

THOMSON INNOVATION TRAINING MANUAL

2012



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About This Guide

In this guide, the graphics and step-by-step instructions are based on using Thomson Innovation. Because of the evolving nature of this technology, there may be changes to interfaces and functionality that are not reflected in this documentation.

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1 Getting Started

Thomson Innovation provides comprehensive international patent, business, news, and scientific literature coverage and analysis tools.

Signing On to Thomson Innovation

Complete these steps to sign on to Thomson Innovation:

1. Go to www.thomsoninnovation.com. The Thomson Innovation Log In page is displayed (Figure 1-1).

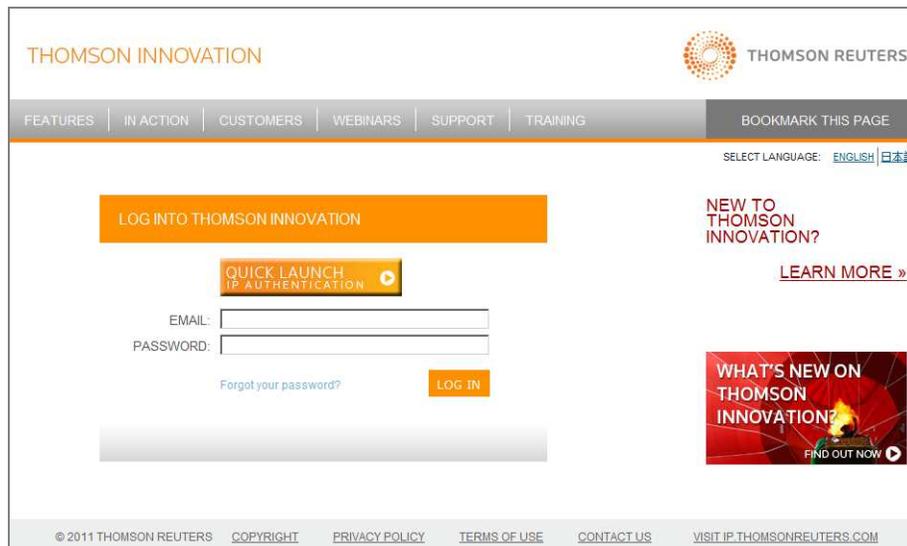


Figure 1-1. Thomson Innovation Log In page

2. Type your email address and password in the appropriate boxes.
3. Click **Log In**. The Patent Search page is displayed (Figure 1-2).

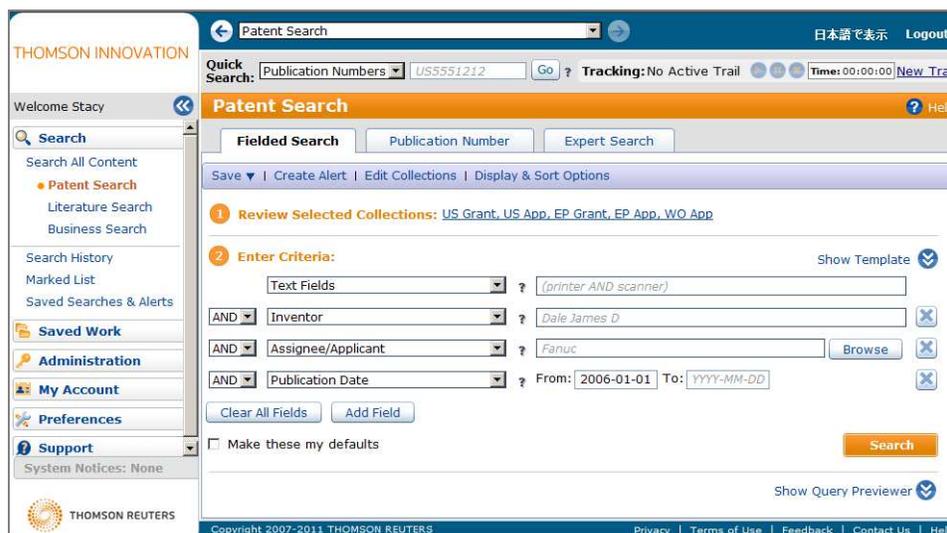


Figure 1-2. Patent Search page

Signing Off from Thomson Innovation

To sign off from Thomson Innovation, click **Logout** at the top of any page.

Setting Preferences

You can customize many aspects of your research session using the Preferences pages. For example, you can designate patent authorities, fields, and display options as defaults.

To display the Preferences pages, click **Preferences** in the left frame, then click a link under Preferences. For example, click **Search** to display the Search Preferences page (Figure 1-3). Use the check boxes and lists to specify your preferences, then click **Save**.



Figure 1-3. Search Preferences page

2 Searching Fundamentals

Creating a Search

To search for patent documents on Thomson Innovation, complete these steps:

1. Click the link next to Review Selected Collections, if desired, to review the collections you want to search. The Collections to Search dialog box is displayed. Select the appropriate collections or click **Select All** to select all the collections, then click OK. The Patent Search page is redisplayed (Figure 2-1).

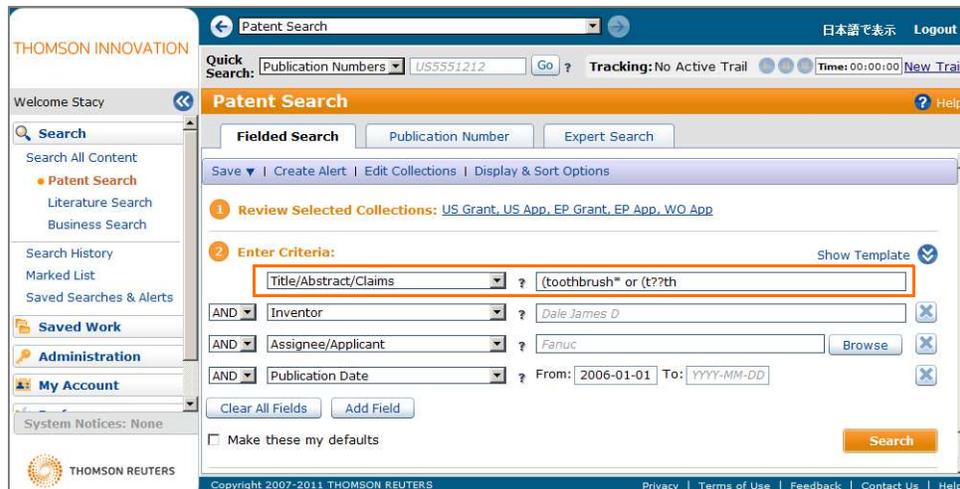


Figure 2-1. Patent Search page

2. Click field in the list under Enter Criteria, e.g., **Title/Abstract/Claims**.
3. Type your query in the box next to the list. To retrieve variations of terms, use the question mark (?) or asterisk (*). Add proximity operators, i.e., **adj**, **near**, or **same**, to specify the distance between terms in your retrieved documents. For example, to retrieve patents relating to toothbrushes, type **(toothbrush* or (t??th near4 brush*))**, shown outlined in Figure 2-1.

- Click **Search**. The Patent Result Set page is displayed (Figure 2-2). To view a patent record, click its publication number.



Figure 2-2. Patent Result Set page

RESTRICTING YOUR SEARCH

You can use the remaining fields in the Enter Criteria section to restrict your search. Choose a Boolean connector from the second list, then choose a field from the list next to it, and type your terms in the box. Then click **Search**.

To add a field, click **Add Field**. To delete a field, click the **Delete** icon (✕) next to the field.

CHOOSING BOOLEAN CONNECTORS

The following List chart describes available Boolean connectors:

Choose	To search for documents that
AND	contain both terms: coin and vending
OR	contain either term or both terms: dog or canine
NOT	exclude terms: aids not hearing

CHOOSING PROXIMITY OPERATORS

To view a list of proximity operators and brief explanations of their function in a search, click **Show Operators** in the right frame. You can also refer to the following chart:

Type	To search for documents
adj	containing terms close to each other and in the same order, e.g., flame adj resistant
near	containing terms close to each other in any order, e.g., tooth near6 brush
same	containing terms in the same paragraph, e.g., haptic same phone

USING THE QUESTION MARK

Use the question mark (?) to represent one variable character. You can place the question mark anywhere in a term except at the beginning. For example, to account for differences between American and British English spellings

Type	To retrieve
organi?e	<i>organize</i> <i>organise</i>

USING THE UNIVERSAL CHARACTER

Use the asterisk (*) to represent many variable characters. For example,

Type	To retrieve
appl*	<i>apply</i> <i>applied</i> <i>applying</i> <i>applicable</i> <i>applicability</i> <i>application</i>

USING THE BROWSE FEATURE

Click **Browse** next to a field to retrieve additional information about the field. Figure 2-3 shows the fields for which the Browse feature is available.

The screenshot shows a search criteria entry form titled "2 Enter Criteria:". It features a "Show Template" button with a dropdown arrow. The form contains several rows, each with a field name, a search value, and a "Browse" button. The fields and their values are:

- Assignee/Applicant: Fanuc
- AND Any IPC: H01M000448 \ H01M 4/48
- AND US Class: 330254 \ 330/254 \ 348/228.1
- AND JP FI Codes: B65H 29/12
- AND JP F Terms: 5C061BB07
- AND DWPI Class: D11
- AND DWPI Manual Codes: (A12-V04C OR D08-B09) \ F05-A0
- AND Assignee Code-DWPI: FUFA

Figure 2-3. Fields with the Browse feature

Note The Browse feature for the Japanese (JP) FI Codes, JP F Terms, Derwent World Patents Index (DWPI) Class, DWPI Manual Codes, and Assignee Code–DWPI fields is only available for subscribers of that content.

For example, to search for the International Patent Classification (IPC) code for a toothbrush, complete these steps:

1. Click **Browse** next to the Any IPC field. The International Patent Classification (IPC) Searching dialog box is displayed (Figure 2-4).

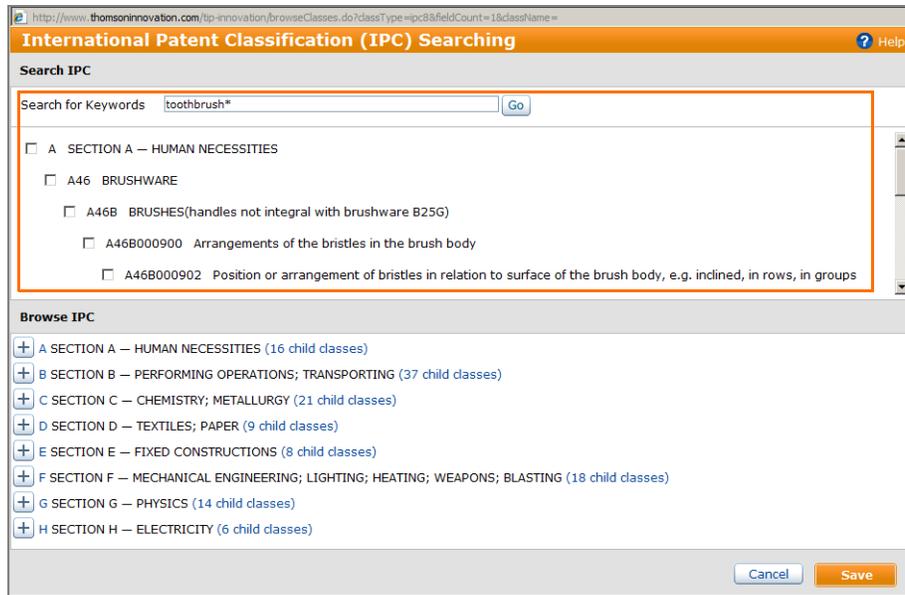


Figure 2-4. International Patent Classification dialog box

2. Type **toothbrush*** in the Search for Keywords box.
3. Click **Go**.
4. A list of IPC codes for toothbrushes is displayed.
5. Select the check boxes for the codes you want to add and click **Save**.

To browse the IPC, click the plus symbols (+) under Browse IPC, then select the check boxes for the codes you want to search and click **Save**.

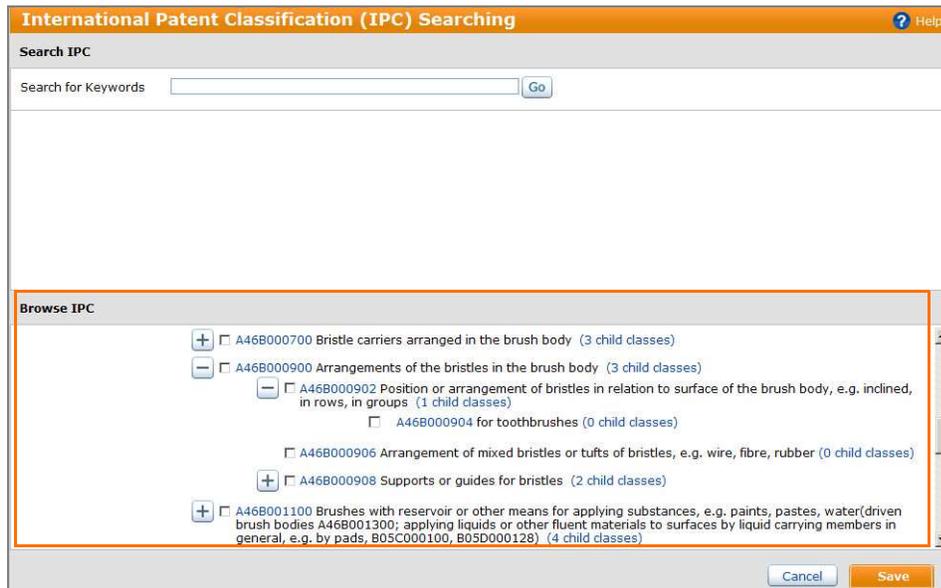


Figure 2-5. Browsing codes

Saving a Search

To save a search, complete these steps:

1. At the Patent Result Set page, click **Search Query** in the Save list, shown outlined in Figure 2-6. The Save Search and Create Alert dialog box is displayed (Figure 2-7).



Figure 2-6. Save list

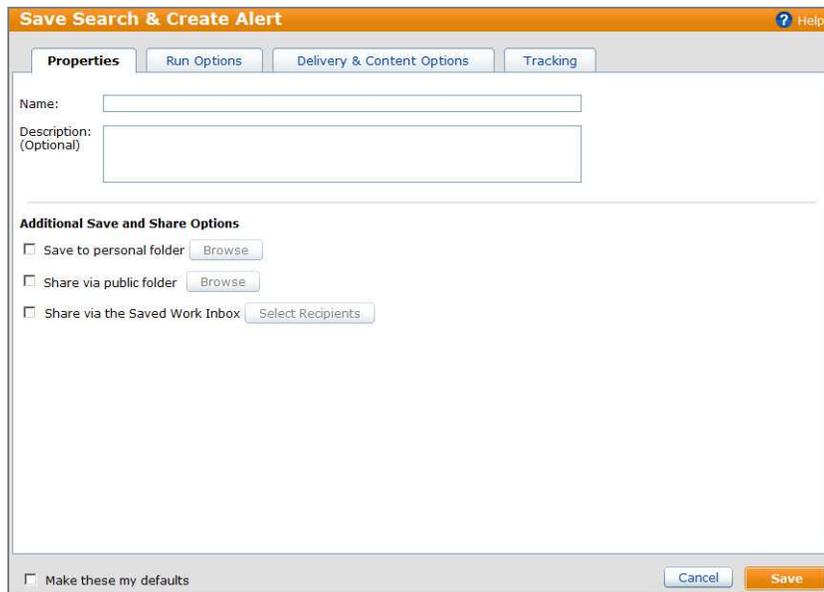


Figure 2-7. Save Search and Create Alert dialog box

2. Type a name for the search in the Name box, e.g. **Toothbrush**.
3. Type a description for the search in the Description box, if desired.
4. Click **Save**.

Viewing a Saved Search

To view a saved search, click **Saved Work** in the left frame, then click **Searches and Alerts**. The Searches and Alerts page is displayed with a list of saved searches in the right frame (Figure 2-8).

The screenshot shows the Thomson Innovation interface for 'Searches & Alerts'. The left sidebar contains navigation options like 'Inbox', 'Search Histories', and 'Administration'. The main content area is divided into 'Saved Work' and 'Searches & Alerts'. The 'Searches & Alerts' section shows a list of saved searches with columns for Name, Type, Alert, Date Modified, and Options. The 'Toothbrush' search is highlighted, and its details are expanded below, including owner information, date created, last modified, and the search query.

Name	Type	Alert	Date Modified	Options
Toothbrush	Search	Alert	2011-12-16	Run, Stop, Delete, Refresh
thermoelectric and d...	Search	Alert	2011-12-01	Run, Stop, Delete, Refresh
patent numbers - tem...	Search	-	2011-11-07	Run, Stop, Delete, Refresh
expired patents - te...	Search	-	2011-11-07	Run, Stop, Delete, Refresh

Toothbrush
Description:
Owner: Stacy Olkowski Date Created: 2011-12-16
Last Modified By: Stacy Olkowski Date Modified: 2011-12-16
Shared: No Content Type: Patent Saved Search
Collections: CA App, CA Grant, DE App, DE Grant, DE Util, DWPI, EP App, EP Grant, FR App, GB App, JP App, KR App, KR Grant, Other, US App, US Grant, US App

Figure 2-8. Searches and Alerts page

To run the search again, click the **Run** icon (🔄) in the Options column, shown outlined in Figure 2-8.

3 Searching for Assignees

You can easily search for assignees on Thomson Innovation to view

- all patents in your company's portfolio
- a competitor's patents
- the patents owned by an entity, including companies it has merged with or acquired

Creating an Assignee Search

To search for an assignee, use the following fields with the OR connector:

- **Assignee/Applicant:** To search for the company name, variations of that name, and any known subsidiaries, e.g., Netscape or AOL or America Online.
- **Assignee/Applicant via Corporate Tree:** To see how an assignee name fits into a corporate hierarchy, taking into account mergers and acquisitions. Note that this field can be used for the US and EP grants and EP and PCT (WIPO) applications only. Use the Browse feature to access the corporate tree. For further information, see "Accessing the Corporate Tree" on page 10.
- **Attorney-Agent/Correspondent:** To search for the person or law firm acting on behalf of the patent applicant. You can use this field to search for the company name, its subsidiaries, or its address, or the name of a person affiliated with the company. You can also use this field to search for unassigned U.S. applications.
- **US Reassignment Assignee:** To find the recipient of the transfer of ownership for a patent when the reassignment is reported to the U.S. Patent and Trademark Office (USPTO). You can use this field to search for a company name or its subsidiaries.
- **Assignee Code-DWPI** (for Derwent subscribers only): To use standard codes for companies and their subsidiaries; also to account for spelling errors. Use the Browse feature to look up the appropriate code.

Figure 3-1 shows suggested fields for the search.



The screenshot shows a search interface titled "2 Enter Criteria:". It contains five rows of search criteria, each with a dropdown menu, a text input field, and a "Browse" button. The criteria are: "Assignee/Applicant" with the value "Fanuc"; "Assignee/Applicant" with the value "Fanuc"; "Attorney-Agent/Correspondent" with the value "Andover IP Law"; "...US Reassignment Assignee" with the value "Hitachi"; and "Assignee Code-DWPI" with the value "FUFA". A "Show Template" button is located in the top right corner of the search area.

Figure 3-1. Assignee search fields

Accessing the Corporate Tree

To access corporate tree information for a company, complete these steps:

1. Click **Browse** next to the Assignee/Applicant field. The Corporate Tree Searching dialog box is displayed (Figure 3-2).
2. Type the name of the company in the box, e.g., **adobe**.
3. Click **Submit**. A list of company names is displayed.

- Click the plus symbol next to a company name to view the corporate tree.

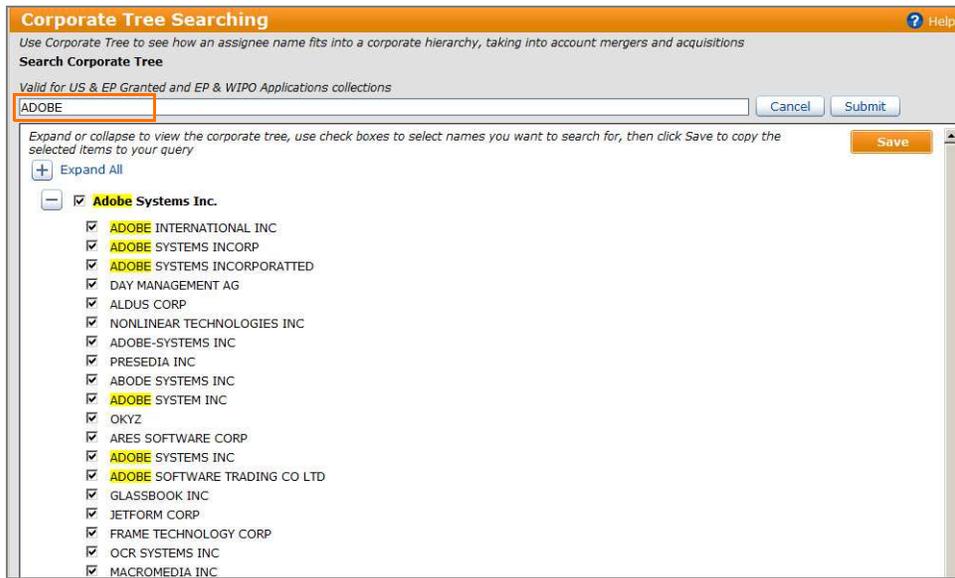


Figure 3-2. Corporate Tree Searching dialog box

- Select the check boxes next to the companies for which you want to search. To search a parent company and its subsidiaries, select check box next to the parent company. All subsidiaries are automatically selected.
- Click **Save**. The company name and related codes are displayed in the Assignee/Applicant box (Figure 3-3).

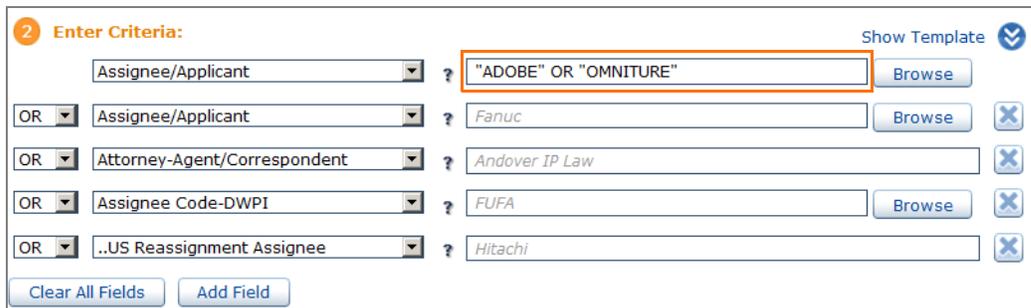
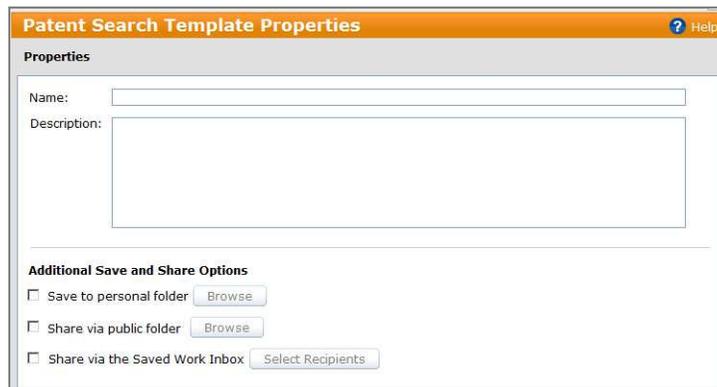


Figure 3-3. Assignee search example

Using a Template

You can save commonly used fields or terms as a search template. To save a search as a template, complete these steps:

1. Select the fields you want to save in the template.
2. Click **Save as Template** in the Save list. The Patent Search Template Properties dialog box is displayed (Figure 3-4).



The image shows a dialog box titled "Patent Search Template Properties". It has a header bar with the title and a "Help" button. Below the header is a "Properties" section containing a "Name:" text input field and a "Description:" text area. At the bottom, there is an "Additional Save and Share Options" section with three options, each with a checkbox and a button: "Save to personal folder" with a "Browse" button, "Share via public folder" with a "Browse" button, and "Share via the Saved Work Inbox" with a "Select Recipients" button.

Figure 3-4. Patent Search Template Properties dialog box

3. Type a name for the search, e.g., **Assignee search–Template**, in the Name box.
4. Click **Save**. The template is saved under Saved Work–Searches and Alerts.

To access a saved template, click **Show Template** in the Enter Criteria section of a search page and use the Browse feature to find a template.

4 Retrieving Patents Using Publication Numbers

In Thomson Innovation, a Publication Number refers to both published application numbers or granted patent numbers. Thomson Innovation provides several methods to retrieve patent documents using its Publication Number. To search for granted patents or published applications, you can use the Quick Search feature or the Publication Number tab on the Patent Search page.

Using the Quick Search Feature

To quickly retrieve documents using one or more publication numbers, complete these steps:

1. At the top of any page, choose **Publication Numbers** from the Quick Search list (Figure 4-1).



Figure 4-1. Quick Search list

2. Type the publication numbers with the appropriate country codes in the box.
3. Click **Go**. The Patent Result Set page is displayed. To view the patent record, click the publication number.

Search Examples

Type	To retrieve
ep1876420	all stage filings
ep1876420A2	a specific filing

Using the Patent Search Page

To search for multiple patents or published applications, complete these steps:

1. Click **Patent Search** under Search in the left frame, if necessary, to display the Patent Search page.
2. Click the **Publication Number** tab at the top of the Patent Search page. The Publication Number page is displayed (Figure 4-2).

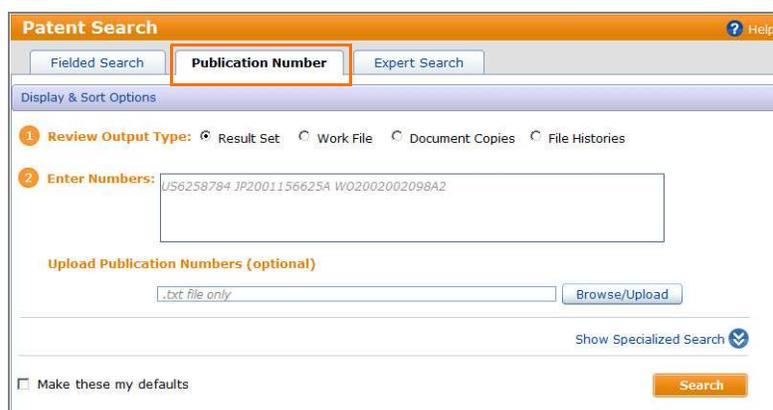


Figure 4-2. Publication Number page

3. Select an output type, e.g., **Result Set**, in the Review Output Type section.

Note If you select **Document Copies** or **File Histories**, you can include a maximum of 500 publication numbers in one search.

4. Enter numbers in the Enter Numbers box using one of the following methods:

- Type the numbers, separated by spaces or commas, in the box.
- Copy the numbers from a document and paste them in the box. If you paste numbers separated by tabs or paragraph markers, Thomson Innovation will reformat the list for you.
- Import numbers from a text (.txt) file by clicking **Browse/Upload** to display the Choose File dialog box. Select the .txt file, then click **Open**.

Note You can import up to 30,000 publication numbers from a .txt file if you select the Result Set output type.

5. Click **Show Specialized Search** to restrict your search, if desired.

6. After making your selections, click **Search**. The Patent Result Set page is displayed. To view a patent record, click its publication number.

EDITING OR REMOVING INVALID NUMBERS

Thomson Innovation automatically validates the publication numbers. If a number is invalid, the Publication Number Discrepancies dialog box is displayed after you click **Search** at the Patent Search page (Figure 4-3). Edit or remove the disputed numbers, then click **Search** in the dialog box.

Note You can save removed numbers in a .txt file by clicking **Remove all disputed numbers from query**.

Publication Number Discrepancies

Publication number discrepancies to be resolved:

Missing Country Code:
20090240C16A1

Select a single Country Code for all numbers shown
United States

Edit or remove individual numbers above
(numbers not recognized by our database will not appear in your result set)

Remove all disputed numbers from query

Invalid format:

Edit or remove individual numbers above
(numbers not recognized by our database will not appear in your result set)

Remove all disputed numbers from query

Out of range:

Edit or remove individual numbers above
(numbers not recognized by our database will not appear in your result set)

Remove all disputed numbers from query

Save all removed numbers to a text file
For numbers removed through Remove function

Cancel Search

Figure 4-3. Publication Number Discrepancies dialog box

5 Retrieving Patents Using Classification Codes

Every patent has a classification code that groups it with similar inventions. Patent classifications, i.e., IPC codes, US classes, or F1 terms, are applied by patent examiners who are also experts within their technical field.

Classifications help to describe the content of the document whether or not those actual words are used in the text of the original document. They can also help you find significant, related art.

Using IPC Codes

IPC codes categorize patents by general subjects. IPC codes are divided into sections A through H, which are subdivided into classes, subclasses, groups, and subgroups. The codes are hierarchical; therefore, the longer the code, the more specific the concept. The following is an example of a hierarchical code:

A61—Medical or Veterinary Science

A61F—Medical devices implantable into the body

A61F0002—Filters or Devices implantable into blood vessels

A61F000282—Stents

To retrieve patents using an IPC code, at the Patent Search page, click the **Any IPC**, **IPC-Current**, or **IPC-Original** field in the list under Enter Criteria (Figure 5-1).



Figure 5-1. Any IPC field

You can use one of the following to specify a code:

- Type a code in the box using its original format, e.g., **A61F 2/82**, or with zero filling, e.g., **A61F000282**, and click **Search**.
- Click **Browse** to find search the codes by keywords or browse through the hierarchy. For further information, see “Using the Browse Feature” on page 5.

For further information on the IPC system, go to www.wipo.int/classifications/ipc/en/.

Using European Patent Office Classification Codes

The European Classification System (ECLA), was developed by the European Patent Office for searching the European Patent system. It is built on top of the IPC system and is constantly being revised and updated. Although ECLA is applied to all authorities, it is not present in all records on Thomson Innovation. The general goal of the EPO in applying ECLA is to ensure that at least one member of each patent family has an ECLA classification. ECLA codes are divided into sections A through H, which are subdivided into classes, subclasses, groups, and subgroups. There are approximately 135,000 classification entries in ECLA.

The following describes the code C07K 14/175:

Section	Class	Subclass	Main group	Subgroup
C	07	K	14	175

To retrieve patents using ECLA codes, you can use one of the following methods:

- At the Patent Search page, click the **ECLA** field in the list under Enter Criteria, then type a code in the box using its original format, e.g., **C07K 14/175**, or with zero filling, e.g., **C07K0014175**, and click **Search** (Figure 5-2).

Figure 5-2. ECLA field

- At the Patent Search page, click the **Expert Search** tab, type your search terms under Enter Query, and click **Search** (Figure 5-3). You can use the Standard Fields list to identify fields.

Figure 5-3. Expert Search page

USING IN COMPUTER ONLY CODES

In Computer Only (ICO) is an indexing scheme that the European Patent Office search examiners developed for their internal use to cover minor aspects of the invention. Although based on ECLA classification symbols, the initial letters are different to distinguish them from ECLA.

Search for the ICO codes using the ECLA (EC) field. They are displayed in the ECLA field on the record view.

For further information information on ECLA, go to www.epo.org/searching/essentials/classification/ecla.html.

Using Derwent Classification and Manual Codes

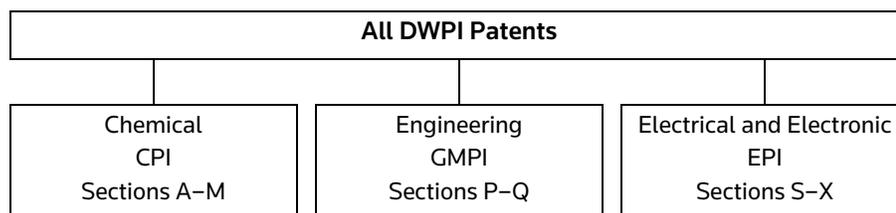
The Derwent (DWPI) collection categorizes patent documents using two classification systems:

- DWPI Class—a broad, simple system using 3-digit codes
- DWPI Manual Codes—a detailed system, based on DWPI Classes, using 7- or 8-digit codes

DWPI Manual Codes provide more detailed indexing and searching of DWPI. Approximately 22,000 codes are available, with patent coverage of 47 patenting authorizes worldwide, all available in English. The DWPI Manual Code system is revised annually to incorporate new codes suggested by customers and the DWPI editorial team.

Note You must subscribe to Derwent content to access to the Derwent Coding system.

Both DWPI Class and DWPI Manual Codes cover all technologies within 20 subject areas, identified by sections A through X, and are grouped into three broad categories: Chemistry, Engineering, and Electronics.



The sections cover the following technology areas:

<p>Chemical Patents Index (CPI), Sections A to M, from 1970</p> <ul style="list-style-type: none"> • A Polymers & plastics • B Pharmaceuticals • C Agrochemicals • D Food, detergents, water treatment, biotechnology • E General chemicals • F Textiles & paper • G Printing, coating & photographic • H Petroleum • J Chemical Engineering • K Nucleonics, explosives & protection • L Refractories, glass, ceramics, electro(in)organics • M Metallurgy 	<p>General & Mechanical Engineering Patents Index (GMPI), Sections P and Q, from 1974</p> <ul style="list-style-type: none"> • P Miscellaneous • Q Mechanical engineering <p>Electrical & Electronic Patents Index (EPI), S to X, from 1974</p> <ul style="list-style-type: none"> • S Instrumentation; Measuring and testing • T Computing and Control • U Semiconductors and electronic circuitry • V Electronic components • W Communications • X Electric power engineering
---	---

The following is an example of a DWPI code:

T04 Computer peripheral equipment (Class)

T04-F Manual input arrangements for computers and computer controlled equipment
(Manual Code First Level)

T04-F02 Analogue (Manual Code Second Level)

T04-F02A Based on absolute position (Manual Code Third Level)

T04-F02A2 Touch screen (Manual Code Fourth Level)

To retrieve patents using a DWPI code, at the Patent Search page, click the **DWPI Class** or **DWPI Manual Codes** field in the list under Enter Criteria (Figure 5-4), then type a code in the box, e.g., **T04-F02A2**, and click **Search**.

You can also use the Browse feature. For further information, see "Using the Browse Feature" on page 5.

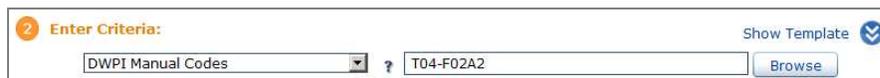


Figure 5-4. DWPI Manual Codes field

Using F Terms and FI Codes

The Japanese Patent Office classifies patents with patents with F Terms and FI codes. F Terms index patents from multiple viewpoints, e.g., purpose of the invention; effect of the invention; components and materials; structure, and use of the invention. FI Codes describe the main inventive feature.

To retrieve Japanese patents, at the Patent Search page, click the JP FI Codes or JP F Terms field in the list under Enter Criteria (Figure 5-5).

Figure 5-5. JP FI Codes and JP F Terms fields

If you use the JP F Terms Field, click **Browse** to display the F Term Searching dialog box, where you can type your search terms and browse the results using the plus symbols.

Figure 5-6. F Term Searching dialog box

6 Downloading Patents

You can quickly open the full text of a patent, as it was published by the patent office, in PDF. You can also use the Download feature to download multiple patents or file histories.

Downloading a Single Patent in PDF

To download a single patent in PDF, simply click the PDF icon (📄) next to the title of a patent in a result set (Figure 6-1) or at the top of patent record (Figure 6-2).



Figure 6-1. PDF icon in result set

Note If you do not see PDF icons next to the titles in a result set, click **Display and Sort Options** at the top of the Patent Result Set page to display the Display and Sort Options dialog box. Select the **Patent copy** check box under Display Icons and click OK.



Figure 6-2. PDF icon in patent record

Downloading Multiple Patents

To download multiple patents, complete these steps:

1. At the Patent Result Set page, select the check boxes next to the patents you want to download.
2. Click **Patent Documents** in the Download list, shown outlined in Figure 6-3. The Document Delivery dialog box is displayed (Figure 6-4)



Figure 6-3. Download list

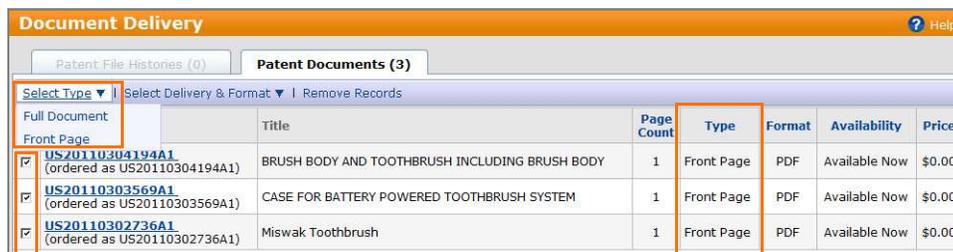


Figure 6-4. Document Delivery dialog box

3. Select the check boxes next to the patents you want to deliver.
4. Click **Full Document** or **Front Page** in the Select Type list, shown outlined in Figure 6-4. Your selection is displayed in the Type column.
5. Click **Bulk Order (Zip)** in the Select Delivery and Format list, shown outlined in Figure 6-5. Your selection is displayed in the Format column.



Figure 6-5. Select Delivery and Format list

6. Click **Submit Order**. The Order Confirmation dialog box is displayed.

7. Click OK. The Order Status page is displayed (Figure 6-6).

The screenshot shows the 'Order Status' page. At the top, there is a table listing several orders with columns for 'Ordered', 'Order ID', 'Order Type', 'Number Ordered', 'Availability', and 'Order Total'. The first row is highlighted in yellow. Below this table, there is a section for 'Order Item Details' for the order '2011-12-18' with 'Order ID: 3908515'. This section contains a sub-table for 'Patent documents ordered (1)' with columns for 'Pub. Number', 'Title', 'Page Count', 'Type', 'Format', 'Availability', and 'Price'. The 'Availability' cell in this sub-table is highlighted with a red box and contains the text 'Available now'. Below the sub-table, there is a summary line: 'Patent documents Order: \$ 0.00 (Plus applicable taxes)'. At the bottom of the page, there is a 'Shipping Information' button and the 'Order Grand Total: \$ 0.00 (Plus applicable taxes)'.

Ordered	Order ID	Order Type	Number Ordered	Availability	Order Total
2011-12-18	3908515	Document	3	See details	\$0.00
2011-12-16	3905631	Document	1	See details	\$0.00
2011-12-07	3836797	Export	6	Available now	N/A
2011-12-05	3816008	Export	502	Available now	N/A
2011-12-01	3790897	Export	32	Available now	N/A
2011-11-21	3705794	Export	10	Available now	N/A

Pub. Number	Title	Page Count	Type	Format	Availability	Price
3 Patent documents	-	0	Full Document	Bulk Order (Zip)	Available now	\$0.00

Figure 6-6. Order Status page

8. In the Order Item Details section, click **Available Now** in the Availability column to open or save the ZIP file.

Note Click the **Refresh** icon () to refresh the page with current information.

7 Using the Alert Service

The Alert service on Thomson Innovation automatically runs your searches on a regular basis and notifies you when new records are available. You can create alerts for patent, literature, and select business searches.

Creating an Alert

To create an alert to retrieve new publications on the use of complimentary metal oxide semiconductors (CMOS) in cameras, complete these steps:

1. Click **Patent Search** under Search in the left frame, if necessary, to display the Patent Search page.
2. Click **Edit Collections** on the toolbar, shown outlined in Figure 7-1. The Collections to Search page is displayed (Figure 7-2).



Figure 7-1. Edit Collections on toolbar



Figure 7-2. Collections to Search box

3. Select the check boxes next to the collections you want to search.
4. Click **OK**.
5. Under Enter Criteria, click **Title/Abstract/Claims** in the first list.
6. Type (**cmos or complimentary metal oxide semiconduct***) near10 (**lens or optic* or camera***) in the box.
7. Click **Search**. The Patent Result Set page is displayed.

- Choose **Create Alert for this Search** from the Alert list, shown outlined in Figure 7-3. The Save Search and Create Alert dialog box is displayed (Figure 7-4).



Figure 7-3. Alert list

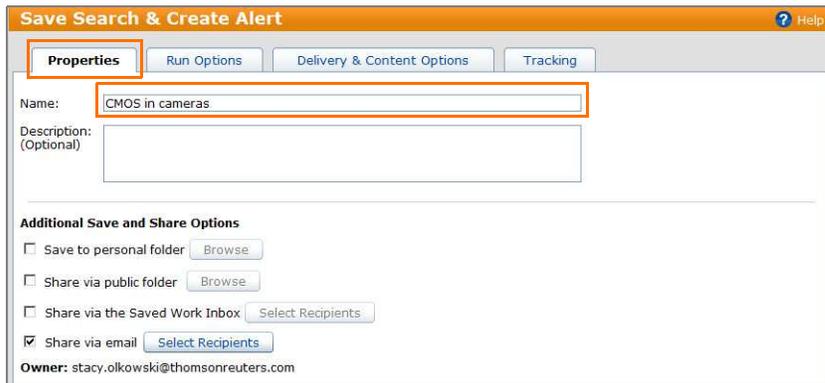


Figure 7-4. Save Search and Create Alert dialog box

- By default, the Properties tab is displayed. On the Properties tab, you can
 - type a name for the alert in the Name box, e.g., **CMOS in cameras**.
 - type a description in the Description box, if desired.
 - specify other recipients of the alert.
- Click the **Run Options** tab (Figure 7-5).

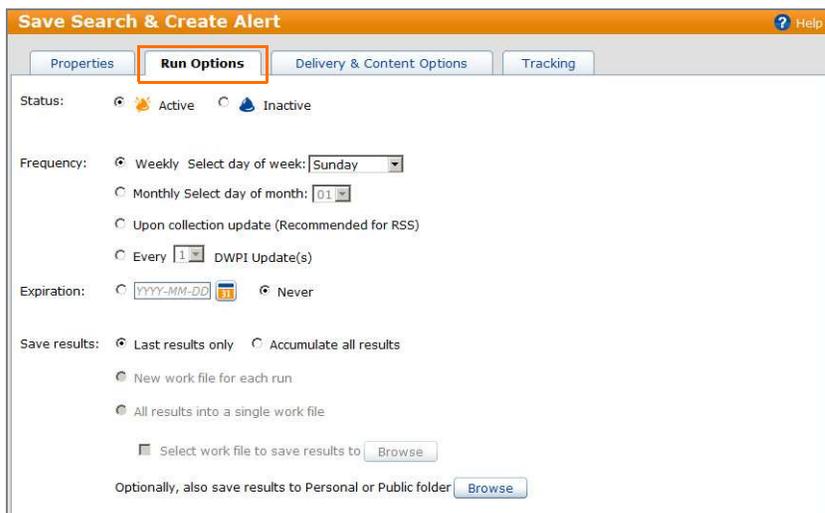


Figure 7-5. Run Options tab

- In the Alert Run Options section, specify
 - whether the alert is active or inactive
 - how frequently you want the search to be run
 - an expiration date if you do not want the search to run indefinitely

- whether you want to save only the latest result or all accumulated results in the Work Files folder
 - whether you want to save a copy of the alert result in a personal or public folder
12. Click the **Delivery and Content Options** tab (Figure 7-6).

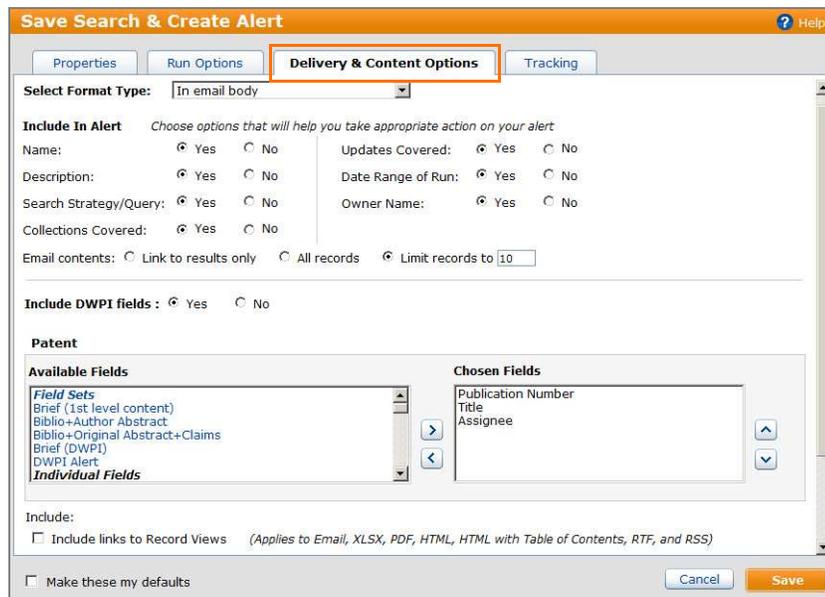


Figure 7-6. Delivery and Content Options tab

13. In this section, you can specify
- the format of the alert
 - the information you want included in the alert
 - the fields you want displayed in the alert
 - whether you want to include links to record views, a notification if no result is retrieved when the search is run, and highlighted search terms
14. When you finish making your selections, click **Save**.

Managing and Editing an Alert

To manage and edit an alert, click **Saved Work** in the left frame, then click **Searches and Alerts**. The Searches and Alerts page is displayed with a list of the alerts and searches you have saved in the right frame (Figure 7-7). Click the **Edit this saved work item** icon (✎) to change the alert options.

The screenshot displays the Thomson Innovation web interface for managing searches and alerts. The page is titled "Saved Work - Searches & Alerts" and includes a navigation sidebar on the left. The main content area is split into two panes: "Saved Work" and "Searches & Alerts".

Searches & Alerts Table:

Name	Type	Alert	Date Modified	Options
<input type="checkbox"/> CMOS in cameras	[Icon]	[Icon]	2011-12-18	[Edit] [Delete] [Share]
<input type="checkbox"/> Toothbrush	[Icon]		2011-12-16	[Edit] [Delete] [Share]
<input type="checkbox"/> thermoelectric and d...	[Icon]	[Icon]	2011-12-01	[Edit] [Delete] [Share]
<input type="checkbox"/> patent numbers - tem...	[Icon]	-	2011-11-07	[Edit] [Delete] [Share]
<input type="checkbox"/> expired patents - te...	[Icon]	-	2011-11-07	[Edit] [Delete] [Share]

Below the table, there are controls for merging searches/alerts and a detailed description for the selected "CMOS in cameras" item:

Description:
Owner: Stacy Olkowski Date Created: 2011-12-18
Last Modified By: Stacy Olkowski Date Modified: 2011-12-18
Shared: No Content Type: Patent Alert

Figure 7-7. Searches and Alerts page

8 Using the Watched Records Feature

You can have Thomson Innovation watch specific patents and notify you about changes for the following:

- **INPADOC family**—when a new patent is added to the database that shares at least one common priority with this document; can include continuations and divisions as well as patents for the same invention
- **legal status**—when changes to the legal status field are made on a record that is recorded with INPADOC; can include documents moving into a national phase, payment of fees, patents lapsing, applications for SPCs, transfer of ownership (in some cases), reexamination requests (US documents only), or patents that are withdrawn (US and EP only)
- **new publication stage**—when an application becomes a granted patent; when an international search report is issued; when re-examined documents and corrected or amended documents are issued
- **citation changes**—when a document is added that cites the watched record (useful for monitoring citations to your patents)
- **reassignments**—when the USPTO has been notified of a reassignment; can include changes to address, names, ownership, and security interest
- **DWPI family** (for subscribers only)—when another patent has been added that shares identical priority data with the watched record or has been matched to it by the non-convention equivalents process; all patents should be for the same invention with no continuations or divisions

Note

- Watched records are only available for patents.
- DWPI family information is available only to subscribers of that content.

Creating a Watched Record from a Patent Result Set

To create a watched record from a patent result set, complete these steps:

1. At the Patent Result Set page, select the check boxes next to the patents you want to watch.
2. Click **Watch Records** in the Alerts list, shown outlined in Figure 8-1. The Watch Records dialog box is displayed (Figure 8-2).

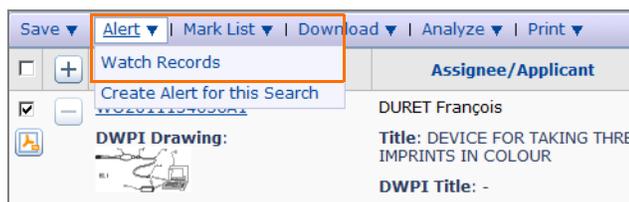


Figure 8-1. Alerts list

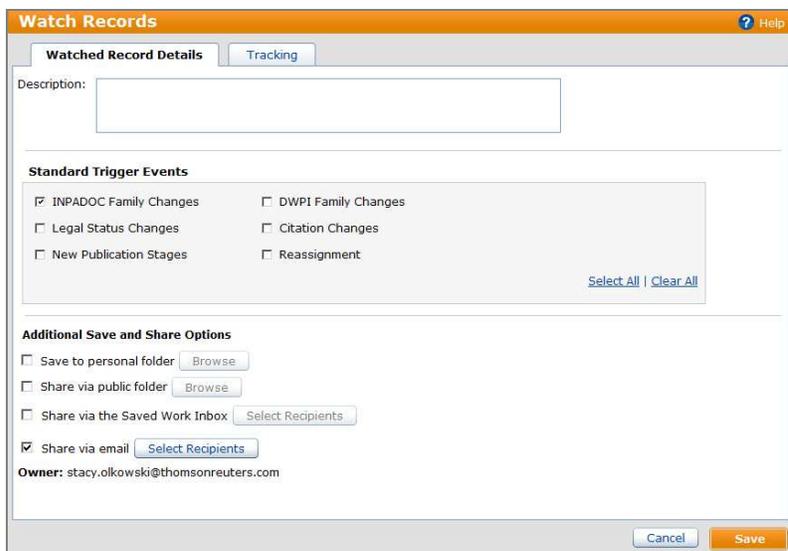


Figure 8-2. Watch Records dialog box

3. Use the check boxes to specify the properties and permissions for your watched documents.
4. Click **Save**.

Creating a Watched Record from a Patent Record

To create a watched record from a patent record, click **Watch Record** at the top of the record (Figure 8-3) to display the Watch Records dialog box, then follow steps 3 and 4 above.



Figure 8-3. Patent record

Viewing Watched Records

To view a list of your watched records, click **Saved Work** in the left frame, then click **Watched Records**. The Watched Record page is displayed with a list of your watched records in the right frame (Figure 8-4).

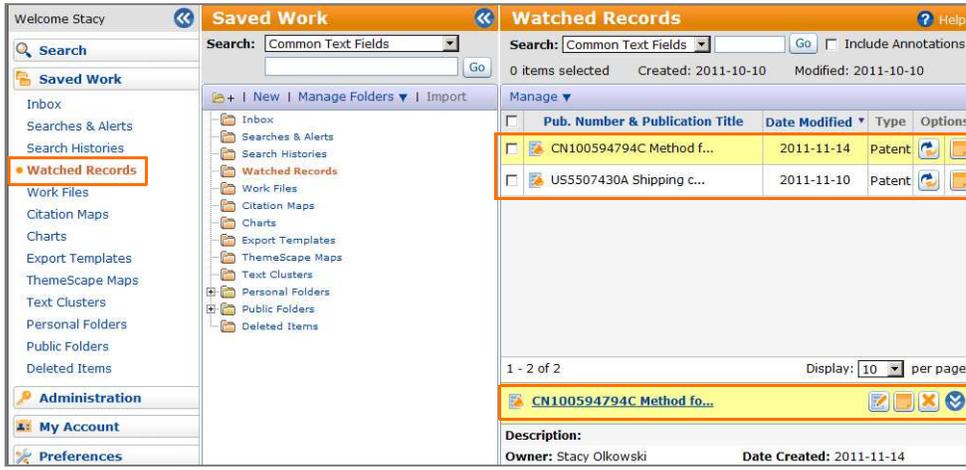


Figure 8-4. Watched Records page

Removing a Watched Report

To removed a watched record at the Watched Records page, select the check box next to the record you want removed. Then click **Remove Watched Records** in the Manage list, shown outlined in Figure 8-5.

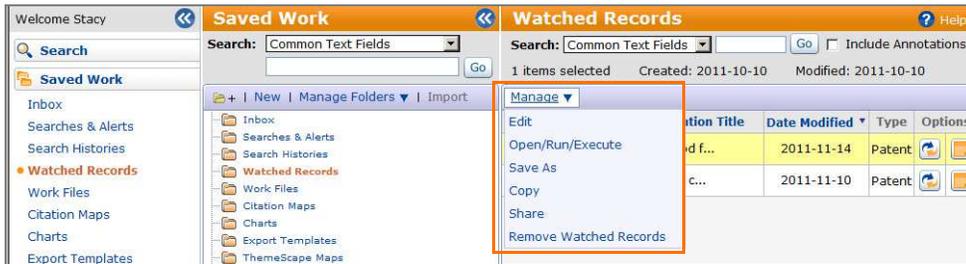


Figure 8-5. Manage list

9 Creating Work Files

The Work Files feature allows you to create repositories of your reviewed work and acts as an online filing cabinet. A work file is a list of selected records that you have saved. You can save some or all of the records in your result set as a work file. You can also add records to an existing work file from the record view.

Creating a Work File from a Result Set

To save items from a result set in a work file, complete these steps:

1. In the Save list, click **New Work File**, shown outlined in Figure 9-1. The Create Work File dialog box is displayed (Figure 9-2).



Figure 9-1. Save list

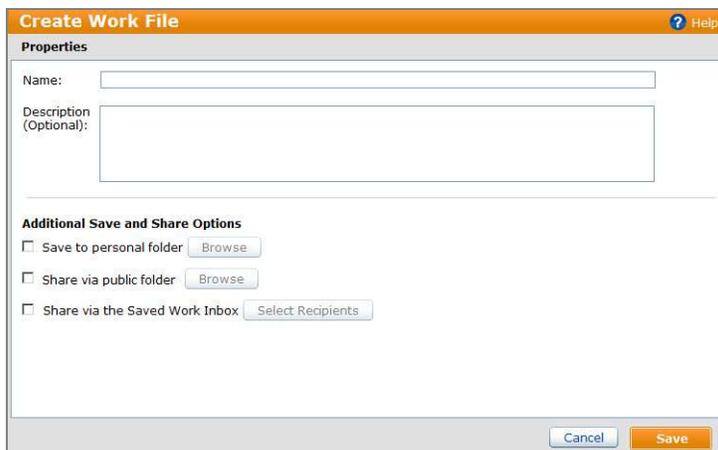


Figure 9-2. Create Work File dialog box

2. Type a name for the work file in the Name box.
3. Type a description in the Description box, if desired.
4. Select the desired check boxes in the Additional Save and Share Options section.
5. Click **Save**.

Adding a Record to a Work File from the Record View

To add the link for a single record to a work file, complete these steps:

1. From the Record View, click **Add to Work File** at the top of the record, shown outlined in Figure 9-3. The Add to Existing Work File dialog box is displayed.



Figure 9-3. Patent record

2. Click **Browse**. The Add to Existing Work File dialog box is redisplayed.
3. Click the plus symbol next to Work Files to view a list of work files (Figure 9-4).

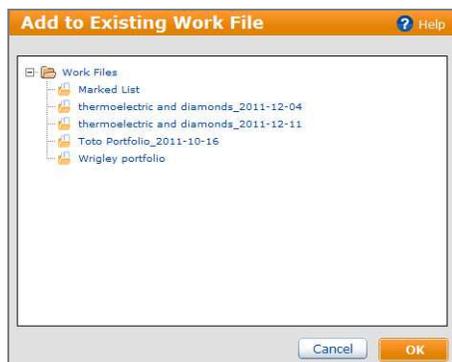


Figure 9-4. Add to Existing Work File dialog box

4. Select the work file in which you want to save the record.
5. Click **OK**.
6. Click **Save** in the Add to Existing Work File dialog box.

Viewing Work Files

To view your work files, click **Saved Work** in the left frame, then click **Work Files**. The Work Files page is displayed with a list of your work files in the right frame (Figure 9-5).

The screenshot shows a software interface with three main panes. The left pane is a navigation menu with 'Work Files' highlighted. The middle pane is titled 'Saved Work' and shows a folder tree with 'Work Files' selected. The right pane is titled 'Work Files' and contains a table of work files. The table has columns for Name, Date Modified, and #Records. The 'Marked List' file is highlighted in yellow. Below the table, there is a pagination control showing '1 - 5 of 5' and a 'Display: 10 per page' dropdown. There is also a merge option: 'Merge selected work files using OR NOT Select a Work File Go'. Below the table, the 'Marked List' file is shown again with a description: 'Description: Marked List'.

Name	Date Modified	#Records	Options
Marked List	2011-11-14	5	[Icons]
thermoelectric and di...	2011-12-11	1	[Icons]
Toto Portfolio_2011-1...	2011-12-04	176	[Icons]
thermoelectric and di...	2011-12-04	0	[Icons]
Wrigley portfolio	2011-11-17	2437	[Icons]

Figure 9-5. Work Files page

10 Saving and Sharing Your Work

Accessing Saved Work

The following types of work are saved in default folders on Thomson Innovation:

- searches and alerts
- search histories
- watched records
- work files
- charts
- work files
- export templates (Professional-level and Analyst-level subscriptions only)
- citation maps (Professional-level and Analyst-level subscriptions only)
- ThemeScape maps (Analyst-level subscription only)
- text clusters (Analyst-level subscription only)

To access your saved work, click **Saved Work** in the left frame, then click the link for the folder work you want to view (Figure 10-1). A list of all folders and the saved work in the folder you selected are displayed in the right frame.

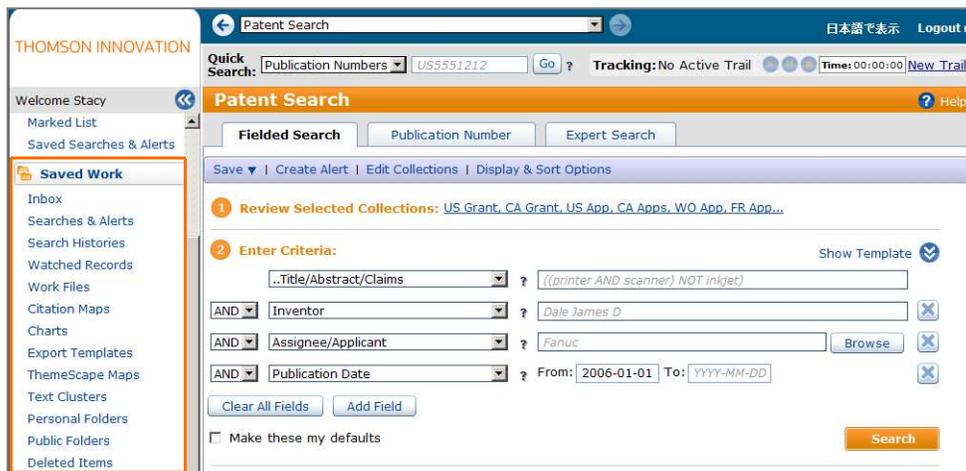


Figure 10-1. Saved Work section

Note You cannot create a new default folder or rename, copy, move, or delete default folders.

Managing and Sharing Your Work

You can use the inbox or personal and public folders to manage and share your work with others.

Note When you share items via the inbox or copy a file to a personal or public folder, you create a reference, or shortcut, to the original file. When you edit or annotate a reference, you also edit and annotate the original file. When you delete a reference, you delete only that reference, not the original file. When you delete the original file, you also delete all of its references.

You can use the inbox and folders for the following purposes:

Inbox	to share your work with selected individuals or groups within your company
Public folder	to share your work with everyone or selected individuals or groups within your company; you can create subfolders and assign permissions for access to individual items or folders
Personal folder	to organize your work.

SHARING ITEMS VIA THE INBOX

To share items in a result set via the inbox, complete these steps:

1. At a result set page, select the check boxes next to the items you want to share.
2. In the Save list, click **New Work File**. The Create Work File dialog box is displayed.
3. Type a name for the work file in the Name box.
4. Under Additional Save and Share Options, select the **Share via the Saved Work Inbox** check box.
5. Click **Select Recipients**. The Select Recipients dialog box is displayed.
6. Select the individuals or groups with whom you want to share the items.
7. Click **Save**. The items are displayed in the recipient's inbox.

COPYING ITEMS TO A PUBLIC OR PERSONAL FOLDER

Use the Manage list on a saved work page to copy a saved item to a public or personal folder. For example, to save search to a personal folder, complete these steps:

1. Click **Searches and Alerts** under Saved Work in the left frame. The Searches and Alerts page is displayed in the right frame.
2. Select the check box next to the item you want to copy to a folder.
3. Click **Copy** from the Manage list, shown outlined in Figure 10-2. The Make Copy of Saved Work Item dialog box is displayed (Figure 10-3).

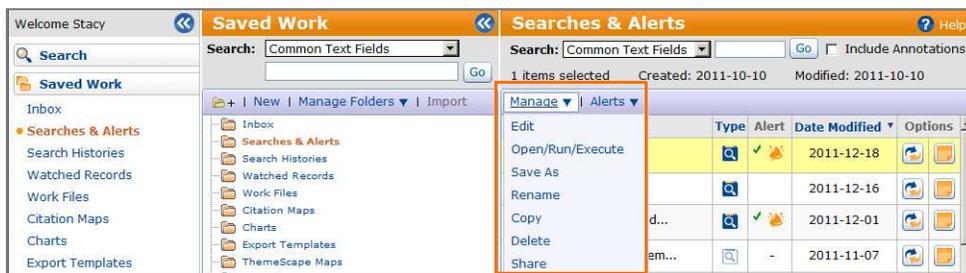


Figure 10-2. Manage list

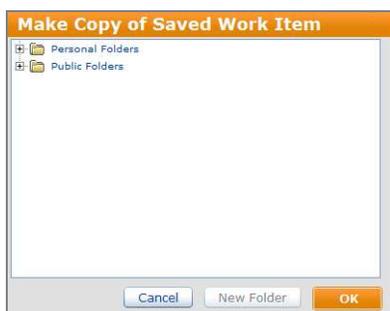


Figure 10-3. Make Copy of Saved Work Item dialog box

4. Select **Personal Folders**. If desired, click **New Folder** to create a subfolder or click the plus symbol next to Personal Folders to select a subfolder you created previously.
5. Click **OK**. A message indicating that your item was copied successfully is displayed.
6. Click **OK** to close the message.

VIEWING ITEMS IN A PERSONAL OR PUBLIC FOLDER

To view items in a folder, click the link for a folder under Saved Work in the left frame. For example, to view an item in a personal folder, complete these steps:

1. Click **Personal Folders** under Saved Work in the left frame. The Personal Folders page is displayed in the right frame.
2. If your item is in a subfolder, click the plus symbol next to Personal Folders in the center of the page to display a list of subfolders (Figure 10-4).

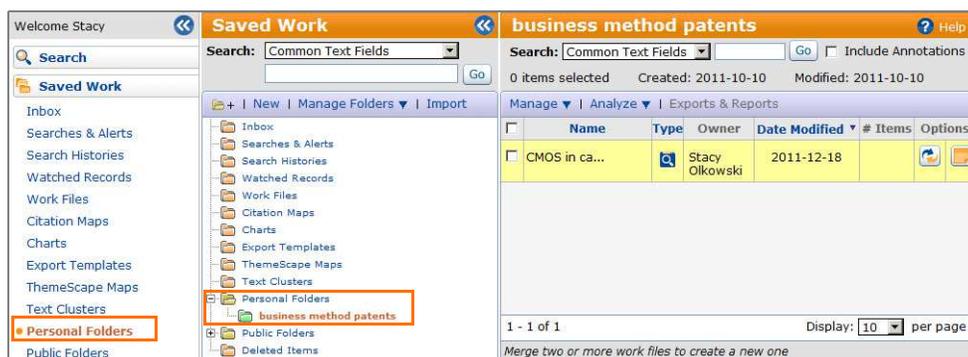


Figure 10-4. Viewing personal folders

3. Click the subfolder. Your item is listed in the right frame.
- You can create new folders or rename, copy, move, or delete your personal or public folders by using the links above the list of folders, shown outlined in Figure 10-5.

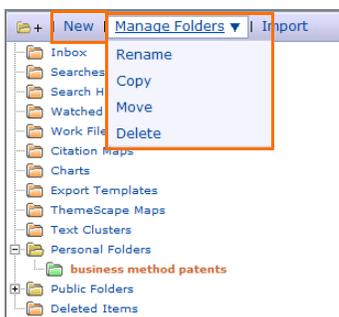


Figure 10-5. Managing folders

Using the Annotation Tool

You can add annotations and attach files to any saved item. To add an annotation or attachment to an item, complete these steps:

1. Click the **Create annotation or attachment for item** icon (📎) next to the item you want to annotate. The Annotations for [item] dialog box is displayed (Figure 10-6).

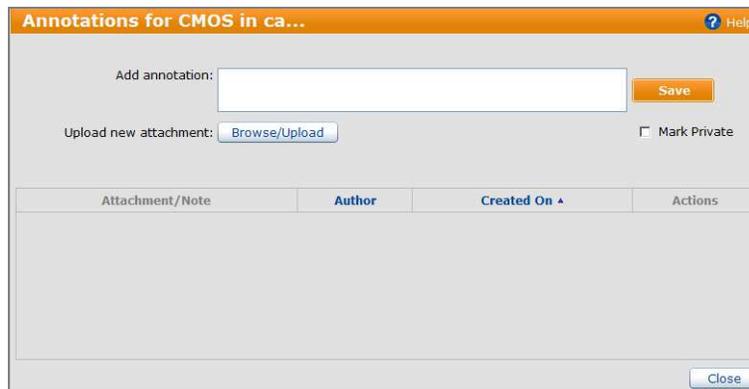


Figure 10-6. Annotations for [item] dialog box

2. Type your text in the Add Annotation box.
3. Click **Browse/Upload** to attach a file, if desired.
4. Click **Save**.
5. Click **Close**. The icon next to the item changes to 📎.

Click 📎 to view or edit the annotation.

11 Analyzing Citations

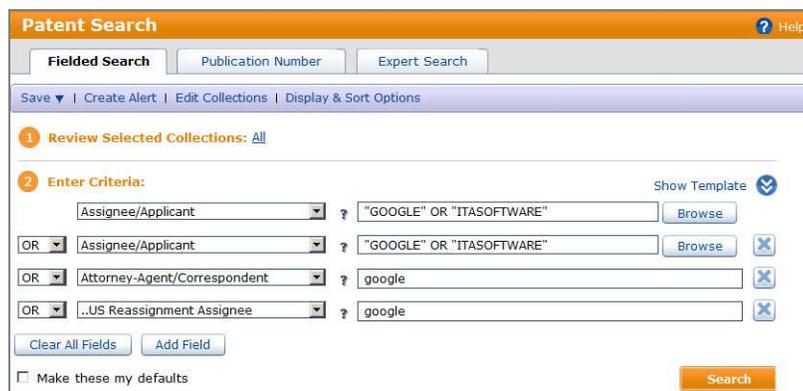
When a patent applicant uses previous patents, the applicant must cite the previous patents, or prior art, in the patent application. Thomson Innovation helps you analyze these citations so you can trace the flow of technology from patent to patent. For example, if your patent is cited in the application of another company, you can determine whether the company:

- is improving your technology
- is extracting a different value from your technology
- is adjusting your technology to fit its needs
- is identifying different solutions to the same problem
- is changing the solution completely so that your solution is no longer relevant
- is infringing on your rights
- may need a license from you

Creating a Citation Report

To create a citation report for the portfolio of an assignee, complete these steps:

1. Enter a search for all citations associated with an assignee. For information on searching for assignees, see "Searching for Assignees" on page 10. An example of a search for citations for an assignee, e.g., **Google Inc.**, is illustrated in Figure 11-1.



The screenshot shows the 'Patent Search' interface. At the top, there are tabs for 'Fielded Search', 'Publication Number', and 'Expert Search'. Below the tabs is a navigation bar with links: 'Save', 'Create Alert', 'Edit Collections', and 'Display & Sort Options'. The main content area is divided into two sections: '1 Review Selected Collections: All' and '2 Enter Criteria:'. The 'Enter Criteria' section contains four rows of search criteria, each with a dropdown menu, a search box, and a 'Browse' button. The criteria are: 'Assignee/Applicant' with the search term '"GOOGLE" OR "ITASOFTWARE"', 'Assignee/Applicant' with '"GOOGLE" OR "ITASOFTWARE"', 'Attorney-Agent/Correspondent' with 'google', and '..US Reassignment Assignee' with 'google'. There are also buttons for 'Clear All Fields', 'Add Field', and 'Search'. A checkbox labeled 'Make these my defaults' is at the bottom left.

Figure 11-1. Assignee search

2. Click **Search**. The Patent Result Set page is displayed (Figure 11-2).

3. Click **Exports and Reports** in the Download list, shown outlined in Figure 11-2. The Export and Report Options dialog box is displayed (Figure 11-3).



Figure 11-2. Patent Result Set page

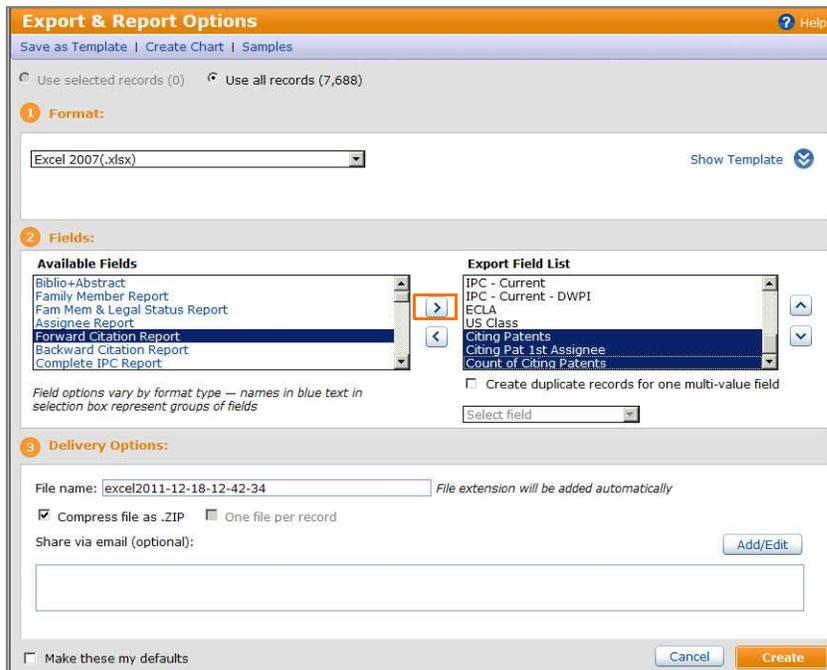


Figure 11-3. Export and Report Options dialog box

4. Choose a file format from the File Format Options list, e.g., Excel 2007 (.xlsx).
5. In the Available Fields list, click **Forward Citation Report**, then click the right arrow to add it to the Export Field List box.

Note The Citing Patents, Citing Pat 1st Assignee, and Count of Citing Patents fields are added to the Export Field List box and are helpful for your analysis.
6. In the Delivery Options section, the name of the file is displayed in the File Name box. Type a different name, if desired.
7. Type an e-mail address in the Share via Email (optional) box, if desired.
8. Clear the check box next to Compress file as .ZIP if you do not want the file delivered to you as a ZIP file.

- Click **Create**. The Order Status page is displayed in the right frame (Figure 11-4).



Figure 11-4. Order Status page

- Click **Available Now** in the Availability column. The File Download dialog box is displayed.
- Click **Open** or **Save** to open or save the .zip file.
- Open the spreadsheet in Excel.
- Sort the data in the Count of Citing Patents column to display the most cited documents at the beginning of the report.

Note The export is saved for 30 days on Thomson Innovation. To retrieve the report during this time, click **My Account** in the left frame, then click under **Order Status** to display the Order Status page.

Creating a Citation Map

Professional and Analyst subscribers can further analyze citation patterns by creating a citation map for any patent or scientific literature article that has backward or forward references. To create a citation map, complete these steps:

- At the Patent Result Set page, click a patent publication number to display the patent record page.



Figure 11-5. Patent record page

- Click **Citation Map** at the top of the page, shown outlined above. The Citation Mapping Setup for Patent Record: [publication number] dialog box is displayed.
- Select a display format, direction, and depth for your citation map.
- Click **Create**. The Citation Map for Patent Record: [publication number] page is displayed.

To save the citation map in the Citation Maps folder, click **Citation Map** in the Save list at the top of the page. At the Save Citation Map to Citation Maps Folder dialog box, type a name for citation map in the Name box; select recipients and permissions, if desired; and click **Save**.

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