

Kluwer Manual IP

Participant Training Guide

August, 2011

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Introduction

Welcome to training for Kluwer Manual IP. This is the online version of **“The Manual for the handling of applications for patents, designs and trademarks throughout the world,”** which has been relied upon by IP lawyers and patent attorneys for over 75 years.

The content is the same as the print but is updated more frequently and is fully searchable. The online version provides full access to essential primary source material plus search capabilities by country, organization, region and subject. You can compare two or more jurisdictions on multiple topics in one document. Plus the online version contains bi-weekly news updates and smart charts that allow for customizable charts for selected topics and jurisdictions.

This guide is intended for use during a training session conducted by a Wolters Kluwer Law & Business professional trainer. It will also serve as a helpful reference, once the training has been completed.

Objectives

Upon completion of this course, you will be able to:

- Access the Kluwer Manual IP website.
- Keep current with Recent News
- Use the Table of Contents to retrieve Jurisdiction and Legislation documents.
- Use Smart Charts to compare information across multiple jurisdictions.
- Conduct searches to find selected information.
- Navigate through search results.

Accessing Kluwer Manual IP

Direct Access (if IP Authenticated, no User ID is required)

1. Go to: <http://www.kluwermanualip.com>
2. Enter User ID and Password if necessary.

DIRECT LOG ON:

User id:

Password:

From IntelliConnect

1. Go to: <http://intelliconnect.cch.com>
2. Log in with your IntelliConnect registered User ID and Password.

IntelliConnect™

Log In

Enter your User ID (email address)

Enter your password

[Forgot your password?](#)

3. Optional: Click **Practice Areas** on the Menu Bar. **Intellectual Property** should be selected. Click **Apply**.

Intellectual Property

4. Click **Practice Tools** on the Tool Bar

Browse Research Folders Citations
 Tracker News Citations Practice Tools

6. Click **Intellectual Property**

Practice Tools

- Intellectual Property
 - KluwerIPCases.com Copyright
 - KluwerIPCases.com Copyrights and Patents
 - KluwerIPCases.com Patents
 - KluwerManualIP.com**
 - KluwerPatentLaw.com

7. Click **Kluwer ManualIP.com**

Kluwer Manual IP will open in a separate window.

Home Page

You have a flat-rate, annual subscription to Kluwer Manual IP online. You will not incur additional charges for time spent online retrieving, reading, or printing documents.

The screenshot shows the Kluwer Manual IP Home Page with several callout boxes highlighting key features:

- Search options.** Points to the search bar at the top right, which includes a "Quick search" field, a "free text" dropdown, and a search button.
- Login Status and log off link.** Points to the "Logged on: CCH user | log off" text in the top navigation bar.
- Table of Contents** and **Click to open Recently added materials.** Both point to the left-hand navigation menu, which lists categories like Smart Charts™, Patents, Trade Marks, Utility Models, Industrial Designs and Models, Jurisdictions, IP Conventions and Related Matters, News Alert Archive, and Kluwer Patent Blog.
- Link to the Kluwer Patent Blog.** Points to the "Kluwer Patent Blog" link in the top navigation bar.
- Link to a list of Contributors.** Points to the "click here" link in the "For the List of Contributors of KluwerManualIP.com" section.
- Recent News and Developments:** Points to the "Recent News and Developments:" section, which is circled in red.
- You can keep current with bi-weekly news by signing up for Kluwer Manual IP News Alerts.** Points to the "News Alerts" buttons (email and RSS) in the purple banner.

The main content area includes a "Welcome to KluwerManualIP.com" message, a "WATCH the new" banner for "KluwerManualIP.com Demo", a link to the "Kluwer Patent Blog", a link to download a brochure, and a table of "Recent News and Developments".

Publication date	Jurisdiction	Title
28 June 2011	United States, Israel	Israel and the United States enter into pilot PPH programme
28 June 2011	United States, Denmark, Norway, Iceland	USPTO launches PCT-Institute
28 June 2011	United States, South Korea	United States and Korea work products

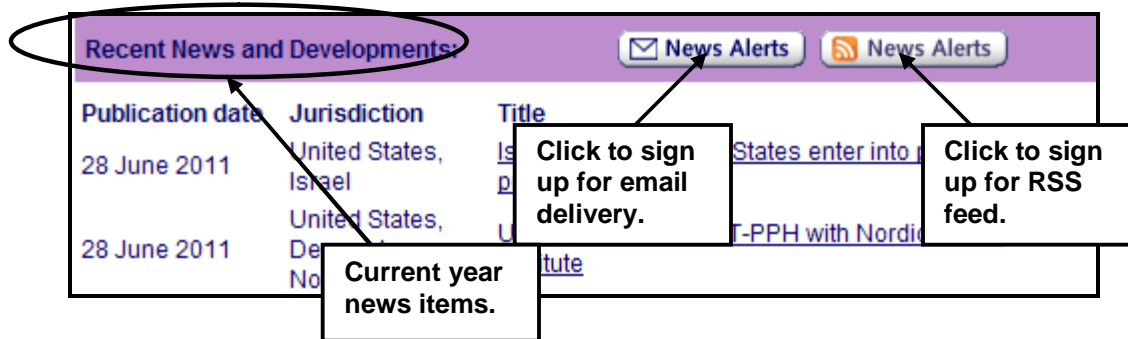
- There are three ways to access the information within Kluwer Manual IP:
 - Browsing the Table of Contents.
 - Smart Charts
 - Searching the database.

Kluwer Manual IP News Alerts

This current awareness service will:

- Inform users of recent developments and news.
- Focus on news concerning laws, regulations and landmark cases.
- Include practical news such as online filing forms of European countries.

You can choose to receive your news via RSS feeds, a bi-weekly News Alert newsletter delivered to your inbox, or by visiting the Recent News and Developments section on the home page.



News Alert Archives are accessible via the Table of Contents. Select jurisdiction or topic to retrieve a list of applicable news items. They are also searchable.



Browsing Table of Contents

- Patents, Trade Marks, Utility Models, and Industrial Designs and Models:** Browsing these four topics via the Table of contents on the left panel will take you to the applicable section of the jurisdiction document. Select topic, select letter range, select country.

This screenshot shows the main navigation menu on the left side of the website. The menu items are: Smart Charts™ - NEW TOOL, Patents, Trade Marks, Utility Models, Industrial Designs and Models, Jurisdictions, IP Conventions and Related Matters, and News Alert Archive. A callout box with an arrow pointing to the 'Patents' link contains the text: "Click the desired topic and then select letter range and country."

This screenshot shows the 'Patents' page for Greece. The page includes the following elements:

- A breadcrumb trail: Patents → G → Greece.
- Section title: Greece.
- Last updated: August 2011.
- EDITED BY: Arnold & Siedsma.
- AUTHORED BY: A.J.Park.
- IN COOPERATION WITH: Dr. Helen Papaconstantinou, John Filias, Greece in Arnold & Siedsma (ed), Manual of Industrial Property (Kluwer Law International 1927, Supplement No. 137 August 2011) pp. 1-68.
- Links: News Alert Archive >> Greece, Email, Print, Select all, Select.

 Callouts include:

- "Last Update." pointing to the 'Last updated' date.
- "Click link to open document,," pointing to the 'Manual of Industrial Property' link.
- "You can email or print the Selected document(s)." pointing to the 'Email', 'Print', 'Select all', and 'Select' buttons.

This screenshot shows the detailed 'Greece' page. On the left is a table of contents for 'Patents' with expandable sections: Summary, Detailed Information, Conventions and Legislation, Kinds of Patents, Duration of Patents, Requirements for Renewal, and Patentable / Not Patentable. The main content area shows the start of the 'Greece' section, including a link to the full text of an analytical report. Callouts include:

- "Click + to open primary topic outline of subtopics." pointing to the '+' icon in the table of contents.
- "Link to full text of the jurisdiction document." pointing to the 'To full text of analytical report' link.
- "Begins with the selected topic section of the country report." pointing to the start of the 'Greece' text.

Note: Page number references to the book for citation purposes indicate top of page.



The IP Unions and Treaties under the 4 Topics (Patents, Trade Marks, Utility Models, or Industrial Designs and Models) will display documents dealing with the respective convention or treaty relevant to that topic.

IP Unions and Treaties (listed in the chronological order of their creation)

- European Formalities Convention
- Strassbourg Convention
- Patent Cooperation Treaty
- Strassbourg Patent Classification Treaty Union
- European Patent Convention
- Budapest Union

This is the list under Patents.

• **Jurisdictions**

Browsing in this topic selection in the Table of Contents, will take you to the full analytical report of the country profile your select. The country reports include information on all four possible main topics: patents, trade marks, utility models, and industrial designs and models.

• **IP Conventions and Related Matters**

Browsing in this section on the Table of Contents, will take you to the full text of conventions, treaties, and related legislation as well as related explanatory texts, all grouped in an expandable list of IP Unions and treaties.

Patents

Trade Marks

Utility Models

Industrial Designs and Models

Jurisdictions

IP Conventions and Related Matters

IP Conventions and Related Matters

IP Unions and Treaties (listed in the chronological order of their creation)

- Paris Union
- Madrid Agreement
- Madrid Union
- Hague Union

Browse TOC > IP Conventions to retrieve the full list of these documents in the database. Chronological order.

Smart Charts

This workflow tool helps you quickly and easily compare information across multiple jurisdictions on: Patents, Trademarks, Utility Models, Industrial Designs and Models.

1. Click **Smart Charts** at the top of the **Table of Contents**.
2. Select the **Topic(s)**
3. Click **Next**
4. Select the **Jurisdictions** you wish to compare
5. Click **Next**

The screenshot displays the 'Smart Charts' interface for 'Novelty requirement' and 'Novelty grace period for filing after applicant's own disclosure'. The interface includes a header with 'Wolters Kluwer Law & Business Smart Charts™' and 'KluwerManualIP.com', along with 'Printer Friendly' and 'Export' buttons. A 'Results (Step 3 of 3)' section shows filters for 'Display As: Chart View' and 'Updates within last 360 days are highlighted'. Two tables are shown, with callouts pointing to specific features.

Callout 1: Print the chart or Export to Excel or Word. (Points to the Export button)

Callout 2: Any updates within specified timeframe will be indicated by yellow highlighting. (Points to the 'are highlighted' text in the filter)

Callout 3: Change to Matrix view to display the jurisdictions in columnar format. (Points to the 'Chart View' dropdown)

Callout 4: Link to the full text in Kluwer Manual IP. (Points to a blue hyperlink in the 'Reference in Kluwer Manual IP' column)

Jurisdiction	Novelty requirement	Up to date as of	Reference in Kluwer Manual IP
United Kingdom	Absolute	January 2011	Novelty requirement
United States of America	Absolute with exceptions	May 2011	Novelty requirement

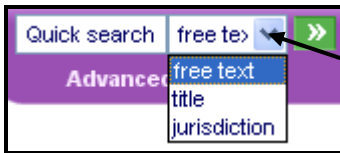
Jurisdiction	Novelty grace period for filing after applicant's own disclosure	Up to date as of	Reference in Kluwer Manual IP
South Africa	No, except where an invention is worked in South Africa by way of reasonable technical trial or experiment by the applicant or his predecessor in title prior to filing.	January 2011	Novelty grace period for filing after applicant's own disclosure
Spain	No	November 2010	Novelty grace period for filing after applicant's own disclosure
United Kingdom	No	January 2011	Novelty grace period for filing after applicant's own disclosure
United States of America	1 year	May 2011	Novelty grace period for filing after applicant's own disclosure

Searching the database

There are two search processes: a Quick Search and an Advanced Search.

Quick Search

Quick Search allows you to search through all topics, content categories and sources. You can only run one search at a time and search only in one of three document segments at a time: Free text, Word(s) in title, or Jurisdiction.



Select document segment you want to search through.

- Free Text:** To find words/phrase in the title and/or text of a document.
- Title:** To find words/phrase as published in the title of a document
- Jurisdiction:** To retrieve the country document.



Type words or country name. Click the green arrow to search.



A jurisdiction search results in one document.

Advanced Search

Advanced Search enables you to scope to the area of interest and select criteria for a search. There are four Advanced Search templates to help you refine your search: General, Analysis by Jurisdiction, Compare Jurisdictions, and News Alert Archive.

General Search

This search process searches through all topics and all text types. You can limit your search by selecting one of the text type categories.

The screenshot shows the 'Advanced search »' menu with 'General search' selected. Below is the 'Search - General' form with the following fields and callouts:

- 1. Type:** Points to the 'Free text:' input field containing 'computer'.
- 2. Optional restrictions.:** Points to the 'Jurisdiction:' dropdown menu and the 'Publication date:' dropdown menu.
- 3. Select text type.:** Points to the radio button options: 'All' (selected), 'Legislation', 'Analytical texts', and 'News Alert Archive'.
- 4. Search:** Points to the 'Search' button at the bottom right of the form.

Free text: See Help file for Boolean operators and acceptable and banned symbols.

Word(s) in title: You can enter words for searching in title, e.g., *france*, would retrieve only the France analytical document with any Free Text key words highlighted in the document.

Jurisdiction: Select one or more jurisdictions to restrict your search. Type "or" between the jurisdictions.

Publication date: Restrict results by publication date. Date format: [yyyy-mm-dd](#)

Text type: Legislation will retrieve documents from the IP Conventions and Related Materials database. Analytical texts are the jurisdiction documents. News Alerts Archive searches the archive News Alerts.

Search Results

- You can scroll through the pages using the buttons at the bottom of the list. The single arrow takes you to the beginning or the end of the results listing.



Search results

Query:
Free text: computer

Search options.

Your Query resulted in [90] hits.
 - [Click here to search within the results below](#)
 - [Click here to refine your search](#)
[Click here to enter a new search](#)

Sortable columns

Analytical texts: [87] hits

Relevancy	Author(s)/Editor(s) ▲▼	Document title ▲▼
8	Arnold & Siedsma	Belgium Last updated September 2005
6		Bermuda

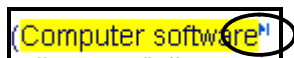
Refine Search

Free text:

Word(s) in title:

All
 Legislation
 Analytical texts

- Within document, go from highlighted word to word using the arrow at the end of the word.



- Printer function is at the top of the document.



Analysis by Jurisdiction

This search process enables you to search for topics in one or multiple jurisdictions (countries, regions, and supranational IP organizations).

Advanced search »



Search - Analysis by Jurisdiction

Free text:

Word(s) in title:

Jurisdiction: "United Kingdom" OR France

Topics:

- All
- Patents
 - Conventions and Legislation
 - Kinds of patents
 - Duration of patents
 - Requirements for Renewal
 - Patentable - not patentable

Type jurisdictions or select from list. Note: If you type two or more country names, connect them with the operator "OR."

Select topic or subtopic.

- Search results contain separate documents for each topic within each jurisdiction. The retrieved documents will open at the appropriate section.

Unpatentable

A patent may be granted only for an invention which is new, involves an inventive step, and is capable of industrial application (that means: can be made or used in any [Page: 8](#))

- A link to the full text of the country analytical report is at the top of the document.

United Kingdom of Great Britain and Northern Ireland [To full text of analytical report](#)

Compare Jurisdictions

This search process gives you the capability of retrieving two or more jurisdictions on one or more IP topics in a single document so you can easily compare texts.

Advanced search »

General search
 Analysis by Jurisdiction
Compare Jurisdictions

Select Jurisdiction(s)
 A - C D - F G - I J - L M - O P - R **S - U** V - X Y - Z

France
 United Kingdom of Great Britain and Northern Ireland

Select Topic(s)
 All
 Patents
 Conventions and Legislation
 Kinds of patents
 Duration of patent

Select two or more jurisdictions using the alpha list.

Select topics or subtopics.

- The selected topic section(s) for the selected countries will be combined into a single results document.

News Alert Archive

Searches through all news items published in the Recent News and Developments' section on the homepage and in the email 'KluwerManualIP.com News Alerts'. You can limit your search by entering a specific publication date or date range or by selecting 'General Information', 'Ratifications', 'Patents (including Utility Models)', 'Trademarks', or 'Models and Designs.' Example:

Free text: fees ?

Word(s) in title: ?

Jurisdiction: List ?

Publication date: betw 2009-01-01 and 2010-12-31 ?

Subject: All General information

General Information & Support

[Home](#) | [About us](#) | [Help](#) | [Legal notices](#) | [Contact](#)

Home brings you back to the home page from any location in the Kluwer Manual IP site.

About us provides information about:

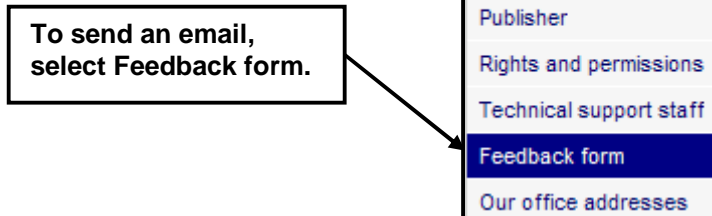
- Kluwer Law International – you will be redirected to the [KluwerLaw.com site](http://KluwerLaw.com).
- Kluwer Manual IP product and its contents
- Other online products – you will be redirected to the “other products” page of the KluwerLaw.com site.

Help provides access to:

- A Help file covering contents and functionality
- Frequently Asked Questions

Legal Notices: Under this section you will find Copyright notice, Disclaimer, General terms of use, Privacy policy, and Terms and conditions for subscribers.

Contact: Select Feedback form to send an email to the product support staff.



Telephone Support :

- Wolters Kluwer Product/Technical Support North America: **1-877-471-5632** available Monday through Friday 3:00am-10:00pm CST.
- Wolters Kluwer Technical Support Europe and rest of the world: +1 733 866 6335 (toll free) available Monday through Friday, 9:00am to 3:00pm GMT