

# How do I start?

---

TMEP Basics .....	2
Accessing TMEP .....	2
Searching the TMEP .....	2
Navigating Search Terms.....	4
Searching Using Operators .....	5
General information: .....	5
Printing from the TMEP .....	6

## TMEP Basics

The [MarkLogic Trademark Manual of Examining Procedure](#) (TMEP) allows the user to search the TMEP using syntax similar to that used in Google, as well as some of the familiar BRS syntax from the existing online TMEP. This document provides an overview on how to use the MarkLogic TMEP search tool.

## Accessing TMEP


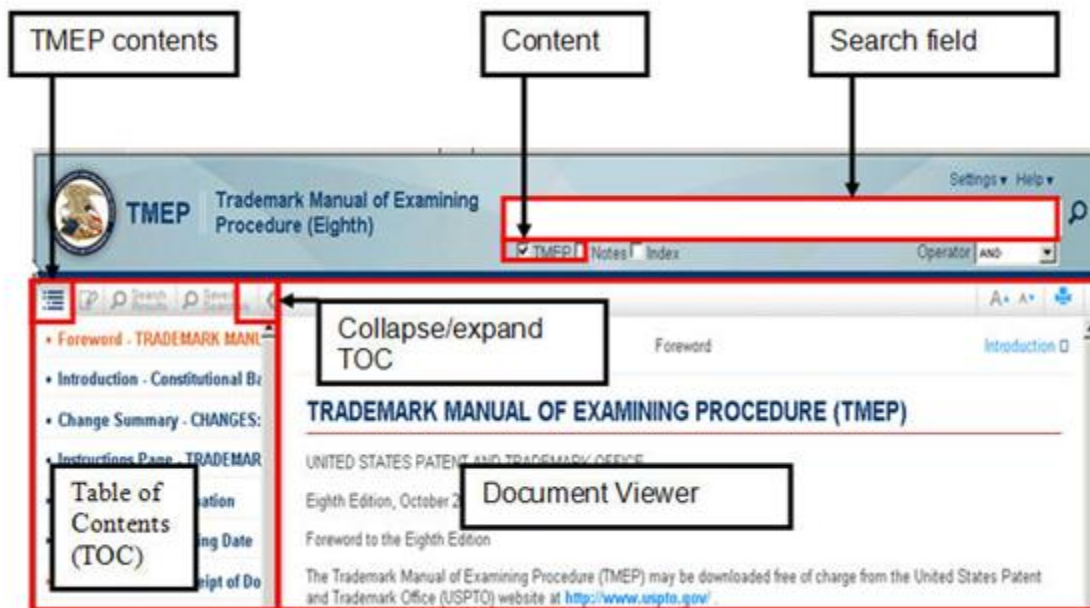
- From the desktop click: **TMEP icon**.
- TMEP opens displaying the **TMEP contents** tab  of the Table of Contents (TOC), the Search Field, and the Document Viewer; see **Figure 1**.

Figure 1. TMEP Home Page



- In the TOC, click any link to view the corresponding section in the Document Viewer

## Searching the TMEP

1. In the search field enter a search query; see **Figure 2**.

Figure 2. Search Results






2. Check TMEP to search that the text of the TMEP.
3. Click the **Run Search** button  or press the **Enter** key to invoke a search. The **Search Results** are displayed in the Document Viewer.
4. (Optional) To change the **Search Results** display:
  - Via the font size, click the increase font size button  or the decrease font size button  to change the font size.
  - Via the amount of search result text displayed, in the **Snippet** field:
    - Click the drop-down arrow and select **Long** to increase the amount of text displayed.
    - Click the drop-down arrow and select **Short** to decrease the amount of text displayed.
5. (Optional) Click the **Sort By** field to order the result set by **Relevance** (the default) or numerical **Section order**.
6. To view a section from the **Search Results**, either:
  - In the **Search Results** document viewer, click the rightmost hyperlink to directly access the section containing the search term(s); see **Figure 3**.

Figure 3. Search Results Breadcrumbs



OR

- In the TOC, the **Search Results** tab will list only those sections featured in the **Search Results** document viewer. Click the corresponding section; see **Figure 4**.

Figure 4. Table of Contents: Search Results Tab

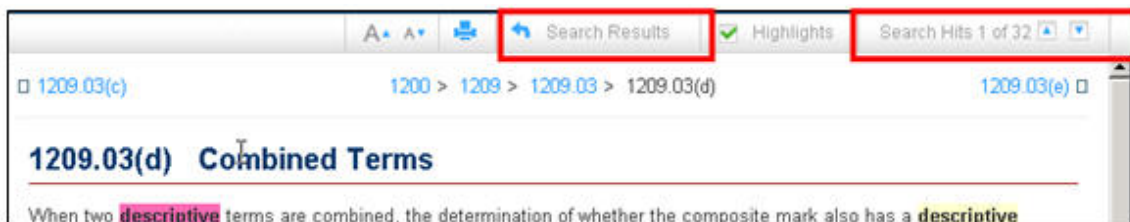


## Navigating Search Terms

While viewing a section, to navigate through the section via the search terms:

- In **Search Hits # of #**, click the **down** or **up arrow** to navigate forward or backward between each individual word in a search query. The pink highlight denotes the cursor location; see **Figure 5**.

Figure 5. Navigating Search Terms



- Click the search results button  to return to the **Search Results**.

## Searching Using Operators

- Boolean and proximity operators and wild cards can be used in search queries; see **Figures 6** and **7** for a list of each.

Figure 6. Operators

<b>Operator</b>	<b>Meaning</b>
<b>ADJ</b>	Term A and term B as a phrase in the order specified
<b>AND</b>	Both term A and term B
<b>OR</b>	Term A or term B or both
<b>NOT</b>	Term A not term B
<b>XOR</b>	Term A or term B but not both
<b>NEAR</b>	Term A within 10 words of term B in either order
<b>NEAR/n</b>	Term A within n words of term B in either order, n can be 1-99

Figure 7. Wild Card Symbols

<b>Symbol</b>	<b>Meaning</b>
<b>*</b>	Represents zero to n characters in a term
<b>?</b>	Represents one character in a term

- Search queries are entered in the search field; see **Figure 1** above.

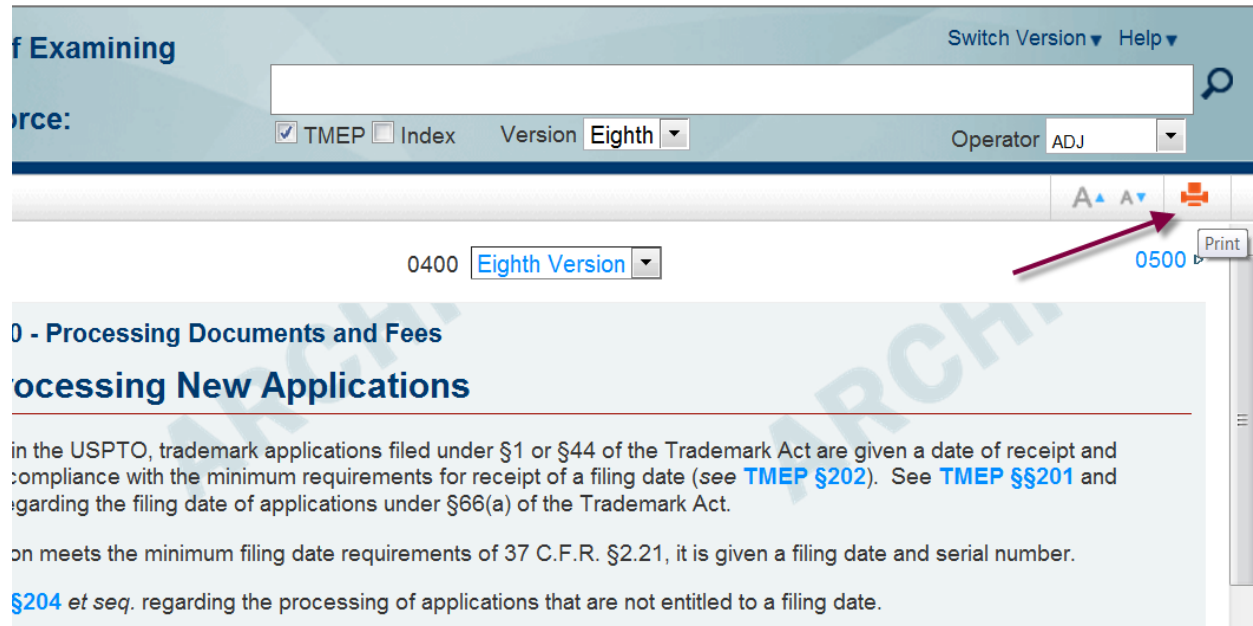
### General information:

- NEAR operators are case sensitive. Enter NEAR operators in uppercase. ADJ is the default operator (unless set differently in your settings).
- Wild card symbols can be inserted anywhere with or within a term.
- Terms within quotes are searched exactly as typed.
- Punctuation is not required. Replace with a space.

## Printing from the TMEP

- Click on the "print" button in the upper right corner of the page, as in **Figure 8** below.
- A new window will pop up. To print all of the contents of this window, merely right-click on the text and select "Print," then press OK.

Figure 8. Selecting the Print Button



The screenshot shows the top navigation bar of the TMEP website. On the left, it says "TMEP Examining". On the right, there are links for "Switch Version" and "Help". Below this is a search bar and a "Source:" dropdown menu. The "Source:" menu is set to "TMEP" (checked) and "Index" (unchecked). The "Version" dropdown is set to "Eighth". The "Operator" dropdown is set to "ADJ". In the bottom right corner of the navigation bar, there are icons for font size adjustment (A, A) and a print icon (a printer). A red arrow points to the print icon. Below the navigation bar, there is a section titled "0 - Processing Documents and Fees" and a sub-section titled "Processing New Applications". The text in this section discusses trademark applications filed under §1 or §44 of the Trademark Act and mentions TMEP §§201, 202, and 204.