

MyHein

Quick Reference Guide

Create and Access Your MyHein Account

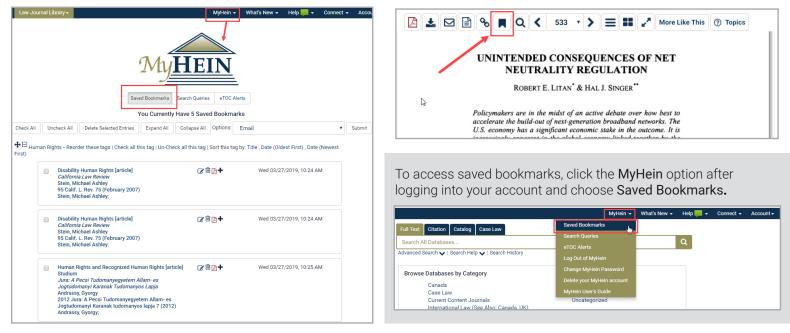
To create an account, click the **MyHein** option from the toolbar on the upper right side of all pages in HeinOnline.

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.



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.

	You Currently Have 5 Saved Bookmarks							
	Check All Uncheck All Delete Selected En	tries Expand All Collapse All Options:	Email	 Submit 				
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Saved Bookmarks Search Oueries eTOC Alerts

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.

Sav	ed Bookmarks	Search Queries	eTOC	Alerts	
	You Currently H	lave 5 Save	d Bookm	arks	
Check All Uncheck All Delete Selected Entries	Expand All	Sort this tag by: Title , Date (Export to CSV (Journal		Email	
Disability Human Rights [article] California Law Review Stein, Michael Ashley 9 5 Calif. L. Rev. 75 (February 2007) Stein, Michael Ashley:		7	+	Export to Relivoits (Journal Articles) Export to BibTeX (Journal Articles) Export RIS file (Journal Articles) Change Tag Name on Selections	

Author Profile Links in MyHein - NEW!

Authors who have enhanced their		MyHein 👻	What's New 👻 Help 📕 👻	Connect -	Account -
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	Full Text Citation Catalog Case Law Search All Databases Advanced Search 🌪 Search Help 🗸 Search History	Saved Bookmarks Search Queries eTOC Alerts Log Out of MyHein	Q		
direct link to access their author profile page via the MyHein menu. To access this new feature, authors must be signed in to MyHein.	Browse Databases by Category Canada Case Law Current Content Journals International Law (See Also: Canada, UK)	Change MyHein Pussword Delete your Myhein account Author Profile MyHein User's Guide			

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



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 **MyHein Search Queries**. Next, 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.

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.

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	Export to Refworks (Journal Articles)	_
	Export to Endnote (Journal Articles)	
•	Export to BibTeX (Journal Articles)	
	Export RIS file (Journal Articles)	
	Change Tag Name on Selections	

Sort by: Relevance	Select Tag None Selected
Check All Uncheck All MyHein Search Queries	or enter a New Tag Network Neutrality Enter Into Research
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Set Up eTOC Alerts

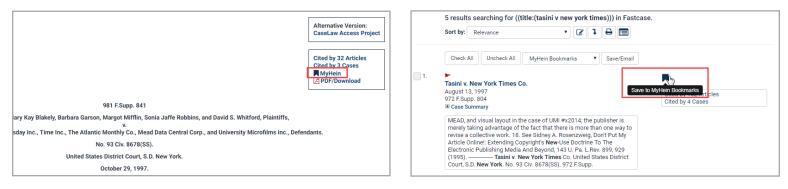
Create an electronic table of contents (eTOC) alert for one or more titles in order to receive an email each time the selected titles are updated in HeinOnline. Browse to the desired title and select **Create eTOC alert**.

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.

Macquarie Law Journa Vols. 1-18 (2001-2018) Macquarie University	al 👽		Macquarie Law Journal Has been saved under tag "eTOC Alerts" To view your saved alerts click here.
Search this title	۹	Create eTOC Alert	
+ 18 (2018)		

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 <u>help.heinonline.org</u>. 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

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Exploring HeinOnline					
einOnline LibGuides and the database A-Z list are a great way to learn	n more about database cont	ent and interface functionality	We're just getting	started: check back often to see what's new!	
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ALL GUIDES BY SUBJECT BY TYPE	BY OWNER				
				View a full list of databases available in HeinOnline.	2
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Showing 16 Guides	Display Alphabetically * Go			HeinOnline Knowledge Base	
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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 <u>holsupport@wshein.com</u> or visit <u>help.heinonline.org</u> for training guides, videos and more!



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