



HEINONLINE

Help & Support



Getting Started in HeinOnline

Quick Reference Guide

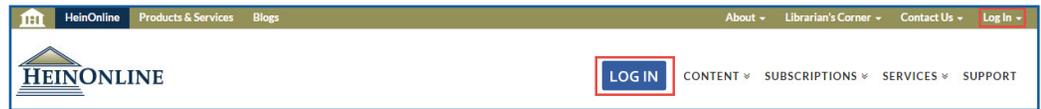
Set Up

Searching

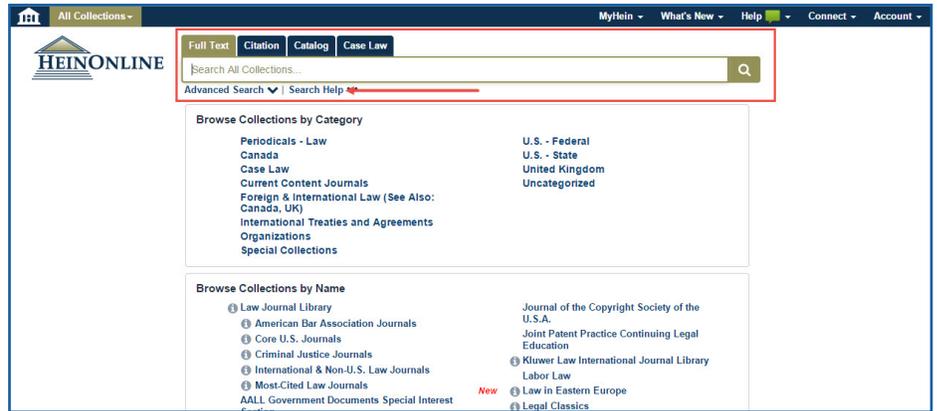
Tools

Getting Started in HeinOnline | Quick Reference Guide

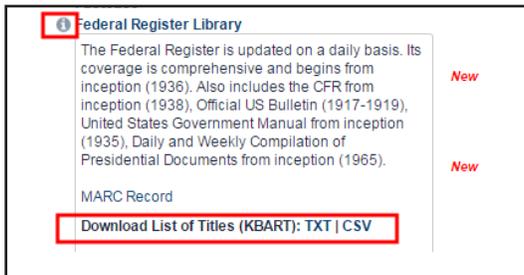
Logging in: From the [HeinOnline Homepage](#), click either of the Login buttons located at the top of the page.



Welcome Page: View subscribed collections by both category and name. Perform a full text search, search for a document by citation, and access the HeinOnline catalog or case law. Click search help for quick tips on searching in HeinOnline.



Click the more information link next to any collection to see a brief description of the collection's content or to download a full list of available titles.

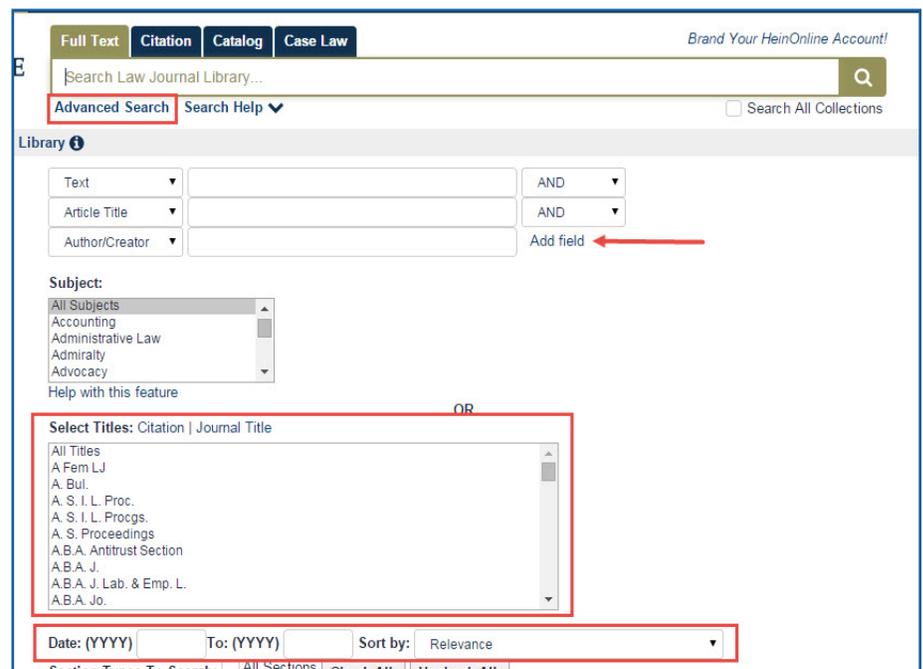


Access MyHein, recent blog posts, the HeinOnline help page and account information from the options bar located on the top right side of the screen.



Full Text Search

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.

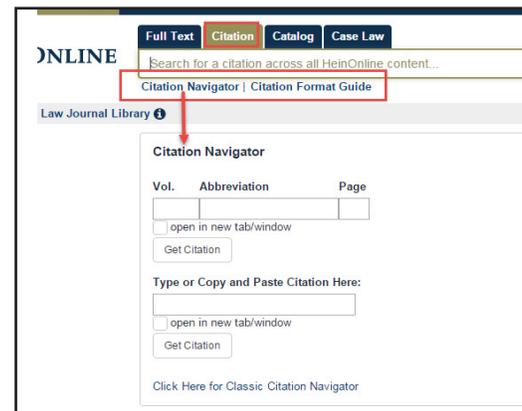


When viewing search results in HeinOnline, matching text pages will be highlighted in yellow. Sort search results by relevance, number of times cited, volume date, and more. Available options, such as MyHein and PDF/Download, are available to the right of the search results, along with cited by and accessed information. Facets to narrow search results are available on the left side of the screen.



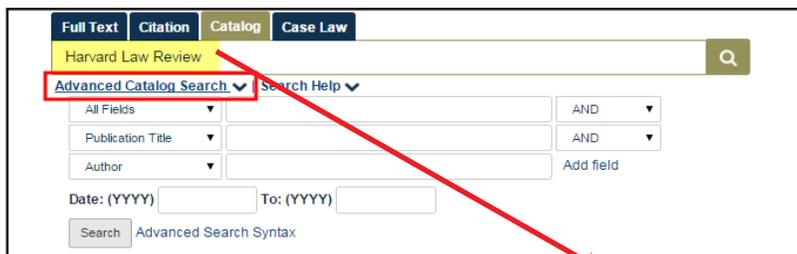
Search by Citation

Use the citation tab and/or citation navigator 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*.



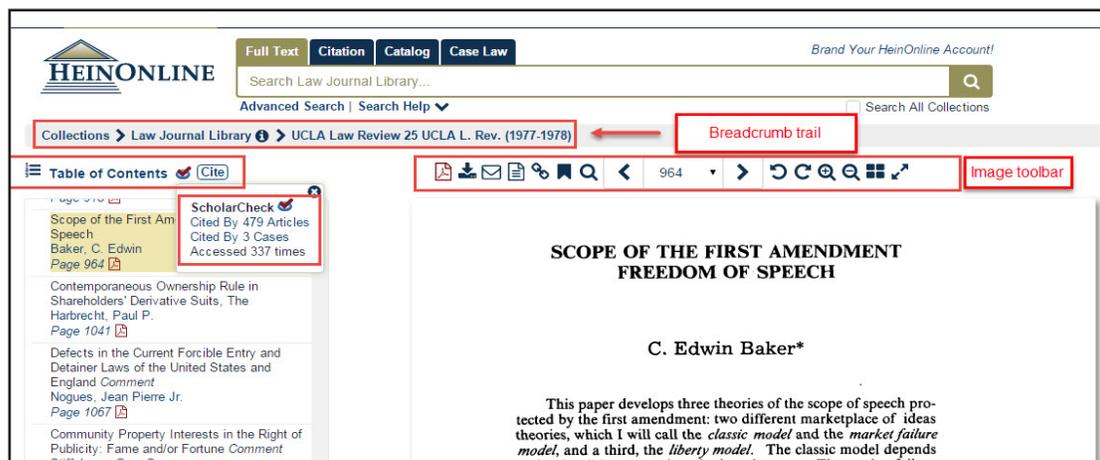
Search the Catalog

Search the publications by title, author, publisher and more using the Catalog search option. This tool will search across all HeinOnline MARC records. Use the Advanced Search feature to expand multiple fields and refine your search by including a date range. Search results will include publication information, a list of the collections in which the title can be found, and links to more information and MARC records. Narrow search results using the facets on the left side of the screen.



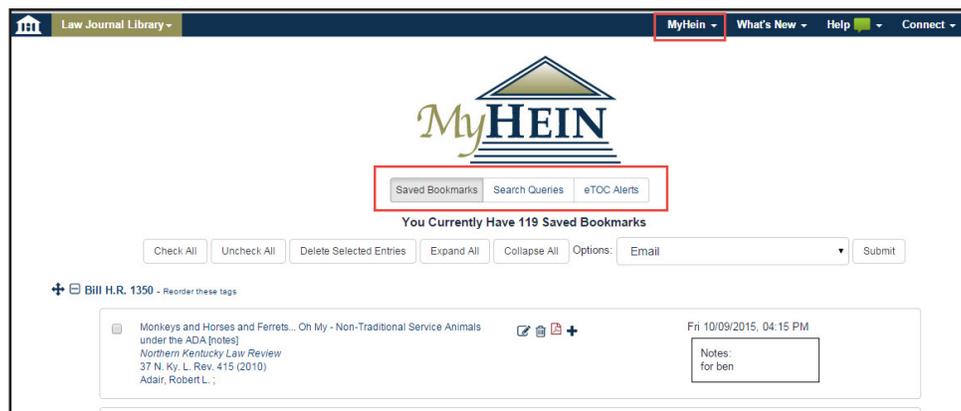
Page View

View the table of contents, browse through a volume, print/download and more using the image toolbar from any page in HeinOnline. View ScholarCheck statistics, copy or export from multiple citation formats, use the breadcrumb trail to navigate back to the collection homepage or Welcome Page.



Set Up a MyHein Personal Research Account

All users with access to HeinOnline can take advantage of MyHein, which can be used to bookmark and export articles, save search queries, and 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 FAQs, training guides, videos and more!