HeinOnline Comprehensive User's Guide

Learn how to effectively navigate and search in the world's largest image-based legal research database!

HeinOnline
Comprehensive User's Guide

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Getting Started in HeinOnline

HeinOnline Homepage (home.heinonline.org)
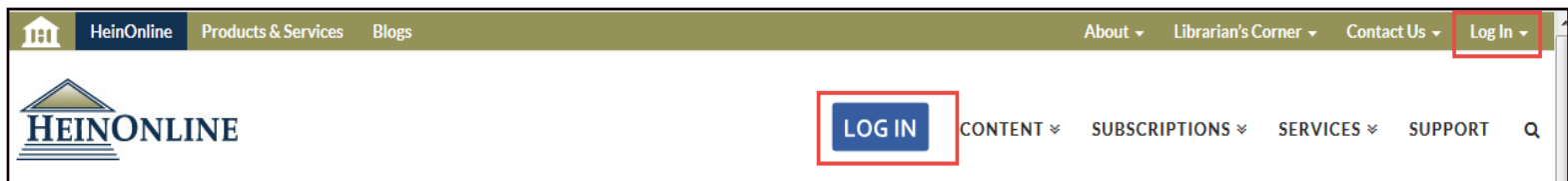
Click **Log In** from the top middle or top right of the HeinOnline homepage in order to access the HeinOnline database. Users who are IP authenticated will automatically bypass the Login Page and will land on the HeinOnline Welcome Page.

Other features of the HeinOnline homepage include lists of available libraries and content, subscription information, and information about various services offered by HeinOnline, including branding, cataloging, the HeinOnline app, digital ownership, and the author portal.

Login Page

To access HeinOnline, you must have a username and password or be using a computer terminal at your institution that is IP authenticated for HeinOnline access. If you do not know the username and password, please contact the librarian or HeinOnline administrator at your institution.

Students logging in from off-campus will likely need to log into their school's web portal/proxy to access HeinOnline. Questions about web portals should be directed to your university's library staff.

To log in using OpenAthens or a Shibboleth account, select your institution's name from the drop down menu in the Institutional Login area.

Welcome Page

The [HeinOnline Welcome Page](#) lists available collections both by category and by name. The category view is expandable, so users can click on the desired category to view available collections that fall into the category.

Click the more information icon next to any collection for a brief description of its content and a downloadable list of titles available.

Features of the Welcome Page

1. The main search bar, which remains stationary and available on all pages in HeinOnline, has four search options under separate tabs: full text (including metadata), citation, catalog, and case law.

2. Click **Advanced Search** from the Full Text or Catalog search tabs to access additional search fields and the ability to narrow searches by title and date ranges.

3. The options bar on the upper right side of the screen offer access to MyHein, a "What's New" area where users can view recent blog posts, download monthly content release CSVs, and access the help page and account information.

4. The home button will return users to the Welcome Page from anywhere in HeinOnline.

Searching in HeinOnline

From the Welcome Page

Use the **Full Text** search tab from the HeinOnline Welcome Page to search across *all subscribed collections*, including both full text and metadata of all documents. Click **Advanced Search** to access multiple search fields and pre-select a date range; click **Search Help** to produce a list of the most commonly used search syntax.

Full Text	Citation	Catalog	Case Law

Search All Collections...   🔍

Advanced Search ˅ | **Search Help** ˅

Title ▾		AND ▾
Author ▾		AND ▾
Full Text ▾		Add field ← **Add up to six fields**

Date: (YYYY) [   ]   To: (YYYY) [   ]

Search   Advanced Search Syntax

Search Syntax ⊛

Note that all Boolean operators must use capital letters.

AND to search for multiple terms i.e. [evidence AND admissibility] will produce documents that contain both terms.

OR to search for either one of a pair of similar terms i.e. [brief OR evidence] will produce documents that contain either of these terms

NOT to exclude a term from a search i.e. [evidence NOT briefs] will exclude every search result containing the word "briefs"

" " use quotes to search for a phrase i.e. ["love canal"] will search for documents containing the exact phrase "love canal"

( ) to search grouped clauses to form sub queries i.e. [(watershed OR "water rights") AND planning] will produce documents that contain either watershed or water rights and planning

~ to search for words within a particular proximity of each other i.e. ["watershed planning"~10] will search for watershed within 10 words of planning

? to search for words where there may be variations of the word that you want included in your search i.e. [te?t] will product documents that contain text or test

* to search for a word with multiple character differences i.e. [brief*] will return searches with the words brief, briefs, and briefed

This detailed guide will provide search examples and additional search syntax and searching tips.

For more information and tips please review our Advanced Search Syntax Guide

Search Example

Perform a full text search across all subscribed collections for "**Convention on the Rights of the Child**" AND abus*. Note that the phrase is in quotation marks; using the * will search for abuse, abusive, abuser, etc. Next, sort search results by "Number of Times Cited by Articles".

1. Matching text pages are highlighted in yellow.
2. The binocular icon will display all matching text pages.
3. Options to download a PDF or save to MyHein and cited by/accessed information are neatly grouped together on the right.
4. Refine search results using the facets on the left side of the screen.

Page View

1. Breadcrumb trail: use to go back one or more steps in your navigation history.
2. Image toolbar: print/download a document, change page view to text, create permanent link, bookmark a document to a MyHein account, search within a document, navigate the pages of a document, rotate or zoom in on the page, or expand to a multi-page view.
3. Table of Contents: the current section will always be highlighted in yellow
4. Text that matches the search criteria is highlighted in green.

Use the **Citation** search tab to quickly retrieve a document using its citation. In addition to standard *Bluebook* citations, HeinOnline has added alternate citation forms from the *Cardiff Index to Legal Abbreviations* and *Prince's Bieber Dictionary of Legal Abbreviations.* If a document's citation format is unknown, click **Citation Format Guide** for an A–Z list of titles. Click any title to access volume and page boxes. Enter this information and click **Get Citation** to access the document.

The **Catalog** search tab can be used to locate items at the publication title level. This option will search across the entire HeinOnline catalog, so users may see results from collections to which they do not subscribe. Click **Advanced Catalog Search** to produce additional search fields and preselect a date range in which to search.

Catalog search results will include the collections in which each title can be found, as well as facets that can be used to narrow search results by collection, subject, or date.

Enter a case citation in the **Case Law** search tab to quickly retrieve cases from HeinOnline or via Fastcase. Click **Fastcase Lookup** for a drop-down list of abbreviations. For subscribers with Fastcase Premium or a synchronized HeinOnline/Fastcase subscription, click **Search Fastcase** to search all full text and metadata available in the Fastcase database.

Search Fastcase

Fastcase Lookup

Additionally, case law access is available by clicking inline hyperlinks throughout HeinOnline. All citations, including case citations, are highlighted in blue in the text of both HeinOnline documents and Fastcase case law. Note that ScholarCheck ("cited by") information is also available for case law.

HeinOnline Document

Fastcase Document

Working within HeinOnline Libraries

Navigating between Collections

Select a collection, such as the Law Journal Library, from the HeinOnline Welcome Page by clicking the library name. Once inside a collection, users have several methods of switching to a different collection.

1. Use the breadcrumb trail and click "Collections" to return to the Welcome Page, where a different collection can be selected.
2. Use the Home button on the top left side of any screen to return to the Welcome Page.
3. Click the collection name, highlighted in gold, from the top left side of the screen. This will produce a drop-down menu of other available collections.
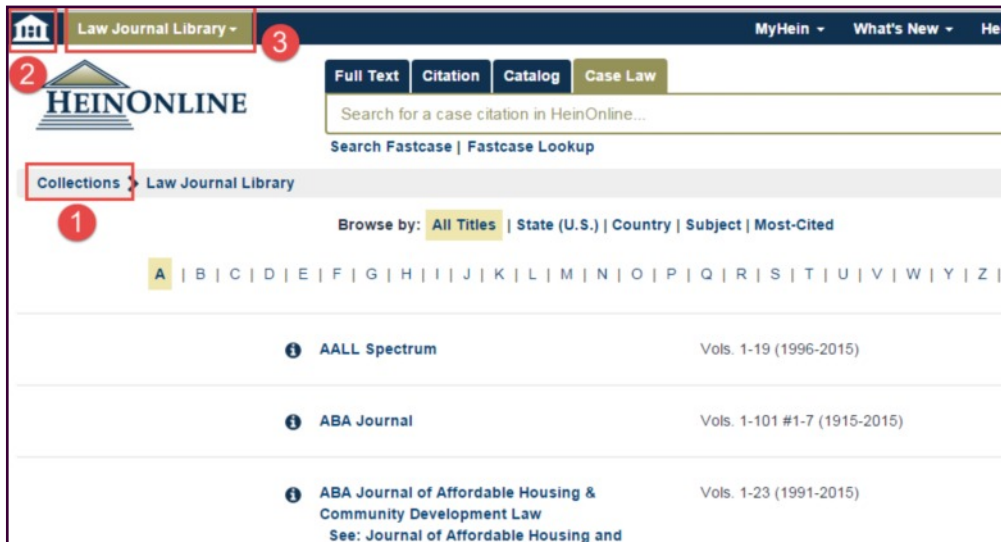
Collection Homepage
Once inside a collection, browse the list of titles using the A-Z title index. Use the browse options at the top of each page to search within subcollections or to use special tools. Search using the main search bar, which is stationary at the top of each page in HeinOnline. Click **Advanced Search** for additional search options, or click **Search Help** for assistance in forming a search query.

NOTE: Access to the citation, catalog, and case law search options remains available and stationary on all pages.

Searching within a Collection

Perform a full text search across all text and metadata in a collection using its tab on the stationary search bar. Click **Advanced Search** to expand search options to include search fields, pre-selected titles, subjects or a date range. Search results will display in the center of the page, with facets to the left and options, including PDF/download and MyHein, will be on the right side, along with cited by information.

Citation Navigator

If a collection has its own citation navigator, this can be found using the **Citation** search tab. Click Citation, then choose **Citation Navigator.** Click **Citation Format Guide** for an A-Z title index and a list of citation formats. Entering the first few letters of the citation will cause a drop-down menu of corresponding citations to appear. The Law Journal Library's *Classic Citation Navigator* is available by clicking the link as shown:

Working within a Volume/Title

Table of Contents

When browsing in a volume of a title, the table of contents will automatically display in the left viewing pane. The table of contents contains a link to each item listed and a PDF icon to print or download each section. The current section in which you are browsing will always be highlighted. The book icon will display citation information, and the graduation cap icon will display ScholarCheck "cited by" information.

Image Toolbar

Use the image toolbar to perform a variety of functions from inside any HeinOnline document.
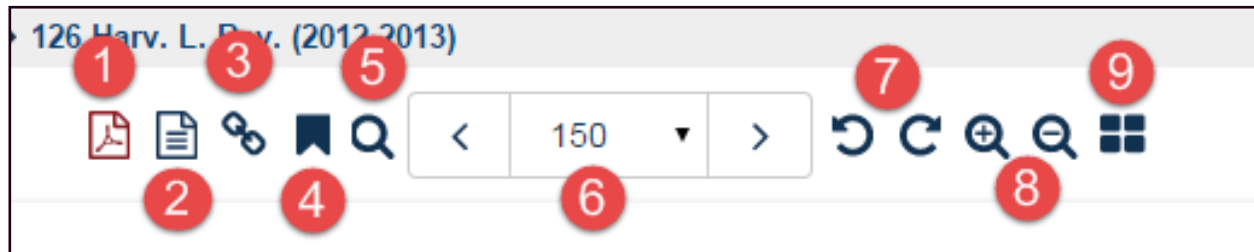
1. Print or download all or part of a section
2. Change the document from a PDF image to uncorrected OCR text
3. Create a permanent link to the specific page of the document
4. Bookmark the document to your MyHein account
5. Search within varying specific parts of a document, including page, section, volume and title
6. Navigate pages forward and back (also use arrow keys on the keyboard for this function). Jump to a specific page using the drop-down tool.
7. Rotate pages left or right
8. Zoom in/out

HeinOnline Tools

Printing/Downloading

There are multiple options available for printing and downloading pages and sections of a volume while working in HeinOnline. Users can click the PDF icon from the image toolbar, from the table of contents of any document, or from search results.

After clicking the PDF icon, users can:

1. Print the current section
2. Print a custom page range
3. Use a HeinOnline-authenticated smart device with a QR code reader to scan the QR code, which will deliver the PDF of the document to the user's device.

Print/Download as PDF: This option requires a PDF reader, such as Adobe. Downloading the document as a PDF allows the user to save to a workstation, so the PDF can then be printed or e-mailed.

Print/Download as Text: This option will generate a full text file of the page(s) and open the file in the user's browser window. This enables easy cutting and pasting of the text for use in other programs. It is important to note that all text files are generated from uncorrected OCR text, thus displaying the unedited version.
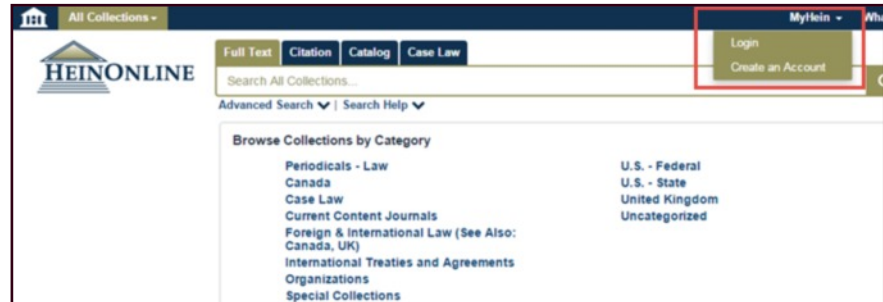
MyHein

Anyone with access to HeinOnline has the ability to create one or more MyHein personal research accounts. This allows users to create and organize bookmarked articles, cases and other documents, save search queries, and set up electronic table of contents (eTOC) alerts and RSS feeds. Users can add notes to bookmarks, or e-mail them to colleagues and classmates. Journal article bookmarks can be exported to a CSV or to Endnote or Refworks. Click here for a detailed MyHein Guide.

## Account Setup/Login

Click MyHein from the options bar on the top right side of any screen in HeinOnline, then click **Login** or **Create an Account**. The Create an Account option will prompt the user for the required information.


Bookmarks

Bookmark articles from search results by clicking the **MyHein bookmark icon** from the search result. Bookmark multiple articles simultaneously from the MyHein tool located under the final search result on any results page. View saved bookmarks by clicking **MyHein** from the options bar and selecting **Saved Bookmarks**, where bookmarks can be deleted or moved, and notes can be added.
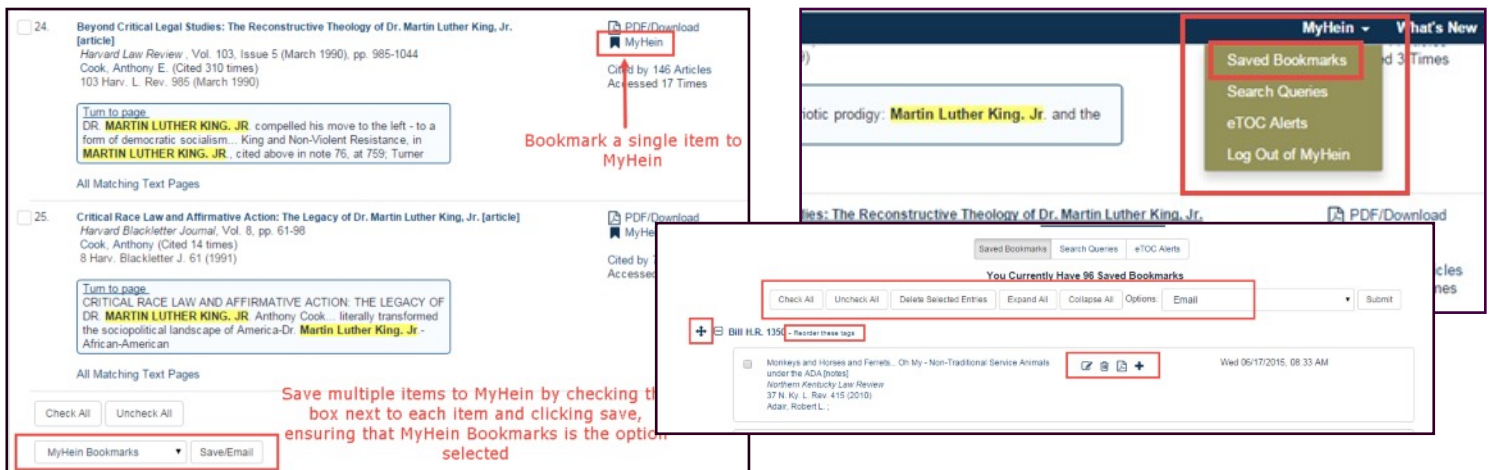

To export bookmarks, check the boxes next to the desired bookmarks and select **Email, Export to CSV, Export to Refworks,** or **Export to Endnote.**
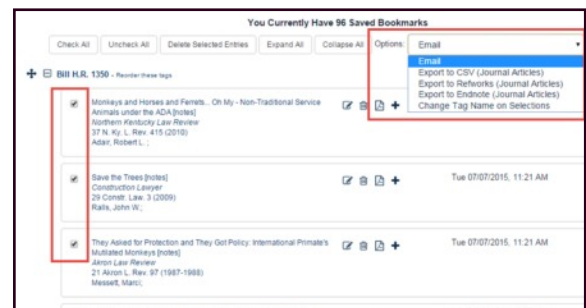
Search Queries

Save search queries by performing a search, scrolling down through results, and choosing **MyHein Search Queries** from the drop-down list located under the final search result on any results page. An e-mail alert will be sent whenever new material is added to HeinOnline that matches the search query's criteria.
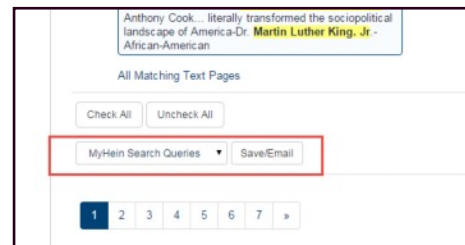
e-TOC Alerts

Set up eTOC alerts or RSS feeds in order to be notified when new material is added to a selected title in HeinOnline. Navigate to the title while logged into MyHein, and click **Create eTOC Alert** or **RSS.** View saved eTOC alerts by clicking **MyHein** from the upper right options bar and choosing **eTOC alerts.**
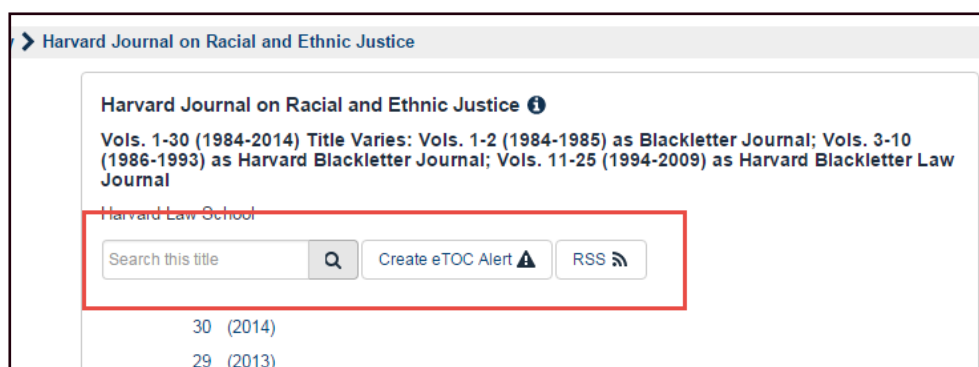
ScholarCheck

Hein's ScholarCheck is a series of tools integrated throughout HeinOnline that allow users to view journal articles and cases* that have a heavy influence on the subject being researched.

Functions of ScholarCheck:

1. Access the most cited Journals, Articles, Authors and more in the Most Cited browse by option of the Law Journal Library.

2. View cited-by information for any document both in search results and by clicking the mortar board icon, located above the table of contents, from inside the document.

3. Records and displays (for a rolling 12-month period) the number of times articles are accessed by other HeinOnline users.

4. Sort search results by number of times cited by articles or cases or number of times accessed.

5. Link between documents by clicking blue highlighted hyperlinks from inside HeinOnline documents.

6. Check out an author's Profile Page to view the author's cited-by metrics. Metrics measured include the cumulative number of times cited by articles overall, by cases, by articles written in the last 10 years, and by cumulative number of times accessed. These metrics are combined to determine an author's overall ScholarRank in HeinOnline. Authors can enhance their profile by adding a photograph, biographical information, institution or university, and links to social media accounts.

Visit our help page, help.heinonline.org, for FAQs, training guides, videos, blog access, and more.

Follow us on social media:

| Blog | Twitter | Facebook | Instagram | YouTube |

HEINONLINE *Help & Support*