
User Guide

PatXML

Version 1.3.1

Preliminary notes

Legal notices

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Intended audience

This guide is intended for users of the **European Patent Office (EPO) PatXML** system. Only authorised clients registered with the EPO may access the system.

The information presented here may change over time as services develop.

Prerequisite knowledge

Before using PatXML, you should know how to use the mouse, issue commands from menus, work with windows, and locate files using directory dialog boxes. If you are unfamiliar with it or need more detailed information regarding these procedures, please refer to your Windows® documentation or system administrator.

Windows terms are defined in the *Glossary of terms* (p 77).

Contacts and help

For more information, visit the European Patent Office web site at: www.epo.org. If you experience difficulties in using the product, contact:

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Additional information

The *Appendix* (p 69) contains additional information, eg a list of shortcut keys and answers to frequently asked questions.

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Overview of PatXML

PatXML is a software tool which allows you to use Microsoft® Word to create EP and PCT patent applications in XML (eXtensible Markup Language) format.

Benefits

You can prepare and import your patent applications in Microsoft® Word and save them in software- and system-independent XML (based on a standard agreed by the EPO, JPO, USPTO and WIPO). No prior knowledge of XML is required.

PatXML creates a template within Word, conforming to EPC/PCT articles and rules, which helps you to prepare your patent applications.

In addition to comprehensive help screens, PatXML also features "pop-up" screens to help you enter data such as patent citations.

You can copy, cut and paste or import text and images from existing documents (not only in Word format) into PatXML. The data will be converted to XML and all images will also be converted to a standard format with links inside the XML text data - all of this hidden from the user.

Using PatXML templates means that very little retyping or reformatting should be required for any subsequent procedures or applications of a similar nature.

Deployment

Hardware requirements

To use PatXML in its full scope, your computer should meet the following requirements:

- § Processor: Celeron 500 MHz
- § FDD: 3 1/2 inch disk drive
- § CD-ROM drive (for CD installation only)
- § RAM: 64 MB
- § 20 MB of available hard disk space
- § Monitor: VGA
- § Mouse or other pointing device

Software requirements

For the consistent behaviour of PatXML the following software should be installed on the target PC:

- 1** Internet Explorer 5.0+ (for appropriate version of Windows Components such as COM, Tree View).
- 2** Microsoft Word 97 or 2000 (as a base of the software integration).

The software will run on the following operating systems:

- § Microsoft Windows® 98
- § Microsoft Windows® 2000
- § Microsoft Windows® ME
- § Microsoft Windows® NT 4.0
- § Microsoft Windows® XP

PatXML compatibility

If you have already installed a version of PatXML, but are willing to over-install a new version of the software, it is highly recommended that you uninstall the older version first. (For more information see ***Uninstalling PatXML*** (p 14)). Installation on top of the existing software may cause incorrect behaviour of the uninstall process. Having two copies of the software installed in separate directories will cause inadequate functionality for authoring patents.

Using the software will not interfere with a common use of MS Word® application, if both are running simultaneously. PatXML supports English, French and German versions of MS Word® and associated operating systems.

PatXML properties

Click **File, Properties** in the PatXML Word® menu to access the options.

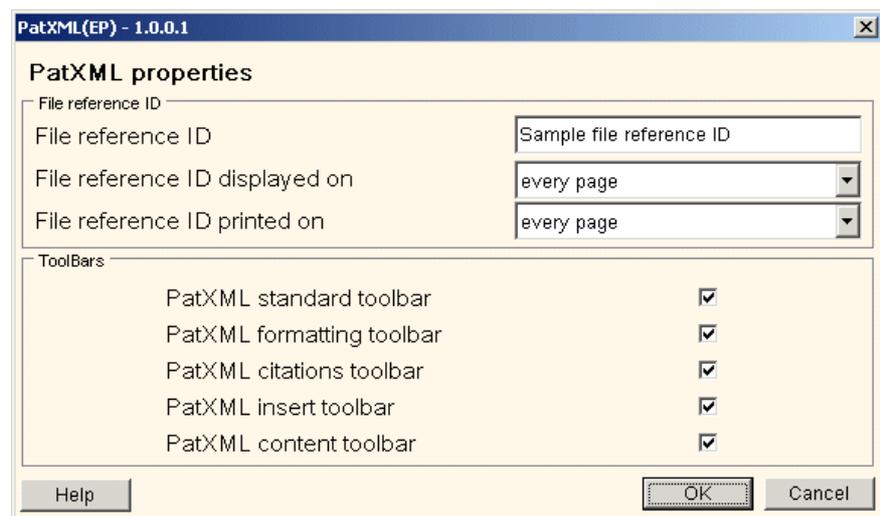


Figure 1: PatXML properties

- | | |
|-----------------------------|---|
| File-reference ID | The field displays the file reference ID you have specified, if any. You can enter it or change it here. This field is optional and allows 10 characters only. |
| Displaying, printing | To configure displaying and printing settings for your file reference ID , select an option from the combo boxes. |
| PatXML toolbars | Check / uncheck boxes to show / hide PatXML toolbars. |

Known issues and workarounds

- 1 XML special characters are sometimes handled incorrectly. (ID attribute for application body contains file name, which can start with a digit, but XML ID type should start with a letter).
- 2 Images are converted to the appropriate size and encoded automatically without notifying the user.
- 3 A pop-up context menu is available using Windows keyboard keys and the right mouse button on the window caption.

- 4** Insertion of two empty paragraphs is not allowed at the end of the section.
- 5** A conflict arises when several DLLs required by PatXML with the same name exist in the system path variables.
- 6** Language specific information is not translated in inserted citations into French and German languages.
- 7** Printing is only possible through the Preview function.

Installation

Standalone installation

The PatXML installation procedure does not require any special skills. Just run the PATXML.EXE file in the installation materials and a dialog window opens. Simply follow the instructions, and they will guide you through the installation of the system using several dialog boxes.

Note It is strongly recommended that you quit all Windows programs before the installation.

During the installation the program group PatXML is created. You can use this to start the program. The system will also automatically create a shortcut for the start-up file and place it on your Windows desktop, to launch the application.

As soon as the installation is complete, two main catalogs are created:

- § software application
- § installation folders

The software installation folder contains all files required by the software (executables, libraries, resources, etc). The software application folder is the default for saving applications (documents) and related files. These two folders may be located both on local hard drive and on network drive, as specified in the installation dialog. The software installation folder may stay read-only for software running. The software end-user can read from and write to the software application folder.

Note These folders are defined during the installation process.

Uninstalling PatXML

If you no longer wish to use the PatXML software, or are going to replace an earlier version with a recent one, you will need to uninstall the software. Use the Uninstall icon in the PatXML Folder.

You can also uninstall PatXML from Control Panel >Add/Remove Programs>Uninstall App.

Note Uninstalling PatXML manually is not required if you are going to update your PatXML version. The Installation Wizard will automatically uninstall the older version. To learn how to install a new version see *Standalone installation* (p 13).

Authoring patents

PatXML start screen

Select the option you require, and then click OK.

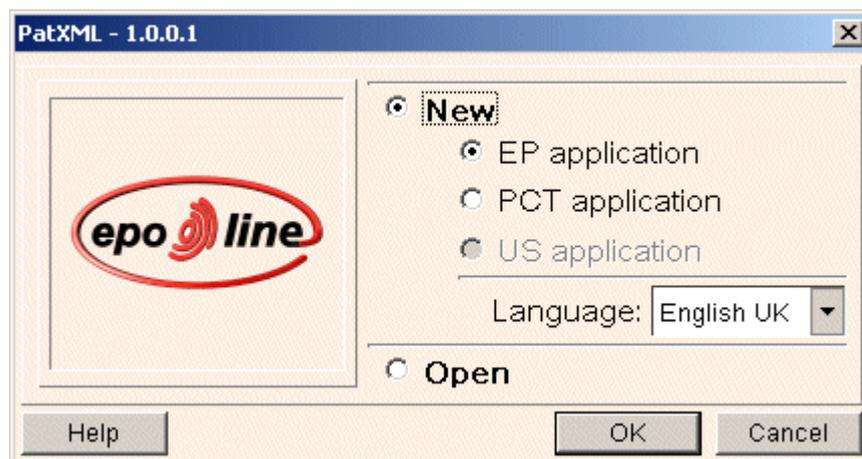


Figure 2: PatXML, opening screen

Option	Comments
New	<p>For new applications select the type of application required and choose your language.</p> <p>Note: English (UK) and English (US) spellings are available.</p>
Open	<p>Select this option to find and open an existing document. You can open files with the following extensions: .DOC, .RTF, .XML, and .PXML.</p> <p>For more information see <i>Importing documents</i> (p 61).</p>

Defining document structure

Select the sections required for your PatXML document. Mandatory sections are displayed in grey. Click the plus sign (+) to expand and the minus sign (-) to collapse the selection.

Each section will start on a new physical page of a Microsoft Word® document. The contents can be changed later. For example, you may decide to add a **Drawings** section at a later stage. For more information see *Content management* (p 29).

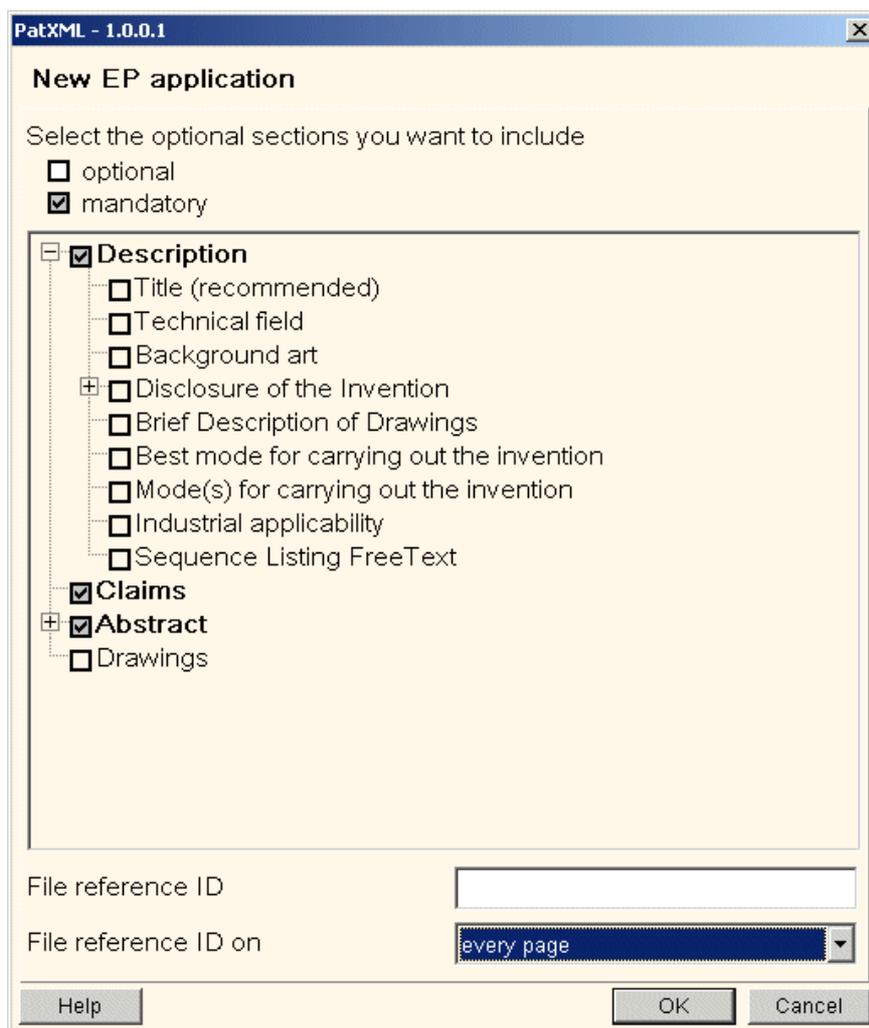


Figure 3: PatXML, Sections for new EP application

Option	Comments
Description	The Description option cannot be unchecked. It is a mandatory PatXML document section.

Option	Comments
Claims	The Claims option cannot be unchecked. It is a mandatory PatXML document section.
Abstract	The Abstract option cannot be unchecked. It is a mandatory PatXML document section.
Drawings	The Drawings option may be selected if required. It is not mandatory.
File reference ID	<p data-bbox="783 763 1422 960">Enter your file reference ID and select its position from the drop-down list. This is optional, but it is strongly recommended. The file reference ID field allows maximum 10 characters and, if specified, will be further displayed in the right hand corner at the top of the page, shadowed.</p> <p data-bbox="783 999 1410 1093">Once the file reference ID is specified, the PatXML document is saved in a directory with the same name as the file-reference ID.</p> <p data-bbox="783 1131 1410 1223">To change your file reference ID settings select File, PatXML properties in the PatXML Word® document.</p>

Working with Word®

PatXML allows you to work in the familiar interface of Microsoft® Word®. It opens a new blank document with PatXML toolbars and additional specific elements.

The section names are displayed on a grey background in the body of the document. These correspond to the options you selected. The section name is read-only text that cannot be deleted or edited. Each subdocument (description, claims, abstract and any drawings or sequence listing) starts from a new physical page.

You may also see recommendations for completing the section, displayed on a grey background.

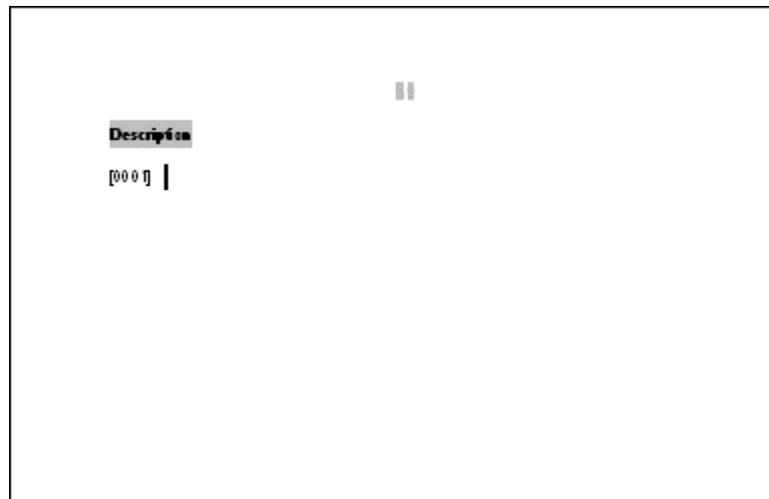


Figure 4: PatXML, new Word document with Description heading

Key differences in Word®

PatXML is designed to help you prepare a patent application that conforms to EPO and WIPO standards. It provides assurance that you are filing a valid patent in terms of the content elements required and the formatting structure. To do this PatXML provides a customised version of Microsoft® Word® for Windows. The key differences from standard Word® are these:

Option	Comments
PatXML fields	Fields are sets of code that instruct PatXML to insert elements such as sections, headings, paragraph numbering, tables, graphics, citations, and other material into a document automatically.
Required headings	Required headings are inserted as fields. As a minimum these include the description, the claims and the abstract. You can specify others as needed. You cannot remove or type over the heading field.
Paragraph numbering	Paragraphs are numbered automatically. Press ENTER to create a new paragraph.
Formatting options	Formatting options are restricted to those allowable for a patent submission. For example, you must use the font Arial Unicode MS, point size 12. If you import an existing Word document into PatXML it will be reformatted to conform to this requirement. Font features are limited to bold , <i>italics</i> and single underlined text, subscript and superscript, small capitals. Any special font effects are disabled, as is auto-text.
Customised toolbars	The standard Word® toolbars have been tailored to display the options relevant to preparing a patent application. A customised toolbar has been provided to help you add specific patent-related elements.
Shortcut menu	Options from the secondary mouse button, usually the right mouse button, are generally disabled. The choices appropriate to patent preparation are available from the menus, toolbars and shortcut keys.

Formatting columns

You may wish to arrange your information in two or more columns. To do this create a table with the number of columns you require, and then add the information to the table. This ensures that the positioning will be correct. You can use either the **Insert Definition List** or the **Table** option in the *PatXML standard toolbar* (p 53).

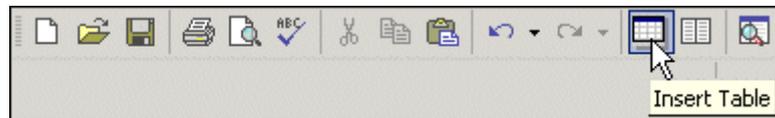
Note Avoid using the TAB key to create columns of information.

Inserting tables

- 1 Position the cursor where you want the table to appear.
- 2 In the **PatXML menu** select **Insert, Image**.

-OR-

In the *PatXML standard toolbar* (p 53) click the **Insert Table** button.



- 3 When prompted select the details you require, such as the number of rows and columns (a maximum of 63 for each).

Figure 5 PatXML, inserting table

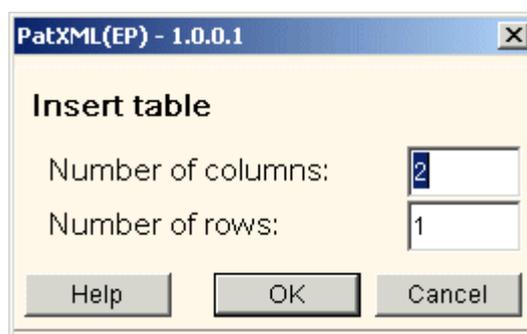


Figure 6: PatXML, inserting a table

Note The MS Word® Draw Table Tool is disabled.

A table cannot be inserted in the Title, Abstract (both Problem and Solution) or Drawings sections, or within the document headings.

The table is inserted at the cursor location. An automatic label is added to it, for example, "Table1".

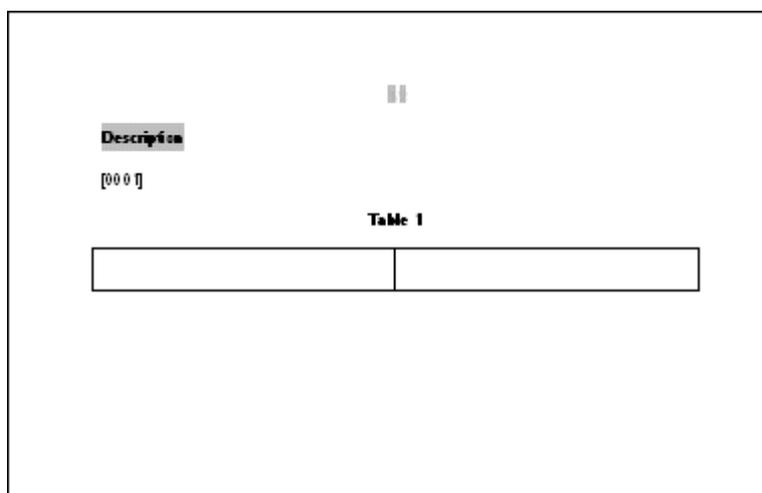


Figure 7: PatXML, new Word document with sample table

To change the label, click it. The **Table Properties** window opens. You can enter a new name or change the table formatting.

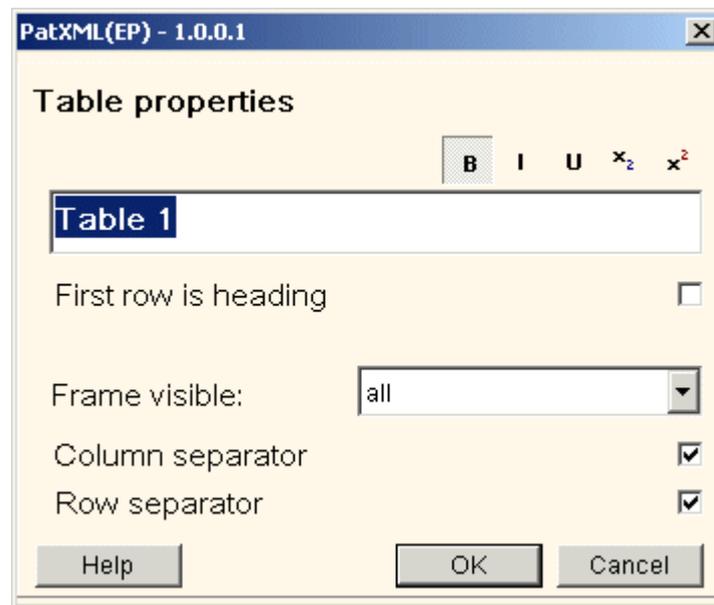


Figure 8: PatXML, table properties

To apply a font style, select the text you wish to change and then click a style button. Repeat to add additional styles to the selected text.

Button Style

B	Bold
I	Italic
U	Underline
x₂	Subscript
x²	Superscript

For tables longer than one page, you can select **First row is heading** to repeat the heading row on each new page.

You may apply a border style to the table.

Option	Border style
Frame visible	Select an option to apply an overall border style to the table.
Column separator	Select this check box to apply inside vertical borders.
Row separator	Select this check box to apply inside horizontal borders.

Click in the table to display the *PatXML tables toolbar* (p 58).

You may also right-click in the table for additional options, for example, to merge or split cells. To add a row at the end of the table, press **TAB** in the last cell.

Inserting images

- 1 Position the cursor where you want the image to appear.
- 2 In the **PatXML menu** select **Insert, Image**.

-OR-

In the **PatXML insert toolbar** (p 56) click **Image**.

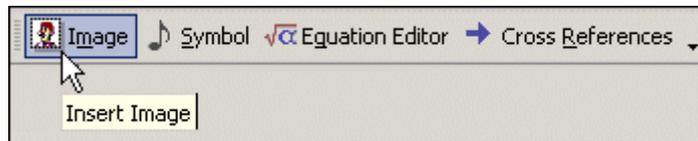


Figure 9: PatXML, inserting image

Note Images are inserted using TIFF Group 4 compression, that is, they are converted to black-and-white format.

- 3 Navigate to the file location and open it.

The Browse window provides a preview and allows you to set the image attributes. You can also double-click the inserted image to open the **Image attributes** window.

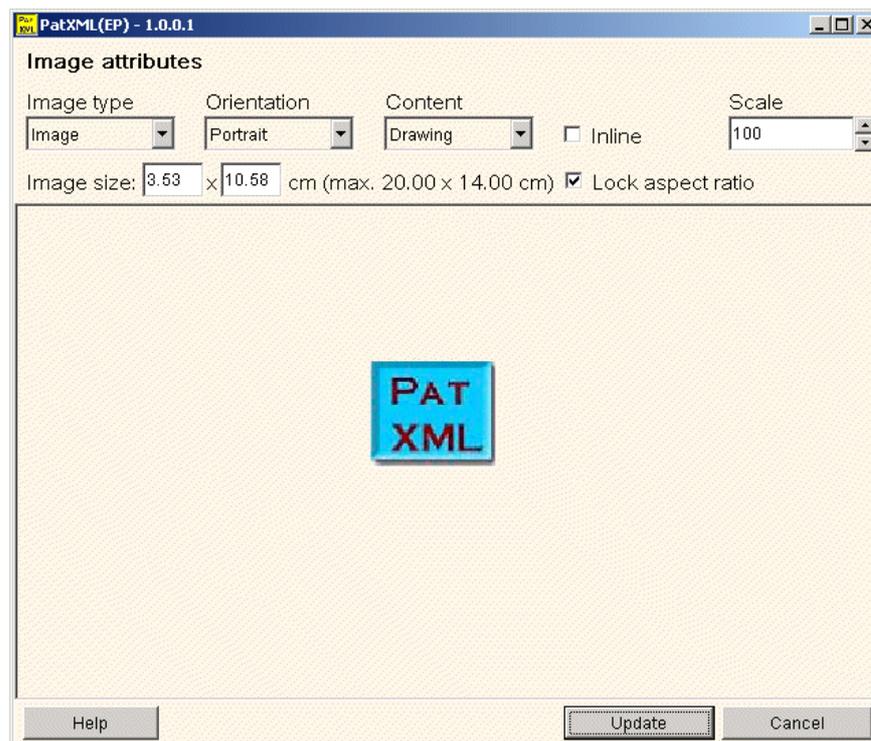


Figure 10: PatXML, image attributes

Image Type	This set of options provides several types to define the image being inserted: Image, Maths, Chemistry, Table, Figure. Please specify the type of your image to make your PatXML document easy to navigate and process. Depending on the selected type, the image will be given a corresponding caption and referred to a specific tab in the Content Manager. PatXML controls figure/image numbering and placement within the page automatically.
Orientation	Use this set of option to insert the image in landscape or portrait orientation.
Content	Use this set of options to describe the image being inserted. This is optional.
Inline	Select the check box to insert the image at the beginning of the line, left aligned. If the check box is not selected, the image will be inserted in the middle of the line.
Scale	Increase or decrease the percentage relative to the original size.
Image Size	Specify the width and height of your image within the maximum limits.

- Lock aspect ratio** Select this check box to retain the actual aspect ratio of the image.
- The two values will be proportionally changed if the Lock aspect ratio is checked.
- Update** Apply new image attributes with this button.
- Cancel** Click Cancel to close the dialog and cancel any changes.

Note If images exceed the maximum size **26.2 cm x 17 cm**, a warning message is displayed and images are automatically resized to the allowed size; you are prompted to agree this.

Figures can be inserted in the **Drawings** section only.

Inserting symbols

- 1 Position the cursor where you want the symbol to appear.
- 2 In the **PatXML menu** select **Insert, Symbol**.

-OR-

In the *PatXML insert toolbar* (p 56) click **Symbol**.

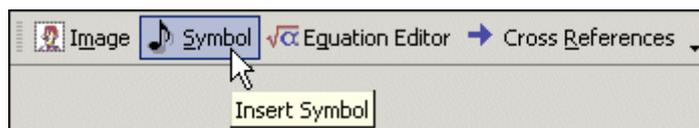


Figure 11: PatXML, inserting symbol

Select the symbol you require in one of two ways:

- § Scroll through the **Arial Unicode MS** selection and click the one you require, or enter its code, either Decimal or Hex.

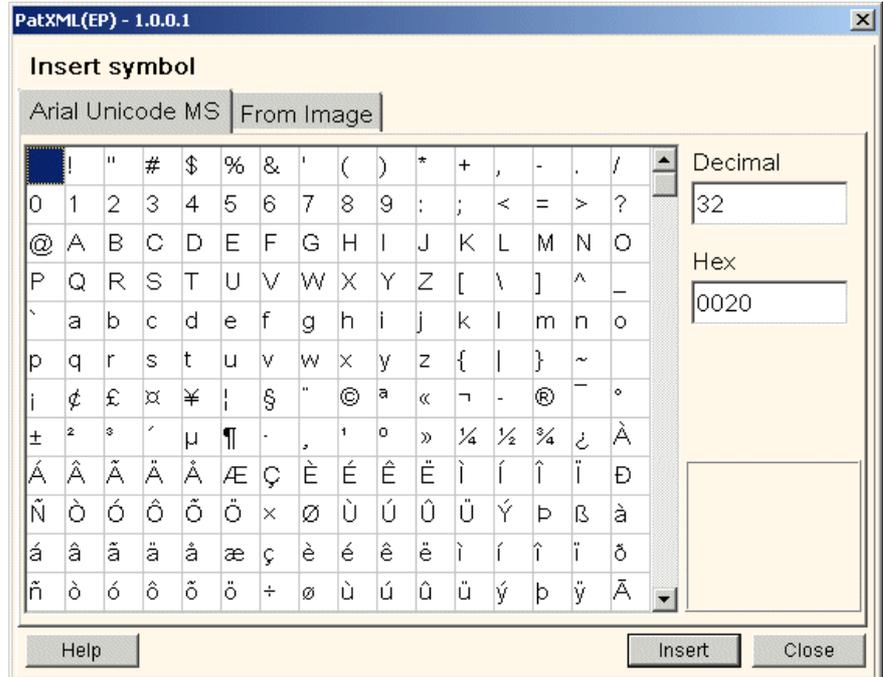


Figure 12: PatXML, inserting Arial Unicode MS symbol

OR-

- § Click the **From Image** tab and browse to select the image for insertion.

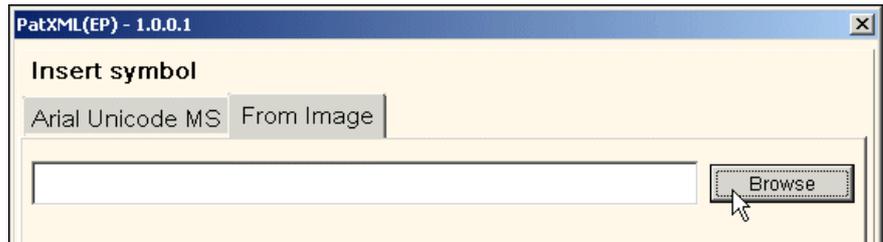


Figure 13: PatXML, inserting symbol from image

Inserting equations

Please use the **PatXML Equation Editor** to provide mathematical formulae.

- 1 Position the cursor where you want the equation to appear.
- 2 In the **PatXML menu** select **Insert, Equation Editor**.

-OR-

In the *PatXML insert toolbar* (p 56) click **Equation Editor**.

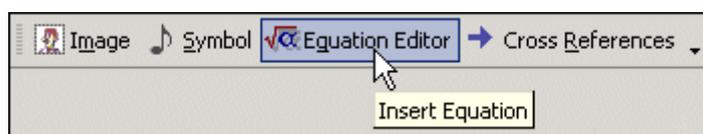


Figure 14: PatXML, inserting equation

Note Mathematical elements from other applications are inserted as images and marked as mathematical formulae.

According to Rule 35 of European Patent Convention, mathematical formulae, as well as chemical ones and other graphic characters and symbols, can be written by hand or drawn. However, the request for the grant of a European patent, the description, the claims and the abstract shall be typed or printed, as stated in Rule 35.

Tables and chemical or mathematical formulae may be placed sideways on the sheet if they cannot be presented satisfactorily in an upright position thereon; sheets on which tables or chemical or mathematical formulae are presented sideways shall be so presented that the tops of the tables or formulae are at the left side of the sheet.

Inserting cross references

- 1 Position the cursor where you want the cross reference to appear.
- 2 In the **PatXML menu** select **Insert, Cross Reference**.

-OR-

In the *PatXML insert toolbar* (p 56) click **Cross References**.

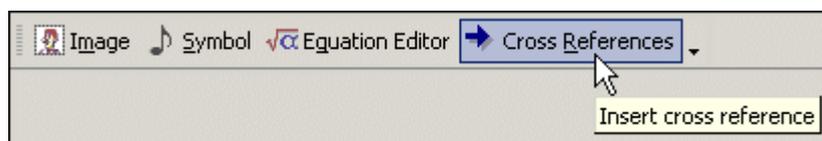


Figure 15: PatXML, insert cross reference

A list of relevant options appears on the left.

- 3 Click the required option, and then click **Insert**.

The cross reference will be inserted in the document where the cursor is positioned.

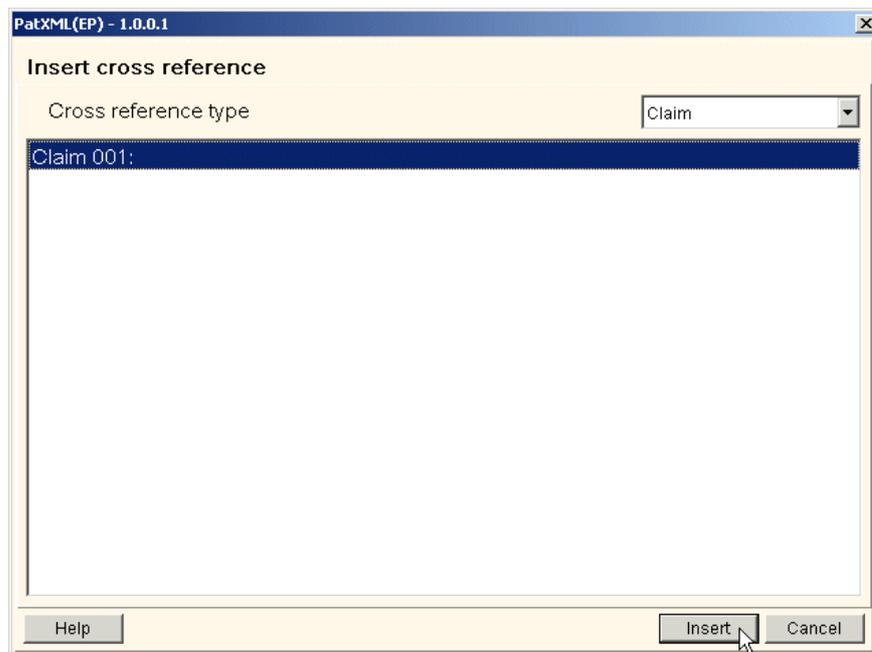


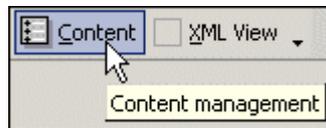
Figure 16: PatXML, inserting a cross reference

Content management

Content management navigation

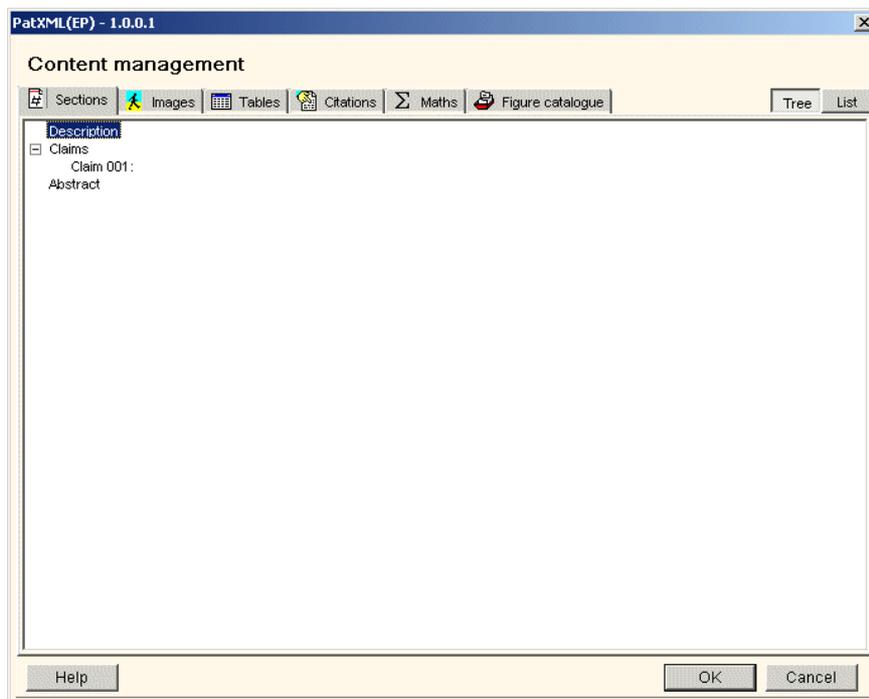
For easy navigation, the **Content management window** groups the different elements of your document in tabs.

- 1 Click **Content** in the *PatXML content toolbar* (p 57).



- 2 In the **Content management window** click each tab to see the list.
- 3 Double-click an item in the list to jump to it.

Figure 17: PatXML, content management option



*Figure 18: PatXML
Content management
options*

Sections	The Sections tab lists the sections of the document. The shortcut menu provides options to add missing sections, delete the selected section/subsection, add and locate headings.
Images, Tables, Citations, Maths	Other tabs allow only viewing the items in order they appear in the document, either as a Tree or as a List .
Figure catalogue	The Figure catalogue tab provides the list of all the inserted images with their attributes.
Tree	The Tree button opens an additional pane for figure preview.
OK	The OK button applies changes, if any, closes the Content Management dialog and brings user to the highlighted section/item.
Cancel	The Cancel button closes the dialog box without applying the changes.

Adding new sections and headers

You can use the Content Management window to add new sections and headers to your document.

- 1 Click **Content** in the *PatXML content toolbar* (p 57).

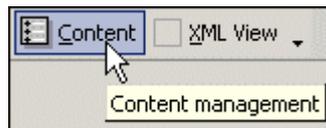


Figure 19: PatXML, content management option

- 2 Right-click a section name in the Content Management window, and then select from the list of options.

In this example, a **Drawings** section is inserted after the **Abstract** section.

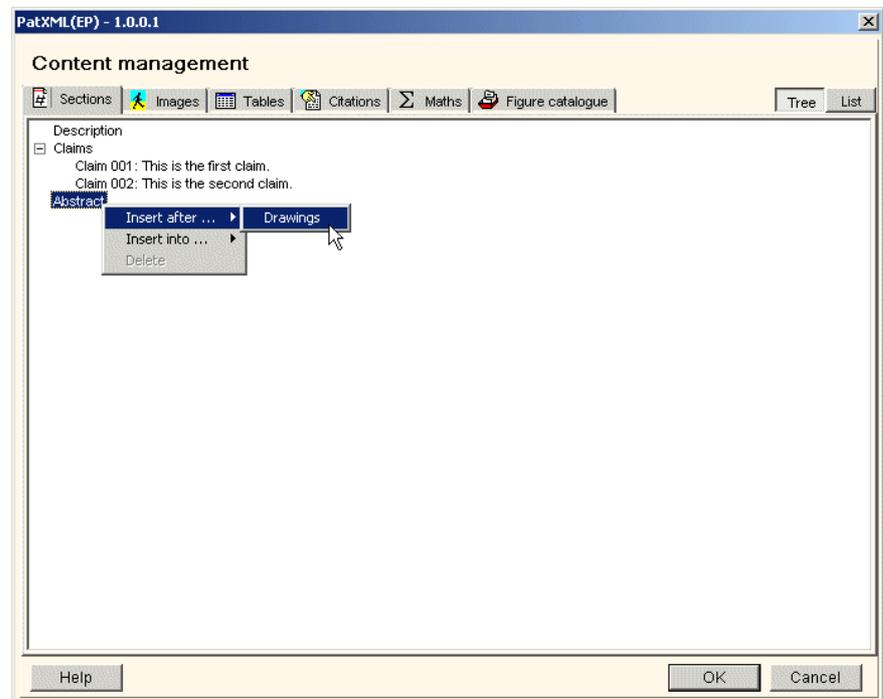


Figure 20: Inserting Drawing section after Abstract

Deleting headers and sections

- 1 In the **Content Management window**, right-click the section heading, and then click **Delete**.

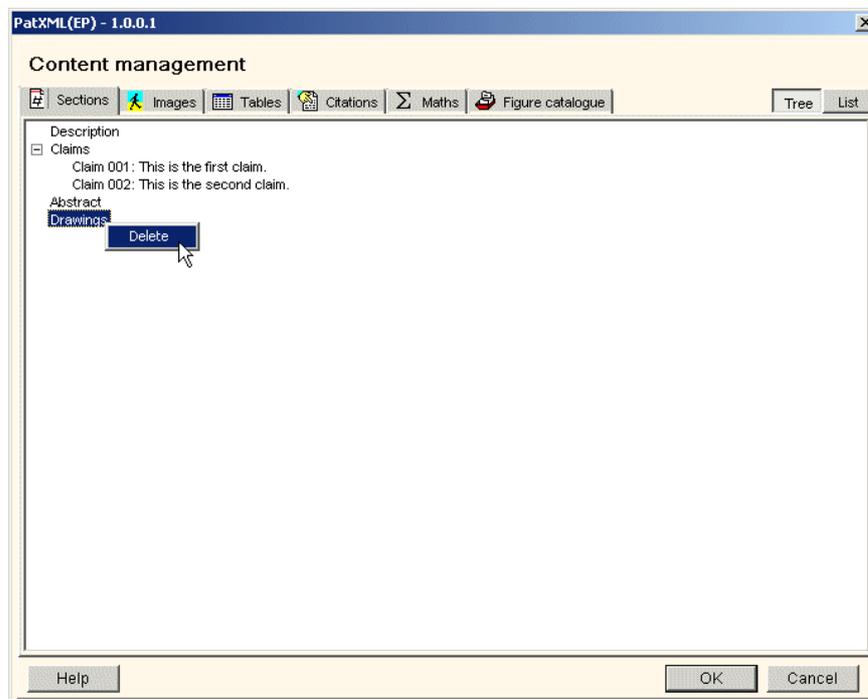


Figure 21: Deleting a heading

- 2 When prompted, click **Delete** to confirm the appropriate deletion: the header only or the section with content.



Figure 22: Content management delete options

Sections

Additional information is provided below for the sections available when you right-click a heading in the **Content management window**.

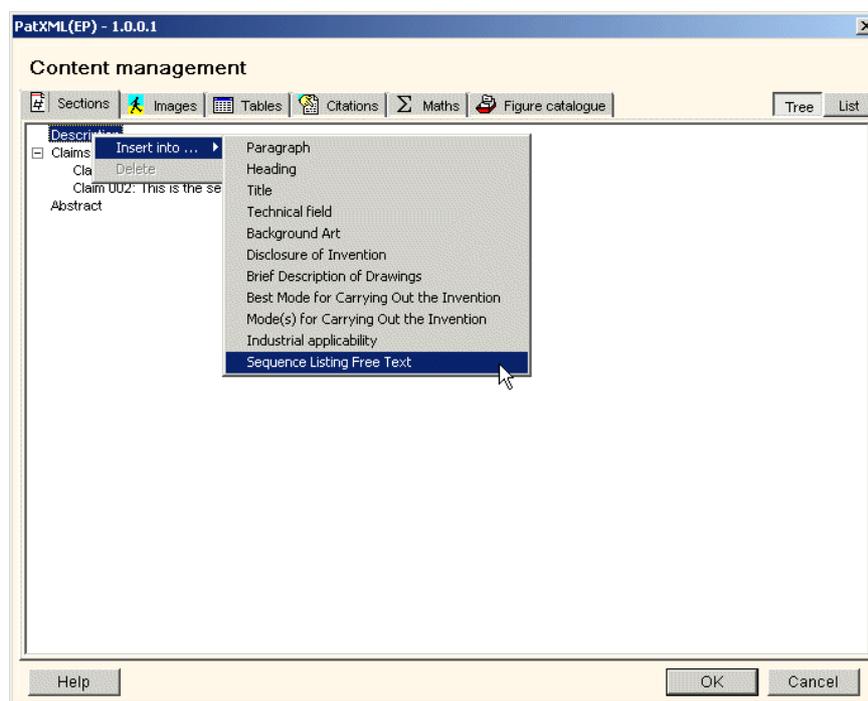


Figure 23 Content management options

Description

In accordance with Rule 27 of European Patent Convention:

(1) The description shall:

(a) specify the technical field to which the invention relates;

(b) indicate the background art which, as far as known to the applicant, can be regarded as useful for understanding the invention, for drawing up the European search report and for the examination, and, preferably, cite the documents reflecting such art;

(c) disclose the invention, as claimed, in such terms that the technical problem (even if not expressly stated as such) and its solution can be understood, and state any advantageous effects of the invention with reference to the background art;

(d) briefly describe the figures in the drawings, if any;

(e) describe in detail at least one way of carrying out the invention claimed using examples where appropriate and referring to the drawings, if any;

(f) indicate explicitly, when it is not obvious from the description or nature of the invention, the way in which the invention is capable of exploitation in industry.

(2) The description shall be presented in the manner and order specified in paragraph 1, unless because of the nature of the invention, a different manner or a different order would afford a better understanding and a more economic presentation.

Note The Description section is mandatory and can contain optional subsections. For more information on document structure see Defining document structure and Importing documents.

Invention title

The title should clearly and concisely state the technical designation of the application and should exclude elaborate names. The maximum number of characters allowed is 250. This is an optional section, though it is strongly recommended.

Technical field

Specify the technical field to which the invention relates. This information is optional.

Background art

Indicate the background art which, as far as known to the applicant, can be regarded as useful for understanding the invention, for drawing up the European search report and for the examination, and, preferably, cite the documents reflecting such art. This information is optional.

Disclosure of invention

Disclose the invention, as claimed, in such terms that the technical problem (even if not expressly stated as such) and its solution can be understood, and state any advantageous effects of the invention with reference to the background art. This information is optional.

See Article 83 of European Patent Convention.

Description of drawings

Briefly describe the figures in the drawings, if any. For more information see [Inserting images](#).

Best mode

Describe in detail at least one way of carrying out the invention claimed using examples where appropriate and referring to the drawings, if any.

Industrial applicability of the invention

Indicate explicitly, when it is not obvious from the description or nature of the invention, the way in which the invention is capable of exploitation in industry.

The description shall be presented in the manner and order specified in paragraph 1, unless because of the nature of the invention, a different manner or a different order would afford a better understanding and a more economic presentation.

Sequence list free text

Sequence Listing should be included in the Description section according to and for the reasons described in Rule 27a of European Patent Convention.

Requirements of European patent applications relating to nucleotide and amino acid sequences

(1) If nucleotide or amino acid sequences are disclosed in the European patent application the description shall contain a sequence listing conforming to the rules laid down by the President of the European Patent Office for the standardised representation of nucleotide and amino acid sequences.

(2) The President of the European Patent Office may require that, in addition to the written application documents, a sequence listing in accordance with paragraph 1 be submitted on a data carrier prescribed by him accompanied by a statement that the information recorded on the data carrier is identical to the written sequence listing.

(3) If a sequence listing is filed or corrected after the date of filing, the applicant shall submit a statement that the sequence listing so filed or corrected does not include matter which goes beyond the content of the application as filed.

(4) A sequence listing filed after the date of filing shall not form part of the description.

This section is optional.

Claims

This is a mandatory section. While filling the Claims section, please follow **Rule 29** of European Patent Convention:

(1) The claims shall define the matter for which protection is sought in terms of the technical features of the invention. Wherever appropriate claims shall contain:

(a) a statement indicating the designation of the subject-matter of the invention and those technical features which are necessary for the definition of the claimed subject-matter but which, in combination, are part of the prior art;

(b) a characterising portion - preceded by the expression “characterised in that” or “characterised by” - stating the technical features which, in combination with the features stated in sub-paragraph (a), it is desired to protect.

(2) A European patent application may contain two or more independent claims in the same category (product, process, apparatus or use) where it is not appropriate, having regard to the subject-matter of the application, to cover this subject-matter by a single claim.

(3) Any claim stating the essential features of an invention may be followed by one or more claims concerning particular embodiments of that invention.

(4) Any claim which includes all the features of any other claim (dependent claim) shall contain, if possible at the beginning, a reference to the other claim and then state the additional features which it is desired to protect.

A dependent claim shall also be admissible where the claim it directly refers to is itself a dependent claim. All dependent claims referring back to a single previous claim, and all dependent claims referring back to several previous claims, shall be grouped together to the extent and in the most appropriate way possible.

(5) The number of the claims shall be reasonable in consideration of the nature of the invention claimed. If there are several claims, they shall be numbered consecutively in Arabic numerals.

(6) Claims shall not, except where absolutely necessary, rely, in respect of the technical features of the invention, on references to the description or drawings.

In particular, they shall not rely on such references as:

“as described in part ... of the description”, or “as illustrated in figure ... of the drawings”.

(7) If the European patent application contains drawings, the technical features mentioned in the claims shall preferably, if the intelligibility of the claim can thereby be increased, be followed by reference signs relating to these features and placed between parentheses.

These reference signs shall not be construed as limiting the claim.

See Article 84 of European Patent Convention.

Abstract

This is a mandatory section. According to **Article 85** of European Patent Convention, "the abstract shall merely serve for use as technical information; it may not be taken into account for any other purpose, in particular not for the purpose of interpreting the scope of the protection sought nor for the purpose of applying Article 54, paragraph 3".

While filling the Abstract section, please follow **Rule 33** of European Patent Convention:

- (1) The abstract shall indicate the title of the invention.
- (2) The abstract shall contain a concise summary of the disclosure as contained in the description, the claims and any drawings; the summary shall indicate the technical field to which the invention pertains and shall be drafted in a way which allows the clear understanding of the technical problem, the gist of the solution of that problem through the invention and the principal use or uses of the invention. The abstract shall, where applicable, contain the chemical formula which, among those contained in the application, best characterises the invention. It shall not contain statements on the alleged merits or value of the invention or on its speculative application.
- (3) The abstract shall preferably not contain more than one hundred and fifty words.
- (4) If the European patent application contains drawings, the applicant shall indicate the figure or, exceptionally, the figures of the drawings which he suggests should accompany the abstract when the abstract is published. The European Patent Office may decide to publish one or more other figures if it considers that they better characterise the invention. Each main feature mentioned in the abstract and illustrated by a drawing shall be followed by a reference sign, placed between parentheses.
- (5) The abstract shall be so drafted that it constitutes an efficient instrument for purposes of searching in the particular technical field particularly by making it possible to assess whether there is a need for consulting the European patent application itself.

Note Please limit the text to 150 words.

Drawings

Please follow the EPO requirements to the form of the drawings described in Rule 32 of European Patent Convention:

(1) On sheets containing drawings, the usable surface area shall not exceed 26.2 cm x 17 cm. These sheets shall not contain frames round the usable or used surface.

The **minimum margins** shall be as follows:

top	2.5 cm
left side	2.5 cm
right side	1.5 cm
bottom	1.0 cm

(2) Drawings shall be executed as follows:

(a) Drawings shall be executed in durable, black, sufficiently dense and dark, uniformly thick and well-defined, lines and strokes without colourings.

(b) Cross-sections shall be indicated by hatching which should not impede the clear reading of the reference signs and leading lines.

(c) The scale of the drawings and the distinctness of their graphical execution shall be such that reproduction, obtained electronically or photographically, with a linear reduction in size to two-thirds would enable all details to be distinguished without difficulty. If, as an exception, the scale is given on a drawing, it shall be represented graphically.

(d) All numbers, letters, and reference signs, appearing on the drawings, shall be simple and clear. Brackets, circles or inverted commas shall not be used in association with numbers and letters.

(e) All lines in the drawings shall, ordinarily, be drawn with the aid of drafting instruments.

(f) Elements of the same figure shall be in proportion to each other, unless a difference in proportion is indispensable for the clarity of the figure.

(g) The height of the numbers and letters shall not be less than 0.32 cm. For the lettering of drawings, the Latin and, where customary, the Greek alphabets shall be used.

(h) The same sheet of drawings may contain several figures. Where figures drawn on two or more sheets are intended to form one whole figure, the figures on the several sheets shall be so arranged that the whole figure can be assembled without concealing any part of the partial figures. The different figures shall be arranged without wasting space, preferably in an upright position, clearly separated from one another. Where the figures are not arranged in an upright position, they shall be presented sideways with the top of the figures at the left side of the sheet. The different figures shall be numbered consecutively in Arabic numerals, independently of the numbering of the sheets.

(i) Reference signs not mentioned in the description and claims shall not appear in the drawings, and vice versa. The same features, when denoted by reference signs, shall, throughout the application, be denoted by the same signs.

(j) The drawings shall not contain text matter, except, when absolutely indispensable, a single word or words such as “water”, “steam”, “open”, “closed”, “section on AB”, and, in the case of electric circuits and block schematic or flow sheet diagrams, a few short catch-words indispensable for understanding. Any such words shall be placed in such a way that, if required, they can be replaced by their translations without interfering with any lines of the drawings.

(3) Flow sheets and diagrams are considered drawings.

Citations

PatXML patent citation (PatCit)

- 1 Position the cursor where you want the patent citation to appear.
- 2 In the **PatXML** menu select **Insert, Patent citation**.

-OR-

In the **PatXML citations toolbar** (p 55) click **Patent citation**.

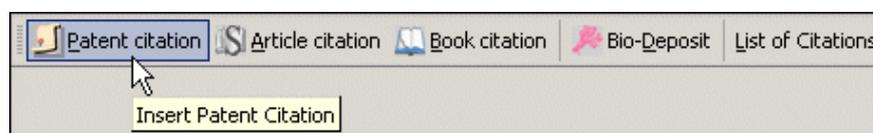


Figure 24: PatXML, patent citation

- 3 Enter the information relating to the patent citation.

The screenshot shows a dialog box titled "PatXML(EP) - 1.0.0.1" with a close button in the top right corner. The dialog is titled "Patent citation" and contains the following fields and controls:

- Country:** A text input field followed by a dropdown menu.
- Number:** A text input field followed by a "Kind:" label and a dropdown menu.
- Application No.:** A checkbox.
- PCT No.:** A checkbox.
- Applicant:** A text input field.
- Date:** A text input field with a placeholder "dd.mm.yyyy".
- Buttons:** "Help", "Browse for Patent", "Insert", and "Cancel".

Figure 25: PatXML, patent citation information

Country	Enter the two letter country code of the patent document according to WIPO Standard ST.3 eg EP or JP or US. The full name of the country will be displayed in the second box. This data is mandatory.
Number	Enter the patent document number. The number can be the application or publication number. For certain countries there may be validation of the number. This data is mandatory.
Application No.	If you know it is an application number please select this check box.
PCT No.	If you know it is a PCT international application number please select this check box. This will add PCT/ to the beginning of the number; for example: PCT/US94/00838, if you entered US in the country code field and 94/00838 in the number field. But note that if it is a WO number you can use the Country field by entering "WO" and the WO (PCT) publication number.
Kind	Enter the document kind code according to WIPO Standard ST.16. This data is optional.
Applicant	Enter the name of the applicant; for example: SMITH or AGFA. This data is optional.
Date	Enter the date of publication of the patent document eg 02.05.2002. This data is optional.
Browse for Patent	If you have an Internet connection, you can use this button to make sure that the cited patent is correct. The patent will be displayed in your Internet browser only if you have specified the Country and Patent Number - this depends on the number entered - it is possible to link to the EPO's esp@cenet database. At this time, this will only work if a publication number is entered, for example, EP 1000000.

Notes

§ When **Insert** is clicked the citation is pasted into the document as, for example:

EP 1000000 A (BEHEERMAATSCHAPPIJ DE BOER) 17.05.2000
 You will notice that the citation is unavailable; clicking on it will open the citation in the citation box for editing.

§ To **delete** the citation simply go to the end of it and backspace.

Entering this data into the citation pop-up will allow a link to be built from the citation to patent databases - when published on the Internet - this will result in a much more useful document for business users and patent examiners. For example the citation above would be presented as:

EP 1000000 A (BEHEERMAATSCHAPPIJ DE BOER) 17.05.2000

Clicking on it will take you to the esp@cenet database and the patent.

§ If citations are entered in the pop-up box it means we have a standard style and it will be possible to create a list of references at the end of the description (if required).

§ You can, of course, enter patent citations without using the citation pop-up but it will then be much more difficult and costly to build the links described above.

§ The patent citation order is that recommended in WIPO Standard ST.14.

PatXML article (periodical) citation

- 1 Position the cursor where you want the article citation to appear.
- 2 In the **PatXML menu** select **Insert, Article citation**.

-OR-

In the *PatXML citations toolbar* (p 55) click **Article citation**.

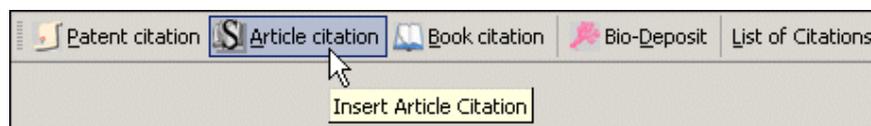


Figure 26: PatXML, inserting article citation

- 3 Enter the information relating to the article citation.

Figure 27: Article citation information

Author, Last Name	Enter the last name of the author; it will appear in UPPER CASE eg SMITH. This data is mandatory.
Author, First Name	Enter the first name or initials of the author eg John or J.R. This data is optional but strongly recommended.
et al	If there is more than one author select this check box. This is optional but strongly recommended if there is more than one author.
Title	Enter the complete title of the article. This data is mandatory.
Periodical	Enter the name of the periodical - it may be abbreviated to standard abbreviations. In this field you will receive help from a drop-down list containing the PCT minimum documentation. If it is not in this list simply type in the title. This data is mandatory.
Publication date	Enter the date of publication of the article eg 02.05.2002 or May 2002. This data is optional.
Vol.	If available, enter the volume number of the periodical. This data is optional.
No.	If available, enter the (part) number of the periodical. This data is optional.
Pages	If available, enter the page numbers of the periodical eg 112-5 or 112-115 or 12,13,15. This data is optional.

Notes

- § When insert is clicked the citation is pasted into the document as, for example:

GRAMLICH, Gabriella, et al. Increased Antioxidant Reactivity of Vitamin C at Low pH in Model Membranes. *J. Am. Chem. Soc.* 25 September 2002, vol. 124, no. 38, p. 11252-11253.

You will notice that the citation is unavailable; clicking on it will open the citation in the citation box for editing.

- § To delete the citation simply go to the end of it and backspace.

Entering this data into the citation pop up could allow a link to be built from the citation to databases - when published on the Internet - this will result in a much more useful document for end users and patent examiners. For example the citation above would be presented as:

GRAMLICH, Gabriella, et al. Increased Antioxidant Reactivity of Vitamin C at Low pH in Model Membranes. *J. Am. Chem. Soc.* 25 September 2002, vol. 124, no. 38, p. 11252-11253

Clicking on it will take you to the citation on the Internet, but please note this is subject to copyright restrictions and the ability to link correctly to freely available material.

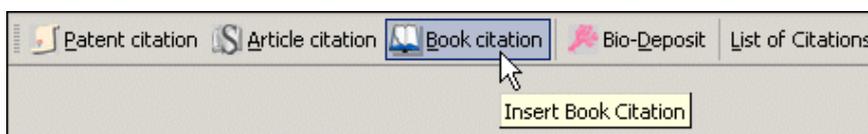
- § If citations are entered in the pop up box it means we have a standard style and it will be possible to create a list of references at the end of the description (if required).
- § You can, of course, enter article citations without using the citation pop up but it will then be much more difficult and costly to build the links described above and we will not have a standard product.
- § The article citation order is that recommended in WIPO Standard ST.14. There are some minor stylistic changes to the presentation.

PatXML book (monograph) citation

- 1 Position the cursor where you want the book citation to appear.
- 2 In the **PatXML menu** select **Insert, Book citation**.

-OR-

In the *PatXML citations toolbar* (p 55) click **Book citation**.



*Figure 28: PatXML,
book citation*

- 3 Enter the information relating to the book citation.

PatXML(EP) - 1.0.0.1

Book citation

Author: Last name First name
 Person: et al

Company:

Title: Edition:

Edited by: Last name First name
 et al

Publisher: Place Name of publisher Year

ISBN:
 eg 0198611315

Pages:

Help Insert Cancel

Figure 29: Book citation information

Author, Person	For a person, enter the last name of the author. it will appear in UPPER CASE, eg SMITH. This data is mandatory.
	Enter the first name or initials of the author, eg John or J.R. This data is optional but strongly recommended.
Author, Company	Enter the company name. If any Person information was entered, this option is unavailable.
et al	If there is more than one author click this box. This is optional but strongly recommended if there is more than one author.
Title	Enter the complete title of the book plus any sub-title. This data is mandatory.
Edition	Enter the edition number only; for example: 2 or 3. This is data optional.
Edited by, Last Name	Enter the last name of the editor; it will appear in UPPER CASE, eg BROWN. This data is optional.
Edited by, First Name	Enter the first name or initials of the editor, eg David or D. This data is optional.
et al	If there is more than one editor click this box. This is optional.
Publisher, Place	Enter the place of publication, usually a city name; for example: London or New York. This is data optional.

Publisher, Name of publisher	Enter the name of publisher; for example: Macmillan or Springer Verlag. This is data mandatory.
Publisher, Year	Enter the year of publication; for example: 2002. This is data optional.
ISBN	Enter the International Standard Book Number (ISBN); it always consists of ten digits for example: 0198611315. This is data optional. Note that there is a check on this number to see if it is correctly entered. This data will always be stored and displayed as one string of numbers.
Pages	Enter the relevant page numbers of the cited passages within the book, eg 112-5 or 112-115 or 12,13,15. This data is optional.

Notes

§ When **Insert** is clicked the citation is pasted into the document as, for example:

WALTER, H. Sailboat Construction, London: Sweet and Maxwell, 1975. p.138 to 192

You will notice that the citation is unavailable; clicking on it will open the citation in the citation box for editing.

§ To **delete** the citation simply go to the end of it and backspace.

§ If citations are entered in the pop-up box it means we have a standard style and it will be possible to create a list of references at the end of the description (if required).

You can, of course, enter book citations without using the citation pop-up but then we will not have a standard product.

For the time being this will be the case for complex book citations such a multi-part, conference proceedings, web citations, etc. We will be adding these as soon as possible.

§ The Book citation order is based on that recommended in WIPO Standard ST.14. and ISO 690:1987 Information and documentation -- Bibliographic references - Content, form and structure

§ There are some minor stylistic changes to the presentation.

Bio-deposits

- 1 Position the cursor where you want the bio-deposit to appear.
- 2 In the **PatXML menu** select **Insert, Bio-Deposit**.
- OR-
- 3 In the *PatXML citations toolbar* (p 55) click **Bio-Deposit**.

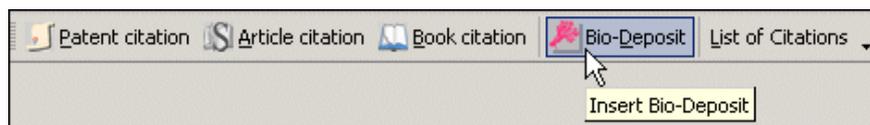


Figure 30: PatXML, inserting bio-deposit

- 4 Enter the information relating to the biological material.

Figure 31: PatXML, bio-deposit information

- | | |
|-------------------------------|--|
| Depository institution | Select an option from the Depository institution list. |
| Address | This field automatically displays the address of the depository institution selected above. This is a read-only field. |
| Accession Number | This field automatically displays the accession number of the selected depository institution; however, it can be manually edited. |
| Date of Deposit | Enter the date of deposit here following the predefined format. This field is optional, but is recommended. |

Note While providing biological material information, please follow Rule 28 of European Patent Convention:

(1) If an invention involves the use of or concerns biological material which is not available to the public and which cannot be described in the European patent application in such a manner as to enable the invention to be carried out by a person skilled in the art, the invention shall only be regarded as being disclosed as prescribed in Article 83 if:

(a) a sample of the biological material has been deposited with a recognised depositary institution not later than the date of filing of the application;

(b) the application as filed gives such relevant information as is available to the applicant on the characteristics of the biological material;

(c) the depositary institution and the accession number of the deposited biological material are stated in the application, and

(d) where the biological material has been deposited by a person other than the applicant, the name and address of the depositor are stated in the application and a document is submitted satisfying the European Patent Office that the latter has authorised the applicant to refer to the deposited biological material in the application and has given his unreserved and irrevocable consent to the deposited material being made available to the public in accordance with this Rule.

(2) The information referred to in paragraph 1(c) and, where applicable, (d) may be submitted

(a) within a period of sixteen months after the date of filing of the application or, if priority is claimed, after the priority date, this time limit being deemed to have been met if the information is communicated before completion of the technical preparations for publication of the European patent application;

(b) up to the date of submission of a request for early publication of the application;

(c) within one month after the European Patent Office has communicated to the applicant that a right to inspect the files pursuant to Article 128, paragraph 2, exists.

The ruling period shall be the one which is the first to expire. The communication of this information shall be considered as constituting the unreserved and irrevocable consent of the applicant to the deposited biological material being made available to the public in accordance with this Rule.

(3) The deposited biological material shall be available upon request to any person from the date of publication of the European patent application and to any person having the right to inspect the files pursuant to Article 128, paragraph 2, prior to that date. Subject to paragraph 4, such availability shall be effected by the issue of a sample of the biological material to the person making the request (hereinafter referred to as “the requester”).

Said issue shall be made only if the requester has undertaken vis-à-vis the applicant for or proprietor of the patent not to make the biological material or any biological material derived therefrom available to any third party and to use that material for experimental purposes only, until such time as the patent application is refused or withdrawn or deemed to be withdrawn, or before the expiry of the patent in the designated State in which it last expires, unless the applicant for or proprietor of the patent expressly waives such an undertaking.

The undertaking to use the biological material for experimental purposes only shall not apply in so far as the requester is using that material under a compulsory licence. The term “compulsory licence” shall be construed as including ex officio licences and the right to use patented inventions in the public interest

List of citations

- 1 Position the cursor where you want the list of citations to appear.
- 2 In the **PatXML menu** select **Insert, List of citations**.

-OR-

In the *PatXML citations toolbar* (p 55) click **List of Citations**.

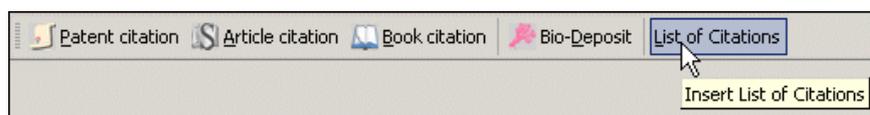


Figure 32: Inserting list of citations

The list of citations is automatically entitled **References**.

A prompt to change this text is displayed on a grey background.

- 3 To change the heading text, select it and type the new wording.

Sample file reference ID
Description
[0001] This is the description of the invention.
Heading (please enter the text for the heading below)
References
[0002]

Figure 33: Heading for list of citations

PatXML toolbars

The PatXML toolbars provide functionality related to completing a patent application. Use the toolbars to insert elements such as citations, equations and images.

Note You can only insert these elements in permitted sections, for example, a citation may be inserted in the description but not in the claims.

PatXML standard toolbar



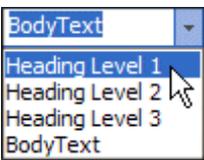
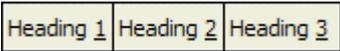
In addition to the normal Word® buttons, the **PatXML standard toolbar** provides options to assist you with listing definitions and navigating through the document.

Option	Comments
	<p>Insert Definition List</p> <p>Click this button to insert a two-column table into the document. You can use the table to create a list of definitions.</p> <p>Use the Tab key to add additional rows.</p>
	<p>Document Map</p> <p>Click this button to see your list of patent application headings on the left side of the screen.</p> <p>Each heading starts on a new page. Click a heading to move to that page.</p>

PatXML formatting toolbar

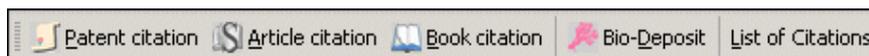


In addition to the normal Word® Bold, Italic and Underline buttons, the **PatXML formatting toolbar** provides the styles and formatting options appropriate to patent applications.

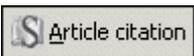
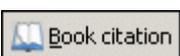
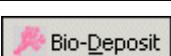
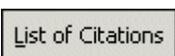
Option	Comments
 	<p>Styles list</p> <p>Select from the drop-down list of styles acceptable for a patent application. You can also click one of the heading buttons.</p> <p>When you select a heading style it is positioned for you in the current paragraph, marked by a grey field. Enter the text for the heading directly underneath as indicated.</p> <p>When you select the body text style, just start typing in the numbered paragraph.</p>
	<p>Subscript and superscript</p> <p>Use these options to lower or raise the selected text.</p>
	<p>Small Caps</p> <p>Use this option to put the selected text in Small Caps.</p>
	<p>Update fields</p> <p>Use this option to make sure the information in the selected field reflects the latest changes.</p>

PatXML citations toolbar

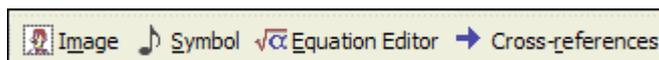
Figure 34: PatXML Citations toolbar



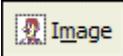
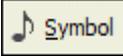
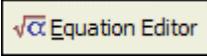
The **PatXML citations toolbar** provides buttons to assist you with entering references correctly in your document.

Option	Comments
	<p>Make sure the cursor is in a section that allows you to enter this kind of reference.</p> <p>Click the citation button appropriate to your requirements. The citation window opens and you are prompted to complete the relevant information.</p> <p>Required fields are displayed in bold typeface.</p> <p>For detailed information on completing the citation, click the Help button in the open window.</p> <p>To open the window again, double click the citation field in the document.</p>
	<p>Patent citation</p> <p>Use this button to reference another patent.</p>
	<p>Article citation</p> <p>Use this button to reference a published article.</p>
	<p>Book citation</p> <p>Use this button to reference a published book.</p>
	<p>Bio-Deposit</p> <p>Use this button to reference a depositary institution for biological material.</p>
	<p>List of Citations</p> <p>Use this button to enter a reference list of all citations.</p>

PatXML insert toolbar

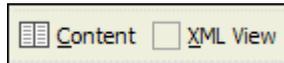


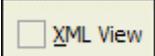
The **PatXML insert toolbar** provides buttons to assist you with adding non-textual elements to your document.

Option	Comments
	Make sure the cursor is in a section that allows you to enter this kind of element.
	<p>Image</p> <p>Use this option to add a TIFF image to the current paragraph. Any colour images are converted to black and white.</p> <p>Double click the image in the document to open the Image Attributes window.</p> <p>For detailed information on changing the image attributes, click the Help button in the open window.</p>
	<p>Symbol</p> <p>Use the option to insert a symbol into the document, either from the set provided in the Arial Unicode MS font or from an image.</p>
	<p>Equation editor</p> <p>Use this option to open the Microsoft® Word equation editor.</p>
	<p>Cross-references</p> <p>Use this option to enter the details of a reference to another part of your document.</p>

PatXML content toolbar

The **PatXML content toolbar** provides buttons to assist you with viewing different elements of your document.



Option	Comments
	Content Select this option to open the Content Management window. Click the tabs to see a list of elements.
	XML View Select this option to see the XML application-body.

PatXML tables toolbar



Figure 35: PatXML
Tables toolbar

The **PatXML tables toolbar** provides options to assist you with formatting the table. It only appears when the cursor is located in a table.

Option	Comments
	<p>Properties</p> <p>Click this button to view the options for table properties.</p>
	<p>Insert row</p> <p>Click this button to add a row above the current row.</p>
	<p>Insert column</p> <p>Click this button to add a column to the left of the current column.</p>
	<p>Remove row</p> <p>Click this button to delete the current row and its contents. This action cannot be undone.</p>
	<p>Remove column</p> <p>Click this button to delete the current column and its contents. This action cannot be undone.</p>
	<p>Merge cells</p> <p>Click this button to combine the selected cells into one cell.</p>

	<p>Split cells</p> <p>Click this button to divide the selected cells into multiple cells. When prompted, select the options you required. To keep the current cell contents grouped, select the check box Merge cells before split.</p> <div data-bbox="735 465 1166 770" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p>Split Cells ? X</p> <p>Number of columns: <input type="text" value="4"/></p> <p>Number of rows: <input type="text" value="1"/></p> <p><input checked="" type="checkbox"/> Merge cells before split</p> <p>OK Cancel</p> </div> <p><i>Figure 36: Split cells prompt</i></p>
	<p>Align left</p> <p>Click this button to position the text at the left of the cell.</p>
	<p>Centre horizontally</p> <p>Click this button to position the cell text horizontally.</p>
	<p>Align right</p> <p>Click this button to position the text at the right of the cell.</p>
	<p>Justify</p> <p>Click this button to justify the text.</p>
	<p>Align top</p> <p>Click this button to position the text at the top of the cell.</p>
	<p>Centre vertically</p> <p>Click this button to centre the cell text vertically.</p>
	<p>Align bottom</p> <p>Click this button to position the text at the bottom of the cell.</p>

Importing documents

To open an existing PatXML document or to import XML, Word® or RTF document:

- 1 Click **Open** at the **Start Screen**. You can also use the PatXML toolbar or menu.

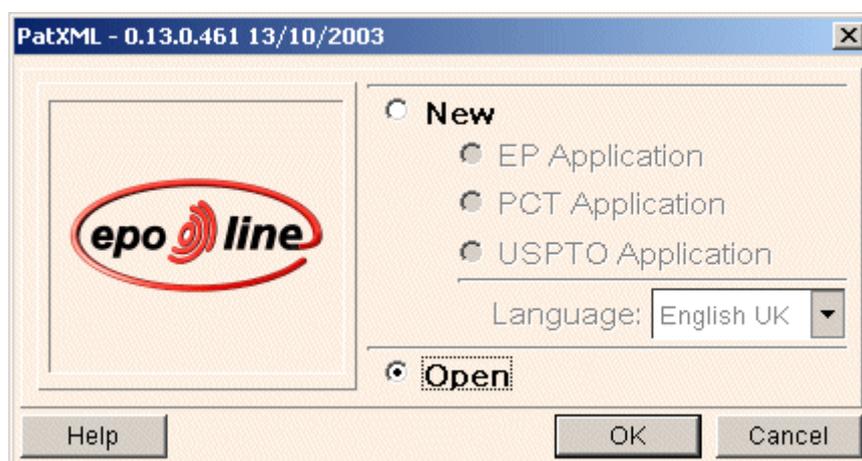


Figure 37: Importing documents

- 2 Navigate to the document location and open it.

PatXML checks the document structure. If it is not currently a PatXML document, you are prompted to convert it.

- 3 Click Yes to perform the conversion.

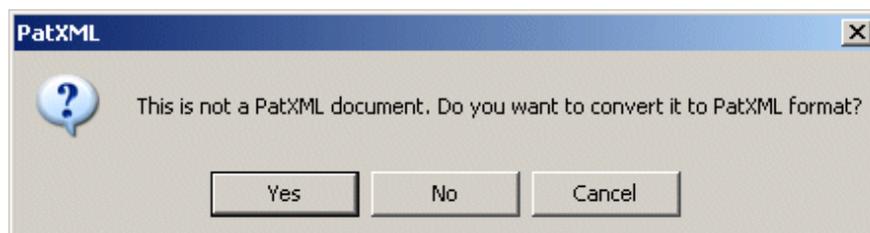


Figure 38: Prompt to convert format

The **Import Attributes** window opens.

- 4 Select the **type of application** and the **language**, and then click **OK**.

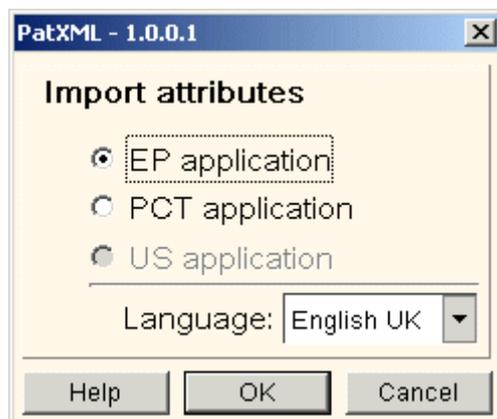


Figure 39: Import attributes

The **Import Document** window opens. This is designed to help you define the document structure. There are two options:

§ **Automatic section recognition**

Use this option if you would like PatXML to determine the start and end of sections.

§ **Manual section description**

Use this option if you would like to mark the start and end of sections yourself.

Automatic section recognition

- 1 Select the option **Automatic section recognition**.
- 2 Click **Start Recognition**.

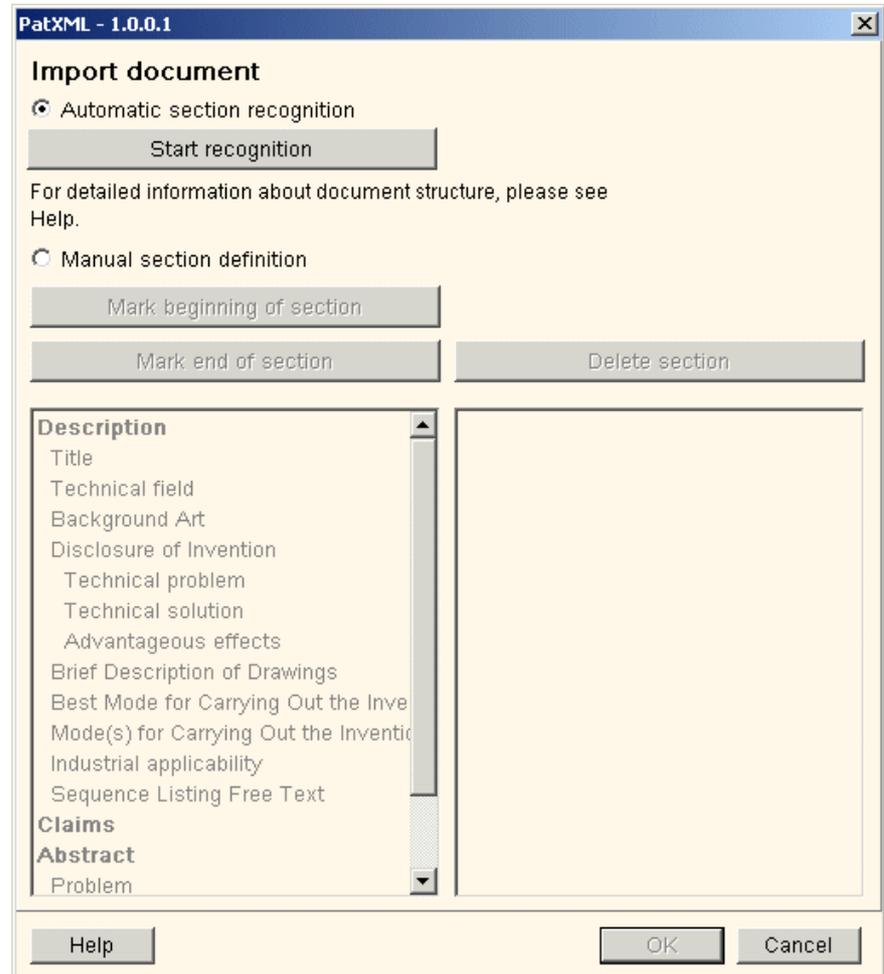


Figure 40: Import information

PatXML searches the section headers (Description, Title, Background) in the Word® document being imported. The system detects capitalised words only. As soon as a word within the opened Word® document matches a PatXML heading, the text below this word is included in the corresponding section.

Note If PatXML does not find any matches, it prompts you to determine the entire document as the Description section. Click OK to confirm the operation. This also prompts you to add blank sections for Claims and Abstract.

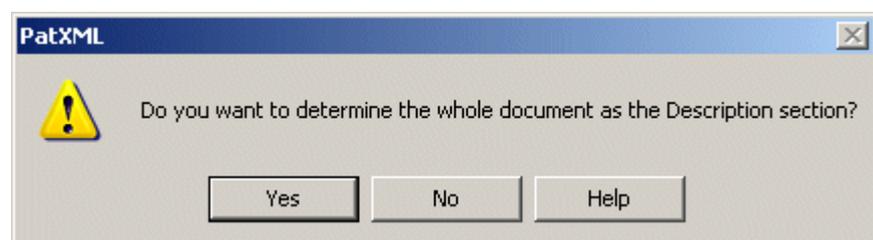


Figure 41: Prompt for Description section

Manual section definition

- 1 Select the option **Manual section definition**.
- 2 Select a section name from the list.
- 3 Click in the document where the section starts.
- 4 Click **Mark beginning of section**.
- 5 Click in the document where the section ends.
- 6 Click **Mark end of section**.

As each section is defined, it appears in the right-hand panel. The description, claims and abstract must be defined. For more information about XML Import see *Advanced features* (p 67).

Repeat this process until you have set the sections you require, and then click OK. If any mandatory sections are missing the OK button will be unavailable.

Delete section	Select the section in the right-hand pane and click Delete . If no section is selected, the button is unavailable.
OK	Click OK to accept the changes and close the Import Document window. If mandatory sections are missing, a warning message names the required section(s) and returns you to the Import Document window.
Cancel	The Cancel button closes the Import Document window and brings you back to the Start Screen .

Saving PatXML documents

Select **File, Save** in the PatXML Word® menu, or click **Save** on the **PatXML standard toolbar**. When you save the document for the first time, Word® displays the Save As dialog box so that you can type a name for the document and locate it.

Note Saving as HTML/Web page is disabled.

Naming your document

The filename can be from one to eight characters long, followed by an optional full stop and a one-to-three-character filename extension. The default extensions supplied by Word are .DOC, .RTF and PXML.

Printing PatXML documents

You can use any characters except spaces and the following: * ? [] + = \ / : | < >. You cannot use a full stop except to separate the filename from the extension.

The procedure for printing PatXML documents is the same as Word®.

Print Preview To preview a document before you print, select **File, Print Preview** in the PatXML menu, or click **Print Preview** on the **PatXML Standard toolbar**.

Note The page size is set to A4.

Page margins The page margins are fixed and cannot be modified:

Top: 3cm

Left side: 3 cm

Right side: 2 cm

Bottom: 2cm

Print To print a document, select **File, Print** in the PatXML menu, or click **Print** on the **PatXML Standard toolbar**.

For more information refer to your Windows Word® documentation.

Integration with *epoline*

The software generates a submission package in accordance with EPO requirements. Software integration with *epoline*® Online Filing software is currently carried out in the following manner:

- 1** The applicant prepares the package (including images and sequence list data).
- 2** The applicant opens *epoline*® Online Filing client where he points to the software generated package.
- 3** The *epoline*® Online Filing client reads the submission package data. At this stage it is possible to include additional information and to complete all the forms required to file online.
- 4** The wrapped and signed submission package is submitted to the receiving Office by *epoline*®.

Advanced features

Importing XML

Online Filing now provides a way of importing (XML) data from patent management systems into *epoline*®. The data (such as names, addresses, title of invention, etc.) must first be converted to an XML standard format based on the WIPO E-PCT standard (Administrative Instructions, Part 7, Annex F).

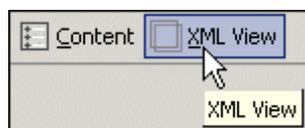
epoline® also helps system developers and programmers write programs to convert data from patent management systems (PMS) and the like for import into the *epoline*® Online Filing client (version 2.0).

There are a number of different patent management systems available. Some, such as the CPi system and NetsPat, are “off-the-shelf”, while others have been developed in-house. It would be very difficult, if not impossible, for the EPO to write conversion programs for all the different systems. Fortunately there is a common denominator to which all these systems can convert, and that is a standardised set of XML tags (elements) based on an internationally agreed standard.

Detailed instructions are available from the *epoline*® *website* (<http://www.epoline.org>).

XML view and document validation

- 1 Click **XML view** in the *PatXML content toolbar* (p 57).



The left-hand pane shows the structure of the document tags. Click the selection boxes to expand/collapse sections or use the **Expand** and **Collapse** buttons at the bottom to show/hide the whole tree.

Select a section to view its attributes and their associated values. Clicking on the Text tag shows the text it contains. Images and figures are previewed below.

The **Validate** button is used to check the XML structure for DTD compliance. As soon as the validation is finished, the results (parser error notes) are displayed in the **Preview** pane.

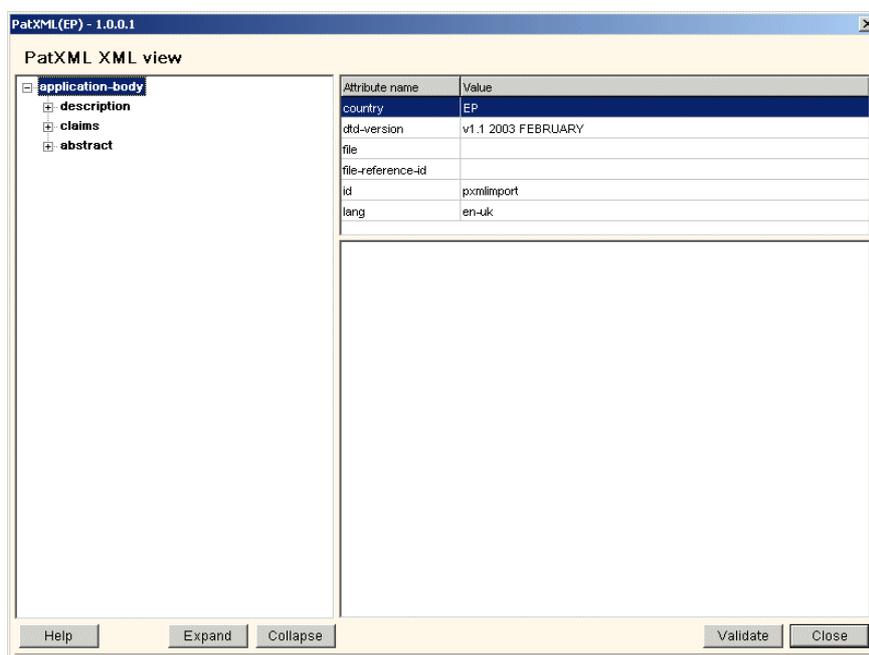


Figure 42: PatXML XML view

Appendix

Frequently asked questions (FAQ)

Here are the answers to some of the most frequently asked questions about PatXML. If you cannot find the answer to a particular query here, please contact EPO Customer Services.

Q: How much does it cost to use PatXML?

A: PatXML is an epoline® product and is available to the public free of charge.

Q: On which operating systems and Word versions can I install PatXML?

A: Windows: 98, 2000, XP/2002, and Word: 97, 2000, XP/2002. Note You

must have one of these installed for PatXML to work. We recommend using 2000 and above.

Q: Why has MS Word been chosen as the word processor and not any other available editor (eg WordPerfect)?

A: We have found that most people now use Word as their preferred word processor. You could of course author your applications in WordPerfect, or any other word processor, and import that data into PatXML, but you will still need MS Word.

Q: What is XML and why convert data from Word to XML?

A: XML stands for eXtensible Markup Language. It is a simple, very flexible text format derived from SGML (ISO 8879). The EPO has been using SGML for 18 years. Originally designed to meet the challenges of large-scale electronic publishing, XML now plays an increasingly important role in the exchange of a wide variety of data on the Web and

elsewhere. For more details please see: <http://www.w3.org/XML/>.

Nevertheless, Word is not the only word processor and it will change, whereas XML will not. XML is a system- and software-independent method of storing and marking up data. Four major patent offices - the EPO, JPO, USPTO and WIPO - have agreed to use a common (XML) standard for marking up applications and other patent documents. This will make it easier for applicants to file the same applications with these offices and for the offices to exchange data. For a detailed discussion on Q: When installing PatXML, I get the message "Arial Unicode MS font is absent in the operating system". What do I need to do?

A: If you have Windows 2000 or above, this font (arialuni.ttf) is available on your installation CD. Otherwise please contact your system administrator for help. If you have Word 97 please contact EPO Customer Services.

Q: I imported/pasted in an image and noticed a change in the image. What happened?

A: When importing an image, PatXML converts it to an agreed standard - TIFF (Tagged Image File Format) - which encapsulates Fax Group 4, encoded images. Group 4 is defined in ITU-T (Telecommunication Standardization Sector of the International Telecommunications Union) recommendation T.6 and supports two-dimensional image compression, compressing the line width as well as the line length. Fax Group 4 can achieve compression ratios of 15:1 for office documents and 20:1 for engineering drawings with a resolution of 400 dpi. This means that any image is converted to black and white. If your images are already in TIFF G4, or can be converted to it, you will get the best possible results in terms of quality and compression.

Q: Can I change the font, the font size, etc?

A: No. We have standardised the product on MS Arial Unicode, 12pt. If we allowed other fonts it might be difficult to replicate what the user intended, as some fonts are not generally available.

Q: Do I have to use headings such as "Background Art"?

A: No. These are PCT recommended headings and they are optional. If you want to insert your own headings, type the text as a paragraph and then click the heading button on the tool bar at the top of the screen. The software will convert the paragraph text into a heading.

Q: How do I delete headings?

A: Use the Content Management pop-up screen. This screen is extremely useful for adding or deleting sections or headings, for example, or for navigating around your document. You can access it using the Content Management button on the toolbar.

Q: If I forget to put in a heading or section (eg "Drawings"), what should I do?

A: Use the Content Management pop-up screen. This screen is extremely useful for adding or deleting sections or headings, for example, and for navigating around your document. You can access this screen using the Content Management button on the toolbar.

Q: Can I put in line numbering as recommended in Rule 35 EPC?

A: No. Rule 35 merely states that lines should "preferably" be numbered, in other words it is not mandatory. As we move away from paper-based systems, line (and page) numbers become redundant or meaningless. That is why we introduced paragraph numbering some years ago. Data can be viewed sequentially on a computer screen and however it is reformatted the paragraph numbers remain the same. This would not be the case with page and line numbering.

Q: Can I file USPTO applications? I see this is 'greyed out' on the start-up screen.

A: Not at the moment. This version has to be cleared with the USPTO, and their paper size, help screens, rules, etc. have to be added. However, there is a simple workaround for those willing to edit the XML file. Simply change the country code from EP or WO to US in this line in the .pxml file you have created (after saving and closing PatXML):
<application-body lang="en" dtd-version="v1.1 01/07/2002" file="test-doc1" id="" country="US" file-reference-id="MyRef 123">
Change the file extension to .xml and the USPTO should accept this as a valid XML filing since they have agreed to use the same application-body.dtd (the XML tag set) as the EPO (as have the JPO and WIPO).

Q: The article and/or book citation pop-up screen does not allow me to enter a complex citation. What can I do?

A: You do not have to use the pop-up. Simply type in your citation as plain text. Later versions of PatXML will allow more complex citations, although they will probably never be able to cover every possible citation reference.

Q: In the patent citation pop-up, when I press the "Browse for Patent" button and access esp@cenet, it does not find the document. What can I do?

A: There are a number of possible reasons for this. Perhaps your document is not in the EPO databases, or the number is an EP number, whereas you can only search for publication numbers directly in esp@cenet.

Q: I copied a piece of text from Microsoft Word, but its formatting changed. What happened?

A: PatXML ignores unsupported formatting like large fonts, coloured text, etc. in order to conform to EP standards.

Q: I want to lay out text in columns, or in a special layout, but not in table format. How can I do this?

A: You can click the Insert Table button, delete the table heading, and create the layout you require - with or without cell borders.

Note Be careful - PatXML still treats the data as a table (in XML format) and the XML data will indicate that it is, for example, "tab01" (a unique identifier for the data), even if, in fact, it is not Table 1 in your document.

Q: Can I change the language of proceedings within PatXML?

A: No. You have to start a new PatXML document, since PatXML 'sets up' Word at start-up to reference the language tools available in Word and the language-specific help screens, interface, etc.

Q: Rule 33 EPC states: "The abstract shall indicate the title of the invention", while in PatXML it is indicated in the description. Why the difference?

A: PatXML is based on an internationally agreed standard based on PCT articles and rules (not exclusively EPC articles and rules). PCT Rule 5.1(a) states: "The description shall first state the title of the invention as appearing in the request". PatXML follows this rule. In practice, in the EPO, we rarely see abstracts with the title and, in any case, if a title is present it is removed before publication. If you nevertheless wish to add a title, simply add it as the first line of your abstract.

Q: When creating and saving a new PatXML file I get the following message: "The file "C:\My Documents\img0001.tif" already exists! Change file prefix or overwrite?" What is happening and what should I do?

A: Here you should be very careful because you may overwrite work already done/saved. It means you are saving your PatXML file and any associated image files in the same directory as a previously saved PatXML file. To avoid this you can do one of two things:
(a) create a unique directory for the data using the "Save As" function under File on your top tool bar, then save your PatXML document in that directory, or
(b) give a file reference to any new PatXML document (on the second start-up screen) and a new folder will be created automatically under your default directory with that reference as the folder name. This can be recommended as good practice. All files will then be stored within that directory, including any images, which are always saved with the file name beginning with img001, img002, etc. by default.

Q: What is a definition list, what is it used for and how can I insert one into my PatXML document?

A: A definition list allows you to insert two-column data which is not a table, for example:

EPO European Patent Office
JPO Japan Patent Office

where "EPO" is the definition term and "European Patent Office" is the definition description.

In patents this structure is often used to describe the figures in the drawings, for example:

Figure 1 shows in schematic form an elevation view of a greenhouse relating to the invention

Figure 2 shows the greenhouse illuminator seen from the end Figure 3 shows the greenhouse illuminator seen from the side

Q: When I click on the Equation Editor button, a message tells me that the MS Equation Editor plug-in could not be found on my system. What can I do?

A: This plug-in is available on your Windows/Word installation CD. Otherwise please contact your system administrator for help.

Q: By uninstalling PatXML, would I also uninstall MS Word from my system?

A: No, only PatXML will be uninstalled.

Q: Shouldn't the file extension be .xml rather than .pxml?

A: There are a number of reasons why we decided to create the .pxml file extension: to easily recognise a PatXML file, for PatXML to automatically launch and open a file, and to prevent the inconvenience of always having to use the "open with.." command. You may of course rename your file to .xml – the EPO will accept such files. of course rename your file to .xml – the EPO will accept such files.

PatXML shortcut keys

Area	Command	Shortcut
Application Management	Maximise Application	ALT+F10
	Restore Application	ALT+F5
	Close or Exit	ALT+F4
Document Management	Open	CTRL+O; CTRL+F12; ALT+CTRL+F2
	Save	CTRL+S; SHIFT+F12; ALT+SHIFT+F2
	Close Document	CTRL+W; CTRL+F4
	Maximise Document	CTRL+F10
	Move Document	CTRL+F7
	Restore Document	CTRL+F5
	Document Size	CTRL+F8
	Split Document	ALT+CTRL+S

Area	Command	Shortcut	
Text Formatting	Apply Heading 1	ALT+CTRL+1	
	Apply Heading 2	ALT+CTRL+2	
	Apply Heading 3	ALT+CTRL+3	
	Apply List Bullet	CTRL+SHIFT+L	
	Bold	CTRL+B; CTRL+SHIFT+B	
	Italic	CTRL+I; CTRL+SHIFT+I	
	Underline	CTRL+U; CTRL+SHIFT+U	
	Word underline	CTRL+SHIFT+W	
	Subscript	CTRL+=	
	Superscript	CTRL+SHIFT+=	
	Text Editing	Copy	CTRL+C; CTRL+INSERT
		Copy Text	SHIFT+F2
		Cut	CTRL+X; SHIFT+DELETE
Paste		CTRL+V; SHIFT+INSERT	
Undo		CTRL+Z; ALT+BACKSPACE	
Redo		ALT+SHIFT+BACKSPACE	
Repeat		CTRL+Y; ALT+ENTER	
Delete Word		CTRL+DELETE	
Find and Replace	Find...	CTRL+F	
	Repeat Find	SHIFT+F4; ALT+CTRL+Y	
	Replace...	CTRL+H	

Area	Command	Shortcut
Help	Help	F1
Document Navigation	Word Right	CTRL+RIGHT ARROW
	Word Left	CTRL+LEFT ARROW
	Word Right Extend	CTRL+SHIFT+RIGHT ARROW
	Word Left Extend	CTRL+SHIFT+LEFT ARROW
	Show All	CTRL+SHIFT+8
	End of Column	ALT+PAGE DOWN; ALT+SHIFT+PAGE DOWN
	Previous Window	CTRL+SHIFT+F6
	Next Window	CTRL+F6; ALT+F6
	Select All	CTRL+A
	Bookmark	CTRL+SHIFT+F5
Print	Print...	CTRL+P
	Print Preview	CTRL+F2; ALT+CTRL+I

Glossary of terms

B

Browser

A software program that allows you to display and navigate through web pages. The most popular browsers are Microsoft® Internet Explorer and Netscape™ Navigator.

C

Check box

A small square box that is selected or cleared to turn an option on or off. When an option is selected, an x or a check mark appears in the box. Where there are several check boxes in a set, more than one can be selected.



Click

Press the primary mouse button once. The primary mouse button is the more frequently used button. This is generally the one on the left.

D

Double-click

To press and release the mouse button twice without moving the mouse. The first click selects and the second activates a program or program feature.

Drop-down

A set of options that appears when you click the **drop-down arrow**.



The menu remains open without further action until you close it or choose a menu item.

G

Grey-scale

A sequence of shades ranging from black to white, used in computer graphics to add detail to images.

H

HTML

Hypertext **M**arkup **L**anguage. The markup language used to format documents so that they can be interpreted and rendered by an Internet browser.

O

Option button

Appears as a small circle. Used to select one of a group of options. When an option is selected it has a smaller, filled circle inside it. In a set of options, only one can be selected at a time.



R

Right-click

To press and release the secondary mouse button. Typically displays a shortcut menu of options.

T

TIFF

Tagged Image File Format. A standard file format commonly used for scanning and storing grey-scale images. TIF files may be used for scanned signatures.

X

XML

The eXtensible Markup Language is a document processing standard officially recommended by the World Wide Web Consortium and widely accepted throughout the Internet community. Provides a way to define and manage information. It can be used to check the accuracy and quality of documents.

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