

This is a short manual, which makes using PlagScan easier:

- Open your internet browser (Internet Explorer, Mozilla Firefox, etc.) with the address: <u>http://plagscan.com</u>. If you do not have an account, you may sign up for one by having your Academic department send a formal letter to the Computer Center, with you full name in English, your UJ employee ID, your UJ email address (e.g. <u>username@ju.edu.jo</u>) , and number of students whose defense at the same semester. You shall receive your account credentials (username and password) via your UJ email.
- 2.) Insert the account data, you received from your administrator (probably via Email) and click "Sign in".

USERNAME.	
PASSWORD:	
	Sign in >>
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3.) By default you are now in the document manager. You can now directly upload a document for a plagiarism analysis, by clicking "Add documents".



4.) Analyze the uploaded documents by marking the checkbox and clicking "Analyze" (alternatively you can analyze each document singlehanded, by clicking "start analysis" next to the document name).

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5.) When the document analysis is finished (lasts from one to several minutes, depending on document length and load) the percentage of the document, very likely to be plagiarism is displayed. Click "??,?% Report >>" to view the result.

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6.) Now you see the plagiarism report in its browser version. For downloading a word processor version, please click "download .docx document".



- 7.) You have analyzed your first document congratulations!
- 8.) The given credit just enough for checking one time.
- 9.) Missing features highlighted in Arabic version.

Good luck with your plagiarism search, Your PlagScan-Team