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# QUICKMARKS IN TURNITIN

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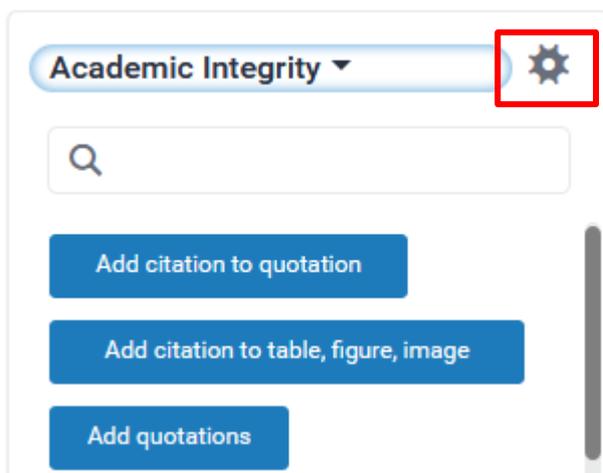
## HOW DO I ENTER QUICKMARKS' MANAGER WINDOW?

Here are two ways of entering Quickmark manager:

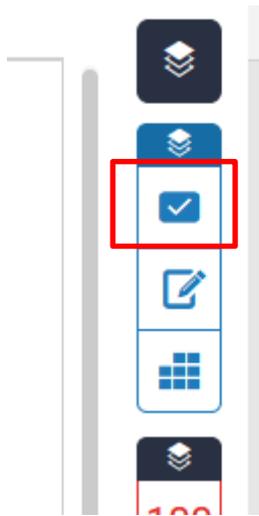
1. Click in any place in a paper submitted to Turnitin and click on the Quickmark icon:



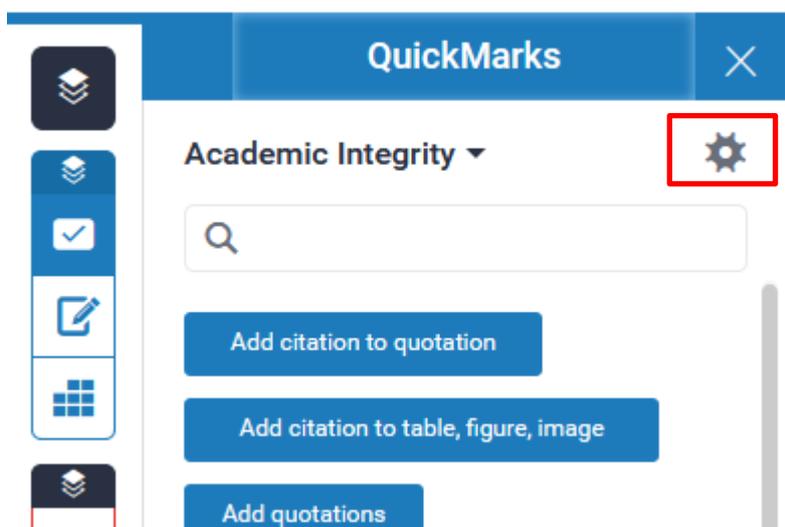
Click on the cog icon in the top right corner of the pop-up window:



2. Click on the Quickmark icon on the Turnitin tools' menu on the left-hand side:



Click on the cog icon in the top right corner:



## HOW TO CREATE QUICKMARKS?

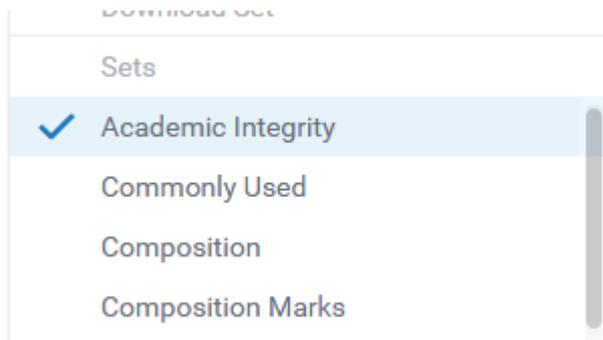
You can either add your QuickMark to existing QuickMark set or create a new set.

1. To choose the set from the list:

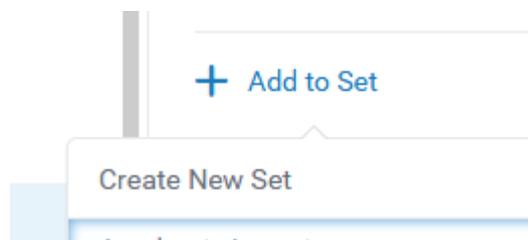
Click on the three horizontal lines icon on the left top corner:



Choose one of the Sets:



2. To create a Quickmark set:



Type in the title and press Save.

3. To create a Quickmark:

Click on the plus icon:



Type in the title and description (if required):

A form for creating a quickmark. It has a "title" input field at the top and a larger "description" text area below it. A blue arrow points from the text "title" to the title input field. Another blue arrow points from the text "description" to the description text area. To the left of the description area are icons for bold (B), italic (I), underline (U), and link (chain). At the bottom right of the form are "Cancel" and "Save" buttons.

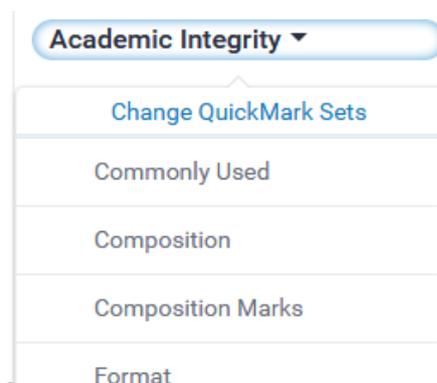
Press Save.

## HOW TO USE QUICKMARKS?

Click in any place in a paper submitted to Turnitin and click on the Quickmark icon:



Choose the set by clicking on the black drop-down arrow:



Click on the QuickMark you want to add.

## HOW TO DELETE QUICKMARKS?

### 1. Deleting Quickmark sets:

In the QuickMark manager window, click on the minus symbol next to the Quickmark set you want to delete:



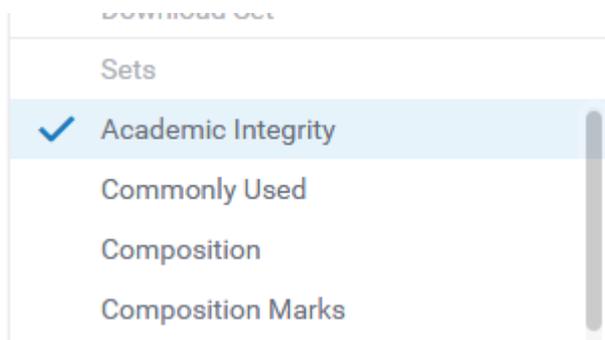
### 2. Deleting Quickmarks:

You cannot completely delete a Quickmark but archiving it will remove it from any sets and make it invisible. To archive a Quickmark:

Click on the three horizontal lines icon on the left top corner:



Choose the set of the Quickmark you want to Archive:



Click on the Quickmark you want to archive:

- Add citation to quotation
- good job11
- Paraphrase ideas
- test

Click Archive.

test

testt

Sets

hello

Testing QuickMarks

+ Add to Set

 Archive