HeinOnline Searching

Quick Reference Guide

1 Basic Search Options

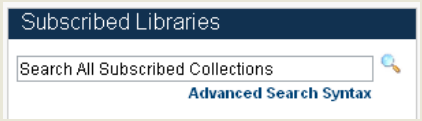
There are four basic search options that are available in every library in HeinOnline.

Quick Search:

Use full power of Boolean Searching across a given library. If you do not define the meta data field you want to search across, by default it searches across the full text.

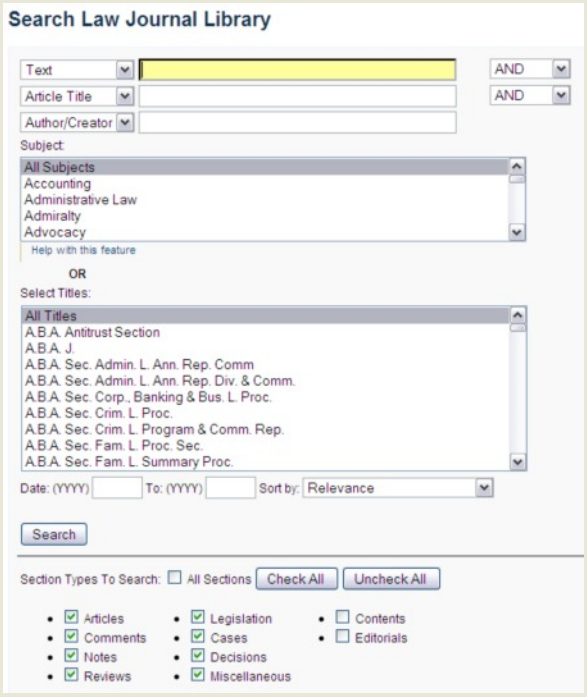
One-Box Search:

Presented on the HeinOnline Welcome page, this search box searches all your subscribed libraries at the same time and acts as an advanced search box.



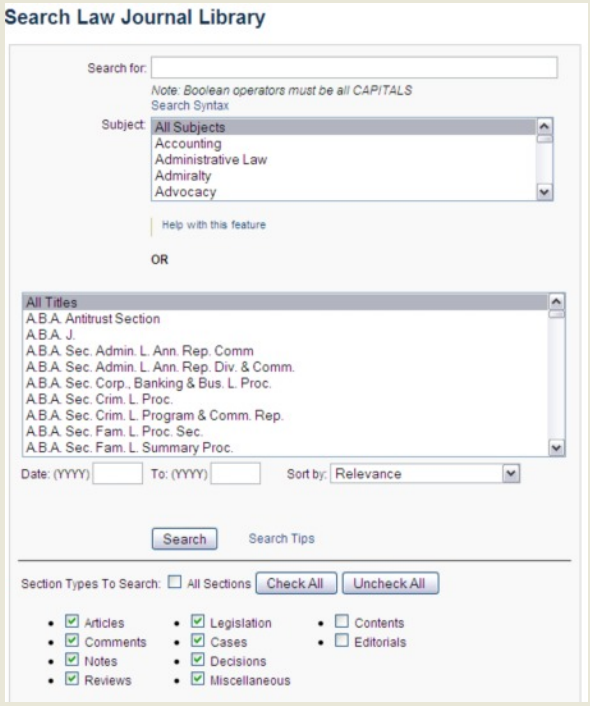
Field Search:

Input terms, select meta data fields from drop down, select boolean operators from drop down, manipulate search results format, and select sections. Limited to 3 fields.



Advanced Search:

Use the full power of Boolean Searching, narrow to specific titles, years and sections. More flexible search option allows you to search across more than 3 fields at a time.



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2 Search Syntax & Using Boolean Operators

a) Phrase Searching:

When you are searching for phrases, **you must use "quotations" around the phrase**. This is applicable to every search form you use. In the absence of quotations, the search terms are logically paired with the AND operator.

Phrase search:	**Same search without quotations will search for:**
"right to privacy"	right AND to AND privacy
This will produce about 30,000 results	This will produce over 100,000 results

b) Boolean Operators:

Boolean operators allow you to search across multiple meta data fields in one query. When using Boolean operators on the Quick or Advanced search forms, the operators must be in all CAPITAL LETTERS.

AND

The search query must return results that meet all criteria that is paired with the AND operator.

title:"police power" AND text:"takings clause"

OR

The search query will return results that meet either of the criteria that is paired with the OR operator. If results are found that meet both criteria, the results are given a higher relevancy and placed higher on the search results list.

text:"takings clause" OR regulation AND "police power"

NOT

The search query will exclude results that contain the term after the NOT operator.

title:(conservation NOT "natural resources" NOT "committee")

c) Defining Meta Data Fields in the Quick & Advanced Search Boxes:

When using the advanced search or quick search box, you should define the field you want to search across followed by a colon and then your search terms. For example if you want to search across the title field use ***title:*** If you do not define the field, by default it will search across the full text.

The below examples are done using the advanced search box.

"international insurance" - This will search across the full text for the phrase "international insurance"

title:"international insurance" - This will search across the document titles for the phrase "international insurance"

If you are going to search across one field for multiple terms using boolean operators to combine the terms in the query, you have to use parenthesis to group the terms in your query. If you don't group the terms and don't define a field before each term, by default it will search the text for the term that does not have a field defined. Refer to the next page for more details about "Grouping Terms Using Parenthesis."

title: environment AND water - This will search across the document title field for *environment* and across the full text of the documents for *water* since water was not grouped nor did it have a field defined.

title:(environment AND water) - This will search across document title field for *environment* and *water*.

d) Grouping Terms Using Parenthesis:

If you wish to control the Boolean logic for a search query you can do so using parenthesis to group clauses to form sub-queries.

text: ("consumer products" OR "safety standards") AND "water heaters"
This query will return results for documents that may contain either "consumer products" or "safety standards", but **must** contain the term "water heaters".

text:"water heaters" OR (title:safety AND text:"consumer products")
This query will return results that contain "water heaters" in the full text of the document, or it will return documents that contain safety in the title of the document and the term "consumer products in the text of the document.

e) Proximity Searching:

Proximity searching allows you to find terms that appear within a certain number of words of each other. The proximity symbol in HeinOnline is the tilde symbol, **~** . To do a proximity search, put all key terms that you want in the query within quotations, followed by the tilde **~** and the numerical value that represents the proximity you wish to search.

text:"consumer product safety standards"~25
This will search across the full text for consumer, product, safety, and standards all within 25 words of each other.

title:"consumer product safety standards"~15
This will search across the section titles for consumer, product, safety, and standards all within 15 words of each other.

NOTE: The current syntax does not support the use of a proximity search and a wildcard search in the same search string. That means you cannot do "consumer product* safety standards"~15.

f) Wildcard Searching:

You can perform single-character or multiple-character wildcard searches. To perform a single-character wildcard search use the **?** Symbol. To perform a multiple-character wildcard search use the ***** symbol.

Single character wildcard search:

text: heate?
This will search for terms that match with the single character placed. Results will include terms such as heater and heated.

text: te?t
This search will generate results that include test, text, tent.

Multiple character wildcard search:

text:heate*
This will search for terms that match zero or more characters. Results will include terms such as heater, heated, heaters.

text:heater*
This search will generate results that include heater or heaters.

g)Boosting a Term:

Boosting a term allows you to manipulate the relevancy ranking of your results list. The symbol used for boosting is a caret symbol, ^. The higher the boost factor, the more relevant the term will be.

Example: If you want to find articles that discuss consumer products, safety standards and water heaters, but water heaters is the most important term, than you can apply boosting to the term "water heaters". In your search results, this will bring documents that contain "water heaters" more frequently to the top of your results list.

text:"consumer products" AND "safety standards" AND "water heaters"^5

This query will return results for documents with all the terms, "consumer products" and "safety standards" and "water heaters". Documents with the term "water heaters" found more frequently will have a higher relevancy and show up higher on our results list.

3 Search Tips & Hints for Doing a Topical/Subject Search

If you are beginning your research with a topic of interest, use proximity searching to search for key words within the text of a document or title of a document, then use facets to narrow your results.

This example search is done in the Law Journal Library.

text: "international insurance regulation"~25 OR title:"international insurance regulation"~25

This will search for content that meets either of the above criteria. It will return results for documents that contain the terms international, insurance, and regulation in the text of the documents within 25 words of each other; or, it will return results for documents that contain those three terms in the title of the document within 25 words of each other.

If it finds content that meets both criteria, the content is given a higher relevancy and placed higher on the search results list.

Once the results come up, you will see facets displayed on the left side of the screen in the sidebar. You can narrow the results set by date, section type, subject, title, country or state a journal is published in.

Here are some additional tips for using and tweaking a proximity query when searching for documents about a topic/subject area:

1. Only use words relevant to your search in the query.
2. Leave out connector words like a, and, the, if, of, or, etc. These will dilute the results.
3. If your search includes several words, increase the proximity range by increasing the proximity number after the tilde.
4. If you try a search the first time and get no results, increase the proximity range.
5. If you try a search the first time and get too many results, decrease the proximity range. **Note:** This may produce fewer results, but the results are likely to be more relevant to your research topic.
6. Increasing the number of key terms used in a title search query can correspondingly decrease the likelihood of getting a relevant result because in some cases it can OVER limit the search by excluding articles that don't have those specific words in the title. Therefore, be reasonable in the number of words you are using and try sticking to the key words for your topic.
7. Remember, you can always use the "search within these results" option to search for another key term within a set of results.