



Powered by Reprints Desk's award-winning Article Galaxy platform, the **Reference Manager Gadget** offers bibliographic reference management, one-click literature access, content awareness, collaboration features, and a copyright-managed PDF library – all right from your Reference Manager interface and in one central location.



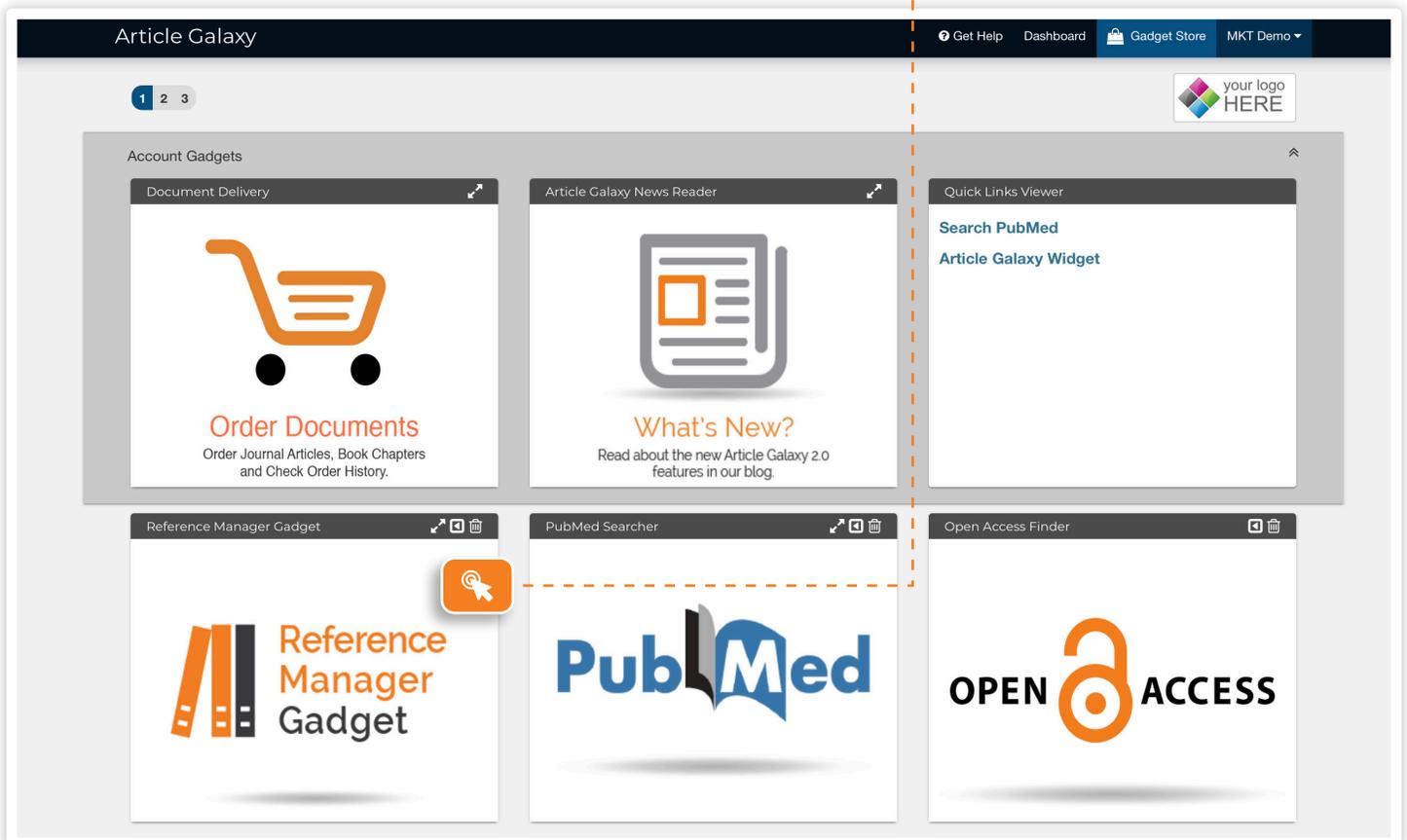
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For more information, please visit [info.reprintsdesk.com/gadget-store/reference-manager](https://info.reprintsdesk.com/gadget-store/reference-manager)

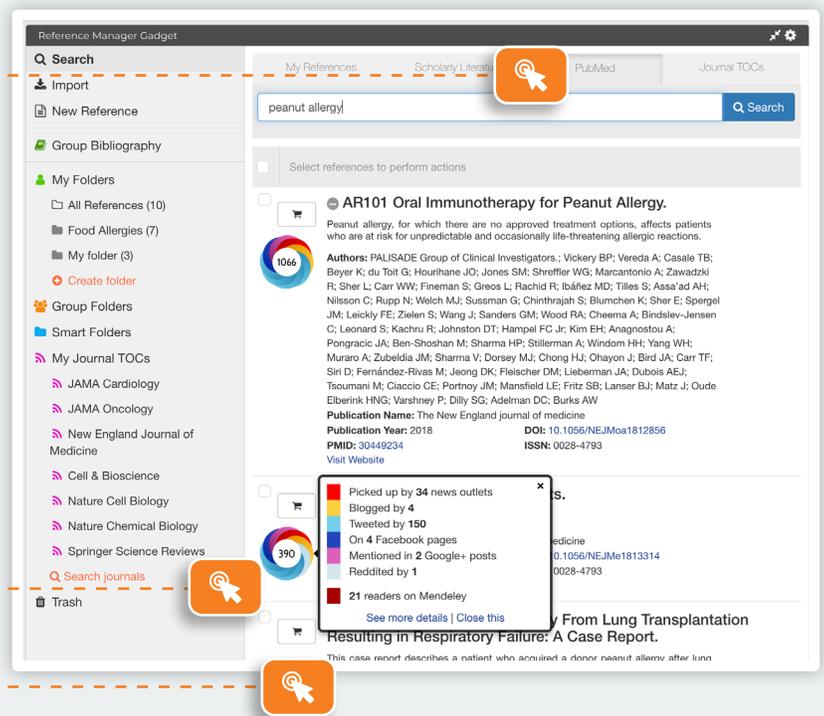
## Locate Reference Manager in Your Dashboard

1. Log on to your account at <https://info.reprintsdesk.com/gadget-store>
2. Find the **Reference Manager Gadget** and open it. 



## Search, Discover, and Access Content

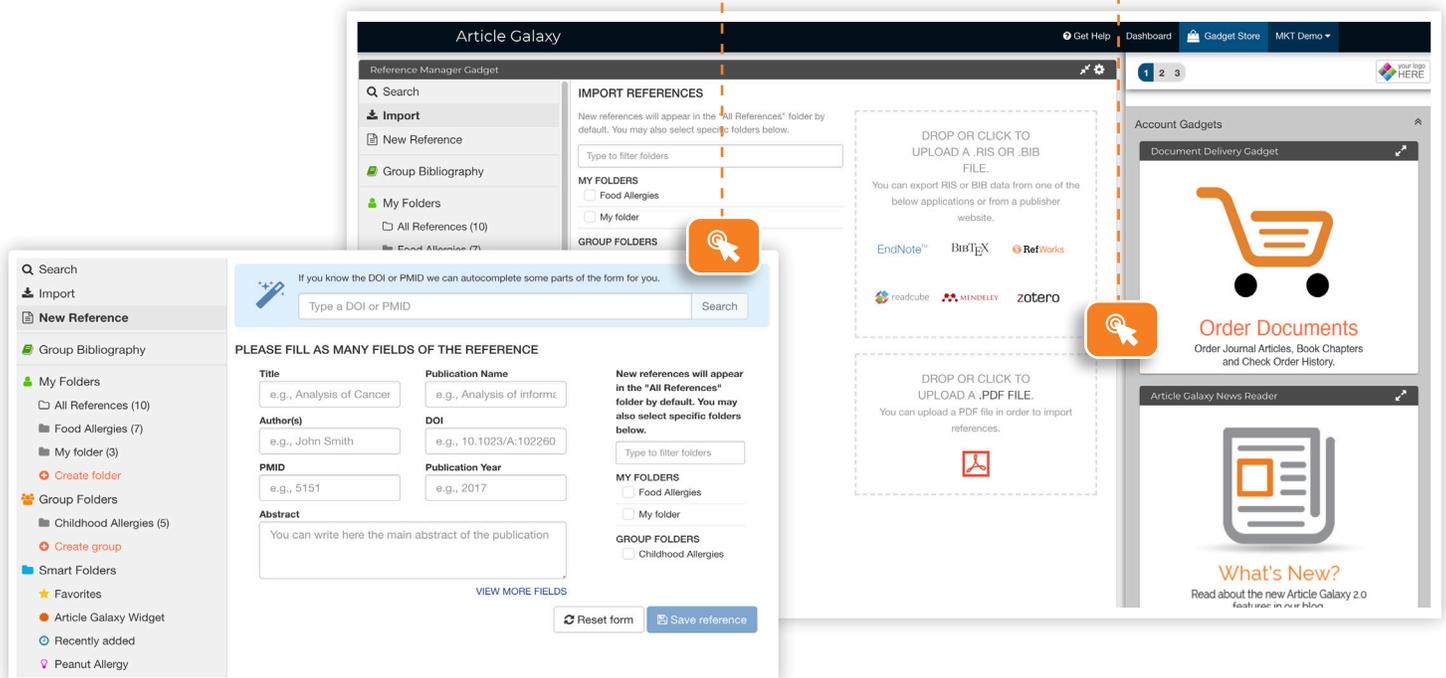
1. Search references by keyword across 15,000 journals and PubMed. 
2. View full abstracts, Altmetric scores, and availability. 
3. Select your references to add them to any folder. 
4. Instantly order full-text articles by clicking the shopping cart icon. 



The screenshot shows the Reference Manager Gadget interface. On the left is a sidebar with navigation options like 'Search', 'Import', 'Group Bibliography', and 'My Folders'. The main area displays search results for 'peanut allergy'. A specific article is highlighted: 'AR101 Oral Immunotherapy for Peanut Allergy.' Below the title, there is a summary, author list, and publication details. A social media sharing widget is visible, showing metrics like 'Picked up by 34 news outlets' and 'Blended by 4'. A shopping cart icon is overlaid on the article, indicating the option to order the full-text article.

## Import References in Bulk or Manually

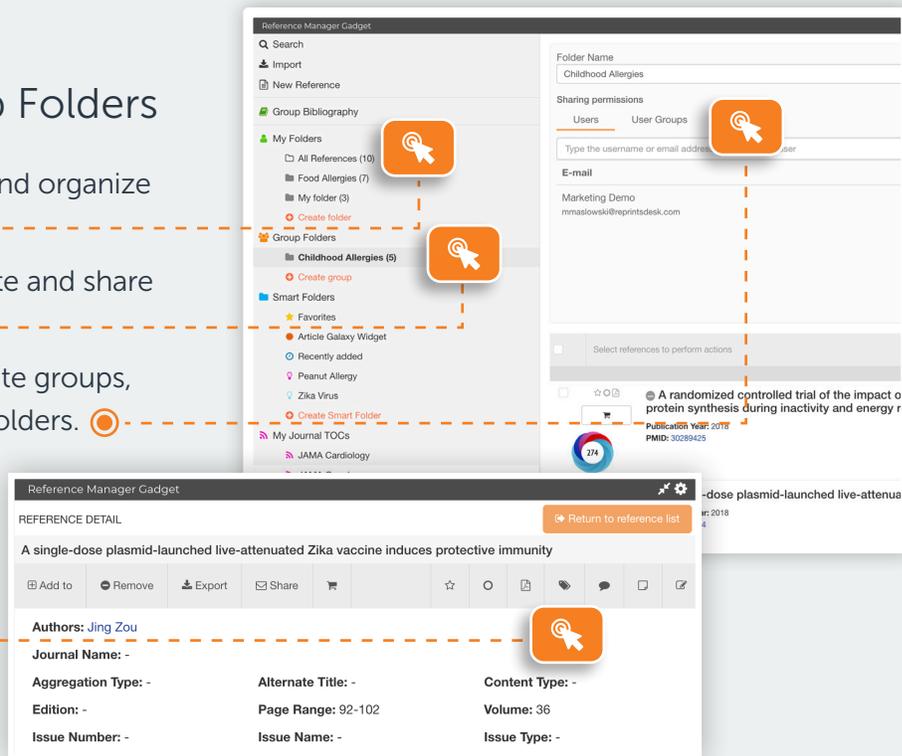
1. Bulk-upload or drag-and-drop references and even full-text PDFs. 
2. Add a single reference manually via standardized fields with PMID / DOI search. 



The screenshot displays the Article Galaxy interface. The central focus is the 'Import References' form, which allows users to add references manually by entering a DOI or PMID. The form includes fields for Title, Author(s), PMID, Publication Name, DOI, and Publication Year. There are also options to select folders and groups for the imported references. To the right, there are account gadgets including 'Document Delivery Gadget' with a shopping cart icon and 'Article Galaxy News Reader'. The interface is clean and user-friendly, with clear instructions and helpful icons.

## Manage Personal or Group Folders

1. Open the **My Folders** tab to create and organize your personal bibliographies. 
2. Open the **Group Folders** tab to create and share bibliographies with your team. 
3. Click the **edit icon** to add users, create groups, grant permissions, and color-code folders. 
4. For each reference, create notes, tag metadata, mark favorites, and more. 

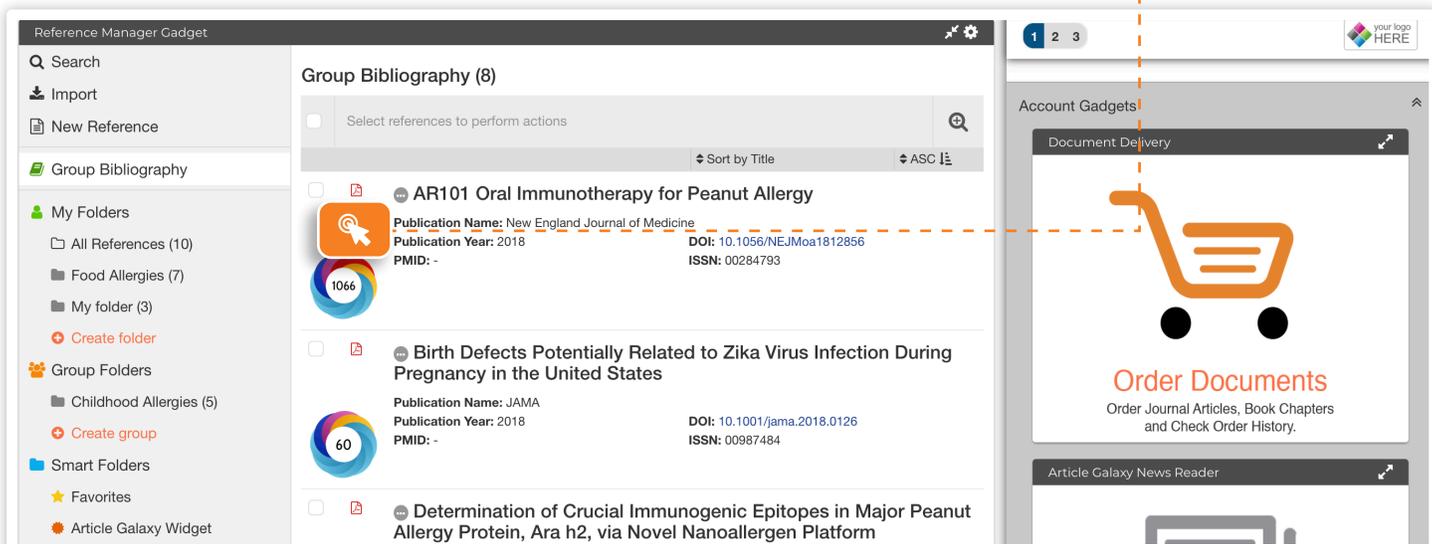


## EXCLUSIVE FOR ENTERPRISE ACCOUNTS

### Save Costs with Group Bibliography

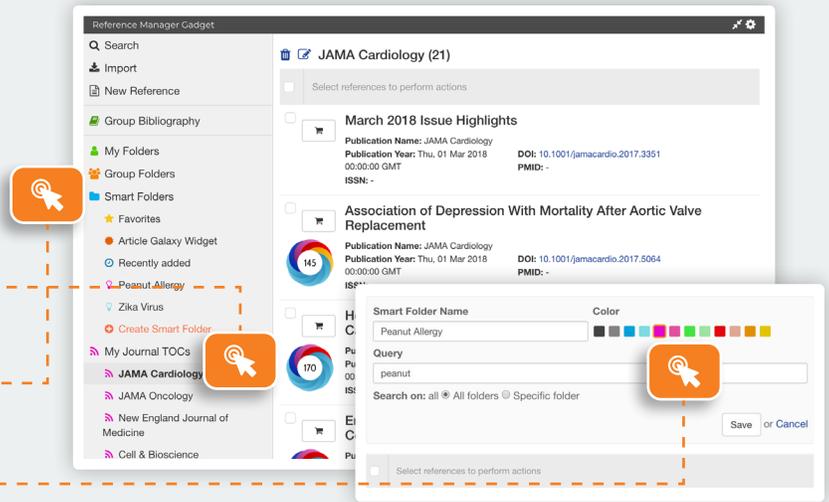
1. **Group Bibliography** is your enterprise-wide, copyright-managed PDF library. 
2. Everyone within the organization can access\* previously acquired PDF articles.
3. Duplicates will be automatically consolidated, avoiding costly duplicate orders.

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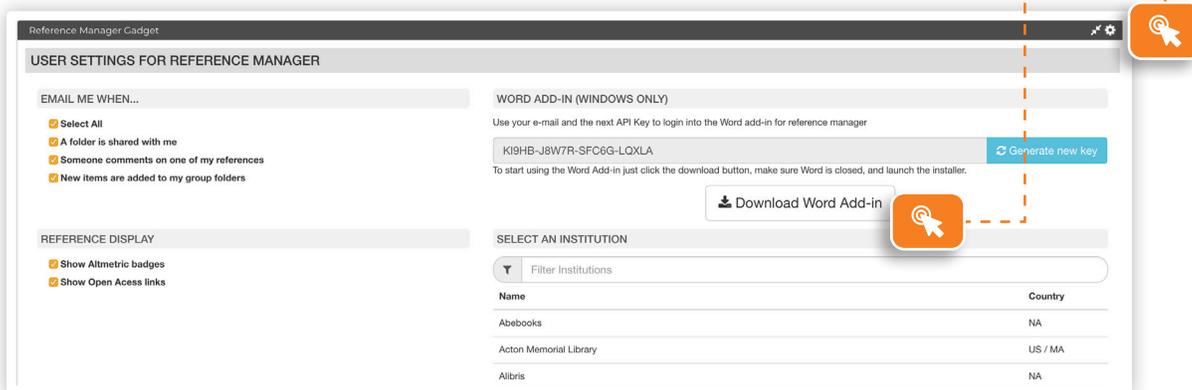
## Stay Current on Your Research

1. Subscribe to **Journal TOCs** of 19,000+ journals in the discovery tool.
2. TOC feeds will automatically populate your **My Journal TOCs** folder. 
3. Open the **Smart Folder** tab to create query-driven bibliographies. 
4. References will self-populate based on keywords in the **query box**. 



## Insert Citations Directly into Microsoft Word

1. Click the **gear icon** to access your user profile. 
2. Click the **Download Word Add-In** button. 
3. Use the Microsoft Word add-in for convenient in-line writing and citing.



Reference Manager features vary by Article Galaxy subscription level.

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