eMPEP
Public
User Manual

For users of assistive technology, additional information about visual elements within the presentation is provided in the notes section.
eMPEP Home Page Layout

- Content
- Search Field
- MPEP contents Tab
- Collapse/Expand TOC
- Table of Contents (TOC)
- Document Viewer
**TOC Legend**

- A square bullet denotes the lowest section.
- A side triangle bullet denotes a further subdivision.
- A down triangle bullet lists the subdivisions.

**MPEP Contents links**

- Ensure that the MPEP box is checked.
- Click a specific chapter/subsection, to view that chapter/subsection.
- Click the triangle bullet to expand the list of corresponding subsections.
Document Viewer buttons:

- Collapse/expand the Table of Contents to change the size of the Document Viewer.
- Increase or decrease font size.
- Print the content.
- Access preceding and subsequent sections and/or chapters.
Print A Chapter or Section

To print the entire chapter or section:

1. View the desired chapter or section within the Document Viewer. Within eMPEP the print icon will appear.

2. Click this print icon to print the entire chapter or section accessed within the Document Viewer.
Print a Screen Shot

The following three print methods will only print the content that is being displayed within the TOC and Document Viewer:

– From the Internet Browser menu, click File > Print or Ctrl+P.
   or
– From the Internet Browser, click the print icon.
   or
– Within the eMPEP Document Viewer, right-click and click Print.
Search

- In the **Search** field, enter the search query.

![Search Field](image)

- Click the **Run Search** icon or press the **Enter** key to invoke the search.

- The search is conducted against the checked areas: MPEP, Index (Subject Matter Index), and/or FPs (Form Paragraphs).

- Searches can use Boolean and Proximity operators.

- ADJ (adjacent) is the default operator, unless changed by the user.

- Terms within quotation marks are searched as entered.
## Search Syntax

### Boolean Operators

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td>A or B</td>
<td>Term A or term B or both</td>
</tr>
<tr>
<td>AND</td>
<td>A and B</td>
<td>Both term A and term B</td>
</tr>
<tr>
<td>NOT</td>
<td>A not B</td>
<td>Term A but not term B</td>
</tr>
<tr>
<td>XOR</td>
<td>A xor B</td>
<td>Term A or term B but not both</td>
</tr>
</tbody>
</table>

Example: 102 and obviousness
Search Syntax
Proximity Operators

<table>
<thead>
<tr>
<th>Operator</th>
<th>Example</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADJ</td>
<td>A adj B</td>
<td>Term A and term B as a phrase in the specified order</td>
</tr>
<tr>
<td>NEAR</td>
<td>A near B</td>
<td>Term A next to term B, in either order</td>
</tr>
<tr>
<td>NEAR/n</td>
<td>A near/5 B</td>
<td>Term A within n words of term B, in either order, where n ≤ 99</td>
</tr>
</tbody>
</table>

ADJ is the default operator.

Example: **final action** is searched as **final adj action**.

Operators are **not** case-sensitive.

Example: **related near patent**
## Search Syntax

### Wildcard Symbols

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>Represents zero to n characters in a term</td>
</tr>
<tr>
<td>?</td>
<td>Represents one character in a term</td>
</tr>
</tbody>
</table>

Wildcard symbols can be used at the beginning, middle, or end of a term.

**Examples:**
- ?con*  - Retrieves *economic, icon, icons, iconic*
- ?con?  - Retrieves *icons*, but not *icon*
- Catalog*  - Retrieves *catalog, catalogs, cataloged, catalogue*
- Advi?e  - Retrieves *advise, advice*
Punctuation and special characters:
- Can be included within a search query.
- Are not required.
- May be replaced with a space.

Examples:
- 35 U.S.C. is searched as 35 u.s.c. or as 35 u s c
- 102 (e) is searched as 102 (e) or as 102 e
## Search Query Examples

<table>
<thead>
<tr>
<th>Requested Search</th>
<th>Sample Queries</th>
</tr>
</thead>
</table>
| 1 request for continued examination | request for continued examination  
"request for continued examination"  
request ADJ for ADJ continued ADJ examination |
| 2 102 (e) | 102 (e)  
102 e  
“102(e)” |
| 3 six-month | six-month  
six month |
| 4 PCT/RO/101 | pct/ro/101  
pct ro 101 |
| 5 Comm’r | comm’r  
comm r |
| 6 35 U.S.C. 102 | 35 u.s.c. 102  
35 usc 102  
102 |
| 7 WIPO Standard ST.16 | st.16  
st 16 |
| 8 37 CFR 1.17 | 1.17  
1 17 |
| 9 non-final | non-final or nonfinal  
(non final) or nonfinal |
Display of Search Results

• The TOC is focused on the **Search Results** tab which reflects the sections where the hits were found.

• 10 result sections per page display (default).

• The total number of section hits.

• Denotes the number of result pages and the ability to navigate to a specific result page.
Search Results

Short or Long Snippet

Short decreases the amount of preview text displayed (the default display).

Long Increases the amount of preview text displayed.
Search Results Sorted

- **Relevance** (default) displays the results in descending order based upon the number of hits in a section.

- **Section order** displays the results in the numerical order of the Table of Contents Search Results tab.
Search Results
Hierarchical Hyperlinks

- Click a hyperlink to view the section at that level.
- Right-click a hyperlink to open that section in a new tab or window.
View Search Results Section via Hyperlink

- Select the hyperlink to directly access the section containing the highlighted hit terms.
Navigate to Another Search Result Section

- Click the browser navigation arrows to page back and forward.

- Click the button to return to the Search Results window. This button is only viewable when a search result section is displayed.
Search the Form Paragraph - Book

- In the Search field, enter a search query.

- Ensure that at least the FPs check box is checked.

- Click the Run Search button or press the Enter key to invoke the search.

- The search results are displayed within the Search Results document viewer highlighting the search term(s).
• When a search query is invoked, the TOC will automatically focus on the **Search Results** tab.
• Click a TOC link to directly view that section which contains the highlighted hit terms.
Navigate to the Next Hit Term

- In **Search Hits # of #**, click the **down** or **up arrow** to navigate forward or backward between each individual word in the search query.

- The pink highlight denotes the cursor location.

- **Search Hits # of #** is only viewable when a section is displayed.
Access and Invoke Search History Queries

To access a search query from the current session:

1. In the TOC, click the Search History tab.
   The list of Search History queries automatically displays.

2. Click a desired search query.
   This search query will be invoked automatically and the associated search results will display.
Search the Subject Matter Index

- In the Search field, enter the search query.

- Ensure that at least the **Index** box is checked.
- Click the **Run Search** icon or press the **Enter** key to invoke the search.
- The search results are displayed within the **Search Results** document viewer highlighting the search term(s).
Access the Form Paragraph - Book

- The official Form Paragraph Manual is a separate manual from the MPEP and is located at the end of the TOC as the Form Paragraph Book.

- The Form Paragraph Book comprises the text of the Form Paragraphs (FPs) by chapter.
Access Help

Use:          To access:

- these slides.
- the Quick Reference Guide (QRG).
- the version.