HeinOnline Guide
to Navigating the New Interface

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

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HOL Guide to Navigating the New Interface

The new HeinOnline interface will make researching faster, easier, and more efficient by increasing the page navigation speed, improving readability and appearance allowing for easier browsing, and reducing the number of page interruptions when navigating within HeinOnline.

Getting Started in HeinOnline

1. To get started in HeinOnline, you must have a user name and password or you must be utilizing a computer terminal at your institution/university/office that is authenticated to access HeinOnline.

2. The welcome screen will display 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.
3. The welcome screen will also provide options as are relevant to your HeinOnline Account 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

Additional options include:
- Help screens, outlining how to use HeinOnline
- Technical frequently asked questions (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

**Navigating around HeinOnline**

**Moving from one collection to another**

1. Select a library from the HeinOnline welcome page by clicking directly on the library name.

2. Once you are inside a HeinOnline library module, you will 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 subscribed to.

   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.
**Tabbed Navigation Bar**

3. The tabbed navigation menu will display all options for moving and browsing within the library you are working with. You can view the varying menu options on the left navigation bar while still maintaining the library/title/page you are currently working in.

**Resources**

This menu allows you to return to the index page for the library you are currently working in and/or find additional help for utilizing HeinOnline. Select libraries will also display additional options which may include helpful links to information relevant to the given content and/or more information about the library.

**Search**

This menu will list the search options available for the given library. It may include all or some of the following search options:

- Field Search—search fields vary by library
- Advanced Search
- Search History—recall previously executed search results

**NOTE:** Search options & features vary by library.

**Citation Navigator**

This is a unique, efficient searching technique for the legal researcher who has an official citation to a particular article. By entering the volume number, selecting the title from the drop-down menu, and entering a page number, you will quickly locate the exact page within the collection. Select libraries will also contain an alternate citation navigator, allowing you to browse by issue, year and page number.

**NOTE:** Not all libraries within HeinOnline have the same citation navigator options and/or features. Some libraries will not have this feature due to the nature of the content within the library.
Table of Contents

When browsing in 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 will display the table of contents on the left navigation bar with a hotlink to each page and a quick print PDF icon allowing you to print an entire section from the table of contents.

4. The left navigation bar can be hidden at any time while working in HeinOnline by clicking on the red X button.

To unhide the left navigation bar, select the expansion arrow on the left margin of the screen.
5. The navigation trail will always be displayed above the page viewer window when browsing within a volume. The navigation trail displays the library, journal/title, and volume you are working with.

6. You have several options for navigating the pages within a volume or title. A simple and an advanced page viewer are available depending upon your user preference and needs.

**Simple Page Viewer**

**More Options**
Opens a more accessible and advanced page viewer containing additional page navigation and viewing options.

**Citation**
Will display the citation of the current page view, including the volume, journal/title name, page number, title and author of the current section.

**PDF Icon**
The PDF Icon on the simple page viewer will allow you to download/save and/or print the current page utilizing a PDF Reader application. If you wish to print the entire section, you may choose to print from the table of contents menu or print from the advanced page viewer menu (all printing options will be outlined in a later section).

**Toggle Full Screen**
Clicking on toggle full screen allows you to view more of the current page on the screen creating a more printer friendly page view. Toggle full screen will hide the top menu bars. To return to a normal view, click Toggle Full Screen again.

**Toggle Scroll Lock**
The toggle scroll lock function will allow you to adjust screen scrolling options. By default, the toggle scroll lock will allow 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 scroll lock function, you will lock all windows and scrolling options thereby causing your entire screen to scroll up/down.

**Bookmark**
To bookmark a page for later reference, select the BookMark function. This will update the URL in the browser window. To complete the book marking process, you must still proceed with standard book marking processes as required per your internet browser.
7. The simple page viewer toolbar provides enhanced page navigation options that make moving between pages quicker. When you use the page forward and page backward arrows or drop down menu from the simple viewer, the pages will transition smoothly and seamlessly from within the page view window, rather than reloading the entire screen. It will seem almost as though you have the bound title in your hand.

Pages will “flip” or transition from within this window only, eliminating a full screen interruption.
**Advanced Page Viewer**

8. The Advanced Page Viewer toolbar will provide additional options for viewing a page including switching between the text and the page image, reducing the size of the page image, or adjusting the layout of a page or image.

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**Page Navigation**

- Turn to the previous section
- Turn to the beginning of the current section
- Page forward, page backward, and page drop down menu selection
- Turn to the next section

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**Page Viewing Options**

- Switch between uncorrected OCR Text and the page image—allows the cut and paste of text into another program
- Adjust the size of the page image you are viewing—allows you to see more of the current page on your screen
- Rotate a page 90° left or right to adjust view of charts, graphs, or other objects
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 several locations including the simple page viewer, advanced page viewer and directly from the Table of Contents. Printing options will vary from one location to another as outlined below.

Printing from the Simple Page Viewer

1. From the simple page viewer, a user can choose to print the current page view by selecting the PDF icon. This will download ONLY the current page to a PDF reader application.

Printing from the Table of Contents

2. From the table of contents, you can choose to print/download an entire section of a volume by selecting the PDF icon on the left navigation bar. From the PDF reader window, you can view the number of pages downloaded in the section chosen.
**Printing from the Advanced Page Viewer**

3. Utilizing the Print/Download Options from the advanced page viewer will allow you to print the document utilizing HPrint or print/download the document using a PDF reader.

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**General Printing Information**

From this print screen, you will have 2 options to determine how much of the title you wish to print. You can choose to print only the current page that you are viewing. Or you can choose to print the entire section from which the page resides. Citations for both are found in the center column when viewing the print screen.

**Print using HPrint (print only)**

HPrint is the HeinOnline printing helper application, available for Windows. You must install HPrint to print directly to your Windows printer. Installation instructions can be found on this web page.

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

You can also choose to download the document as a PDF, which requires a PDF reader. Installation instructions are also displayed on this page should you need to download the Adobe Reader. Downloading the document as a PDF will allow you to save the document to your workstation, from which you can then copy to CD/disk, or email the PDF to an email account for access later on at home or at work.
**Printing and Downloading Summary:**

Below is a table that summarizes the printing options available in a format that you can easily print out and keep handy as a reference tool.

<table>
<thead>
<tr>
<th>Locations to print from:</th>
<th>Simple Page Viewer</th>
<th>Table of Contents</th>
<th>Advanced Page Viewer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Print ONE Page</strong></td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
</tr>
<tr>
<td><strong>Print an ENTIRE Section of a Volume</strong></td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td><strong>Option to print either a page or a section</strong></td>
<td>Print a page</td>
<td>Print a section</td>
<td>YES (option to print both)</td>
</tr>
</tbody>
</table>