

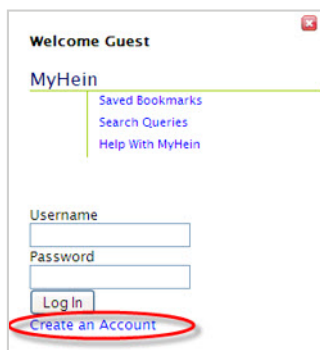
# MyHein

## User's Guide

### Create an Account:

To create an account, click on the "Create an Account" link from the MyHein tab.

NOTE: After registering for an account, you will receive an email confirmation. Store/save a copy of this confirmation email to refer back to if you forget your password. Currently, you can not reset your password, therefore it's important to maintain this information.



Welcome Guest

MyHein

- Saved Bookmarks
- Search Queries
- Help With MyHein

Username

Password

Log In

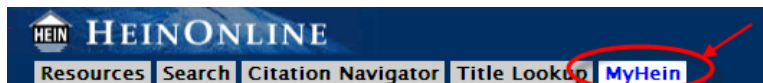
Create an Account

### Logging In to your Account:

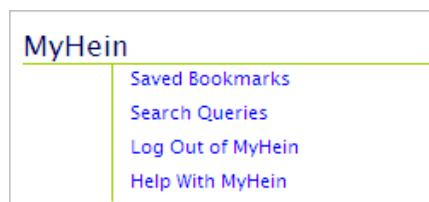
To log in to your MyHein account, enter your username and password under the MyHein tab. If you forget to log in to your MyHein account and you begin bookmarking articles, you still have an opportunity to store this information, provided you log in to your MyHein account before ending your HeinOnline session. We store your bookmarks for the current session. Therefore if you log in to your account prior to ending your HeinOnline session, your saved information will be migrated to your account. If you do not log in to your MyHein account, all saved bookmarks and search queries will be deleted for the current session.

### Accessing the MyHein Menu:

You can access the MyHein options menu by clicking on the "MyHein" tab from the tabbed navigation menu. This will load the MyHein menu in the left sidebar.



From the MyHein Menu, you can access your Saved Bookmarks, Search Queries, find help for MyHein and Log Out of your MyHein account.



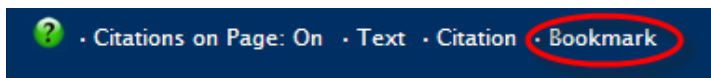
MyHein

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- Search Queries
- Log Out of MyHein
- Help With MyHein

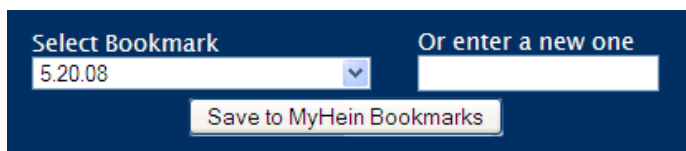
### How Do You Create a Bookmark?

FROM WITHIN A JOURNAL OR VOLUME:

When you are viewing a journal or other document in HeinOnline, click on "bookmark" from the page toolbar to save the article/document to your MyHein account.



After clicking "Bookmark", you will be prompted to select a tag that you have already created, or you can create a new tag.



Select Bookmark

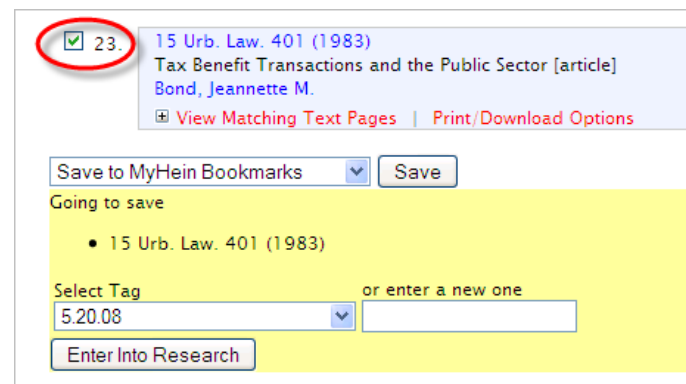
5.20.08

Or enter a new one

Save to MyHein Bookmarks

FROM SEARCH RESULTS:

To bookmark one or multiple results to your MyHein account, click on the checkbox next to each search result. Then, scroll down to the bottom of your results; here you will find a drop down menu with 2 options for saving to your MyHein account. Select the "Save to MyHein Bookmarks". You will be prompted to choose an existing tag or create a new one.



23. 15 Urb. Law. 401 (1983)  
Tax Benefit Transactions and the Public Sector [article]  
Bond, Jeannette M.  
View Matching Text Pages | Print/Download Options

Save to MyHein Bookmarks Save

Going to save

- 15 Urb. Law. 401 (1983)

Select Tag or enter a new one

5.20.08

Enter Into Research

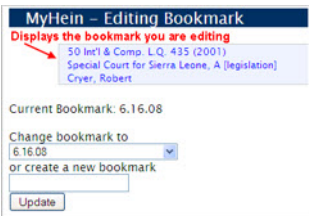
After you select a tag or enter a new one, click "Enter Into Research". This will store the article or document into your Saved Bookmarks. You will then be presented with a confirmation message and a link to view your Saved Bookmarks.

### Saved Bookmarks:

Click on "Saved Bookmarks" from the MyHein menu to view a list of all bookmarks that you have saved to date. Bookmarks are organized by tag. Each bookmark displays the citation to the article, the name of the article/document, and the author if available. Every bookmark is time-stamped with the date of entry.

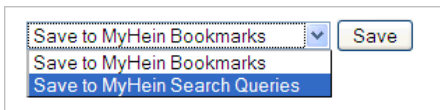


You can move a saved bookmark to a different tag or create a new tag for it. To do this, click on "edit" under the bookmark you wish to change.



### How Do You Save a Search Query?

After you run a search, scroll to the bottom of the results and select the "Save to MyHein Search Queries" from the drop down menu. You will be prompted to choose an existing tag or create a new one.



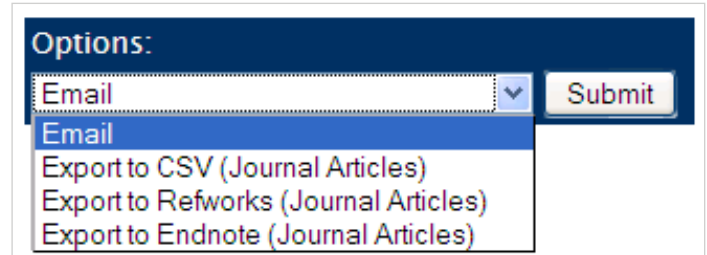
### Search Queries:

Click on "Search Queries" from the MyHein menu to view a list of all search queries that you have saved to date. Search queries are also organized by tags. Each saved search query displays the search string as well as the library the search was run in. If you click on a query, that search will automatically generate and your results will appear.



### Exporting Saved Bookmarks:

Four export options are available on the Bookmarks menu for exporting your saved research.



#### Export to an Email:

Check the box for one or multiple bookmarks to email. Choose the "Email" option from the drop down menu at the top of the screen and click submit. You will then be prompted to fill in your email address and add a note to the email if you wish.

**Note:** Currently, the below export options are only functional with law journal articles.

#### Export to a CSV File (Law Journals only):

Check the box for one or multiple 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, Volume, Page, Date and the URL to access the article in HeinOnline.

#### Export to RefWorks or EndNote (Law Journals only)

Check the box for one or multiple bookmarks that you would like to export to RefWorks or EndNote. Choose the appropriate export option from the drop down menu (for either RefWorks or EndNote) and click submit. Follow the prompts on the screen to continue exporting this data to your reference management tool.

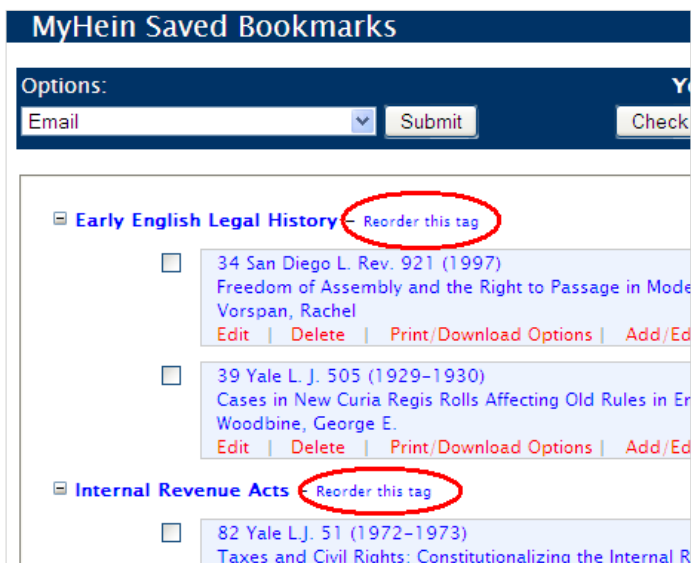
### Deleting Saved Data:

You can choose to delete one entry at a time, or select multiple entries using the check boxes and then click "Delete Selected Entries" at the top of the screen. Check All and Uncheck All options are also available.



## Reorder Bookmarks/Search Queries Within a Tag:

To reorder bookmarks within a specific tag, click on "Reorder this tag" displayed next to the tag that contains the bookmarks you would like to reorder.

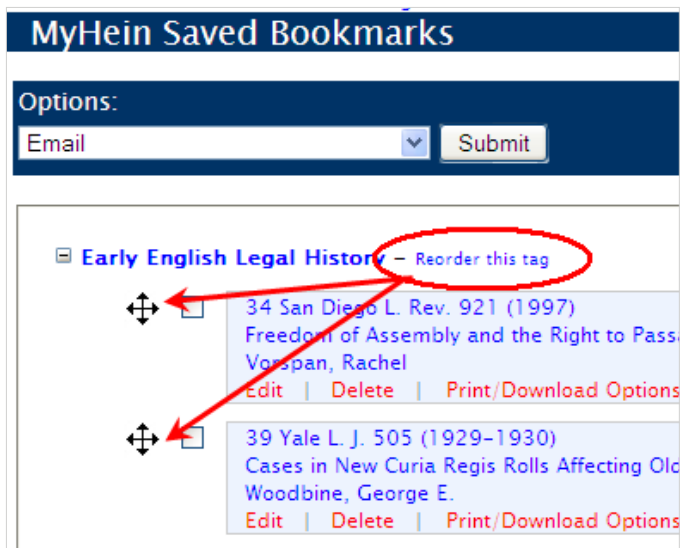


MyHein Saved Bookmarks

Options: Email [v] Submit Check

- Early English Legal History - Reorder this tag
  - 34 San Diego L. Rev. 921 (1997)  
Freedom of Assembly and the Right to Passage in Modern English Legal History  
Vorspan, Rachel  
Edit | Delete | Print/Download Options | Add/Edit Note
  - 39 Yale L. J. 505 (1929-1930)  
Cases in New Curia Regis Rolls Affecting Old Rules in English Legal History [article]  
Woodbine, George E.  
Edit | Delete | Print/Download Options | Add/Edit Note
- Internal Revenue Acts - Reorder this tag
  - 82 Yale L.J. 51 (1972-1973)  
Taxes and Civil Rights: Constitutionalizing the Internal Revenue Code  
Edit | Delete | Print/Download Options | Add/Edit Note

Once you click this, arrow icons will appear and allow you to rearrange the bookmarks. Once you are done, you can toggle the feature off by clicking on "Reorder this tag" again.



MyHein Saved Bookmarks

Options: Email [v] Submit

- Early English Legal History - Reorder this tag
  - 34 San Diego L. Rev. 921 (1997)  
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Cases in New Curia Regis Rolls Affecting Old Rules in English Legal History [article]  
Woodbine, George E.  
Edit | Delete | Print/Download Options | Add/Edit Note

## Add Notes to a Bookmark/Search Query:

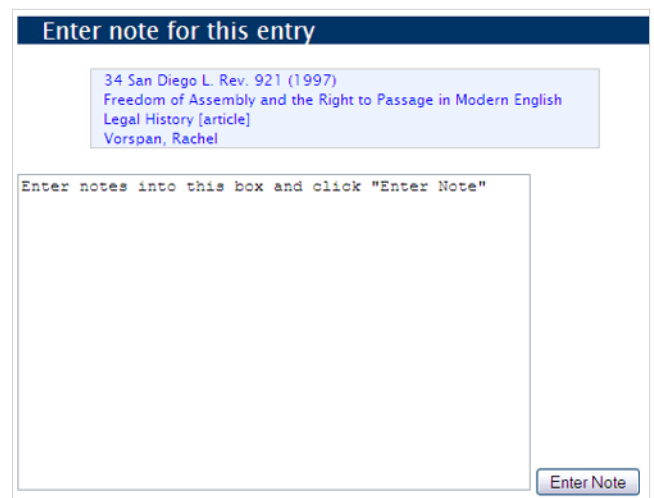
If you would like to add a note to a bookmark or a search query that you have saved, you can use the "Add/Edit Note" option that is displayed on each bookmark. From your list of Saved Bookmarks for example, you will see the "Add/Edit Note" option displayed next to the Print/Download link.



Early English Legal History - Reorder this tag

- 34 San Diego L. Rev. 921 (1997)  
Freedom of Assembly and the Right to Passage in Modern English Legal History  
Vorspan, Rachel  
Edit | Delete | Print/Download Options | Add/Edit Note
- 39 Yale L. J. 505 (1929-1930)  
Cases in New Curia Regis Rolls Affecting Old Rules in English Legal History [article]  
Woodbine, George E.  
Edit | Delete | Print/Download Options | Add/Edit Note

When you click on the link, you will be presented with a text box to enter the note into. When done, click the "Enter Note" button.



Enter note for this entry

34 San Diego L. Rev. 921 (1997)  
Freedom of Assembly and the Right to Passage in Modern English Legal History [article]  
Vorspan, Rachel

Enter notes into this box and click "Enter Note"

Enter Note

Your note will then appear below your bookmark on your saved bookmarks screen.



Early English Legal History - Reorder this tag

- 34 San Diego L. Rev. 921 (1997)  
Freedom of Assembly and the Right to Passage in Modern English Legal History [article]  
Vorspan, Rachel  
Edit | Delete | Print/Download Options | Add/Edit Note  
Notes:  
Enter notes into this box and click "Enter Note"

## MyHein FAQs

- 1) **Question:** I do not have a MyHein account, but I bookmarked an article. Can I still access the bookmark and if so where is it saved?

**Answer:** If you do not have a MyHein account, you can still bookmark articles and save searches for your current HeinOnline session. To access them, click on the MyHein tab and then click on either Saved Bookmarks or Search Queries. Once you end your HeinOnline session, either by logging out or closing your browser, all saved data will be deleted.

- 2) **Question:** I saved some bookmarks but forgot to log into my MyHein account before I saved them. How can I move them to my MyHein account?

**Answer:** Log in to your MyHein account. Once you log into your account, your saved bookmarks and search queries from your current session will automatically be migrated to your MyHein account. If you end your HeinOnline session before logging in to your MyHein account, any saved bookmarks will be deleted.

- 3) **Question:** I forgot my username/password for my MyHein account. How can I retrieve them?

**Answer:** We do not currently allow you to reset your username or password. Therefore, it is important to print/copy/store the confirmation email you received upon registering. If you are unable to locate it, please send an email to [holsupport@wshein.com](mailto:holsupport@wshein.com).

- 4) **Question:** How do I know if I am logged in to my MyHein account?

**Answer:** To determine if you are logged in, click on the MyHein tab. From the MyHein menu in the left sidebar, the top will say "Welcome [Your Name]" if you are logged in. If it says "Welcome Guest" and you see a form to input your username and password, then you are not logged in.

- 5) **Question:** Can I export my research into reference management software programs such as RefWorks?

**Answer:** Currently, we support export options for RefWorks and EndNote. **NOTE: These options are only functional for law journal articles.** Therefore, be sure the entries you are exporting are law reviews or law journal articles.

- 6) **Question:** Can I email my saved research to myself or someone else?

**Answer:** You can email "saved bookmarks" to yourself, to a colleague or to a friend's email address. The email will arrive from "your email address" with a subject line of "MyHein Research Email from [your registered MyHein name]". Upon emailing the bookmarks, if you are sending it to someone other than yourself, you will also receive a copy of the email.

- 7) **Question:** Can I email my saved search queries to a colleague?

**Answer:** Currently, email options are only available for bookmarks. If you wish to email a colleague a link to your search query, you can right click on the search query in your MyHein account, and click on "copy link location" (for FireFox users) or "copy shortcut" (for Internet Explorer users) and then paste the link into the body of your email.

- 8) **Question:** Can I back up my saved research by exporting it to a Microsoft Excel or other file?

**Answer:** Currently, you can export your saved bookmarks to a CSV file. **NOTE: This option is only functional for law journal articles.** Upon exporting law journal articles to a CSV file, the data displayed will include Title, Author, Journal, Volume, Page, Date and the URL to access the article in HeinOnline.