

Kluwer Manual IP

Participant Training Guide

August, 2012

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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**

7. Click **Kluwer ManualIP.com**

Kluwer Manual IP will open in a separate window.

Practice Tools

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

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:** Located at the top right, pointing to the search bar with options for "Quick search" and "free text".
- Login Status and log off link:** Located at the top center, pointing to the "Logged on: CCH User | log off" text.
- Table of Contents:** Located on the left side, pointing to the navigation menu.
- Link to the Kluwer Patent Blog:** Located in the middle right, pointing to the "Kluwer Patent Blog" link.
- Link to a list of Contributors:** Located in the middle right, pointing to the "click here" link in the "For the List of Contributors of KluwerManualIP.com" section.
- Click to open Recently added materials:** Located at the bottom left, pointing to the "» Recently added materials" link.
- You can keep current with bi-weekly news by signing up for Kluwer Manual IP News Alerts:** Located at the bottom right, pointing to the "News Alerts" buttons.

The page content includes a navigation menu on the left with items like "Smart Charts™", "Patents", "Trade Marks", "Utility Models", "Industrial Designs and Models", "Jurisdictions", "IP Conventions and Related Matters", "News Alert Archive", "Kluwer Patent Law", and "Kluwer Patent Blog". The main content area features 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 section for "Recent News and Developments" with a table of entries.

Publication date	Jurisdiction	Title
10 July 2012	Djibouti	Trademark registration fees increase in Djibouti

- 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.

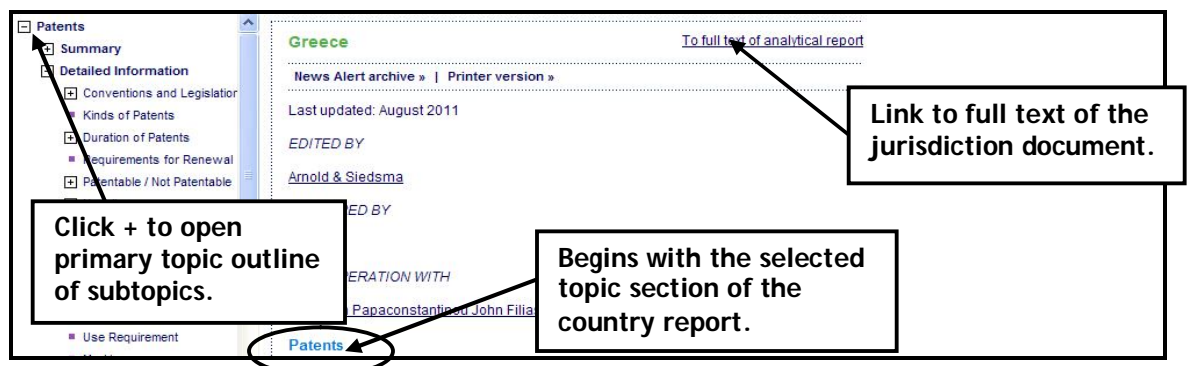
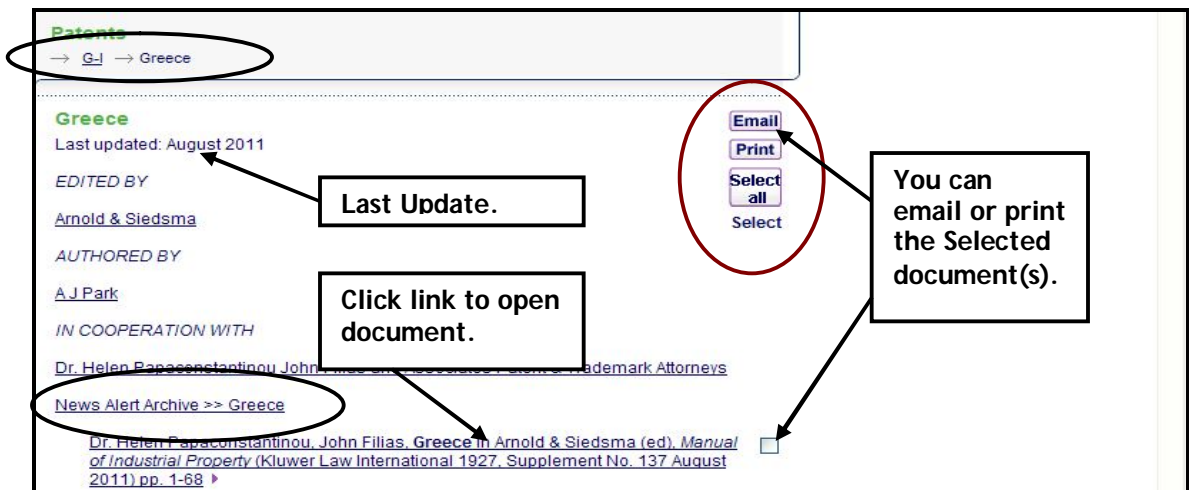


Kluwer Manual IP App -- You can also stay on top of the News on your iPad, iPhone and Blackberry via the App entitled "Manual IP":

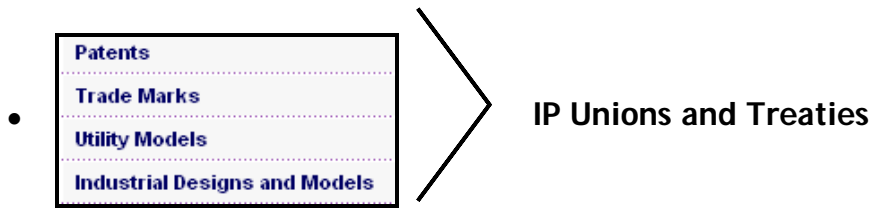


Browsing Table of Contents

- 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.



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.

<ul style="list-style-type: none"> Patents Trade Marks Utility Models Industrial Designs and Models Jurisdictions IP Conventions and Related Matters 	<div style="background-color: #e0f0e0; padding: 5px; border: 1px solid #ccc;"> IP Conventions and Related Matters </div> <ul style="list-style-type: none"> <input type="checkbox"/> IP Unions and Treaties (listed in the chronological order of their creation) <ul style="list-style-type: none"> <input type="checkbox"/> Paris Union <input type="checkbox"/> Madrid Agreement <input type="checkbox"/> Madrid Union <input type="checkbox"/> Hague Union
---	--

From the TOC, go to IP Conventions to retrieve the full list of documents in the database.

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**

The screenshot shows the 'Wolters Kluwer Law & Business Smart Charts™' interface on 'KluwerManualIP.com'. The page title is 'Results (Step 3 of 3)'. There are navigation options for 'Printer Friendly' and 'Export'. A dropdown menu shows 'Display As: Chart View' and 'Updates within last 360 days are highlighted'. Below this, there are two tables. The first table is titled 'Novelty requirement' and the second is 'Novelty grace period for filing after applicant's own disclosure'. Both tables have columns for 'Jurisdiction', 'Novelty requirement / Novelty grace period for filing after applicant's own disclosure', 'Up to date as of', and 'Reference in Kluwer Manual IP'. The 'Reference in Kluwer Manual IP' column contains blue hyperlinks. Callouts point to the 'Export' button, the 'Updates' dropdown, the 'Chart View' dropdown, and the hyperlinks in the second table.

Jurisdiction	Novelty requirement	Up to date as of	Reference in Kluwer Manual IP
		January 2011	Novelty requirement
		November 2010	Novelty requirement
United Kingdom	Absolute	January 2011	Novelty requirement
United States of America	Absolute with exceptions	May 2011	Novelty requirement

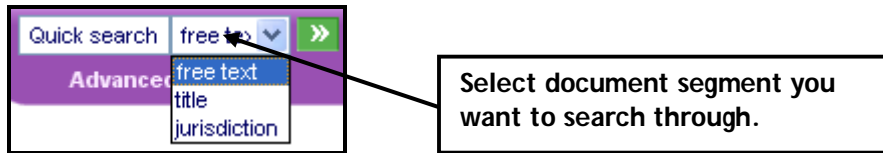
Jurisdiction	Novelty grace period for filing after applicant's own disclosure	Up to date as of	Reference in Kluwer Manual IP
South Africa	No, except where an invention is worked in South Africa by way of reasonable technical trial or experiment by the applicant or his predecessor in title prior to filing.	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

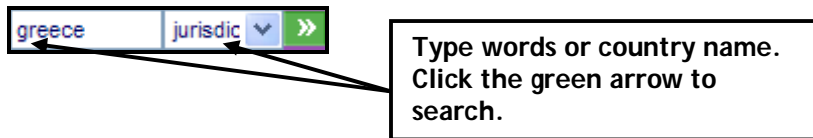
There are two search processes: a Quick Search and an Advanced Search.

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.



- 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.



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.

Advanced search »

- General search
- Analysis by Jurisdiction
- Compare Jurisdictions
- News Alert Archive

Search - General

Free text: ?

Word(s) in title: ?

Jurisdiction: ?

Publication date: on ?

All Legislation Analytical texts News Alert Archive

1. Type

2. Optional restrictions.

3. Select text type.

4. Search

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

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](#)

Analytical texts: [87] hits

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

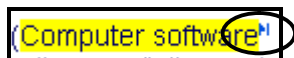
Search Options lets you [Click here to refine your search](#)

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 List

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: after 2010-01-01 and

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.
- 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

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

To send an email,
select Feedback form.

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Publisher
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Technical support staff
Feedback form
Our office addresses

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.