

Trade Marks On-Line Search Training Course 2 Day Introductory Course - Content

DAY 1	9.00-10.00	Introduction
		Introduction to the system
		- how to log on
		- menu structures
		- navigation and use of PF keys
	10.00 - 10.30	Surname search
		Pharmaceutical name search
		Classification search
	10.30 - 10.45	Morning tea
	10.45 - 12.30	Enquiry system
		- Criteria screen (PF11 screen/ALT-)
		- Abstract screen
		- Other options - screen details
		- Printing options
		- Owner search
	12.30 - 1.15	Lunch
	1.15 - 2.15	Indexing
		- details of CPI screens
		*word marks
		*device marks
		- trade mark types
		-new kinds of signs
	2.15-3.15	Overview of the CPI Search system
		- full word/prefix/part word
		- suffix/phonetic
	3.15-3.30	Afternoon tea
	3.30-4.30	Internet Access
		Madrid Express
	4.30-4.45	Revision

TRADE MARKS COMPUTER SYSTEMS TRAINING COURSE Introductory Course (Continued)

DAY 2

9.00-10.45	Searching word trade marks
	Review of options
	- search tools
	- wild card
	- search strategies
10.45 - 11.00	Morning Tea
11.00 - 11.15	How to handle large results
	- ways of modifying
	- ways of combining
	- uses of extract list
	- user defined searching
11.15 - 12.30	Word searching exercises
12.30 - 1.15	Lunch
1.15 - 2.15	Searching device marks
	- the glossary
	- device descriptor
	- device descriptor prefix
	Search new kinds of signs
	Searching combinations
2.15 - 3.00	Device searching exercises
3.00 - 3.15	Afternoon tea
3.15 - 4.15	Word & Device searching exercises
4.15 - 4.30	Evaluation forms