

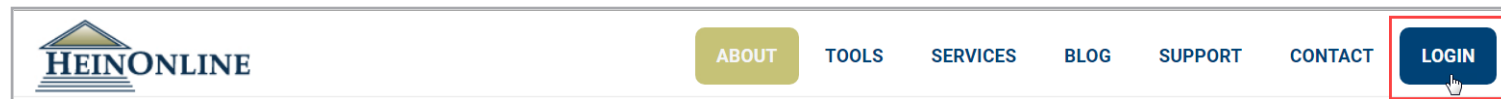


Getting Started in HeinOnline

Quick Reference Guide

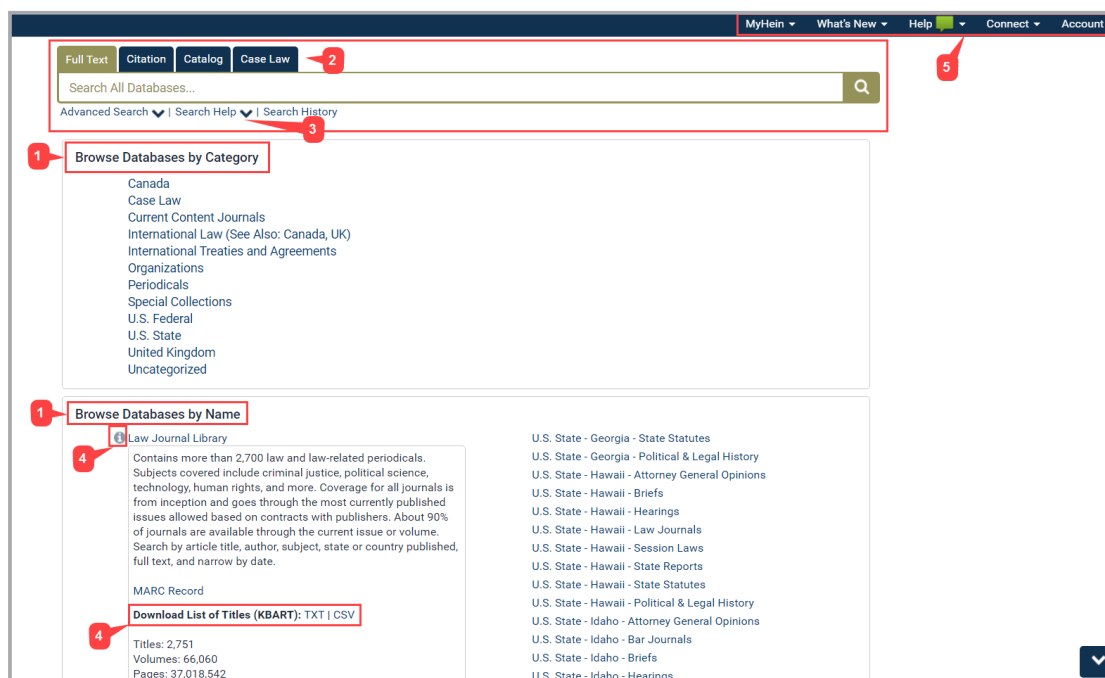
Logging into HeinOnline

From the [HeinOnline Homepage](#), click the Login button located in the upper right hand corner.



Welcome Page

1. View subscribed databases by category and name
2. Perform a search by:
 - » Full text
 - » Citation
 - » Catalog
 - » Case law
3. Click **Search Help** for a listing of HeinOnline search syntax
4. Click the more information link next to any database to see a brief description of the database's content or to download a full list of available titles.
5. Easy access on the top right side to:
 - » MyHein
 - » Recent blog posts
 - » HeinOnline help page
 - » Connect with us on social media
 - » Account information



Full Text Searching

The search bar is stationary and available on all pages in HeinOnline. Perform a quick text and metadata search using the Full Text search option. Clicking Advanced Search will expand options to include up to six advanced search fields. Users can also select specific titles and a year range to narrow search parameters even further.

This screenshot displays the 'Advanced Search' interface in HeinOnline. It includes several search fields: 'Text', 'Article Title', and 'Author/Creator', each with a dropdown menu and a search button. Below these are 'Topics' and 'Select Titles' sections. At the bottom, there are 'Date' and 'Sort by' fields. Numbered red callouts (1-5) point to specific elements: 1 points to the 'LibGuide' link, 2 points to the 'Advanced Search' tab, 3 points to the 'Search Help' link, 4 points to the 'Venn Diagram Search' button, and 5 points to the 'Keyword Search Builder' button.

With the **Keyword Search Builder**, users can enter keywords into one or more boxes and use the boost levels to give more weight to the most important terms in the query.

With the Venn Diagram Search, researchers can visualize the results yield of various keywords to better refine their searches. Users can not only search with the Venn Diagram within one database, but they can also use it to refine their searches across all subscribed databases.

LibGuides are now available. This is an ongoing project in HeinOnline, with the goal of adding four guides a month until a LibGuide exists for each database. Each guide will feature database-specific content, search tips, tools, features, training materials, and more.

Viewing and Refining Results

1. Matching text pages will be boldfaced
2. Sort results by:
 - » Relevance
 - » Number of times cited
 - » Volume date
 - » Document title
 - » Most cited author
 - » And more
3. Use icons next to the sort by bar to
 - » Modify a search
 - » Search within results
 - » Print a page of results
 - » Expand all matching text pages
 - » Toggle infinite scroll on/off
4. Available options, such as MyHein and PDF/Download, are available to the right of the search results, along with cited by and accessed information.
5. Facets to narrow search results are available on the left side of the screen.

Search by Citation

Use the Citation tab and/or database-specific citation navigators to access a document by its citation.

For a list of citations by title, click [Citation Format Guide](#). Citation formats in HeinOnline are derived from the *Bluebook*, *Prince's Bieber Dictionary of Legal Abbreviations*, and the *Cardiff Index to Legal Abbreviations*.

Search the Catalog

Search the publications by title, author, publisher and more using the Catalog search option. This tool will search across all HeinOnline MARC records.

1. Use the Advanced Search feature to expand multiple fields and refine your search by including a date range.
2. The Subjects tool can be found under the Catalog tab in any database. View of the number of titles in HeinOnline pertaining to each subject or browse the subjects using the A-Z index. Selecting ALL and browsing by count will display the most popular subject listings.

Search results include:

1. Publication information
2. A list of the databases in which the title can be found
3. Links to more information
4. MARC records
5. Narrow search results using the facets on the left side of the screen

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Case Law

Through a partnership with Fastcase, HeinOnline offers the ability to access U.S. state and federal case law via inline hyperlinks or by entering a case citation from HeinOnline interface.

Like HeinOnline's "Citations on a Page" feature, case citations referenced in the text of any document in HeinOnline will link to the case in Fastcase. Links will be highlighted in blue, and clicking on the link will pull in the full text from Fastcase.

Page View

1. View the table of contents
2. Image toolbar
 - » Search a section, page, volume, or title
 - » Print/download
 - » Email a PDF link
 - » And more
3. View ScholarCheck statistics
4. Copy or export from multiple citation formats
5. Use the breadcrumb trail to navigate back to the database homepage or Welcome Page
6. Using the **More Like This** tool, users can locate "interesting words" in an article determined by an algorithm that analyzes the article's text.

Set Up a MyHein Personal Research Account

All users with access to HeinOnline can take advantage of MyHein.

- Bookmark and export articles
- Save search queries
- Set up electronic table of contents (eTOC) alerts

Access MyHein from the top right side of any page in HeinOnline, and check out the [MyHein User's Guide](#) for more details about this great feature.

HeinOnline Support is Here for You!

Chat with us or call us at (800) 277-6995 Monday through Friday, from 8:30 a.m. until 6 p.m. ET. Email holsupport@wshein.com or visit help.heinonline.org for training guides, videos and more!

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