MYHEIN USER'S GUIDE

HeinOnline's personal bookmarking tool, and so much more

LEARN HOW TO:

1. Create and access your MyHein account
2. Create and access bookmarks
3. Organize, delete, or edit notes on bookmarks
4. Export saved bookmarks
5. Save and use search queries
6. Set up eTOC alerts
7. Reorganize tags for bookmarks and search queries
8. Use MyHein with Fastcase

1. CREATE AND ACCESS YOUR MYHEIN ACCOUNT

To create an account, click on the MyHein tab from the **HeinOnline Welcome Page** or from inside any HeinOnline library:

From the Welcome Page	**From Inside any Library**

After creating your account, you will receive an e-mail confirming your username and password. Save this confirmation e-mail, because any reset password will be computer-generated.

To access your MyHein account, you must be logged into your institution's HeinOnline account. Enter your username and password from the MyHein tab.
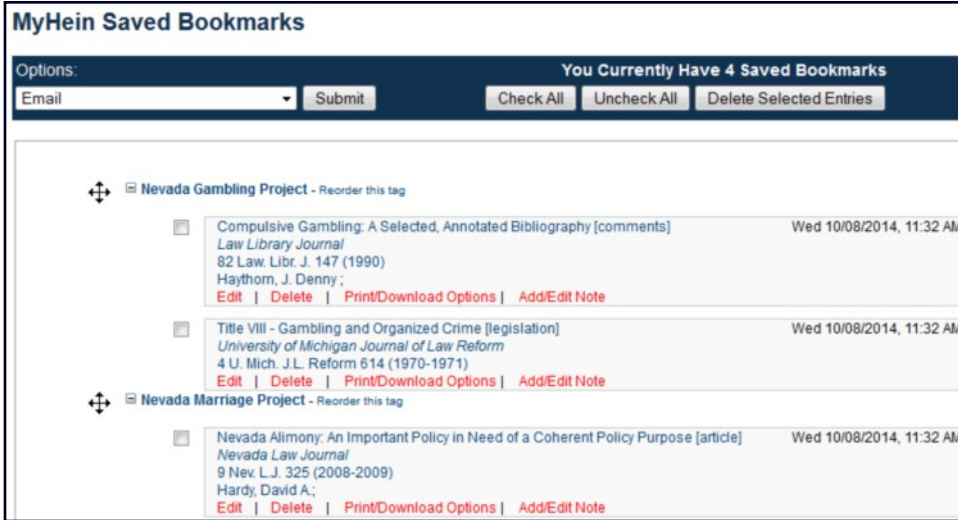
2. CREATE AND ACCESS BOOKMARKS

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 access saved bookmarks, click the MyHein tab and choose **Saved Bookmarks:**
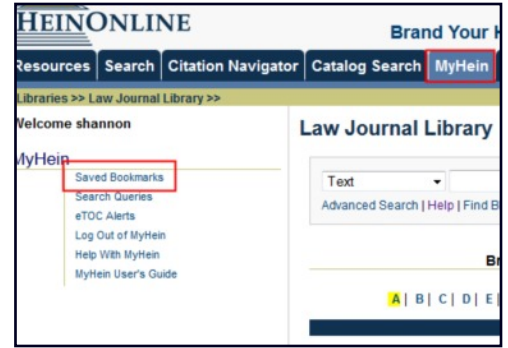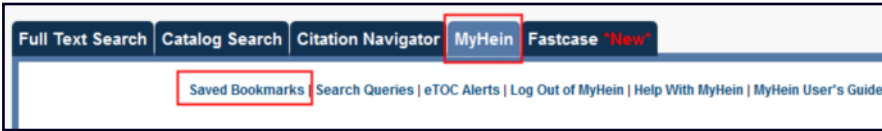
This will reveal a list of your saved bookmarks:

3. ORGANIZE, DELETE OR EDIT NOTES ON BOOKMARKS

Bookmarks can be moved to different tags or rearranged under their current tags. Click **Reorder This Tag** to enable the bookmark moving tool and rearrange the bookmarks. Click **Edit** to change the tag under which the bookmark resides. **Delete** will remove the bookmark, and **Add/Edit Note** will allow notes to be added to bookmarks - or existing notes to be changed.
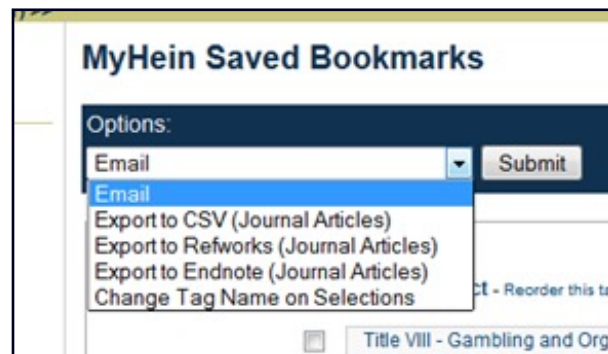

4. EXPORT SAVED BOOKMARKS

Four export options are available on the Bookmarks Menu for exporting your saved research:

- E-mail
- Export to CSV
- Export to RefWorks
- Export to EndNote

Note that the CSV, RefWorks, and EndNote options are only available with journal articles.

Check the box next to one or more bookmarks to e-mail. Choose the **E-mail** option from the drop down menu at the top of the screen and click **Submit**. Fill in the e-mail address and add a **From** name or notes if you wish.

Export to a CSV

This feature works with Law Journals only. Check the box next to one or more bookmarks that you would like to export to the CSV file. Choose the **Export to CSV** option from the drop down menu at the top of the screen and click **Submit.** You will then be prompted to open or save the CSV file. Upon opening the file, each bookmark entry will display the title, author, journal title, volume, page, date and the URL to access the article in HeinOnline.

Export to RefWorks or EndNote

This feature works with Law Journals only. Check the box for one or more bookmarks that you would like to export to RefWorks or EndNote. Choose the appropriate export option from the drop down menu and click S**ubmit.** Follow the prompts on the screen to continue exporting this data to your reference management tool.

5. SAVE AND USE SEARCH QUERIES

To create a search query, run a search for your desired terms/phrases. Scroll to the bottom of the search results and select **Save to MyHein Search Queries.** Next, choose an existing tag or create a new one. Once a search query is saved, you will receive e-mailed lists of new material added to HeinOnline each month that meets the criteria of your query. In order to stop receiving the e-mail alerts, the search query must be deleted.

Click on **Search Queries** from the MyHein menu to view a list of search queries saved to date. Search queries, like bookmarks, are organized by tags. Each saved search query displays the search string as well as the library in which the search was run. If you click on a search query, the search will generate and current search results will appear.
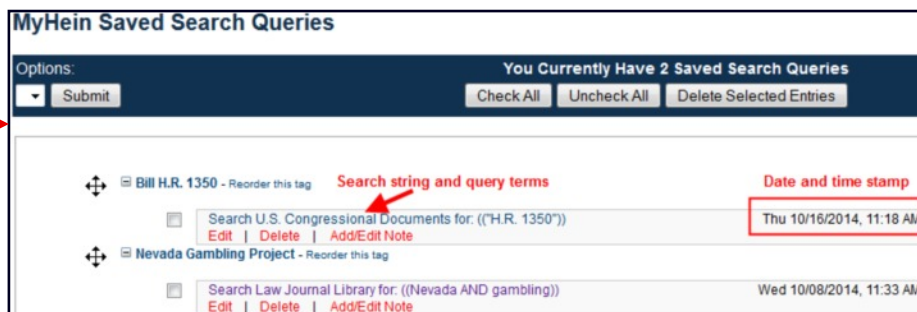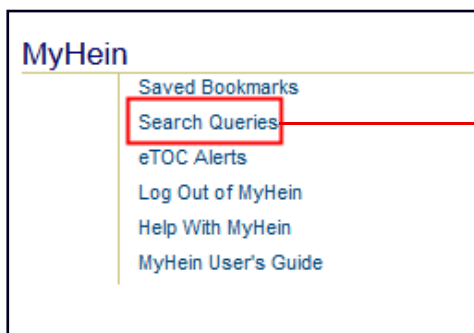
6. SET UP eTOC ALERTS

Create an electronic table of contents (eTOC) alert for one or more titles in order to receive an e-mail alert every time the selected titlesare updated in HeinOnline. Browse to the desired title and click **Create an eTOC Alert**.; You will then receive a message indicating that the title has been saved in your MyHein account's eTOC alerts.
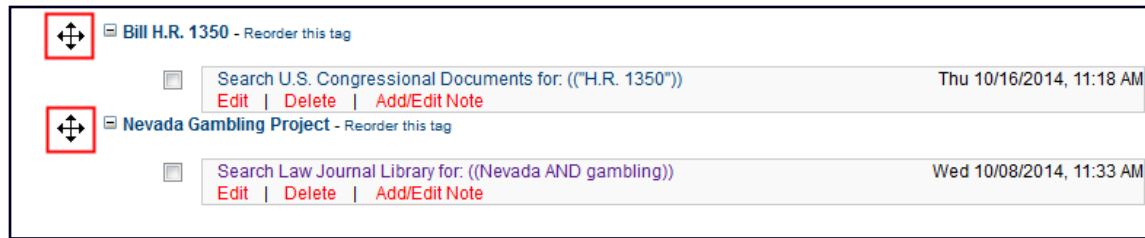

To view saved alerts, click on **eTOC Alerts** from the MyHein menu. You can add notes to alerts; you can also delete alerts that you no longer wish to receive.

7. REORGANIZE TAGS FOR BOOKMARKS AND SEARCH QUERIES

Use the tool at the left of each tag to drag a tag to a new position in the list of saved bookmarks or search queries.
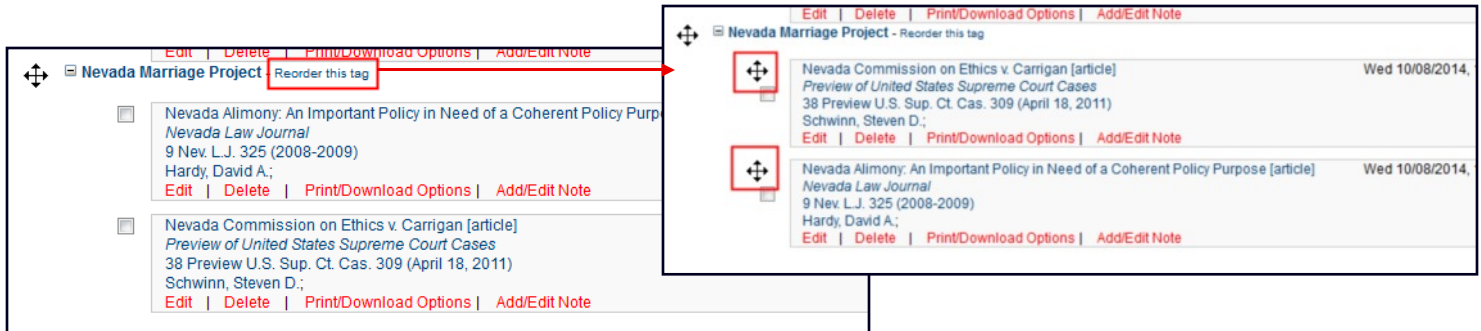

To reorganize individual bookmarks within a tag, click **Reorder this tag** and the tool will appear, enabling you to move the bookmarks. In the example below, you can see the tags have been moved.

8. USE MYHEIN WITH FASTCASE

Users of both Fastcase Basic (included with HeinOnline Core subscriptions) and Fastcase Premium (available as an upgrade or by synchronizing existing HeinOnline and Fastcase accounts) can bookmark cases using MyHein. Look for the **Save to MyHein** link from inside the case or in search results (Fastcase Premium only).

Select an existing bookmark name or enter a new one and click **Save to MyHein Bookmarks.** Case law will be saved just like other HeinOnline material.