C. SCIT 2402
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October 29, 1998

Re: WIPO *Handbook on Industrial Property Information and Documentation* CD-ROM

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Madam,

Sir,

I have pleasure in informing you that the International Bureau, within the framework of its program and budget for the 1998-1999 biennium, has published the 1998 WIPO Handbook CD-ROM containing the three language editions (English, French and Spanish) of the WIPO *Handbook on Industrial Property Information and Documentation*, as well as WIPO Standards (Part 3 of the WIPO Handbook) in Russian and the WIPO publication *Introduction to Patent Searching with CD-ROMs* in English. This 1998 disk updates and replaces the WIPO Handbook prototype CD-ROM which was distributed free of charge in October 1997.

During the current transitional period, the WIPO Handbook will be available on paper and on CD-ROM. The most widely used WIPO Standards and certain parts of the WIPO Handbook will continue to be available on the WIPO Web site (http://www.wipo.int or http://www.ompi.int). It is planned that the WIPO Handbook CD-ROM will replace the paper editions of the WIPO Handbook in the future. The International Bureau will announce the discontinuation of the WIPO Handbook paper editions in advance.

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       I am also pleased to inform you that the International Bureau has arranged for the distribution of one free-of-charge copy of the WIPO Handbook CD-ROM to each member of the Standing Committee on Information Technologies. A copy of the said 1998 WIPO Handbook CD-ROM is enclosed. Please see the attached annex containing general information and instructions for use.

       If you would like either to receive additional copies of the 1998 disk or to subscribe to the WIPO Handbook CD-ROM, please fill in the attached Order/Subscription form.

Sincerely yours,

Yo Takagi
Director
Inter-Office Information Services Department

WIPO *Handbook on Industrial Property Information and Documentation* CD-ROM

The WIPO Handbook CD-ROM contains the WIPO Handbook in English, French and Spanish, as well as WIPO Standards in Russian, in PDF (Portable Document Format) file format, together with an index page which gives access to any of the publications and an inventory for each language to access a particular PDF file. This disk also contains the WIPO publication *Introduction to Patent Searching with CD-ROMs* in English.

To view and navigate through the material you will need a copy of Acrobat Reader. A copy of Acrobat Reader Version 3.0 (including the search option) has been included on the CD-ROM and you may install this on your system if necessary. See below the instructions for installation. Once you have finished the installation of Acrobat Reader, to have access to any of the publications contained in the disk, simply open the **"INDEX.PDF"** file, which is in the root of the CD-ROM.

INSTALLATION INSTRUCTIONS

1.   Put the CD-ROM in the drive. Run the **"WHSETUP.EXE"** program using the Windows **"Program Manager: File|Run"** or the **"Run"** menupoint of your **"Start"** menu. Then, select **"Browse"**, select your CD-ROM drive and the **"WHSETUP.EXE"** program. A window with the following options will appear:

– Install Acrobat Reader [x]. Tick this box if you have no Acrobat Reader with Search capabilities. Select the language for your Acrobat Reader, and select your operating system.
– Install Icons for Inventory Files [x]. Tick this box if you want to have a program group (i.e., menupoint in the Task Bar) created for the WIPO Handbook CD-ROM.

2.   Click "Start installation":

(a) If "Install Acrobat Reader" is selected, it starts the installation procedure of the Acrobat Reader software.
(b) Once Acrobat Reader is installed, if "Install Icons for Inventory Files" is selected, the setup software will search for an installed Acrobat Reader.
(c) If Acrobat Reader is not installed in the default directories or not installed at all, the setup software will ask the user whether non-default installations are to be checked or asks the user to find the Acrobat Reader software.

TIPS AND TRICKS FOR ACROBAT READER

1. Keeping an inventory file open
To keep an inventory file open, you have to set preferences within your Acrobat Reader software.
Select **File|Preferences|General** and remove the check in box **Open Cross-document links in Same Window**. When you have finished reading the called-up document, close it using **Ctrl-F4** or select **File|Close**. If you want to return to the inventory while the called-up document is still open, select the respective window from the **Window** menu.

2. Searching a document
Before starting a search, you have to specify which indexes you want to use.
Select **Tools|Search|Indexes**, press the **Add** button, and select the indexes (**engindex.pdx, freindex.pdx, spaindex.pdx**) which are filed under the Directory **HANDBOOK** of your CD-ROM.
In order to search for an expression in all the documents as listed in the selected index, press **Ctrl-Shift-F** or select **Tools|Search|Query**, enter the expression in the main field, and activate the **Search** button.

3. Finding an expression in a specific document
To find a word or expression in a document you are working in, press **Ctrl-F** or select **Tools|Find**, enter the expression in the main field and activate the **Find** button. To find the next occurrence of the same word or expression in that document, press **Ctrl-G**.

4. Magnifying the text
The text of a document may appear too small on screen. Presentation depends highly on your monitor. If the size of the characters is unsuitable, you can change the magnification using **Ctrl-L** or by selecting **View|Zoom**. When activating the magnifying glass button on the screen, you can zoom in with the left mouse button and you can zoom out by holding the **Ctrl** key while pressing the left mouse button.
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You may scroll through a document using the vertical scroll bar. If you press the scroll bar button, Acrobat Reader will display page number of the actual page. By dragging this button you may go to a page of your choice.
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