



# Getting Started in HeinOnline

**Quick Reference Guide**

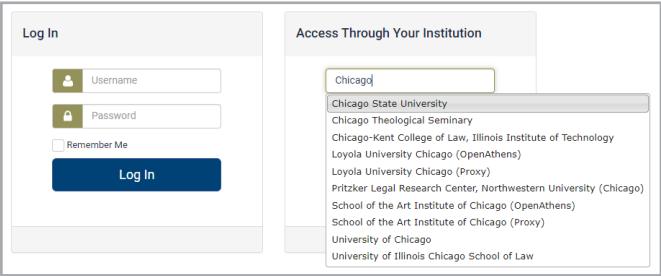
## Logging into HeinOnline

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



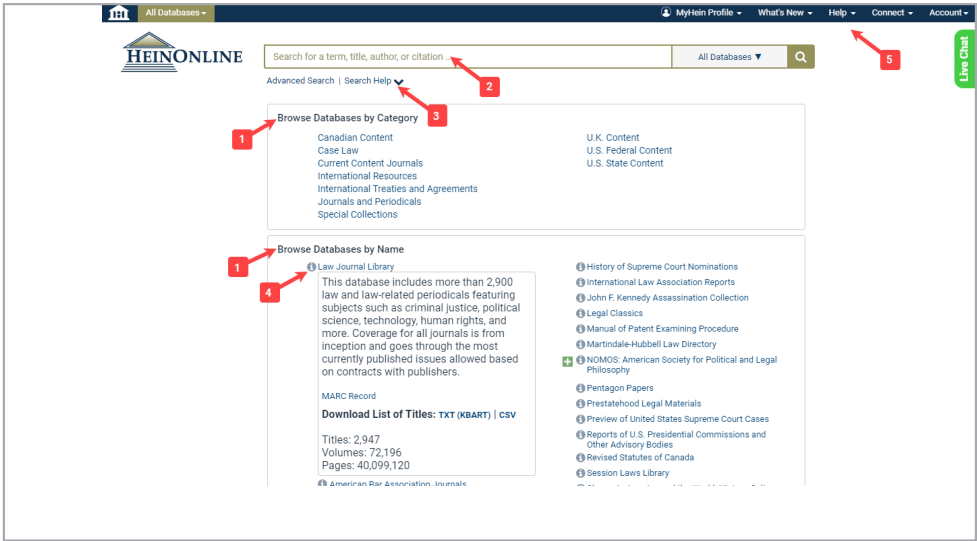
Depending on the access details that accompany your subscription, log in directly or through your institution's proxy on the page that appears.

In order to access your institution's proxy login page, simply type the name of the institution. You will see the institution names begin to autofill as you type. You may then select the institution and click login, which will direct you to the proxy login area for HeinOnline.



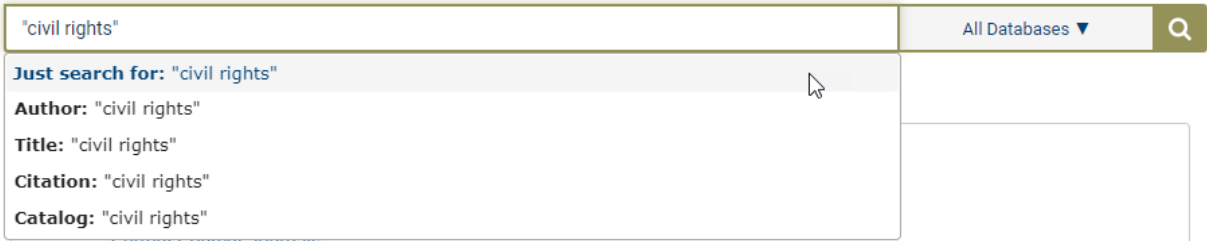
## Welcome Page

1. View subscribed databases by category or name
2. Search Box
3. The **Search Help** link will show a listing of all available HeinOnline search syntax
4. The more information link next to any database will provide a brief description of the database's content and the ability to download a full list of available titles.
5. In the top right corner, you will find easy access to the following:
  - » MyHein profile
  - » What's New
  - » Support Resources
  - » Social Media Links



## Search Box

From anywhere in HeinOnline, enter any query into the intuitive one-box search. A series of options will appear in a drop-down allowing you to specify your search intent.



**Just search for:** Search the full text of documents for your keyword(s). Users can also use this option to enter custom HeinOnline syntax—i.e. author: (Fitzgerald)—if desired.

**Citation:** Allows users to search for a document or case citation.

**Catalog:** Search across the entire HeinOnline catalog record.

**Author:** Allows users to search for a section author name.

**Title:** Allows users to search section titles across HeinOnline documents.

## Advanced Search Options

From the HeinOnline Welcome Page, the Advanced Search page provides 3 options:

**Search HeinOnline:** Search the full text and metadata of all subscribed HeinOnline databases.

**Search the Catalog:** Search across all available HeinOnline content, including MARC 21 records, using this option. The catalog searches at the publication or title level and matching results will display subscribed and non-subscribed databases.

**Citation Navigator:** Easily pull up a document or case citation. With HeinOnline's integration with Fastcase, users can also use the Fastcase tool to lookup a specific case.

For a list of citations by title, select the **Citation Format Guide** found on the Advanced Search page. Citation formats in HeinOnline are derived from the *Bluebook*, *Prince's Bieber Dictionary of Legal Abbreviations*, and the *Cardiff Index to Legal Abbreviations*.

The screenshot shows the HeinOnline Advanced Search interface. At the top, there's a 'Search HeinOnline' section with fields for Section Title, Author, and Full Text, along with date filters and search buttons. Below this is the 'Search the Catalog' section with similar fields. To the right of these sections are links for 'Venn Diagram Search' and 'Citation Format Guide'. A red arrow originates from the 'Citation Format Guide' link in the top right and points to the 'Citation Format Guide' link in the left sidebar of the search results page.

Citation Format Guide

Browse by: Title Name | Citation

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z | All

AALL Spectrum	AALL Spectrum
AALL Spectrum	AALL Spec
AALS Directory of Law Teachers	AALS Directory L Tchrs
AALS Handbook	AALS Handbook
AALS News	AALS News
ABA Journal	A.B.A. J.
ABA Journal	ABA J.
ABA Journal	ABA J.
ABA Journal	ABA J.
ABA Journal	A.B.A. Jo.
ABA Journal	A.B.A. Jour.
ABA Journal	Am. Bar. Ass'n
ABA Journal of Labor and Employment Law	A.B.A. J. Lab. & Emp. L.
ABA Journal of Labor and Employment Law	A.B.A. J. Lab. & Emp. L.
ABA Journal of Labor and Employment Law	Lab. Law
ABA Journal of Labor and Employment Law	Labor Law

## 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.

\*Note: The filter options that are available may be different, depending on the type of content targeted by the search.

The screenshot shows the search results for 'rights of women' in the Law Journal Library. The results are sorted by Relevance. A red box labeled '1' highlights the 'Turn to page' link. A red box labeled '2' highlights the 'See Also: 36 results from Index to Foreign Legal Periodicals' link. A red box labeled '3' highlights the 'Sort by: Relevance' dropdown menu. A red box labeled '4' highlights the 'Cited by 5 Articles' and 'Accessed 17 Times' information. A red box labeled '5' highlights the 'Refine Your Search' sidebar on the left.

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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.

Search results for citation: (367 F.3d 594). The results show the case details for *John David STUMPF, Petitioner-Appellant, v. Betty MITCHELL, Warden, Respondent-Appellee*, No. 01-3613, United States Court of Appeals, Sixth Circuit, Argued: December 11, 2002, Decided and Filed: April 28, 2004. A red arrow points from the citation in the search bar to the highlighted citation in the results. Another red arrow points from the 'Cited by 17 Articles' link in the top right to the 'Cited by' information in the case details.

Note that ScholarCheck "cited by" information is also available for case law.

## Document Page View

1. Table of contents
2. Image toolbar
  - » Search within document
  - » Print/download
  - » Email a PDF link
  - » And more
3. Access ScholarCheck metrics, Export citation formats, or comment on and like an article
4. Breadcrumb trail for easy navigation
5. **More Like This**: locate "interesting words" in an article determined by an algorithm that analyzes the article's text
6. **PathFinder**: a suite of browse and search tools for subject-specific research, powered by a multi-level subject taxonomy

Document page view showing the article "THE FUTURE OF FREEDOM OF EXPRESSION ONLINE" by Evelyn Mary Aswad. The page includes a table of contents, a search toolbar, and navigation options. A red box highlights the 'Contents' section on the left, showing the table of contents. A red box highlights the 'More Like This' and 'PathFinder' buttons on the right. A red box highlights the 'Cite' button in the top right. A red box highlights the 'Duke Law & Technology Review' breadcrumb trail at the top.

## Set Up a MyHein Personal Research Account

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

- Bookmark documents and export articles
- Save search queries
- Set up electronic table of contents (eTOC) alerts
- Edit author profiles
- Manage SmartCILP notifications
- Favorite databases
- Manage author alerts
- Manage search history

MyHein user interface showing account settings, bookmarks, and search queries. A red box highlights the 'MyHein User's Guide' link in the top right.

Access MyHein from the top right side of any page in HeinOnline, and check out the [MyHein User's Guide](#) for more details about how to utilize this multi-dimensional research tool.

For additional help resources check out our LibGuides at [libguides.heinonline.org](http://libguides.heinonline.org) or visit our Knowledge Base at [help.heinonline.org](http://help.heinonline.org) for training guides, tutorial videos and more!

## HeinOnline Support is Here for You!

Email [holsupport@wshein.com](mailto:holsupport@wshein.com), chat with us, or call us at (800) 277-6995 Monday through Friday, from 8:00 a.m. until 5:00 p.m. ET.