



**MyHein**

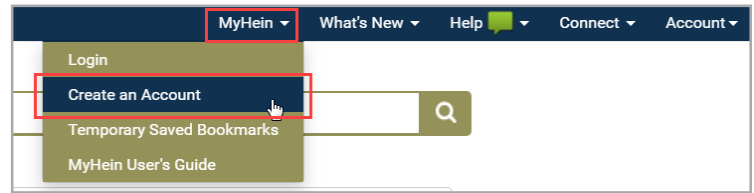
**Quick Reference Guide**

MyHein is HeinOnline's personal research tool. Bookmark articles, save search queries, set up eTOC alerts, and more.

## Create and Access Your MyHein Account

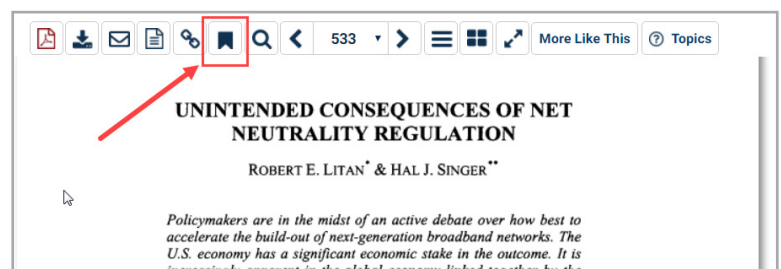
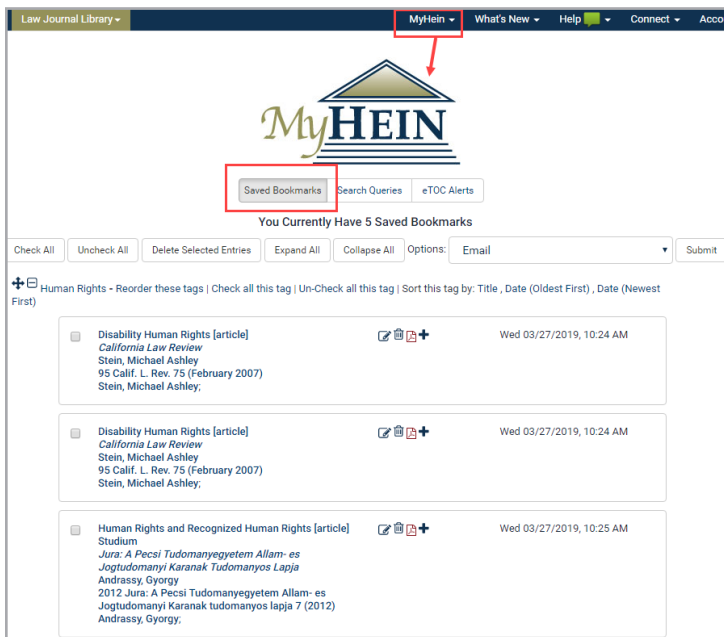
To create an account, click the **MyHein** option from the toolbar on the upper right side of all pages in HeinOnline.

After creating your account, you will receive an email confirming your username and password. To access your MyHein account, you must be logged into HeinOnline. Click Login from the MyHein option to access your personal research account from any HeinOnline account.

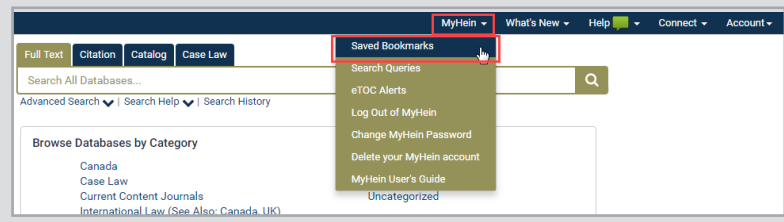


## Create and Access Bookmarks

Bookmarks can be created from search results or from inside a document. From search results, click **Save to MyHein** from an individual result, or select several results to save them all at once. To save a bookmark from inside a document, click the blue bookmark icon. Bookmarks can be saved to multiple tags. Previously saved bookmarks will appear gray within search results.



To access saved bookmarks, click the **MyHein** option after logging into your account and choose **Saved Bookmarks**.

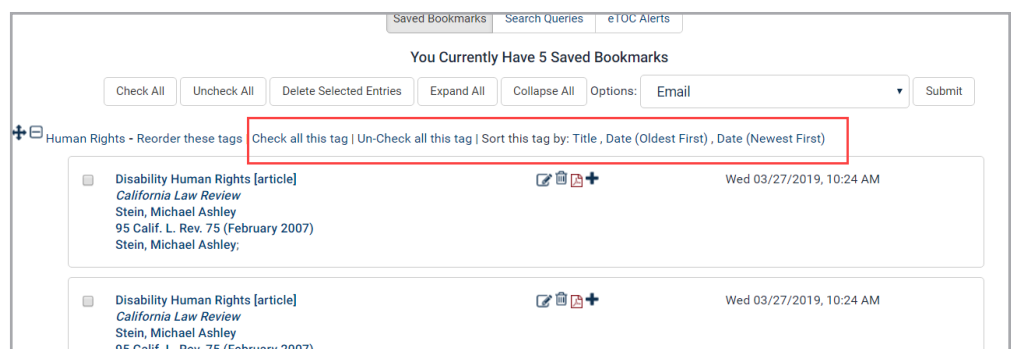


## Sort Bookmarks

Sort bookmarks by:

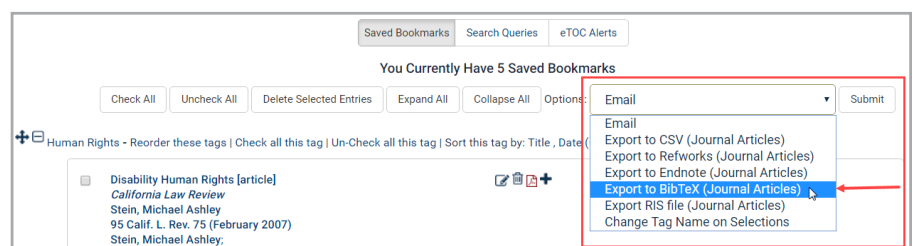
1. Title
2. Date (oldest first)
3. Date (newest first).

All bookmarks in a tag may also be selected simultaneously for emailing, exporting, or deleting. Look for these options next to each tag's name.



## Export Journal Articles to Digital Measures Software via BibTeX Files

Bookmarked journal articles are compatible with Digital Measures and may be exported as a BibTeX file. Simply select the desired bookmarks and choose Export to BibTeX from the options drop-down menu located above the list of bookmarks.



## Author Profile Links in MyHein - NEW!

Authors who have enhanced their author profile pages to include their email address and who have also created a MyHein account with the same email address can now find a direct link to access their author profile page via the MyHein menu. To access this new feature, authors must be signed in to MyHein.



This new feature allows authors to easily access their author profile if they need to send any updated information or if they want to view their metrics. Authors no longer have to search for their name in HeinOnline to locate their page.

## Organize, Delete or Edit Notes on Bookmarks

- Click **Reorder These Tags** to rearrange bookmarks to your preference
- Use the cross icon to rearrange tags.
- Click the notepad icon to edit the bookmark
- Use the trash icon to destroy a bookmark
- Click the red PDF icon to print the bookmarked document
- Use the plus icon to add or change a note on a bookmark

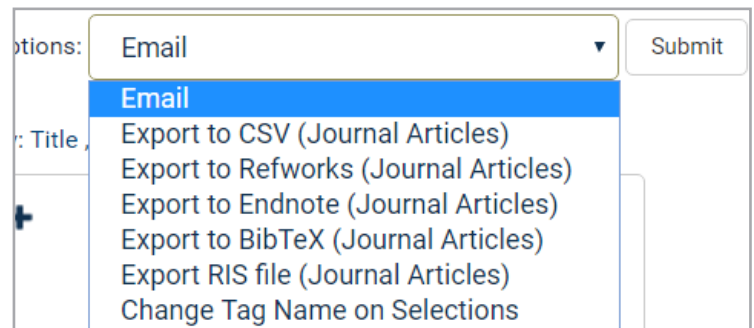


## Export Saved Bookmarks

There are multiple options available on the Bookmarks Menu for exporting your saved research:

1. Email
2. Export to CSV
3. Export to Refworks
4. Export to Endnote
5. Export to BibTeX
6. Export RIS file
7. Change Tag Name on Selections

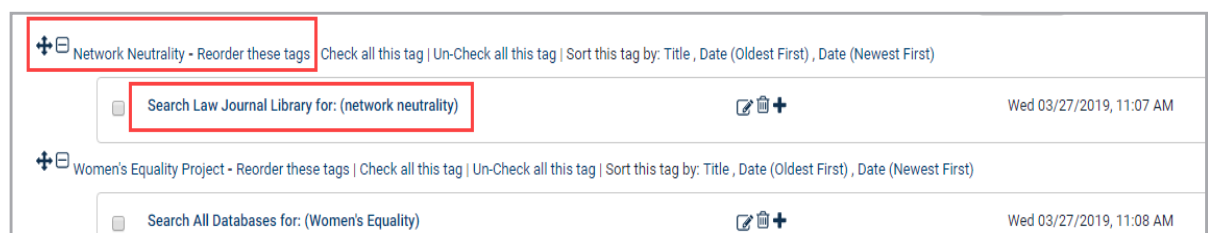
Note that the CSV, Refworks, Endnote, BibTeX and RIS file are only available for journal articles. Check the boxes next to one or more bookmarks, and then select the option you wish to use.



## Save and Use Search Queries

To create a search query, run a search for your desired terms/phrases. Above the results, select **MyHein Search Queries** from the drop-down marked "Please select an option." Select **Save/Email**, then choose an existing tag or create one.

Click on **Search Queries** from the **MyHein** menu to view a list of saved queries. Search queries, like bookmarks, are organized by tags. Each saved query displays the search string as well as the library in which the original search was performed. An email alert will be sent whenever new material is added to HeinOnline that matches the criteria of the query.



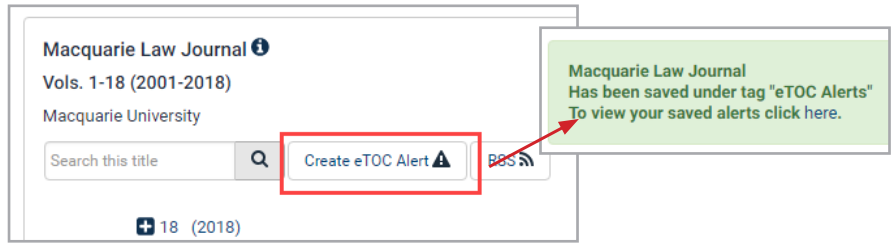


# MyHein | Quick Reference Guide

## Set Up eTOC Alerts

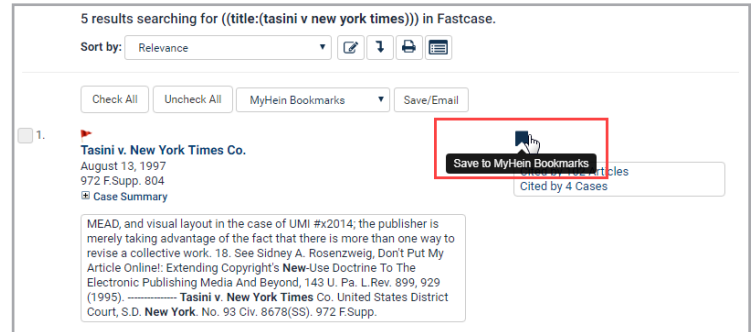
Create an electronic table of contents (eTOC) alert for one or more titles in order to receive an email each time the selected titles are updated in HeinOnline. Browse to the desired title and select **Create eTOC alert**.

To view saved alerts, click on **eTOC Alerts** from the **MyHein** menu. You can add notes to alerts, and delete alerts you no longer wish to receive them.



## Use MyHein with Fastcase

Users of case law powered by Fastcase in HeinOnline can bookmark cases using MyHein. Look for the Save to MyHein link from inside the case or from within search results.



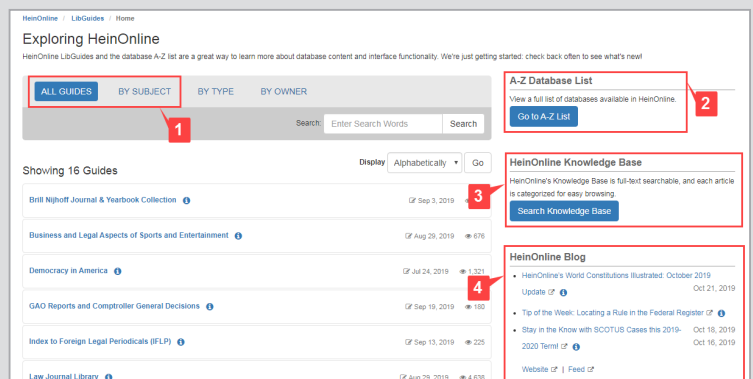
## HeinOnline Knowledge Base

Easily access training guides, videos, and hundreds of articles about content, searching, and navigating in HeinOnline at [help.heinonline.org](http://help.heinonline.org). Categories make it easy to research a certain topic or feature.

## HeinOnline LibGuides

This is an ongoing project in HeinOnline, with the goal of adding four guides a month until a LibGuide exists for each database. Each guide will feature database-specific content, search tips, tools, features, training materials, and more.

1. View all LibGuides or sort by subject
2. View a full A-Z listing of databases available
3. Easily search the HeinOnline knowledge base
4. View the latest HeinOnline blog postings



## HeinOnline Support is Here for You!

Chat with us or call us at (800) 277-6995 Monday through Friday, from 8:30 a.m. until 6 p.m. ET. Email [holsupport@wshein.com](mailto:holsupport@wshein.com) or visit [help.heinonline.org](http://help.heinonline.org) for training guides, videos and more!



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