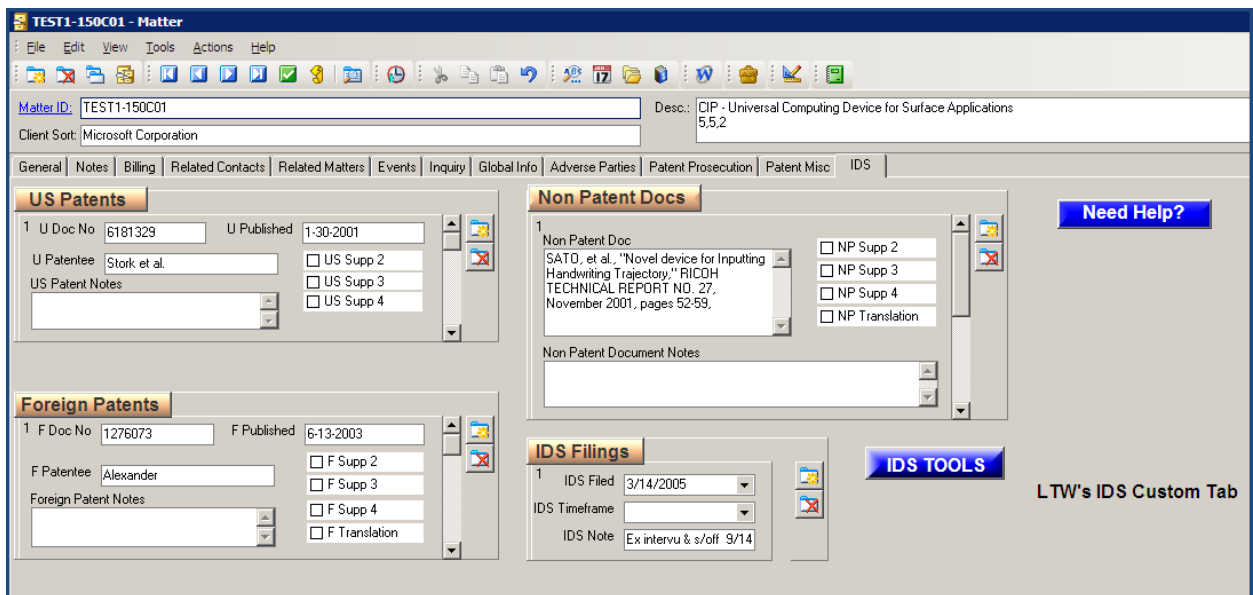


FOUR PARTS TO IDS TOOLS:

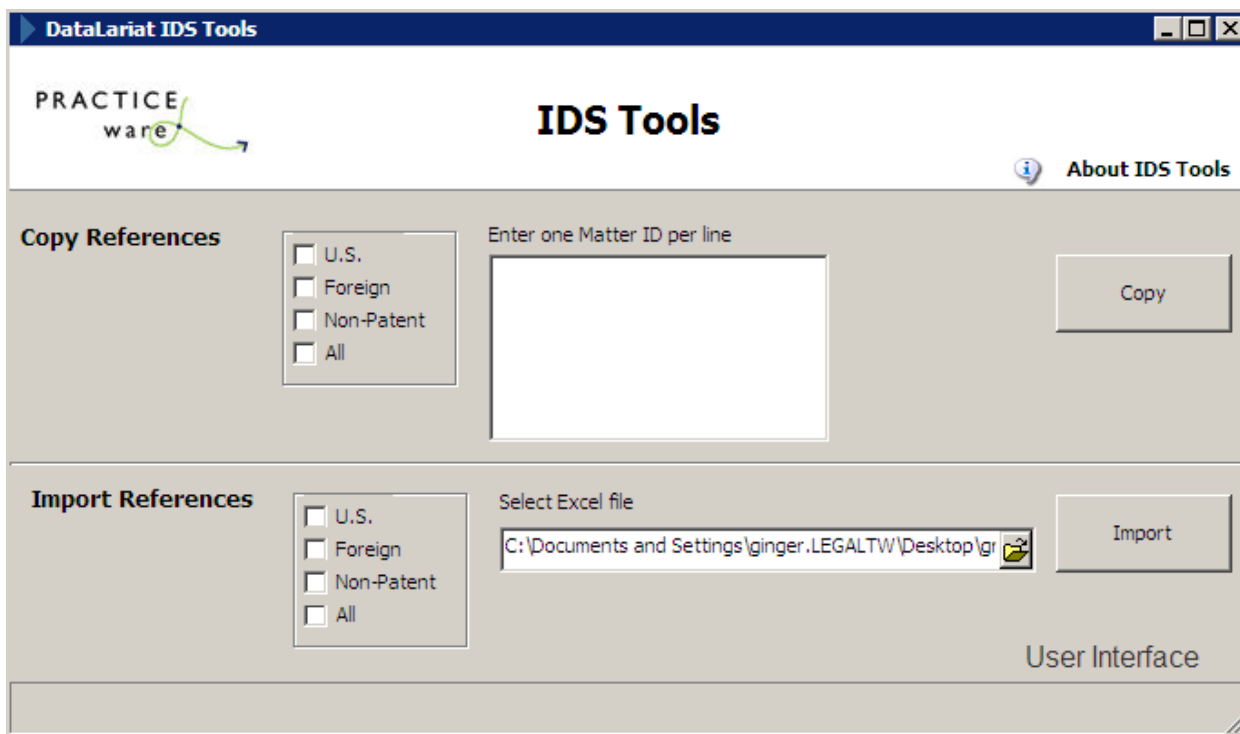
Our IDS Tools include:

A. Custom Tab (IDS)



B. Routine to Copy Reference Information from one Matter to one or more other matters

C. Routine to Import Reference information from an Excel Spreadsheet to one or more other matters



- D. Word Templates to generate 1449 IDS forms for one or more matters at a time. These are the same format as those PDF versions on the PTO's website except that they are in Word format. US and Foreign references are sorted by Application (or Patent) number. Once the documents are generated, you may edit the document as any other Word document.

## A. IDS CUSTOM TAB

The IDS custom tab has three cascade boxes to enter references for

- US
- Foreign and
- Non-Patent Documents.

There is also a cascade box to enter information about each IDS form filed with the PTO.

For the first references US or Foreign references added to an application, the Patentee, Published Date and Application or Patent No. are entered. For non-patent documents, the entire reference citation is added in the Non Patent Doc field. There is also a check box to indicate if a translation of the foreign or non-patent document is being provided at the time of including the reference on a 1449 IDS form. Additionally, there are check boxes to indicate whether the reference is to be (or was) cited on the second, third or fourth supplemental IDS form filed with the PTO.

## B. COPY REFERENCES:

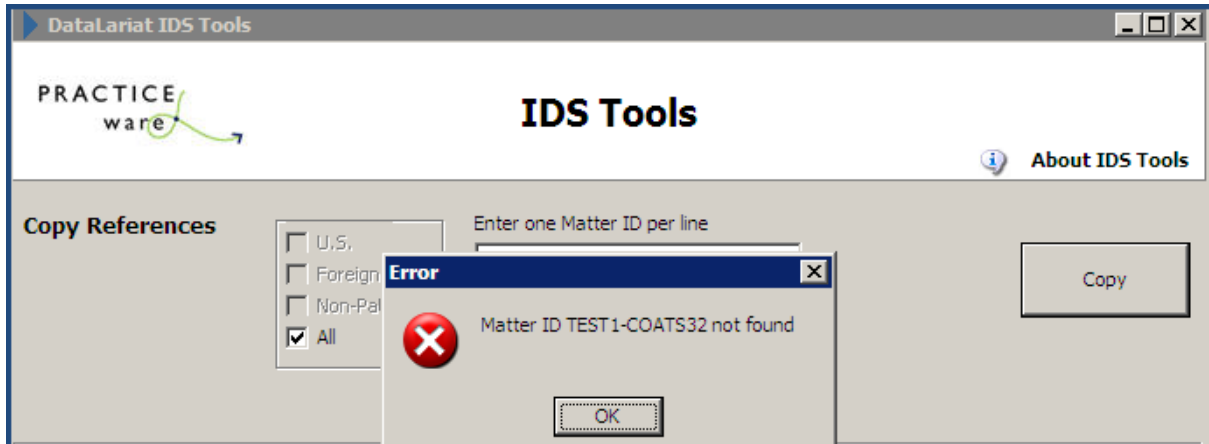
The COPY IDS tool looks at the current matter and then, depending on the options chosen on the dialog that appears, copies the matter's references to one or more other matters. If a matter does not exist, you will receive a message to that effect.

References are copied in the same order as they appear on the current matter. However, if other records already exist in the COPY TO matter, the cascade order (record number) of the copied references will be incremented to appear after the last existing record in the COPY TO matter for the type of reference (Example: If records 1, 2 and 3 exist on the U.S. References cascade, the first copied reference will be record 4, etc.)

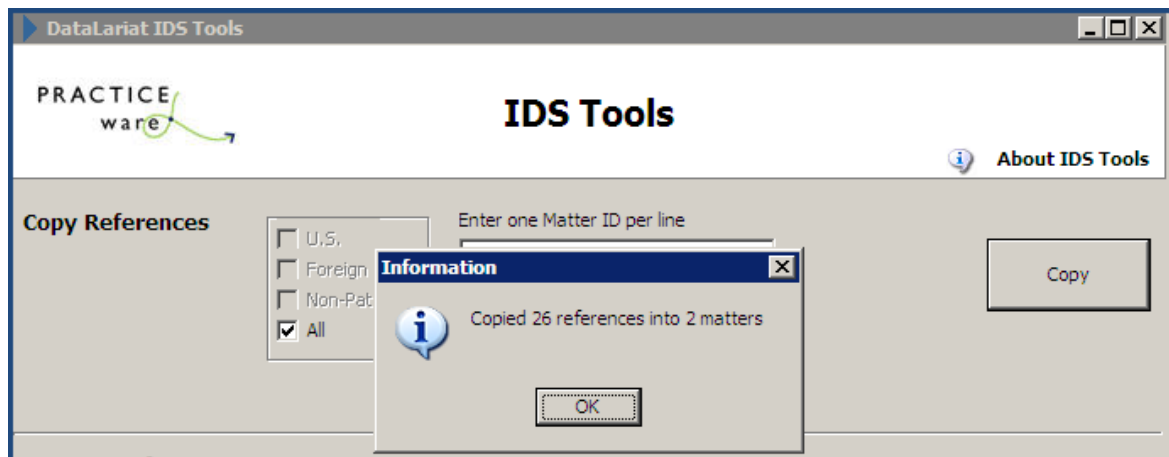
## STEPS TO COPY REFERENCES:

1. Select the IDS tab of the matter which contains the references you wish to copy
2. Type or paste the matter id's of the Matters you wish to Copy to, one matter id on each line
3. Click the IDS Tools button and in the Copy References Section
4. By default All references will copy in the same order as they are contained on the current matter. However, you may select one or more sections by clicking on the box next to the section names (US, Foreign or Non-Patent).

- Type or paste the Matter IDS into the Matter ID Box and Click the Copy button.  
If one or more of the Matter Ids is not valid, you will get a message after clicking COPY.



- After a successful copy, IDS Tools will relay the number of items copied to the number of matters.



C. Import References:

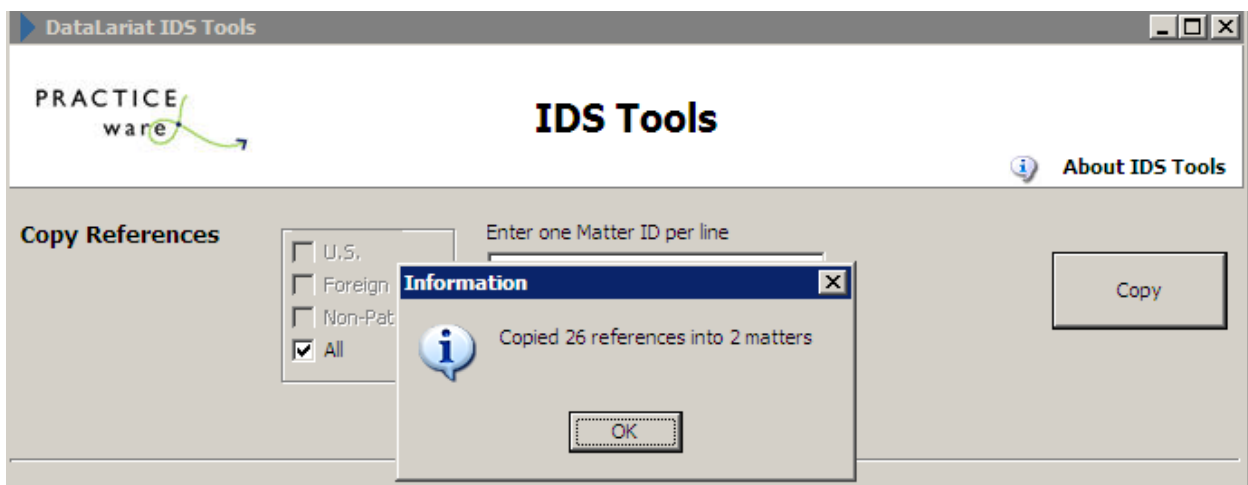
The Import References component allows you to compile a spreadsheet of references and import them into ProLaw matters.

STEPS TO IMPORT REFERENCES:

1. Create a spreadsheet using the model provided which contains the various sections that should not be changed. Fields A – H are those contained on the three cascades. There is a row separating each section. Enter Matter ID's beginning at Column J. On the row next to any reference, Type NA to any row if the matter ID should exclude that reference from the import to that matter. Save the spreadsheet to a location that is easily accessible as you will need to browse to it to load it into ProLaw.

	A	B	C	D	E	F	G	J	K
1				IF SUPPLEMENTAL IDS, ADD Y TO COL D-E OR F				TEST1-194006	TEST1-194007
2	<b>US PATENT DOCUMENTS</b>								
3	<b>U Doc No</b>	<b>U Published</b>	<b>U Patentee</b>	<b>US Supp 2</b>	<b>US Supp 3</b>	<b>US Supp 4</b>	<b>US Patent Notes</b>		
4	4,765,453	8/23/1988	Bucher	Y					
5	4,775,046	10/4/1988	Gramarossa et al.	Y					
6	4,813,528	3/21/1989	Hartlepp	Y				NA	NA MEANS "SKIP" FOR MATTER ON ROW 1
7	4,830,180	5/16/1989	Ferguson et al.	Y					
8	4,850,102	7/25/1989	Hironaka et al.	Y					
9	4,854,440	8/8/1989	Laube et al.	Y					
10	4,869,637	9/26/1989	deGroot	Y					
11	5,099,896	3/31/1992	Ritola	Y					
12	5,110,249	5/5/1992	Arthur E. Norman	Y					
13	<b>BLANK LINE AT END OF SECTIONS</b>								
14	<b>FOREIGN PATENT DOCUMENTS</b>								
15	<b>F Doc No</b>	<b>F Published</b>	<b>F Patentee</b>	<b>F Supp 2</b>	<b>F Supp 3</b>	<b>F Supp 4</b>	<b>Foreign Patent Notes</b>		
16	DE3703609	08/01/88		Y					
17	EP0277536	08/10/88		Y					
18	EP0795892_A1	9/17/1997		Y					NA
19	JP05000708	01/01/93		Y					
20	JP05299489	11/01/93		Y					
21	JP63020151	1/27/1988		Y					
22	JP63213357	09/01/88		Y					
23	WO02/19392	3/7/2002		Y					
24	<b>BLANK LINE AT END OF SECTIONS</b>								
25	<b>NON PATENT LITERATURE</b>								
26		<b>Non Patent Doc</b>		<b>NP Supp 2</b>	<b>NP Supp 3</b>	<b>NP Supp 4</b>	<b>Non Patent Document Notes</b>		
27	NP1	Weiss, Mitchell, "Evaluating 300-mm Fab Automation Technology Options and Selection Criteria", June 1997, MICRO, Vol. 15, No. 6, pages 65-66, 68, 70, 72, 74, 76, 78-79.		Y					
28	NP2	Author, "Equipe Helps Streamline 300 mm Wafer Processing", Dec. 1, 1997, Manufacturing Automation, Vol. 7, No.		Y					

2. Click the IDS Tools button on any matter. The actual matter is not important because you are importing the references for only those matters identified on the spreadsheet.
3. By default the All box is checked to indicate that all sections of references on the spreadsheet are to be imported. You may change this to include only one section if desired. The spreadsheet model also provides for excluding particular references in each section.
4. Browse to the spreadsheet file which contains the references to be imported. Click the Import Button.
5. If your import is successful you will receive a message noting the number of references (total) copied to the total number of matters.



6. If the matters do not exist or there is another issue with the spreadsheet you will also receive an error message. If error messages are received, no items are imported so after correcting the problems, you can re-run the program.