

Kluwer Manual IP

Participant Training Guide

June, 2009

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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 CCH Legal Training Consultant. It will also serve as a helpful reference, once the training has been completed.

Objectives

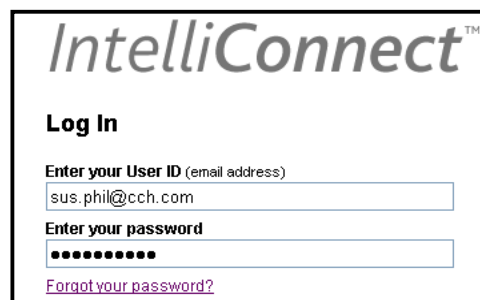
Upon completion of this course, you will be able to:

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

Accessing Kluwer Manual IP

From IntelliConnect (required for IP Authentication users, optional for login via User ID/password)

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



IntelliConnect™

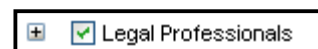
Log In

Enter your User ID (email address)

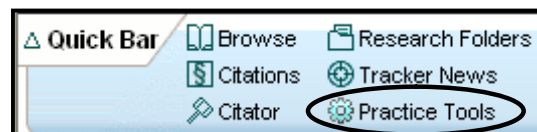
Enter your password

[Forgot your password?](#)

3. Click **Practice Areas** on the Menu Bar.
4. **Legal Professional** should be selected. Click OK.
5. Click **Practice Tools** on the Quick Bar



Legal Professionals

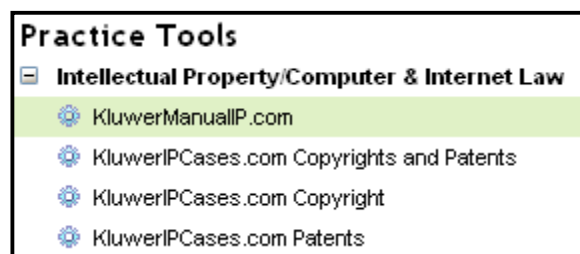


Quick Bar

- Browse
- Citations
- Citator
- Research Folders
- Tracker News
- Practice Tools**

6. Click **Intellectual Property/Computer and Internet Law**
7. Click **Kluwer ManualIP.com**

Kluwer Manual IP will open in a separate window.

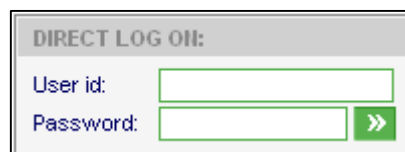


Practice Tools

- Intellectual Property/Computer & Internet Law**
 - KluwerManualIP.com
 - KluwerIPCases.com Copyrights and Patents
 - KluwerIPCases.com Copyright
 - KluwerIPCases.com Patents

Direct Access (available only for login via User ID/password)

1. Go to: <http://www.kluwermanualip.com>
2. Log in with your User ID and Password.



DIRECT LOG ON:

User id:

Password:

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 pointing to specific features:

- Search options:** Points to the search bar at the top right, which includes a "Quick search" field, a "free text" dropdown, and an "Advanced search" link.
- Login Status and log off link:** Points to the "Logged on: CCH User" and "log off" link at the top.
- Table of Contents:** Points to the left-hand navigation menu, which includes links for Smart Charts™ - IIEW TOOL, Patents, Trade Marks, Utility Models, Industrial Designs and Models, Jurisdictions, IP Conventions and Related Matters, and News Alert Archive.
- Sign up for bi-weekly news alerts:** Points to the "News Alerts" buttons (email and RSS) located above the "Recent News and Developments" section.
- Recently added materials: updates to jurisdictions:** Points to the "Recently added materials" link and the table of recent news.
- You can keep current with bi-weekly news by signing up for Kluwer Manual IP News Alerts:** Points to the "News Alerts" buttons.

Recent News and Developments:

Publication date	Jurisdiction	Title
4 May 2009	European Patent Convention (EPC)	EPO announces measures to improve efficiency
4 May 2009	United Kingdom	New practice notice on ex parte h... in UK
4 May 2009	Mexico	Mexican database for trad...
27 April 2009	South Africa	South African guidelines o...

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

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.

Welcome to KluwerManualIP.com

New Features!
Smart Charts™, a workflow tool to quickly and easily compare information across multiple jurisdictions and a [KluwerManualIP.com News Alert](#), delivered via [RSS](#) or [e-mail](#). Click [here](#) to learn more.

For the List of Contributors of KluwerManualIP.com [click here](#)

» [Recently added materials](#)

Recent News and Developments:

Publication date	Jurisdiction	Title
4 May 2009	European Patent Convention (EPC)	EP

Buttons: [News Alerts](#) (Email icon) and [News Alerts](#) (RSS icon)

Callouts:
 - Click to sign up for email delivery.
 - Click to sign up for RSS feed.

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

Smart Charts™ - NEW TOOL

- Patents
- Trade Marks
- Utility Models
- Industrial Designs and Models
- Jurisdictions
- IP Conventions and Related Matters
- News Alert Archive**

News by jurisdictions

→ [D-F](#) → [Denmark](#)

Publication date	Headline
Patents (including Utility models)	
30 January 2009	Nordic Patent Institute revises agreement with WIPO
10 March 2009	Patent Prosecution Highway pilot between Denmark and South Korea
Trademarks	
20 March 2009	Singapore Treaty on the Law of Trademarks enters into force
General Information	
20 February 2009	Higher penalties for counterfeiting in Denmark

Wolters Kluwer Law & Business

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.

Smart Charts™ - NEW TOOL

- Patents
- Trade Marks
- Utility Models
- Industrial Designs and Models
- Jurisdictions
- IP Conventions and Related Matters
- News Alert Archive

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

Welcome to KluwerManualIP.com

New Features!
Smart Charts™, a workflow tool to quickly and easily compare information across multiple jurisdictions and a *KluwerManualIP.com News Alert*, delivered via [RSS](#) or [e-mail](#). Click [here](#) to learn more.

Patents

→ D-F → France

Last Update.

France
Last updated: November 2008

EDITED BY

IN COOPERATION WITH

News Alert Archive → France

Germain et Maureau, **France** in Arnold & Siedsma (ed), *Manual of Industrial Property* (Kluwer Law International 1927, Supplement No. 120 November 2008) pp. 1-76 ▶

Email
Print
Select all
Select

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

Click link to open document,.

Patents

- ▣ Kinds
- ▣ Duration
- ▣ Applicant
- ▣ Assignment
- ▣ Novelty

▣ Requirements for filing applicat

▣ Priority

▣ Fees

Click + to open primary topic outline of subtopics.

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

Printer version »

Last updated: January 2006

Edited by [Arnold & Siedsma](#)

In cooperation with [Gill Jennings & Fry](#)

Patents

Link to full text of the jurisdiction

Begins with the selected topic section of the country report.

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

Page: 2



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.

<p>Patents</p> <p>Trade Marks</p> <p>Utility Models</p> <p>Industrial Designs and Models</p> <p>Jurisdictions</p> <p>IP Conventions and Related Matters</p>	<p style="color: green;">IP Conventions and Related Matters</p> <div style="border: 1px solid black; padding: 5px;"> <p><input type="checkbox"/> IP Unions and Treaties (listed in the chronological order of their creation)</p> <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 </div>
---	---

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

• **News Alert Archives**

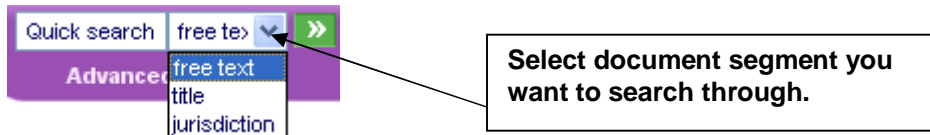
Biweekly email newsletter items are deposited in this database during the current year.

Searching the database

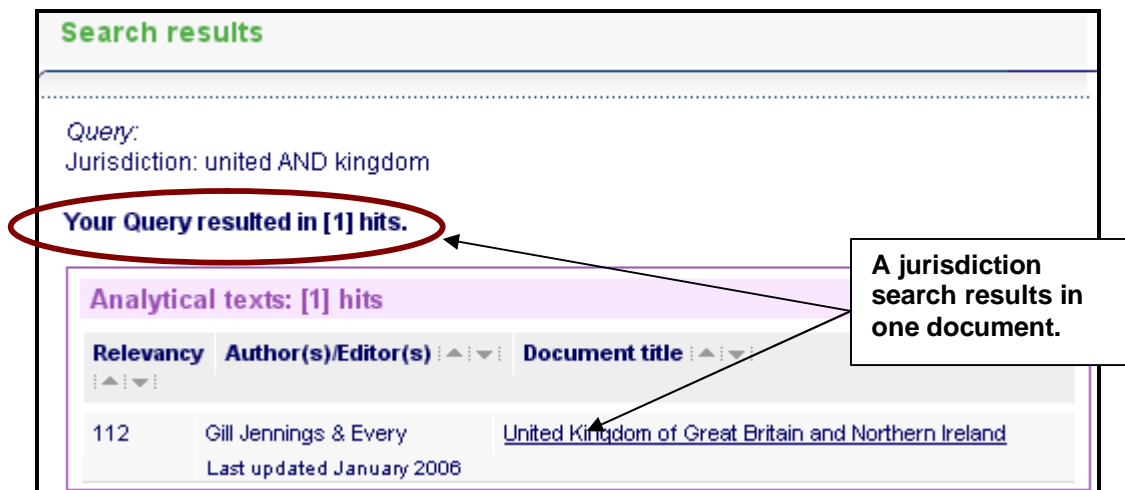
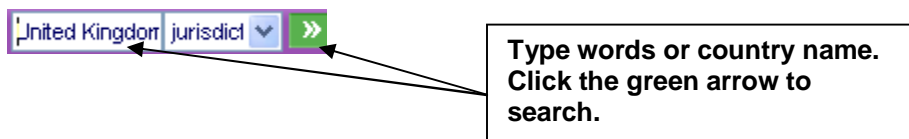
There are two search processes: a Quick Search and an Advanced Search.

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.



- 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.



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.

Other visible fields include 'Word(s) in title' and a 'List' button.

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 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	Belgium
6		Bermuda

Search options.

Sortable columns

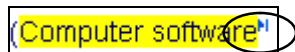
Refine Search

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 single document so you can easily compare texts.

The screenshot illustrates the search process for comparing jurisdictions. It shows the following steps:

- Advanced search »**: A purple button to initiate the search process.
- General search**, **Analysis by Jurisdiction**, **Compare Jurisdictions**: A menu where 'Compare Jurisdictions' is selected.
- Select Jurisdiction(s)**: An alpha list (A-C, D-F, G-I, J-L, M-O, P-R, S-U, V-X, Y-Z) where 'S-U' and 'V-X' are selected.
- France** and **United Kingdom of Great Britain and Northern Ireland**: Two checkboxes that are checked, indicating the selected jurisdictions.
- Select Topic(s)**: A tree view where 'Duration of patent' is selected under the 'Patents' category.

Callouts provide instructions: 'Select for Compare Jurisdictions menu.' points to the 'Compare Jurisdictions' menu item; 'Select two or more jurisdictions using the alpha list.' points to the alpha list and the selected checkboxes; 'Select a topic or subtopic.' points to the 'Duration of patent' checkbox.

- The selected topic sections for the selected countries will be combined in a single window.

New 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.'

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**

Print the chart or Export to Excel or Word.

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

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

Link to the full text of the relevant text in the Manual IP.

Jurisdiction	Novelty requirement	Up to date as of	Reference in Kluwer Manual IP
		January 2009	Novelty requirement
		November 2008	Novelty requirement
		December 2008	Novelty requirement
		January 2009	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	January 2009	Novelty grace period for filing after applicant's own disclosure
Spain	No	November 2008	Novelty grace period for filing after applicant's own disclosure
United Kingdom	No	December 2008	Novelty grace period for filing after applicant's own disclosure
United States of America	1 year	January 2009	Novelty grace period for filing after applicant's own disclosure

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:

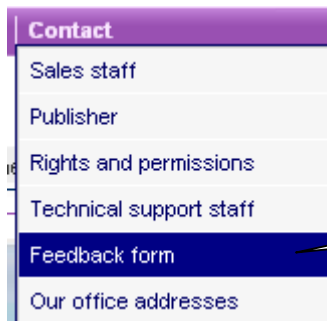
- Kluwer Law International – you will be redirected to the KluwerLaw.com site.
- Kluwer Manual IP product and its contents
- Other online products – you will be redirected to the “other products” page of the KluwerLaw.com site.

Help provides access to:

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

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

Contact:



To send an email, click here.

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