



HEINONLINE

Help & Support



Comprehensive User's Guide

**The World's
Largest Image-
Based Legal
Research Database**

**Searching
Navigation
Document Retrieval**

**HeinOnline, a product of
William S. Hein & Co., Inc.
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Getting Started

HeinOnline Homepage (home.heinonline.org)

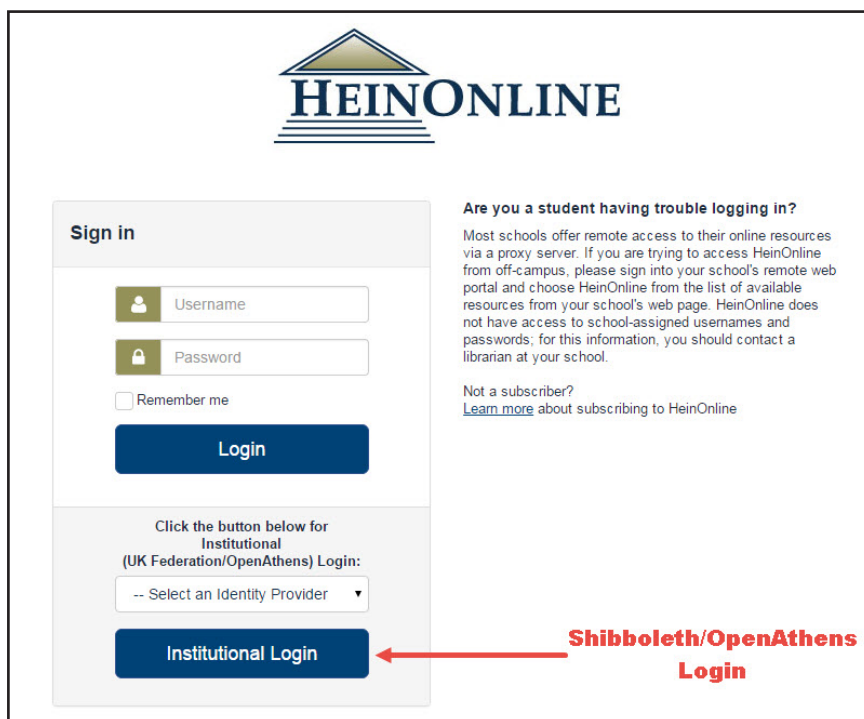


Click **Log In** from the top middle or top right of the HeinOnline homepage (home.heinonline.org). Users who are IP authenticated will automatically bypass the username/password page and will land on the [HeinOnline Welcome Page](#). For institutional users bookmarking a HeinOnline URL, use **http://heinonline.org/HOL/Welcome**.

Other features of the HeinOnline homepage include lists of available libraries and content, subscription information, and information about various services offered by HeinOnline, including the author portal, branding, cataloging, the HeinOnline app, and digital ownership.

Login Page

To access HeinOnline, you must have a username and password or be using a computer terminal at your institution that is IP authenticated for HeinOnline access. If you do not know the username and password, please contact the HeinOnline administrator at your institution.



Students logging in from off-campus will likely need to log into their school's web portal or proxy server in order to access HeinOnline. Questions about web portals should be directed to your university's library staff.

To login using OpenAthens or Shibboleth, select your institution's name from the drop-down menu in the Institutional Login area.

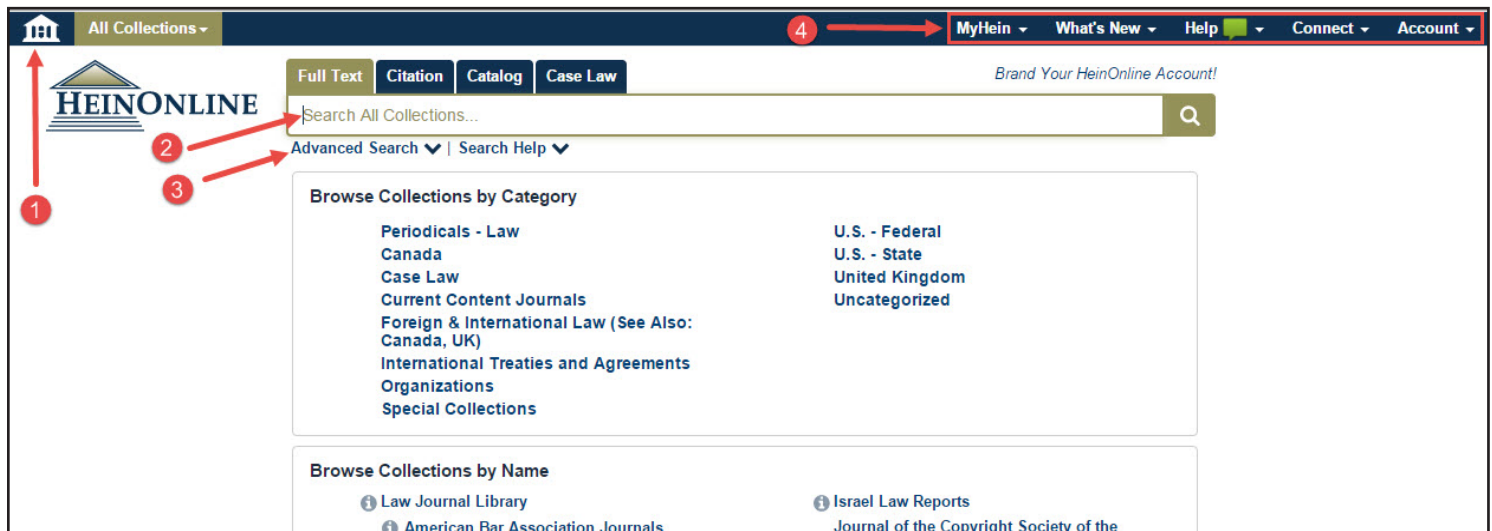
Welcome Page

The HeinOnline Welcome Page lists available collections both by category and name. The category view is expandable, so users can click on the desired category to view available collections that fall within the category.

Click the more information link next to any collection for a brief description of its content and a downloadable list of all titles included in the collection.



Features of the Welcome Page



1. The home button will return users to the Welcome Page from anywhere in HeinOnline.
2. The main search bar, which remains stationary and available on all pages in HeinOnline, has four search options under separate tabs: full text (including metadata), citation, catalog, and case law.
3. Click Advanced Search from the Full Text or Catalog search tabs to access additional search fields and the ability to narrow searches by title and date ranges.
4. The options bar on the upper right side of the screen offer access to MyHein and a "What's New" area where users can view recent blog posts, download monthly content release CSVs, and view new content by library. Users can also connect with HeinOnline via social media and view account information.

Searching in HeinOnline

From the Welcome Page

Use the **Full Text** search tab from the Welcome Page to search across *all subscribed collections*, including both full text and metadata of all documents. Click **Advanced Search** to access multiple search fields and pre-select a date range; click **Search Help** to produce a list of the most commonly used search syntax.

Full Text Citation Catalog Case Law Brand Your HeinOnline Account!

Search All Collections...

Advanced Search Search Help

Title AND

Author AND

Full Text Add field

Date: (YYYY) To: (YYYY)

Search Advanced Search Syntax

Add up to six search fields

Full Text Citation Catalog Case Law Brand Your HeinOnline Account!

Search All Collections...

Advanced Search Search Help

Search Syntax

Note that all Boolean operators must use capital letters.

AND to search for multiple terms i.e. `evidence AND admissibility` will produce documents that contain both terms.

OR to search for either one of a pair of similar terms i.e. `brief OR evidence` will produce documents that contain either of these terms

NOT to exclude a term from a search i.e. `evidence NOT briefs` will exclude every search result containing the word "briefs"

" " use quotes to search for a phrase i.e. `"love canal"` will search for documents containing the exact phrase "love canal"

() to search grouped clauses to form sub queries i.e. `(watershed OR "water rights") AND planning` will produce documents that contain either watershed or water rights and planning

~ to search for words within a particular proximity of each other i.e. `"watershed planning"~10` will search for watershed within 10 words of planning

? to search for words where there may be variations of the word that you want included in your search i.e. `te?t` will product documents that contain text or test

***** to search for a word with multiple character differences i.e. `brief*` will return searches with the words brief, briefs, and briefed

For more information and tips please review our Advanced Search Syntax Guide

Search Example

Perform a full text search across all subscribed collections for **"Convention on the Rights of the Child" AND abus***. Note that the phrase is in quotation marks; using the * will search for abuse, abusive, abuser, etc. Next, sort search results by **"Number of times Cited by Articles."** Click a collection facet, such as Law Journal Library, to limit results to that collection.

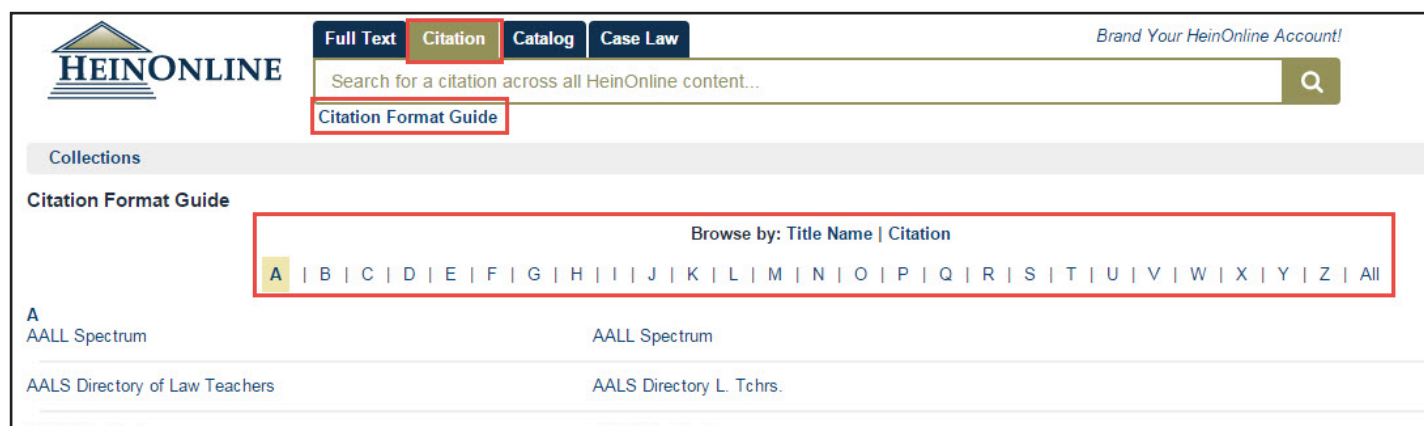
1. Refine search results using the facets on the left side of the screen.
2. Matching text pages are highlighted in yellow.
3. Use these icons to modify search results, search within results, or expand all matching text pages. Hover text appears over each icon with a description of its function.
4. Use these tools to download an instant PDF of a section, access other print/download options, email a link to the document to another user, and to bookmark the item to your MyHein personal research account. ScholarCheck (cited-by and accessed) information will display neatly in the box below the tools.

Page View

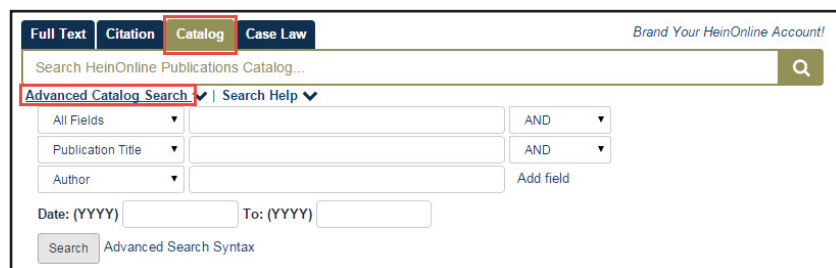
1. **Table of Contents**; the current section will be highlighted in gold.
2. The **checkmark icon** displays ScholarCheck stats; the **Cite icon** displays citation information.
3. The **breadcrumb trail** will take you back one or more steps in your navigation history.
4. The **image toolbar** offers a variety of options. Hover over each tool for a description of its function.
5. **Text that matches** the search criteria will be highlighted in green.

Other Search Options

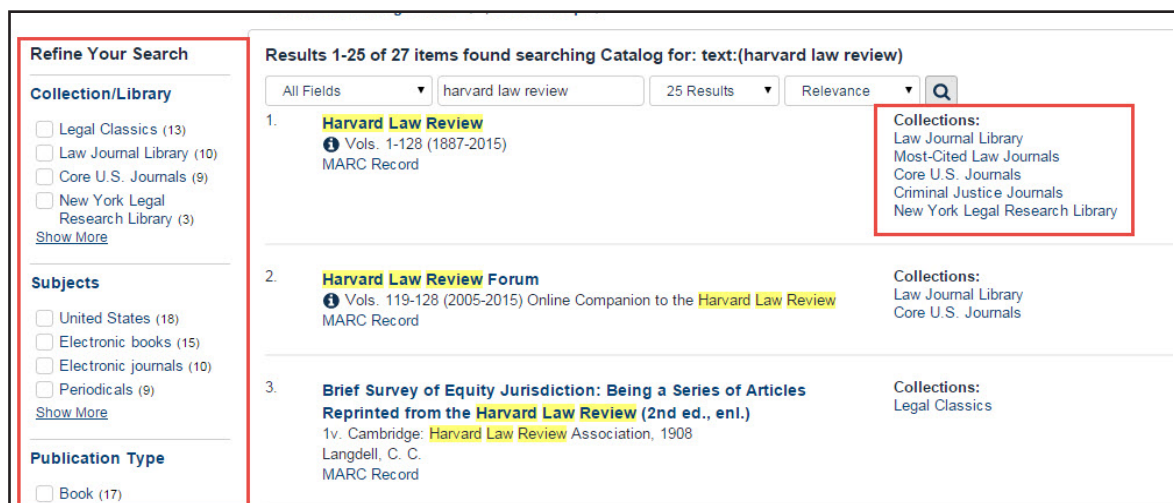
Use the Citation search option to quickly retrieve a document using its citation. In addition to standard Bluebook citations, HeinOnline has added alternate citation forms from the *Cardiff Index to Legal Abbreviations* and *Prince's Bieber Dictionary of Legal Abbreviations*. If a document's citation format is unknown, click **Citation Format Guide** for an A-Z list of titles. Click any title to access volume and page boxes. Enter this information and click **Get Citation** to access the document.



The Catalog search tab can be used to locate items at the publication level. This option will search across the entire HeinOnline catalog, including MARC21 records provided by Cassidy Cataloguing, so users may see results from collections to which they do not subscribe. Click **Advanced Catalog Search** to produce additional search fields and to preselect a date range in which to search.



Catalog search results will include the collection in which each title can be found, as well as facets that can be used to narrow search results by collection, subject, publication type, or date.



Case Law

Enter a case citation in the **Case Law** search tab to quickly retrieve cases from HeinOnline or via Fastcase. Click **Fastcase Lookup** for a drop-down list of abbreviations. For subscribers with Fastcase Premium or a synchronized HeinOnline/Fastcase subscription, click **Search Fastcase** to search the full text and metadata available in the Fastcase database.

Search Fastcase

Search Tips

- To search for phrases, put phrase in quotes, i.e., "admissibility of evidence"
- To search by citation, make sure citation is in proper bluebook format
- Signing Dates should be of the following format: YYYY-MM-DD Ex: 1815-04-05
- To search by case name, put case name in quotation marks

Fastcase Lookup

Case law access is also available by clicking inline hyperlinks throughout HeinOnline. All citations, including case citations, are highlighted in blue in the text of HeinOnline documents. Links are bolded in Fastcase documents. Note that ScholarCheck "cited by" information is also available for case law.

HeinOnline Document

In 2009, the court of appeals issued eleven decisions addressing Section 8 housing assistance¹³ from the Dakota County Community Development Agency (Agency).¹⁴ Six of the eleven decisions reversed the

⁵ See *id.* (citing ALEXANDRIA, MINN., CODE OF ORDINANCES § 5.08, subdvs. 3(1), 5 (2006)).

⁶ *Id.*

⁷ *Id.*

⁸ *Id.* at *2 (citing Fritz v. Warther, 213 N.W.2d 339, 341 (Minn. 1973)).

⁹ *Id.* (citing Mac-Due Props. v. LaBresh, 392 N.W.2d 315, 316-17 (Minn. Ct. App. 1986)).

¹⁰ See *Beaumia*, 2007 WL 2472298, at *2.

¹¹ See *id.*

¹² See *id.*

¹³ In the Section 8 Existing Housing Choice Voucher Program, a low-income tenant can apply for a housing assistance voucher with a local government housing agency. See 42 U.S.C. § 1437f(o) (2006); 24 C.F.R. § 982.103 (2011). The tenant then finds a landlord willing to participate in the program, and once the agency approves the lease, the agency sends a monthly rent subsidy to the landlord and the tenant pays the remaining share of the rent. 24 C.F.R. §§ 982.302, -.451. The landlord may terminate the tenancy for serious or repeated violations of the lease, a violation of federal, state, or local law which imposes an obligation on the tenant in connection with occupancy of the unit, or other good cause. *Id.* § 982.310. Also, the housing authority can terminate the tenancy if the unit is not in compliance

Fastcase Document

Syllabus by the Court

1. A covenant in a lease for payment of rent and the covenants of habitability of residential premises imposed by Minn St. 504.18, subd independent, and a breach of the statutory covenants of habitability may be asserted as a defense in an unlawful detainer action for nonpaym

2. Abandonment of the premises is a prerequisite to the assertion of constructive or partial constructive eviction as a defense in an unl

[298 MINN 55]

Page 340

Richard A. Kaplan, Michael A. Wolff, William H. Crowder, and Roger S. Haydock, St. Paul, for appellants.
Katz, Taube, Lange & Frommelt, James M. Rosenbaum, Stanley M. Taube, and A. L. Janes, Jr., Minneapolis, for respondents.
Robert A. Stein and Franklin J. Knoll, Minneapolis, for Urban Coalition of Minneapolis, amicus curiae.
Heard and considered en banc.
KELLY, Justice.
These appeals were taken from two orders of the municipal court of St. Paul for issuance of writs of restitution in actions for unlawfully i

Working within HeinOnline Libraries

Navigating between Collections

Select a collection, such as the Law Journal Library, from the HeinOnline Welcome Page by clicking the library name. Once inside a collection, users have several methods of switching to a different collection.

1. Use the HeinOnline home button on the top left side of any screen to return to the Welcome Page, where a different collection can be selected.
2. Use the breadcrumb trail and click "Collections" to return to the Welcome Page.
3. Click the collection name, highlighted in gold, from the top left side of the screen. This will produce a drop-down menu of other available collections.



Collection Homepage

Once inside a collection, browse the list of titles using the A-Z title index. Use the browse options at the top of each page to browse within subcollections or to use special tools. Search using the main search bar, which is stationary at the top of each page in HeinOnline. Click **Advanced Search** for additional search options, or click **Search Help** for assistance in forming a search query.



NOTE: Access to the citation, catalog, and case law search options remains available and stationary on all pages.

Searching within a Collection

Perform a full text search across all text and metadata in a collection using its tab on the stationary search bar. Click Advanced Search to expand search options to include search fields, pre-selected titles, subjects or a date range. Search results will display in the center of the page, with facets to the left. Options, including an instant PDF download button, print/download options, the ability to email a direct PDF of the item, and MyHein appear to the right, along with ScholarCheck information.

The screenshot displays the HeinOnline search interface. At the top, there are navigation tabs: Full Text, Citation, Catalog, and Case Law. Below these is a search bar with the text "Search Law Journal Library...". A dropdown menu shows "Advanced Search" and "Search Help". The main content area shows search results for "civil rights" in the Law Journal Library, sorted by "Number of Times Cited by Articles". There are 25 results shown. A "Refine Your Search" box on the left allows filtering by Section Type (Articles, Notes, Comments, Miscellaneous) and Subjects (General, International Law, Civil Rights, Bar Associations). A "Cited by" box on the right shows that the first article is cited by 2971 articles, 490 cases, and 59 ALI, accessed 12 times. The interface also includes a "Date" filter and a "Section Types To Search" dropdown.

Citation Navigator

If a collection has its own citation navigator, this can be found using the Citation search tab. Click Citation, then choose **Citation Navigator**. Click Citation Format Guide for an A-Z title index and a list of citation formats. Entering the first few letters of the citation will cause a drop-down menu of corresponding citations to appear. The Law Journal Library's *Classic Citation Navigator* is available by clicking the link, as shown:

The screenshot shows the Citation Navigator interface. At the top, there are navigation tabs: Full Text, Citation, Catalog, and Case Law. Below these is a search bar with the text "Search for a citation across all HeinOnline content...". A dropdown menu shows "Citation Navigator" and "Citation Format Guide". The main content area shows two "Citation Navigator" forms. The first form has a search bar with "harv LR" entered, and a dropdown menu showing "Harv L R". The second form has a search bar with "A Fem LJ" entered, and a dropdown menu showing "A Fem LJ". A red arrow points from the "Click Here for Classic Citation Navigator" link in the first form to the "Citation Navigator" title in the second form. The interface also includes a "Get Citation" button and a "Type or Copy and Paste Citation Here:" section.

Working within a Volume/Title

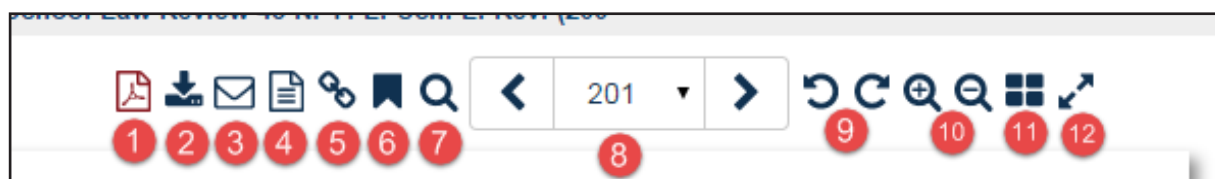
Table of Contents and Page View

When browsing a volume of a title, the table of contents will display in the left viewing pane. The TOC contains a link to each item listed and a PDF icon to print or download each section. The current section in which you are browsing will always be highlighted. The "Cite" icon will display citation information in several formats, which can be copied/pasted or exported. The ScholarCheck red checkmark icon will display "cited by" information. Navigate through a volume by scrolling, using the arrows at the top and bottom of each page image, or by using your keyboard's arrow keys.

The screenshot displays the HeinOnline interface for the 'New York Law School Law Review 48 N. Y. L. Sch. L. Rev. (200)'. On the left, the 'Table of Contents' pane is visible, listing items such as 'Torture Center for Professional Values and Practice Symposium: Criminal Defense in the Age of Terrorism' by Strauss, Marcy (Page 20) and 'Torture Warrant: A Response to Professor Strauss, The Center for Professional Values and Practice Symposium: Criminal Defense in the Age of Terrorism' by Dershowitz, Alan M. (Page 275). A red box highlights the 'Cite' icon in the top navigation bar. The main document page shows the text 'Washington was in custody, and aspects who were not forthcoming floated in the press the idea of conventional methods of questioning...' and 'sidered . . . [including leading] some people truth serum and even torture.' A pop-up window titled 'Cite this document' is open, showing citation information in MLA, APA, Chicago, and Bluebook formats. A red box highlights the 'Export to RefWorks | Export RIS file | Export Text File' options at the bottom of the pop-up.

Image Toolbar

Use the image toolbar to perform a variety of functions from inside any HeinOnline document.

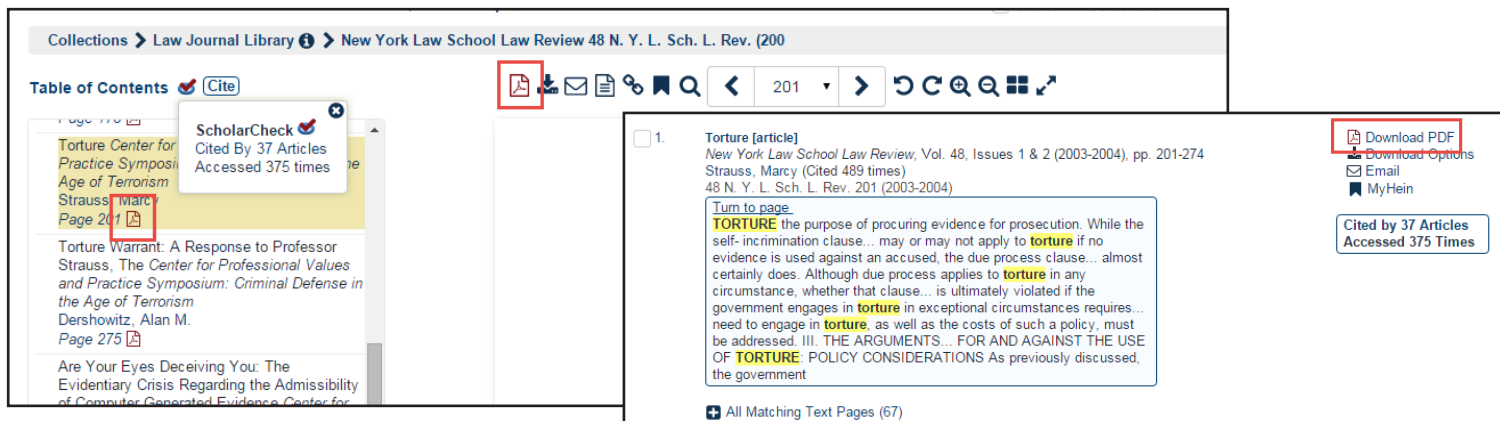


1. Generate an instant PDF of the current article/section.
2. Access print/download options, including select one or more page ranges, or use the QR code reader.
3. Email a link to this current article/section to another user. The link will expire in 7 days, unless the user is authenticated to HeinOnline.
4. Change the view of the document from a PDF to the uncorrected OCR text.
5. Create a permanent link to a specific page.
6. Bookmark the article/section to your MyHein account.
7. Search within a page, section, volume or title.
8. Navigate back and forth within a document.
9. Rotate the document counter-clockwise or clockwise.
10. Zoom in and out on a page.
11. Access the multi-page view.
12. Access full screen mode.

HeinOnline Tools

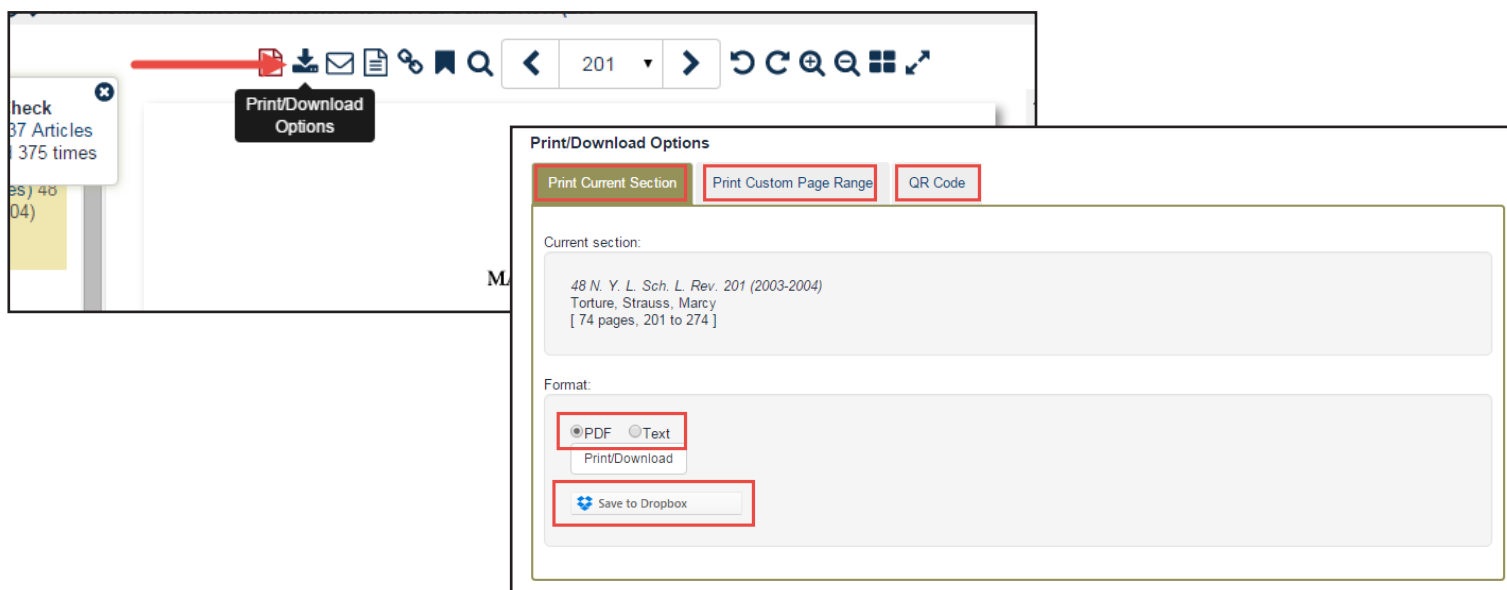
Printing/Downloading

There are multiple options available for printing and downloading pages and sections of a volume while working in HeinOnline. Users can click the PDF icon from the image toolbar, from the table of contents of any document, or from search results in order to generate an instant PDF of the current article or section. For instances where the section exceeds 200 pages, the user will be directed to the print/download options screen.



Click the download icon from either search results or from the image toolbar to access print/download options. From the print/download options screen, users can:

1. Print the current section as a PDF or text document.*
2. Print a custom page range.
3. Save a document to a Dropbox account.
4. Use a HeinOnline-authenticated mobile device to read a QR code to retrieve a document.



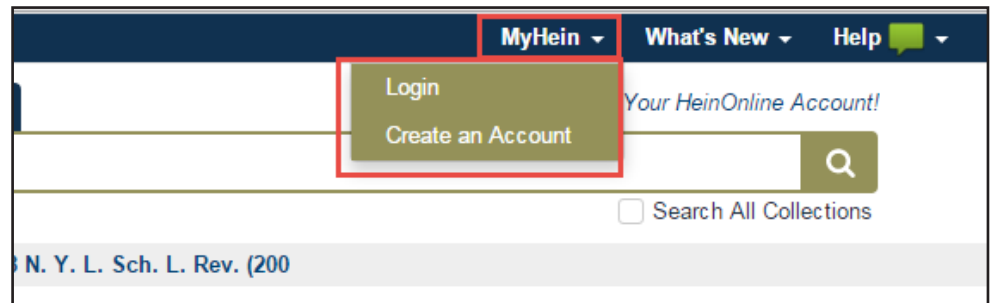
*The PDF download options requires the user to have a PDF reader installed on their system; text documents are generated using uncorrected OCR text.

MyHein

Anyone with access to HeinOnline has the ability to create one or more MyHein personal research accounts. This allows users to create and organize bookmarked articles, cases and other documents, save search queries, and set up electronic table of contents (eTOC) alerts and RSS feeds. Users can add notes to bookmarks, or email them to colleagues or classmates. Journal article bookmarks can be exported to a CSV or to Endnote or Refworks. [Click here](#) for a detailed MyHein guide.

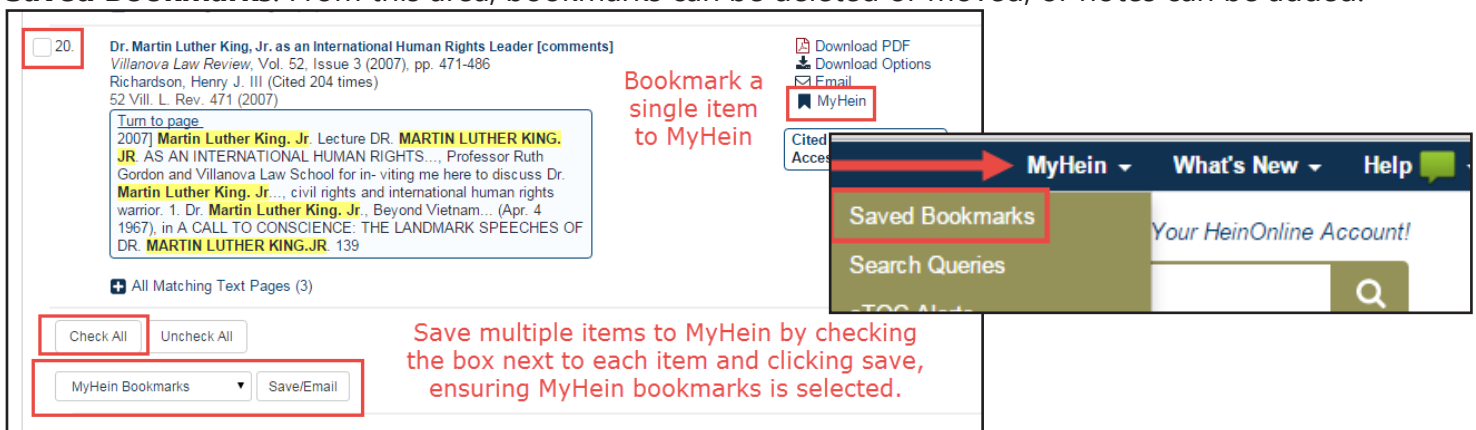
Account Setup/Login

Click **MyHein** from the options bar on the top right side of any screen in HeinOnline, then click **Login** or **Create an Account**. The Create an Account option will prompt the user to enter the required information.

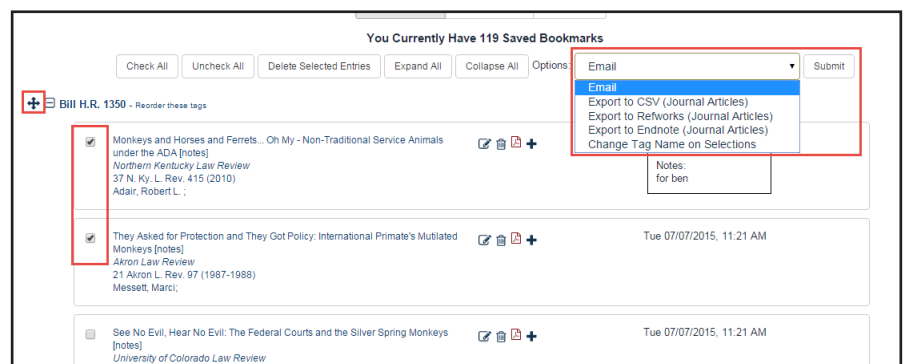


Bookmarks

Bookmark articles from search results by clicking the MyHein bookmark icon from the search result. Bookmark multiple articles simultaneously from the MyHein tool located under the final search result on any results page. View saved bookmarks by clicking **MyHein** from the options bar and selecting **Saved Bookmarks**. From this area, bookmarks can be deleted or moved, or notes can be added.

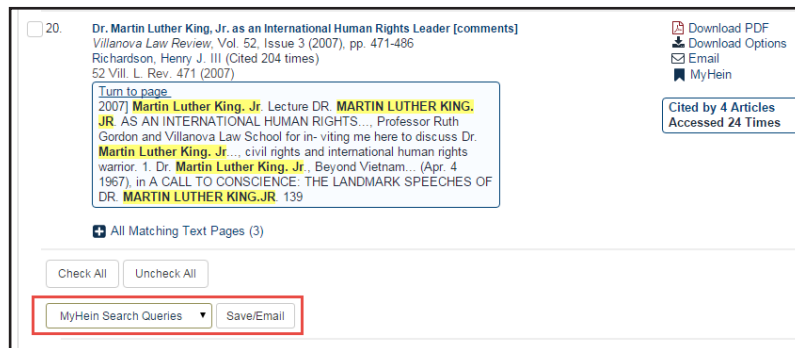


To export bookmarks, check the boxes next to the desired material and select **Email**, **Export to CSV**, **Export to Refworks**, or **Export to Endnote**. To move bookmarks within a tag, or to rearrange tags, use the + icon and drag.



Search Queries

Save search queries by performing a search, scrolling down through results, and choosing **MyHein Search Queries** from the drop-down list located under the final search result on any results page. An email alert will be sent whenever new material is added to HeinOnline that matches the criteria of the search query.



Electronic Tables of Contents (eTOC) Alerts

Set up eTOC alerts or RSS feeds in order to be notified when new material is added to a selected title in HeinOnline. Navigate to a title or locate it using the catalog search option. From the title listing, click **Create eTOC Alert** or **RSS**. View saved eTOC alerts by clicking **MyHein** from the upper right options bar and choosing **eTOC Alerts**.

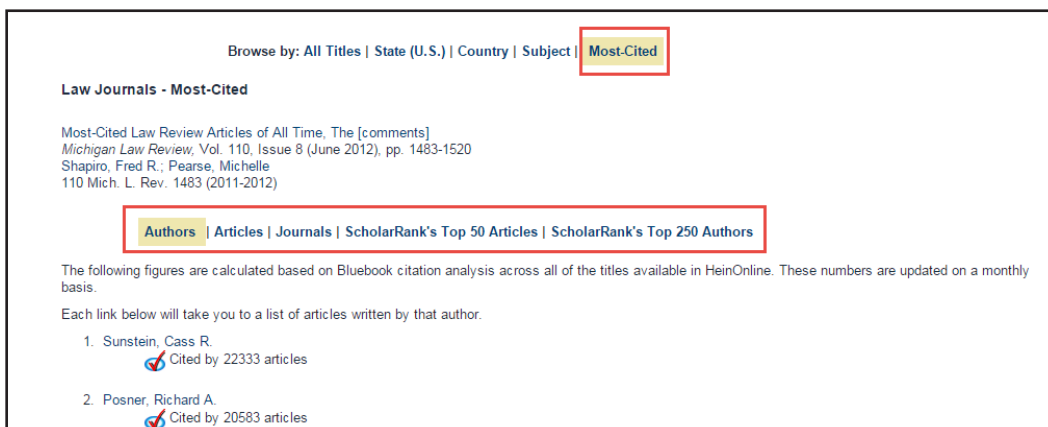


ScholarCheck

Hein's ScholarCheck is a series of tools integrated throughout HeinOnline that allow users to view journal articles and cases* that have a heavy influence on the subject being researched.

Functions of Scholarcheck:

1. Access the most cited journals, articles, authors and more in the **Most Cited** browse option of the Law Journal Library.



*Cited by cases links and sort option available with Fastcase account synchronization or upgrade to Fastcase Premium.

2. View cited by information for any document both in search results and by clicking the ScholarCheck icon, located above the table of contents inside a document.

3. Records and displays (for a rolling 12-month period) the number of times articles are accessed by other HeinOnline users.

The screenshot shows a document titled "Demarginalizing the Intersection of Race and Sex: A Black Feminist Critique of Antidiscrimination Doctrine, Feminist Theory and Antiracist Politics [article]". The document is from the *University of Chicago Legal Forum*, Vol. 1989, pp. 139-168, by Kimberle Crenshaw. It has been cited 1680 times and accessed 2935 times. A "ScholarCheck" pop-up window is visible, showing: "Cited by 684 Articles", "Cited by 1 Cases", and "Accessed 2684 Times".

4. Sort search results by most cited author, number of times cited by articles or cases, or by the number of times accessed.

The screenshot shows search results for "martin luther king, jr." in the Law Journal Library. The "Sort By:" dropdown menu is open, showing options: Relevance, Volume Date (Oldest First), Volume Date (Newest First), Document Title, Number of Times Cited by Articles, Number of Times Accessed (Past 12 Months), Most Cited Author, and Number of Times Cited by Cases. The "Number of Times Cited by Articles" option is highlighted with a red box.

5. Link between documents by clicking blue highlighted hyperlinks from inside HeinOnline documents.

The screenshot shows a snippet of a document discussing human rights. It contains several blue hyperlinks: "M. McDougal, THE APPLICATION OF CONSTITUTIVE PRESCRIPTIONS: AN ADDENDUM TO JUSTICE CARDOZO 9-51 (1979)", "H. McBain, THE LIVING CONSTITUTION (1927)", "Clark & Trubek, THE CREATIVE ROLE OF JUDGE: RESTRAINT AND FREEDOM IN THE COMMON LAW TRADITION, 71 YALE L.J. 255 (1961)", "Llewellyn, THE CONSTITUTION AS AN INSTITUTION, 34 COLUM. L. REV. 1 (1934)", "Miller, NOTES ON THE CONCEPT OF THE 'LIVING' CONSTITUTION, 31 GEO. WASH. L. REV. 881 (1963)", "J. Grey, THE NATURE AND SOURCE OF LAW (2d ed. 1931)", "M. McDougal, H. Lasswell & L. Chen, HUMAN RIGHTS AND WORLD PUBLIC ORDER 314-20 (1980)", and "See id. at 87, 261-77, 820-32, 406." and "See id. at 88, 278-89, 357-60, 406-07."

5. Click an author's name from search results or from the table of contents to view his or her Author Profile Page, which lists measured metrics including number of times cited by articles, number of times cited by articles written in the past 10 years, number of times cited by cases, and by cumulative number of times accessed. These metrics combine to determine an author's overall ScholarRank in HeinOnline. Authors can enhance their profiles by adding a photograph, biographical information, institution or university, and links to social media accounts.

The screenshot shows the "Finkelman, Paul (Edit Author Profile)" page. It includes a photograph of Paul Finkelman and a table of metrics:

Full Name	Finkelman, Paul
Birth Year	1949
University/Affiliation	Albany Law School
Cited by Cases	15 (Rank 2915)
Cited by Articles	1242 (Rank 534)
Accessed (Past 12 Months)	893 (Rank 453)
Cited by Articles (Past 10 Years)	276 (Rank 744)
ScholarCheck Rank	428

Additional links on the right include: Biography, Email link to this page, Set up email alerts, and Public link to this page.

Author Profile Pages

In addition to ScholarCheck metrics and ranking, Author Profile Pages display a list of articles written by the author. They also offer users the ability to set up email alerts to be notified when new material by an author is added to HeinOnline, or when new articles added to HeinOnline cite an author's existing work. Users can also access and send publicly viewable versions of an author profile to classmates or colleagues who may not be authenticated to HeinOnline.

Finkelman, Paul (Edit Author Profile)

Full Name	Finkelman, Paul
Birth Year	1949
University/Affiliation	Albany Law School
Cited by Cases	15 (Rank 2915)
Cited by Articles	1242 (Rank 534)
Accessed (Past 12 Months)	893 (Rank 453)
Cited by Articles (Past 10 Years)	276 (Rank 744)
ScholarCheck Rank	428

Biography
[Email link to this page](#)
[Set up email alerts](#)
[Public link to this page](#)

Set up email alerts

When new material for this author is added to HeinOnline

When new articles in HeinOnline cite this author's articles

Enter email here (use a semicolon to separate multiple email addresses):

Results 1-88 of 88 items searching for (creator_facet:"Finkelman, Paul") in Law Journal Library. , sorted by "Number of Times Cited by Articles"

- Crime of Color** [comments]
Tulane Law Review , Vol. 67, Issue 6 , pp. 2063-2112
 Finkelman, Paul (Cited 1242 times)
 67 Tul. L. Rev. 2063 (1992-1993)

Download PDF
 Download Options
 Email
 MyHein

Cited by 77 Articles
 Accessed 29 Times
- Second Casualty of War: Civil Liberties and the War on Drugs. The farticle!**

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Matter to You

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SUBSCRIBE ME!

MyHein | What's New | Help | **Connect** | Account

Brand Your HeinOnline Account

Search All Collections

Country | Subject | Most-Cited

N | O | P | Q | R | S | T | U | V | W | Y | Z

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Vols. 1-101#11 (1915-2015)

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 Instagram
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