

**Kluwer Manual IP  
via  
CCH Internet Research NetWork**

<http://business.cch.com/network>

**Participant Training Guide**



August, 2006

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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 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 one or more IP topics in one document.

This guide is intended for use during a training session conducted by a CCH Legal Training Consultant. 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 through the CCH Internet Research Network.
- Use the Table of Contents to retrieve Jurisdiction and Legislation documents.
- Conduct searches to find selected information.
- Navigate through search results.

## Logging In to CCH Internet Research Network

### Using a User ID and Password:

1. Go to: <http://business.cch.com/network>
2. Enter your **User ID and Password**.

3. Click **Enter**.

### Using Internet Protocol (IP) Authentication:

1. Go to: <http://business.cch.com/ipnetwork>
2. If prompted, type in your **e-mail address**

3. Click **OK**

## Linking to Kluwer Manual IP

1. Click on the **Intellectual Property** tab.



2. Click the link for **KluwerManualIP.com subscribers**.



Use Link Express to create a Browser Favorite for this page for quick access at your next log on.

## Kluwer Manual IP – 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 callouts highlighting key features:

- Table of Contents:** A callout box points to a sidebar menu on the left containing links for Patents, Trade Marks, Utility Models, Industrial Designs and Models, Jurisdictions, and IP Conventions and Related Matters.
- Login Status and log off link:** A callout box points to the text "Logged on: IRN - Manual IP Online User | log off" in the top navigation bar.
- Search options:** A callout box points to the search area in the top right, which includes a "Quick search" input field, a "free text" dropdown menu, and an "Advanced search" link.
- Click to view list of recently added materials, updates to jurisdictions:** A callout box points to a link labeled "» Recently added materials" in the main content area.

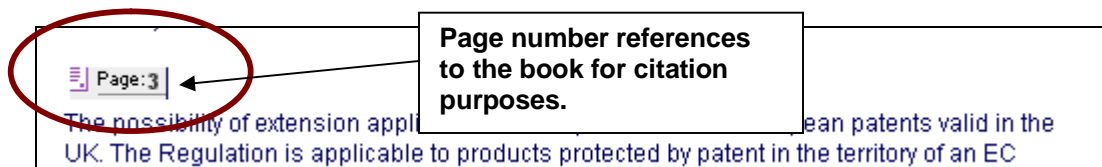
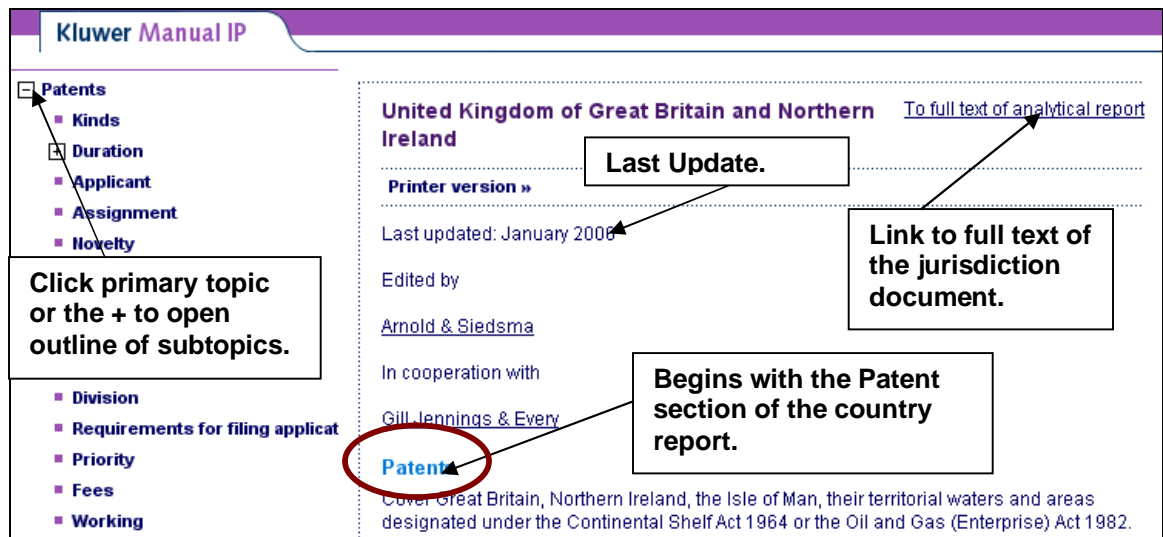
The main content area features a "Welcome to Kluwer Manual IP" message, a brief description of the manual's purpose, and a link to the "List of Contributors of KluwerManualIP.com".

There are two ways to access information within Kluwer Manual IP:

- Browsing the Table of Contents.
- Searching the database.

## 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.



➤ **Topic>IP Unions and Treaties**

The IP Unions and Treaties under a Topic will display documents dealing with the respective convention or treaty relevant to that topic.

A screenshot of a web interface showing a list of IP Unions and Treaties. The list is titled "IP Unions and Treaties (listed in the chronological order of their creation)". The items in the list are: European Formalities Convention, Strassbourg Convention, Patent Cooperation Treaty, Strassbourg Patent Classification Treaty Union, European Patent Convention, and Budapest Union. A callout box with a pointer to the list contains the text: "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.

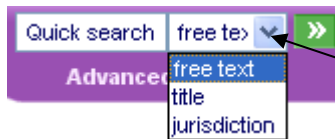
A screenshot of a Table of Contents (TOC) interface. On the left is a vertical navigation menu with items: Patents, Trade Marks, Utility Models, Industrial Designs and Models, Jurisdictions, and IP Conventions and Related Matters. The "IP Conventions and Related Matters" item is highlighted. On the right, the content area shows a sub-section titled "IP Conventions and Related Matters" which contains an expandable list titled "IP Unions and Treaties (listed in the chronological order of their creation)". The items in this list are: Paris Union, Madrid Agreement, Madrid Union, and Hague Union. A callout box with arrows pointing to the "IP Conventions and Related Matters" menu item and the list title contains the text: "Browse TOC> IP Conventions to retrieve the full list of these documents in the database."

## 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 fields 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.

**Search results**

---

Query:  
Jurisdiction: united AND kingdom

**Your Query resulted in [1] hits.**

**Analytical texts: [1] hits**

Relevancy	Author(s)/Editor(s)	Document title
112	Gill Jennings & Every Last updated January 2006	<a href="#">United Kingdom of Great Britain and Northern Ireland</a>

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 three Advance Search templates to help you refine your search: General, Analysis by Jurisdiction, and Compare Jurisdictions.

### 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

**Select for General search template.**

---

**Search - General**

Free text:   

Word(s) in title:  

All  Legislation  Analytical texts

**2. Select text type.**

**3. Search**

**Free text:** See Appendix for Boolean operators and 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.

**Text type:** Legislation will retrieve documents from the IP Conventions and Related Materials database. Analytical texts are the jurisdiction documents.

### 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 document.



**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	<a href="#">Belgium</a>
6		<a href="#">Bermuda</a>

Search options.

Sortable columns

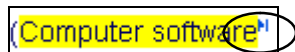
### Refine Search

Free text: "computer software"

Word(s) in title: france

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 »**

- General search
- Analysis by Jurisdiction**
- Compare Jurisdictions

**Select for Analysis by Jurisdiction template.**

---

**Search - Analysis by Jurisdiction**

Free text:

Word(s) in title:

Jurisdiction:  [List](#) ?

Topics:

- All
- Patents
  - Conventions and Legislation
  - Kinds of patents
  - Duration of patent
  - Patentable - not patentable

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

**Select topic or subtopic.**

- 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 separate document so you can easily compare texts.

**Advanced search »**

General search  
Analysis by Jurisdiction  
Compare Jurisdictions

Select for Compare Jurisdictions menu.

Select Jurisdiction(s)

A - C D - F G - I J - L M - O P - R S - U V - X Y - Z

Select two or more jurisdictions using the alpha list.

France

United Kingdom of Great Britain and Northern Ireland

Select Topic(s)

All

Patents

Conventions and Legislation

Kinds of patents

Duration of patent

Select a topic or subtopic.

- The selected topic sections for the selected countries will open in a separate window. See Appendix for an explanation of how the countries/topics are organized.

**France**

**Topic: Duration of patent**

**United Kingdom of Great Britain and Northern Ireland**

**Topic: Duration of patent**

### Options:

- Print or File>Save as.....
- Link to full text of each jurisdiction.
- Use "Ctrl+F" to locate specific words within the text.
- To run another Compare, close the document window, select Advanced Search>Compare Jurisdiction. This will give you a new, empty template.

## 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:

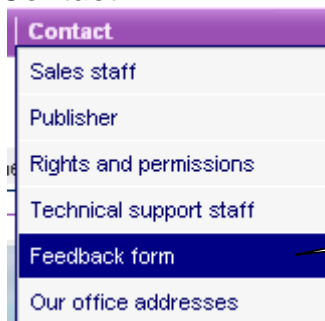
- Kluwer Law International – you will be redirected to the [KluwerLaw.com](http://KluwerLaw.com) site.
- Kluwer Manual IP product and its contents
- Other online products – you will be redirected to the “other products” page of the KluwerLaw.com site.

**Help** provides access to:

- User Manual
- 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:**



**Call CCH Customer Support: 1-800-835-0105 for technical support**  
(Monday through Friday, 8:00a.m. – 8p.m. Central time)

## Appendix

### Boolean Operators

Operator	Example
<b>AND</b> Search for documents containing each term at least once.	computer AND software  Will find hits in which both 'computer' and 'software' occur either or not combined.
<b>OR</b> Search for documents containing at least one of the terms.	software OR programs  Will find hits in which either one of the terms 'software' or 'programs' or both terms occur at least once.
<b>AND NOT</b> Search for documents containing the first term but not the second. Please note that the system will automatically change NOT into AND NOT.	Software AND NOT programs  Will find hits in which only the term 'software' occurs and not the term 'programs.'  Computer AND software AND NOT programs.  Will find hits in which both the terms 'computer' and 'software' occur, separately or combined, but not the term 'programs.'

### Symbols

Symbol	Example
“ ”  To define a phrase rather than a simple collection of terms.	"computer software"  Will find occurrences of the phrase 'computer software', i.e. the combination of 'computer' with software, but not each of the two words separately and on their own.
*  Wildcard to replace one or more characters at the end of a word. Use for plurals.	Engine*  Will find occurrences of 'engines', 'engineering', etc.  Ira*  Will find occurrences of 'Iran' and/or Iraq.

**Banned symbols:** Some symbols cannot be used in any of the search fields - they will cause the search to return an error message. These symbols mostly comprise of non-English characters like:

硯, ©, 鯨, й, д, س, ر, ه, ف, ل

## Search Fields

Field	Explanation
Free Text	Any word or phrase in the title and/or text of a document.
Word(s) in title	Any words or phrase as published in the title of a document.
Jurisdiction – available on Advanced Search – Analysis by jurisdiction template.	Select one or more jurisdictions (countries, regions, and supranational IP organizations) from the list (recommended) or type a jurisdiction. ****Note: If typing two or more jurisdictions separated by a space, the system by default adds the Boolean operator AND. If you select jurisdictions from the list, the operator OR will automatically be added between the jurisdictions.

**Compare Jurisdictions – results organization:** When you select multiple countries and multiple topics/subtopics, the sections of the jurisdictional analytical documents will come organized as follows:

- After selecting two or countries, if you select one or two Primary Topics, e.g., Patents, Trademarks, the document will be organized as follows:

Selection	Example of resulting document
Country A Primary Topic A	France Patents and all its subtopics
Country B Primary Topic A	UK Patents and all its subtopics
Country A Primary Topic B	France Trademarks and all subtopics
Country B Primary Topic B	UK Trademarks and all subtopics

- After selecting countries, if you select subtopics, then the document will be organized as follows:

Organization	Example
Country A SubTopic A	France Patent>Duration
Country B SubTopic A	UK Patent>Duration
Country A SubTopic B	France Patent>Ownership of rights
Country B SubTopic B	UK Patent>Ownership of rights
Country A SubTopic C	France Trademarks>duration of registration
Country B SubTopic C	UK Trademarks>duration of registration