

Patent Plates™

Ver. 1.0

FREWARE VERSION INFORMATION GUIDE

I. What is Patent Plates™?

"Patent Plates"™ is a collection of templates for use with Microsoft® Word for Windows™. These templates are designed to aid the patent practitioner, patent agent, or even the sole inventor prepare and file an application for letters patent with the U.S. Patent and Trademark Office (PTO). Patent Plates™ is *not* a substitute for the skills of a duly registered and qualified patent attorney or patent agent. Sole inventors lacking knowledge or experience in patent prosecution are advised to seek the services of a professional.

II. So what do I owe you?

Nothing! Zip! Nada! This is freeware! Feel free to pass it around to your friends and associates! Upload it to your favorite BBS! We could use the free advertising!

III. What is included in this freeware version?

By law, a complete patent application comprises (1) a specification, including at least one claim, (2) an oath or declaration, (3) drawings, if needed, and (4) the prescribed filing fee. This freeware version provides you with all the templates you need to satisfy the requirements for filing a complete original patent application for a large entity. All you have to supply is the information, the invention, and of course the filing fee!

The following templates are included in this package:

PT_P@ent.dot -- This template is for writing your patent application. It contains utilities for editing your claims and for calculating an estimate of the filing fee.

PT_Decl.dot -- This template is for the required Declaration of the inventor(s) and also contains a Power of Attorney.

PT_Trans.dot -- This template is for a transmittal cover sheet. Though not absolutely required, it will help expedite your application.

IV. OK, so now how do I use them?

Just copy the unzipped files to your DOT directory (i.e., where you keep your files with extension ".dot". This is usually c:\WINWORD). When you want to create an original patent application, just select "New" in the "File" menu and, under the heading "Use Template:", select "PT_P@ENT." For a declaration, choose "PT_DECL." When you're ready to mail your application, create a transmittal form by choosing "PT_TRANS."

When you create a new document using a Patent Plates™ template, you will be presented with a series of Dialog Boxes that prompt you for needed information. These are largely self-explanatory. But you need not enter all of the information right away. You can always go back and reenter data by invoking the Patent Plates™ Dialog Menu. You do this by either (1) choosing "Dialog Menu" from the "Tools" menu, or (2) selecting the little blue button near the center of the toolbar (it has a tiny picture of a dialog box on it).

Note that the Dialog Box Menu in PT_P@ENT contains utilities that are not automatically presented to you when you open a new patent file.

If you have already written a patent application using Word and you wish to take advantage of the features of the PT_P@ENT template, simply open the file and choose "Template" from the "File" menu. You will be presented with a dialog box that will permit you to attach the PT_P@ENT template. You can then make use of the template's Fee Estimate and Renumber Claims utilities.

V. Is there more?

Patent Plates™ is largely self-explanatory, but if you need detailed information you can order an instruction manual by printing out, completing, and sending in the form on the last page along with a check or money order (no cash, please) in the proper amount. In addition to the manual, you will receive two additional templates: PT_1449.dot, that will help you prepare an Information Disclosure Statement Form 1449, and PT_Small, for preparing a Declaration of Small Entity Status. We will also notify you when the next version becomes available.

VI. What if there is a bug or something?

Well, bugs do happen in software. Since this is freeware, we disclaim all responsibility for special, direct, or consequential damages. Be sure to check over the forms for accuracy before you mail them off to the PTO -- particularly with regard to the calculation of the filing fee. The PT_P@ent Fee Estimate utility is for estimation purposes only, it is ultimately up to you to mail in the proper filing fee and ensure all your documentation is in proper order.

If, however, you find any bugs or just have some suggestions for improvement, you should write us at the following address:

Patent Plates
East-West Concepts, Inc.
414 Plainsboro Road
Plainsboro, NJ 08536
Attn: Technical Support

Include a return address and a fax number. We will incorporate needed fixes in our next shareware distribution.

Now, go ahead and try out Patent Plates™!

* * * *

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Yes! Please send me _____ 3.5" diskettes containing the instruction manual, PT_1449.dot and PT_Small.dot at \$20.00 each diskette. New Jersey residents add 6½% sales tax. Orders to Canada or Mexico add \$1.00 for shipping and handling.

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