HeinOnline User's Guide

Navigating the Interface

www.heinonline.org

This is a self-guided instruction book with information regarding the functionality and browsing capabilities within HeinOnline.

Table of Contents

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.
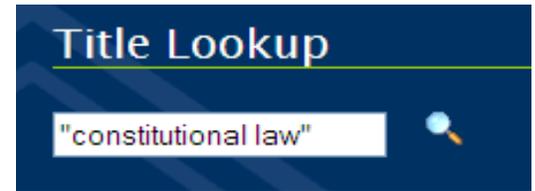
HEINONLINE

Log In To HeinOnline

Username:
Password:
Login

Section 508 Compatible Mode? ■

or click for Athens Login

Note: Unauthorized use of HeinOnline

Log In Screen: If you are using an IP authenti- cated terminal, you will not see this screen, you will see the welcome screen (see step 2).

Welcome Screen

Subscribed Libraries
The welcome screen displays a list of all libraries that you are currently subscribed to and have access to. All libraries are hot links, and upon selecting a library, you'll be directed to the index page for the chosen library.

HEINONLINE

Subscribed Libraries

- Law Journal Library
  - American Bar Association Journals
  - Core U.S./Most Cited Law Journals
  - Criminal Justice Journals
  - HeinOnline Ohio Journals
  - International & Non-U.S. Law Journals
  - Intellectual Property Library
  - Most-Cited Law Journals
  - Political Science Journals (Basic)
  - Political Science Journals (Plus)
  - Political Science Journals (Premium)
- ALLUNY Archives
- American Law Institute Library
- Buffalo Bills History
- Code of Federal Regulations
- English Reports, Full Reprint (1220-1865)
- European Center for Minority Issues
- Federal Register Library
- Foreign & International Law Resources Database
- Foreign Relations of the United States (FRUS)

Title Lookup

Enter a Title to Look up 🔍

This Account

- User Name: William S Hein & Co., Inc.
- Log Out
- Log in as a different user (which may have different access privileges)

Options

- How to Use HeinOnline
- Frequently Asked Questions
- Contact Information
- Questions? Email techsupport@wshein.com
- Use section 508 compatability mode
- (what is Section 508)
- **Feedback**
- **HeinOnline Blog**
- Subscribe to our RSS Feed

Guide to Navigating the Interface

Title Lookup

This feature will give you the ability to easily locate titles in HeinOnline. Currently with over 3,000 titles in over 25 libraries, it can be difficult to determine which titles reside in which collections. In this Title Lookup box you can enter any term you wish to search. Surrounding terms with " " will perform a phrase search.

Example: Entering the term "constitutional law" will return a list of titles that include the term "constitutional law," along with the collection each title may be available in.

If you choose a title from the results list, it will take you to that title within the main collection where it resides. If you choose one of the collection names, it will take you to the main listing of titles within that collection.

Account Information

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

Options

Additional options include:

- Help screens, outlining how to use HeinOnline
- Technical FAQ's (PDF, HPrint, system requirements, printing, saving/emailing, connectivity)
- Contact information (subscriptions, online demonstrations, trial requests, invoices, new content, publishers' inquiries)
- A direct link to email questions to our Technical Support team
- Navigate and use the database in section 508 compatibility mode
- A feedback form to provide feedback to the HeinOnline team
- Direct link to the HeinOnline Blog— stay up to date with frequent posts containing information about enhancements, content, news, and more about HeinOnline
- RSS Feed—subscribe to the HeinOnline Newsletter RSS Feed to receive automated updates when newsletters are released

Options

- How to Use HeinOnline
- Frequently Asked Questions
- Contact Information
- Questions? Email techsupport@wshein.com
- Use section 508 compatability mode
- (what is Section 508)
- **Feedback**
- **HeinOnline Blog**
- Subscribe to our RSS Feed

Working within a Library

Navigating to a library or from one library to another

Select a library from the HeinOnline welcome page 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 two ways to switch to a different library.
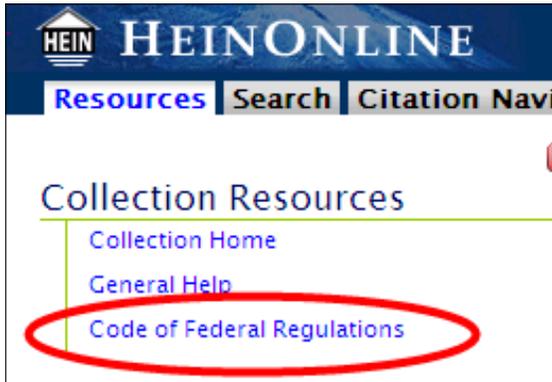
Click on "Select Library" in the upper right hand corner of the screen and you will be directed to the HeinOnline welcome page. This will provide you with a list of all libraries that you are

You may also select "Libraries" from the navigation trail at any time to return to the welcome page for access to the libraries available in your subscription.

Welcome Page

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 Regulations with a link to CFR

CRF with a link to Federal Register

Working with an Index Page inside a collection

Once inside a library, you can browse the volumes within a title directly from the index page which lists the titles for the collection. On 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.

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 on the left navigation bar while maintaining the library/title/page you are working in.

Tabbed Navigation Bar

Resources

This menu allows you to return to the index page for the library you are currently working in and find general help for using HeinOnline.

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.
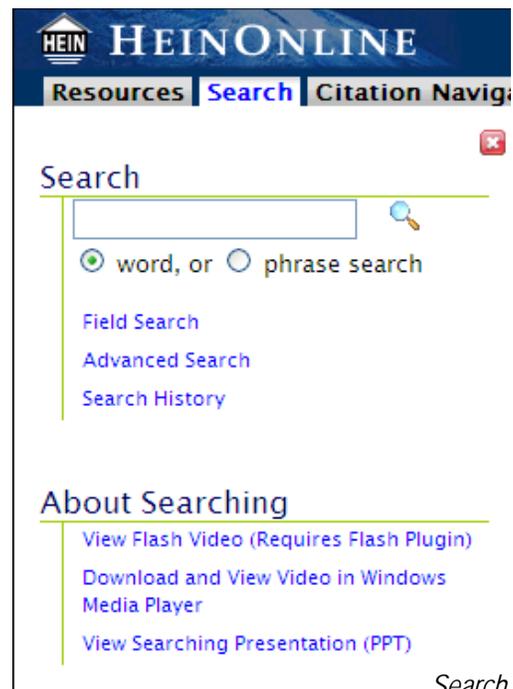
Collection Resources

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

This menu also provides a simple one box search. 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 video or presentation that are available under the "About Searching" section in any library.
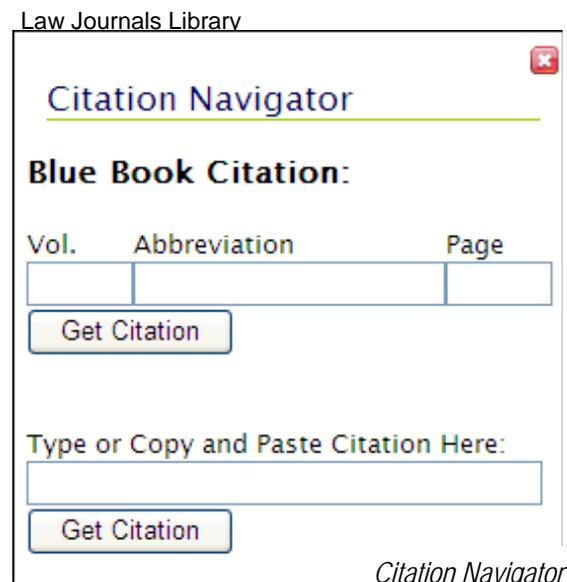
Search

Citation Navigator

This is a unique, efficient searching technique for the legal researcher who has an official citation to a particular article. 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 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.*

Citation Navigator

Guide to Navigating the Interface

Title Lookup

This feature allows you to find a title in HeinOnline without having to navigate to a specific library.

- Choose "this collection" to lookup titles only within the collection you are currently working in.
- Or choose "all collections" to lookup a title throughout all of the HeinOnline collections.
- Enter a word from a title or the full text to view a list of titles available and link directly to a title.
- The look up results will display all titles that contain the word or full text title you submitted. Results are sorted by relevancy. The results will also outline the collection that the title is available in.

Title Lookup

Example: From within the Law Journal Library, look up "Harvard Law Review" and select this collection.

Example: Now, from within the Law Journal Library, look up "Harvard Law Review" and select all collections. Your results will now list the collection in HeinOnline where the title can be found.
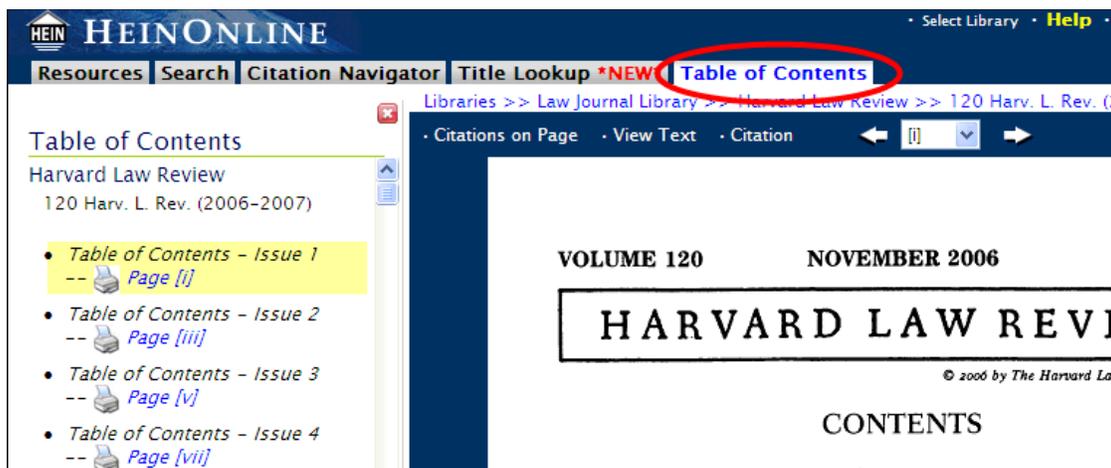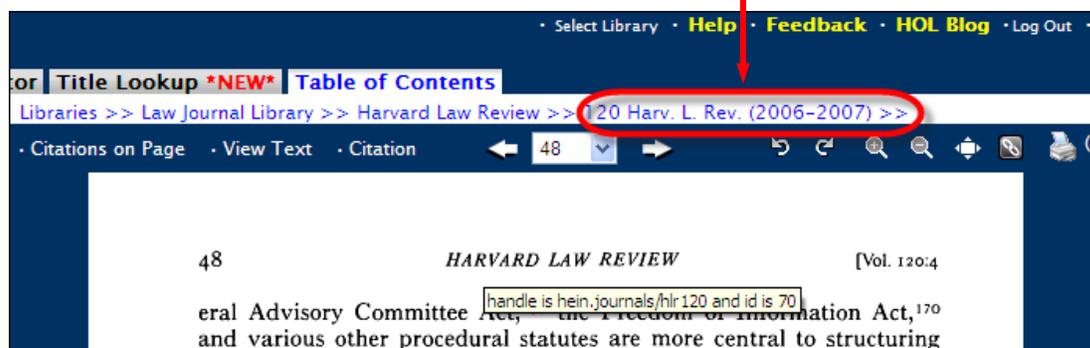
Working within a Volume/Title

Table of Contents

When browsing a journal or 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 table of contents on the left navigation bar with an active link to each page and a quick print icon allowing you to print a page or a section directly from the table of contents. Clicking on the printer icon will open the print/download options screen, further explained on page 11 of this guide.

TIP: *To load the table of contents of the current volume in the primary viewing window, click the volume detail within the navigation trail.*

TIP: *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.*
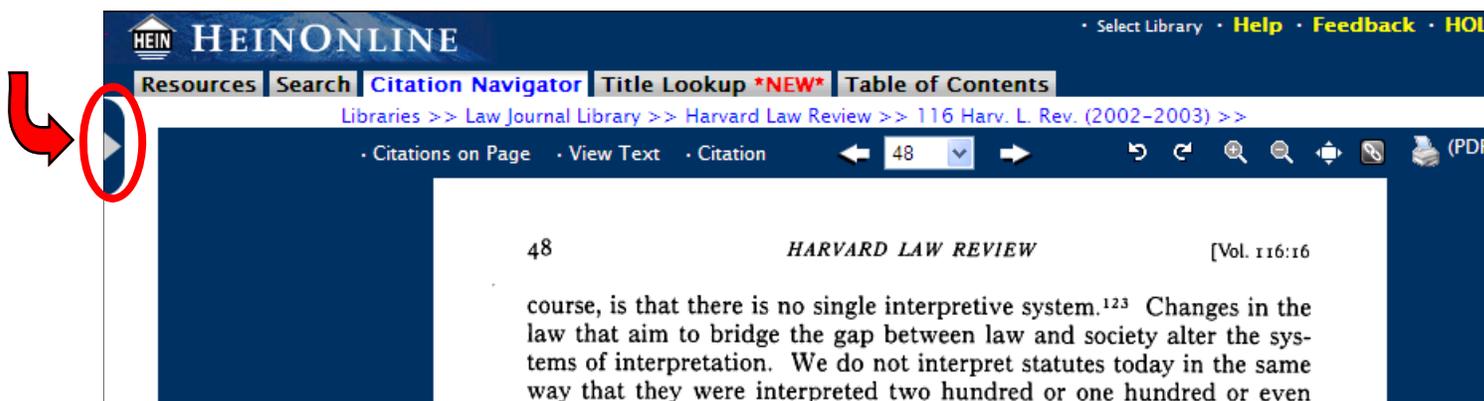
Left Navigation Bar

The left navigation bar can be hidden at any time by clicking on the red X button.
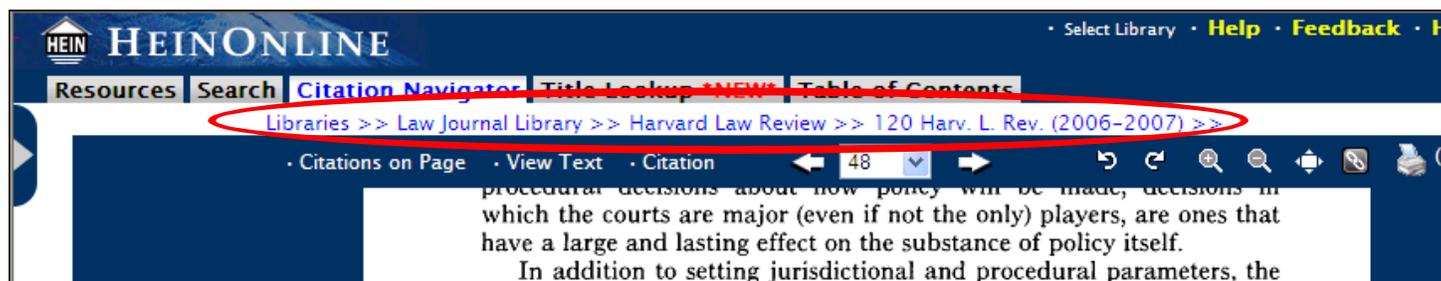

To unhide the left navigation bar, select the expansion arrow on the left margin of the screen.

Navigation Trail

The navigation 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.

Guide to Navigating the Interface

Page Toolbar

· Citations on Page   · View Text   · Citation   ← 24 ▾ →   ↺ ↻ 🔍 🔍 ✛ 🔗 🖨 (PDF)

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

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· Citations on Page   · View Text   · Citation

Citations on Page
This feature programmatically looks for citations in the text of the page you are viewing. All citations found on the page will be highlighted. If the cited material or article is available in HeinOnline, the citation will appear as a hyper-link allowing you to go to the related article with the click of your mouse.
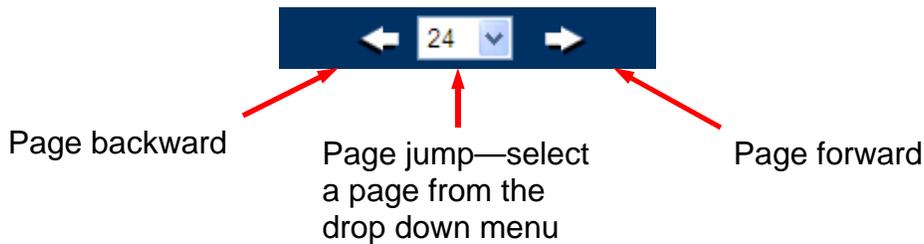
View Text
This allows you to switch between the uncorrected OCR text and the page image. This provides you the ability to copy and paste text from the image.

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

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The browsing arrows/page jump icons allow you to browse the content page by page, or jump directly to a specific page using the drop down menu.

← 24 ▾ →

Page backward

Page jump—select a page from the drop down menu

Page forward

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↺ ↻ 🔍 🔍 ✛ 🔗 🖨 (PDF)

Rotate Page left or right to adjust view of charts, graphics or other objects

Increase/ decrease page size—17 sizes available

Toggle Full Screen & Scroll Lock

Permanent Page Link

Print/ Download Options

Page Toolbar, cont.

Toggle Full Screen & Toggle Scroll Lock

Clicking on toggle full screen/scroll lock allows you to view more of the current page on the screen. This function will hide the web page header and the left menu bar. To return to a normal view, click the Toggle Full Screen/Scroll Lock again.

By default in normal view, the interface allows you to independently scroll through the page view of the title/journal/volume or scroll through the left navigation bar without adjusting the other images on screen. By selecting the toggle full screen/scroll lock function, you allow yourself the option to lock all windows and scroll up/down the entire screen.

Permanent Page Link

When browsing in HeinOnline, the link in your address bar will <u>not</u> change for each page or image you are viewing. Therefore, to bookmark a page for later reference, click on the Permanent Page Link icon. This will load the specific link of the current page in the browsers address bar. Then, to complete the book marking process, you must proceed with standard book marking processes as required by your internet browser.

Printing and Downloading Options

There are multiple options for printing and downloading pages and/or sections of a volume while working in HeinOnline. Users will be able to print from the Page Toolbar and directly from the Table of Contents.

Printing from the Page Toolbar

Using the Print/Download Options from the page toolbar allows you to print the document using HPrint or print/download the document using a PDF reader.

HeinOnline Print/Download Utilities		
Print using HPrint (Requires HPrint Utility)		**Download as PDF** (Requires PDF Reader)
HPrint	*Current section* 4 pages beginning at 2003 Acta Juridica i (2003)	PDF
HPrint	*Current page* **2003 Acta Juridica i (2003)**	PDF

Note: Printing and downloading of content from HeinOnline is subject to the terms and conditions under which your subscription is granted.

General Printing Information

From this print screen, you can choose to print only the current page that you are viewing, or you can choose to print the entire section in which the page resides. Citations for both are found in the center column when viewing the print screen. You may also choose to download as a PDF and then print, or print directly using HPrint.

Print using HPrint (print only)

HPrint is the HeinOnline printing helper application, available for Windows 98/NY/2K/XP. You must install HPrint to print directly to your Windows printer. Instructions for installing HPrint can be found on this page.

Download as PDF (print, download, save, email)

You can also choose to download the document as a PDF, which requires a PDF reader. There is a link to Adobe Acrobat Reader should you need to download a PDF reader. Downloading the document as a PDF allows you to save the document to your workstation, from which you can then copy to CD/disk, email the PDF to an email account for access later on at home or at work, and/or print from the PDF reader application.

> **TIP:** *To print select pages from within a section in a title, download the document as a PDF, then identify the pages from within the PDF reader that you wish to print, select Print and insert page range.*

Printing from the Table of Contents

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

Your current location within the title will be highlighted in yellow on the table of contents. This will allow you to print your current page view or current section from the Table of Contents printer icon or by selecting the printer icon on the Page Toolbar.

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 first and then print.

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 the volume contents within a title from the index page, printing a title's table of contents, printing search results, or printing out your search history for later reference. Any time you are viewing a non image-based page, the Printer Friendly option will be available. If you are viewing an image-based page, this option will not be displayed, rather the Print/Download options icon will be displayed.

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. Remember to turn off the printer friendly setting after you have printed by simply clicking the button again.

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 are provided by the browser application.