Kluwer Manual IP

Participant Training Guide
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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:


- 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.

From IntelliConnect

1. Go to: http://intelliconnect.cch.com
2. Log in with your IntelliConnect registered User ID and Password.
3. Optional: Click Practice Areas on the Menu Bar. Intellectual Property should be selected. Click Apply.
4. Click Practice Tools on the Tool Bar
6. Click Intellectual Property
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.

- 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 archives (3 years).
- 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.

Kluwer Manual IP App -- You can also stay on top of the News on your iPad, iPhone and Blackberry via the App entitled “Manual IP”: 

![Manual IP App](image)
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.

Click the desired topic and then select letter range and country.

Click link to open document.

Click + to open primary topic outline of subtopics.

You can email or print the Selected document(s).

Last Update.

Link to full text of the jurisdiction document.

Begins with the selected topic section of the country report.

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.

- 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.
Smart Charts

This workflow tool helps you compare quickly and easily 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

Change to Matrix view to display the jurisdictions in columnar format.

Print the chart or Export to Excel or Word.

Any updates within specified timeframe will be indicated by yellow highlighting.

Link to the full text in Kluwer Manual IP.

United Kingdom Absolute
United States of America Absolute with exceptions

Patents & Trademarks / Novelty & Patentable

Novelty grace period for filing after applicant’s own disclosure

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.

- **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.

**Boolean Connectors**: You can use the following connectors: **AND**, **OR**, and **AND NOT**. Note: If you type NOT, the search engine changes it to **AND NOT**.

**Example**:
- **Query**: greece
- **Jurisdiction**: greece

Your Query resulted in [1] hits.

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.

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 Alert 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 options

Sortable columns

Analytical texts: [87] hits

<table>
<thead>
<tr>
<th>Relevancy</th>
<th>Author(s)/Editor(s)</th>
<th>Document title</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Arnold &amp; Siedsma</td>
<td>Belgium</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last updated September 2005</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>Bermuda</td>
</tr>
</tbody>
</table>

Search Options lets you Click here to refine your search

- 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).

- 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

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

- 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:
General Information & Support

**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.
- Kluwer Manual IP product and its contents
- Other online products - you will 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 3:00 a.m. to 10:00 p.m. CST.

- Wolters Kluwer Technical Support Europe and rest of the world: **+1 773 866 6335** (toll free) available Monday through Friday, 9:00 a.m. to 3:00 a.m. GMT.