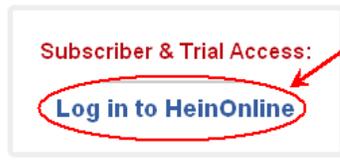# Getting Started in HeinOnline
http://heinonline.org

Logging In:

To log in to HeinOnline, click either the Login link found in the upper right hand corner, or click "Log in to HeinOnline" link found further down the right hand side of the HeinOnline homepage.
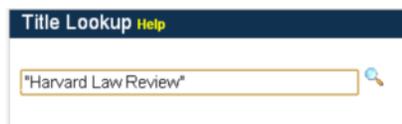
Accessing Content:

After you log in, you will see the "Welcome Page" which lists all of the libraries that you are subscribed to. Click on any library name to open the contents of the library.

Look for a Journal or Publication Title:

If you are looking for a specific Journal Title or another Publication Title, you can use the Title Lookup feature. NOTE: This tool will not look for *article titles*. Enter the name of the Journal or Publication using quotations to enclose the phrase.

Navigating inside a Library in HeinOnline:

From inside any library in HeinOnline, you will see a series of tabs in the upper left hand corner. These tabs are your primary means of accessing the various features/tools for using the database. When you click on a tab, the menu options will load in the left sidebar.

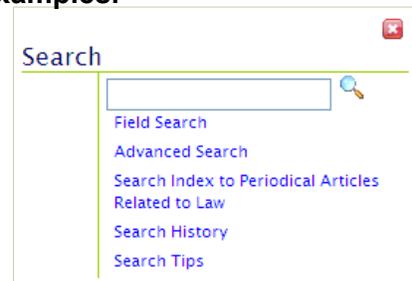### Do you have a citation to an article or document?

Select the library you wish to work in (i.e. Law Journal Library). This will generate the "collection home page" for the library. Click on the Citation Navigator tab in the upper left hand corner.

This will open a citation tool in the left menu bar. Enter/select the volume number, enter/select the citation for the Title, and enter/select the page number. Click on "Get Citation". This will open the exact page you entered.

Searching in HeinOnline:

From inside the library you wish to search in, click on the Search tab. This will load all search options in the left sidebar. There are 3 search options. A simple search using the box displayed, a Field Search or an Advanced Search option. If you understand the search syntax as described under the "Search Tips" link, you can use the advanced search option. If you prefer to select your search fields from a series of drop down menus, use the Field Search option. **See reverse side for basic search examples.**

Additionally, you may find useful Search Guides under "About Searching", including a link to the Advanced Search Syntax guide. Some libraries will offer special search options, such as the U.S. Treaties & Agreements Library which offers a Treaty Metadata Search. Look for these links under the Search options as well.

Searching con't:

*Always use quotations for phrase searching

Use **Boolean Operators** (AND, +, OR, NOT, -) to combine multiple terms. You must capitalize the operators. Boolean operators are applicable when building a search query in the One-box or Advanced Search options.

Search for: text:"clean air act" AND text:"toxic air pollutants"

Wildcard Searching allows you to find various formations of a word, such as the plural or past tense of a word. To perform a multiple-character wildcard search, use the "*" symbol to look for zero or more characters. You can use wildcard searches at the end or in the middle of a term.

Search for: text:"tax* reform"

A **proximity search** allows you to find words that are within a specific distance away from each other. Proximity searching in HeinOnline is supported with the use of a tilde symbol, "~".

Search for: text:"safety standards consumer products"~10

Navigating inside an Article or Volume:

After you have opened a specific article, document or volume, you will see the actual image of the pages in the viewing window. Above the page image is a Page Toolbar that contains various options for working within an article or volume.

? · ✔ Citations on Page: Off · Text · Citation · Save/Bookmark   ← [i] ▼ →   🖨 🔍 ↺ ↻ ⊕ ⊖ ⬧ 🔗

Citations on Page: ✔

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.

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 groups 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 fromat.

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 book marking processes as required by your Internet browser.

Citation:

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

Additional Help & Training Resources:

HeinOnline offers an abundance of training materials for using its resources. Visit the **HeinOnline Training & Support Wiki** by clicking on the "Help" option from within HeinOnline where you will find downloadable training guides, video tutorials, how-to information and much more!