list gives you an overview of all sources of matches with possible plagiarism within the text. For a direct comparison between the source and your document, we recommend that you use the *High-light matches* in source list function.

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