

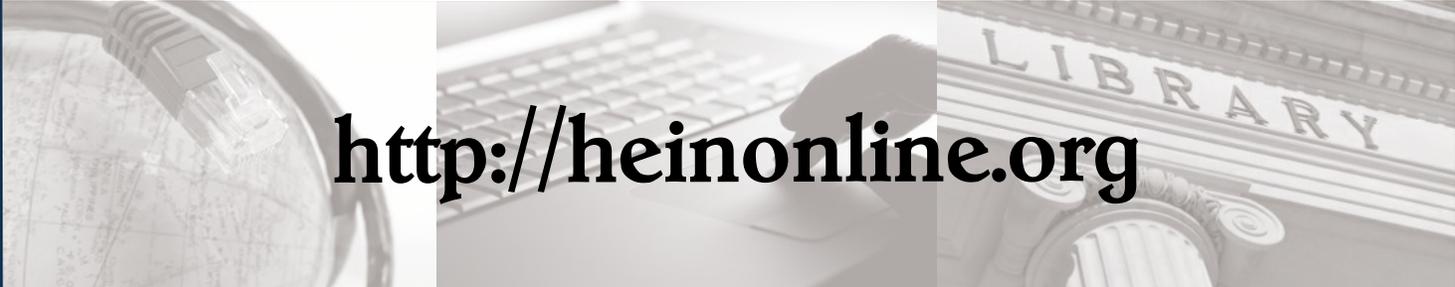


# HeinOnline User's Guide

## Navigating the Interface

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<http://heinonline.org>

## Getting Started in HeinOnline

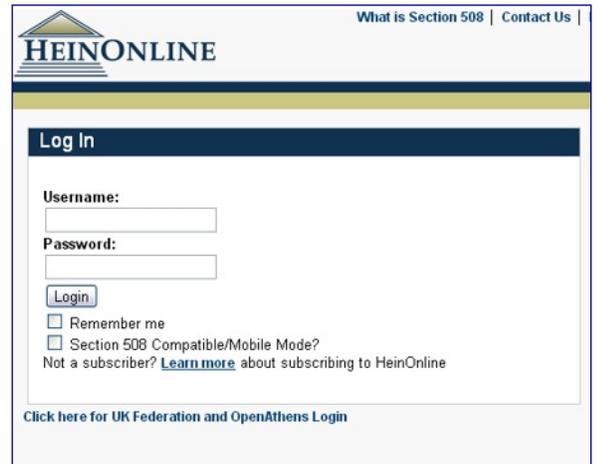
### Log In Page

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 or 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 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 university/institution name from the drop-down menu under the UK Federation 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 Screen" which is described in the next section.



The screenshot shows the HeinOnline login interface. At the top right, there are links for "What is Section 508" and "Contact Us". The main heading is "Log In". Below this, there are input fields for "Username:" and "Password:". A "Login" button is positioned below the password field. There are two checkboxes: "Remember me" and "Section 508 Compatible/Mobile Mode?". Below the checkboxes, it says "Not a subscriber? [Learn more](#) about subscribing to HeinOnline". At the bottom of the form area, there is a link: "Click here for UK Federation and OpenAthens Login".

### Welcome Screen

#### This Account

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
- Links to past content releases organized by month, starting with the most recent release



The screenshot shows the "This Account" section of the HeinOnline interface. It displays the following information:

- User Name: WSHein
- Log Out**
- Log in as a different user (which may have different access privileges)**
- Use section 508 compatibility mode**
- Download Monthly Content Release**
- Past Content Releases**
  - [2013-09](#)
  - [2013-08](#)
  - [2013-07](#)
  - [2013-06](#)

## Browse Collections

The Welcome Screen displays a list of all libraries to which your organization subscribes. All libraries are hot links, and upon selecting a library, you will be directed to the collection home page for that library. Certain collections that contain subcollections will conveniently display those subcollections upon clicking the main library link; from there, choose either the collection name to be delivered to the collection homepage or pick the desired subcollection to be directed into the subcollection.



**U.S. Attorney General & Department of Justice Collection** ⓘ

[-] **U.S. Congressional Documents** ⓘ

**U.S. Congressional Documents** ← Click here to enter the main collection's homepage

All Titles

Debates of Congress

Congressional Budget Office

Rules & Precedents

Other Works Related to Congress

Congressional Hearings

Or, click any subcollection link to enter the subcollection of your choice

There are two methods to organize the list of HeinOnline libraries at the Welcome Screen. Use the Collection Name tab to order the libraries alphabetically, except the Law Journal Library, which will always be the first collection listed. If you click the Collection Type tab, the collections will be organized by category, such as Case Law, Foreign & International Law, etc.



**Browse Collections**

**Collection Name** **Collection Type**

**Law Journal Library** ⓘ

- American Bar Association Journals ⓘ
- Criminal Justice Journals ⓘ
- International & Non-U.S. Law Journals ⓘ
- Most-Cited Law Journals ⓘ

AALL Government Documents Special Interest Section

Advocate (State Bar of Texas)

ALLUNY Archives

American Association of Law Libraries (AALL) ⓘ

American Association of Law Libraries Executive Board Meetings

[-] American Indian Law Collection ⓘ

**New Milestone A**

**100 Million Available in**

When HeinOnline was re module. Today HeinOnline 48,000 books, 2,600 ser

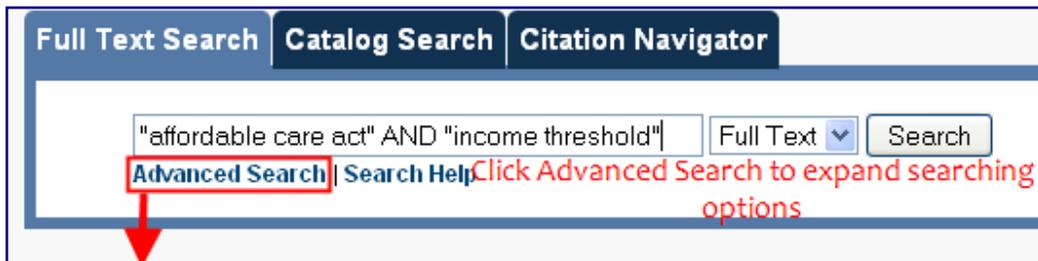
[View HeinOnline's History](#)

**This Account**

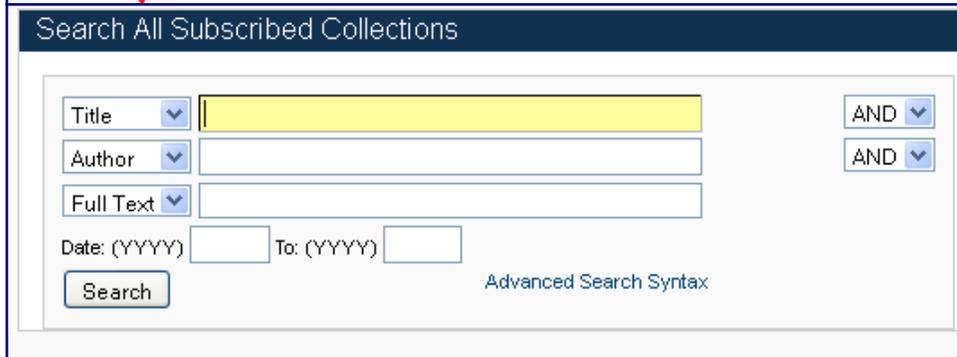
## One-Box Searching for Full Text, Catalog Titles, Citations and Fastcase

At the Welcome Screen, HeinOnline provides a convenient one-box search feature that enables the user to search across all *subscribed* collections for any text. In addition, the user can search across *all* HeinOnline collections for publications (using the Catalog Search tab), for citations, and for cases by citation in Fastcase.

### Full Text Search



Enter your search criteria in the box, using quotation marks around phrases and capitalizing all Boolean operators. Click search, and your results will display.



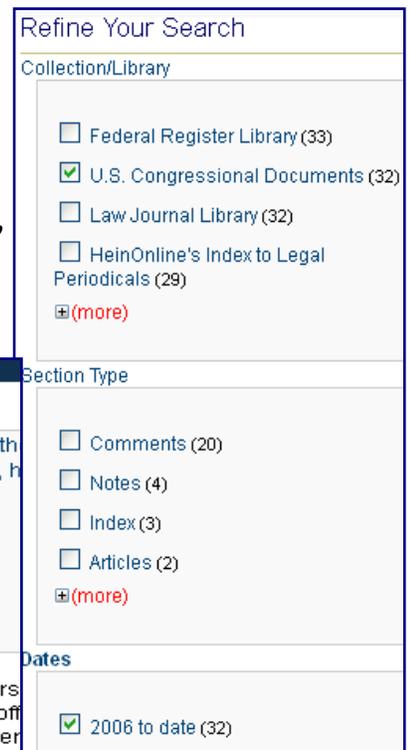
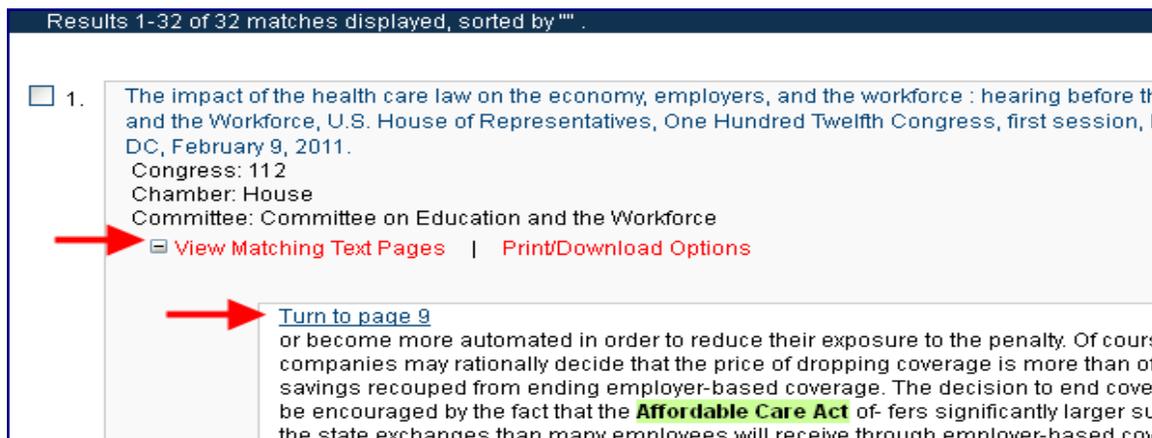
If you wish to use additional or more specific search criteria, click the Advanced Search link under the main search box. It will populate three search boxes which will enable you to both refine your search and add a date range for more relevant results.

### View Matching Text Pages

You can view where your search terms appear in a document by clicking View Matching Text Pages in any result, and the terms will appear highlighted in green.

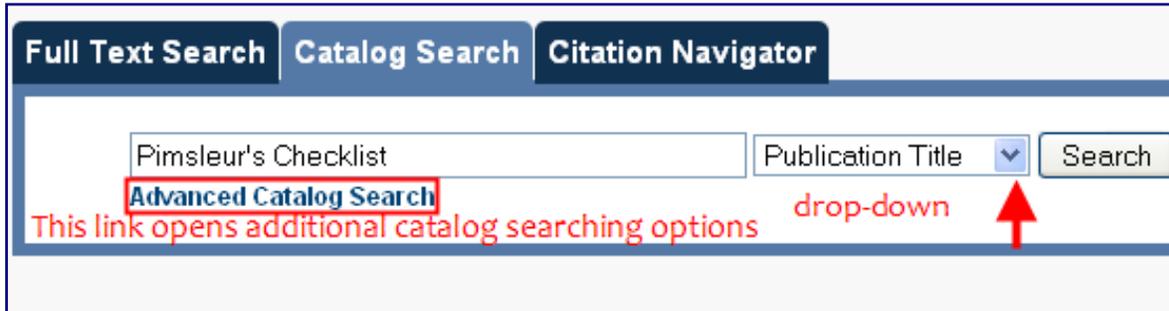
### Refine Your Search

Use the facets at the left of the results page to easily narrow your results by collection/library, section type, and date.

## Catalog Search

Use the Catalog Search tab to determine if a particular title is included in HeinOnline and if so, which library contains it. Changing the drop-down to Publication Title and searching for a specific title will produce the most relevant results.

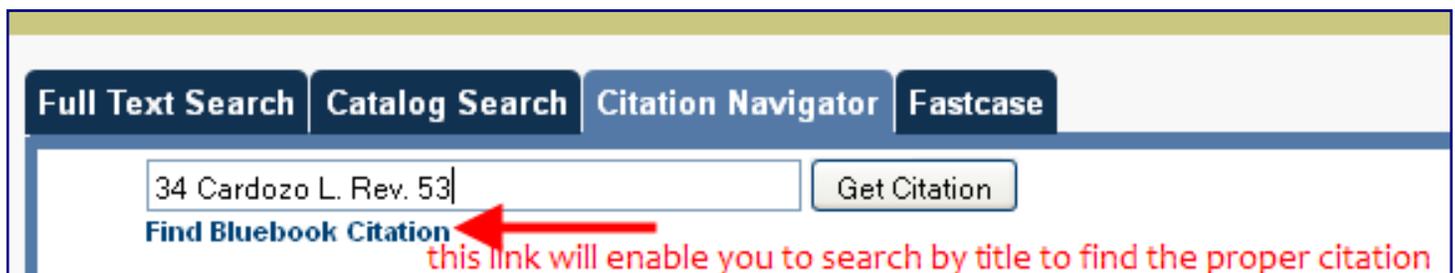


When you view your results, you will see all of the available publication information for the title, and the collection(s) in which the titles can be found.



## Citation Navigator

HeinOnline and most of the legal community use Bluebook format for all citations. The Citation Navigator tab on the Welcome Screen is an easy way to find articles or other documents contained in HeinOnline by citation. For example, if you want to find Cardozo Law Review Volume 34, page 53, you would enter the citation shown below and click Get Citation:



This will bring you directly to the page you need in HeinOnline. If you are unsure of the Bluebook abbreviation of a title, HeinOnline also offers an alphabetical list of titles and their official citation forms.

## Fastcase

HeinOnline partnered with Fastcase in 2013 to offer Core HeinOnline subscribers access to a wide array of case law at the federal and state levels. The Welcome Screen offers a Fastcase tab which allows the user to enter a citation for a case and click the Get Citation button for immediate access to the full text of the case. For example:



The screenshot shows a navigation bar with four tabs: "Full Text Search", "Catalog Search", "Citation Navigator", and "Fastcase". Below the tabs is a search box containing the text "Enter a case citation" and a "Get Citation" button.

In addition to the Fastcase tab, while you are navigating through HeinOnline you may see blue highlighting, which indicates a link. All case citations will now be highlighted, and Core subscribers will have the ability to click these links and be directed to the corresponding case text. If it's a publication included in HeinOnline, you'll be directed to the page in HeinOnline, and if not, you will be directed to Fastcase. Click [here](#) to view a detailed brochure about Fastcase.

\* Pace Law School, expected J.D. May 2013. The Author would like to thank her parents, family, and friends who have and continue to support her through countless years of schooling.

1. Evan Hill, *The Rule 10b-5 Suit: Loss Causation Pleading Standards in Private Securities Fraud Claims After Dura Pharmaceuticals, Inc. v. Broudo*, 78 *FORDHAM L. REV.* 2659, 2664-65 (2010).
2. Michele Rose et al., *Merck & Co. v. Reynolds: Time Runs out for Inquiry Notice*, *LEXISNEXIS EMERGING ISSUES ANALYSIS*, Jun. 15, 2010, at 2.
3. *Merck & Co. v. Reynolds*, 130 S. Ct. 1784, 1797 (2010) (quoting Brief for Petitioners at 20, *Merck*, 130 S. Ct. 1784 (No. 08-905), 2009 WL 2459589, at \*20).
4. 130 S. Ct. 1784.
5. Melissa Maleske, *High Court Rules for Plaintiffs in Merck v. Reynolds*, *INSIDECOUNSEL* (July 2010), <http://www.insidecounsel.com/Issues/2010/July-2010/Pages/High-court-rules-for-plaintiffs-in-Merck-v-Reynolds-.aspx>.

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This is an example of what the HeinOnline page will look like when case law citations are present.

## What is Fastcase?

As the smarter alternative for legal research, Fastcase democratizes the law, making it more accessible to more people. Using patented software that combines the best of legal research with the best of Web search, Fastcase helps busy users sift through the clutter, ranking the best cases first and enabling the re-sorting of results to find answers fast. Fastcase provides federal and state case law in an HTML format which can be downloaded to a PDF or printed.

## Case Law Coverage

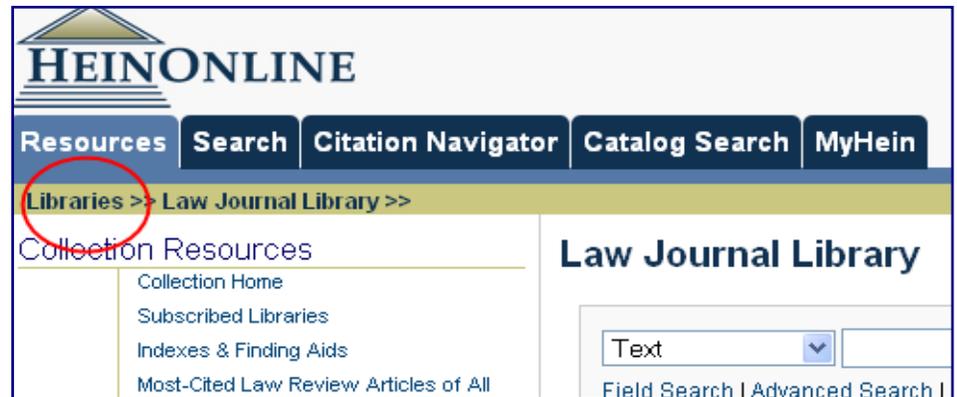
The federal case coverage includes the judicial opinions of the Supreme Court (1754-present), Federal Circuits (1924-present), Board of Tax Appeals (vols. 1-47), Tax Court Memorandum Decisions (vols. 1-59), U.S. Customs Court (vols. 1-70), Board of Immigration Appeals (1996-present), Federal District Courts (1924-present), and Federal Bankruptcy Courts (1 B.R. 1-present). The state case law covers all fifty states, with nearly half of the states dating back to the 1800s. Coverage for the remaining states dates back to approximately 1950.

## Working Within HeinOnline Libraries

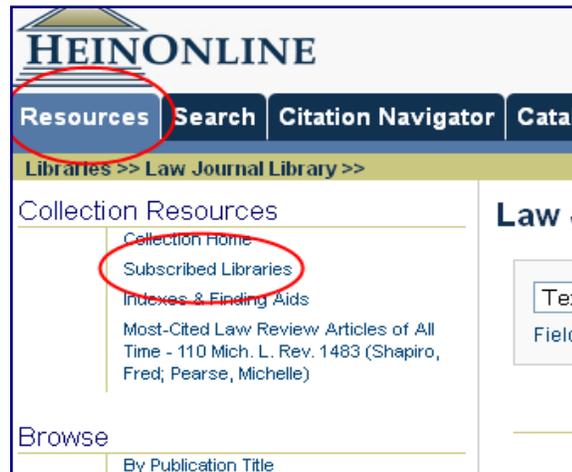
### Navigating from One Library to Another

Select a library from the HeinOnline Welcome Screen 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 several ways to switch to a different library. You can click the word “Libraries” from the breadcrumb trail toward the top of your screen; click the “Resources” tab and choose the link to Subscribed Libraries; or use the “Select Library” link at the top right of the page that will show you the list of available libraries and allow you to choose which to enter.

#### Breadcrumb Trail



#### Resources Tab



#### Select Library Link



**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.

*Federal Register with a link to CFR*



*CFR with a link to Federal Register*



## Collection Home Page

Once inside a library, you can browse the volumes within a title directly from list of titles for the collection. Select the first letter of any publication's title to be brought to an alphabetical listing of titles; in 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. The "i" icon provides more information about a title. Populating the contents will also enable you to search within a title.



## 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 in the left navigation panel while maintaining the library/title/page you are working in.



## Resources

This tab 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 or resource. 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 of which functions differently depending upon the content of the library.

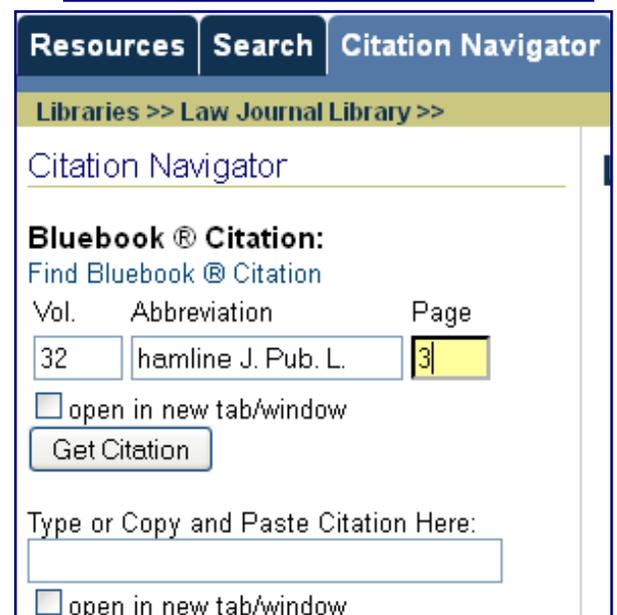
**NOTE:** Not all libraries within HeinOnline have the same citation navigator options and/or features, nor is this feature available for all libraries.



The screenshot shows the 'Resources' tab selected in a navigation bar. Below the navigation bar, there is a breadcrumb trail: 'Libraries >> Law Journal Library >>'. The main content area is titled 'Collection Resources' and contains three links: 'Collection Home', 'Subscribed Libraries', and 'Indexes & Finding Aids'. Below this, there is a 'Browse' section with five links: 'By Publication Title', 'By State (U.S.)', 'By Country', 'By Subject', and 'Most-Cited'.



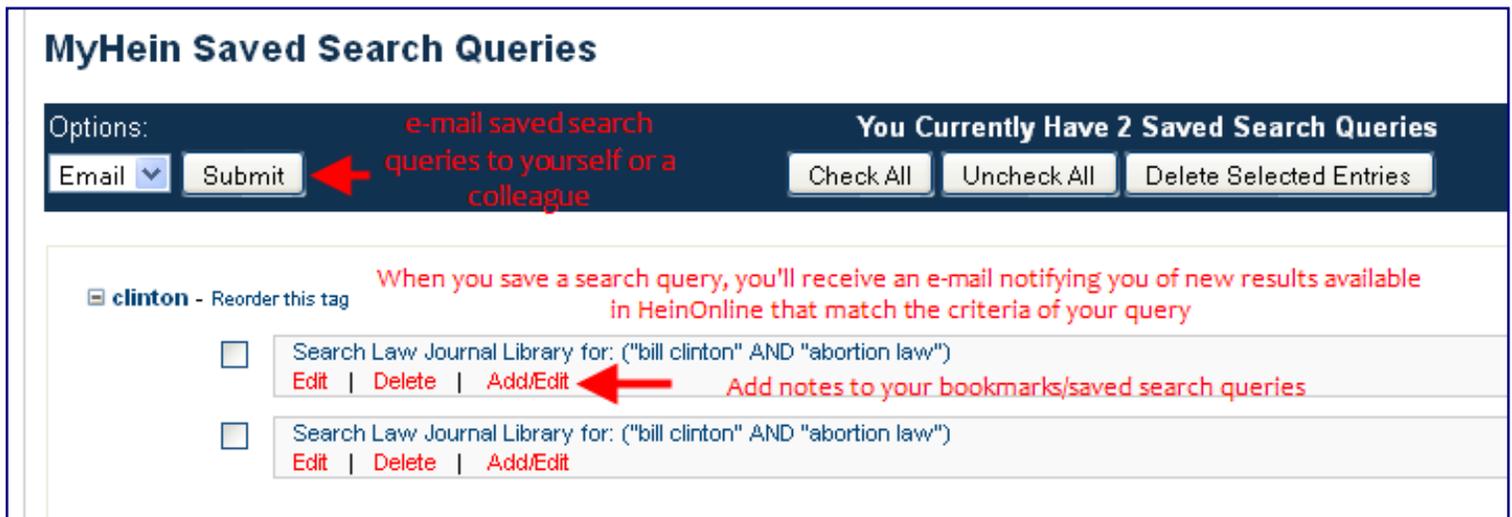
The screenshot shows the 'Search' tab selected in a navigation bar. Below the navigation bar, there is a breadcrumb trail: 'Libraries >> Law Journal Library >>'. The main content area is titled 'Search' and features a search input field with the placeholder text 'Advanced Search Here!'. Below the input field, there is a list of search options: 'Field Search', 'Advanced Search', 'Search Index to Periodical Articles Related to Law', 'Search History', and 'Search Tips'.



The screenshot shows the 'Citation Navigator' tab selected in a navigation bar. Below the navigation bar, there is a breadcrumb trail: 'Libraries >> Law Journal Library >>'. The main content area is titled 'Citation Navigator' and features a section for 'Bluebook ® Citation: Find Bluebook ® Citation'. This section includes three input fields: 'Vol.' with the value '32', 'Abbreviation' with the value 'hamline J. Pub. L.', and 'Page' with the value '3'. Below these fields, there is a checkbox for 'open in new tab/window' and a 'Get Citation' button. At the bottom, there is a text area labeled 'Type or Copy and Paste Citation Here:' and another checkbox for 'open in new tab/window'.

## MyHein

Anyone with access to HeinOnline has the ability to create one or more MyHein accounts, which 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, RefWorks or EndNote. You can set up e-TOC alerts and RSS feeds. With the creation of a MyHein account, you can access your saved research anytime, and you'll have exclusive access to each individual account that you set up. An informative, detailed guide about MyHein and all of its features can be viewed [here](#).



**MyHein Saved Search Queries**

Options: Email  e-mail saved search queries to yourself or a colleague You Currently Have 2 Saved Search Queries

**clinton** - Reorder this tag When you save a search query, you'll receive an e-mail notifying you of new results available in HeinOnline that match the criteria of your query

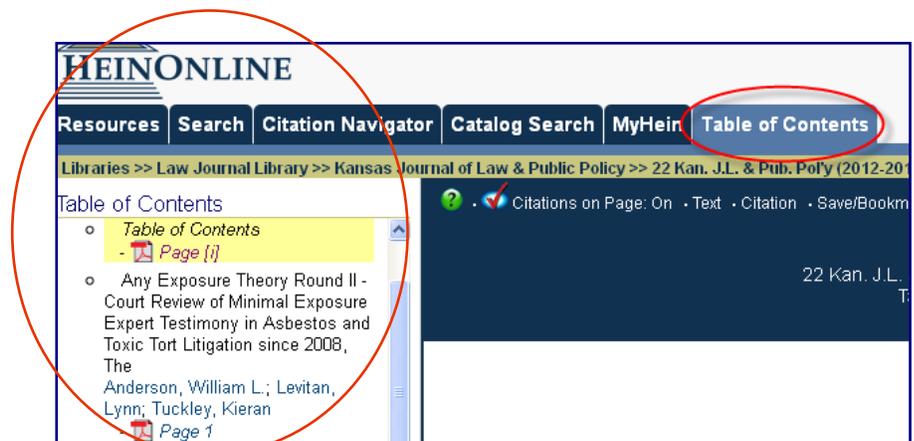
- Search Law Journal Library for: ("bill clinton" AND "abortion law")  
Edit | Delete | Add/Edit Add notes to your bookmarks/saved search queries
- Search Law Journal Library for: ("bill clinton" AND "abortion law")  
Edit | Delete | Add/Edit

## Working Within a Volume/Title

### Table of Contents

When browsing a volume of a 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 volume's table of contents on the left navigation panel with an active link to each page, as well as a PDF icon allowing you to print a page or a section directly from the contents listing. Clicking on the PDF icon will open the print/download options screen, further explained on page 13 of this guide.

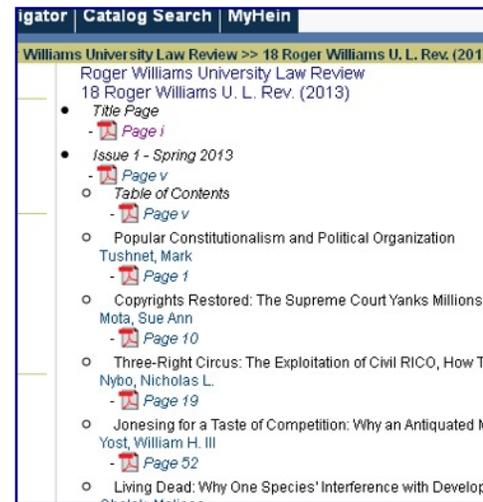
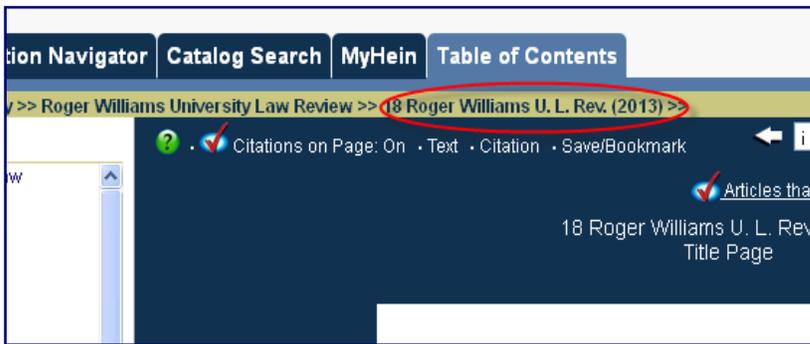
The current section in which you are browsing will always be highlighted in yellow, as shown here.



The screenshot shows the HeinOnline interface with a navigation menu at the top. The 'Table of Contents' tab is highlighted with a red circle. Below the navigation menu, the breadcrumb trail reads: Libraries >> Law Journal Library >> Kansas Journal of Law & Public Policy >> 22 Kan. J.L. & Pub. Pol'y (2012-2013). The 'Table of Contents' section is displayed on the left, with the first item, 'Table of Contents - Page [i]', highlighted in yellow. Other items include 'Any Exposure Theory Round II - Court Review of Minimal Exposure Expert Testimony in Asbestos and Toxic Tort Litigation since 2008, The Anderson, William L.; Levitan, Lynn; Tuckley, Kieran Page 1'. The right side of the screen shows a dark blue area with a PDF icon and the text 'Citations on Page: On · Text · Citation · Save/Bookm'.

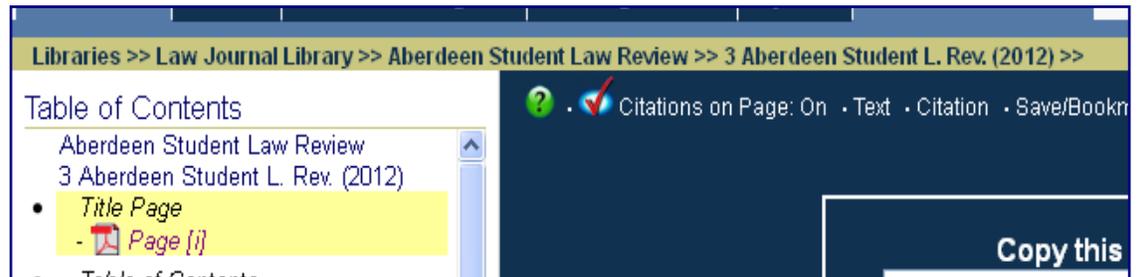
## Table of Contents, cont.

**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.



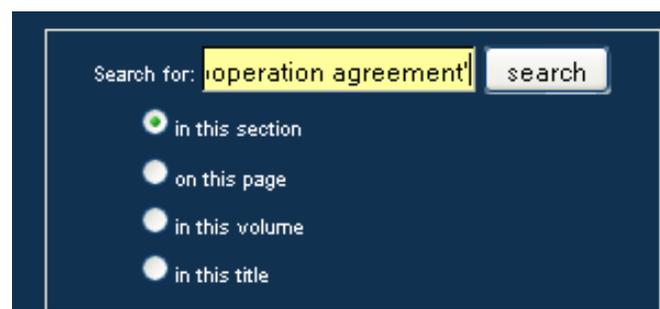
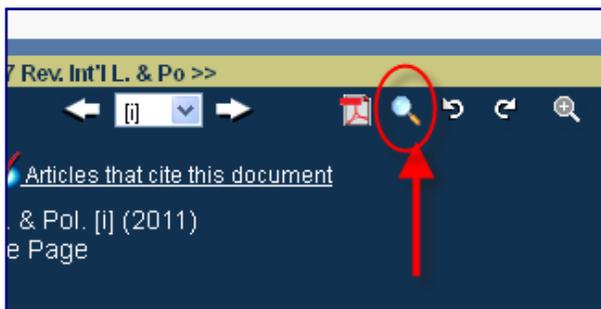
## Navigation Trail

The navigation (breadcrumb) 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.



## Search Inside an Article/Issue

For an easy way to search only in a particular section/page/title/volume, click the magnifying glass located next to the PDF icon above the page image. This will generate a search box that will enable you to search in this section (article), on the page or across the entire title!



If, for example, you search for “cooperation agreement” and select “on this page” you will then see the selected terms highlighted in green on just that page.

ip and **Cooperation Agreement**  
on & Russia from the Public

## Page Toolbar



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

**Citations on Page: Off/On:** This feature highlights all citations in blue 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.

**Text:** This allows you to switch between the uncorrected OCR text and the page image, giving 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 them 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 PDF or text format, up to a maximum of 200 pages.



**Search:** This will open a search box and enable a text search at the page, section or title /volume level.



**Rotate 90 Degrees Left or Right:** Rotate the page left or right to adjust the view of charts or graphics.

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



This will open the page to a "full screen" view and hide the web page headers and menu bars. Click again to return to a normal screen.



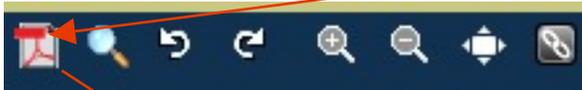
This will open a box that will produce a permalink for this title, which can easily be copied/pasted.



This help button will open up the various descriptions of the functions of each icon on the toolbar.

## Printing and Downloading Options

There are multiple options available for printing and downloading pages and/or sections of a volume while working in HeinOnline. Users can click the PDF icon from the Page Toolbar or the Table of Contents at the left of the page.



This PDF icon will allow you to print the section you are viewing. Once you click it, a new window will open and display your print options. We recently added a QR code reader, where users with tablets or smartphones authenticated to HeinOnline are able to capture the image of the QR code, and the document will then be available on their device.

**Print/Download Options** Format: PDF

**QR Code Option**

**Print Current section**  
*16 Marq. Intell. Prop. L. Rev. 81 (2012)*  
 Unlocking the Genome: The Legal Case against Genetic Diagnostic Patents, Russell, Tiana Leia  
 [ 38 pages, 81 to 118 ]



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**Print Custom page range**  
 Print/download from page  to page  Format: PDF

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 or Text document.

### Download as PDF:

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

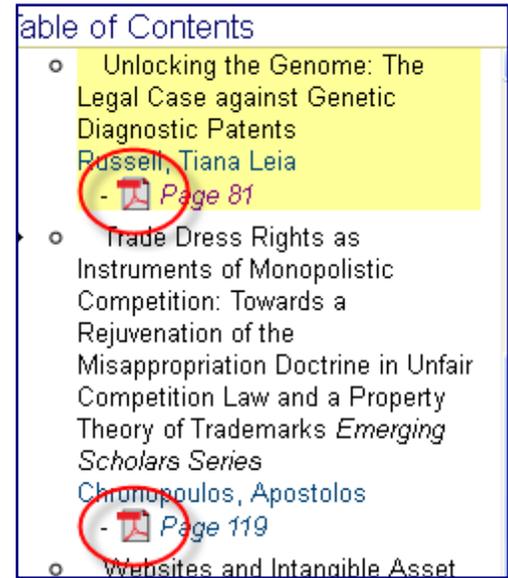
### Print/Download as Text:

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.

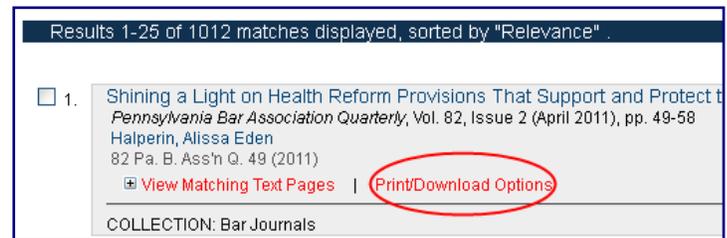
## Printing from the Table of Contents:

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

Your current location within the title will be highlighted in yellow on the table of contents, which will allow you to easily print your current section. 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 before printing. All you have to do is select the printer icon from the section that you wish to print.



Please note that you can also print from the list of search results by clicking “Print/Download Options” from any result.



## 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 a volume’s contents with a title from the index page, printing a title’s table of contents, printing search results, or printing your search history for future reference. When you are viewing a non-image-based page, the Printer Friendly option will be available.

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.

### 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 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. You can also access these options from the Resources tab inside any HeinOnline library.



The HeinOnline Blog is a great resource for searching tips, news, and information about enhancements and content releases.

[Home.heinonline.org/blog](http://Home.heinonline.org/blog)



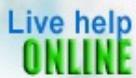
Like us on Facebook and keep up-to-date on all the latest news about HeinOnline. This is also another fun way to interact with the HeinOnline team.

[Facebook.com/HeinOnline](http://Facebook.com/HeinOnline)



The HeinOnline YouTube channel has various how-to videos, including tutorials specific to searching, bookmarking and navigating the libraries.

<http://www.youtube.com/heinonline08>



The HeinOnline Support Team is available via a secure, web-based live chat room to assist you with the use of HeinOnline Monday through Friday, 8:30 - 6 p.m. ET. Click [here](#) to chat with us today!



Follow us on Twitter to stay abreast of the latest updates and to see what's on the horizon for HeinOnline.

<https://twitter.com/HeinOnline>

### E-mail Newsletters

Sign up for HeinOnline e-mail newsletters to learn about new enhancements, libraries, training materials and more! Sign up at <http://home.heinonline.org/>

<http://help.heinonline.org/>

Visit [help.heinonline.org](http://help.heinonline.org/) for an abundance of training materials, ranging from frequently asked questions, library-specific support, training guides, videos, and webinar archives. You can also easily search through the archives of our blog, which contains a wealth of information and helpful hints for working in HeinOnline. From this link you can sign up for e-mailed newsletters in your preferred format and also access Live Chat. This site is one-stop shopping for all of your HeinOnline support needs!

Contact us at (800) 277-6995 or [holsupport@wshein.com](mailto:holsupport@wshein.com)