# HeinOnline User’s Guide

## Navigating the Interface

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[http://heinonline.org](http://heinonline.org)
Getting Started in HeinOnline:

Log In Page

To get started in HeinOnline, you must have a user name and password or you must be using a computer terminal at your institution/university/office that is authenticated for HeinOnline access. If you do not know the username/password, please contact the Librarian or HeinOnline administrator at your institution.

To log in using OpenAthens or a Shibboleth Account, select your university/institution name from the drop-down menu under the UK Federal Login area.

NOTE: If you are using an IP authenticated terminal, you will not see the log in screen, rather you will land on the “Welcome Page” which is described in the next section.

Welcome Screen

Subscribed Libraries
The welcome screen displays a list of all libraries that you are currently subscribed to and have access to. All libraries are hot links, and upon selecting a library, you’ll be directed to the collection home page for the chosen library.
**Title Lookup**

This feature will give you the ability to easily locate titles in HeinOnline. Currently with over 3,000 titles in over 25 libraries, it can be difficult to determine which titles reside in which collections. In this Title Lookup box you can enter any term you wish to search. Surrounding terms with " " will perform a phrase search.

**Example:** Entering the term "constitutional law" will return a list of titles that include the term "constitutional law," along with the collection each title may be available in.

If you choose a title from the results list, it will take you to that title within the main collection where it resides. If you choose one of the collection names, it will take you to the main listing of titles within that collection.

**Account Information**

You can also find information regarding your account on the Welcome Screen including:

- The User Name that you are currently logged in as
- The option to log in as a different user
- The option to log out when you have completed your research

**This Account**

- User Name: W5Hein
- Log Out
- Log in as a different user (which may have different access privileges)
Options

Additional options include:

- Link to Help & Training Resources
- Technical FAQ’s (PDF, HPrint, system requirements, printing, saving/emailing, connectivity)
- Contact information (subscriptions, online demonstrations, trial requests, invoices, new content, publishers’ inquiries)
- A direct link to email questions to our Technical Support team
- Navigate and use the database in section 508 compatibility mode
- To log in to HeinOnline using a mobile device, choose the Mobile Mode option
- A feedback form to provide feedback to the HeinOnline team
- Direct link to the HeinOnline Blog—stay up to date with frequent posts containing information about enhancements, content, news, and more about HeinOnline

Navigating to a library or from one library to another:

Select a library from the HeinOnline welcome page by clicking directly on the library name, as illustrated on page 2 of this guide. Once you are inside a HeinOnline library module, you have two ways to switch to a different library.

You may also select “Subscribed Libraries” from the Resources tab to return to the welcome page and access the libraries available in your subscription.
NOTE: Subscribers to the Federal Register and Code of Federal Regulations may switch back and forth between the two collections from the Collection Resources menu within each library.

Collection Home Page/Working with an Index Page

Once inside a library, you can browse the volumes within a title directly from the index page which lists the titles for the collection. On the list of titles you will see a “+” to the immediate left of each title. By clicking the “+”, the volumes within that title will open up underneath the title in reverse volume order so you see the most current volume first.

Tabbed Navigation Bar

The tabbed navigation bar displays all options for moving and browsing within the library you are working with. You can view the contents of each menu on the left navigation bar while maintaining the library/title/page you are working in.
Resources

This menu allows you to return to the collection home page for the library you are currently working in or return to the Welcome page where you can access the list of your subscribed libraries. You can also access our Help & Training resources from this menu.

Each library will have varying menu options depending upon the content and structure of the library. Select libraries will contain options for browsing the collection, more information about the library, and/or external links to resources that could be of value and complement your research.

Search

This tab displays the search options available for the given library. It may include all or some of the following search options:

- Field Search - fields vary by library
- Advanced Search
- Search History—recall previously executed search results
- Search Tips - defines fields and shows examples

This menu also provides a quick search option. All terms entered into this box are logically paired with the AND operator. Punctuation is ignored with this search function, therefore there is no need to include quotation marks around phrases.

NOTE: Search options & features vary by library.

For more detailed information on searching in HeinOnline, view the Searching Help and Advanced Search Syntax Guides that are available under the “About Searching” section in any library.

Citation Navigator

This is a unique, efficient searching technique for the legal researcher who has an official citation to a particular article. Enter the volume number, title abbreviation, and page number to quickly locate the exact page within the collection. Select libraries also contain alternate citation navigators, each which functions differently depending upon the content of the library.

NOTE: Not all libraries within HeinOnline have the same citation navigator options and/or features, nor is this feature available for all libraries.
Title Lookup

This feature allows you to find a title in HeinOnline without having to navigate to a specific library.

- Choose “this collection” to lookup titles only within the collection you are currently working in.
- Or choose “all collections” to lookup a title throughout all of the HeinOnline collections.
- Enter a word from a title or enter the full title in quotations to view a list of titles available and link directly to a title.
- The look up results will display all titles that contain the word or phrase you submitted. Results are sorted by relevancy. The results will also indicate the collection that the title is available in.
- You can also choose to browse all titles in the collection you are working in, or browse all titles in HeinOnline.

Example: From within the Law Journal Library, look up “Harvard Law Review” and select this collection.

Example: Now, from within the Law Journal Library, look up “Harvard Law Review” and select all collections. Your results will now list the collection in HeinOnline where the title can be found.
MyHein

MyHein will allow you to create and organize bookmarks and save search queries into your own personal research account. You can create a bookmark directly from an article or document or create bookmarks from your search results. You can add notes to your bookmarks or search queries, or export bookmarks to an email, a CSV file, to RefWorks or to EndNote. With the creation of a MyHein account, you can access your saved research anytime. You set up your own user name and password that only you will have access to.

Working Within a Volume/Title:

Table of Contents

When browsing a journal or title, you can view the table of contents for the volume by clicking on Table of Contents in the tabbed navigation menu. This displays the table of contents on the left navigation bar with an active link to each page and a quick print icon allowing you to print a page or a section directly from the table of contents. Clicking on the printer icon will open the print/download options screen, further explained on page 11 of this guide.
Table of Contents, cont.

**TIP:** To load the table of contents of the current volume in the primary viewing window, click the volume detail within the navigation trail. To print the table of contents, click the “Printer Friendly” option in the upper right hand corner. This will modify the screen to make it suitable for printing.

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**Left Navigation Bar**

The left navigation bar can be hidden at any time by clicking on the red X button. To unhide the left navigation bar, select the expansion arrow on the left margin of the screen.

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**Navigation Trail**

The navigation trail will be displayed above the page viewer window when browsing within a volume. The navigation trail displays the library, title, and volume you are working with.
Page Toolbar

You have several options for navigating and working with the pages within a volume or title. All options are displayed on one toolbar and appear as icons for a clean and easy to use toolbar. These options are explained in detail below.

Citations on Page: Off/On: This feature highlights all citations in the text of the page you are viewing. If the cited material is available in HeinOnline, the citation is a direct hyperlink to that page, which allows you to cross-reference citations and footnotes with the click of a mouse. This feature can be toggled ON/OFF. When this feature is ON, you may notice an impact on the performance of page loading because in addition to loading each page, the system also has to query the citations. Therefore, it may take longer to load each page.

Text: This allows you to switch between the uncorrected OCR text and the page image. This provides you the ability to copy and paste text from the image.

Citation: Displays the citation of the current page view, as well as the title and author of the current section.

Save/Bookmark: This feature allows you to “bookmark” and save an article to your MyHein account. When you click on Bookmark, you will be prompted to enter a name for the bookmark. Naming your bookmarks allows you to organize bookmarks into tags within your MyHein account.

Print/Download Options
This will open your print/download options in a new window. You can print a single page, a section, or a custom range of pages in one of the following formats: PDF, PDFText, Text, or Hprint.

Rotate 90 Degrees Left/Rotate 90 Degrees Right: Rotate the page left or right to adjust the view of charts, graphics or other objects.

Increase Page Size/Decrease Page Size
Zoom in or zoom out on a page to view the text at a comfortable reading level.

Full Screen
Clicking on toggle full screen allows you to view more of the current page on the screen. This function will hide the web page header and the left menu bar. To return to a normal view, click the Full Screen icon again.

Permanent Link To This Page
When browsing by page in HeinOnline, the link in your address bar will not change with each page you view. Therefore, to bookmark a page for later reference, click on the Permanent Link to This Page icon. This will load the specific URL of the current page in the browsers address bar. To complete the bookmarking process, you must then proceed with standard bookmarking processes as required by your Internet browser.
Printing and Downloading Options:

There are multiple options for printing and downloading pages and/or sections of a volume while working in HeinOnline. Users can print from the Page Toolbar and directly from the Table of Contents.

To view your print/download options, click on the printer icon from the page toolbar. Once you click on the Printer icon, a new window will open that displays your print/download options.

From this print screen, you can choose to print the current section that you are viewing, or you can choose to print a custom page range. The citation to the section that you are currently viewing is displayed directly under the first print option, followed by the name of the article or document. The last line shows the number of pages included in the section. The drop down menu to the right allows you to choose your print format. You can print/download as a PDF, PDFText or Text document.

Download as PDF:

If you download the document as a PDF, you must have a PDF reader installed on your computer. Downloading the document as a PDF allows you to save the document to your workstation, from which you can then copy to a CD/disk, email the PDF to an email account for access later on at home or work, and/or print from the PDF reader application.

Print/Download as Text:

If you choose the Text option, it will generate a full text file of the page(s) and open the file in your browser window. This allows you to cut and paste text for use in another program. It is important to note that all text files are generated from the uncorrected OCR text thus displaying the unedited version.
Print/Download as PDFText:

Downloading a document as a PDFText file will generate the text version of the document and open it in a PDF file format. This allows you to search the PDF using your Adobe PDF Reader. Like a text file, a PDFText file is also generated from the uncorrected OCR text. Therefore, spelling, grammatical and character errors are not corrected.

Printing from the Table of Contents:

You can also choose to print/download directly from the table of contents by selecting the printer icon from the left navigation bar. When clicking on this icon, the print/download options screen will appear allowing you to specify your printing specifications.

Your current location within the title will be highlighted in yellow on the table of contents. This will allow you to print your current section from the Table of Contents printer icon. The table of contents also gives you the option to print from a different section within the volume without having to directly link to that page first and then print. All you have to do is select the printer icon from the section that you wish to print.

Printing a screen in HeinOnline that is not an image-based page:

There could be several scenarios in which you may wish to print a page that is not image-based. Some examples include, printing the volume contents within a title from the index page, printing a title’s table of contents, printing search results, or printing out your search history for later reference. Any time you are viewing a non image-based page, the Printer Friendly option will be available. If you are viewing an image-based page, this option will not be displayed, rather the Print/Download options icon will be displayed.

To optimize your printing results when you are printing a page or screen that is not a PDF or image-based page, click on the printer friendly button in the top right corner of the screen. This will modify the screen to make it suitable for printing. You can then proceed to print from your browser menu. Remember to turn off the printer friendly setting after you have printed by simply clicking the button again.

TIP:

If you are using the Internet Explorer browser, you can preview how your print results will appear by right clicking your mouse and selecting print preview. If the preview screen displays all the results in a readable format, your screen is ready to print. If the preview only shows results on the left margin of the page, close the preview, and click on the printer friendly button. Then preview the page again, and the results should appear suitable for printing.

Firefox users can print preview by selecting Print Preview under File on the browser menu bar. If you are using other browser types, follow the instructions for print preview as are provided by the browser application.
Help & Training Resources:

To access HeinOnline’s Help & Training Resources, click on the “Help” button in the upper right hand corner in HeinOnline. Or you can access these options from the Resources tab inside any HeinOnline library.

Blog
The HeinOnline Blog is a great resource for searching tips, how-to’s, news, information about forthcoming enhancements, content releases, and our Tip of the Week. You can sign up for email alerts to be notified of new posts, or add it to your feed reader.

http://heinonline.blogspot.com

Facebook
Between tagging friends in a photo, and writing on your colleague’s wall, you can keep up on all the latest news about HeinOnline. Become a fan and interact with our HeinOnline team and other HeinOnline users.

www.facebook.com/pages/HeinOnline/42791015128

YouTube Channel
The HeinOnline YouTube Channel has various how-to videos, including tutorials specific to searching, bookmarking, and navigating or searching in specific libraries.

http://www.youtube.com/heinonline08

Webinars
Attend our monthly live Webinars during which we feature a different library each month and demonstrate how to browse, search and use the features within the library. All Webinars are recorded so you can view the on-demand videos any time.

Live Chat
HeinOnline Support Representatives are available via a secure web-based Live Chat room to assist you with your research needs from 8:30 a.m.-5:00 p.m. EST. Look for this icon in HeinOnline!

Live Web-Based Training
Should you need additional assistance, we gladly offer online demonstrations at a time convenient for you. Please contact holsupport@wshein.com to arrange an online demonstration or to request additional training materials.

E-mail Newsletters
Sign up for HeinOnline e-mail newsletters to learn about new enhancements, new content, new libraries, training materials, upcoming Webinars and more!

Sign up at:
http://community.icontact.com/p/wshein

twitter
Curious as to the various projects, training guides, enhancements and other things that our HeinOnline team is actively working on? Follow us on Twitter to stay abreast of the latest updates and what’s coming in HeinOnline.

http://twitter.com/HeinOnline

Contact Us
If you have any questions, please contact us via email or phone:

Email: holsupport@wshein.com
Phone: 1-800-277-6995