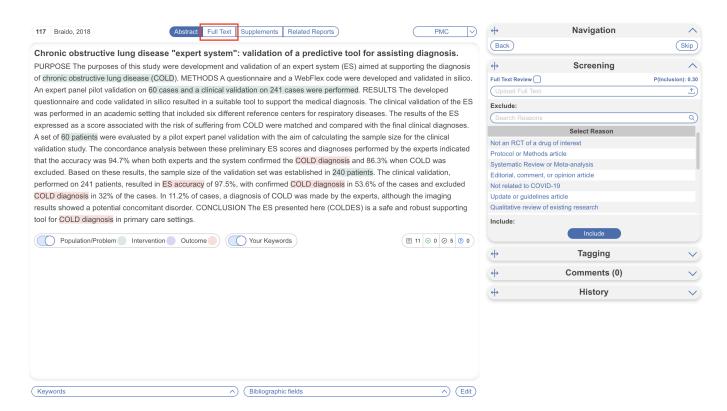
# **Upload Full Text**

If a study meets your eligibility requirements, retrieve the full text PDF, and then select include.

If the study is Open Access, you can **immediately** retrieve it with 1-click; otherwise, you or a teammate must find the study and upload the PDF.

Additionally, **if you want to bulk-add either Open Access or subscription-based publications,** see Bulk Full Text Upload.

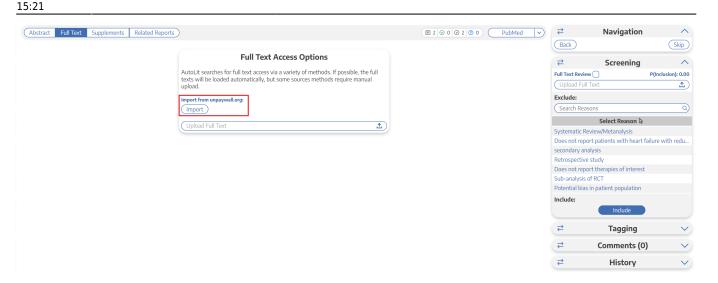
# 1. Toggle from Abstract View to Full Text View.



#### 2. Retrieve Full Text

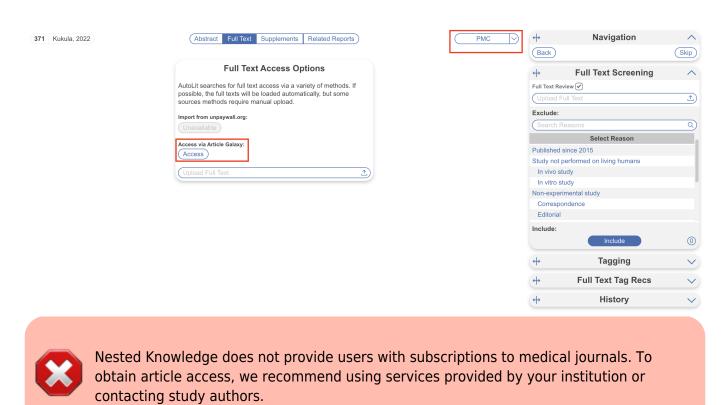
### Open Access publications. One-Click Upload through Unpaywall

To upload the full text, click on "Import." This enables you to automatically retrieve any full text article that is NOT behind a paywall.



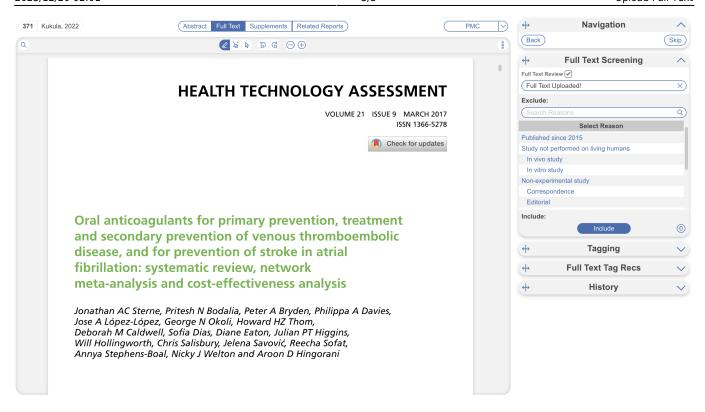
#### Subscription-based publication. Upload when Unpaywall is Unavailable

For articles behind paywalls, we offer an integration with Article Galaxy. Click "Access" to purchase the article directly from their site and upload the pdf here. Alternatively, you can access the full text link for additional download options (red box).



## 3. View the Uploaded Full Text

After you have obtained article access, upload the article from your local files and it will appear. Now you can include the study and move forward with your review!



Once you have uploaded FTs by any means, it will be attached to the matching record for the remainder of the modules unless removed.

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