Rowan Patents Preparation Core User Manual

Also available online:

Rowan Patents Preparation Drawing Tool User Manual

Rowan Patents Preparation Bio/Chem/Pharma Features User Manual

https://rowanpatents.com/drafting-user-manual/

All information in our manuals is also available and evergreen in our online help library:

https://intercom.help/rowanpatents/en/collections/1625737

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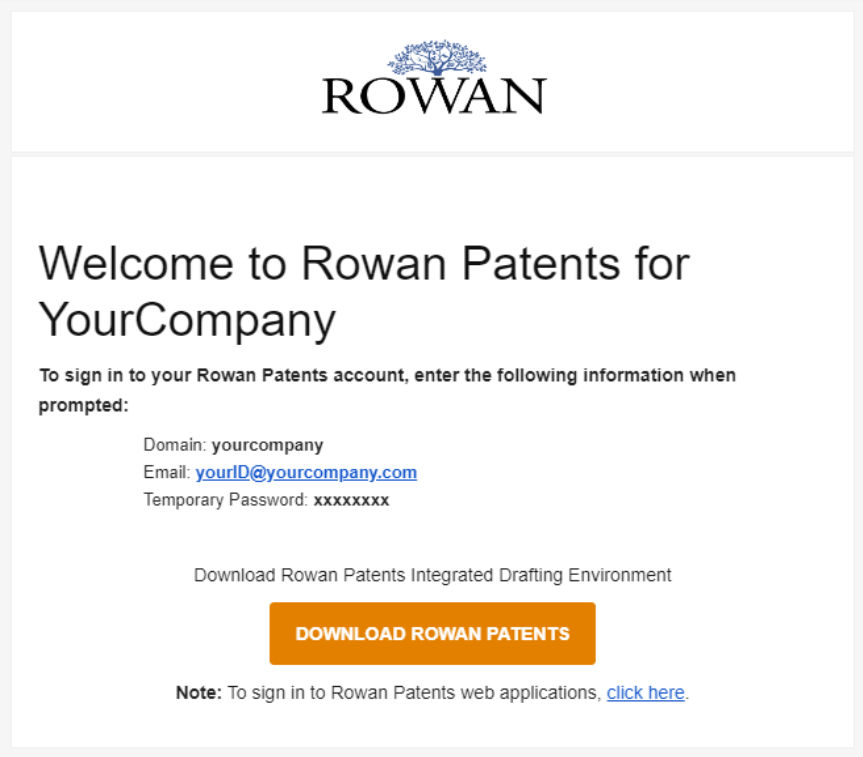
Getting Started

Get Set up and Sign In

1. Talk to your Account Manager. Your company's account is managed either by an internal contact or a contact at Rowan Patents. This person can register you with a Rowan Patents account.

2. Check your email. Once you're registered, you'll receive an email with a link to download Rowan Patents and an invitation to log in with your domain, your email user ID, and a temporary password.


ROWAN

Welcome to Rowan Patents for YourCompany

To sign in to your Rowan Patents account, enter the following information when prompted:

Domain: **yourcompany**
Email: yourID@yourcompany.com
Temporary Password: **xxxxxxxx**

Download Rowan Patents Integrated Drafting Environment

DOWNLOAD ROWAN PATENTS

Note: To sign in to Rowan Patents web applications, click here.

3. Click the Download Rowan Patents link in your welcome email.

4. Save the Rowan Patents setup file as prompted through your system save dialog.

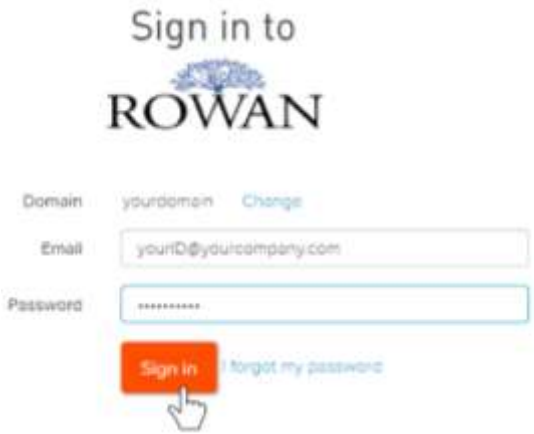
5. For Windows installation, launch the downloaded .exe file

   OR

   For MacOS, unzip the downloaded .zip file and make sure the RowanPatents.app is placed in the Applications folder. *The application will not be updated if placed elsewhere*.

6. Open Rowan Patents and enter the domain provided in your welcome email when prompted.

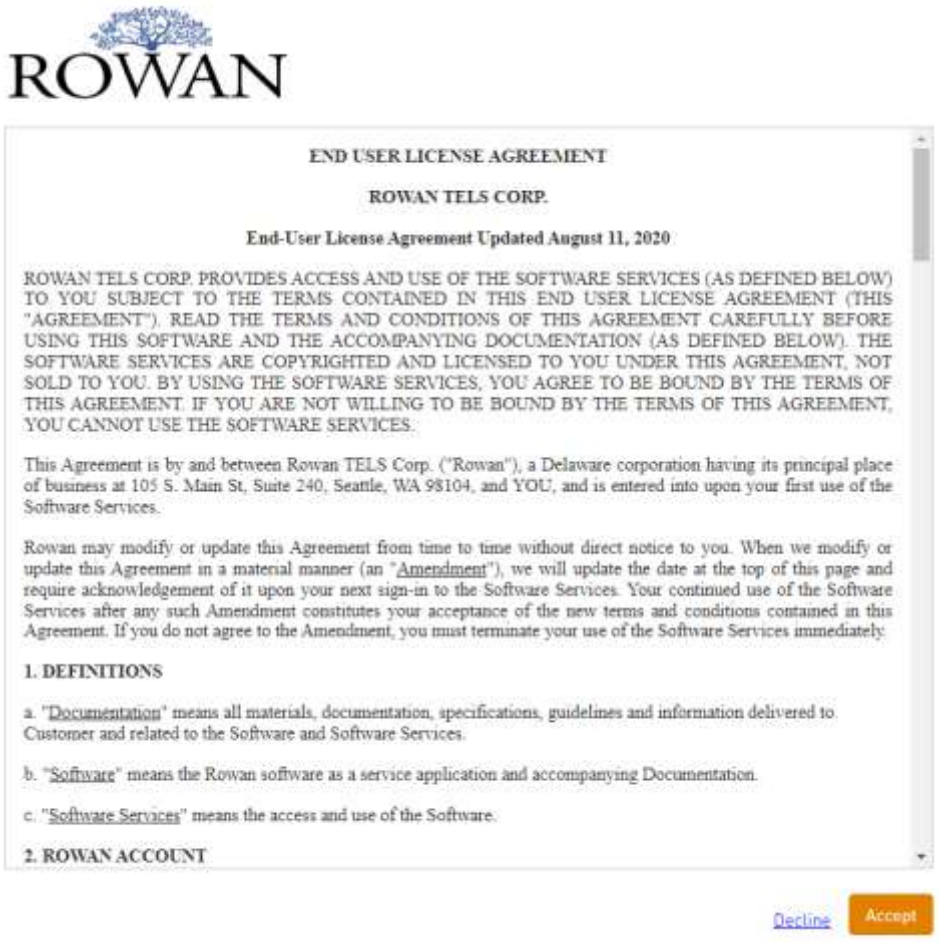
7. Continue to sign in and enter your email address and temporary password from your welcome email when prompted.



   Note that this is not the internet domain for your organization, but a domain as signed by Rowan for users in your organization. Do not include ".com", ".ch",

etc.

8. Read and accept the End User License Agreement



9. Once you have signed into the Rowan Patents desktop application, set a permanent password following the instructions found in Change your Password and Profile.

Rowan Patents Preparation Quick Guide

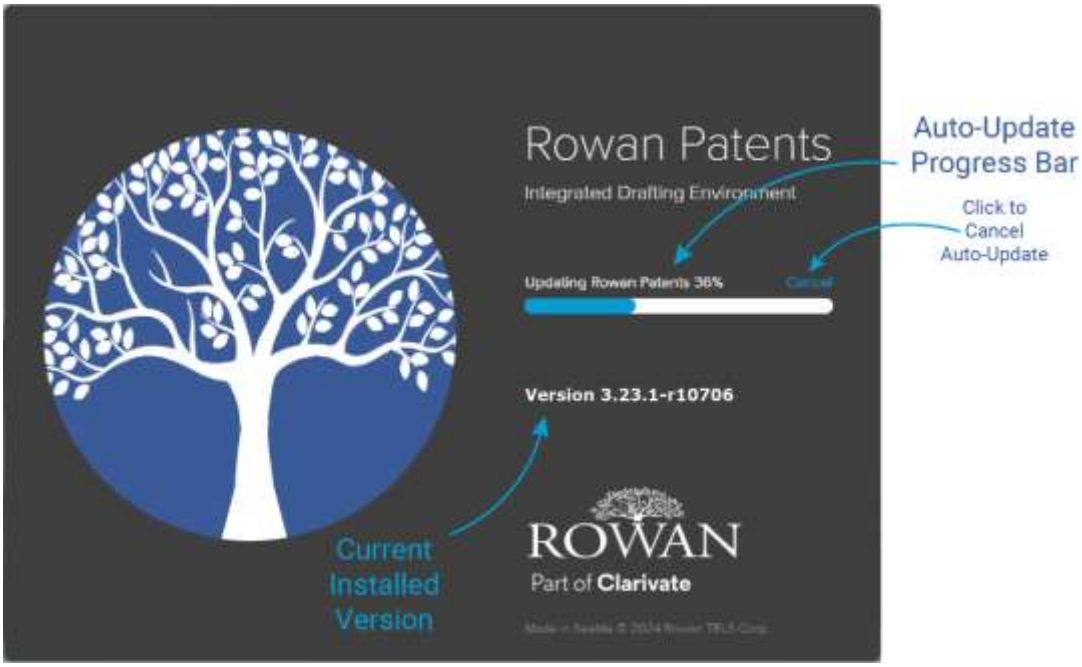
Getting started in Rowan Patents is as easy as opening a file and starting to type, but our professional-grade integrated drafting environment holds hundreds of features that support you in drafting efficiently and well.

Comprehensive and detailed support is available in our Rowan Patents Help Center online, but in this section, we've provided a quick and easy bird's eye view of what you'll see and what you can do in Rowan Patents. This section covers the following integrated drafting environment views and elements:

- Loading Screen
- Landing Screen
- Main Application Window
- Drawing Tool Window
- Tools and Managers Window
- Quick Action Key Commands

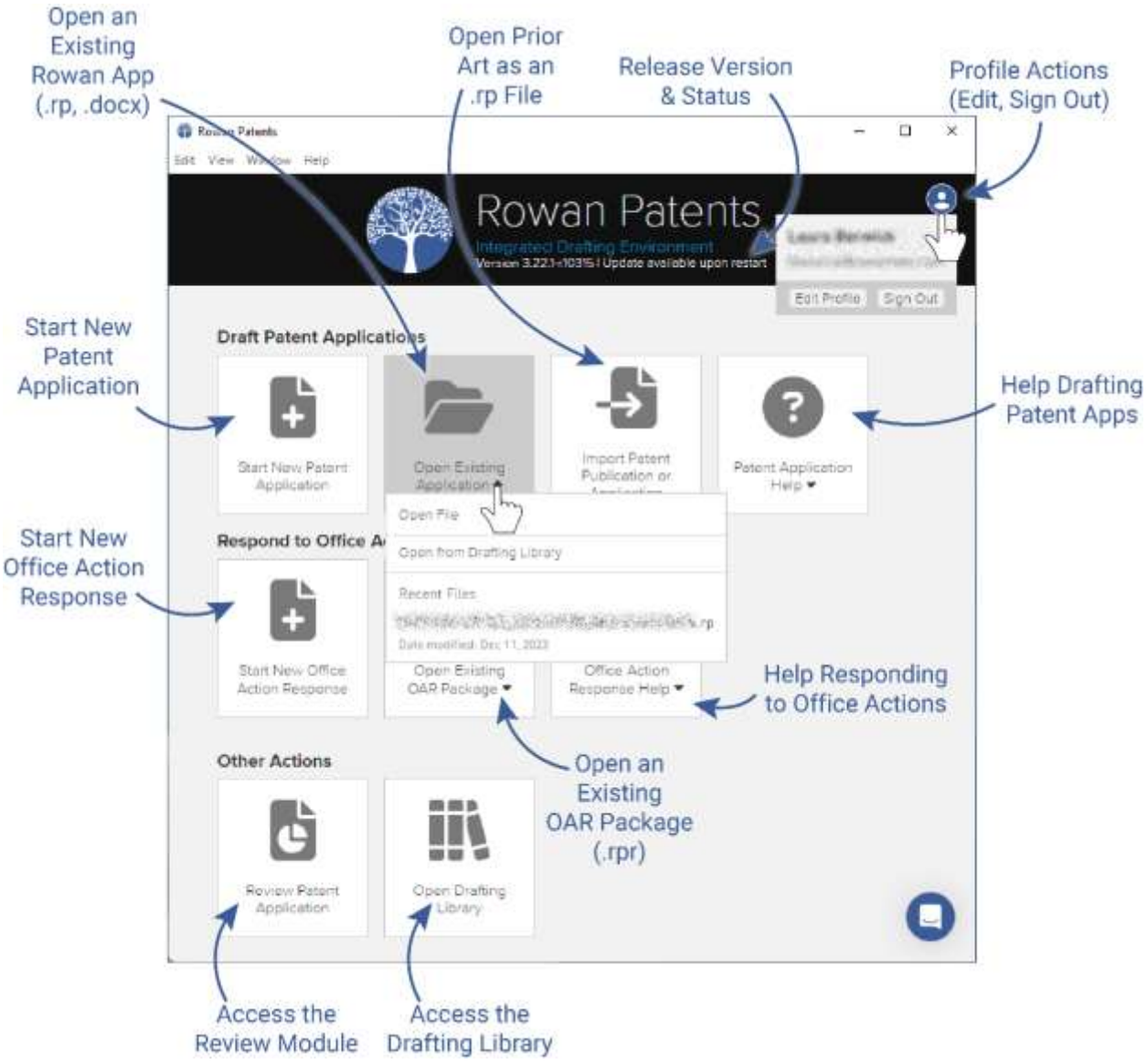
Loading Screen

While Rowan Patents is launching and updating, here's what you can see and do.



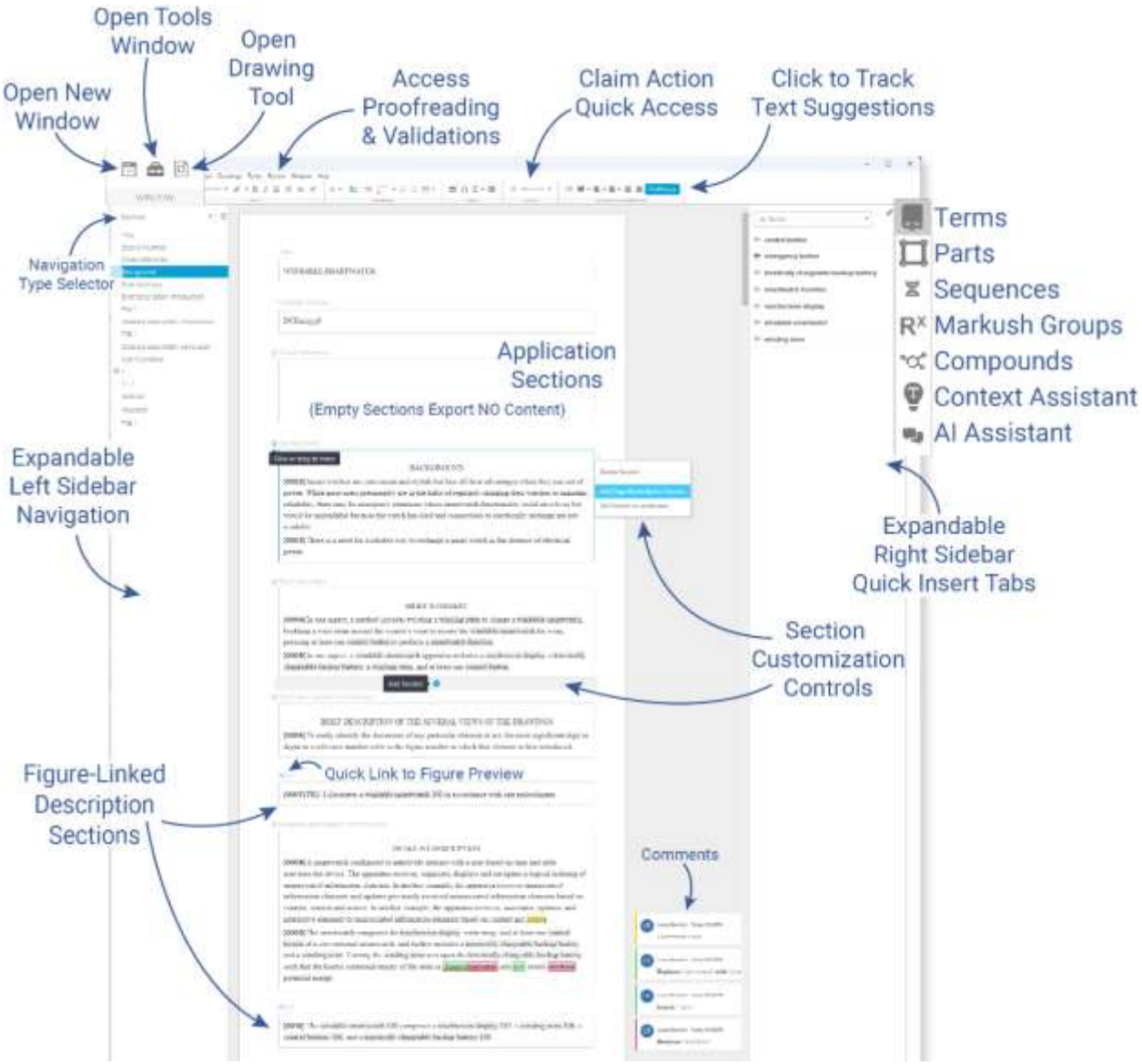
Landing Screen

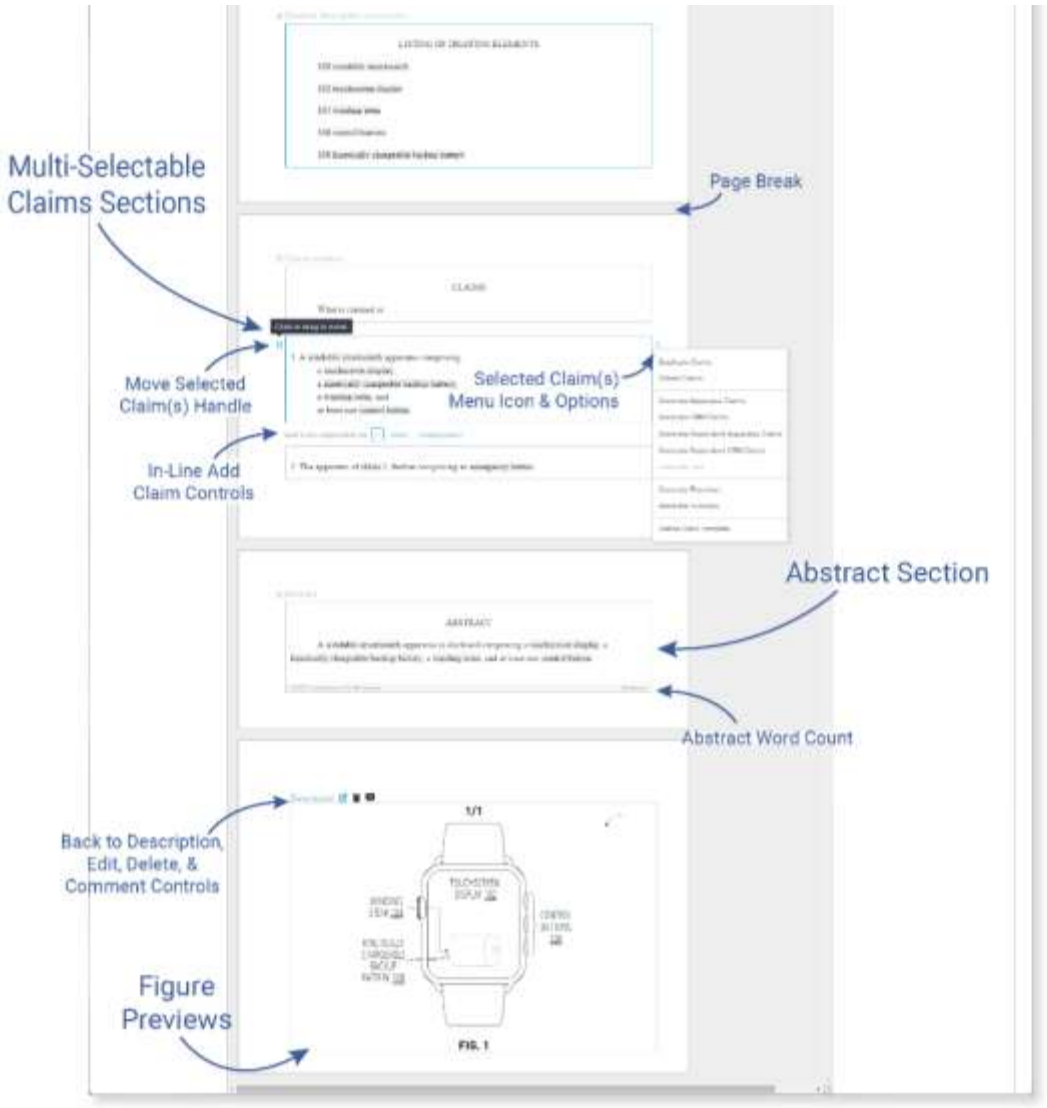
Here's where you'll get all of your work started in Rowan Patents.



Main Application Window

This is where you'll start each time you create or open a patent application file. Craft your claims and written description and open additional windows from here.




Multi-Selectable Claims Sections
Page Break
Move Selected Claim(s) Handle
Selected Claim(s) Menu Icon & Options
In-Line Add Claim Controls
Abstract Section
Abstract Word Count
Back to Description, Edit, Delete, & Comment Controls
Figure Previews

Tools and Managers Window

Fine-tune the data objects that define your novel ideas. Adjust auto-generated text and patent profanity search lists to suit your preferences. Check on claim support and dependency structures at-a-glance.

Rowan Patents Preparation Terminology

Term

Terms are at the core of how Rowan Patents can save you time drafting and revising your application, as well as in drafting future applications in the same technical field. A term is a word or phrase key to your invention or technical field that you need to use consistently and adequately support, define, and illustrate. Words and phrases tagged as term data objects in Rowan Patents can be tracked and kept synchronized to ensure that you:

- include them in your claims, specification, and figures,
- use them consistently, even if you need to make changes to them,
- properly define them, and
- give them the correct antecedent basis in your claims
- with 100% consistency across all revisions.

Profanity

This may not mean what you think it means. Patent profanity or limiting language are words are phrases that might be commonly used in invention disclosures, white papers, marketing copy, and other text describing the disclosed subject matter, but should not appear in a patent application, such as "required," "can," "approximately," "of course," "invention," etc. You may already keep note of words you'll search for when reviewing your application drafts. Rowan Patents provides built-in, customizable profanity lists (and lets you add your own), which it then uses to check your application text as part of the review options we offer.

Part

A part is a referenceable data object that allows you to uniquely identify and consistently refer to elements that represent or enable your novel concepts through use in your figures. A part has a unique part number (reference number) and a part name associated with it and can be illustrated in a figure by assigning it to a stencil.

A list of parts can be created and managed in the Parts Panel, found in the left-hand sidebar of the Drawing Tool. Parts can be created and deleted independently from stencils placed on the drawing canvas.

Figure Part

A figure part may also be referred to as a reference number, a reference number part, a figure reference number, a figure reference number part, a figure number, a figure number part, an overall part, a parent part, a figure-level part, a top-level part, an 00 part, a 100 part, 200, 300, 400, 500, 600, 700,... etc. This is a part that may be used to reference as a whole the figure elements that make up the apparatus, system, method, or other concept being illustrated. The figure part may be identified in the Parts Panel, and by default will appear as an arc with an arrow pointing down and to the left of its part number.

Part Reference

A part reference is the text you include in your specification and claims to reference a part you've created in the Drawing Tool. It is a tagged data object that is shown with gray highlighting, and it will be kept consistent with any changes you make to the referenced part in the Drawing Tool. Part references can include the part name and number, or the part number alone. Plural and capitalized forms of the part name are automatically available for use in your part references.

Stencil

A stencil is a drawing element, such as a shape, flowchart object, icon, or image, that can be placed on our drawing canvas, similar to any other drawing program (e.g., Visio, PowerPoint, etc.). A number of stencils are available in the Stencils Panel in the left-hand sidebar of the Drawing Tool. Stencils can be associated with parts or can be un-numbered, un-named figure elements. Stencils can be assigned text labels that are different from associated part names. Stencils can be dragged or stamped (repeatedly placed wherever you click) onto the drawing canvas from the Stencils Panel.

Connector (formerly Link)

A connector is a linear object available in the "connectors" menu in the Stencils Panel that can be used to dynamically connect two stencils with a straight, angled, or curved line on the drawing canvas. Connectors have blue control points that determine where they start, end, and inflect along their length, and orange anchor points that determine how and where they connect to one or two stencils. They can only be selected by clicking directly on them; they will not be selected when multiple

canvas objects are selected as a set.

How, then, is a line different from a connector? A line is one of the stencils available in the "Lines and Brackets" menu in the Stencils Panel. It is a simple image of a line and cannot be inflected or anchored to dynamically connect other stencils together. Their endpoints cannot be styled. They can, however, be multi-selected along with other stencils on the canvas, and can be made to appear as solid, dotted, or dashed.

R-Group

R-Group is shorthand for "Markush Group", based on the format of many Markush group labels comprising an "R" with a unique alphanumeric or symbolic designator. "R-Group" is used to distinguish management and review interfaces designed to allow the addition, definition, editing, and deletion of Markush groups associated with the novel compounds being claimed. R-group data managed in Rowan includes the R-group name and the description(s) intended where that name is used.

Molecular Drawing

A molecular drawing, also known as a chemical drawing or compound drawing, is a graphical representation of a chemical compound's structure, typically created using a program such as ChemDraw or BIOVIA Draw. Molecular drawings can be included as editable data or as simple images in Rowan Patents.

Compound

A compound is a chemical compound, a set of molecules and atoms connected in a novel and useful way. "Compound" is used to distinguish management and review interfaces designed to allow the addition, labeling, definition, editing, and deletion of the novel compounds being claimed. Compound data managed in Rowan includes an internal reference identifier, typically provided in a chemical database, a systematic name, a structure (molecular drawing), and a weight.

Sequence

A sequence, also known as a macromolecule, is a connected string of amino acids, proteins, nucleotides, and/or simpler compounds. "Sequence" is used to distinguish management and review interfaces allowing the addition, labeling, definition, editing, and deletion of sequences being claimed. Sequence data managed in Rowan includes an autonumbered sequence ID, nickname, molecule type, and qualifier

molecule type.

Recommended Claims-First Workflow

This section gives quick notes for 7 main steps of a workflow for drafting a patent application with Rowan, starting with your Claims:

1. Create/Open Application
2. Draft Claims
3. Identify Terms
4. Create Figures
5. Draft Specification
6. Review Application
7. Export Files

1. Create/Open Application

- Brings up the application window, with easy navigation to the prepopulated Claim 1 section.
- All automatic text is editable, and sections can be added/removed as desired.
- To view different content areas side-by-side, click File > New Window.

2. Draft Claims

- Draft claims in the tool, copy and paste from Word, or import/merge claims by dragging and dropping an existing .rp or .docx file onto the application window.
- Hit Enter after the final period of a claim to create a new claim section with an automatically-populated, editable preamble.
- Transform method claims to CRM or apparatus claims using the toolbar Generate dropdown.
- Select multiple claims to perform batch transformations.
- Drag and drop to reorder claims.

3. Identify Terms

- Terms are elements that will be highlighted gray and treated as data objects for consistent use across your application.
- Click Terms > Find and Tag Terms to automatically identify terms in your existing text.
- Select and right-click individual words and phrases to convert them to terms as you draft.
- Create, import, edit, define, and delete terms using the Terms Manager, available under the Tools and Terms menus.

4. Build Parts List & Figures

- Open the Drawing Tool from the Tools or Drawings menus.
- Create flowcharts from method claims using Generate in the application window and/or using the left-hand claims sidebar in the Drawing Tool.
- Create your parts list by adding parts in the Parts Panel, if desired. Select manual numbering mode if autonumbering features don't provide the control you need.
- Build up your figures by dragging parts from the Parts Panel, stencils from the Stencil Panel, or Terms from the Terms Panel onto the drawing canvas OR import images or Visio files and call out figure features with part number stencils.
- Drag and drop figures in the sheet sorter to change figure order. Drag and drop parts in the Parts Panel or in the numbering tab or to adjust autonumbered part ordering. All numbered part references will always be kept up-to-date.

5. Draft Specification

- Sections are provided to structure your application using common patent content types. Sections can be added, removed, and customized.
- Brief and detailed description fields are provided for each figure and are kept consistent with figure reordering.
- A Generate Drawing Description feature can be used to provide an auto-

generated figure parts inventory or flowchart description where desired.

- Autocompletion options appear as you type for terms, part references, and other data objects.

6. Review Application

- Select Review > Consistency Review to confirm that your claim terms, part references, and other data objects are adequately supported in your application.
- Select Review > Proofreading Overview (or Local Validations or Launch Analytics) to perform patent proofreading checks such as antecedent basis, claim support, and patent profanity usage with locally stored and run algorithms.

7. Export Files

- Export a clean copy of your specification and claims to Word for filing, or a copy with suggestion markup, comments, and highlighting for additional peer or inventor review.
- Export figures to PDF for filing or review, or export Visio or SVG versions of your figures for archival purposes.

Any step of this workflow can be iterative with other steps. You can identify a new term while working on a drawing. You can add a new claim while working on your specification. Each step may also include a number of tasks not shown here that Rowan Patents will help you accomplish.

This is simply a high-level overview we feel will help you get the most efficiency and performance out of the Rowan Patents preparation module.

Recommended Figures-First Workflow

This section gives quick notes for 8 main steps of a workflow for drafting a patent application with Rowan, starting with your Figures:

1. Create/Open Application
2. Build Parts List & Figures
3. Identify Terms

4. Draft Claims
5. Create Flowcharts with Rowan Automations
6. Draft Specification
7. Review Application
8. Export Files

1. Create/Open Application

- Brings up the application window. Open the Drawing Tool from the Tools or Drawings menus.
- Content panels to the left let you quickly and easily add items to the central drawing canvas. The element inspector to the right lets you adjust and style selected drawing elements.
- The Parts panel to the left lets you easily reorder parts, and the Sheets panel in the same area lets you quickly reorder figures. All references in claims and spec will be updated.

2. Build Parts List & Figures

- Save flowcharts and method diagrams until after you've drafted your method claims.
- Create your parts list by adding parts in the Parts Panel, if desired. Select manual numbering mode if autonumbering features don't provide the control you need.
- Build up your figures by dragging parts from the Parts Panel, stencils from the Stencil Panel, or Terms from the Terms Panel onto the drawing canvas OR import images or Visio files and call out figure features with part number stencils.
- Drag and drop figures in the Sheets panel to change figure order. Drag and drop parts in the Parts panel to adjust autonumbered part ordering. All numbered part references will always be kept up-to-date.

3. Identify Terms

- Terms are elements that will be highlighted gray and treated as data objects

for consistent use across your application.

- Create terms from your part names by clicking the three dots to the right of your part listings and selecting “Convert to Term”.
- Alternately, create, import, edit, define, and delete terms using the Terms Manager, available under the Tools and Terms menus.

4. Draft Claims

- Draft claims in the application window, copy and paste from Word, or import/merge claims by dragging and dropping an existing .rp or .docx file onto the application window.
- Hit Enter after the final period of the claim to create a new claim section with an automatically-populated, editable preamble.
- Transform method claims to CRM or apparatus claims using the toolbar Generate dropdown.
- Select multiple claims to perform batch transformations.
- Drag and drop to reorder claims.

5. Create Flowcharts with Rowan Automations

- Create new flowchart figures by selecting a method claim and using the Generate > Flowchart option in the toolbar Claims dropdown. A flowchart figure will be added after existing figures.
- Flowchart generation is also available through the Specification menu and by clicking the three dots to the upper-right of selected claims.
- Return to the Drawing Tool to adjust and annotate flowchart diagram elements as needed. Additional description of each step may be included in element properties and will be used to create a comprehensive auto-generated figure description.
- A claims listing is included in the panels to the left of the canvas, including copy and add flowchart step or description controls to facilitate including claims content in flowcharts.

6. Draft Specification

- Sections are provided to structure your application using common patent content types. Sections can be added, removed, and customized.
- Brief and detailed description fields are provided for each figure and are kept consistent with figure reordering.
- A Generate Drawing Description feature can be used to provide an auto-generated figure parts inventory or flowchart description where desired.
- Autocompletion options appear as you type for terms, part references, and other data objects.

7. Review Application

- Select Review > Consistency Review to confirm that your claim terms, part references, and other data objects are adequately supported in your application.
- Select Review > Proofreading Overview (or Local Validations or Launch Analytics) to perform patent proofreading checks such as antecedent basis, claim support, and patent profanity usage with locally stored and run algorithms.

8. Export Files

- Export a clean copy of your specification and claims to Word for filing, or a copy with suggestion markup, comments, and highlighting for additional peer or inventor review.
- Export figures to PDF for filing or review, or export Visio or SVG versions of your figures for archival purposes.

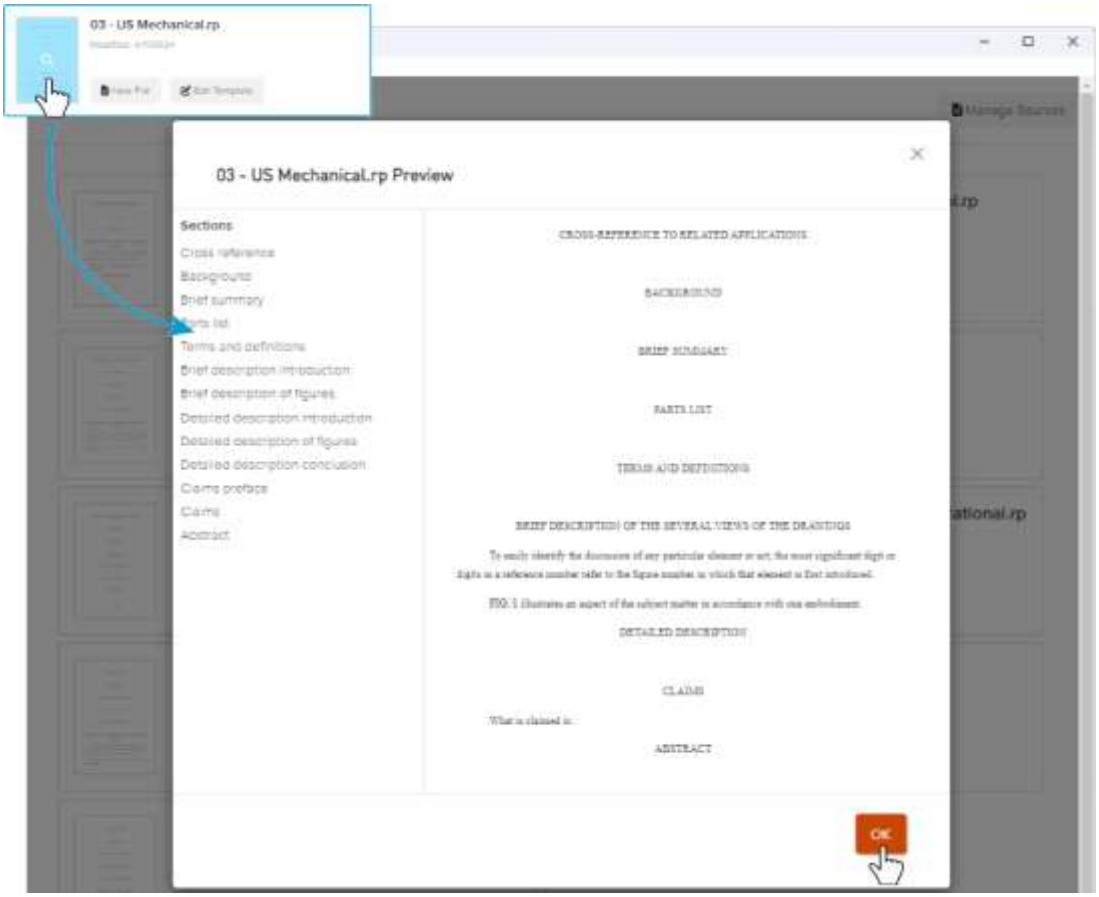
Any step of this workflow can be iterative with other steps. You can identify a new term while working on your claims. You can add a new claim while working on your specification. Each step may also include a number of tasks not shown here that Rowan Patents will help you accomplish.

This is simply a high-level overview we feel will help you get the most efficiency and performance out of the Rowan Patents preparation module.

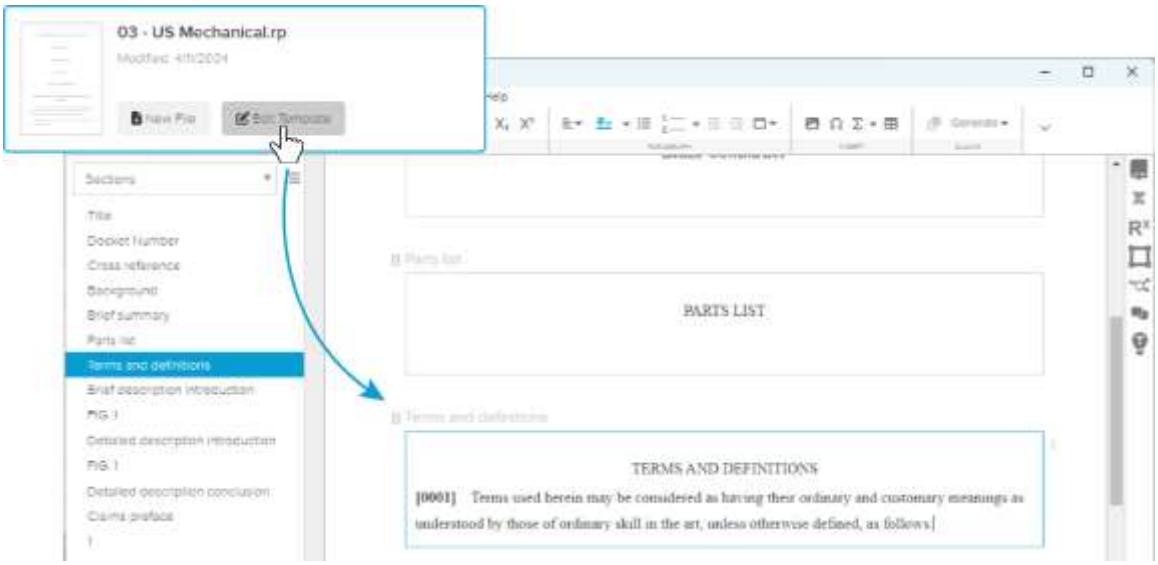
Manage Application Templates

View and Adjust Available Templates

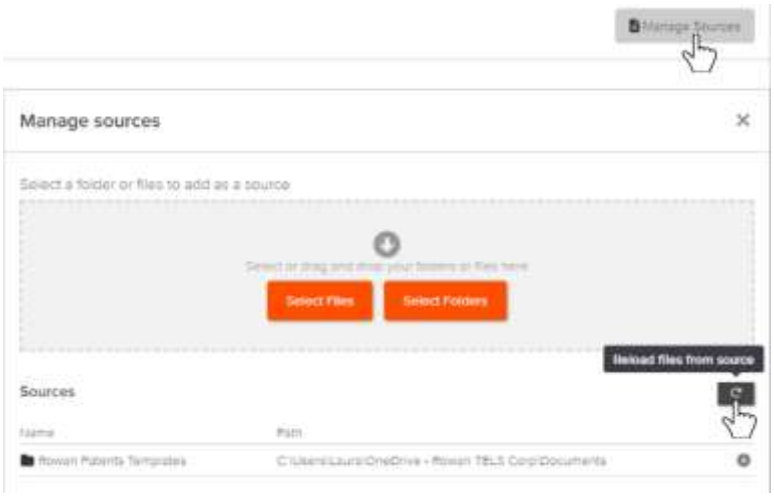
1. Click the thumbnail provided for a template to preview the sections and text it includes. Click OK or the close control to dismiss the preview.



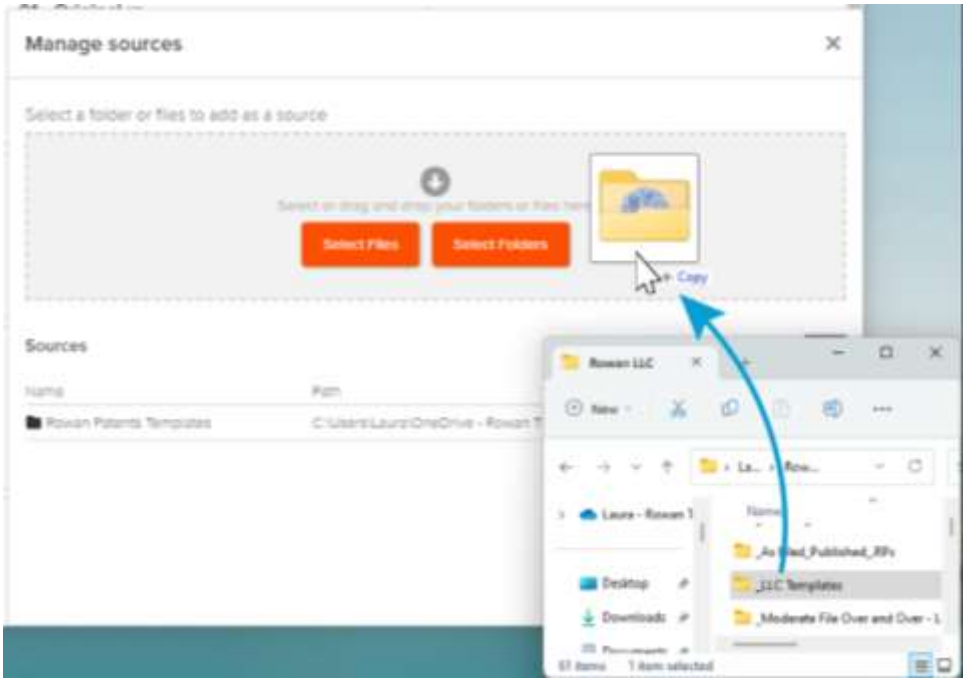
2. Click the Edit Template button to modify a template to better meet your needs.



3. Make your desired changes, then save and close the file, or save it as a new file to preserve both versions.
4. Under Manage Sources, click the refresh button to see your changes in the selection interface.



5. Drag and drop your desired .rp files or folders of .rp files into the field provided under Manage Sources for quick reuse as application starting templates



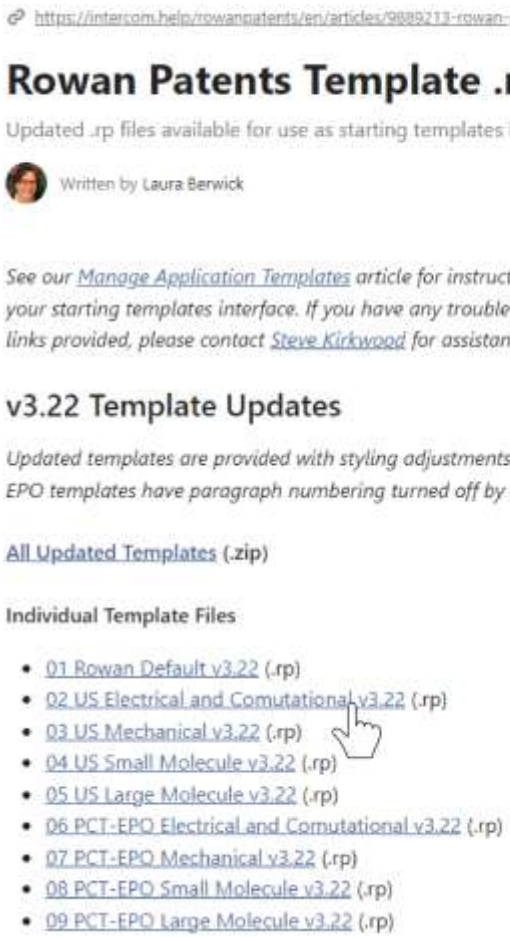
OR browse your filesystem to select and add your desired files or folders.

Access New Rowan Patents Templates

1. When Rowan releases new application templates, you can access them from our Rowan Patents Template .rp Files article at https://intercom.help/rowanpatents/en/articles/9889213

   We'll notify you of new templates via email and/or in-tool messages, and will provide the link above in that messaging, as well as descriptions of how the templates have been updated.

2. Click the links provided to download the desired templates.



https://intercom.help/rowanpatents/en/articles/9889213-rowan-patents-template-rp-files

Rowan Patents Template .rp Files

Updated .rp files available for use as starting templates in Rowan Patents.

Written by Laura Berwick

See our Manage Application Templates article for instructions on including these files in your starting templates interface. If you have any trouble accessing our templates at the links provided, please contact Steve Kirkwood for assistance.

v3.22 Template Updates

Updated templates are provided with styling adjustments for unnumbered paragraphs. PCT-EPO templates have paragraph numbering turned off by default.

All Updated Templates (.zip)

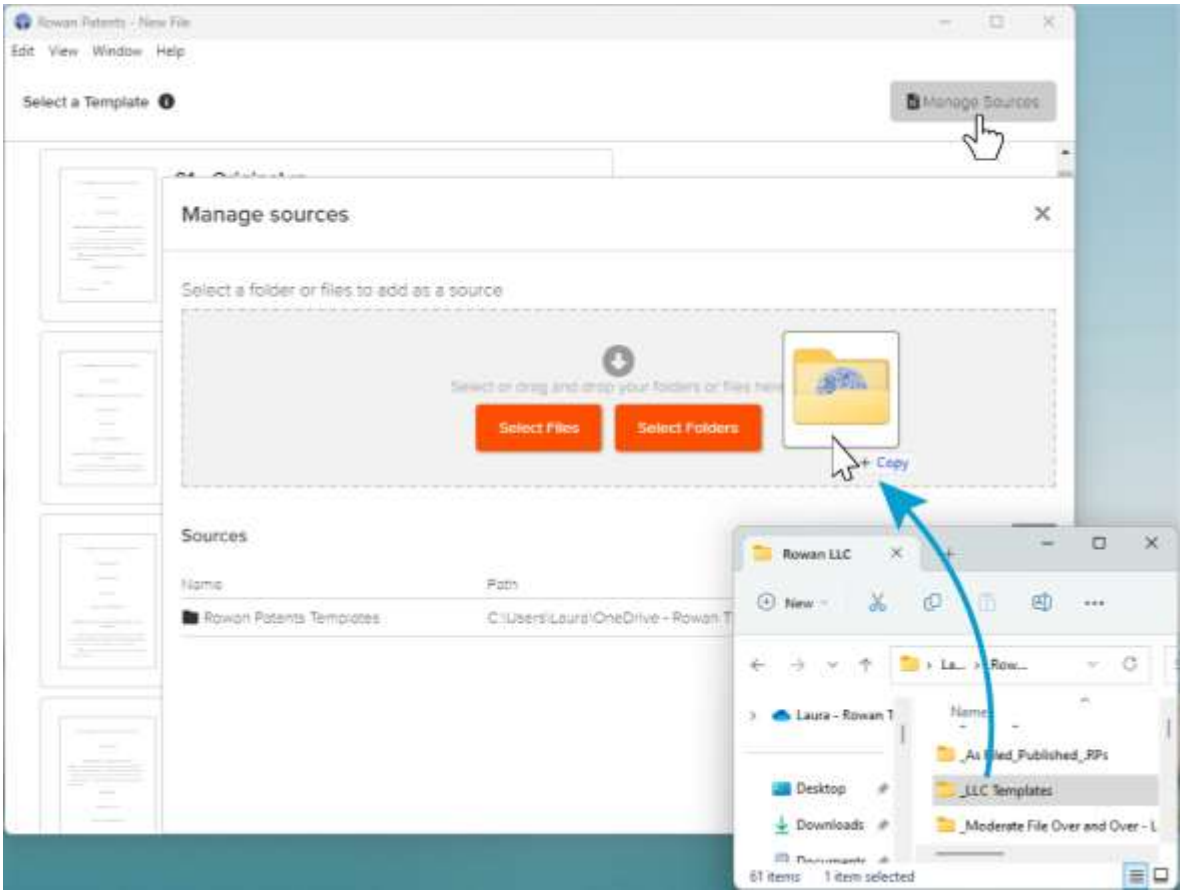
Individual Template Files

- 01 Rowan Default v3.22 (.rp)
- 02 US Electrical and Comutational v3.22 (.rp)
- 03 US Mechanical v3.22 (.rp)
- 04 US Small Molecule v3.22 (.rp)
- 05 US Large Molecule v3.22 (.rp)
- 06 PCT-EPO Electrical and Comutational v3.22 (.rp)
- 07 PCT-EPO Mechanical v3.22 (.rp)
- 08 PCT-EPO Small Molecule v3.22 (.rp)
- 09 PCT-EPO Large Molecule v3.22 (.rp)

3. Save the downloaded files to your existing template source folder using your operating system file management dialog.

   For example, Windows users will find their template source folder at C:\Users\[username]\Documents\Rowan Patents Templates

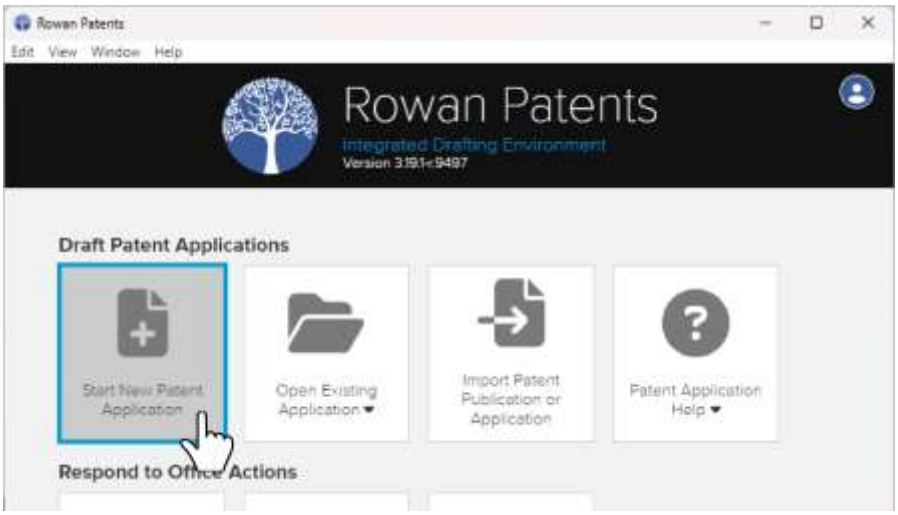
   OR Save your downloads to a new file location and click Manage Sources to add them to your template interface.



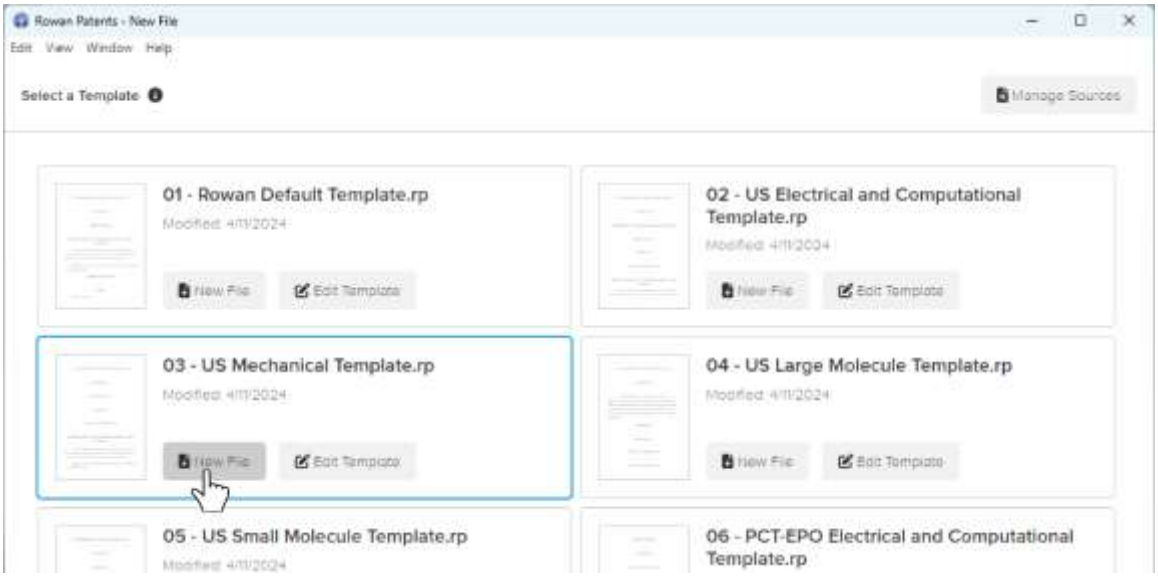
Create a New Application

Starting From the Landing Screen

1. Open Rowan Patents.
2. Click the Start New Patent Application button.



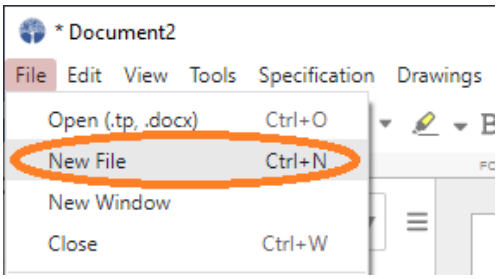
3. Select an application template from the options presented and click the New File button for that option.



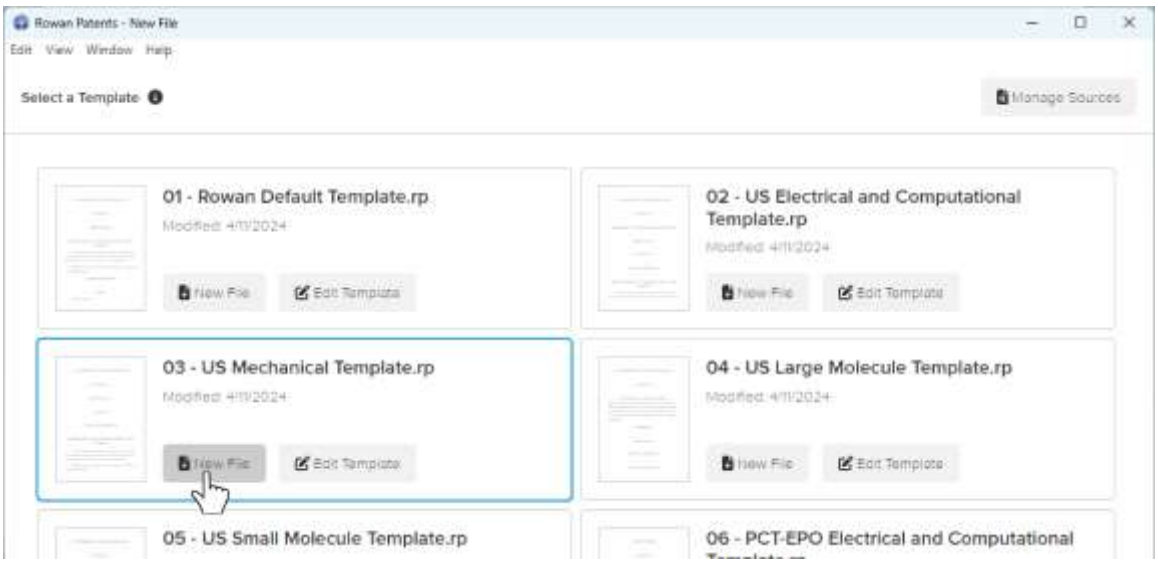
4. A new .rp file will be created containing all of the elements of your selected template.

Starting From an Open Application Window

1. Open the File menu and click the New File option OR type Ctrl/Cmd-N.



2. Select an application template from the options presented and click the New File button for that option.



3. A new .rp file will be created containing all of the elements of your selected template.

Now What?

1. You can begin typing immediately or copy and paste text from other programs into any of the text entry fields provided to draft your claims or your specification.

2. You can navigate to different parts of your application with the left-hand sidebar.

3. You can add to, delete, rename, change the page orientation of, add page

breaks around, and reorder the sections and modify the headings provided.

4. You can open the Drawing Tool and start on your figures.

5. You can open any of the managers in the Tools menu above to create and manage data objects for consistent use across your application:
    - Terms Manager: Create, drag and drop existing, import, define, merge, edit, delete, and remove all terms
    - Sequences Manager: Create, drag and drop existing, import from spreadsheet or text file, reorder, edit, describe, set coding for, delete, remove all, and export a PTO listing for large molecule sequences
    - R-groups Manager: Create, drag and drop existing, edit, describe, reorder descriptions for, merge, delete, and remove all Markush groups
    - Compounds Manager: Create, drag and drop existing, import, reorder, edit, describe, set prefix for, delete, and remove all small molecule compounds

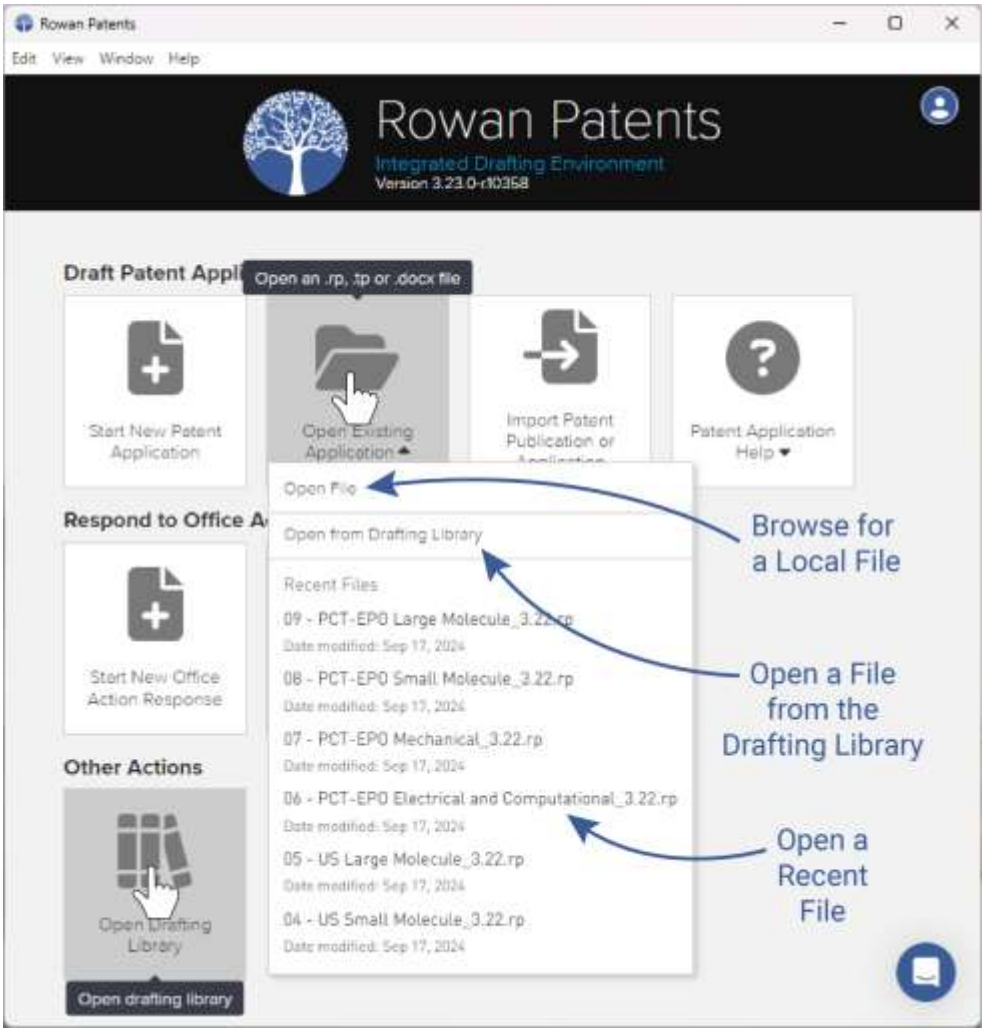
6. You can begin importing existing content from other programs.

7. If you can't find a template among those provided that suits your needs, you can edit our templates or add your own .rp files for quick use going forward.

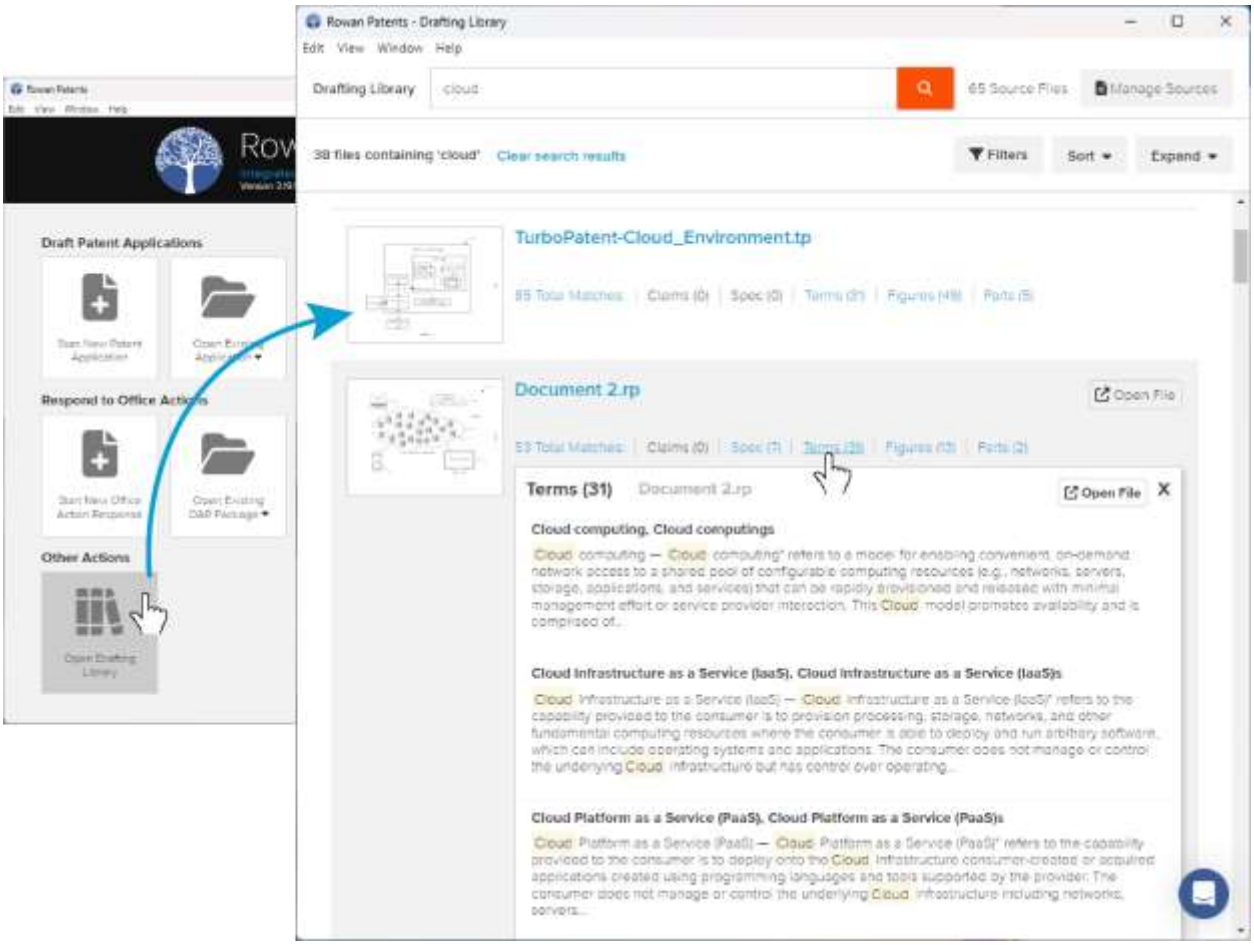
Open an Existing Rowan or Word Application

Starting From the Landing Screen

1. Open Rowan Patents.
2. Click the Open Existing Application button and select the Open File option or the desired file listed under Recent Files



OR Select the Drafting Library options to search and browse for the .rp file you want to open.

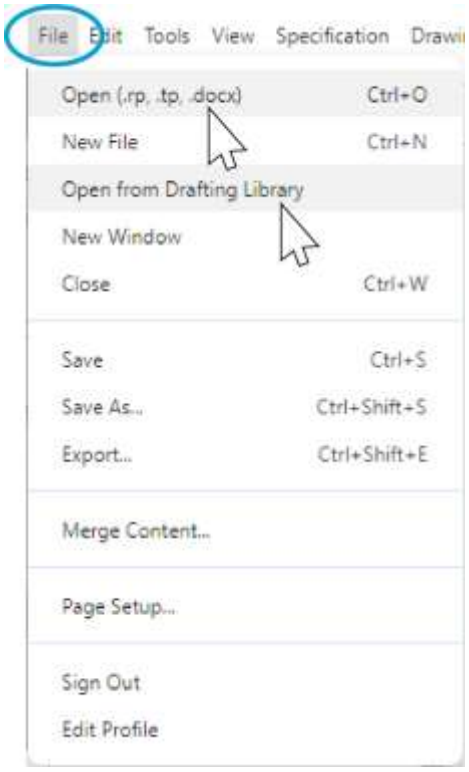


Starting From an Open Application Window

1. Open the File menu in any window.
2. Click the Open (.rp, .docx) option

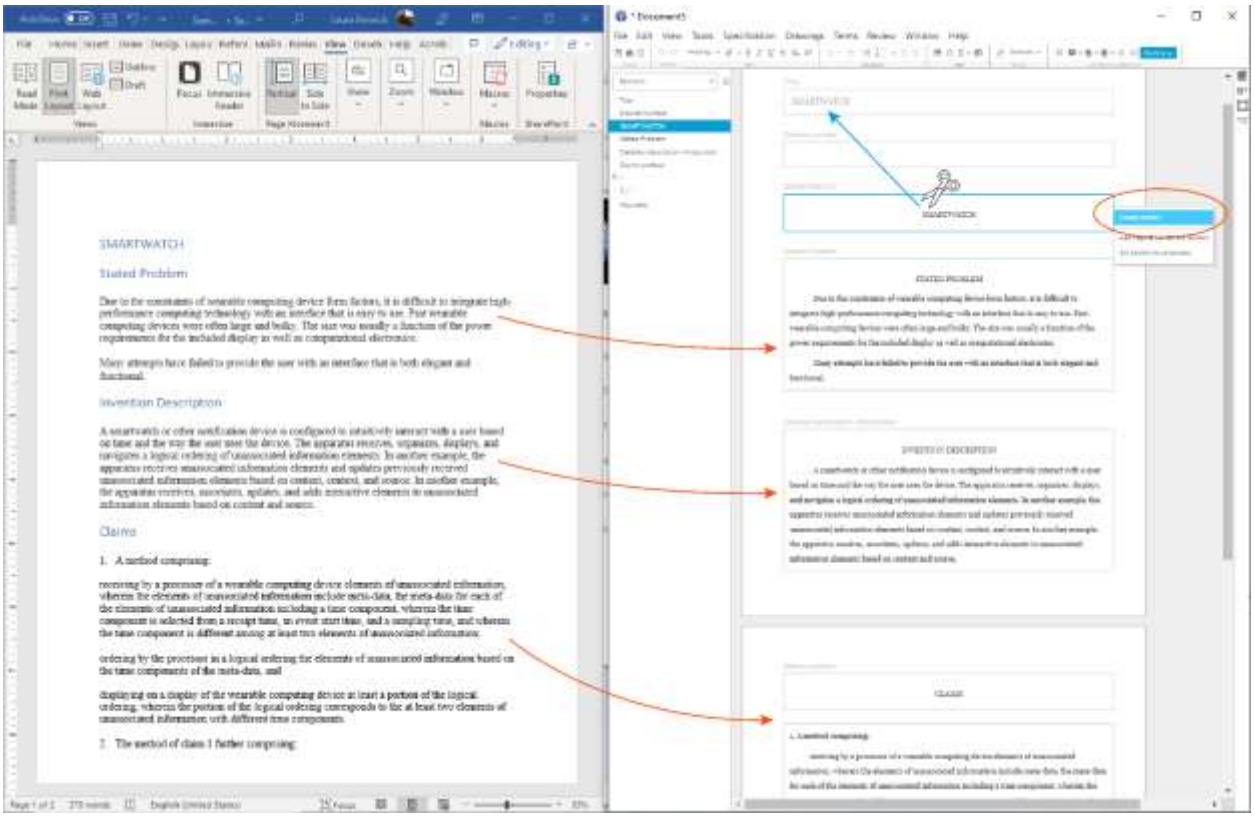
OR type Ctrl/Cmd-O

OR Click Open from Drafting Library to search or browse for the .rp file you want to open.



What You'll See When You Open a Word File

When you choose to open a Word .docx file, Rowan drafting will parse the Word file and populate all of your text in sections created based on headings and other language processing parameters. Sections can then be added, renamed, or deleted and text relocated as you wish.



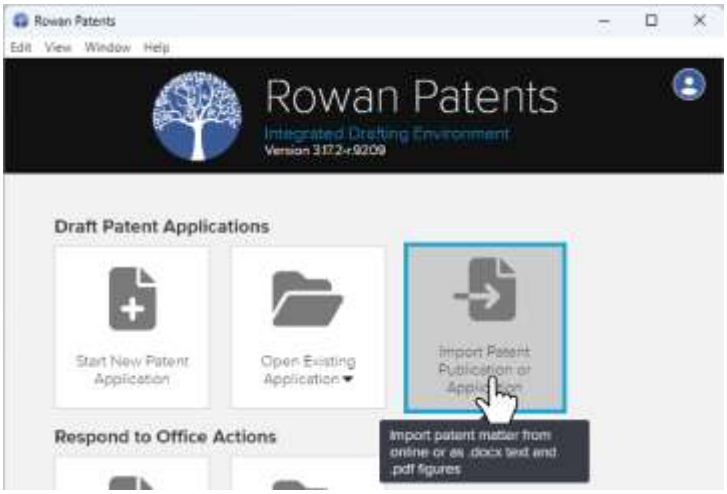
Now What?

1. Make your changes and save your file, and/or use save as to create a copy of your file.
2. Close your file when you're done.

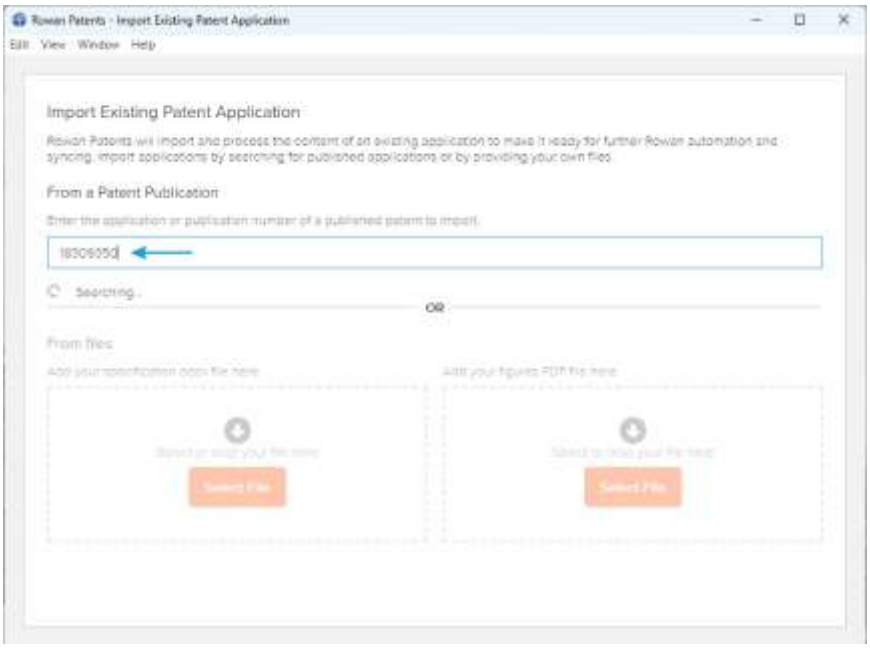
Import a Patent Publication or Application

Import Patent Matter from Online

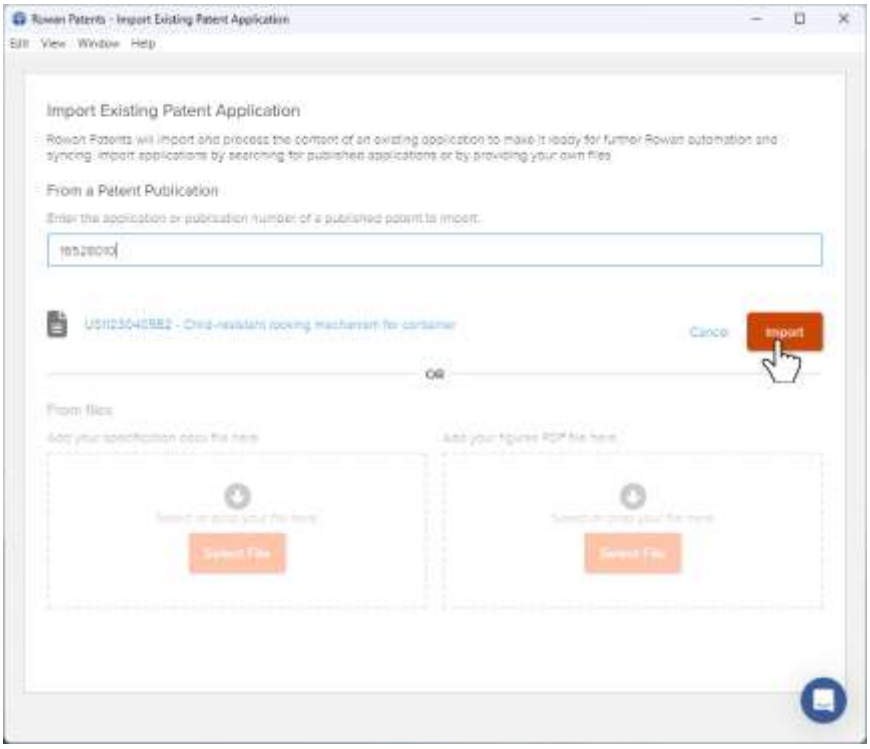
1. Click the Import Patent Publication or Application button on the landing screen.



2. Enter an application or publication number for the published matter you want to import.

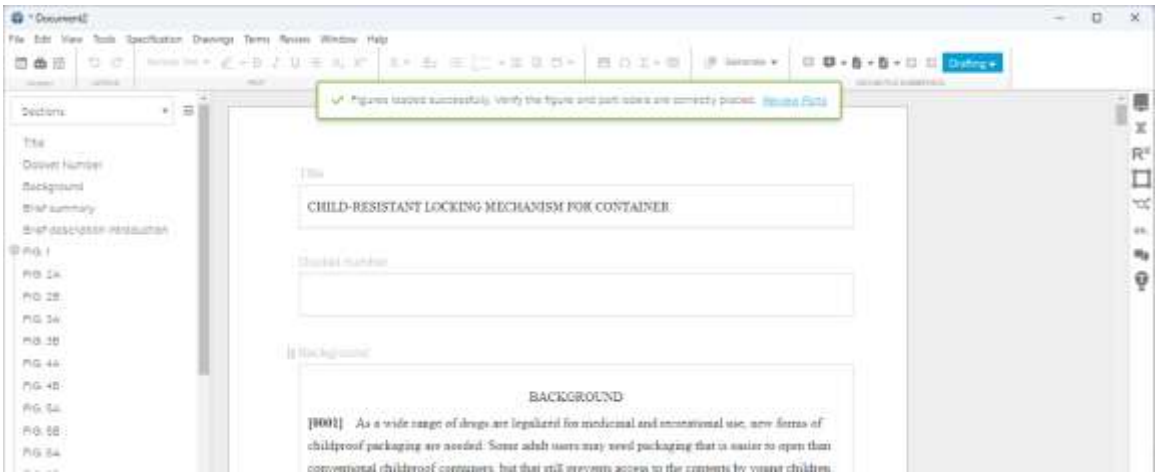


3. Confirm the correct matter has been detected and click Import.



Import time will vary based on your local system speeds and the size of the publication.

4. An .rp file will be created containing the downloaded matter. You will be presented with an option to review the dynamic part numbers created for your figures.



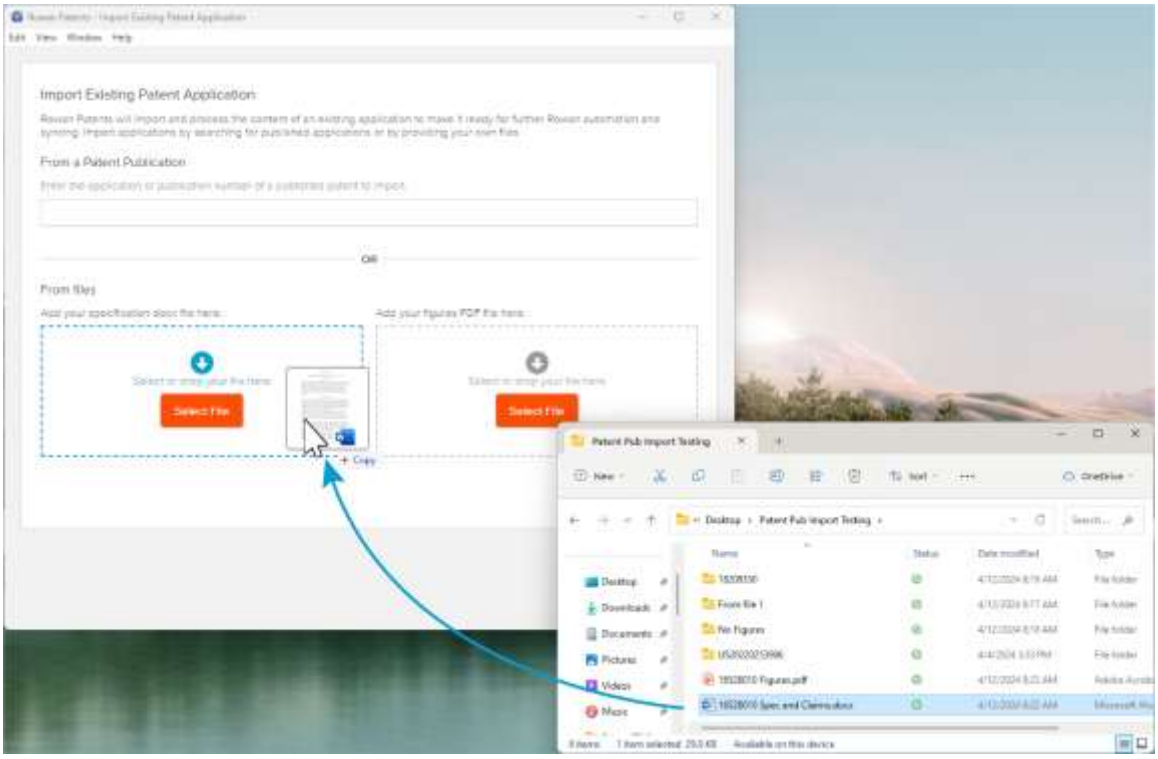
Parts and part number stencils are created in manual numbering mode based on reference numerals detected in the specification that align with numbers

found in the figures through OCR. You may wish to review them for duplications, inconsistencies, and omissions, as described below.

Note that for imported files the OCR data will be saved with the file, so if you choose not to review immediately, you can do so later by opening the Drawing Tool and pressing Shift+Ctrl+Space (Shift-Cmd-Space for Macs).

Import Patent Matter from Files with OCR

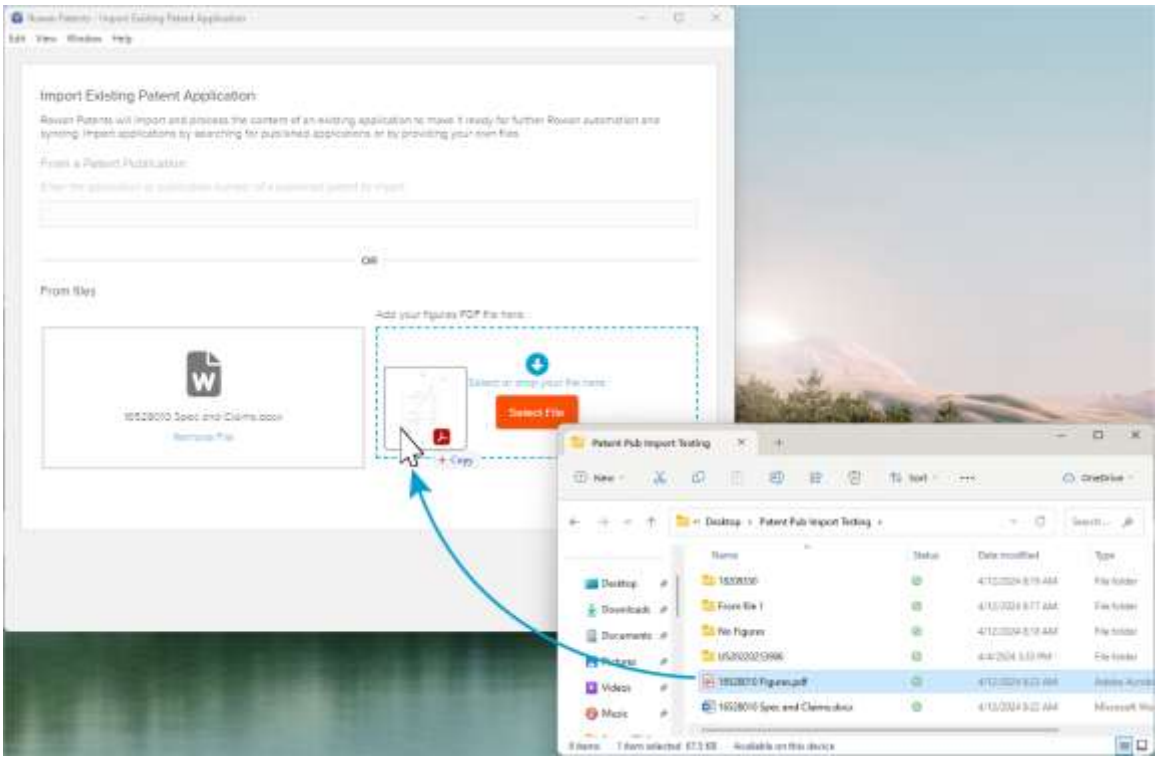
1. Click the Import Patent Publication or Application button on the landing screen, as shown above.
2. Drag the .docx file with your desired patent matter text onto the field provided



OR

Click Select File to find your file in your local file system.

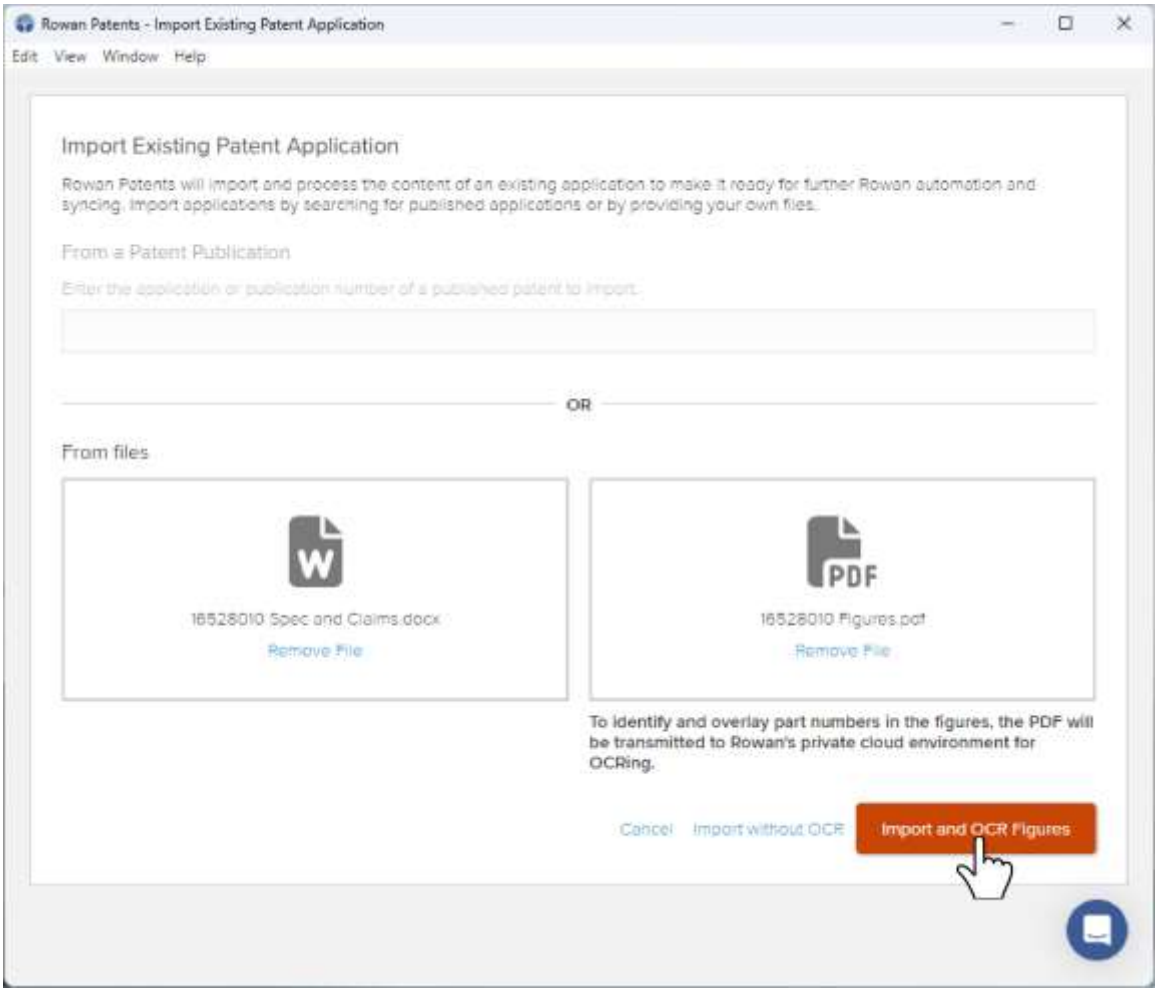
3. Drag the .pdf file with your desired patent matter figures onto the field provided



OR

Click Select File to find your file in your local file system.

4. Click Import and OCR Figures.

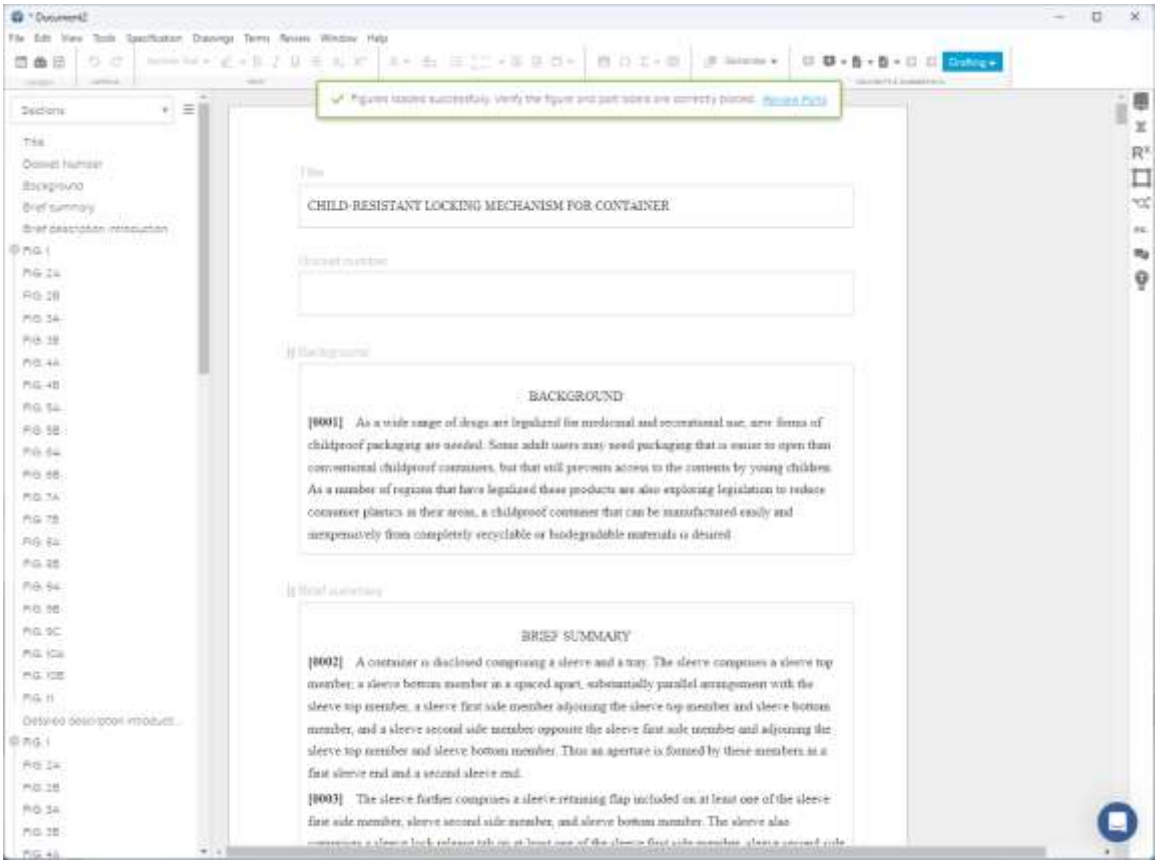


Import time will vary based on your local system speeds and the size of the files.

OCRing the figures allows us to detect reference numerals that align with references in the specification text, create them as Rowan part numbers, and

place dynamic part number stencils over the numbering in the image. It is performed in Rowan's secure private cloud environment. If you do not wish to send any data to our cloud, select the without OCR option, described below.

5. An .rp file will be created containing the downloaded matter. You will be presented with an option to review the dynamic part numbers created for your figures.



Parts and part number stencils are created in manual numbering mode based on reference numerals detected in the specification that align with numbers found in the figures through OCR. You may wish to review them for duplications, inconsistencies, and omissions, as described below.

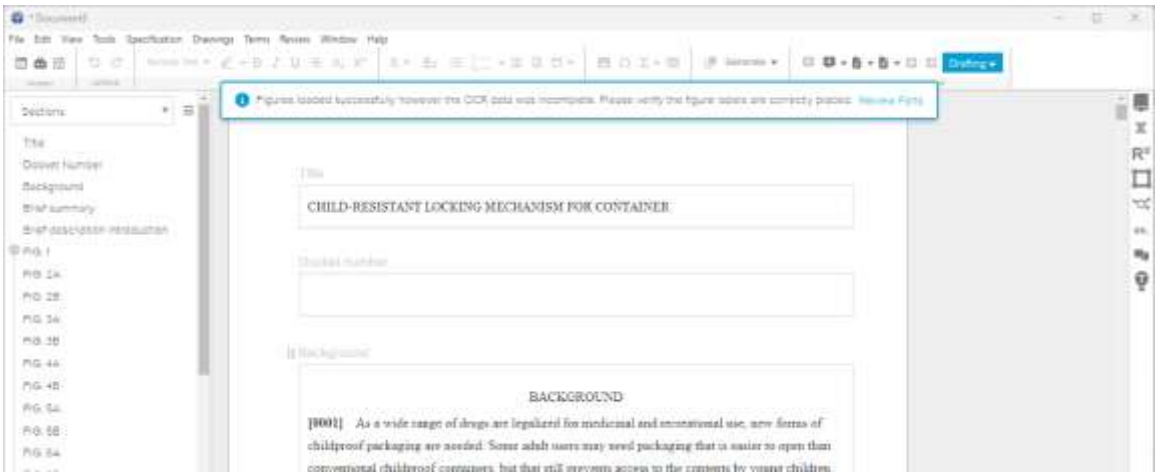
Note that for imported files the OCR data will be saved with the file, so if you choose not to review immediately, you can do so later by opening the Drawing Tool and pressing Shift+Ctrl+Space (Shift-Cmd-Space for Macs).

Import Patent Matter from Files without OCR

1. Click the Import Patent Publication or Application button on the landing screen as shown above.
2. Drag in or select the .docx and .pdf files with your desired patent matter as shown above.
3. Click Import without OCR.

Import time will vary based on your local system speeds and the size of the files.

4. An .rp file will be created containing the matter from your files. Open the Drawing tool to review and make any adjustments needed to your figures.



OCRing the figures allows us to detect reference numerals in the figures that align with specification text, create them as Rowan part numbers, and place dynamic part number stencils on the canvas. It is performed in Rowan's secure private cloud environment.

If you are not using our OCR, parts are created but are not placed as stencils in the drawing tool. A sheet is created and a figure label is placed for each figure

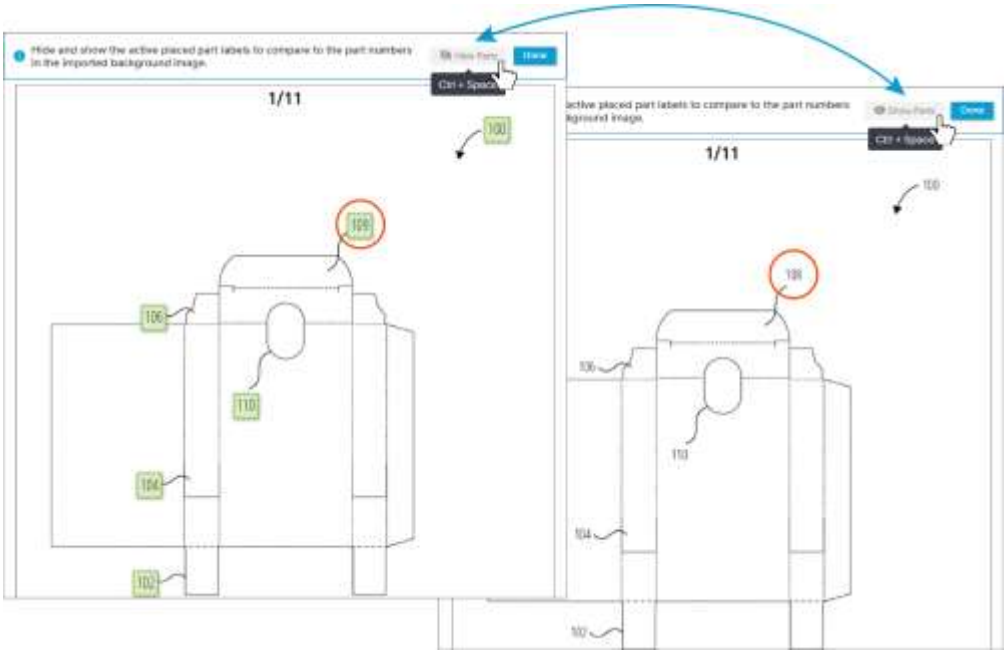
referenced in your specification. Please allow extra time for review and any additions or adjustments you may want to make to your figures.

Review OCRed Part Numbers

1. Click the Review Parts option presented for your new .rp file

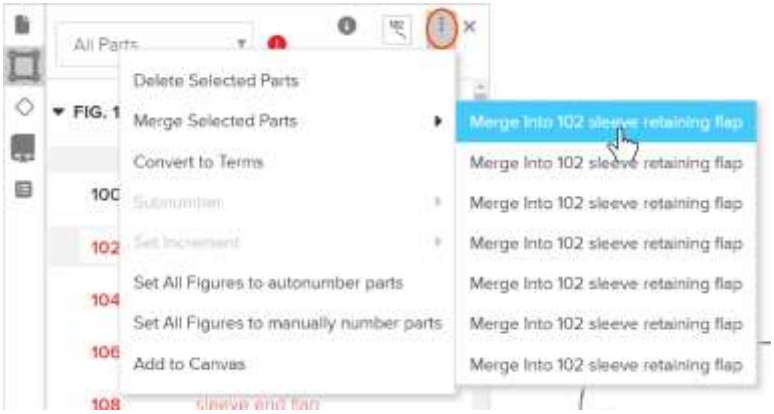
   OR Open the Drawing Tool and press Shift+Ctrl+Space (Shift-Cmd-Space for Macs).

2. In the Drawing Tool, click the option provided to hide/show the dynamic part number stencils placed on the canvas by Rowan, and compare the the part numbers of the stencils with the original numerals in the image.



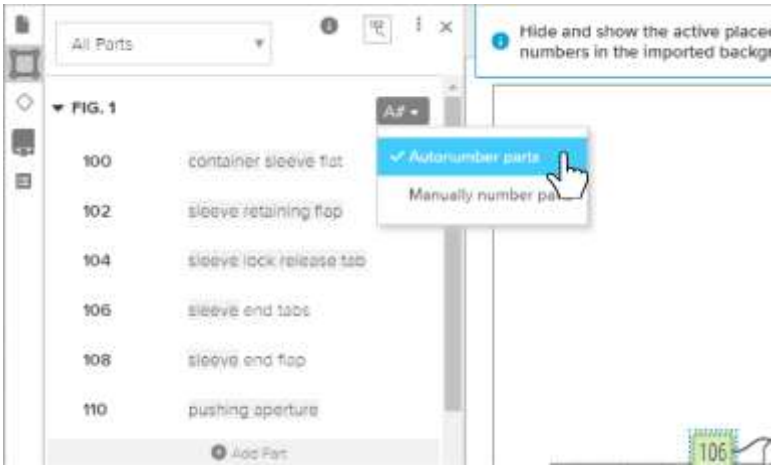
3. Correct any issues in the Parts panel.

4. If desired, merge duplicate parts.



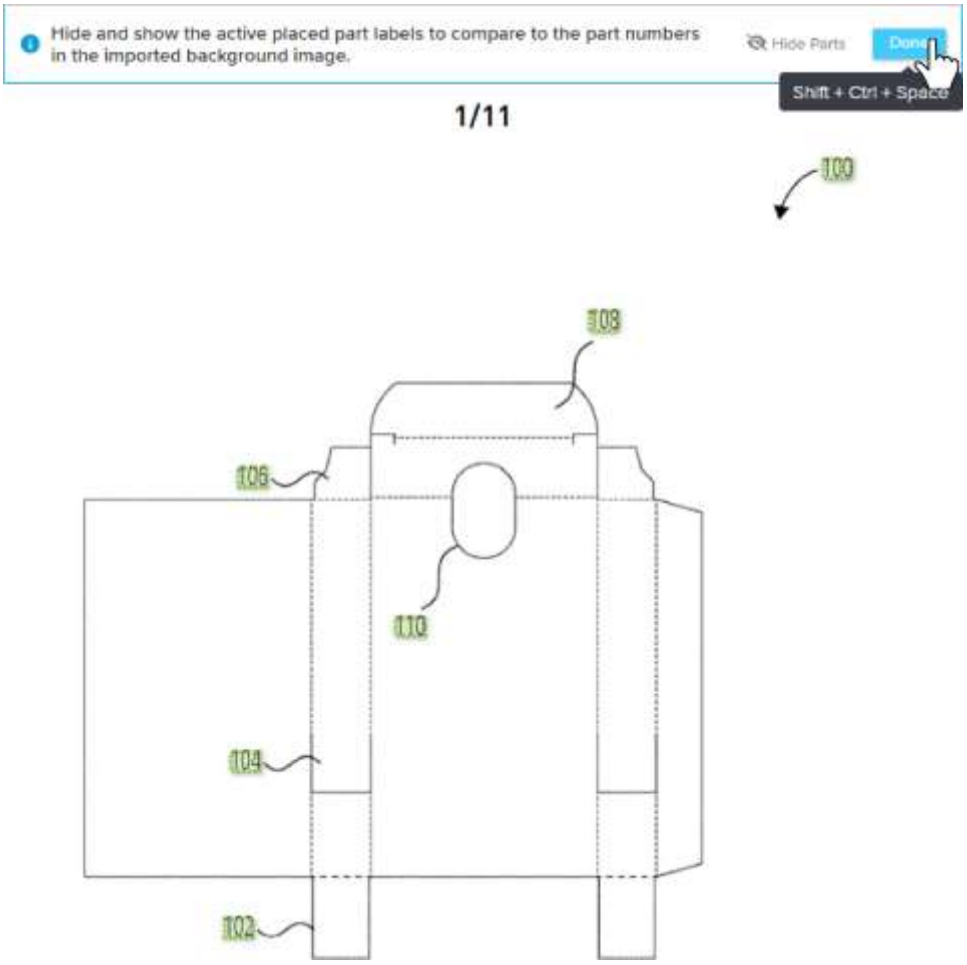
Note that this step is necessary if you wish to make revisions that reflect across all instances of a part that appears multiple times in your figures.

5. If desired, set your figures to use the Autonumbering mode.



Note that this step is necessary if you want part numbers to correspond to their figure number when figures are reordered.

6. Once your review is completed, click Done. Highlighting will be removed from the part number stencils.



You may re-enter the review mode by pressing Shift+Ctrl+Space (Shift-Cmd-Space for Macs). However, once you change (renumber or move) a stencil created from OCR data, its data is permanently updated and cannot be recovered later in its immediately-post-OCR form.

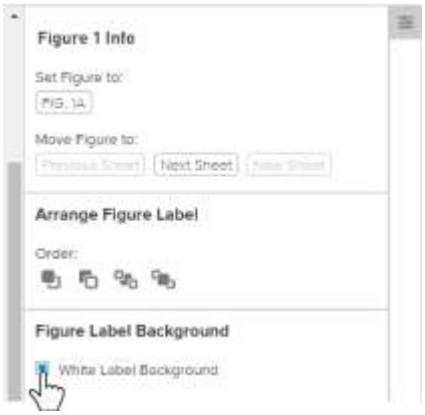
Review Figure Labels

1. Open the Drawing Tool.
2. Review the Rowan figure labels for accuracy and placement.

   When OCR is not used, Rowan creates and labels a sheet for each figure referenced in your specification text. Images of imported figure sheets are placed on the Drawing Tool canvas one per sheet. As a result, sheets, labels,

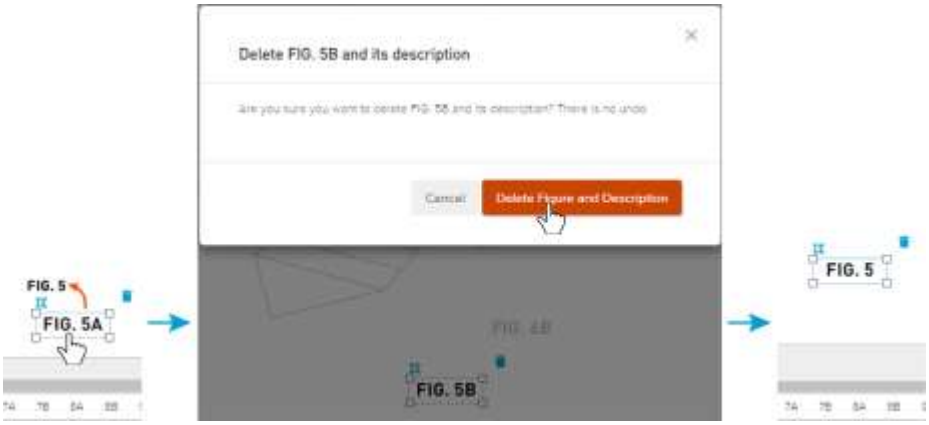
and images may not fully correspond when your .pdf file has multiple figures per page. Please plan on additional time for review and any adjustments your figures may need.

3. Use the mouse and arrow keys to move, resize, and adjust background fill for labels on the canvas as needed to cover static image labeling.



4. Subnumber or unsubnumber, move to other sheets, add or remove, and otherwise adjust labels as needed.

   Note that removing a label also removes the sheet and figure description, so this should done with great care.

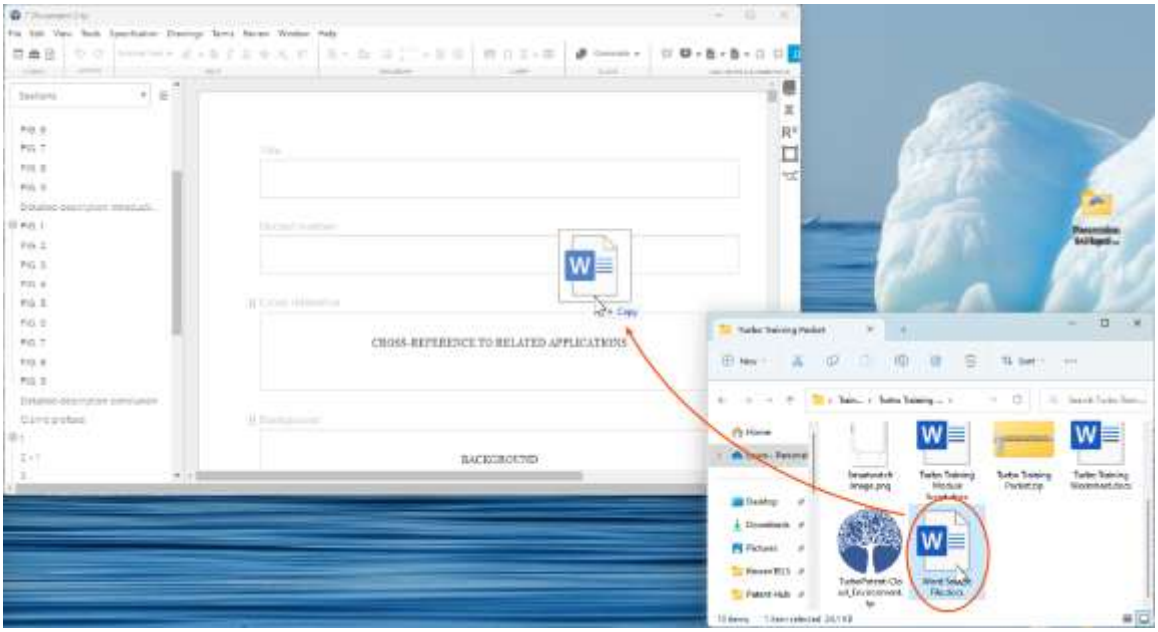


   Note that you can reach out to us with any questions on how to best make these corrections, as needed, through Rowan Help.

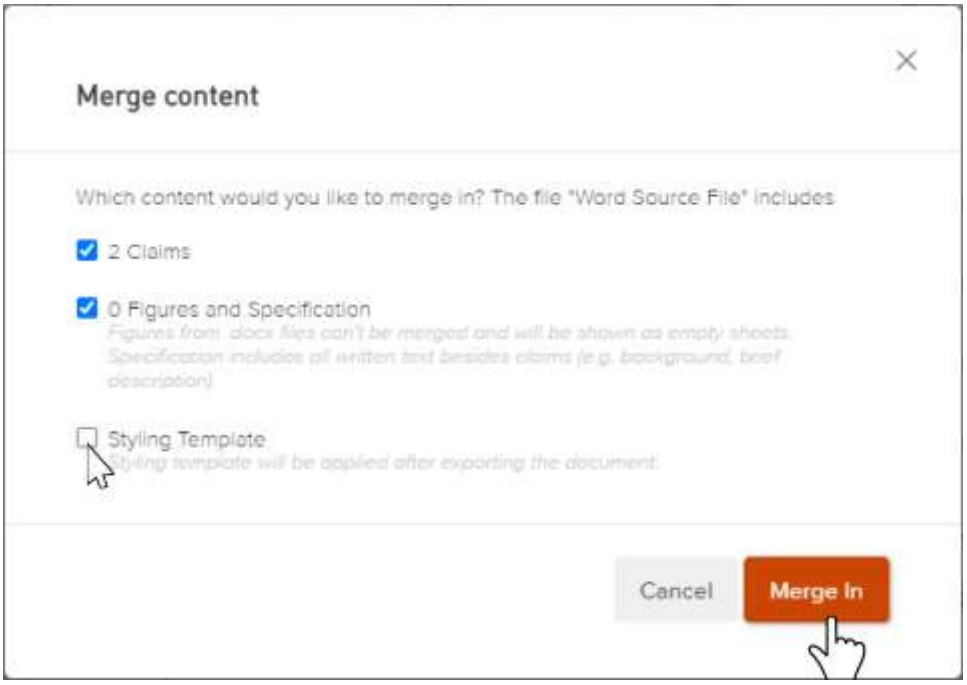
Merge Existing Word Content

Drag and Drop to Merge

1. Locate your Word content file (.docx) in your operating system's file exploration interface.
2. Drag and drop the file onto an open Rowan Patents window.

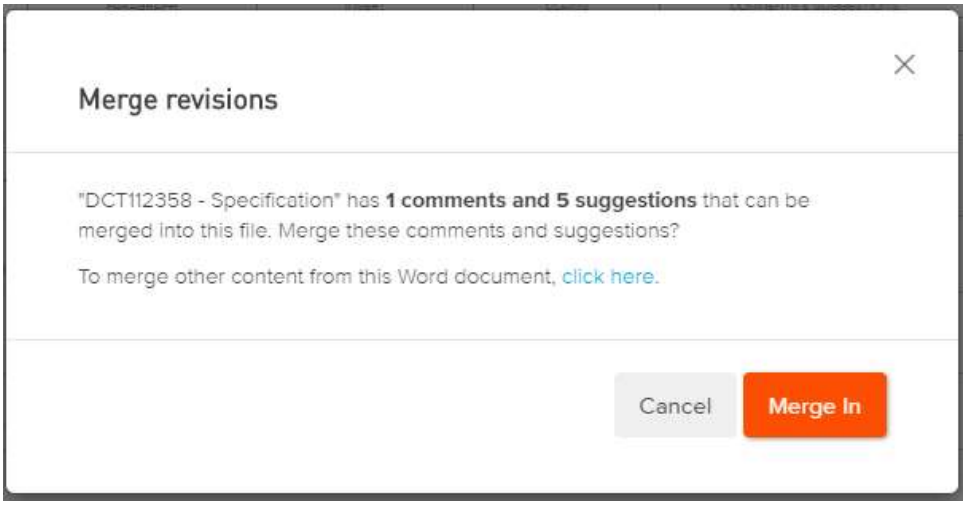


3. Review/adjust merge content selections in the dialog presented and click "Merge In". Your content will be added at the end of appropriate application sections.



Guidance on what will be brought in for each option is provided in the dialog.

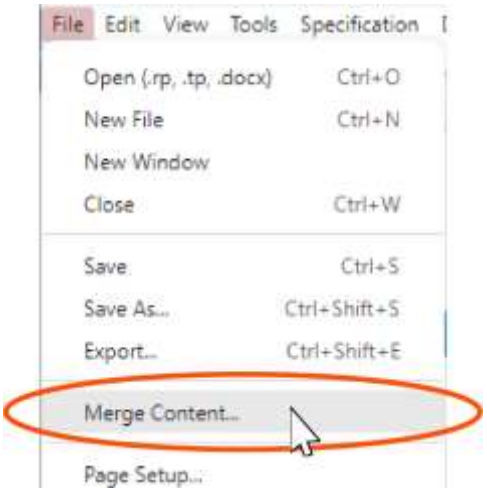
4. If Rowan Patents detects comments or tracked changes in your source Word file, the dialog below will be offered first. Click the "click here" link and proceed as above.



Additional sections are available on merging in review content from word files and providing styling templates.

Merge Dialog

1. Select the Merge Content option under the File menu from any window.

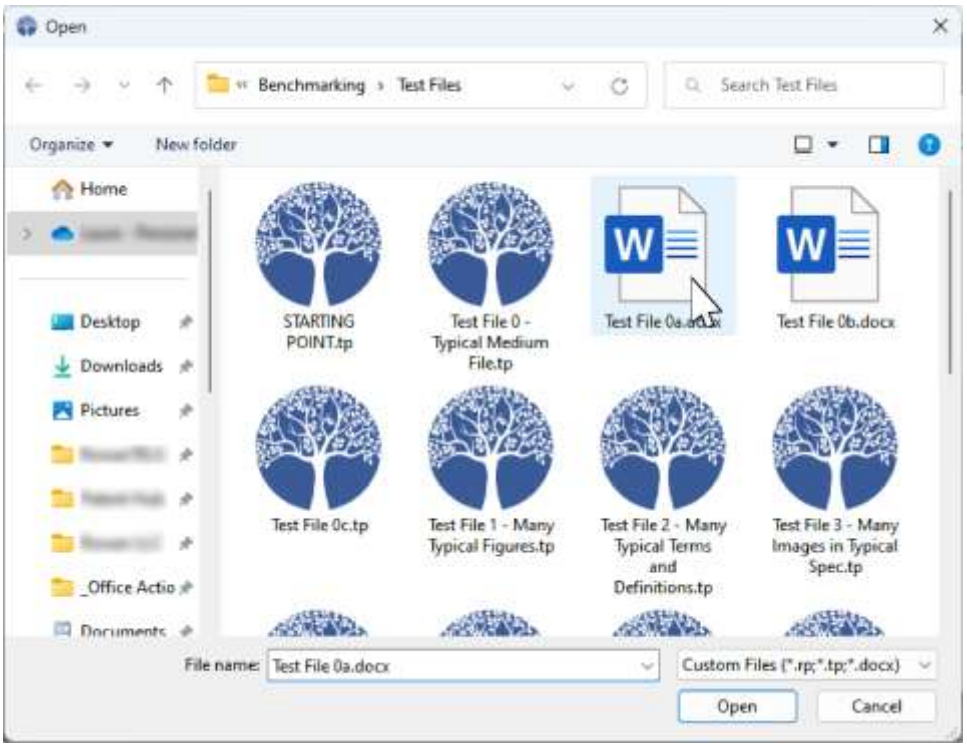


2. Drag and drop your desired file onto the drop target and continue as shown above

   OR click the Select File button.

3. Select your desired file through your operating system's dialog and continue

as shown above.



What does Rowan do with My Word Text?

- Text from Word will be analyzed to determine where it fits in the structure of a patent.

  Headings like "Background", "Detailed Description", and "Claims" will be used to determine which Rowan Patents .rp file section the text should be placed in. Figure references will be used to infer the existence of figures, and corresponding figure sections will be generated and populated. Figure references will be tagged to correspond with figures populated in the Drawing Tool, and will be kept up to date if figures are subsequently reordered.

  Care will be taken to avoid changing the order in which your Word text paragraphs appear relative to each other, though their text may be fitted into non-adjacent parts of the Rowan patent application structure depending on what may already be populated in your file.

- Word text will be examined for numbered claims.

Claim numbering and claim number references will be used to transform claim text from Word into Claims sections in your .rp file. Imported claims can thus be seamlessly populated after your existing .rp claims with proper numbering and dependency references.

- Text will be analyzed for part references, definitions, and defined terms.

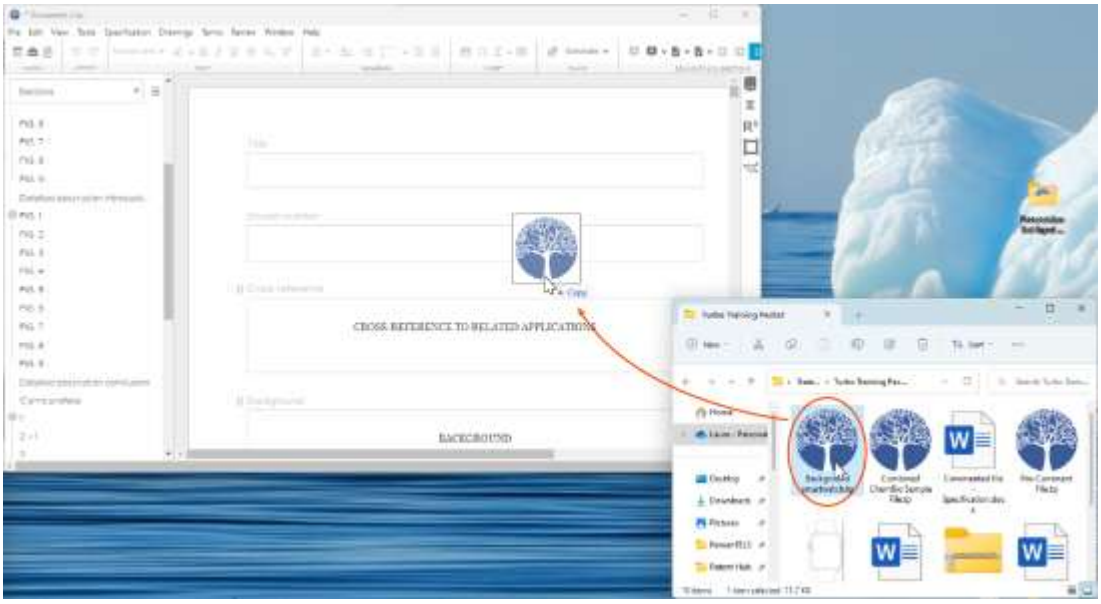
  These items will be used to create part, definition, and term data objects in your Rowan file. The corresponding text will be tagged as part, definition, and term data objects, which are available for management and validation using the related Rowan Patents functionality.

Merge Existing Rowan Patents Content

Drag and Drop to Merge

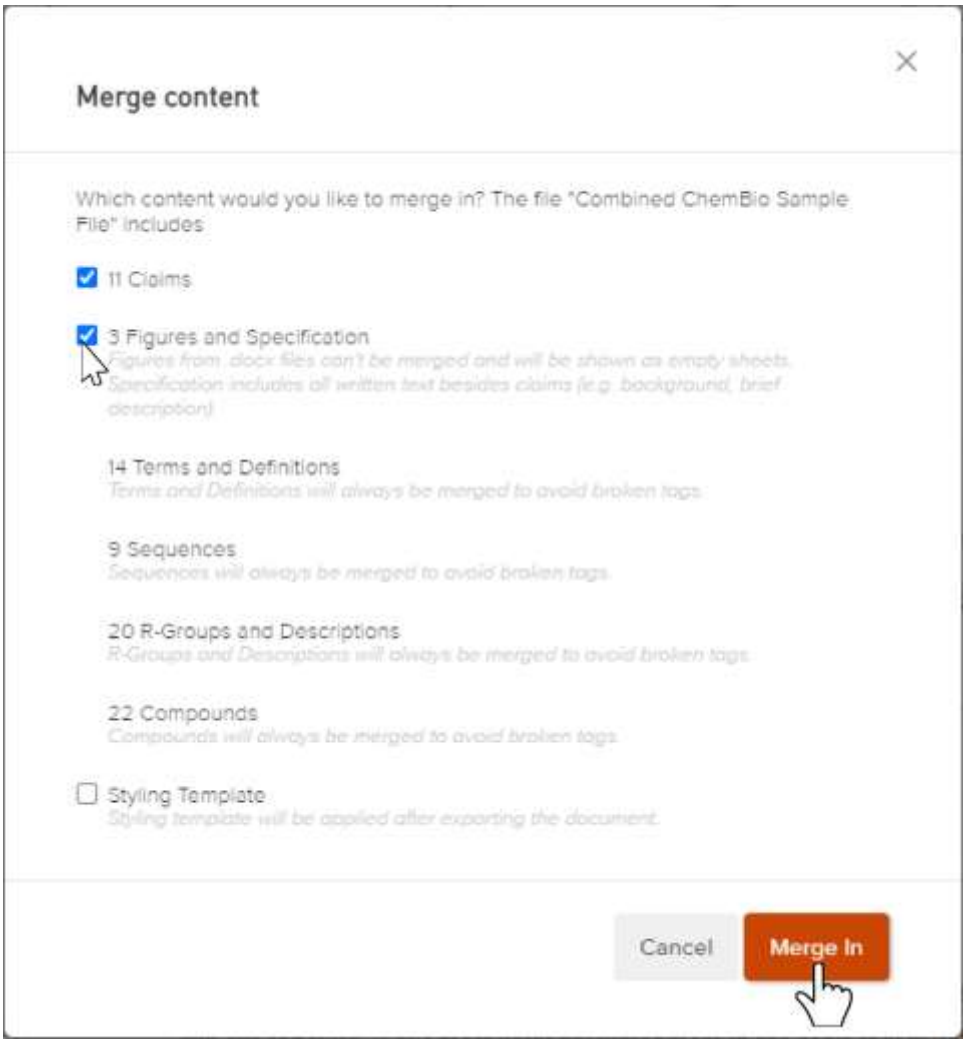
1. Locate your Rowan content file (.rp, .tp) in your operating system's file exploration interface.

2. Drag and drop the file onto an open Rowan Patents window.



3. Review/adjust merge content selections and click "Merge In". Your content will

be added at the end of appropriate application sections.

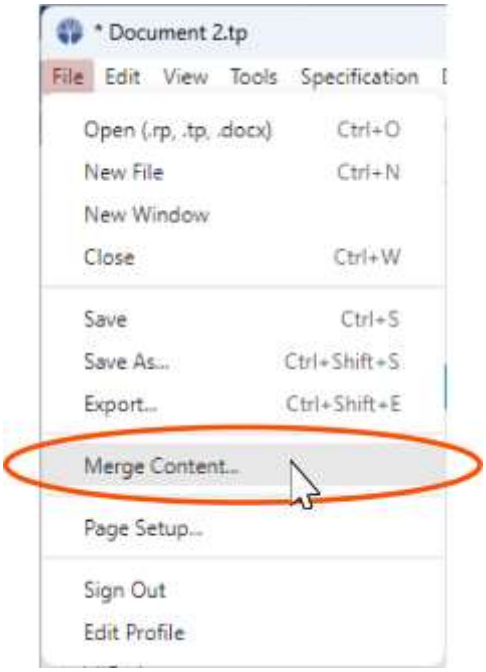


Guidance on what will be brought in for each option is provided in the dialog.

Additional sections are available on merging individual figures, merging individual terms/data objects, merging content from Word, and providing styling templates.

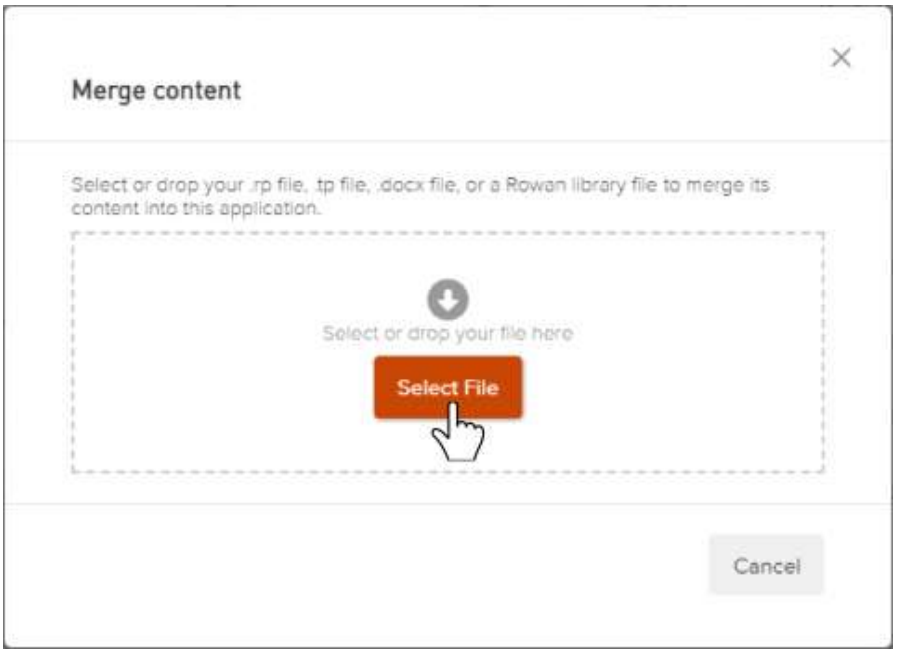
Merge Dialog

1. Select the Merge Content option under the File menu from any window.

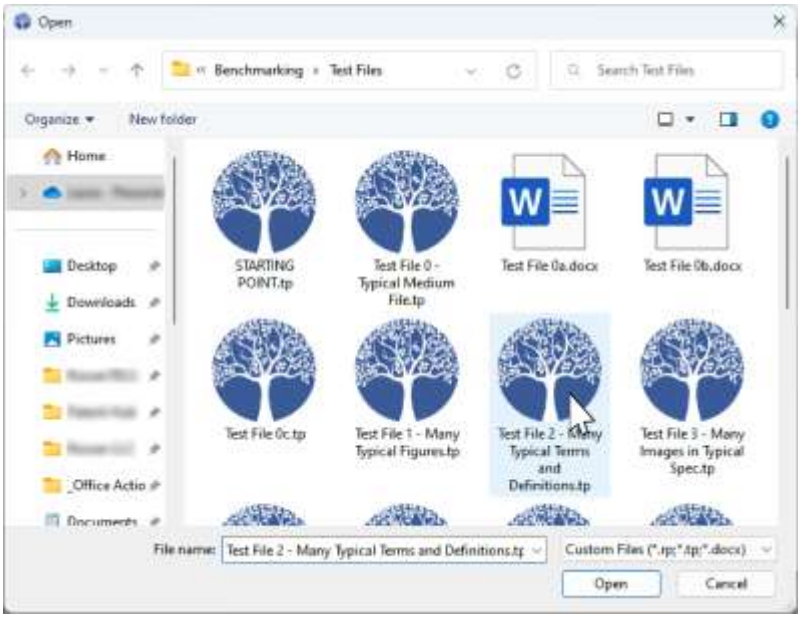


2. Drag and drop your desired file onto the drop target and continue as shown above

   OR click the Select File button.

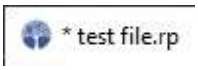


3. Select your desired file through your operating system's dialog and continue as shown above.



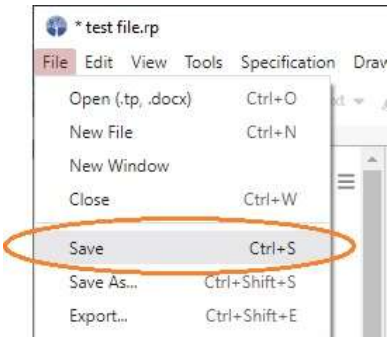
Save an Application

1. Unsaved files are marked with an asterisk in the window title bar.



We recommend you save often as a best practice to preserve your work and save you time.

2. Click the File menu in any Rowan Patents preparation module window.
3. Click the Save option



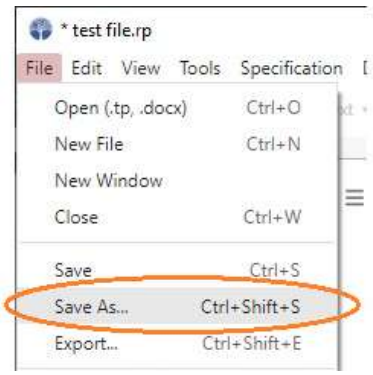
OR simply type Ctrl/Cmd-S while in any Preparation module window.

4. For a new file, choose a save location and file name through your operating system's save dialog.

Save a Copy

One technique we recommend is to set up a "template" .rp file with your desired boilerplate specification content, frequently used terms and definitions, document settings, etc. Then you can start every application with that much work already done by opening your template file and immediately saving a copy, as follows:

1. Click the File menu in any Rowan Patents preparation module window.
2. Click the Save As… option.



   OR simply type Ctrl/Cmd-Shift-S while in any Preparation module window.

3. Choose a save location and file name through your operating system's save dialog.

Other File Formats

To save your application files in file formats other than Rowan .rp, see sections below:

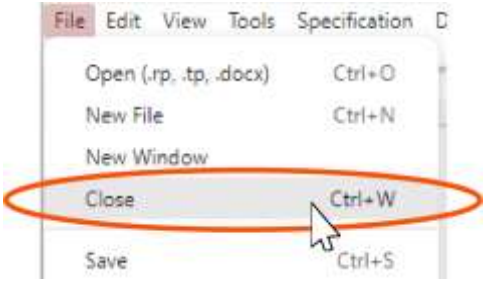
- Export Clean Text to Word (.docx) - For Patent Office Filings
- Export to Word (.docx) with Review Content
- Export to Word (.docx) with Links to Editable Molecular Drawings
- Export PDF Figures - For Patent Office Filings
- Export Scalable Vector Graphics (.svg) Figures
- Export Visio (.vsdx) Figures

Close Rowan Patents Files

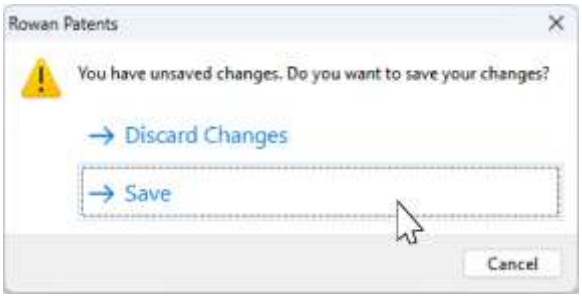
Closing Rowan Patents (.rp) Files

1. Select the Close option from the File menu in any Rowan Patents Window

   OR simply press Ctrl/Cmd+W on your keyboard.



2. If you have unsaved changes, you'll be offered a dialog to either discard or save them before closing.



   The "Save" option is automatically selected, and can be invoked by clicking it or simply pressing Enter on your keyboard. You can mouse click or tab and Enter to select Discard Changes to close without saving, or Cancel to keep your file open.

Closing Rowan Patents Windows

Rowan Patents Integrated Drafting Environment windows are all provided with a typical close button, as is standard with your operating system.

- Closing the Drawing Tool window will NOT close an application file.
- Closing the Tools window will NOT close an application file.
- Closing the landing screen will NOT close an application file
- Closing one of multiple application windows displaying an application will NOT close that application file.
- *Closing the only open application window displaying an application WILL close the application file.*

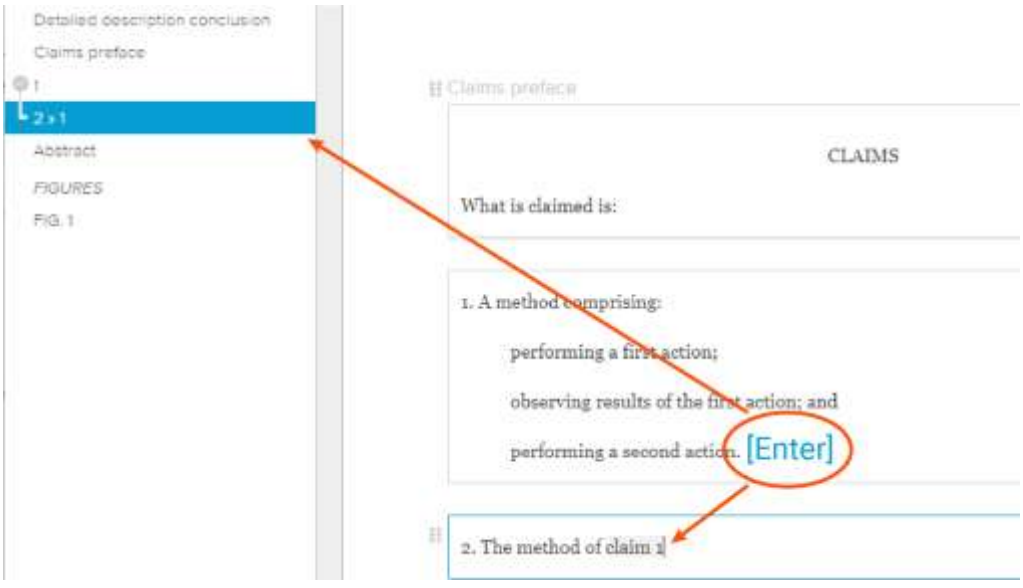
Claims and Specification

Draft Claims

Simple Claim Drafting

1. Navigate to the claims section of the application window.
2. Start typing your claim.

3. Finish your claim with a period and hit Enter on your keyboard. A new claim field will appear, populated with a preamble for a dependent claim.



4. Type your next claim and repeat the steps above as many times as needed.

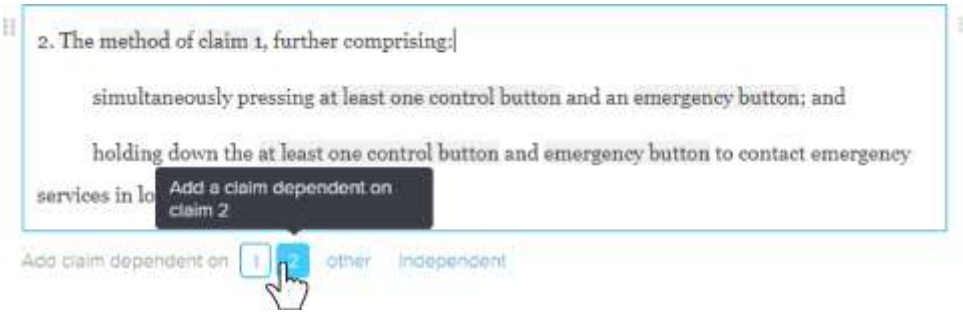
To change the automatically generated and tagged dependency claim reference, use controls provided when you click the claim reference. Learn more in the Change Claim References section below.

5. To draft a new independent claim, simply delete the auto-generated preamble and start typing your new claim.

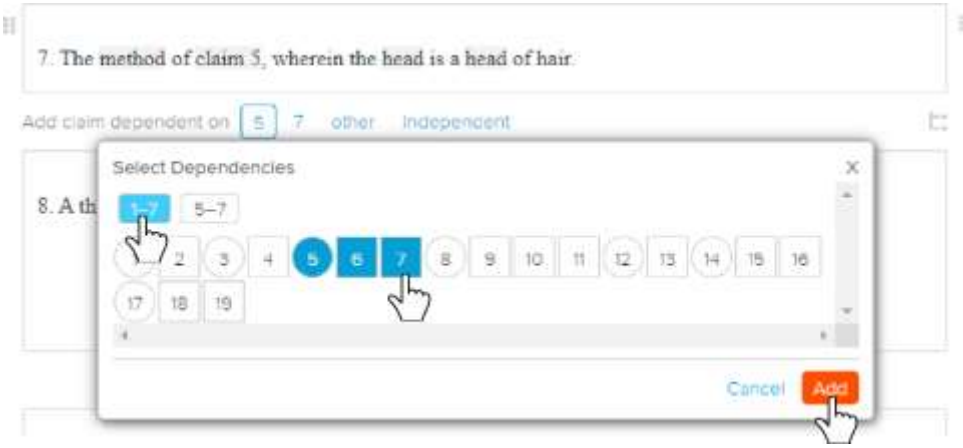
Add Claims Using Inline Controls

1. Select or hover over an existing claim to display the inline claim adding controls below that claim.

2. Select from the displayed dependency options (1, 2,... Other) to create a new dependent claim having the selected dependency



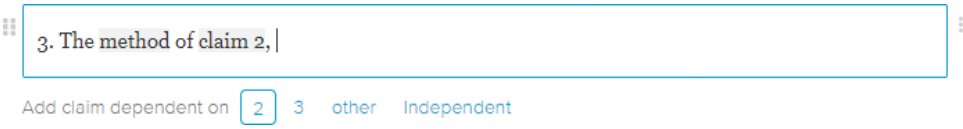
The Other option brings up controls to identify multi-dependent claims



OR

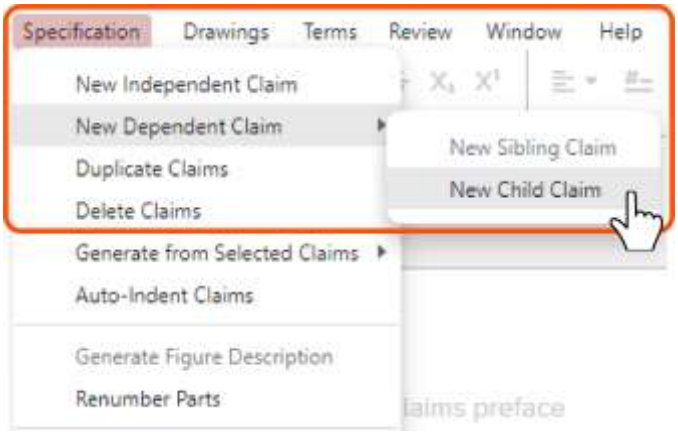
Select Independent to create a new independent claim.

3. A new claim field will be created, which will include an automatically generated preamble for dependent claims.



Add Claims Using Menu Options

1. Select from among the independent and dependent claim options under the Specification menu at the top of the main application window.



2. A new claim field will be added at the end of your current claim list.

   Adding a new independent claim creates a numbered empty claim field. Adding a new child claim creates a field with a preamble indicating dependence on the currently selected claim. Adding a new sibling claim creates a new field with a preamble indicating dependence from the parent of the selected dependent claim.

3. Type your claim in the new field provided. Repeat these steps as desired.

Other Ways to Add Claims

Claims from existing Rowan Patents (.rp) or Word (.docx) files can be merged into your working file and be modified and added to as you wish. A Word file containing claims can also be opened and saved as a Rowan Patents file.

Now What?

Create Terms

Rowan Patents relies on tagged data objects called "terms" to provide a number of

our automation, consistency, and proofreading benefits. During and after claim drafting is the perfect time to identify individual terms or let Rowan automatically find and tag potential terms for you.

Change Claim Ordering

Claims can be easily selected and reordered. We'll take care of renumbering the dependency reference for you.

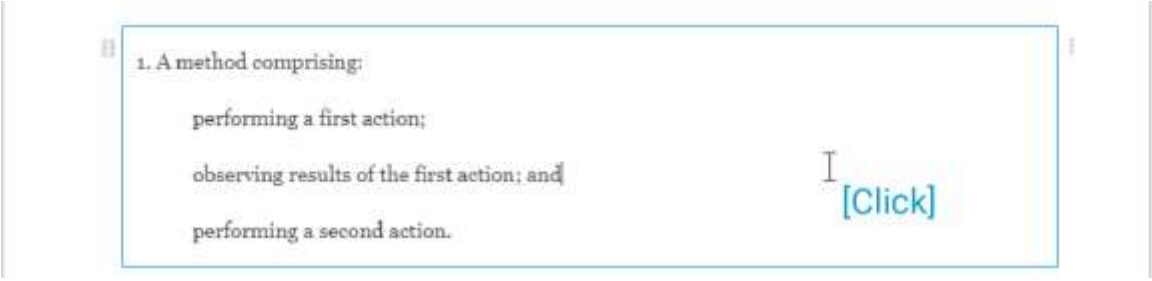
Rapidly Generate More Content

One or more claims can be selected and duplicated as a starting point for a closely related claim set. Once you've drafted your method claims, we can help you immediately transform that work into new apparatus or computer-readable media (CRM) claims and flowcharts. Summary text generated from selected claims and complete in-specification claim text listings are also just a few clicks away.

Select Claims

How to Select a Single Claim

1. Place your cursor anywhere over the claim you want to select.
2. Click your mouse.

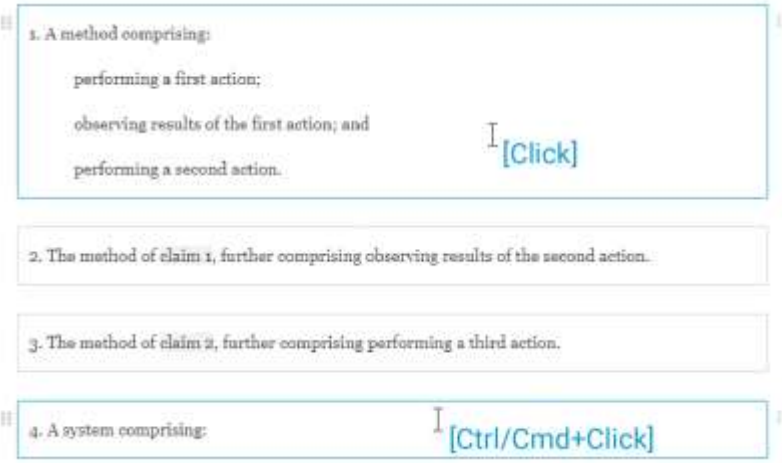


3. The selected claim field will be highlighted with a blue outline, and reordering and management options icons will appear to the left and right, respectively.

How to Select Multiple Claims

1. Press and hold the Ctrl key (for PCs) or the Cmd key (for Macs) on your keyboard.

2. Click anywhere in the field for each claim you want to select in turn while holding that key.

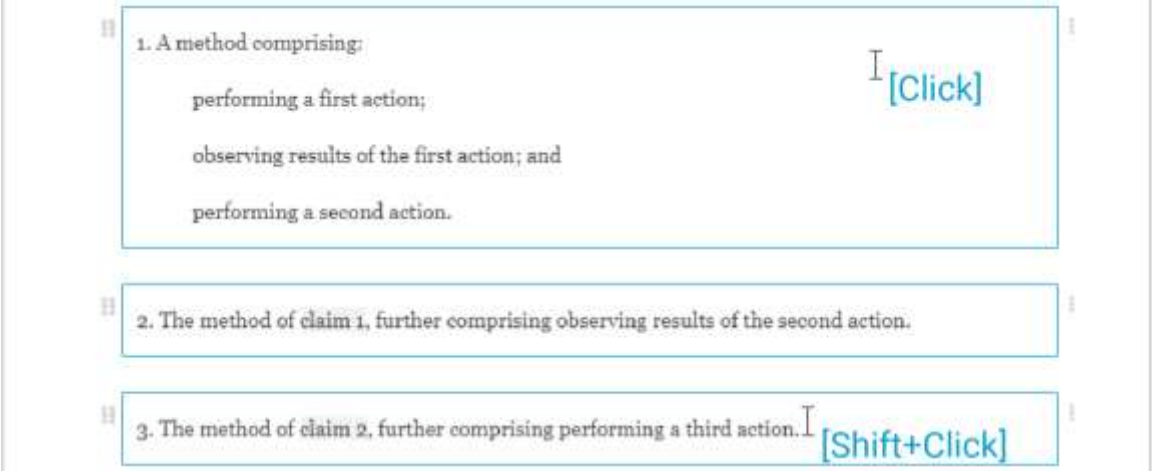


You may release the Ctrl/Cmd key and scroll up or down to claims that aren't on-screen. Selected claims will stay selected, and you can re-press Ctrl/Cmd and click to select more claims.

3. Hold the Ctrl/Cmd key and re-click individual selected claims to deselect them.
4. Release the Ctrl/Cmd key and click into another field to deselect all selected claims.
5. Clicking the reordering or management menu options available next to any selected claims will apply actions to all selected claims.

How to Select a Range of Contiguous Claims

1. Click anywhere in the field for the first claim in the range you want to select.
2. Scroll if necessary to the last claim in the range.
3. Press Shift on your keyboard and click the last claim in the range.



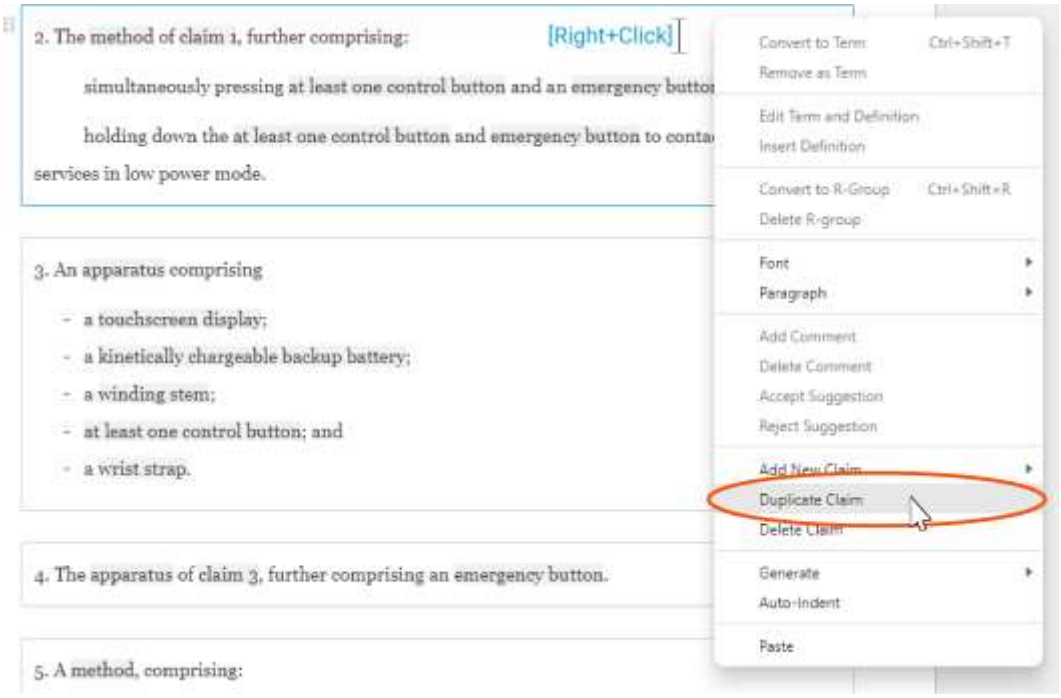
Clicking any of the reordering or management options visible next to selected claims will apply actions to all selected claims.

4. Press the Ctrl/Cmd key and click individual selected claims to deselect them.
5. Click into another field to deselect all selected claims.

Duplicate Claims

Simple Single Claim Duplication

1. Right-click in the field of the claim you want to duplicate.
2. Click the Duplicate Claim option in the resulting context menu.

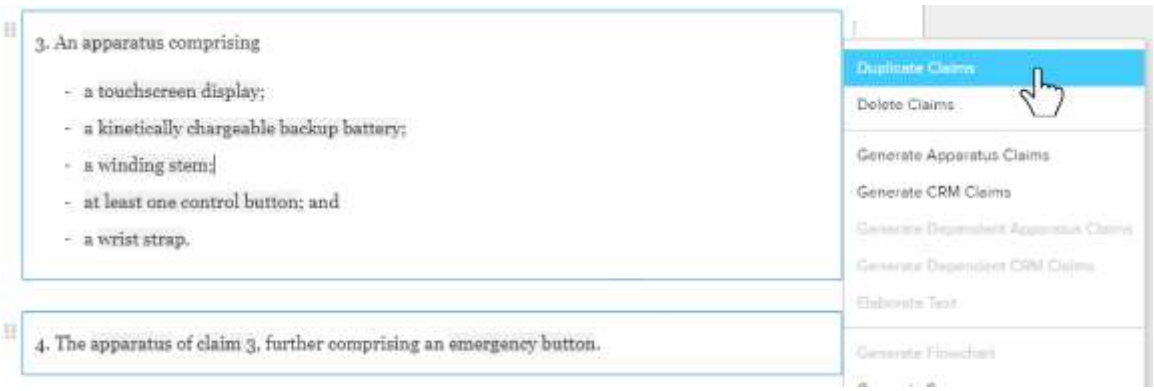


3. An identical claim will be added to the end of your existing claims and can be edited as you wish.

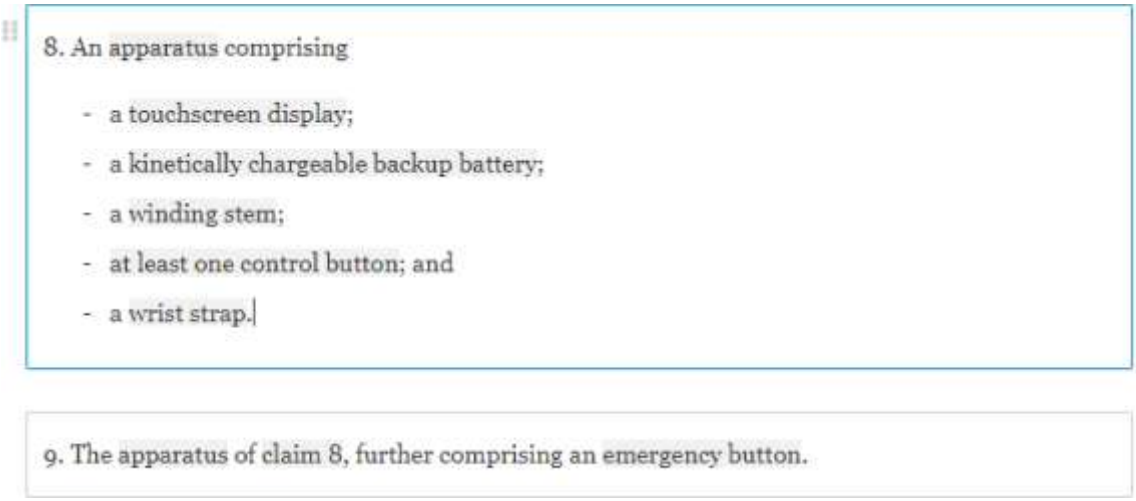
Note that if individual dependent claims are duplicated, they will maintain their original dependency. Dependency may need to be changed or the claim reordered depending on your intention.

Duplicate One or More Claims

1. Select the claim or claims you want to duplicate.
2. Click the options icon to the upper-right of any selected claim(s) and select the Duplicate Claims option.



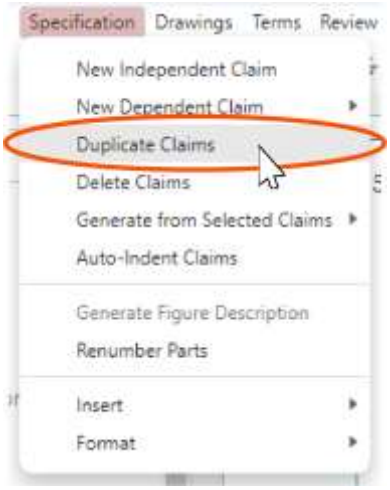
3. Identical copies of your selected claims will be added to the end of your existing claims and can be edited as you wish.



Duplicate Claims from the Menu Bar

1. Select the claim(s) you wish to duplicate.

2. Click the Duplicate Claims option in the Specification menu.



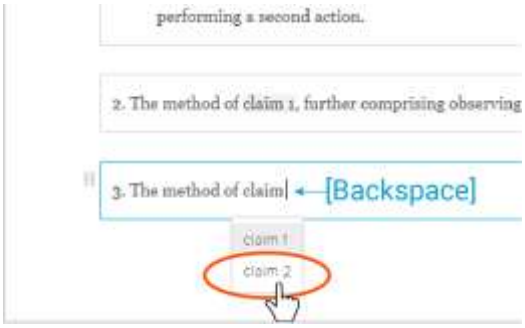
Change Claim References

Claim dependency references are included in the preamble we automatically generate as you draft your claims. We also allow you to include non-dependency references so you can mention other claims without indicating a dependency relationship. We make our best guess on which claim to reference and which type of reference is intended, but when you need to make changes, you can do so very easily.

Change Dependency References

Retype a Single Claim Reference

1. Place your cursor at the end of the claim dependency reference you want to change.
2. Press your keyboard's Backspace key to delete the referenced claim number.
3. Begin typing your desired reference.
4. Select the desired claim from the dropdown offered OR type the entire reference manually and hit space.



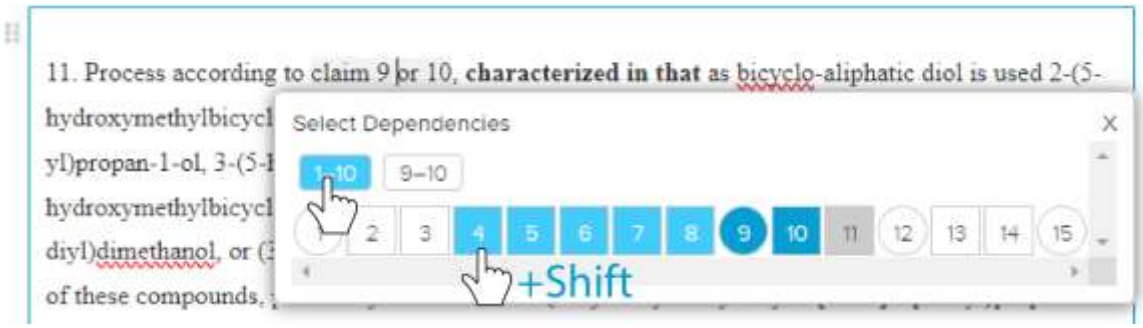
The newly referenced claim will be included as tagged data object, and will automatically updated if parent claims are reordered.

Quickly Reuse Dependency References

If you have a claim with dependency set up the way you want, and you wish to reuse that reference in another claim, simply copy the dependency reference data object (highlighted gray) from your source and paste it where desired in your target claim.

Click for the Dependency Selector

1. Click on the claim dependency reference you want to change.
2. Click on the options offered in the resulting popup control to select and deselect dependency. (Independent claims are indicated as circles for easy reference.)



To select a range of claims to depend from, click the first claim in the range, then, while pressing shift, click the last claim in the range.

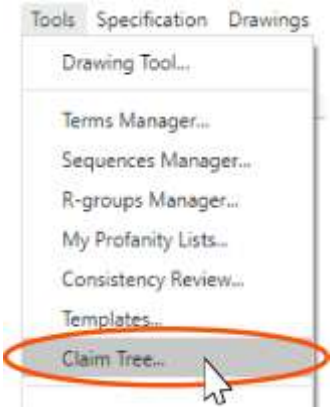
3. Click anywhere outside the popup to close it.

Make Changes in the Claim Tree Tool

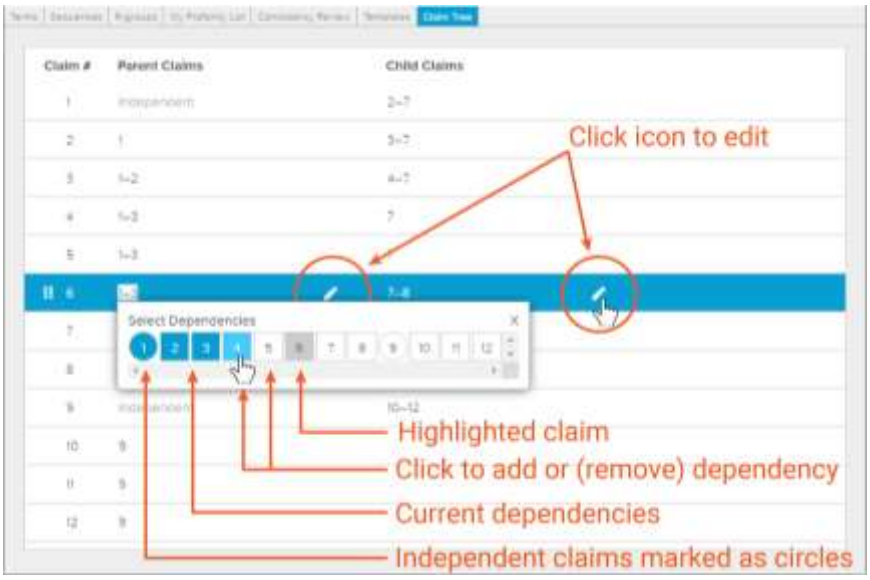
1. Click the Tools button in the toolbar and navigate to the Claim Tree tab if

needed

OR Open the Claim Tree from the Tools menu.



2. Click the Parent Claims edit pencil or the Child Claims edit pencil that appear when you hover over a desired claim.
3. Use the dependency selector popup as above to change dependency for the desired claim.



Note that Parent Claims settings control where the highlighted claim depends from and Child Claims settings control which claims depend from the highlighted claim.

Change Dependency References

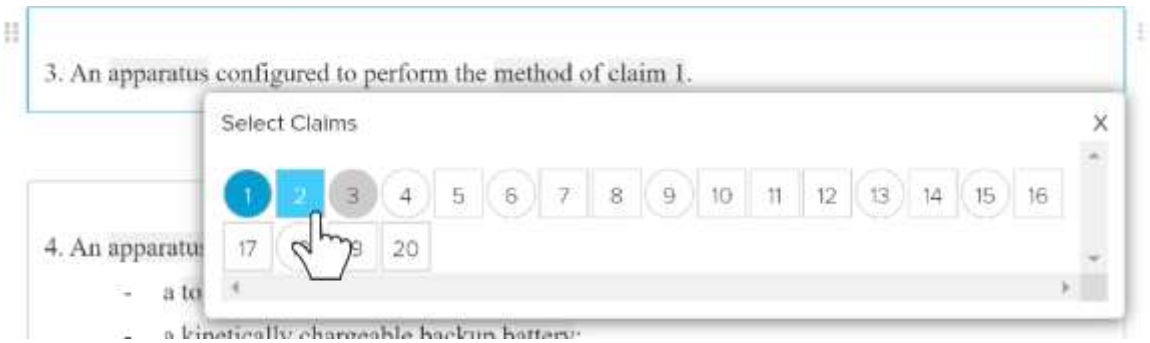
Quickly Reuse Non-Dependency References

If you have a claim with set up with the non-dependency reference you want, and you wish to reuse that reference in another claim, simply copy the tagged reference data object (highlighted gray) from your source and paste it where desired in your target claim.

Click for the Non-Dependency Claim Selector

1. Click on the claim non-dependency reference you want to change.

2. Click on the options offered in the resulting popup control to select and deselect dependency. (Independent claims are indicated as circles for easy reference.)



To select a range of claims to depend from, click the first claim in the range, then, while pressing shift, click the last claim in the range.

3. Click anywhere outside the popup to close it. Your claim will now reference the claims selected in the picker, but will not be indicated as dependent upon them.

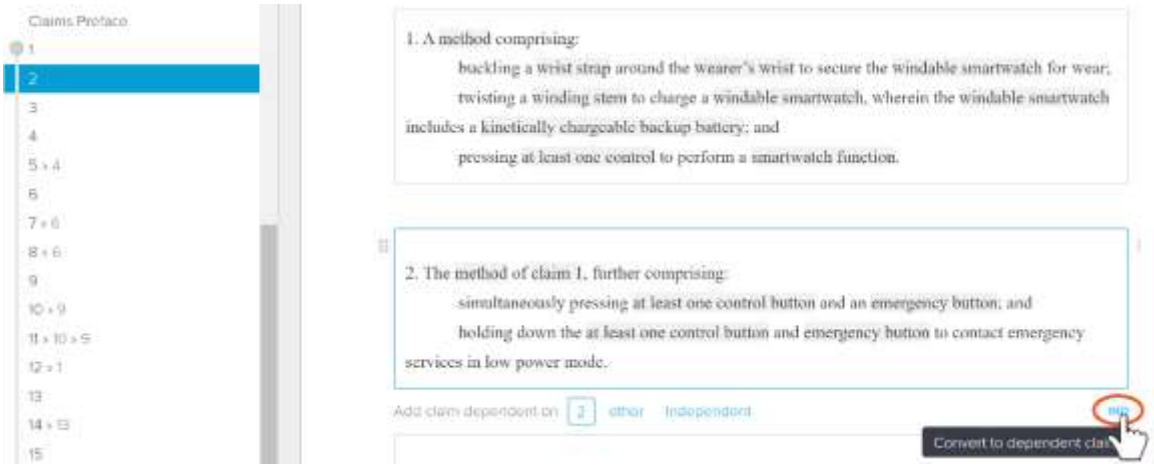
Change Reference Type with Dependency Toggle

Where Rowan Patents does not correctly anticipate the type of reference you wish to use, you may find that you have too many independent claims or too many dependent claims. Follow these steps to correct your reference types.

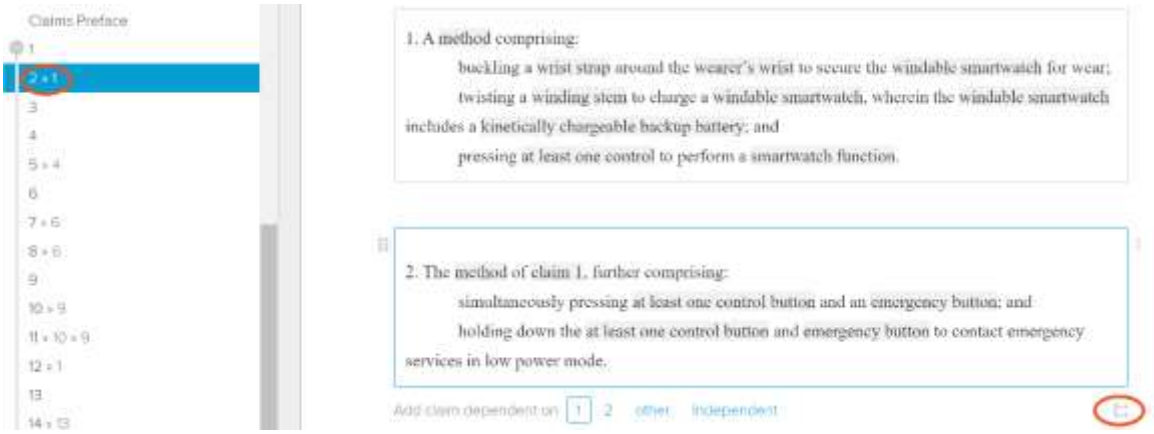
Change Independent Claims to Dependent Claims

You may notice claims you intend to be dependent show up as independent claims. This happens when a reference meant to be a dependency reference is added as a non-dependency reference. You can correct this by changing the erroneously independent claim to a dependent claim using the steps below.

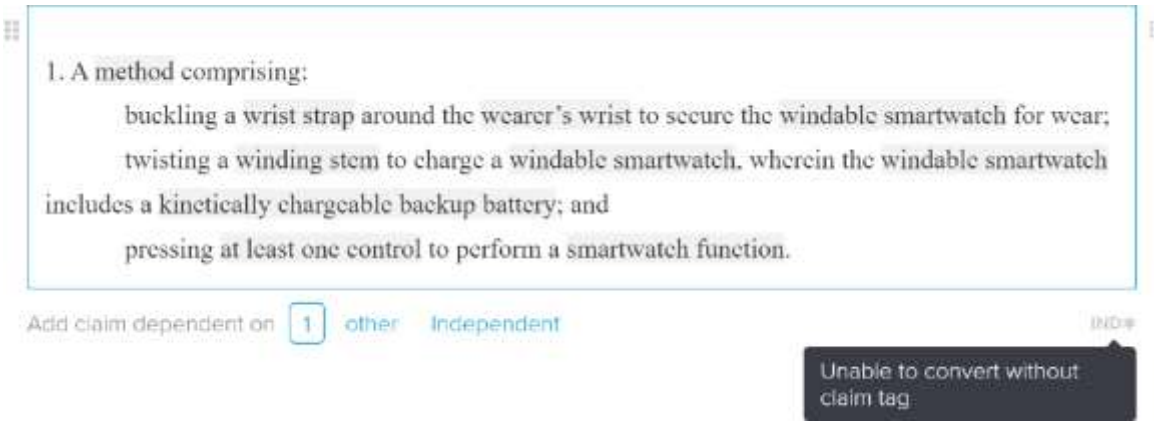
1. Hover over or select the independent claim you wish to make dependent on the referenced claim(s) (i.e., change a non-dependency reference to a dependency reference).
2. Click the dependency toggle control shown to the lower-right of the selected/hovered over claim field.



3. Your claim will be dependent upon the claim(s) listed in the first claim reference found, allowing you to include both dependency and non-dependency references in one claim.



Note that the "IND" reference toggle appears with an asterisk where there is no tagged claim reference, and thus the claim must be an independent claim and cannot be toggled.



Change Dependent Claims to Independent Claims

You may notice claims you intend to be independent show up as dependent claims. This happens when a reference meant to be a non-dependency reference is added as a dependency reference. You can correct this by changing the erroneously dependent claim to an independent claim using the steps below.

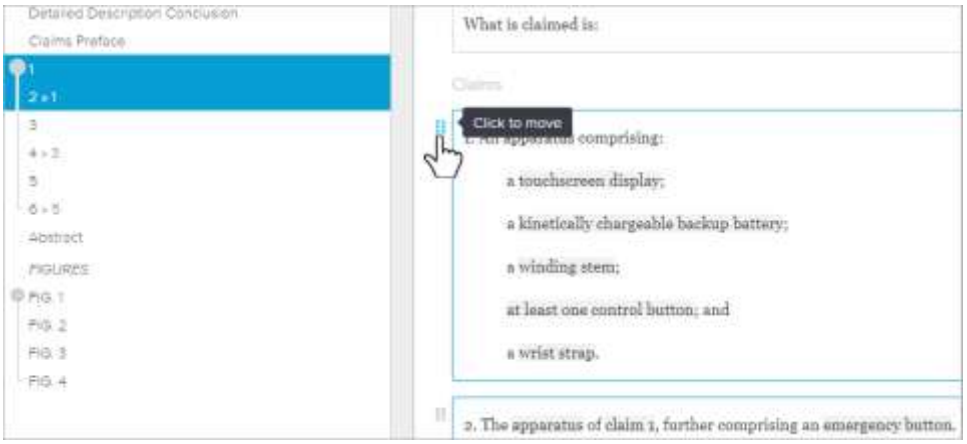
1. Hover over or select the dependent claim you wish to make independent (i.e., change dependency references to non-dependency references).
2. Click the dependency toggle control shown to the lower-right of the selected/hovered over claim field.

3. Your claim will now be independent, and all tagged claim references will be considered non-dependency references.

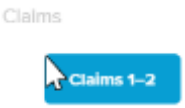
Reorder Claims

Reordering Claims in the Application Window

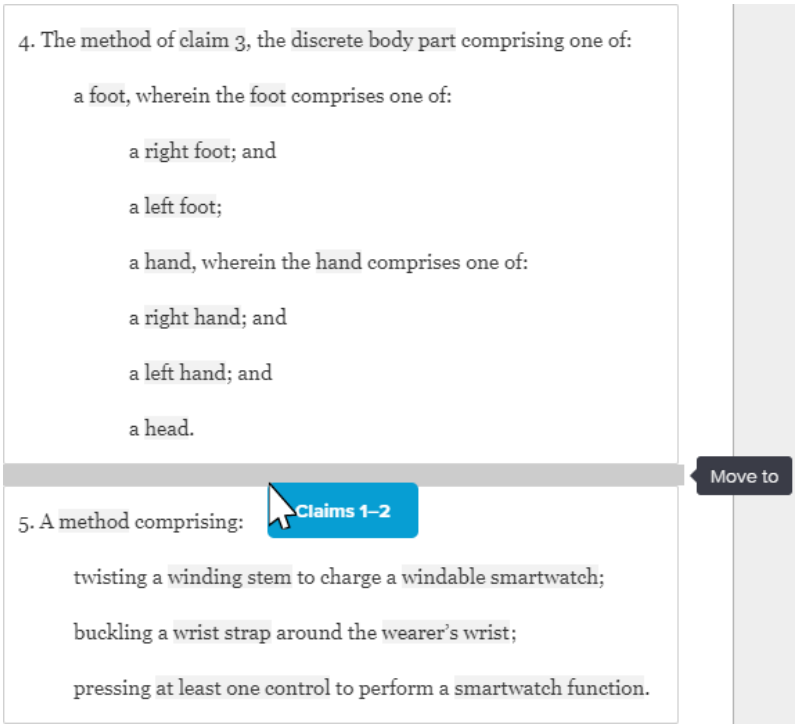
1. Select the claim or claims you want to move.
2. Click the “Click to Move” icon to the upper left of any of your selected claims.



3. Your selected claims will collapse into an icon that will follow your cursor.



4. Scroll up or down in your claim set using the right-hand scroll bar, arrow keys, or your mouse’s scroll wheel.
5. Upon hovering between the remaining claims, a gray “Move to” bar will appear.

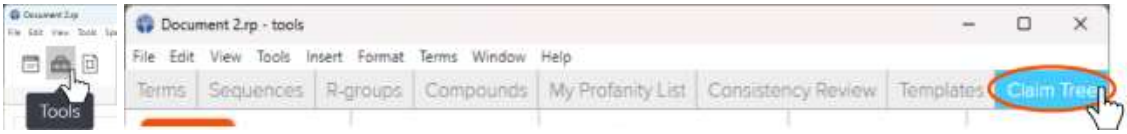


6. Click the insertion bar to drop your selected claim(s) into their new location.

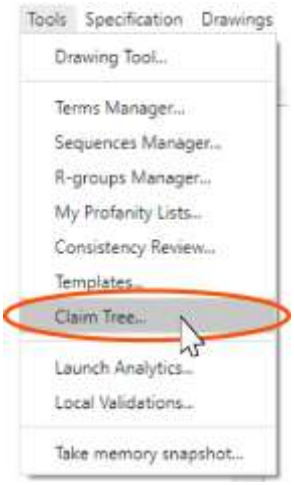
   Numbering, dependency, and references will be updated to reflect your changes.

Reordering Claims in the Claim Tree Tool

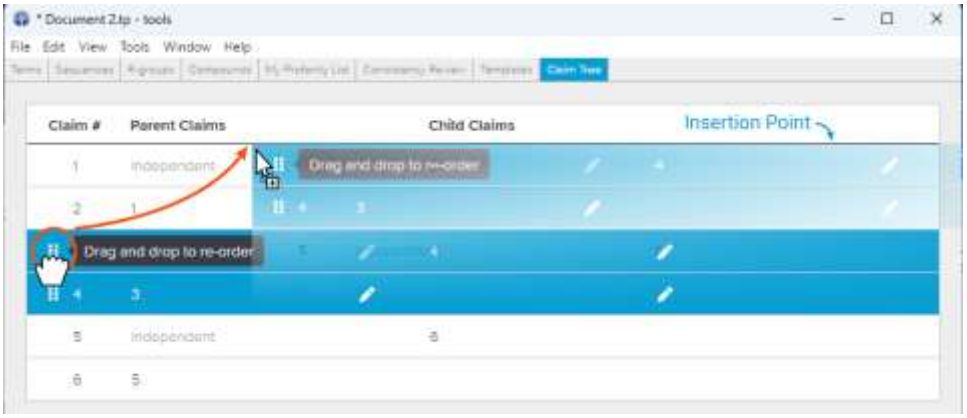
1. Click the Tools button in the toolbar and navigate to the Claim Tree tab if needed



   OR Open the Claim Tree from the Tools menu.



2. Select desired claim(s) listing(s) by clicking, Ctrl/Cmd+clicking, or Shift+clicking.
3. Click the Drag and drop to re-order icon to the left of the selected claim(s) and drag to the desired location.



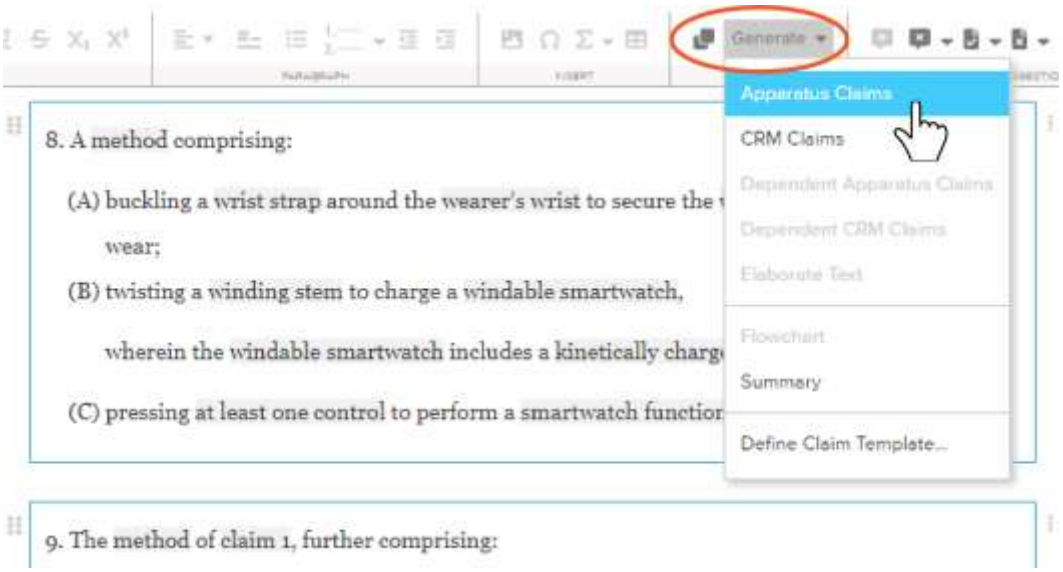
Numbering, dependency, and references will be updated to reflect your changes.

Transform Method Claims to Apparatus/CRM Claims

Generate Apparatus/CRM Claims

1. Select the method claim(s) you wish to transform.

2. Select the Apparatus Claims/CRM Claims option from the Claims > Generate menu in the toolbar.



3. Your new claim(s) will be added at the end of your claims listing.

simultaneously pressing at least one control button and an emergency button; and

holding down the at least one control button and emergency button to contact emergency services in low power mode.

10. A computing apparatus comprising:

a processor; and

a memory storing instructions that, when executed by the processor, configure the apparatus to:

(A) buckle a wrist strap around the wearer's wrist to secure the windable smartwatch for wear;
(B) twist a winding stem to charge a windable smartwatch,

wherein the windable smartwatch includes a kinetically chargeable backup battery; and

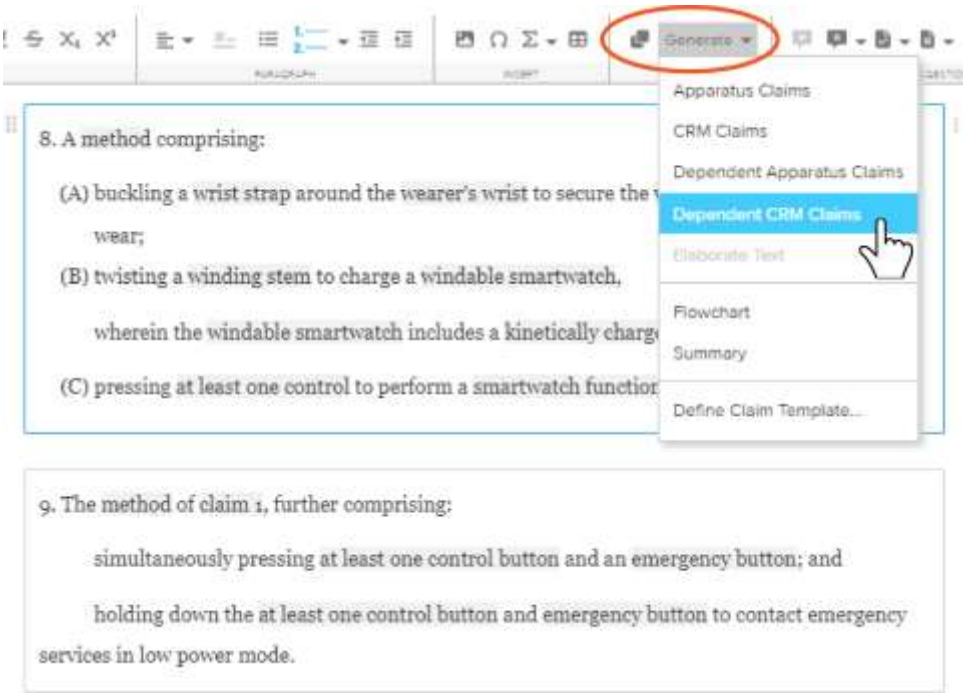
(C) press at least one control to perform a smartwatch function.

11. The computing apparatus of claim 10, wherein the instructions further configure the apparatus to:

simultaneously press at least one control button and an emergency button; and

Generate Dependent Apparatus/CRM Claims

1. Select the independent method claim(s) you wish to transform.
2. Select the Dependent Apparatus Claims/Dependent CRM Claims option from the Claims > Generate menu in the toolbar.



3. Your new claim(s) will be added at the end of your claims listing.

8. A method comprising:

(A) buckling a wrist strap around the wearer's wrist to secure the windable smartwatch for wear;

(B) twisting a winding stem to charge a windable smartwatch,

wherein the windable smartwatch includes a kinetically chargeable backup battery; and

(C) pressing at least one control to perform a smartwatch function.

9. The method of claim 1, further comprising:

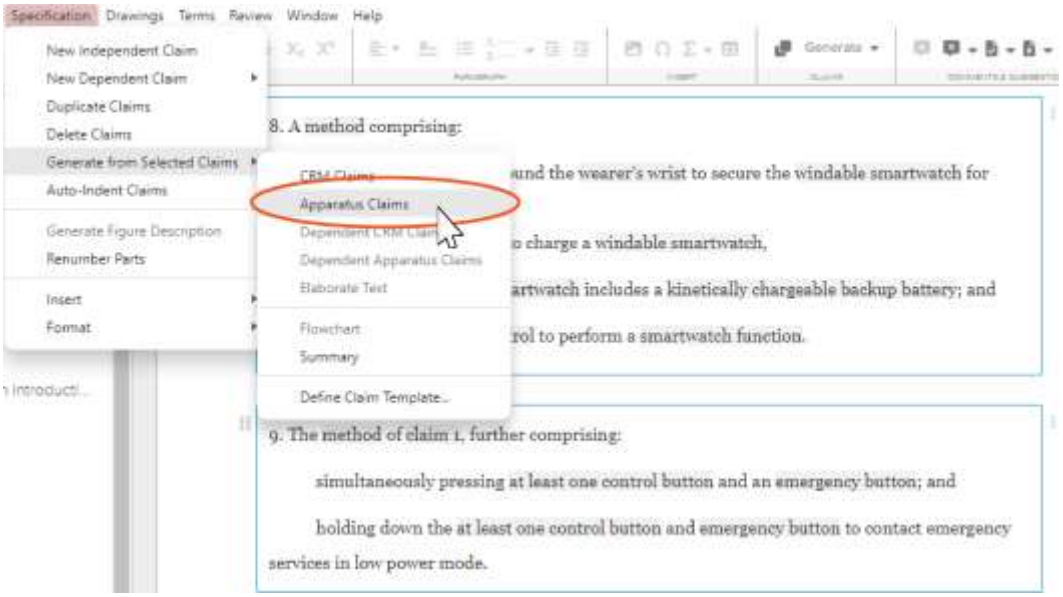
simultaneously pressing at least one control button and an emergency button; and

holding down the at least one control button and emergency button to contact emergency services in low power mode.

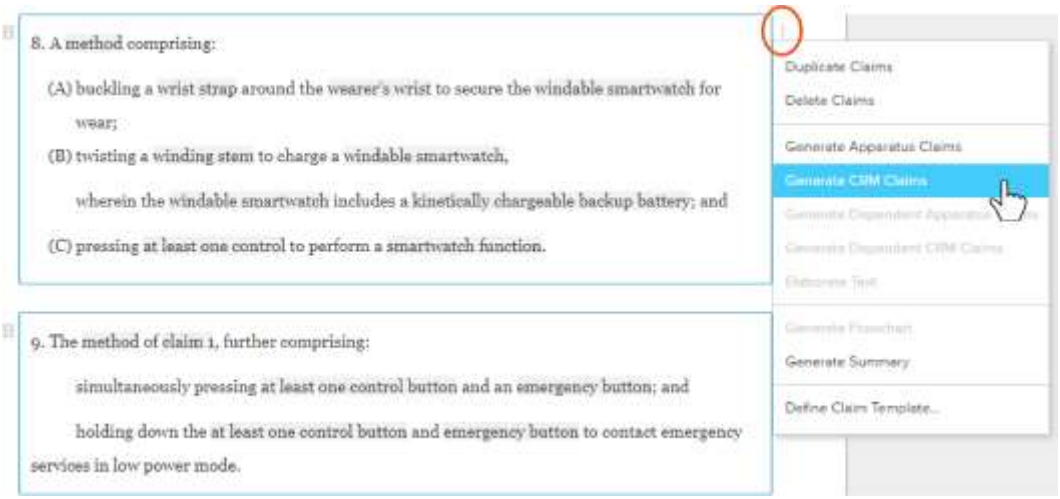
10. A non-transitory computer-readable storage medium including instructions that, when processed by a computer, configure the computer to perform the method of claim 8.

Other Options for These Actions

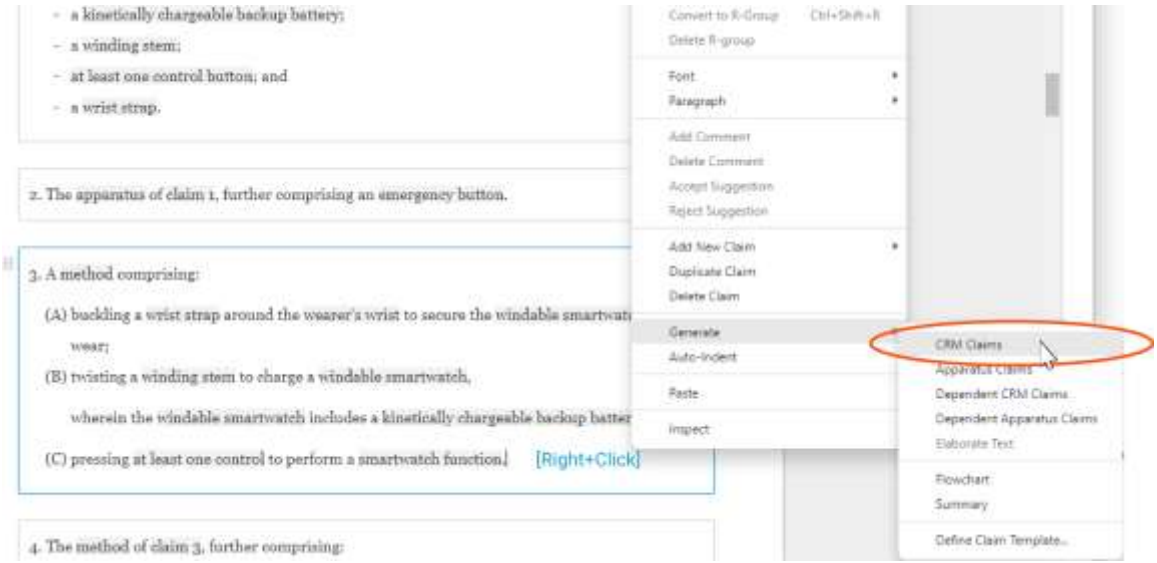
You can also access these transformation options under the Specification > Generate from Selected Claims menu



OR the More Claims Options menu



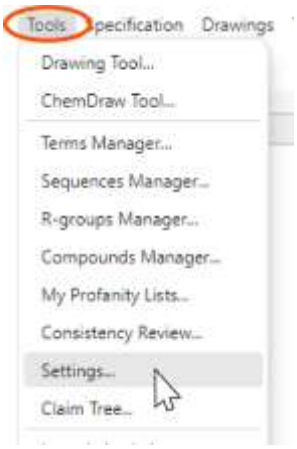
OR for a single claim, the context menu that appears when you right+click a claim.



Reviewing and Changing the Auto-Generation Template

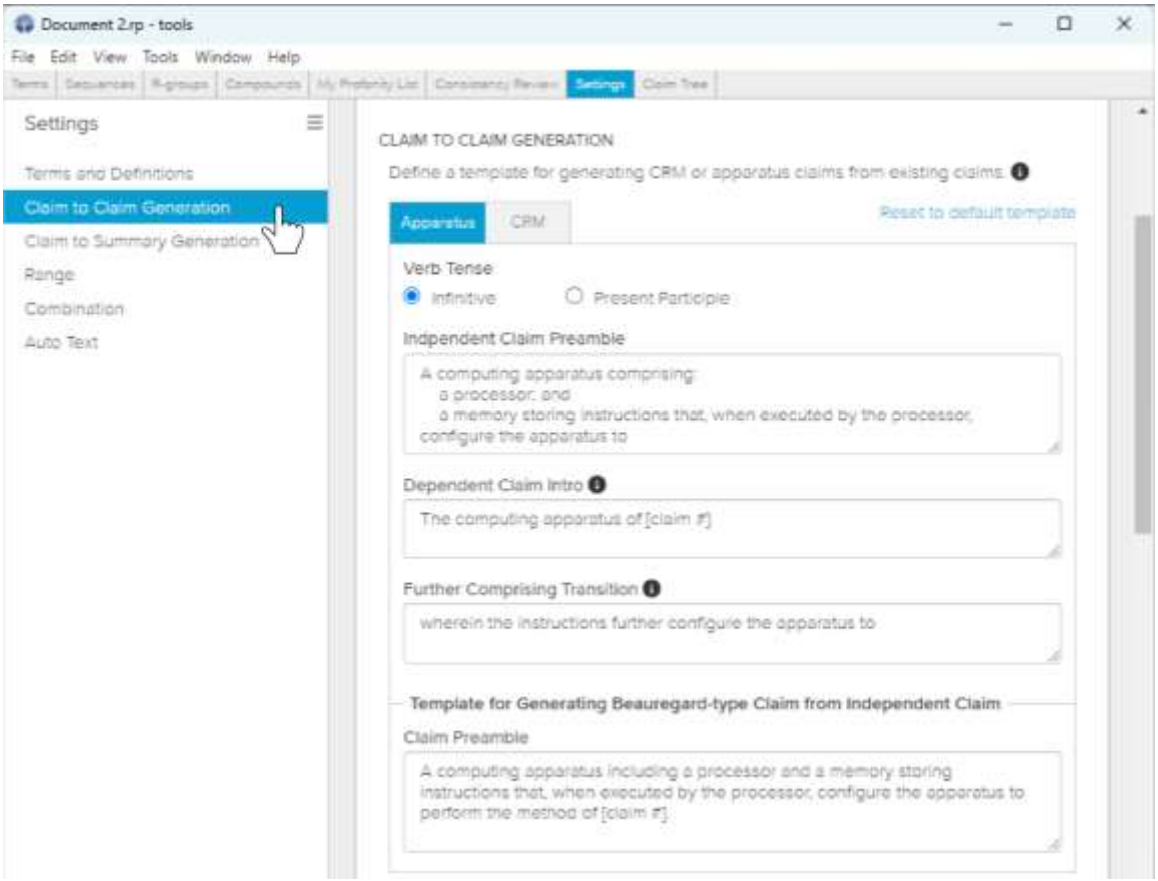
1. Click the Tools button in the toolbar and navigate to the Settings tab if needed

OR Select the Settings option under the Tools menu.



OR Select the Define Claim Template option from the Specification > Generate from Selected Claims OR the More Claims Options menus shown above.

2. Review and make your desired changes using the controls for Claim to Claim Generation. Sample text is provided to give you a preview of the resulting transformations.



3. With the Infinitive option selected, claims will transform as shown in the examples above. The illustration below shows transformation results when the Present Participle option is selected.

8. A method comprising:

(A) buckling a wrist strap around the wearer's wrist to secure the windable smartwatch for wear;

(B) twisting a winding stem to charge a windable smartwatch,

wherein the windable smartwatch includes a kinetically chargeable backup battery; and

(C) pressing at least one control to perform a smartwatch function.

9. The method of claim 8, further comprising:

simultaneously pressing at least one control button and an emergency button; and

holding down the at least one control button and emergency button to contact emergency services in low power mode.

10. A computing apparatus including a processor and a memory storing instructions that, when executed by the processor, configure the apparatus to perform the method of claim 8.

11. A computing apparatus including a processor and a memory storing instructions configured such that, when executed in cooperation with controlling the processor, the instructions operate the apparatus to perform a method comprising:

(A) buckling a wrist strap around the wearer's wrist to secure the windable smartwatch for wear;

(B) twisting a winding stem to charge a windable smartwatch,

wherein the windable smartwatch includes a kinetically chargeable backup battery; and

(C) pressing at least one control to perform a smartwatch function.

12. The computing apparatus of claim 11, wherein the instructions further configure the apparatus to:

simultaneously pressing at least one control button and an emergency button; and

holding down the at least one control button and emergency button to contact emergency services in low power mode.

Note that changes to the Claim to Claim Generation template are applied going forward, but not retroactively to previously generated claims.

Note also that these settings are stored at a file level. If you customize these fields for a particular client, we recommend you set up a base or starting file with the desired settings applied, then open that file and save as a new .rp document for future applications for that client.

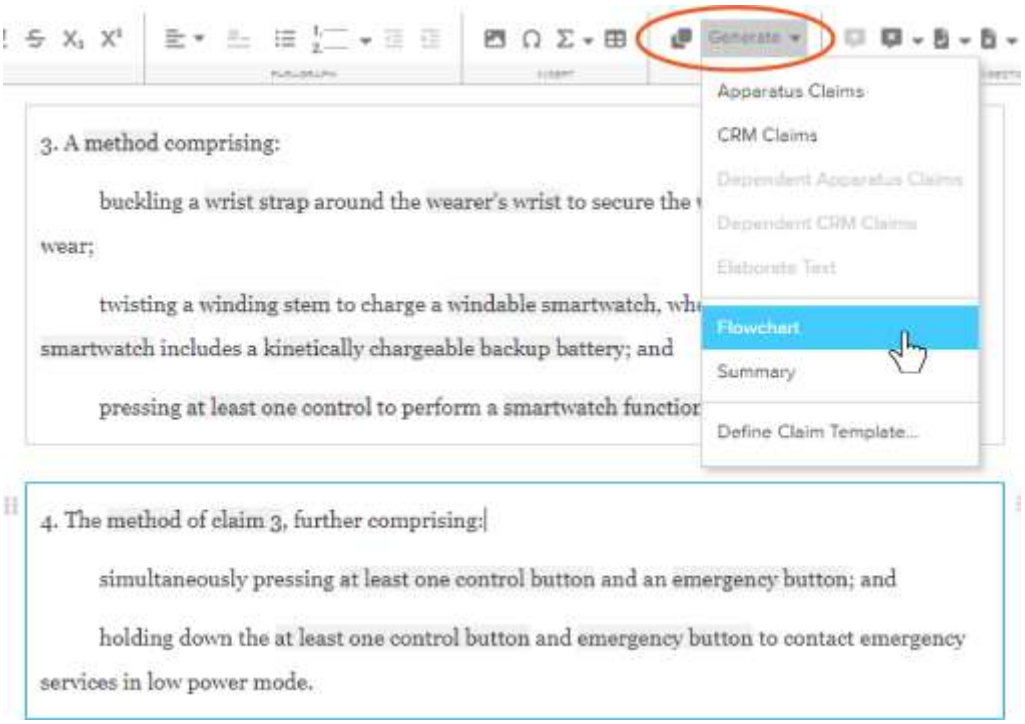
Generate a Flowchart from Method Claims

Generate a Flowchart from Method Claims

1. Select your desired method claim.

   Note that only one claim can be selected for this operation, but if a dependent claim is selected, the generated flowchart will include steps for the independent parent claim elements.

2. Select the Flowchart option from the Claims > Generate menu in the toolbar.



3. A new figure sheet will be populated with your flowchart in the drawing tool, and basic description text will be added to the brief and detailed figure description sections.

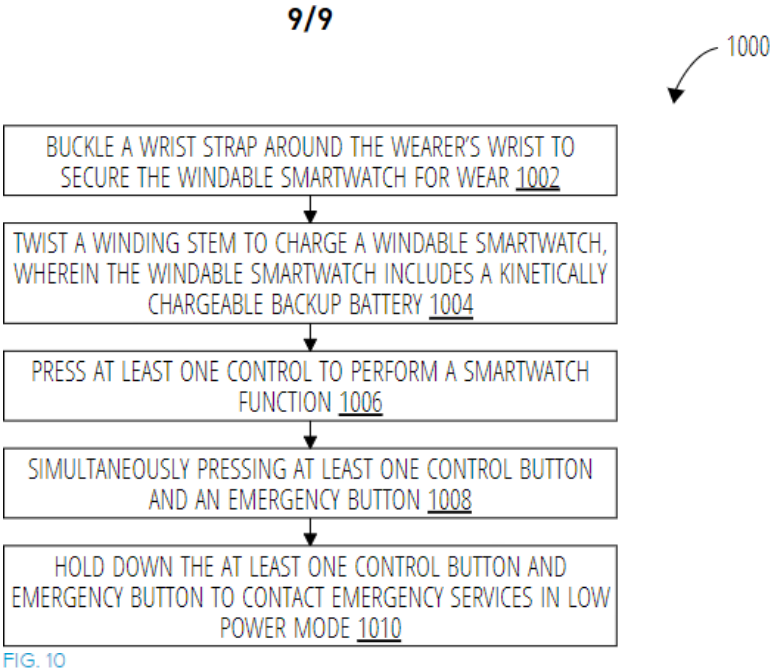


FIG. 10

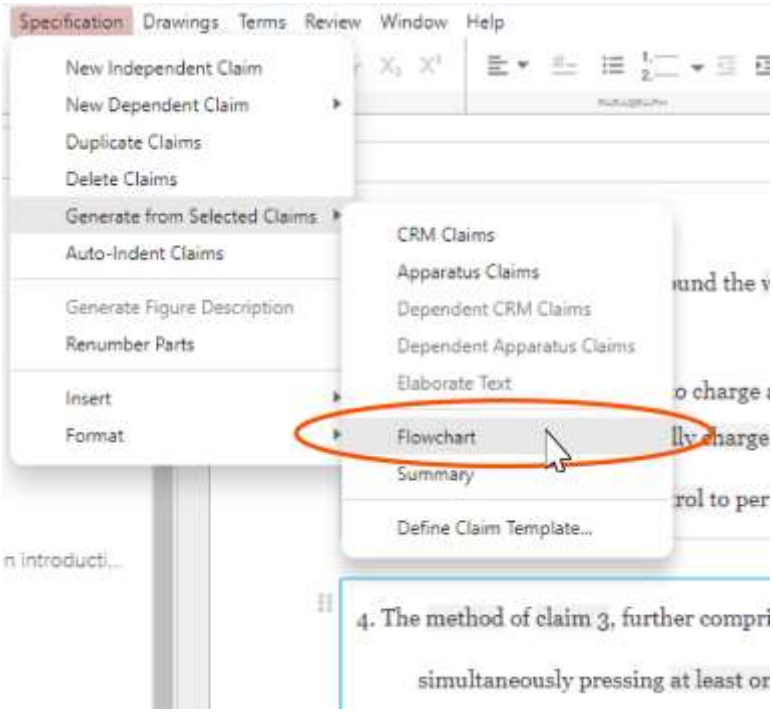
[0013] FIG. 10 illustrates a routine 1000 in accordance with one embodiment.

FIG. 10

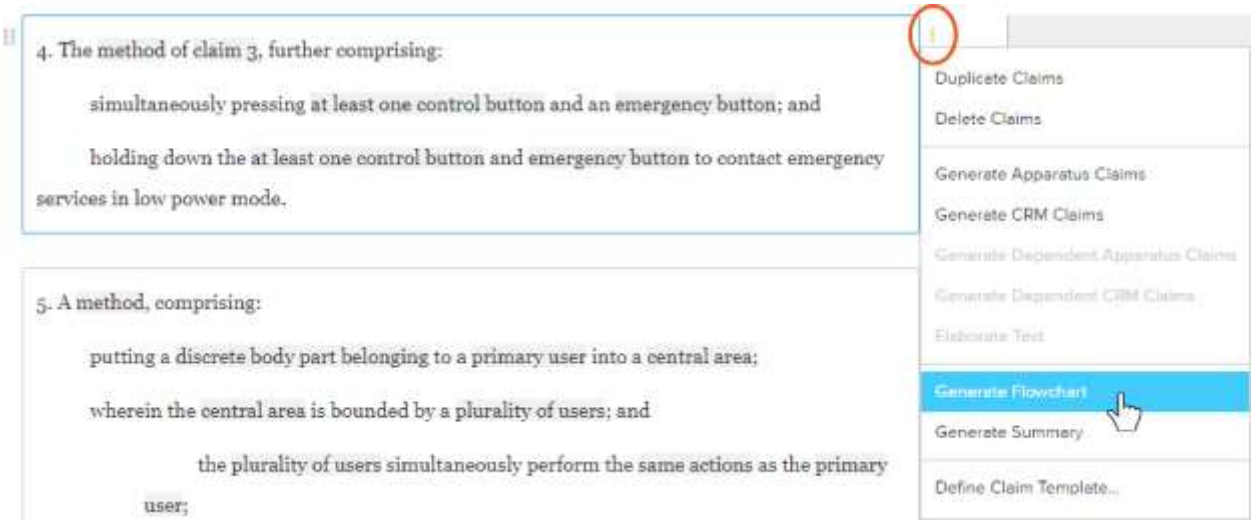
[0036] In block 1002, routine 1000 buckles a wrist strap around the wearer's wrist to secure the windable smartwatch for wear. In block 1004, routine 1000 twists a winding stem to charge a windable smartwatch, wherein the windable smartwatch includes a kinetically chargeable backup battery. In block 1006, routine 1000 presses at least one control to perform a smartwatch function. In block 1008, routine 1000 simultaneously pressing at least one control button and an emergency button. In block 1010, routine 1000 holds down the at least one control button and emergency button to contact emergency services in low power mode.

Other Options for Flowchart Generation

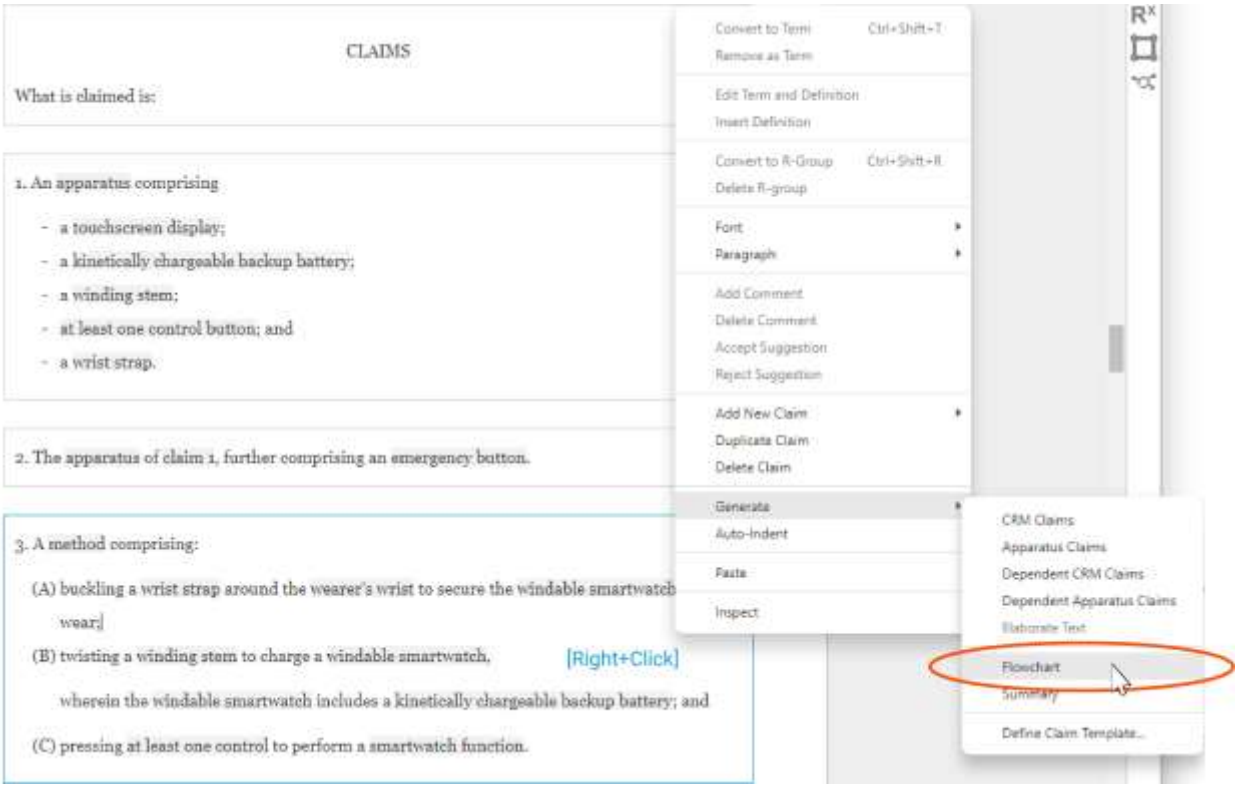
You can also generate a flowchart using the option under the Specification > Generate from Selected Claims menu



OR the More Claims Options menu



OR the context menu that appears when you right+click a claim.



Now What?

- Use the Drawing Tool stencils or claims panel to add additional flowchart steps.
- Add descriptions and a controlling component to each step in the drawing tool.

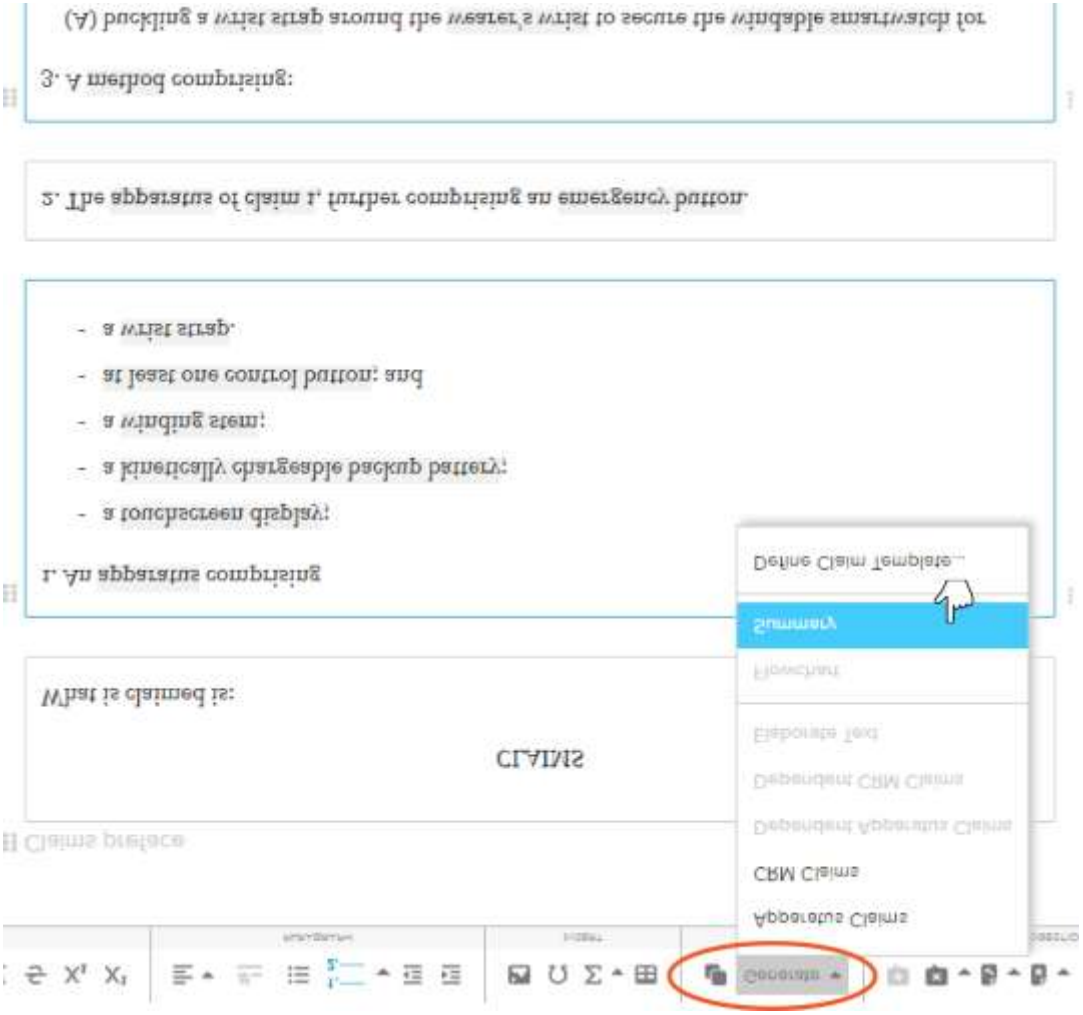
- Regenerate the default automatic description to update the specification as needed to reflect flowchart changes.
- Type up your additional details in the section provided for your flowchart figure.

Generate a Claim Summary

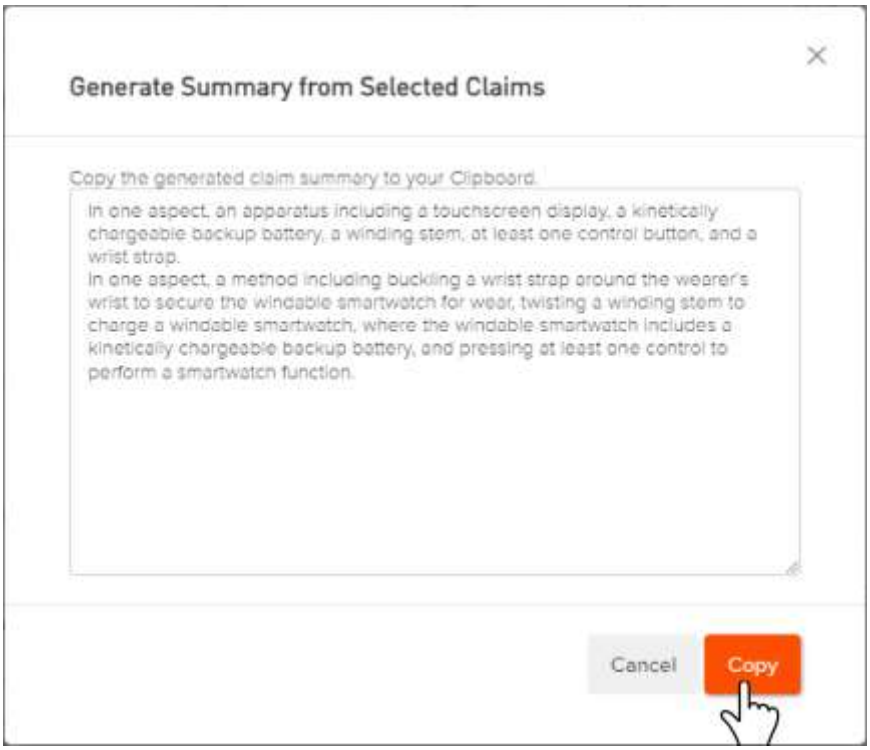
To use a Rowan GenAI Assistant to generate a summary for your Brief Summary section, see Use Rowan GenAI Assistants to Generate Patent Matter.

Generate a Summary from Claims

1. Select your desired claims.
2. Select the Summary option from the Claims > Generate menu in the toolbar.



3. Review and, if desired, amend the preview text in the Summary dialog, then click the Copy button or select and copy the preview text.



4. Paste the copied text in the Brief Summary section, or wherever desired.

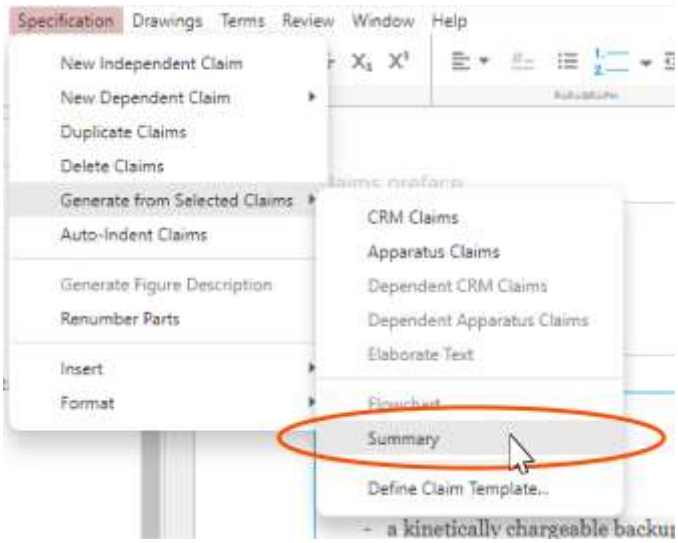
BRIEF SUMMARY

[0001] In one aspect, an apparatus including a touchscreen display, a kinetically chargeable backup battery, a winding stem, at least one control button, and a wrist strap.

[0002] In one aspect, a method including buckling a wrist strap around the wearer's wrist to secure the windable smartwatch for wear, twisting a winding stem to charge a windable smartwatch, where the windable smartwatch includes a kinetically chargeable backup battery, and pressing at least one control to perform a smartwatch function.

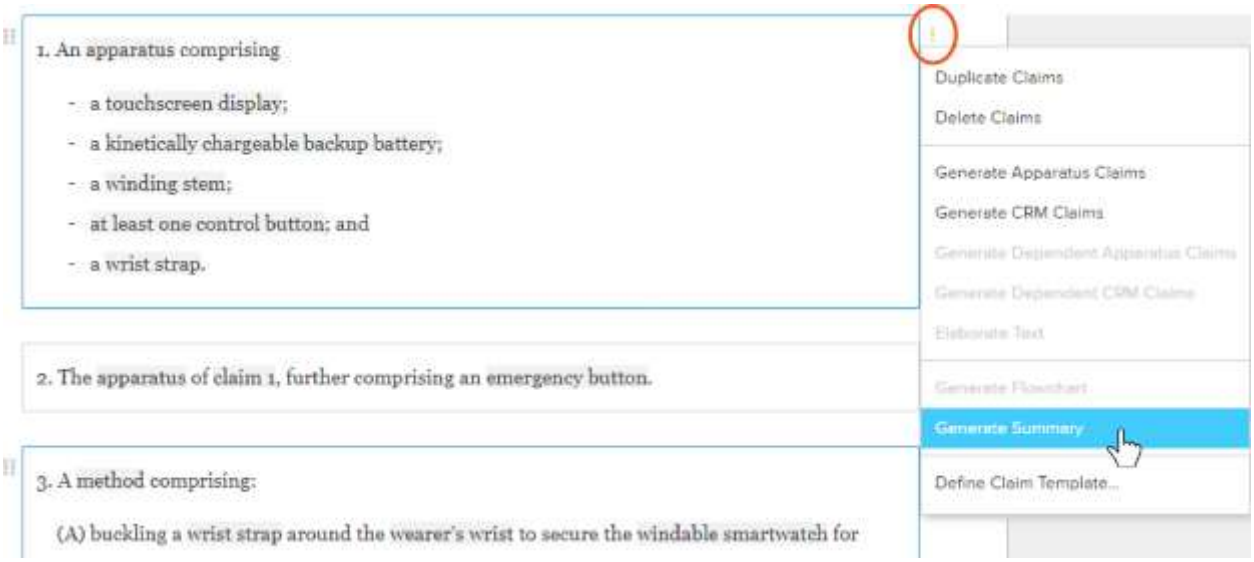
Other Options for Summary Generation

You can also generate a summary using the option under the Specification > Generate from Selected Claims menu



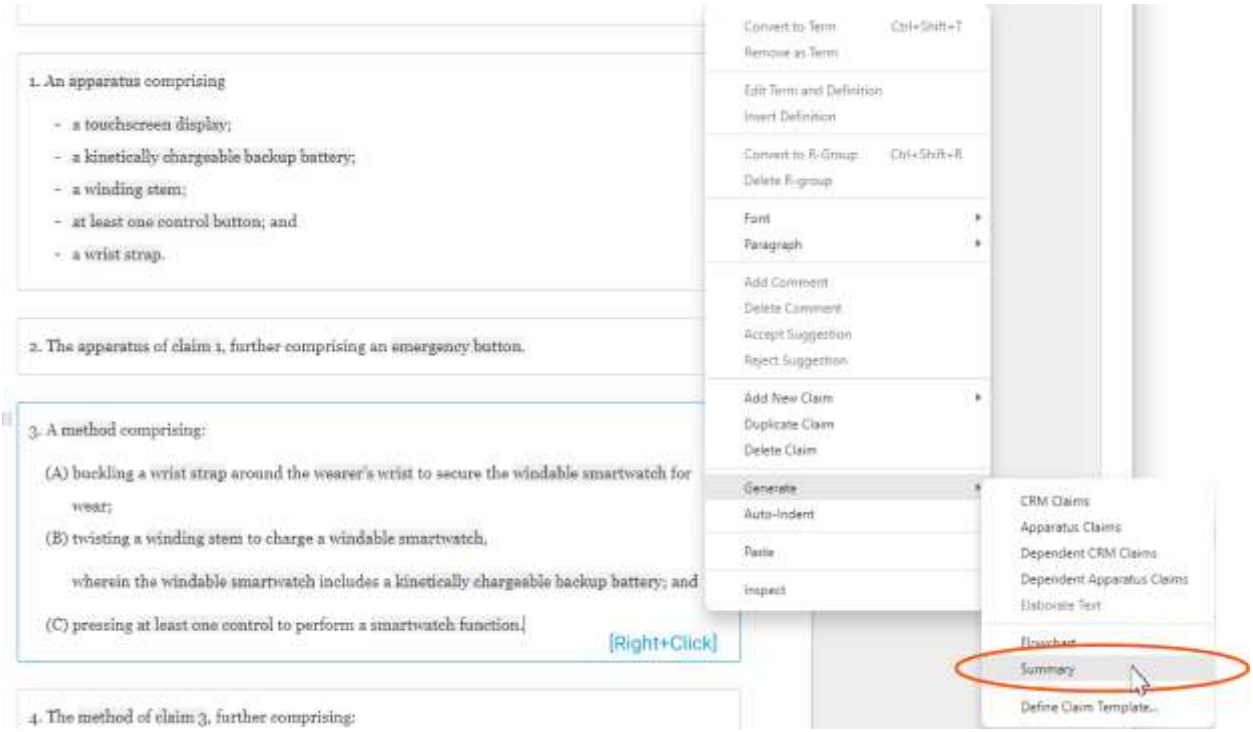
OR

the More Claims Options menu



OR

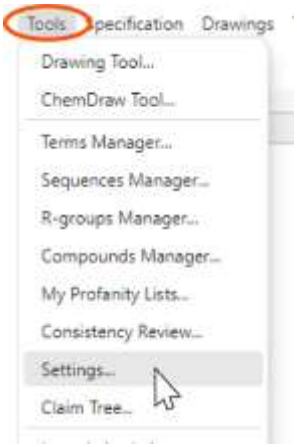
for a single claim, the context menu that appears when you right+click a claim.



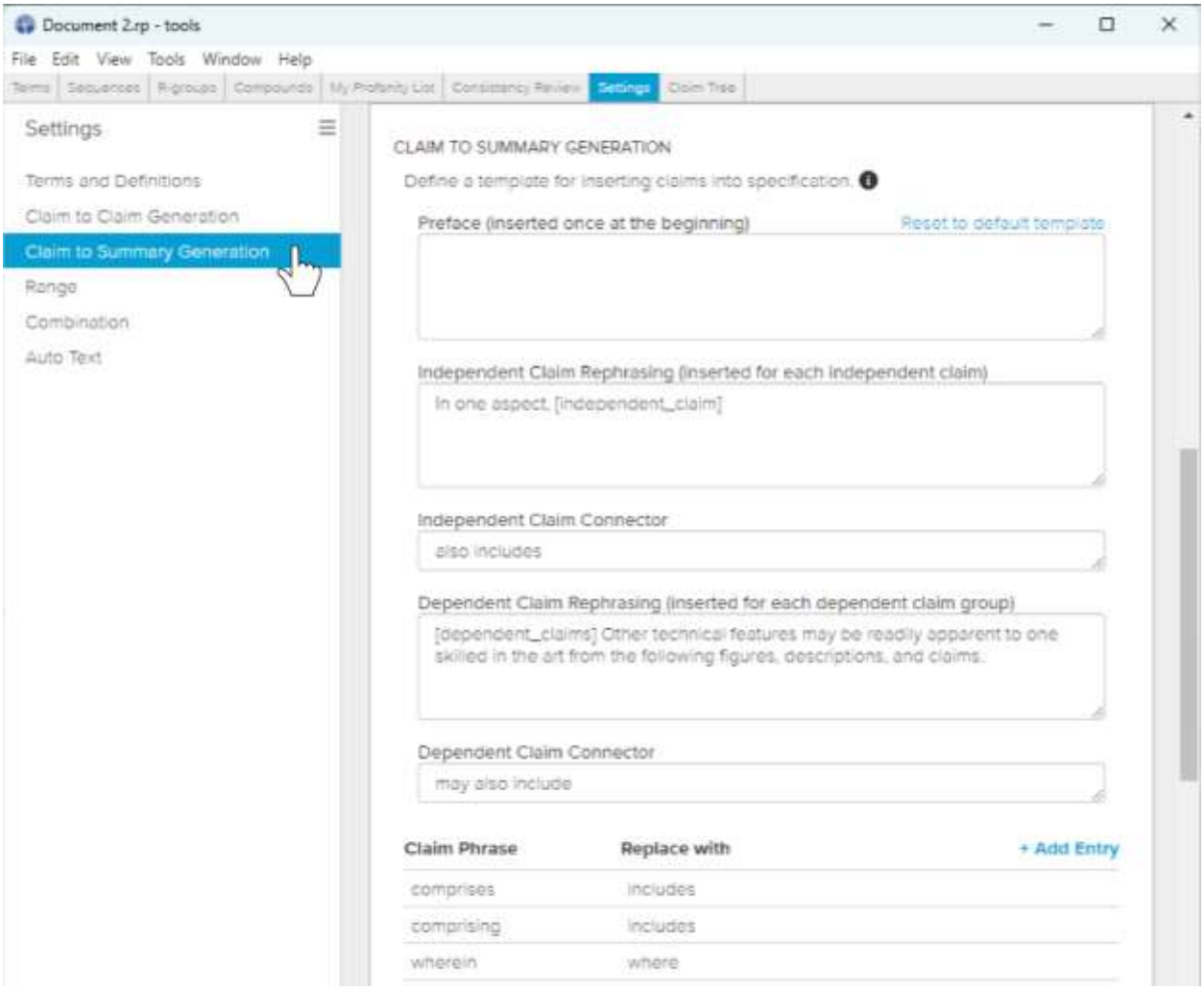
Reviewing and Changing the Auto-Generation Settings

1. Click the Tools button in the toolbar and navigate to the Settings tab if needed

OR Select the Settings option under the Tools menu.



2. Review and make your desired changes using the controls for Claim to Summary Generation.



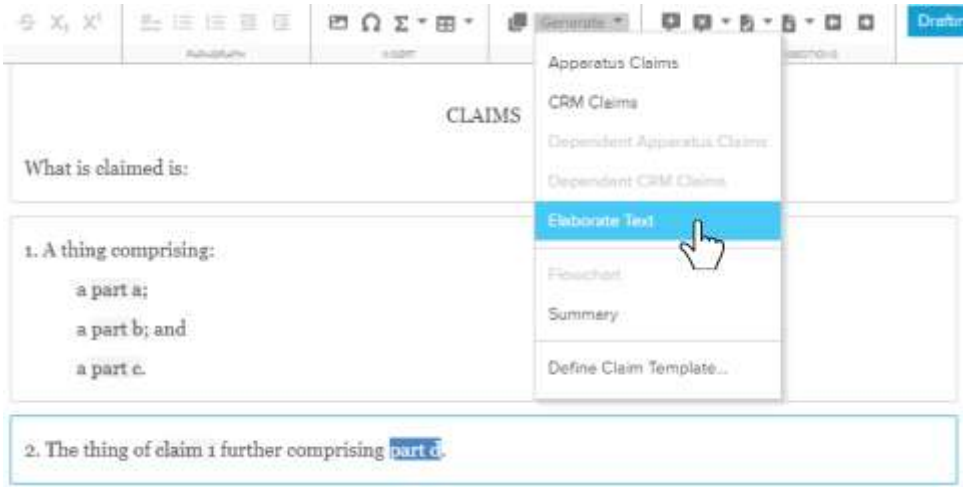
Note that changes to the Claim to Summary Generation template are applied going forward, but not retroactively to previously generated summary text.

Note also that these settings are stored at a file level. If you customize these fields for a particular client, we recommend you set up a base or starting file with the desired settings applied, then open that file and save as a new .rp document for future applications for that client.

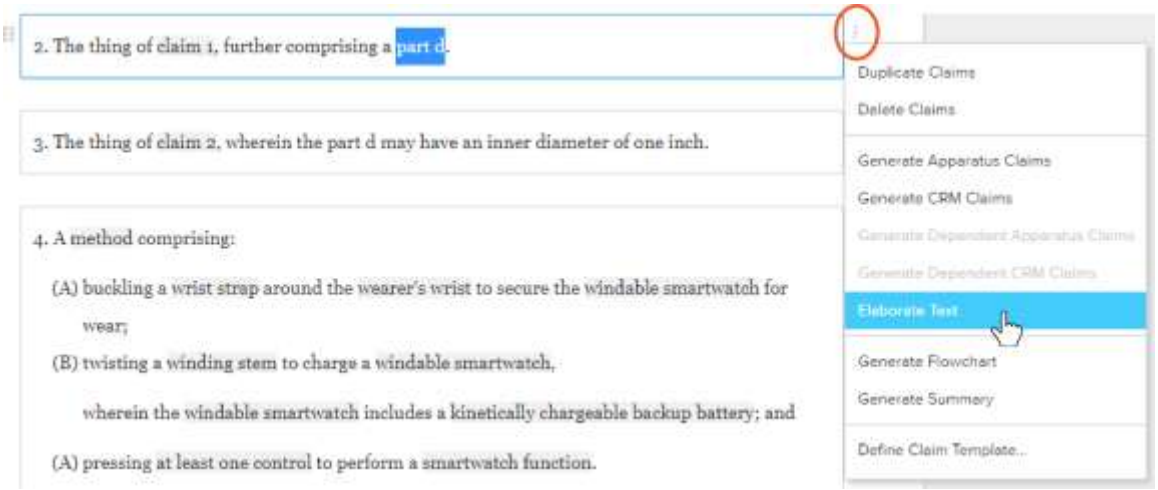
Elaborate on a Claimed Feature

1. Select the text describing the claimed feature you wish to elaborate upon.

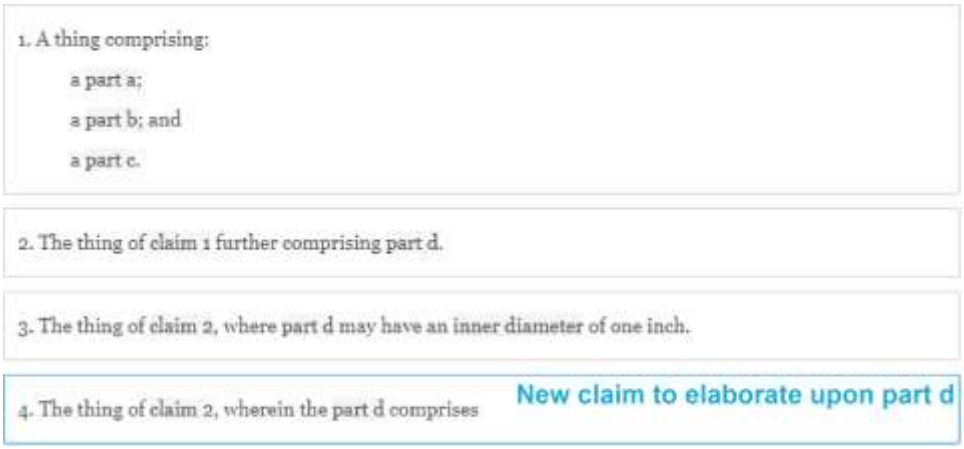
2. Select the Elaborate Text option under the Claims > Generate menu in the toolbar.



OR select the Elaborate Text option from the More Claim Options icon to the upper right of the selected claim.



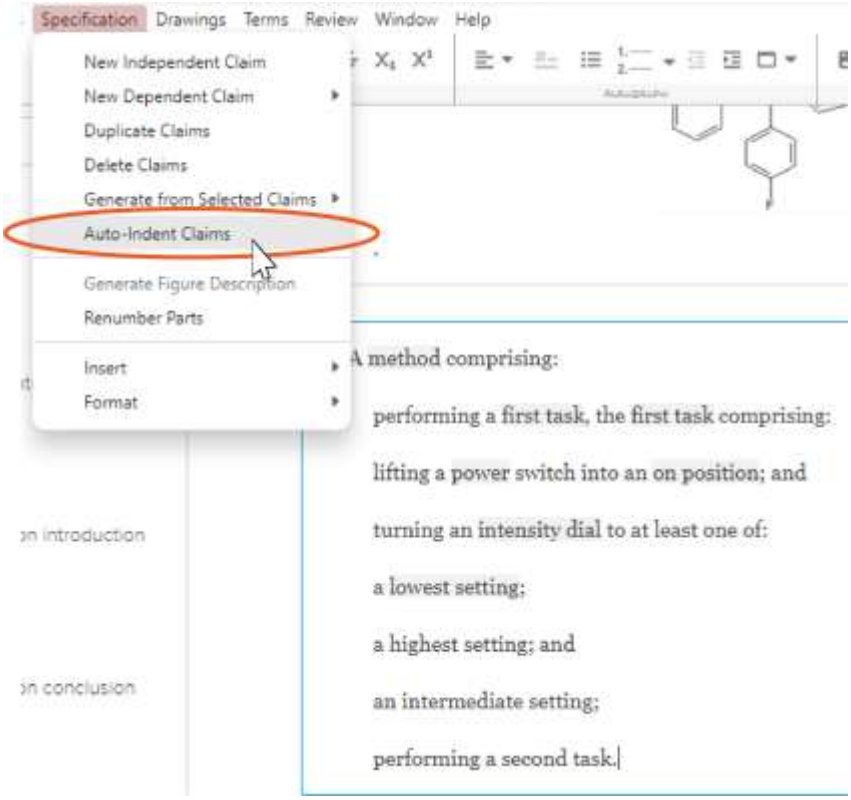
3. A new dependent claim will be generated where you can elaborate upon the selected feature.



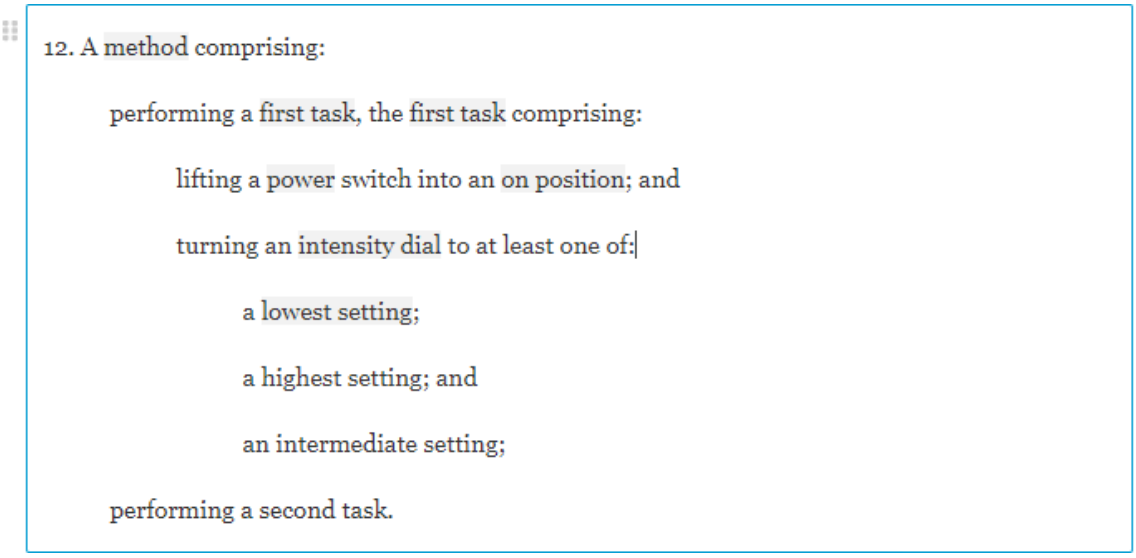
Adjust Claim Element Indentation

Auto-Indent Claims

1. Select desired claim(s).
2. Select the Auto-Indent Claims option from the Specification menu.

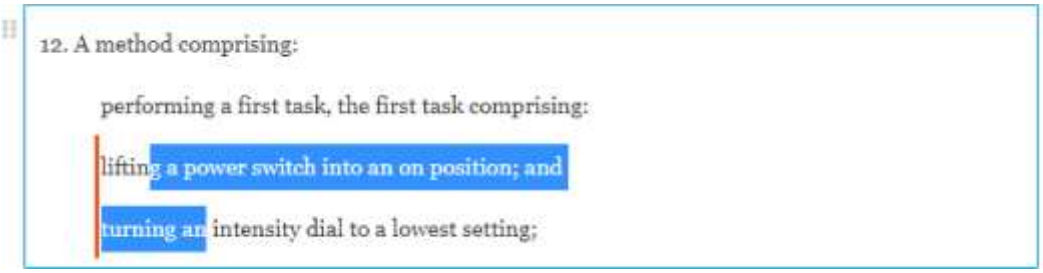


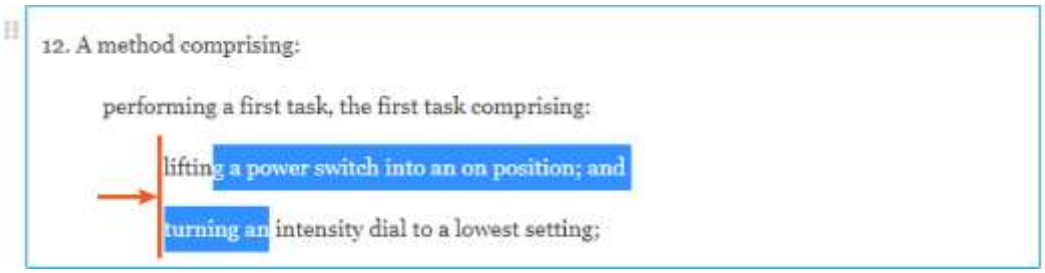
3. Your claims will be indented based on their structure as determined by line-end colons and semicolons.



Adjusting Indentation with the Tab Key

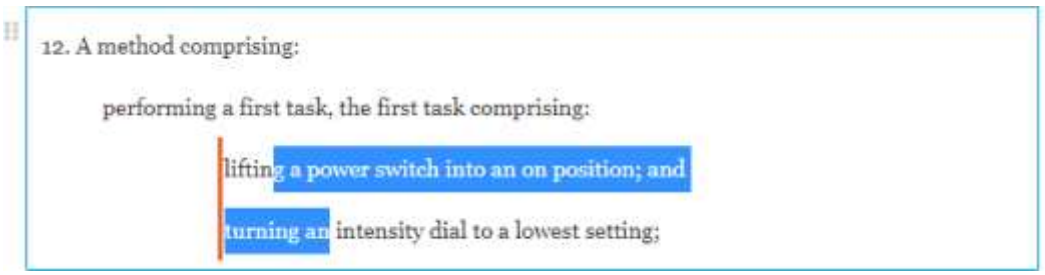
1. Place your cursor at the beginning of or select some or all of the desired claim element(s).
2. Press the Tab key on your keyboard to increase the indentation for that element.

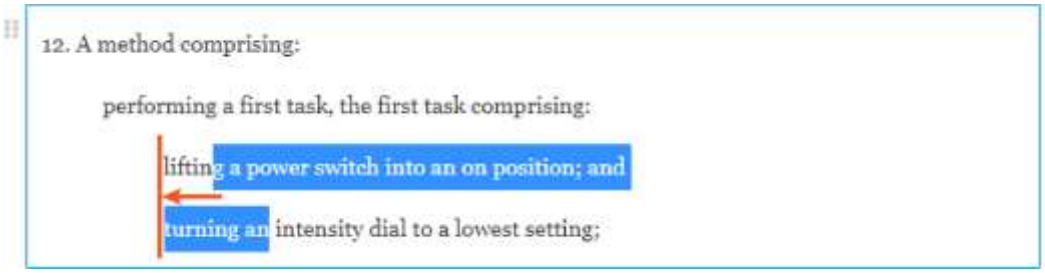




Press the Tab key multiple times to continue to increase indentation.

3. Press Shift+Tab to decrease the indentation for that element.

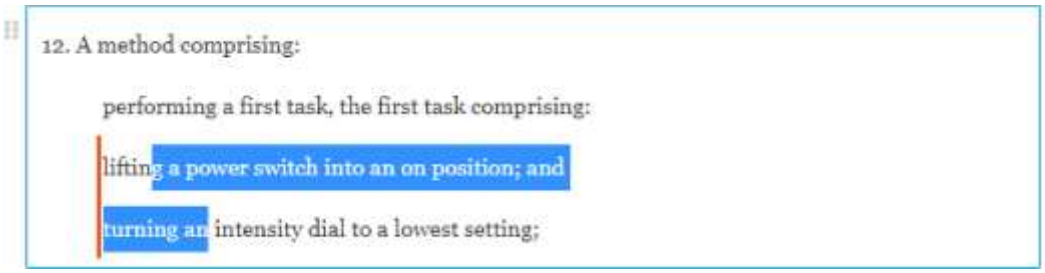




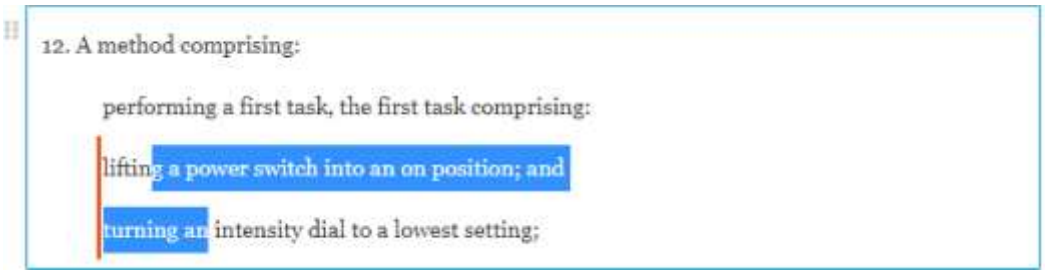
Press Shift+Tab multiple times to continue to decrease indentation.

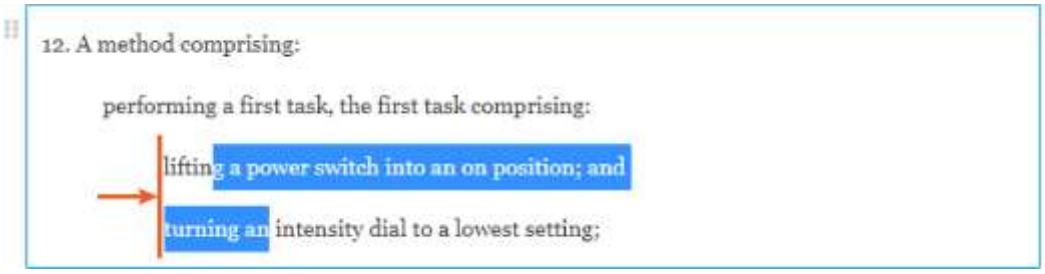
Adjusting Indentation in the Toolbar

1. Place your cursor at the beginning of or select some or all of the desired claim element(s).



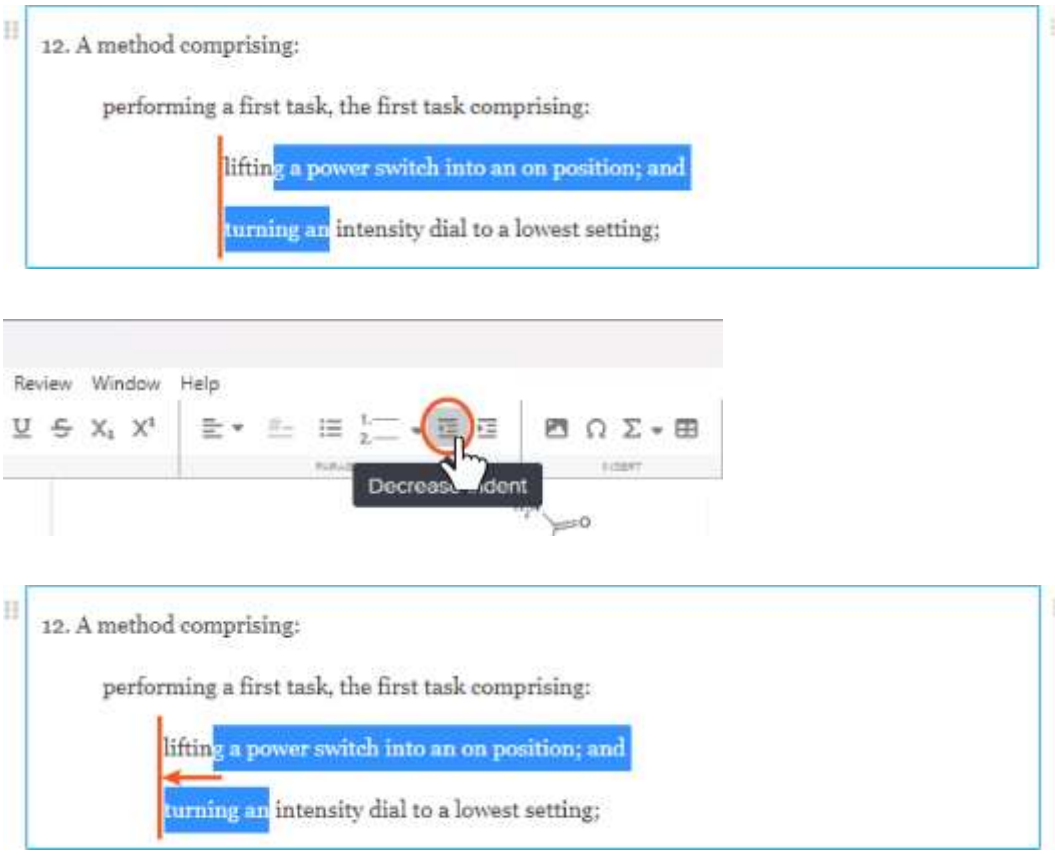
2. Click the Increase Indent control in the Toolbar to increase the indentation for that element.





Repeat to increase indentation further.

3. Click the Decrease Indent control in the Toolbar to decrease the indentation for that element.

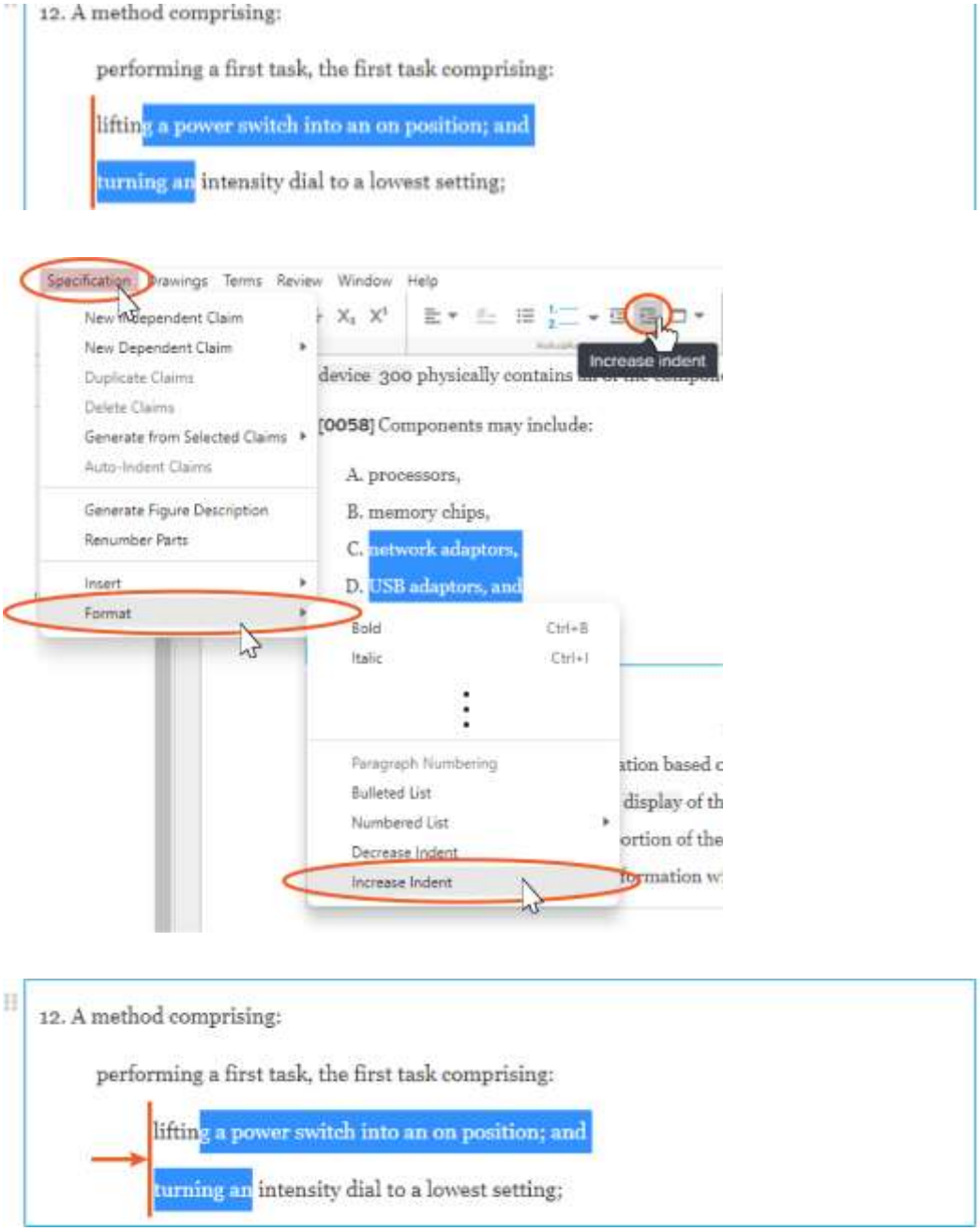


Repeat to decrease indentation further.

Adjusting Indentation in the Specification Menu

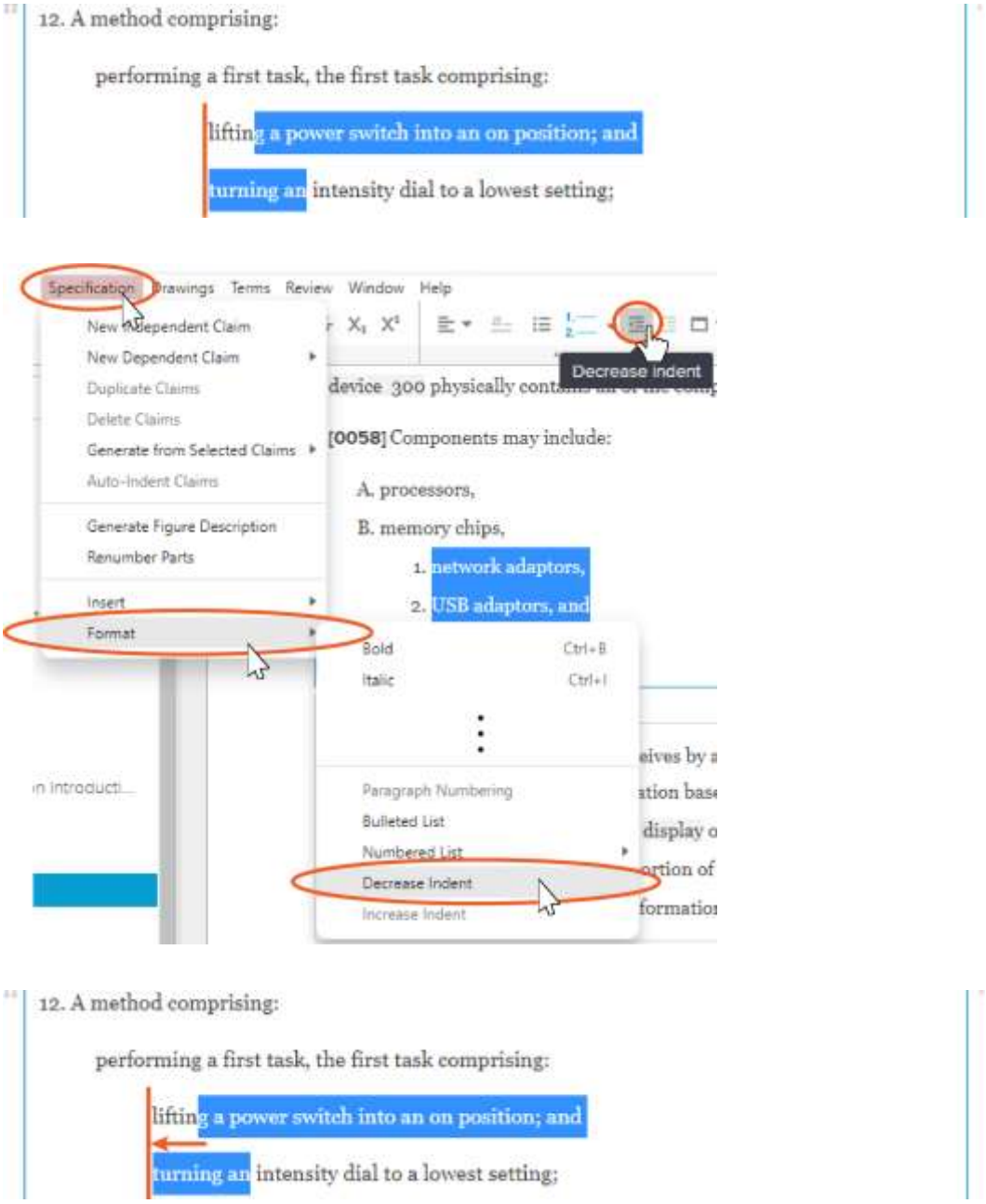
1. Place your cursor at the beginning of or select some or all of the desired claim element(s).

2. Click the Increase Indent option in the Specification > Format menu to increase the indentation for that element.



Repeat to increase indentation further.

3. Click the Decrease Indent option in the Specification > Format menu to decrease the indentation for that element.



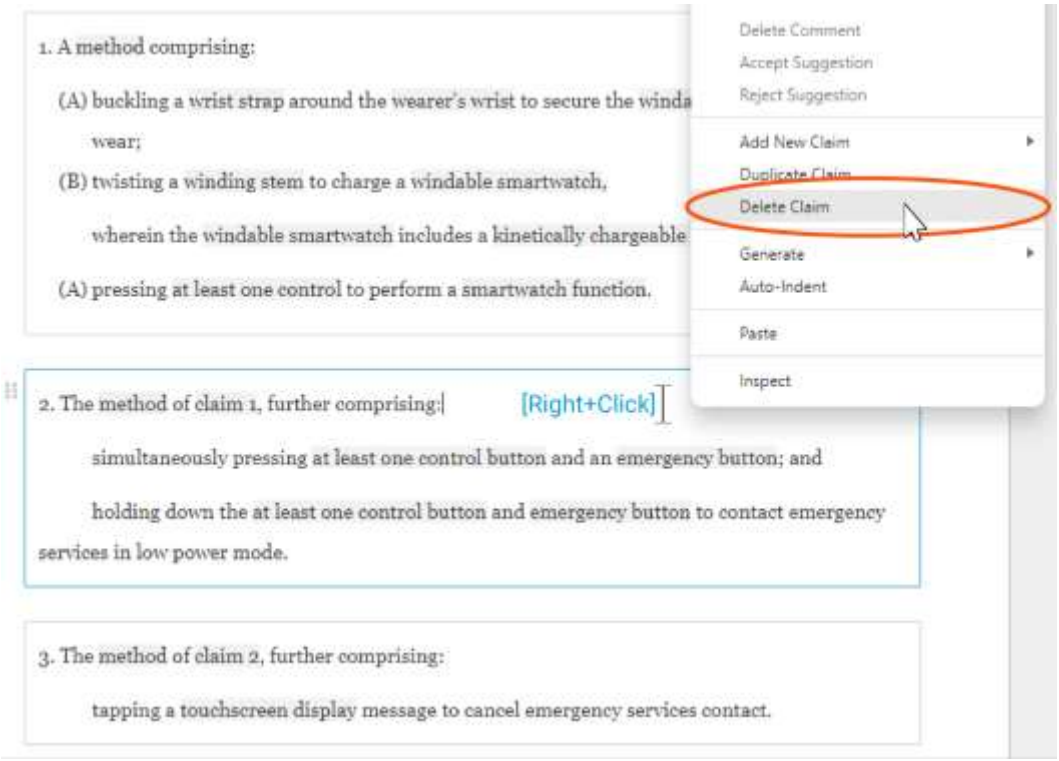
Repeat to decrease indentation further.

Delete Claims

Simple Single Claim Deletion

1. Right-click in the field of the claim you want to delete.

2. Click the Delete Claim option in the resulting context menu.

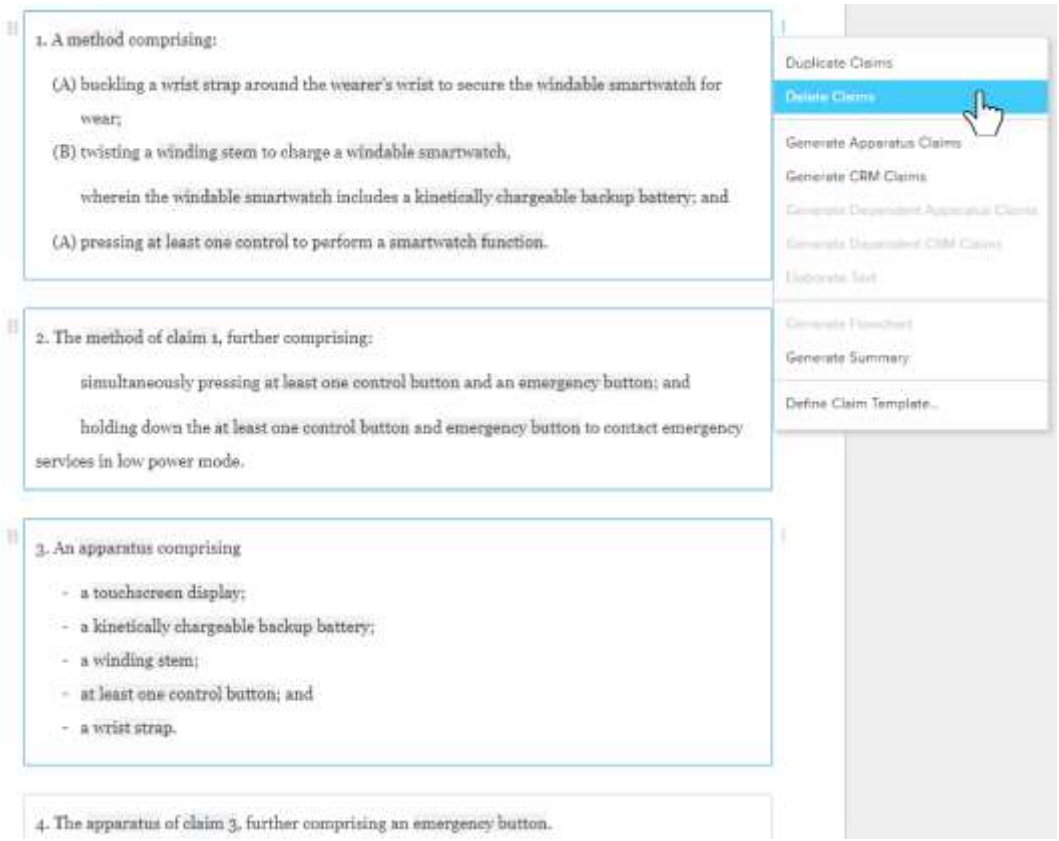


3. Because claim deletion cannot be undone, additional confirmation is needed. Click the Delete button.

4. Subsequent claims will be renumbered. Any dependencies and references disrupted by the deletion will be highlighted for you to address.

Delete One or More Claims

1. Select the claim or claims you want to delete.
2. Click the options icon to the upper-right of any selected claim(s) and select the Delete Claims option.

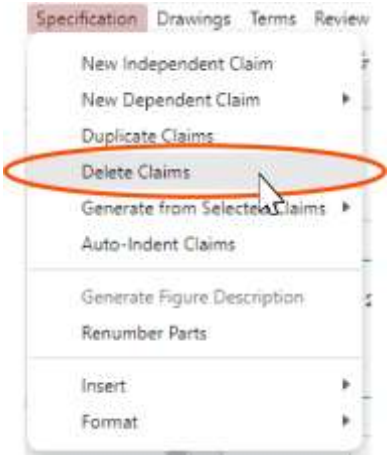


3. Because claim deletion cannot be undone, additional confirmation is needed. Click the Delete button.

4. Subsequent claims will be renumbered. Any dependencies and references disrupted by the deletion will be highlighted for you to address.

Other Ways to Delete Claims

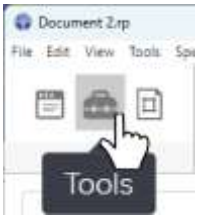
Selected claim(s) can also be deleted through a similar process as described above using the Delete Claims option in the Specification menu.



Open the Terms Manager

Open the Terms Manager from the Toolbar Button

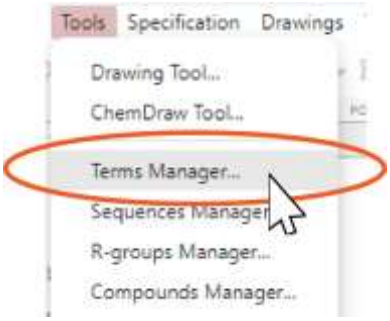
1. Click the Tools button in the main application window toolbar.



2. If necessary, click the Terms Manager tab in the Tools window.

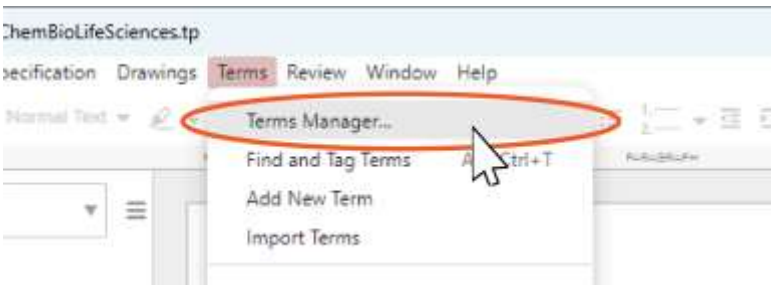
Open the Terms Manager from the Tools Menu

1. Click the Tools menu in any window.
2. Click the Terms Manager option under the Tools menu.



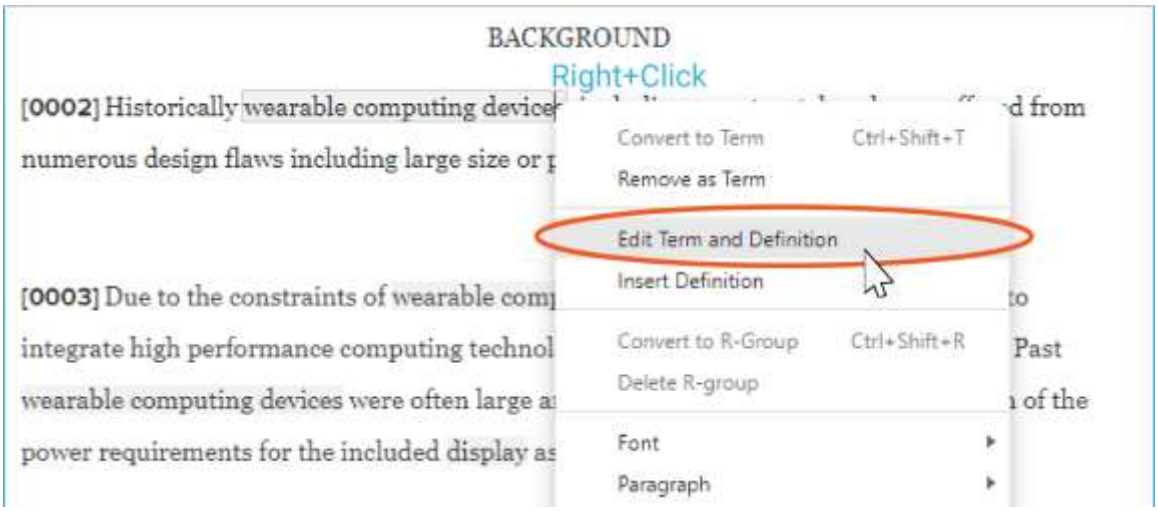
Open the Terms Manager from the Terms Menu

1. Click the Terms menu in the application window.
2. Click the Terms Manager option under the Terms menu.



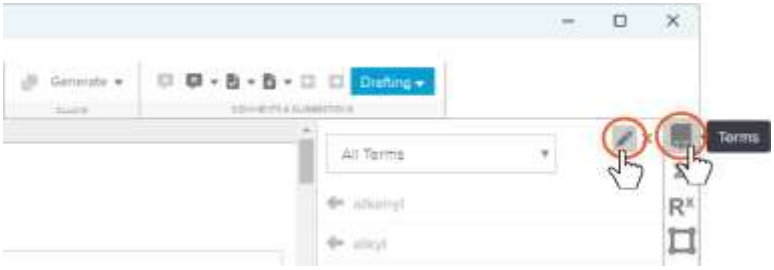
Open the Terms Manager from a Term's Context Menu

1. Locate a term data object in the application text.
2. Right+click the term text.
3. Select the Edit Term and Definition from the resulting context menu.



Open the Terms Manager from the Right-Hand Sidebar

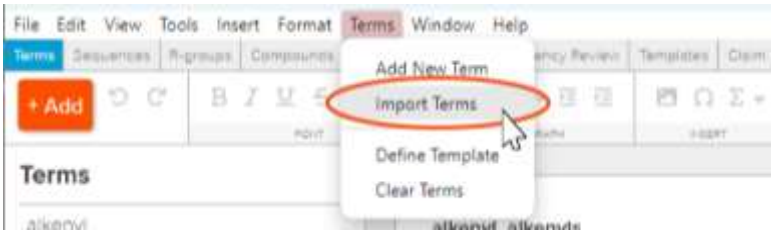
1. Click the dictionary icon to expand the Terms panel in the right-hand sidebar of the main application window.
2. Click the pencil icon at the top of the panel to open the Terms Manager.



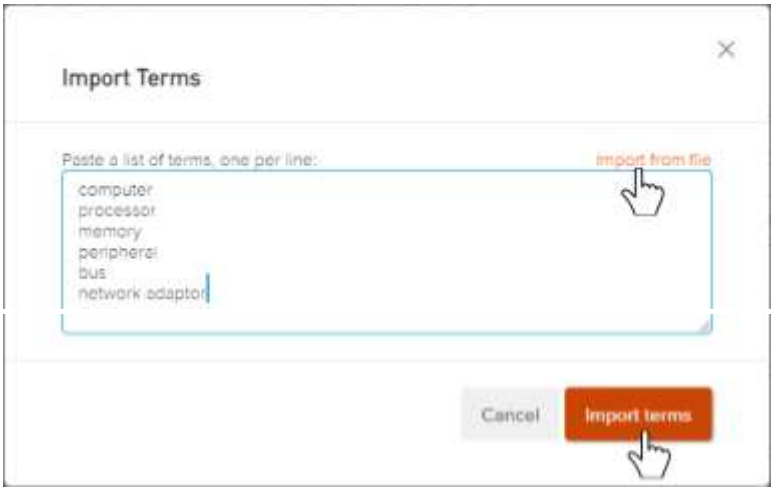
Import a Terms List

Importing a Terms List

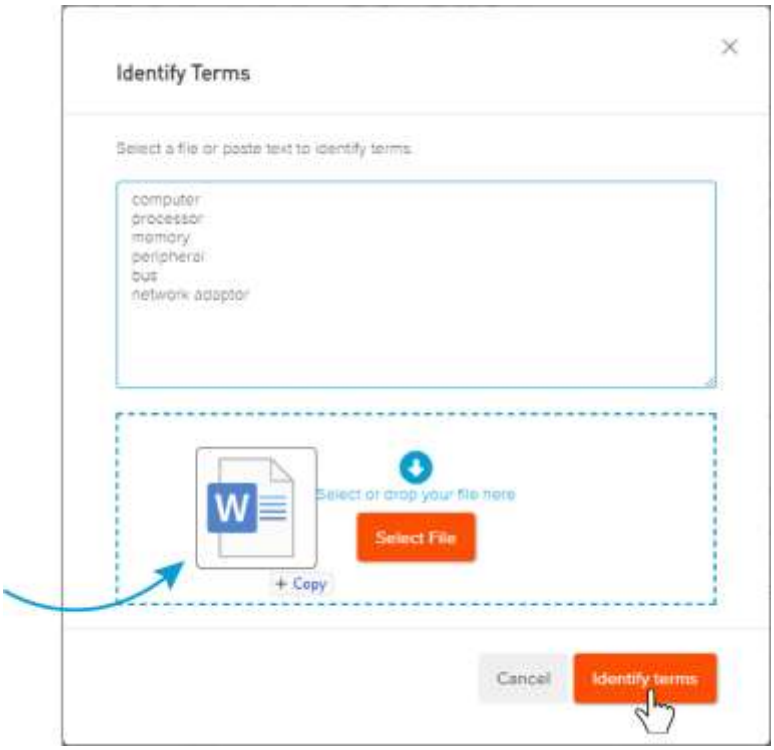
1. Open the Terms Manager.
2. Select the Import Terms option from the Terms menu.



3. Paste or type a list of terms in the dialog provided



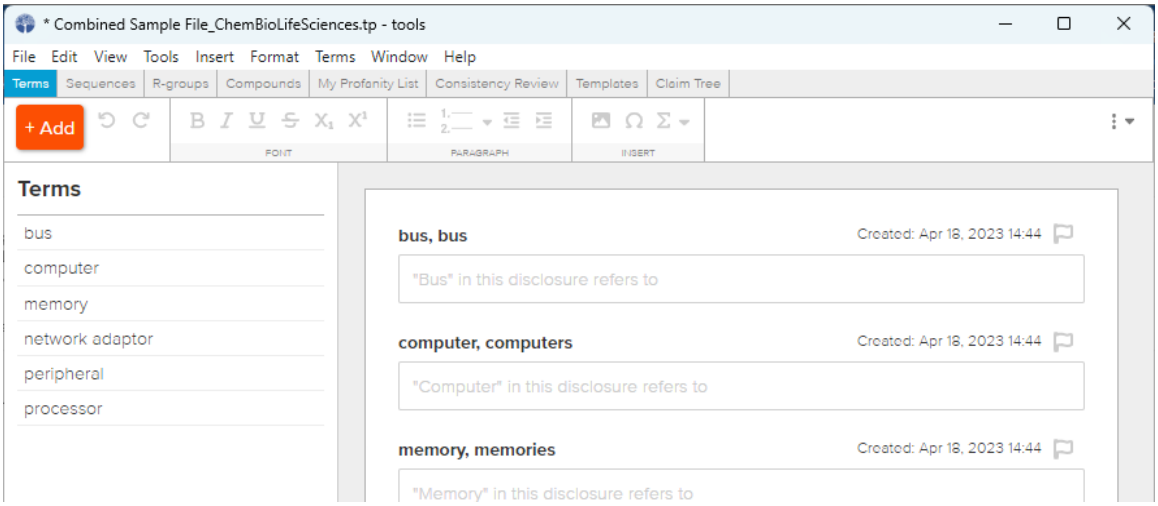
OR click the Import from file link and select a .txt or .docx file



Note that terms stored in another .rp file can be imported by merging that file,

or dragging and dropping them individually.

4. Click the Import Terms or Identify Terms button.
5. The words and phrases you've imported will be converted to term data objects in Rowan Patents.



Reuse Individual Terms and Other Managed Data Objects

When one Rowan .rp file is merged into another, all managed data objects, such as:

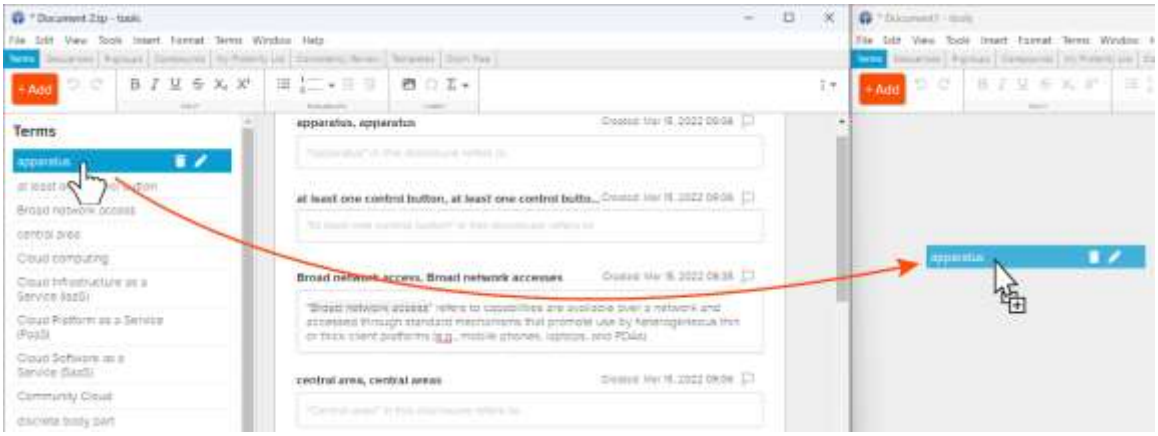
- Terms,
- Sequences,
- R-groups (Markush groups), and
- Compounds,

in the source file are automatically brought into the target file.

Follow the steps below to merge only a few individual data objects.

1. Open your source file and your target file.
2. Open the manager for your data objects from the Tools Menu in both files.

3. Click and drag the listing of your desired data object in the source file manager, and drop it onto the manager in your target document.



4. You can undo your move immediately, and you can edit, delete, define, or otherwise modify the data object in your target document as desired using the controls provided.

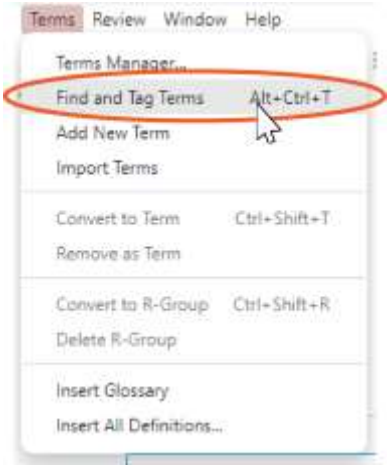
No link is maintained to the source object; changes in the target document will not be reflected in the source.

Find and Tag Terms Automatically

Find and Tag Terms Control

1. Draft at least one claim.
2. Select the Find and Tag Terms option under the Terms menu

   OR press Alt+Ctrl+T on your keyboard.



3. Words and phrases in your drafted claims that appear to have antecedent basis will be identified as terms.

> 12. A method comprising:
>
> performing a first task, the first task comprising:
>
> lifting a power switch into an on position; and
>
> turning an intensity dial to a lowest setting;

4. Open the Terms Manager to edit, merge, and delete terms to correct any detection errors.

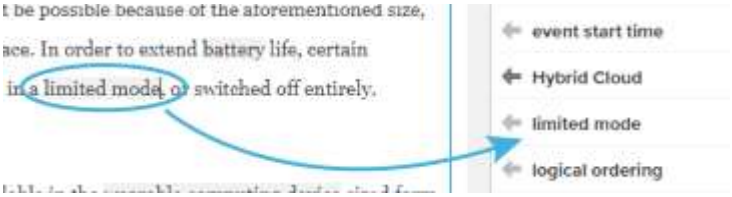
Identify Individual Terms

Convert Application Text to a Term

1. Select a word or phrase in your specification or claims.
2. Press Ctrl+Shift+T on your keyboard

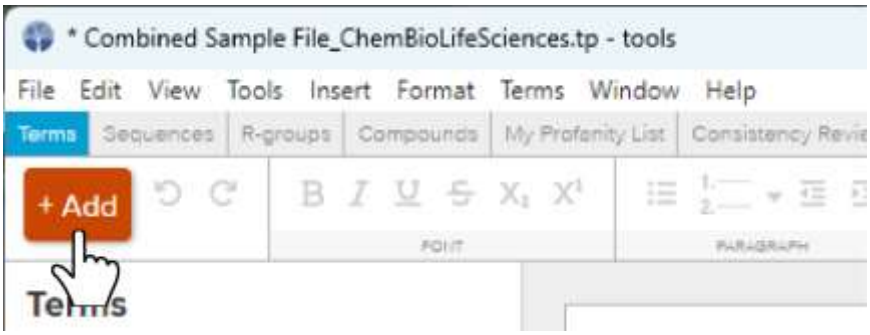
   OR right+click your selection and select the Convert to Term option from the context menu.

3. Your selected word or phrase will be converted to a term data object.

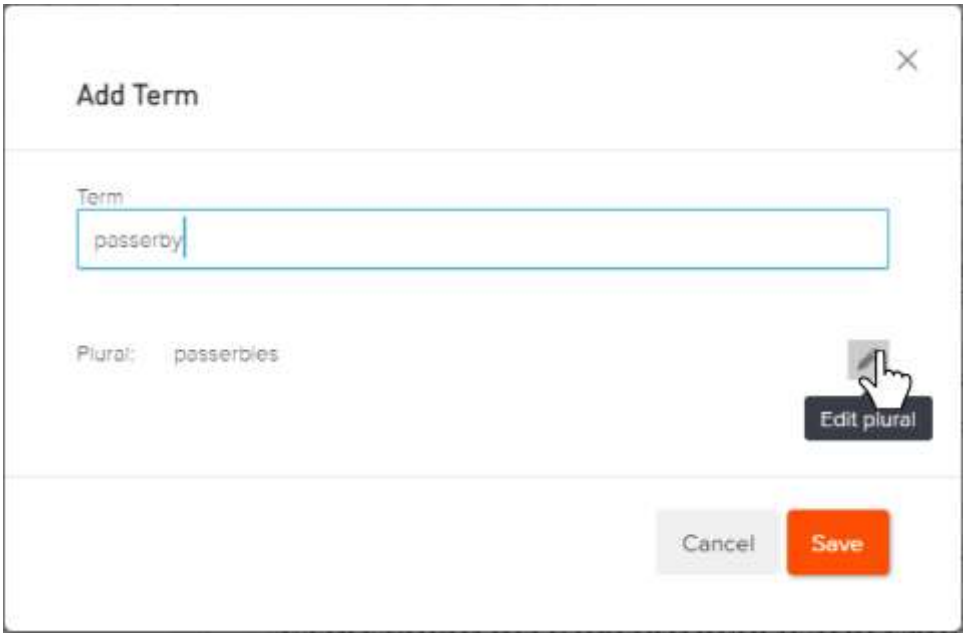


Add a Term in the Terms Manager

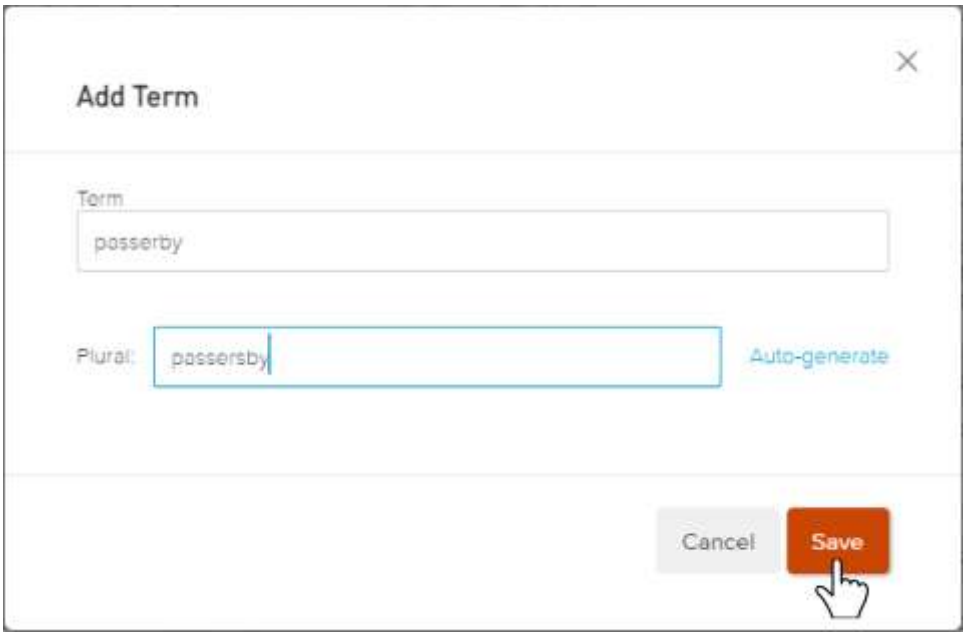
1. Open the Terms Manager.
2. Click the +Add button.



3. Enter the desired word or phrase in the field provided.



4. If desired, click the edit pencil to change the automatically-generated plural form of your term. Click the Auto-generate link to revert to the automatic plural version.



5. Click the Save button to convert your entered text into a term data object.

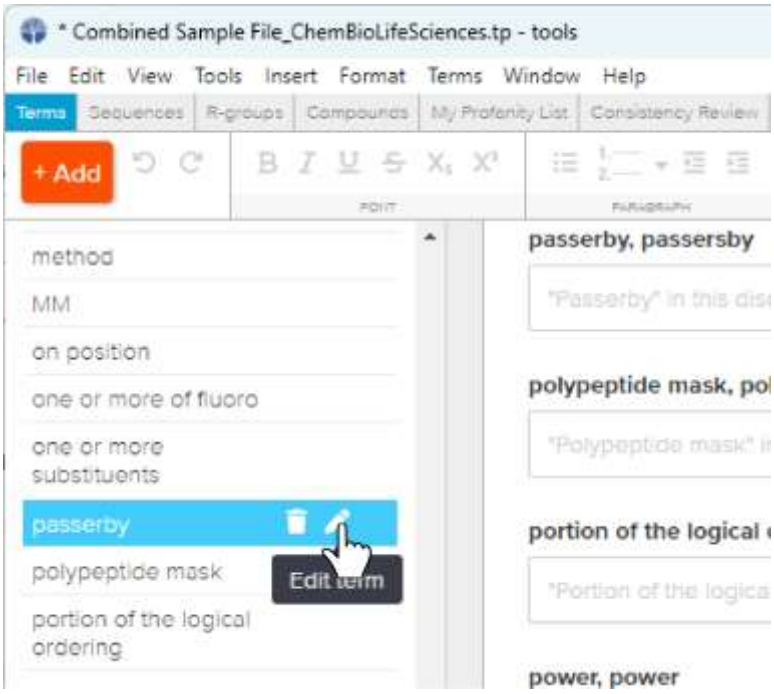
   Note that terms stored in another .rp file can also be individually imported by dragging and dropping them individually.

Create Terms from Parts

A separate section is provided describing how parts can be used to create terms.

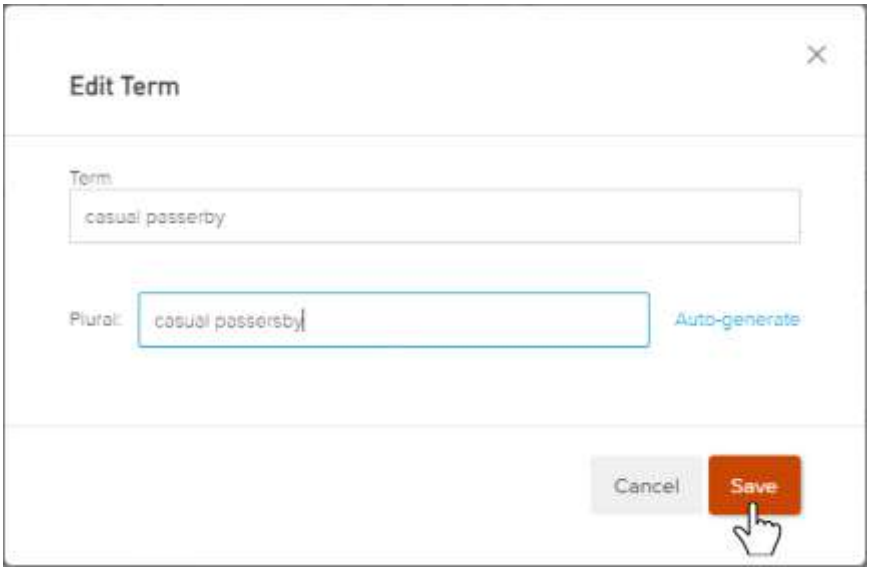
Edit Terms and Their Plural Forms

1. Open the Terms Manager.
2. Locate the entry for the desired term in the left-hand sidebar listing.
3. Hover over the term entry and click the edit pencil icon that appears on hover.



4. Make the desired changes to the term in the field provided.

5. If desired, click the edit pencil in the Edit Term dialog to edit the term's plural form.



6. Click the Save button.
7. Your changes will be reflected across all tagged instances of your term, throughout your application.

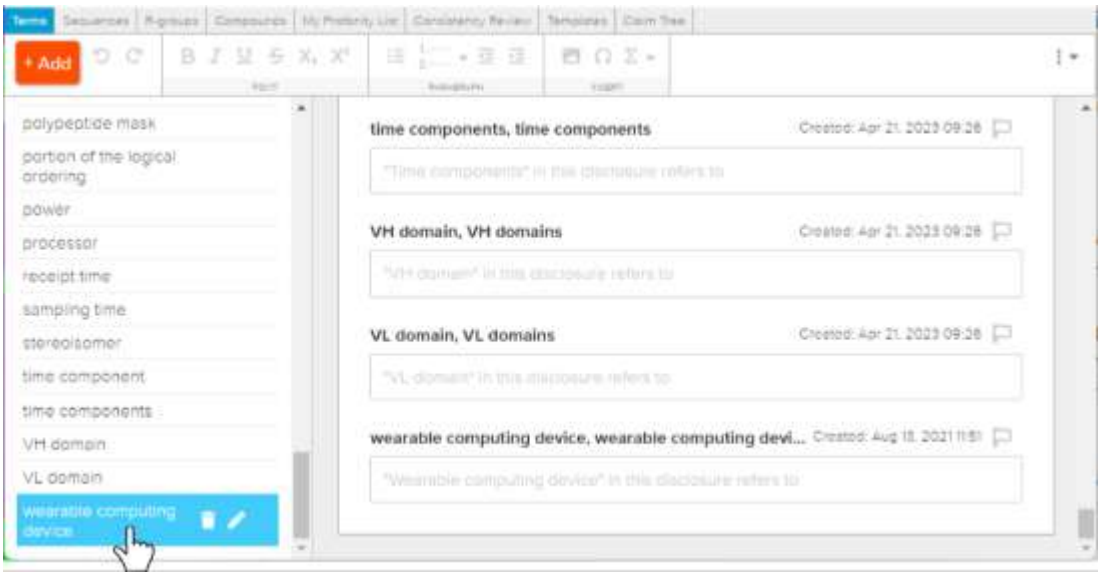
   Terms may also be merged, and the resulting changes will be reflected throughout your application. However, note that terms may be nested or contain identical text strings. In some cases, merging terms may help circumvent textual redundancies that may crop up if a term is edited to

resemble another, or editing may prevent issues merging may cause. For this reason, we recommend you consider your entire terms list when making these changes, and choose the method that best suits your needs.

Define a Term

Defining a Term

1. Open the Terms Manager.
2. Locate and click the entry for the desired term in the left-hand sidebar listing or scroll down the window to the definition field for the desired term.



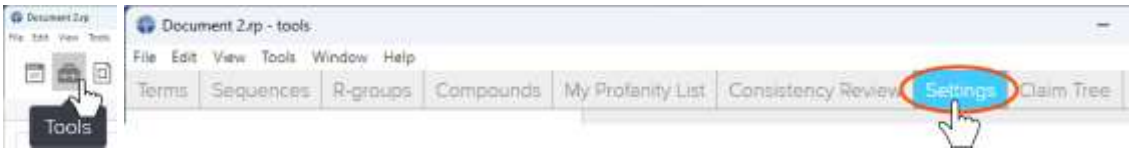
3. Enter your definition in the field provided

   OR

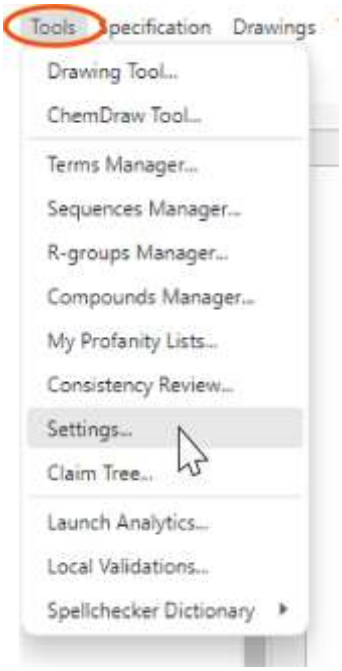
   Use the Rowan GenAI Assistant provided in the definition field for your term.

Reviewing and Changing the Definition Preamble Template

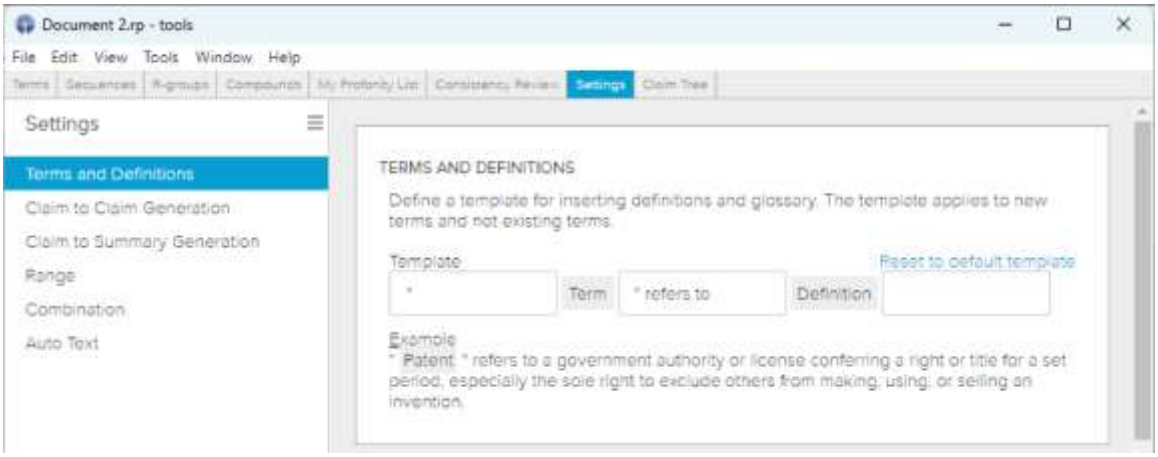
1. Click the Tools button in the toolbar and navigate to the Settings tab if needed.



OR Select the Settings option under the Tools menu.



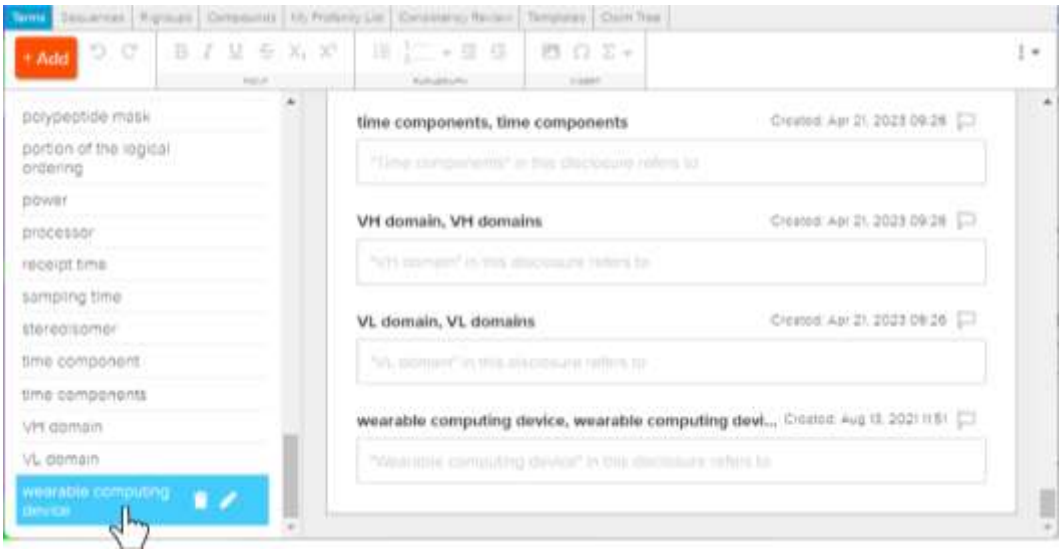
2. Locate the templating controls for Terms and Definitions.



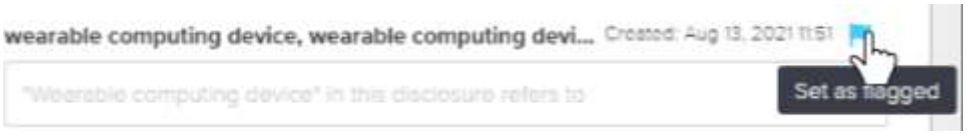
3. Review and make your desired changes using the controls provided.

Flag Key Terms and Definitions

1. Open the Terms Manager.
2. Locate and click the entry for the desired term in the left-hand sidebar listing or scroll down the window to the definition field for the desired term.



3. Click the flag icon to the upper right of the definition field.



Note that flagging is only visible within the Rowan Patents integrated drafting environment. None of the data exported for filing will indicate which terms have been flagged.

4. To unflag a flagged term, click the flag icon again.

Merge Redundant Terms Together

1. Open the Terms Manager.
2. Locate the entries for your redundant terms in the left-hand sidebar listing.
3. Click and drag the term you wish to eliminate, and drop it onto the term you wish to keep.

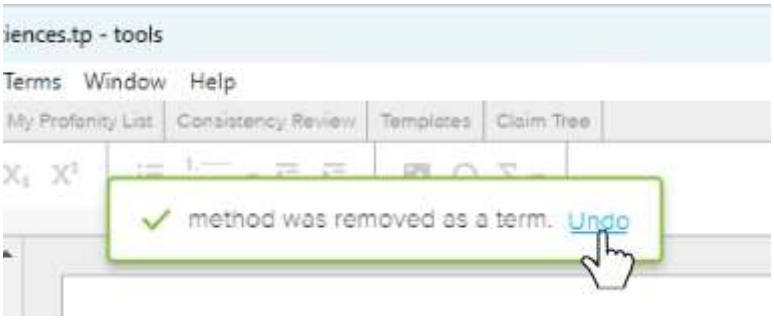
4. If these terms include conflicting definitions, review the dialog presented to determine which definition to keep and click the Merge button to confirm.
5. Instances of your eliminated term (e.g., "cloud-based storage" in the example pictured) will be replaced by your target term (e.g., "cloud storage") throughout your application.

   Terms may also be edited, and the resulting changes will be reflected throughout your application. However, note that terms may be nested or contain identical text strings. In some cases, merging terms may help circumvent textual redundancies that may crop up if a term is edited to resemble another, or editing may prevent issues merging may cause. For this reason, we recommend you consider your entire terms list when making these changes, and choose the method that best suits your needs.

Delete a Term

1. Open the Terms Manager.
2. Locate the entry for the desired term in the left-hand sidebar listing.
3. Hover over the term entry and click the trashbin icon that appears on hover.

Note that a message will appear briefly allowing you to undo the deletion, but once this message is dismissed, the action can only be reversed by recreating the term.

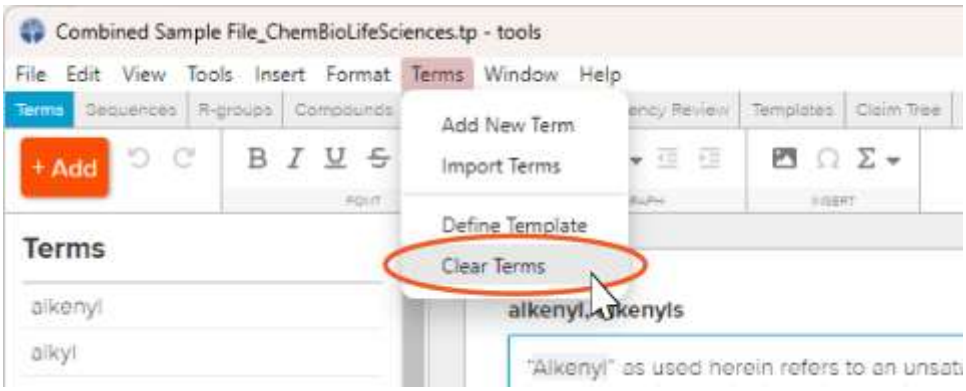


4. Application text previously tagged as a term will remain in place, but will no longer be highlighted gray and maintained consistent as a data object.

Remove All Terms

1. Open the Terms Manager.

2. Select the Clear Terms option from the Terms menu.



3. Confirm term removal.

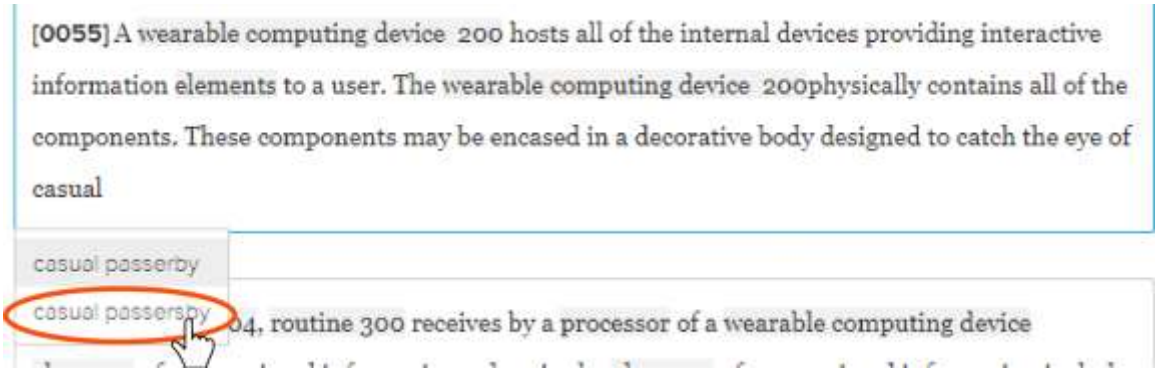
4. Application text previously identified and tagged (highlighted gray) as terms will become unhighlighted, plain text.

   Definitions inserted in application text will be highlighted pink to facilitate review and additional action if desired. Highlighting does not appear on export, so action may not be needed.

Use Terms in Application Text

Autocompletion as You Type

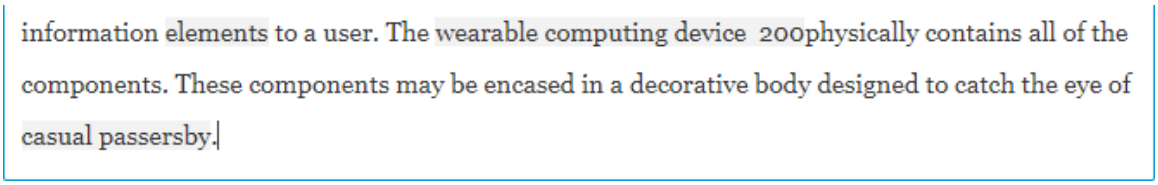
1. Begin typing your term.
2. Click to select from the options provided in the auto-complete menu presented to insert that option as a term data object



OR press your keyboard arrow and Enter keys to select and insert an auto-complete option as a term data object

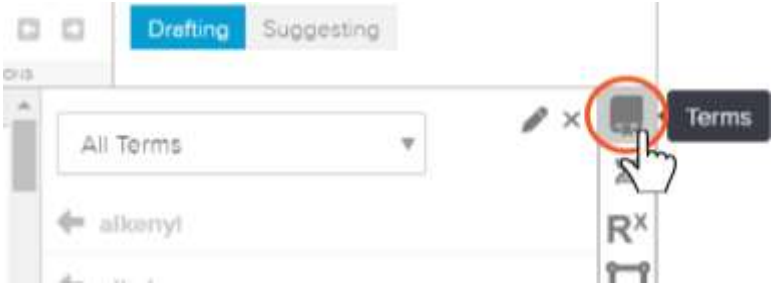
OR finish typing your term and press Space, comma, period, etc.

3. Your typed text will be tagged as a term data object.

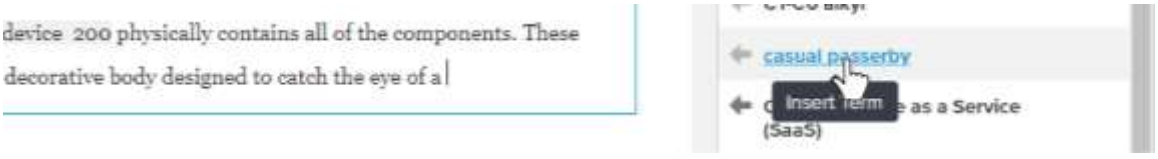


Insertion from the Right-Hand Sidebar

1. Place your cursor in the desired location in your claims or specification.
2. Click the dictionary icon to expand the Terms panel in the right-hand sidebar.



3. Click the term text where it's listed in the Terms panel.



4. Your term will be inserted at your cursor location as a tagged term data object.

Term Revision Syncing

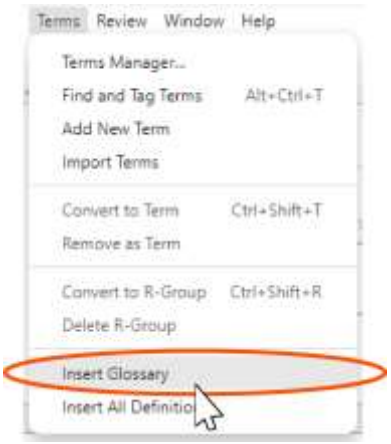
1. To change a term as it appears throughout your application, open the Terms Manager.
2. Edit the term in the Terms Manager.
3. All tagged instances of the term will be updated throughout your claims, figures, specification, and definitions.

Now What?

Before you export your application for filing, use the Consistency Review tool to confirm you've supported your terms (i.e., novel claimed elements) in your application.

Insert a Glossary in the Specification

1. Place your cursor at the point in your specification where you wish to insert your glossary.
2. Select the Insert Glossary option under the Terms menu.



3. All definitions for your terms will be inserted at your cursor location in alphabetical order.

[0039] "Broad network access" refers to capabilities are available over a network and accessed through standard mechanisms that promote use by heterogeneous thin or thick client platforms (e.g., mobile phones, laptops, and PDAs).

[0040] "Cloud computing" refers to a model for enabling convenient, on-demand network access

Insert All Definitions after First Instance of Term

1. Select the Insert All Definitions... option under the Terms menu.

2. Confirm your selection in the dialog presented.

3. Each definition will be inserted after the first instance of each defined term found.

BACKGROUND

[0001] Public Clouds provide quick and easy cloud storage solutions. "Public Cloud" refers to the Cloud infrastructure is made available to the general public or a large industry group and is owned by an organization selling Cloud services.

Note that certain sections like the cross-reference and brief description of figures sections, where definitions would be disruptive, are excluded from this operation.

Use an Individual Definition in Application Text

Inserting a Definition from a Term's Context Menu

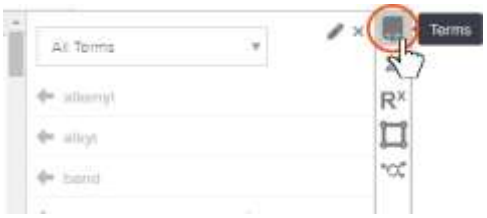
1. Locate an instance of a term that you wish to define.
2. Right+click the term.
3. Select the Insert Definition option from the resulting context menu.

4. The definition will be inserted directly after the sentence containing the term.

[0058] The wearable computing device 200 comprises a touchscreen display 202, and a processor 204. The wearable computing device 200 is optionally connected to Hybrid Cloud or part of Cloud Software as a Service (SaaS). "Hybrid Cloud" refers to the Cloud infrastructure is a composition of two or more Clouds (private, community, or public) that remain unique entities but are bound together by standardized or proprietary technology that enables data and application portability (e.g., Cloud bursting for load-balancing between Clouds).

Inserting a Definition from a Right-Hand Sidebar

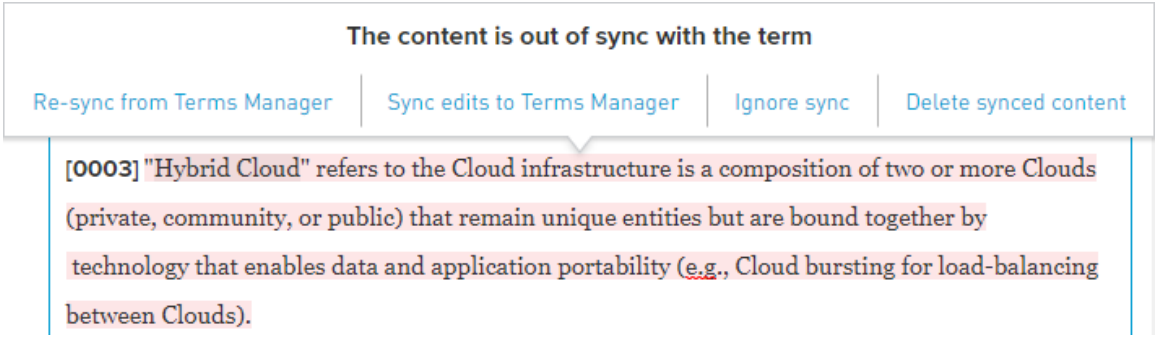
1. Place your cursor where you wish to insert the definition.
2. Click the dictionary icon to open the Terms panel in the right-hand sidebar.



3. Locate the desired term and click the arrow beside it to insert its definition at your cursor location.

Definition Auto-Syncing

1. If you type a change to the auto-synced definition in your application, the definition will be highlighted as out of sync with the Terms Manager version.



2. The menu provided while your cursor is within the auto-synced text allows you

to:

- Re-Sync from the Terms Manager, undoing your change
- Sync edits to the Terms Manager, storing your updates and reflecting them across your application
- Leave the text as is and ignore synchronization going forward, untagging your text, or
- Delete the synced text, removing your text altogether.

Note that all changes made to definitions using the Terms Manager are automatically reflected across your entire application.

Other Definition Insertion Options

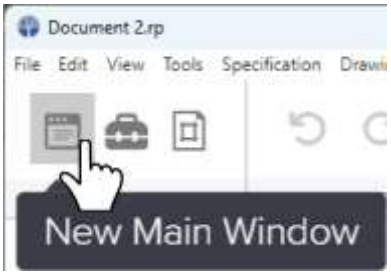
There are also two ways to insert all existing definitions at once:

- Insert a Glossary - Inserts all definitions in alphabetical order at your cursor location.
- Insert All Definitions - Inserts each definition after the sentence containing the first instance of each term.

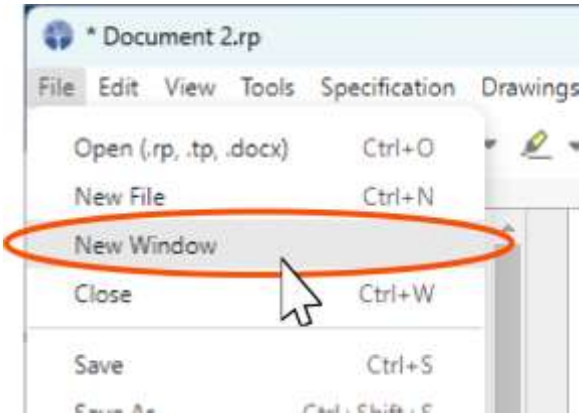
These options are available under the Terms menu in the main application window.

View Portions of Your Application Side-by-Side

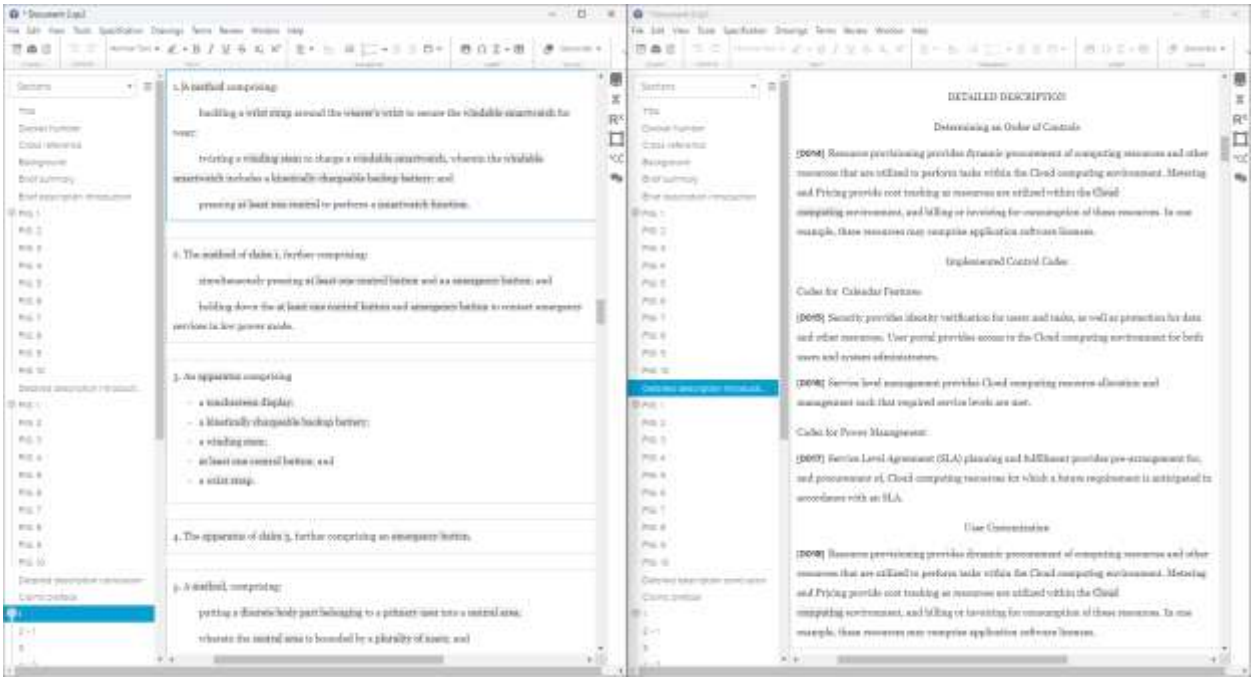
1. Click the New Main Window button in the main application window toolbar



OR Select the New Window Option under the File menu.



2. Scroll or use the left-hand navigation options to view the desired application sections in each window.

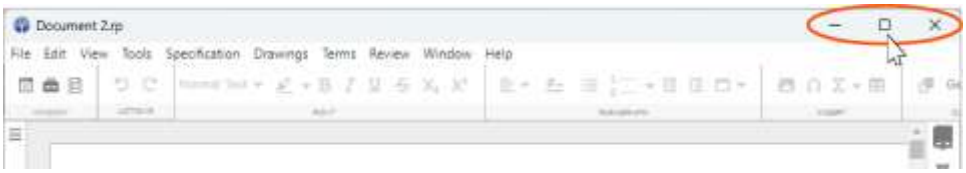


3. Changes made in one window will be automatically reflected in the other window.

   Note that one window may scroll up or down if a significant amount of text is added or removed in the other window, reflecting the changes made.

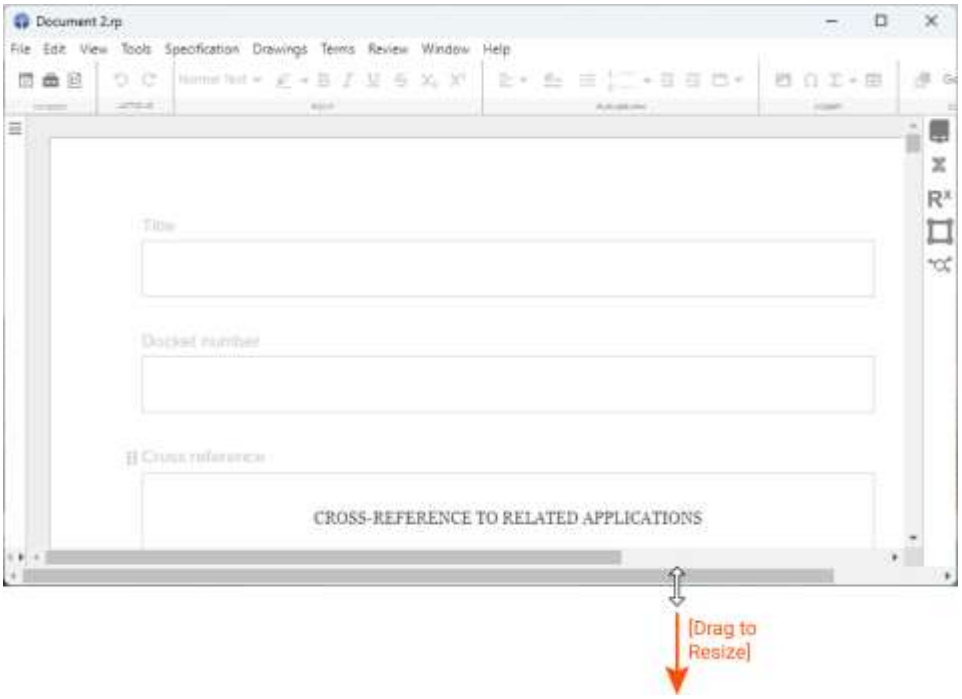
Adjust Window Size

1. Use your operating system's standard minimize, restore, and maximize controls just like you would for any other window

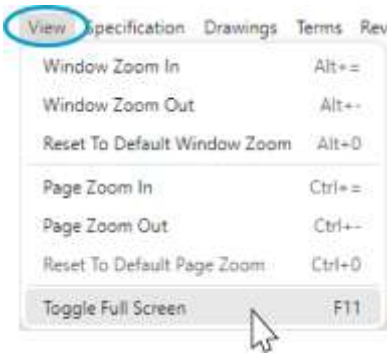


OR to minimize your window, select the Minimize option under the Window menu or press Ctrl+M on your keyboard for PC users or Cmd-M for Macs.

2. To resize your window more granularly, hover your mouse at the edges/corners to display the resize cursor, then click and drag to resize along that edge/corner.



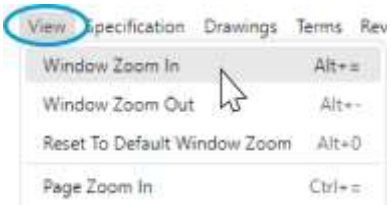
3. To enter and exit fullscreen mode, select the Fullscreen option under the View menu at the top of the window



OR press F11 on your keyboard for PCs or Ctrl+Cmd+F for Macs.

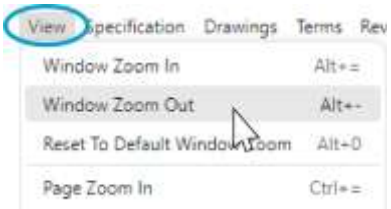
Adjust Window Zoom

1. To zoom IN on all contents of the window you're working in, click the Zoom In option under the View menu at the top of the window



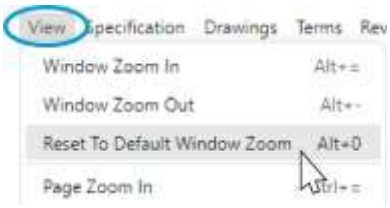
OR press Alt+= on your keyboard for PCs or Option+= for Macs.

2. To zoom OUT on all contents of the window you're working in, click the Window Zoom Out option under the View menu at the top of the window



OR press Alt+- on your keyboard for PCs or Option+- for Macs.

3. To return to the default size for all contents of the window you're working in, click the Reset to Default Window Zoom option under the View menu at the top of the window

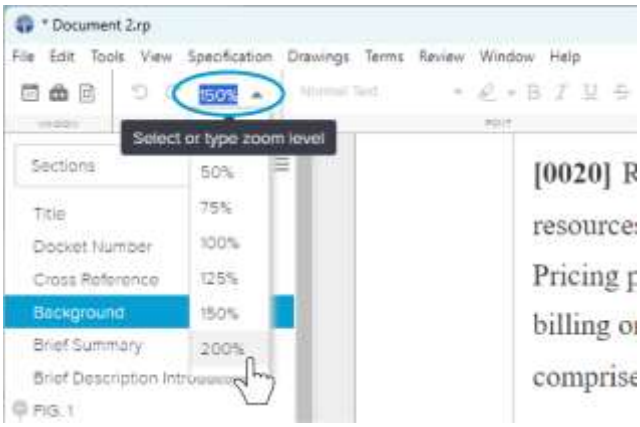


OR press Alt+0 on your keyboard for PCs or Option+0 for Macs.

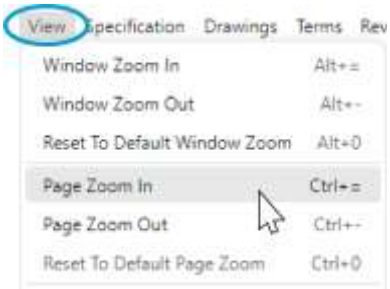
Note that the page contents in the main drafting window and the drawing canvas in the Drawing Tool can be zoomed independently from their windows.

Adjust Page Zoom

1. To zoom IN on just the page contents of your application, select or type the desired higher zoom level from the dropdown in the toolbar



OR click the Page Zoom In option under the View menu



OR press Ctrl+= (Cmd-= for Macs) on your keyboard

OR press Ctrl (Cmd for macs) and use your mouse's scroll wheel.

2. To zoom OUT on just the page contents of your application, select or type the desired lower zoom level from the dropdown in the toolbar

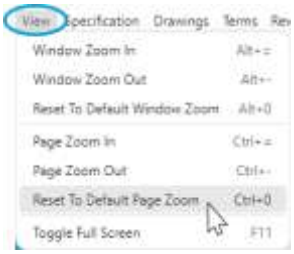
OR click the Page Zoom Out option under the View menu

OR press Ctrl+- (Cmd-- for Macs) on your keyboard

OR press Ctrl (Cmd for macs) and use your mouse's scroll wheel.

3. To return to the default display for just the page contents of your application, select the 100% zoom level from the dropdown in the Drawing Tool toolbar

OR click the Reset to Default Page Zoom option under the View menu



OR press Ctrl+0 (Cmd-0 for Macs) on your keyboard.

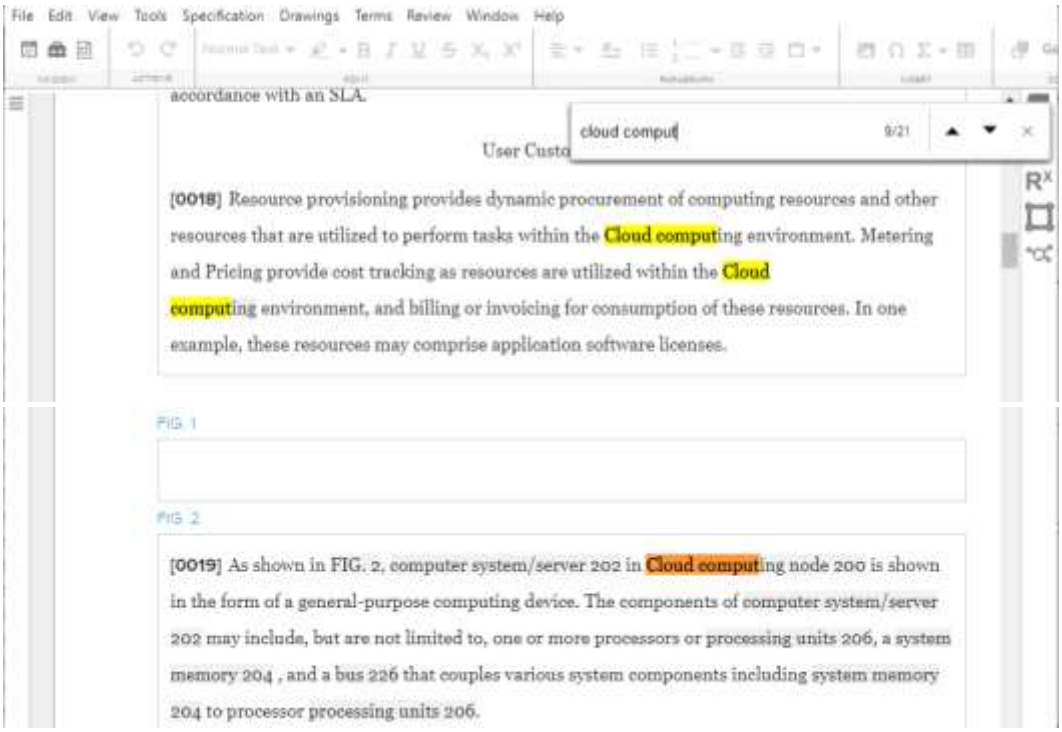
Find Text in Your Application

1. Select the Find option under the Edit menu in the main application window

OR press Ctrl+F (Cmd+F for Macs) on your keyboard.

2. Type the text you want to find in the Find dialog presented.

3. Instances of the text you enter will be highlighted across your application.



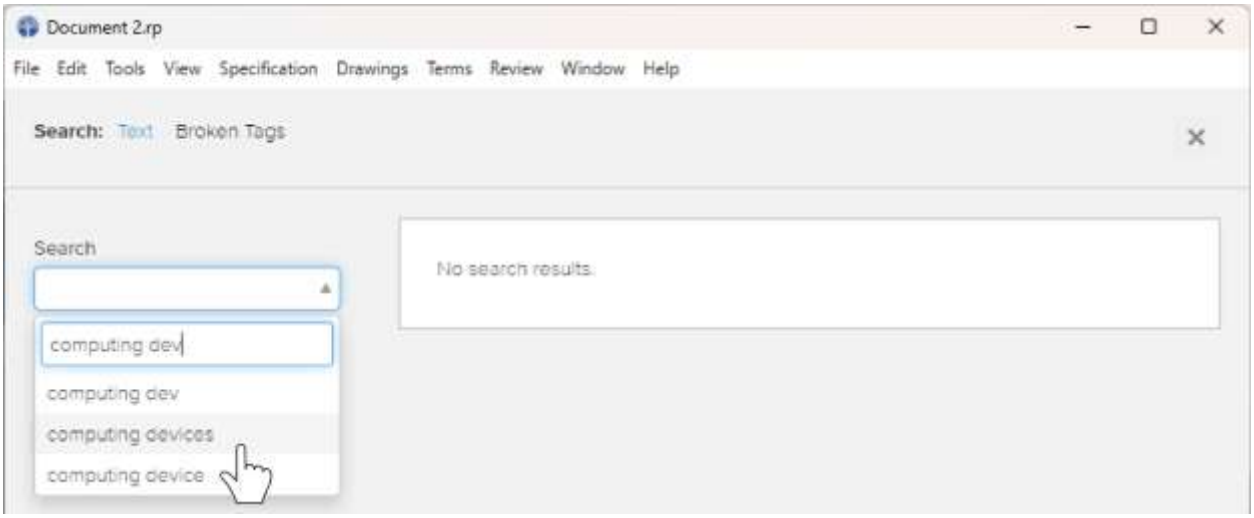
4. Use the controls in the Find dialog to navigate easily to next and previous instances in your application, and close the Find dialog when done.

Search and Replace Text in Your Application

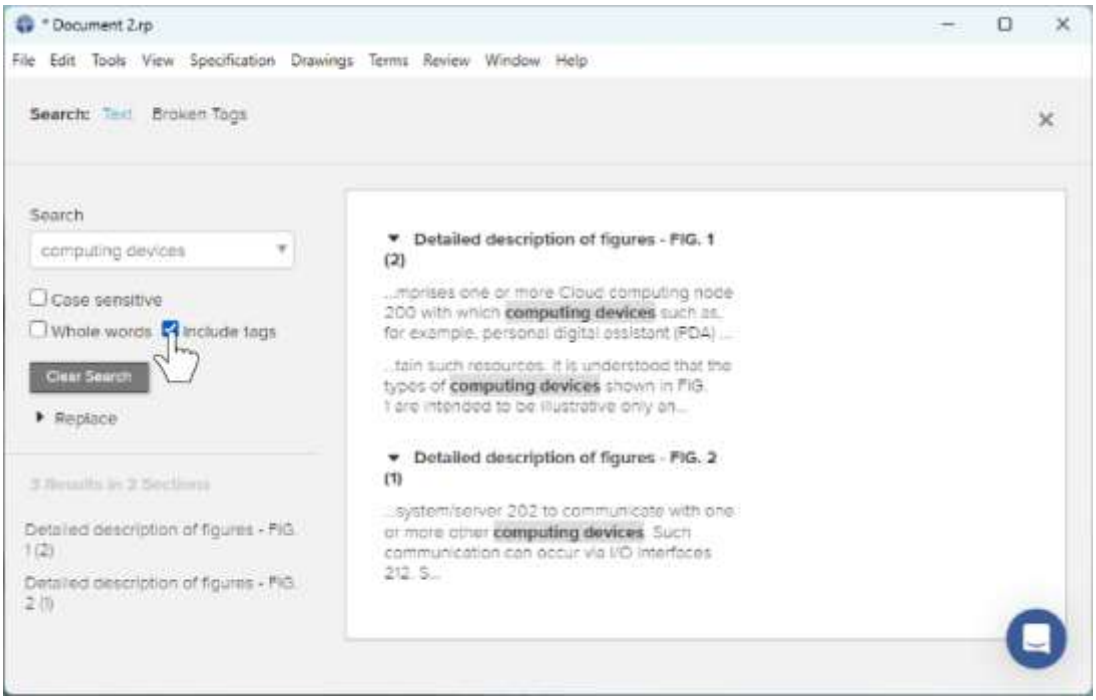
1. Select the Search and Replace option under the Edit menu in the main application window

OR press Ctrl+H (Cmd+H for Macs) on your keyboard.

2. With the Text option selected at the top of the window, begin entering the text you want to search for in the field provided.
3. Select from among the options presented in the resulting dropdown.



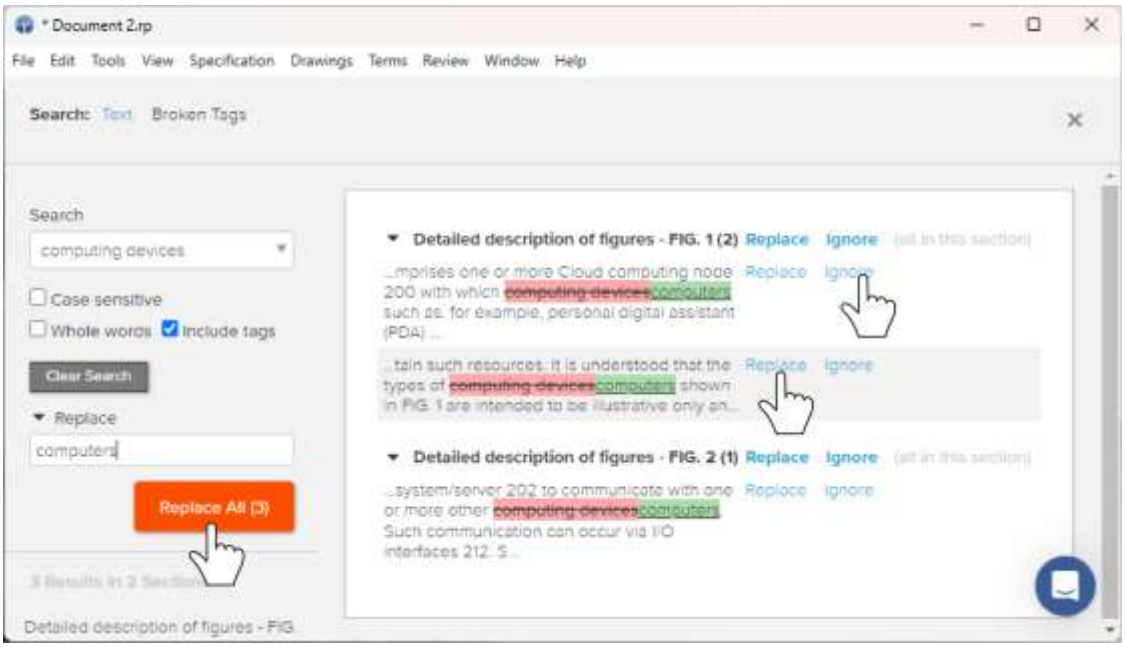
4. Instances of the search text in your application will be displayed by section, highlighted, and in context.



5. Check the desired options to refine your search. Tagged text is automatically excluded from search results, but can be included if desired.

   Note that some replacements may disrupt tagged and synchronized data objects. Global changes to terms and part references are best made using the Terms Manager and Drawing Tool parts controls, respectively, rather than the Search and Replace interface.

6. Enter your desired replacement text in the field provided.



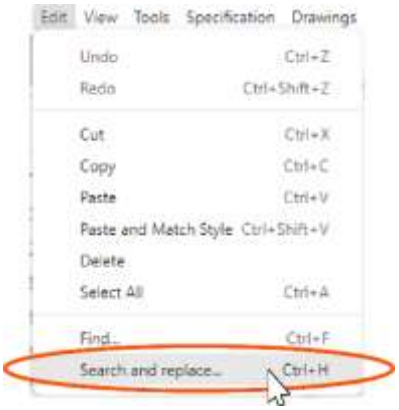
7. Use the interface controls to replace all instances of the search text with your replacement text, selectively replace some instances and ignore instances you do not wish to replace, or clear your search and start over.

8. When finished, return to the main application window drafting view by clicking the X in the left-hand sidebar.

Note that this is separate from the close window control in the menu bar.

Find and Fix Broken Data Object Tags

1. Select the Search and Replace option under the Edit menu in the main application window

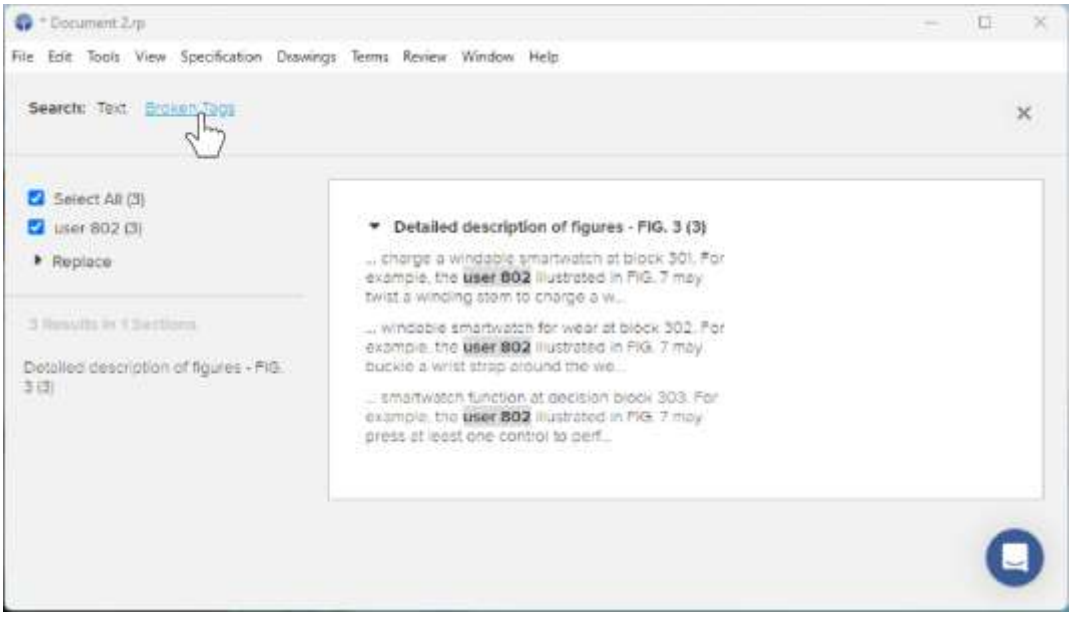


OR

Press Ctrl+H (Cmd+H for Macs) on your keyboard.

2. Click the Broken Tags search link at the top of the search and replace interface.

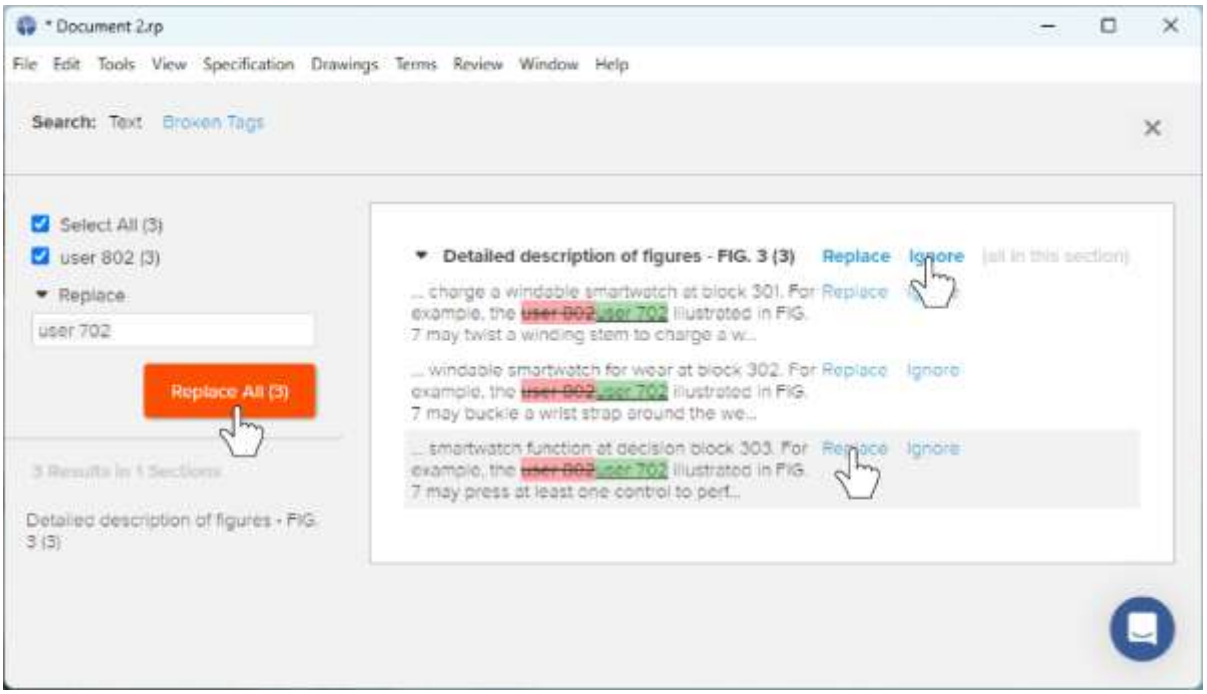
3. Review previews provided for any broken data object tags found in your application.



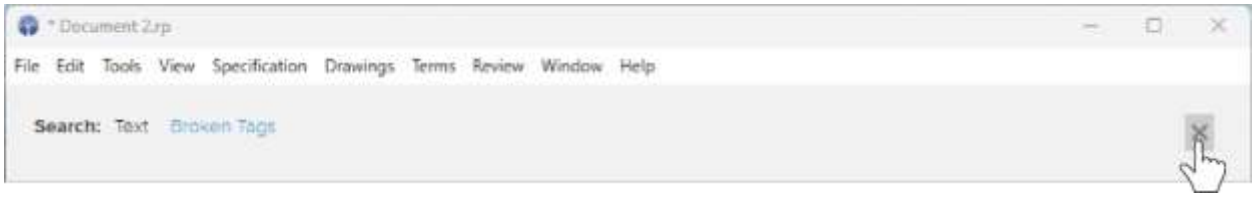
Note that checkboxes are provided to filter these results in the left-hand side panel.

4. Click the Replace down arrow to access an entry field for your desired replacement string.

5. Use the interface controls to replace all instances of the search text with your replacement text, selectively replace some instances and ignore instances you do not wish to replace, or clear your search and start over.



6. When finished, return to the main application window drafting view by clicking the X in the upper-right portion of the window.

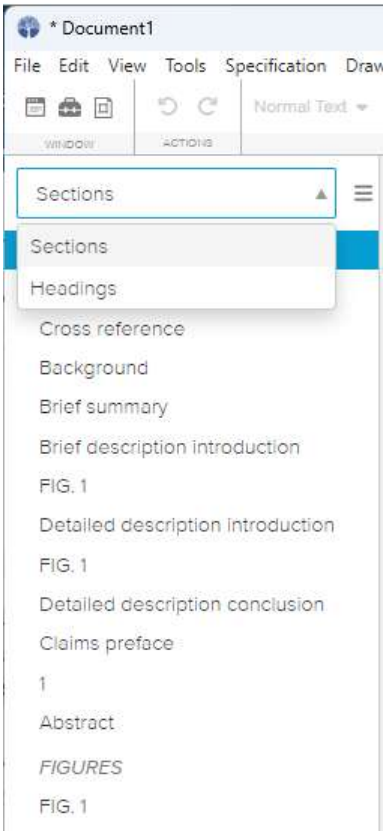


Note that this is separate from the close window control in the menu bar.

Quickly Navigate across Your Application

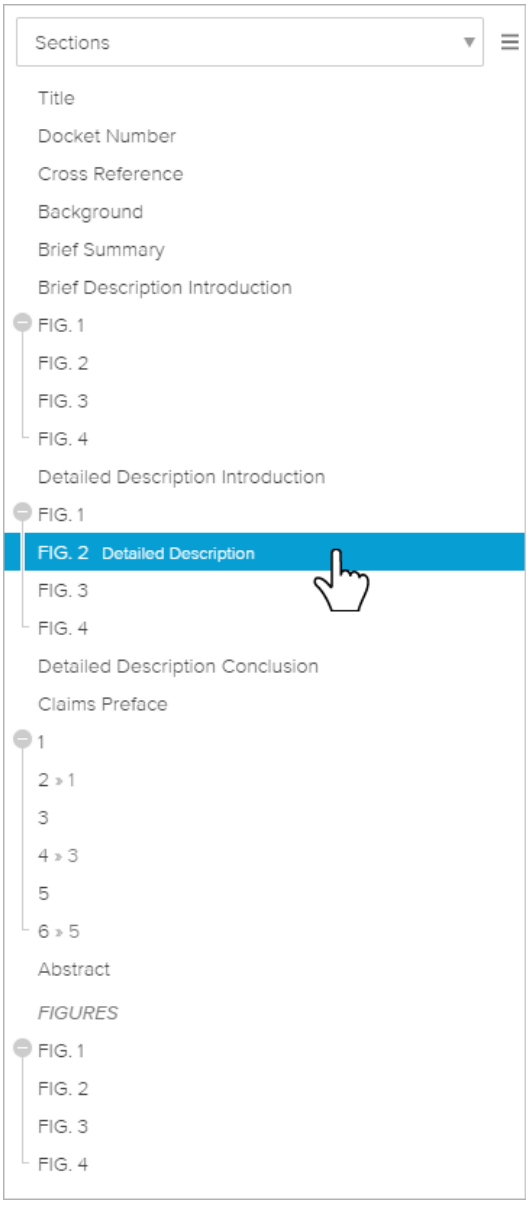
Left-hand Navigation Sidebar Introduction

1. Click the dropdown at the top of the sidebar.
2. Select either Sections and Headings for the navigation experience you want. (Sections is selected by default.)



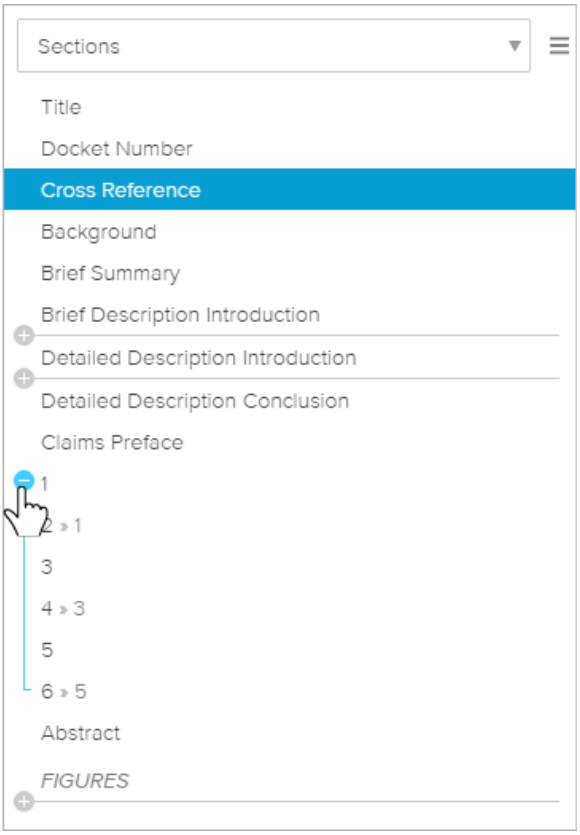
Navigate by Sections

1. Select the Sections option, if not already selected.
2. Navigate to a desired section by clicking that section's listing to the left.



Listings for figure-related sections and claims are grouped and independently collapsible to facilitate navigating applications with large numbers of figures or claims.

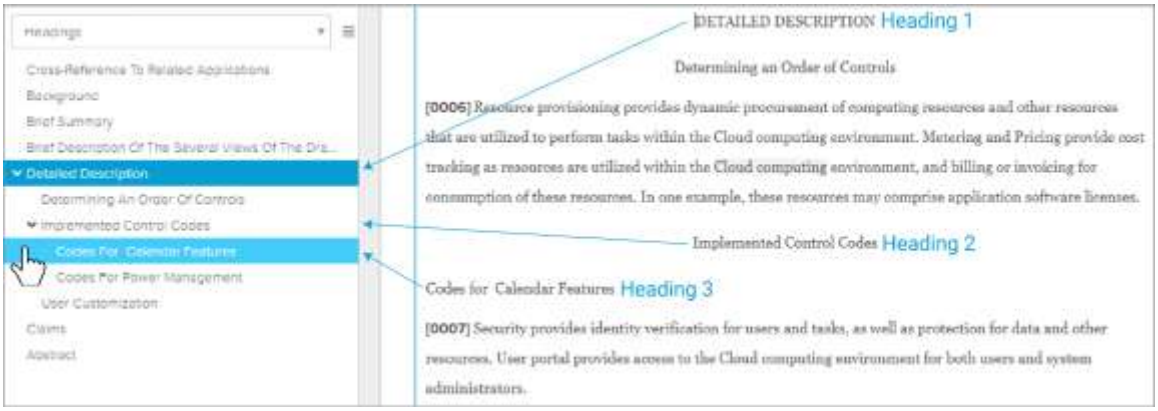
3. Click the "-" symbol at the top-left of a group to collapse it.
4. Click the "+" symbol to re-expand a collapsed group.



Sections can be created, deleted, reordered, and renamed to suit your application, and your changes will be reflected in the navigation pane.

Navigate by Headings

1. Select the "Headings" option in the navigation sidebar. Application text with a headings style applied will appear as a clickable option.



See Create Application Headings for more information on applying heading

styles.

2. Click the heading you wish to navigate to.
3. Click the arrow control to the left of the group to expand or collapse nested heading listings.

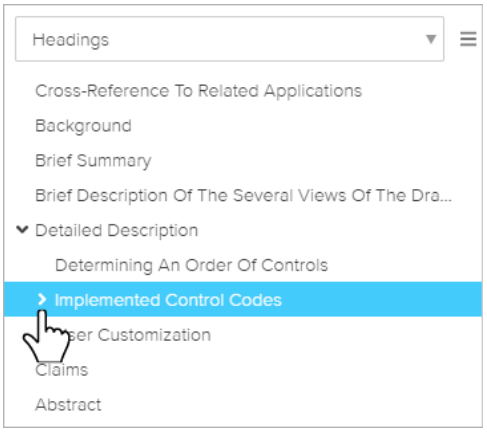
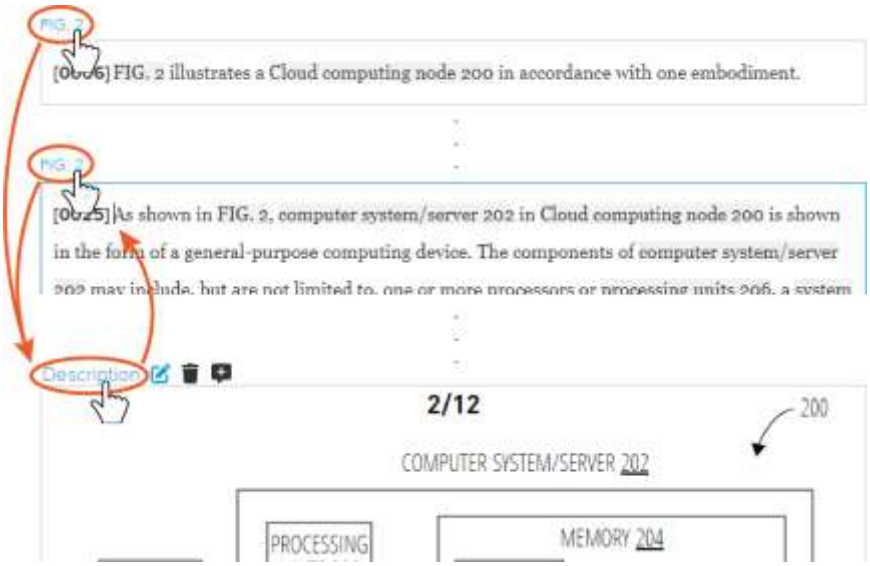


Figure Description and Preview Navigation

1. Locate the navigation link above the figure brief description section, detailed description section, or preview.



2. Click the link to navigate to the linked section as follows:
    - The links above the brief description section and detailed description

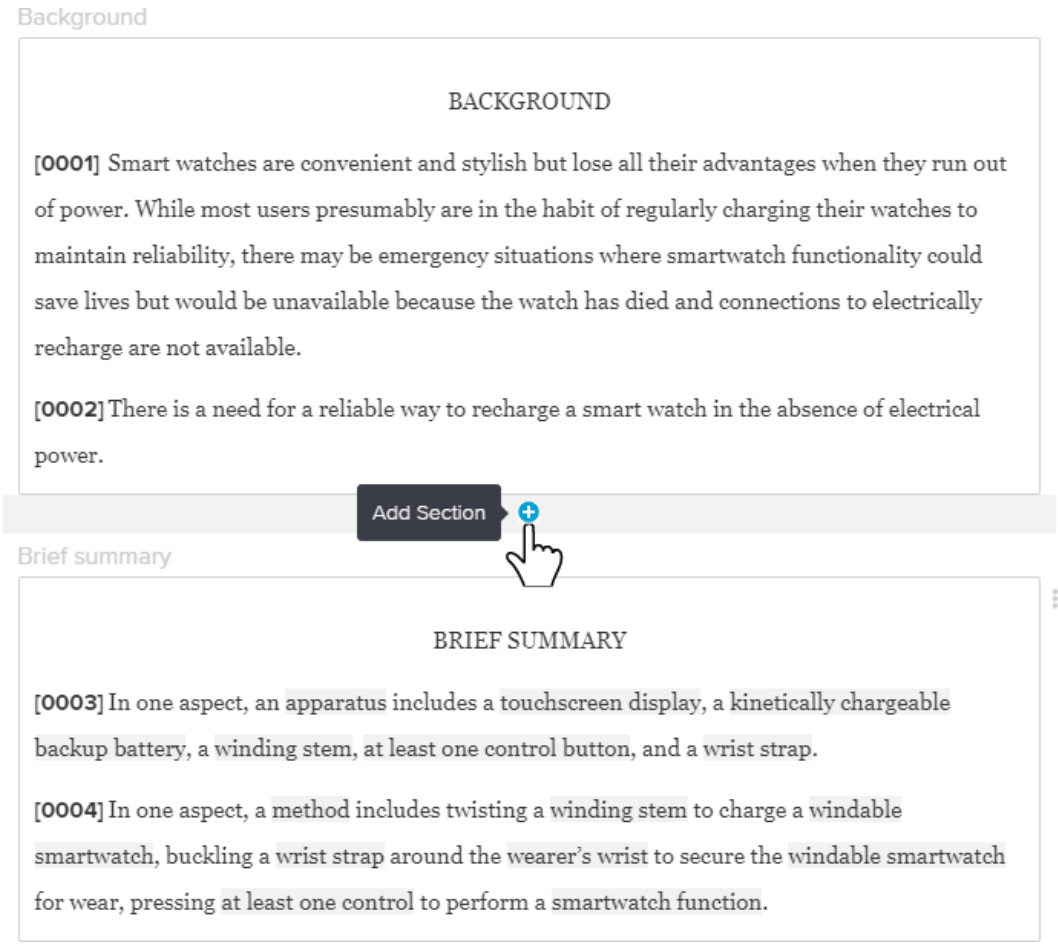
section for a figure will take you to the preview for that figure at the bottom of the main application window.

- The link above the preview for a figure will take you to the detailed description section for that figure.

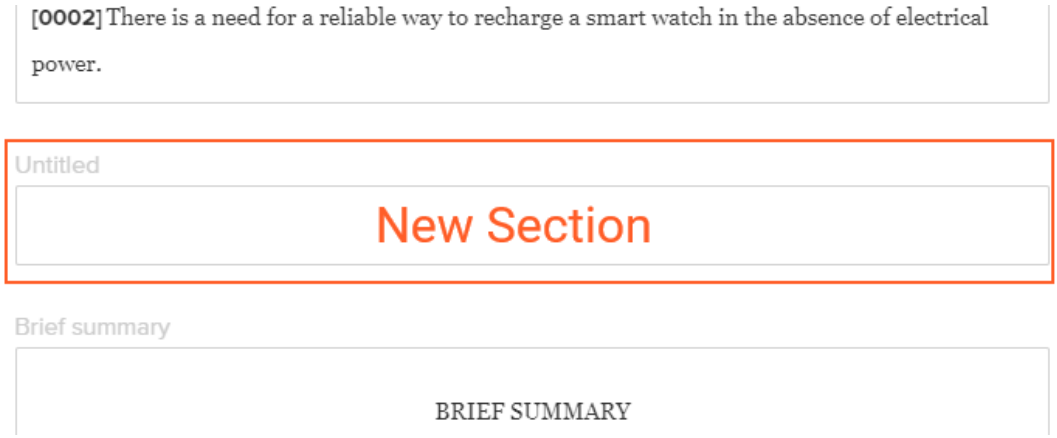
Add a Specification Section

Add a Specification Section

1. Hover your mouse pointer between sections to bring up the Add Section control.



2. Click the Add Section control. A new "Untitled" section will be added at the location you've selected.



Note that new sections cannot be added between individual figure description sections, as these sections are intended to move dynamically as figures are reordered. Headings may be used to set off additional content at the beginnings or ends of figure descriptions. Content will be moved along with other figure description content if that figure is reordered.

3. You can now rename your section, as well as move it to another location in your specification, add a page break before it, change its page orientation, delete it, add a heading in it as needed, and of course type or paste your text into it.

More on Headings and Sections in Rowan Patents

In Word, headings are used to logically subdivide your patent application text for improved readability. That is exactly how Rowan Patents headings are used, and on export to Word from Rowan, heading text in your application will be styled as shown in our integrated drafting environment, or can be customized to meet your needs. Also similar to controls offered in Word, headings can be used to quickly navigate across large applications.

What Rowan Patents offers that you won't find in Word is the added modular structure of application sections. Our sections provide an additional navigation option. They also allow Rowan Patents to support complete consistency throughout the revision process, with minimal action on your part.

For example, our sections simplify the actions needed to include landscape-oriented information in the middle of your application. In Word, this requires section breaks to be created before page orientation can be applied. In Rowan, we make adding sections easy, then landscape orientation is two mouse clicks away.

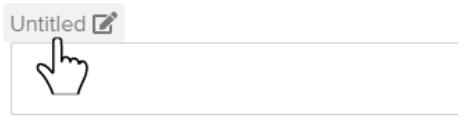
In addition, creating a figure automatically populates sections for that figure's brief and detailed descriptions. Working in a specific figure's section lets us do a little of the drafting for you if you like when you generate a figure description. More importantly, these sections let us do a LOT of the work for you if you decide you want to reorder your figures. You can do that quickly and easily in the drawing tool, with complete assurance that we will handle the appropriate reordering of text in your specification.

While headings export from Rowan to Word, it's important to remember that none of the data on section divisions is included in an exported Word file. Rowan Patents sections are purely in-environment features that facilitate and speed up drafting tasks that can require tedious selection/copy/paste actions in Word, reducing drafting time and the opportunity for error. However, if you delete all of the text in a Rowan Patents section, absolutely nothing will appear in an exported Word file to let you know that section exists.

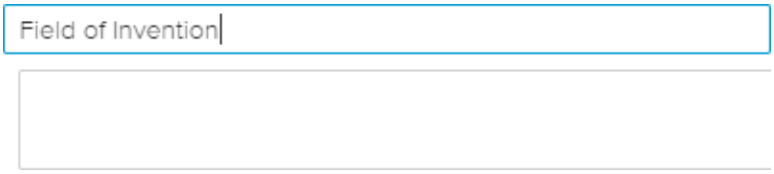
Additional sections provide instructions on renaming, changing the page orientation of, adding page breaks between, reordering, and deleting specification sections, and adding headings in your application.

Rename a Specification Section

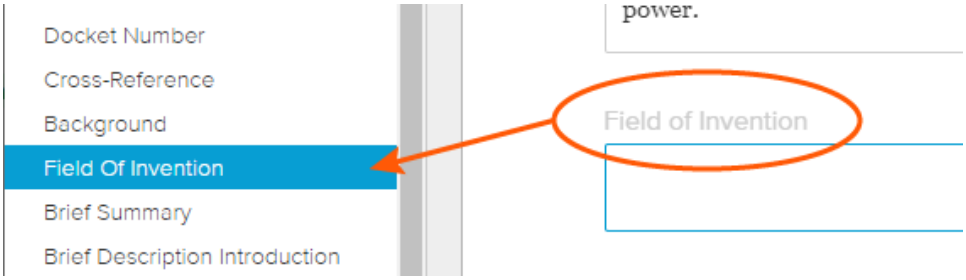
1. Hover your mouse pointer over the section name to reveal the edit control.



2. Click the edit control.
3. Enter your desired title in the field provided.



4. Your section will be updated with your title, as will its listing in the left-hand navigation panel when in "Sections" navigation mode.

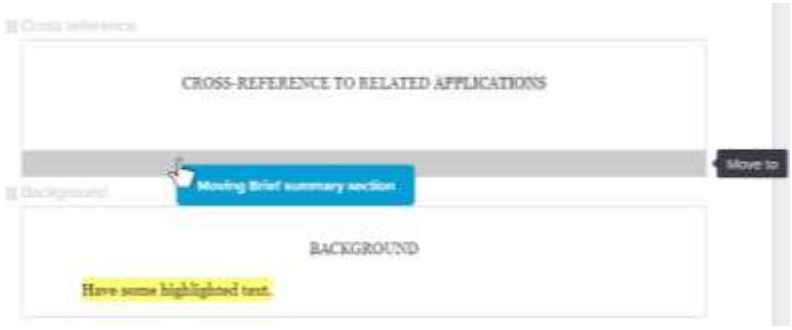


Note that Title, Docket Number, FIG., and claim section fields cannot be renamed.

Reorder Specification Sections

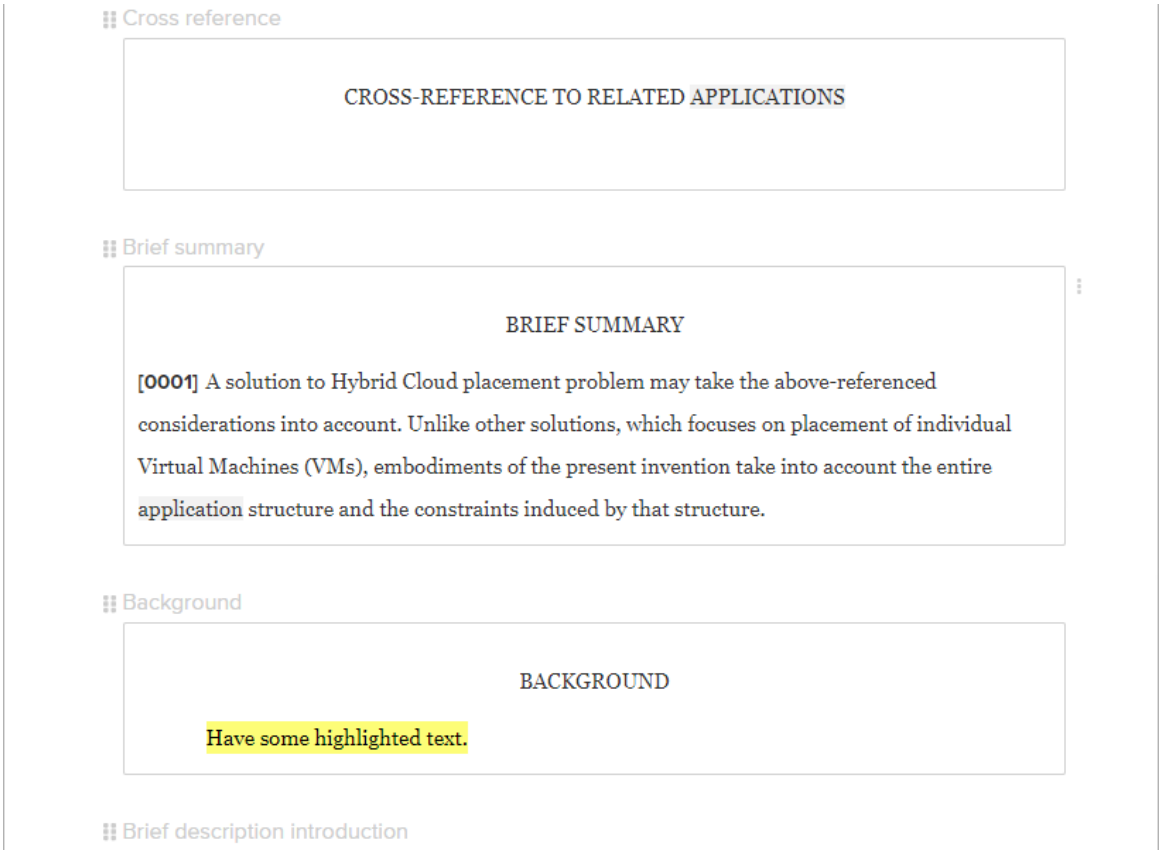
1. Click the drag to move icon to the upper-left of the section you want to move.

2. Drag the section to the desired location, or scroll to reach an off-screen desired location. A gray insertion bar will appear in locations where section reordering is permitted.



Note that sections cannot be dragged into locations between figure description sections, as these sections are intended to move dynamically as figures are reordered. Headings may be used to set off additional content at the beginnings or ends of figure descriptions. Content will be moved along with other figure description content if that figure is reordered.

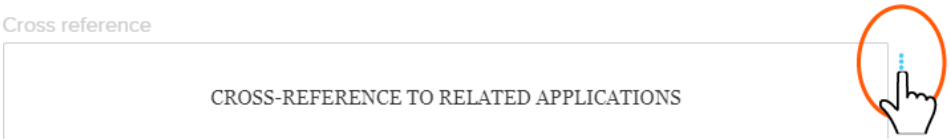
3. Click the insertion bar to drop the section into its new location.



Delete a Specification Section

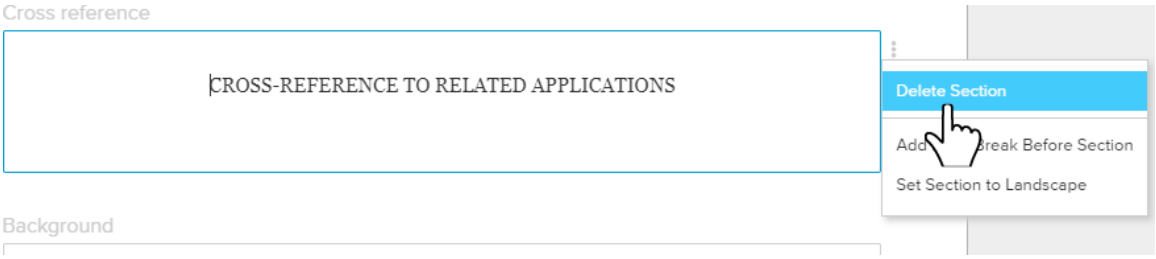
How to Delete a Section

1. Hover over or click on the section you wish to delete.
2. Click the section menu icon revealed to the upper-right.



Note that for sections that cannot be deleted this menu icon will not appear. See additional details below.

3. Select "Delete section" from the section menu.



4. Click the "Delete" button in the resulting confirmation dialog.

5. Your section will be removed from your application.

Sections that Cannot Be Deleted This Way

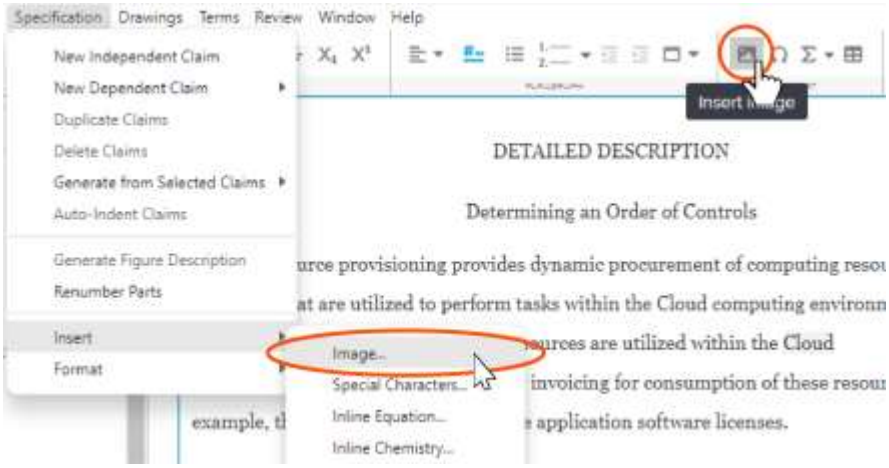
Note that Title, Docket Number, and Abstract section fields cannot be deleted, but may be left blank to omit them in the exported output if desired.

FIG. sections are deleted only when their corresponding figures are deleted.

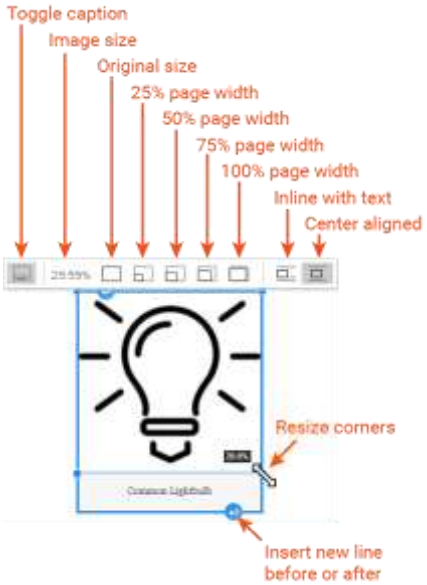
Claim fields are removed when claims are deleted, but an empty claim 1 field will be preserved for easy entry of new claims.

Insert and Adjust an Image within Application Text

1. Place your cursor at the point in your text where you wish to insert your image.
2. Select the Image... option under the Specification > Insert menu or the image icon in the toolbar.



3. Use the dialog provided to browse for the desired image.
4. Your selected image will be inserted at your cursor location.
5. Adjust how your image appears in your specification using the controls provided, including adjusting image size and alignment and adding a caption as desired.

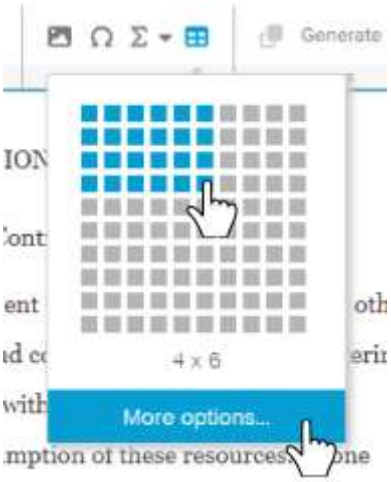


6. Use the insert new line controls at the top or bottom of the image as needed to continue drafting your application around your image.

Insert and Adjust a Table within Application Text

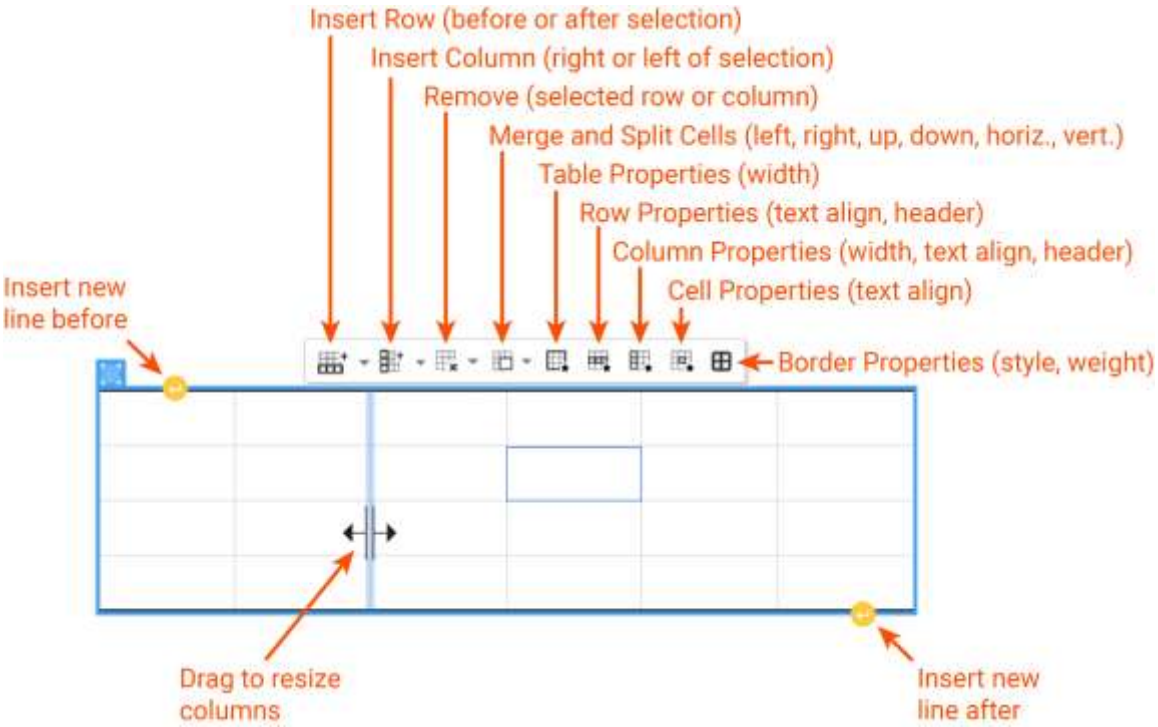
1. Place your cursor at the point in your text where you wish to insert your table.
2. Click the table icon in the toolbar.

3. Drag your cursor to select the desired number of rows and columns



OR click More Options... to enter your desired table dimensions using your keyboard.

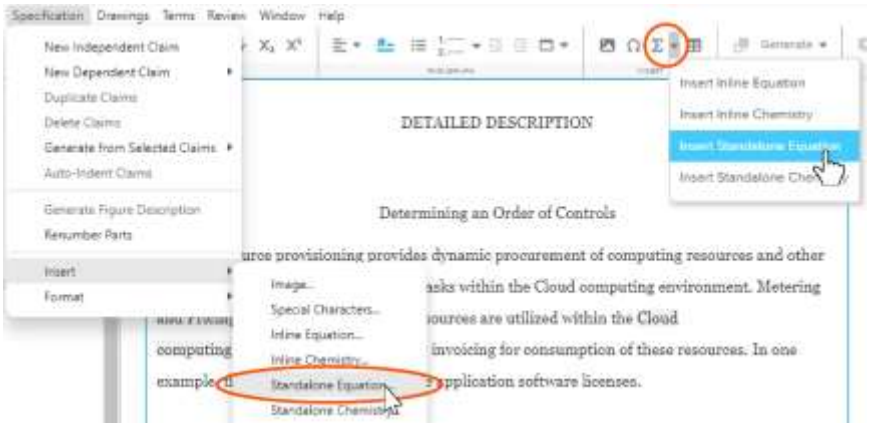
4. Your table will be inserted at your cursor location.
5. Click into your table to add table text and to access controls for adjusting cell, row, column, and table properties as needed.



6. Use the Insert new line controls to continue drafting around your table.

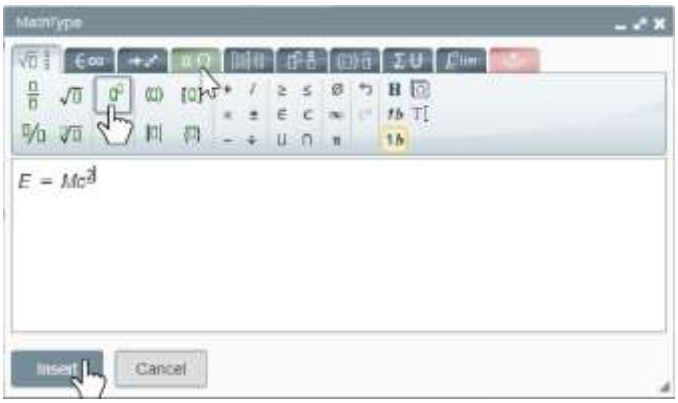
Insert and Adjust a Mathematical or Chemical Expression within Application Text

1. Place your cursor at the point in your text where you wish to insert a mathematical or chemical expression.
2. Select the type of expression you want and the alignment you want to use for that expression from the Specification > Insert menu or the toolbar control.



Inline alignment places your expression in the current line/paragraph of text. Standalone alignment places it as its own unnumbered, centered paragraph.

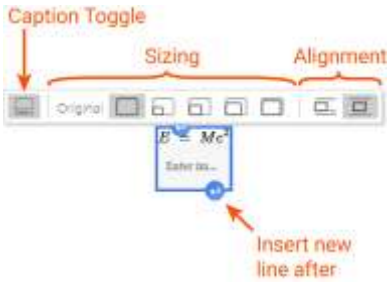
3. Use the resulting MathType editor to enter your expression by typing letters and symbols available on your keyboard or clicking to select additional symbology presented in MathType.



Note that MathType is a third-party plug-in. We'll be happy to help you with any trouble you have, and pass any bugs you find on to MathType, but performing a web search for MathType help may provide additional information when

needed.

4. Click Insert to place your expression at your cursor location in your claims or specification.
5. Your expression will be inserted, and can be adjusted using the controls provided when your expression is selected, or your cursor is located immediately after your expression.



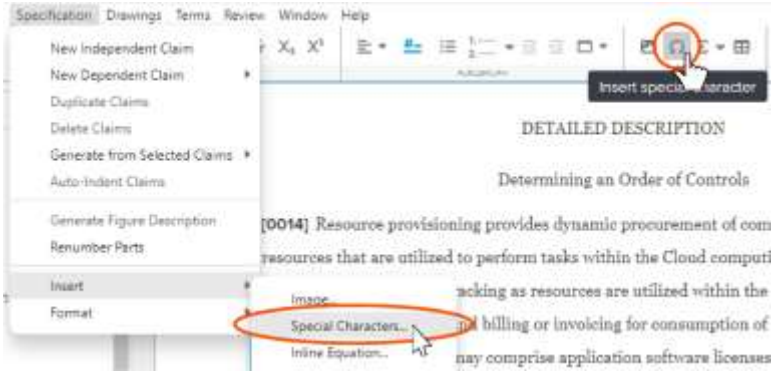
6. To make adjustments to your expression, double-click it to bring up the MathType editor again.

   Note that your expressions will also be editable in your exported Word files.

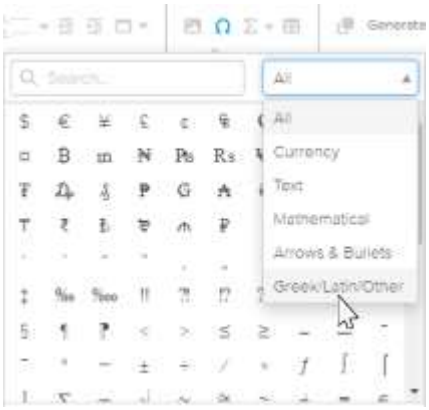
Insert a Special Character in Application Text

Insert a Special Character in Your Text

1. In the main application window, place your cursor where you want to insert a character into your specification or claims.
2. Select the Special Characters option under the Specification > Insert menu or the Special Characters symbol in the Toolbar.



3. Review the symbols provided to locate the one you want.



Note that you can use the Search or dropdown filter to find what you want more quickly.

4. Click on the desired symbol. It will be inserted at your cursor location.

Note that the symbol menu remains open for further selections but will close when you click elsewhere in the main application window.

Special Characters Available in Rowan

The following symbols are available under five categories in the special symbols menu.

Currency	Text	Mathematical
$ (Dollar Sign) € (Euro Sign) ¥ (Yen Sign) £ (Pound Sign) ¢ (Cent Sign) ₠ (Euro-Currency Sign) ₡ (Colon Sign) ₢ (Cruzeiro Sign)	‹ (Single Left-Pointing Angle Quotation Mark) › (Single Right-Pointing Angle Quotation Mark) « (Left-Pointing Double Angle Quotation Mark) » (Right-Pointing Double Angle Quotation Mark)	< (Less-Than Sign) > (Greater-Than Sign) ≤ (Less-Than or Equal To) ≥ (Greater-Than or Equal To) – (En Dash) — (Em Dash) ¯ (Macron) ‾ (Overline)

Currency	Text	Mathematical
₣ (French Franc Sign) ₤ (Lira Sign) ¤ (Currency Sign) ฿ (Bitcoin Sign) ₥ (Mill Sign) ₦ (Naira Sign) ₧ (Peseta Sign) ₨ (Rupee Sign) ₩ (Won Sign) ₪ (New Shequel Sign) ₫ (Dong Sign) ₭ (Kip Sign) ₮ (Tugrik Sign) ₯ (Drachma Sign) ₰ (German Penny Sign) ₱ (Peso Sign) ₲ (Guarani Sign) ₳ (Austral Sign) ₴ (Hryvnia Sign) ₵ (Cedi Sign) ₶ (Livre Tournois Sign) ₷ (Spesmilo Sign) ₸ (Tenge Sign) ₹ (Indian Rupee Sign) ₺ (Turkish Lira Sign) ₻ (Nordic Mark Sign) ₼ (Manat Sign) ₽ (Ruble Sign)	‘ (Left Single Quotation Mark) ’ (Right Single Quotation Mark) “ (Left Double Quotation Mark) ” (Right Double Quotation Mark) ‚ (Single Low Quotation Mark) „ (Double Low Quotation Mark) ¡ (Inverted Exclamation Mark) ¿ (Inverted Question Mark) ‥ (Two Dot Leader) … (Horizontal Ellipsis) ‡ (Double Dagger) ‰ (Per Mille Sign) ‱ (Per Ten Thousand Sign) ‼ (Double Exclamation Mark) ?! (Question Exclamation Mark) !? (Exclamation Question Mark) ?? (Double Question Mark) © (Copyright Sign) ® (Registered Sign) ™ (Trademark Sign) § (Section Sign) ¶ (Paragraph Sign) ⁋ (Reversed paragraph sign) µ (Micro Sign) ℃ (Degree Celcius) ℉ (Degree Fahrenheit)	° (Degree Sign) − (Minus Sign) ± (Plus-Minus Sign) ÷ (Division Sign) ⁄(Fraction Slash) × (Multiplication Sign) ƒ (Latin Small Letter F with Hook) ∫ (Integral) ⌠ (Top Half Integral) ⌡ (Bottom Half Integral) ∑ (N-ary Summation) ∞ (Infinity) √ (Square Root) ~ (Tilde Operator) ≅ (Approximately Equal To) ≈ (Almost Equal To) ≠ (Not Equal To) ≡ (Identical To) ∈ (Element Of) ∉ (Not an Element Of) ∋ (Contains as Member) ∏ (N-ary Product) ∧ (Logical AND) ∨ (Logical OR) ¬ (Not Sign) ∩ (Intersection) ∪ (Union) ∂ (Partial Differential) ∀ (For All) ∃ (There Exists) ∅ (Empty Set) ∇ (Nabla) ∗ (Asterisk Operator) ∝ (Proportional To) ∠ (Angle) ¼ (Vulgar Fraction One Quarter) ½ (Vulgar Fraction One Half) ¾ (Vulgar Fraction Three Quarters) ⅕ (Vulgar Fraction One Fifth) ⅖ (Vulgar Fraction Two Fifths) ⅗ (Vulgar Fraction Three Fifths)

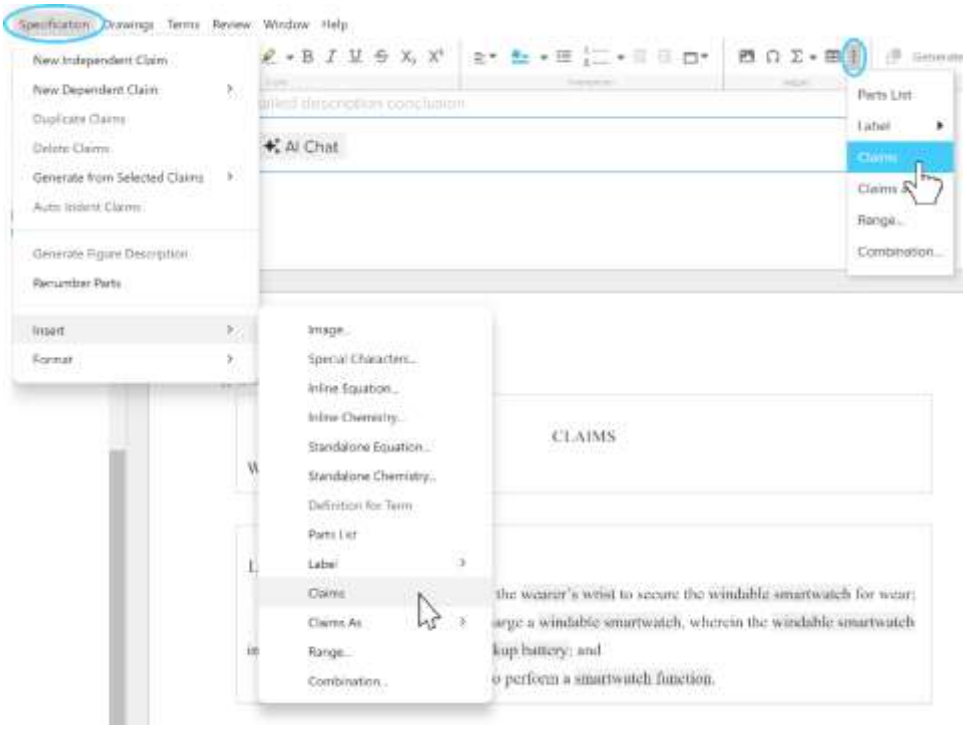
Arrows & Bullets	Greek/Latin/Other
⇐ (Leftward Double Arrow)	Γ (Greek Capital Letter Gamma)

Arrows & Bullets	Greek/Latin/Other
⇒ (Rightward Double Arrow) ⇑ (Upward Double Arrow) ⇓ (Downward Double Arrow) ⇠ (Leftward Dashed Arrow) ⇢ (Rightward Dashed Arrow) ⇡ (Upward Dashed Arrow) ⇣ (Downward Dashed Arrow) ⇤ (Leftward Arrow to Bar) ⇥ (Rightward Arrow to Bar) ⤒ (Upward Arrow to Bar) ⤓ (Downward Arrow to Bar) ↕ (Up Down Arrow with Base) BACK (BACK with Leftward Arrow Above) END (END with Leftward Arrow Above) ON! (ON! with Left Right Arrow Above) SOON (SOON with Rightward Arrow Above) TOP (TOP with Upward Arrow Above) ↑ (Upward Arrow) ↓ (Downward Arrow) ↕ (Up Down Arrow) ↖ (Northwest Arrow) ↗ (Northeast Arrow) ↘ (Southeast Arrow) ↙ (Southwest Arrow) ▪ (Black Small Square) ▫ (White Small Square) ● (Black Circle) ○ (White Circle) ◦ (White Bullet) ◌ (Dotted Circle) | (Box Drawings Light Vertical)	Δ (Greek Capital Letter Delta) Σ (Greek Capital Letter Sigma) Ψ (Greek Capital Letter Psi) Ω (Greek Capital Letter Omega) α (Greek Small Letter Alpha) β (Greek Small Letter Beta) γ (Greek Small Letter Gamma) δ (Greek Small Letter Delta) θ (Greek Small Letter Theta) λ (Greek Small Letter Lamda) μ (Greek Small Letter Mu) ν (Greek Small Letter Nu) ξ (Greek Small Letter Xi) π (Greek Small Letter Pi) ρ (Greek Small Letter Rho) σ (Greek Small Letter Sigma) τ (Greek Small Letter Tau) ϕ (Greek Phi Symbol) ψ (Greek Small Letter Psi) ω (Greek Small Letter Omega) ᵠ (Modifier Letter Small Greek Phi) φ (Greek Subscript Small Letter Phi) χ (Greek Subscript Small Letter Chi) ‖ (Latin Letter Lateral Click) | (Latin Letter Dental Click) ʃ (Latin Capital Letter Esh) ɛ (Latin Small Letter Open E) ø (Latin Small Letter O with Stroke) ი (Georgian Ini) ნ (Georgian Nio) ძ (Georgian Dzili) ᵛ (Modifier Letter Small v with Hook) Λ (Lisu Letter Nga)

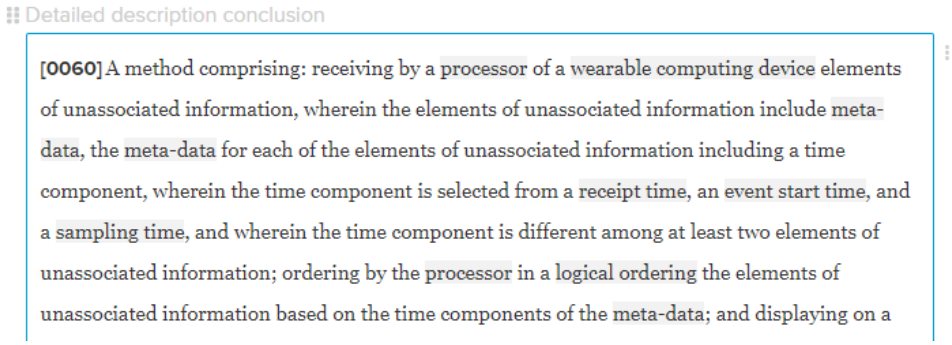
Insert Claim Language and References in the Specification

Insert Claim Language

1. Place your cursor at the point in your specification text where you wish to insert your claim language.
2. Click the Claims option under the Specification > Insert menu or in the menu options for the Insertion area of the toolbar.

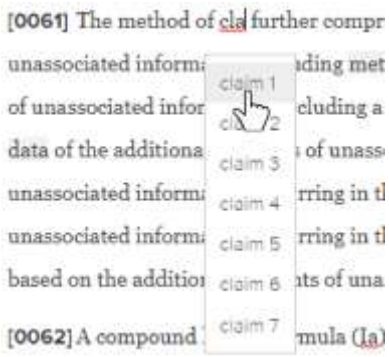


3. Each of your claims will be inserted as a separate paragraph in your specification.

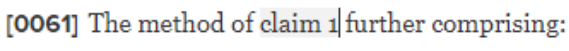


Insert a Tagged Claim Reference

1. Begin typing the word "claim" and if needed, a space followed by the claim number.
2. Click or use the arrow and Enter keys on your keyboard to select the desired claim from the dropdown presented OR finish typing the claim number and press Space.

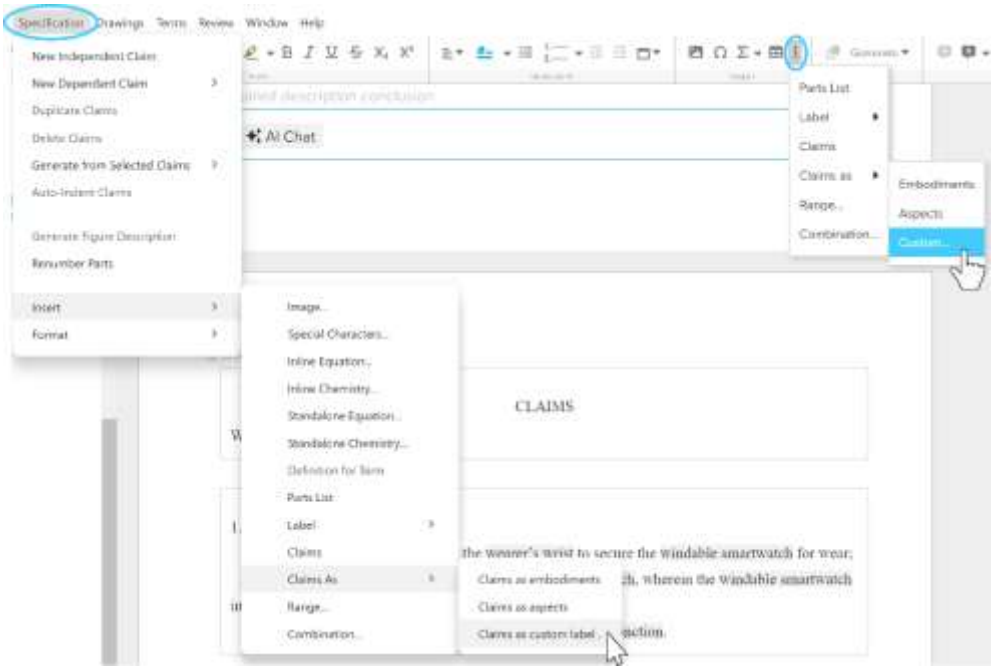


3. Your typed text will be replaced by a tagged claim reference.



Insert Embodiments, Aspects, etc. Based on Claim Language

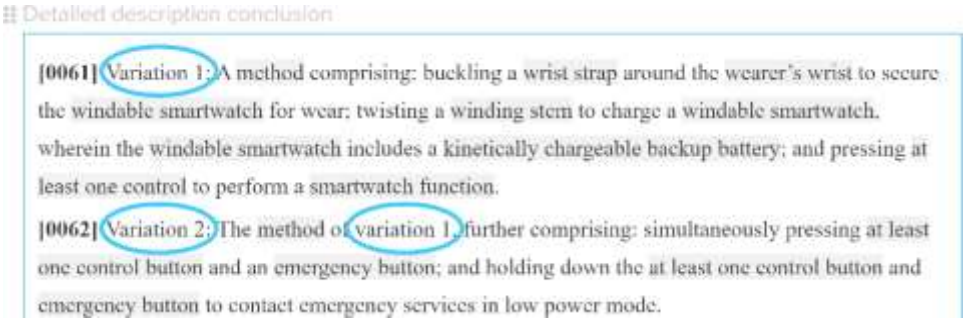
1. Place your cursor at the point in your specification text where you wish to insert a list of embodiments, aspects, or other data set based on your claim language.
2. Click the Claims As option under the Specification > Insert menu or in the menu options for the Insertion area of the toolbar.
3. Select the desired label for your inserted information from Embodiments, Aspects, or a custom label.



4. For your custom label, if desired, enter the text of your label in the field provided and click Save.

Be sure to capitalize your label to preserve appropriate sentence capitalization.

5. Your claim language will be transformed with the label you've selected or entered, and the list of embodiments, aspects, etc. based on your claims will be inserted at your cursor location.

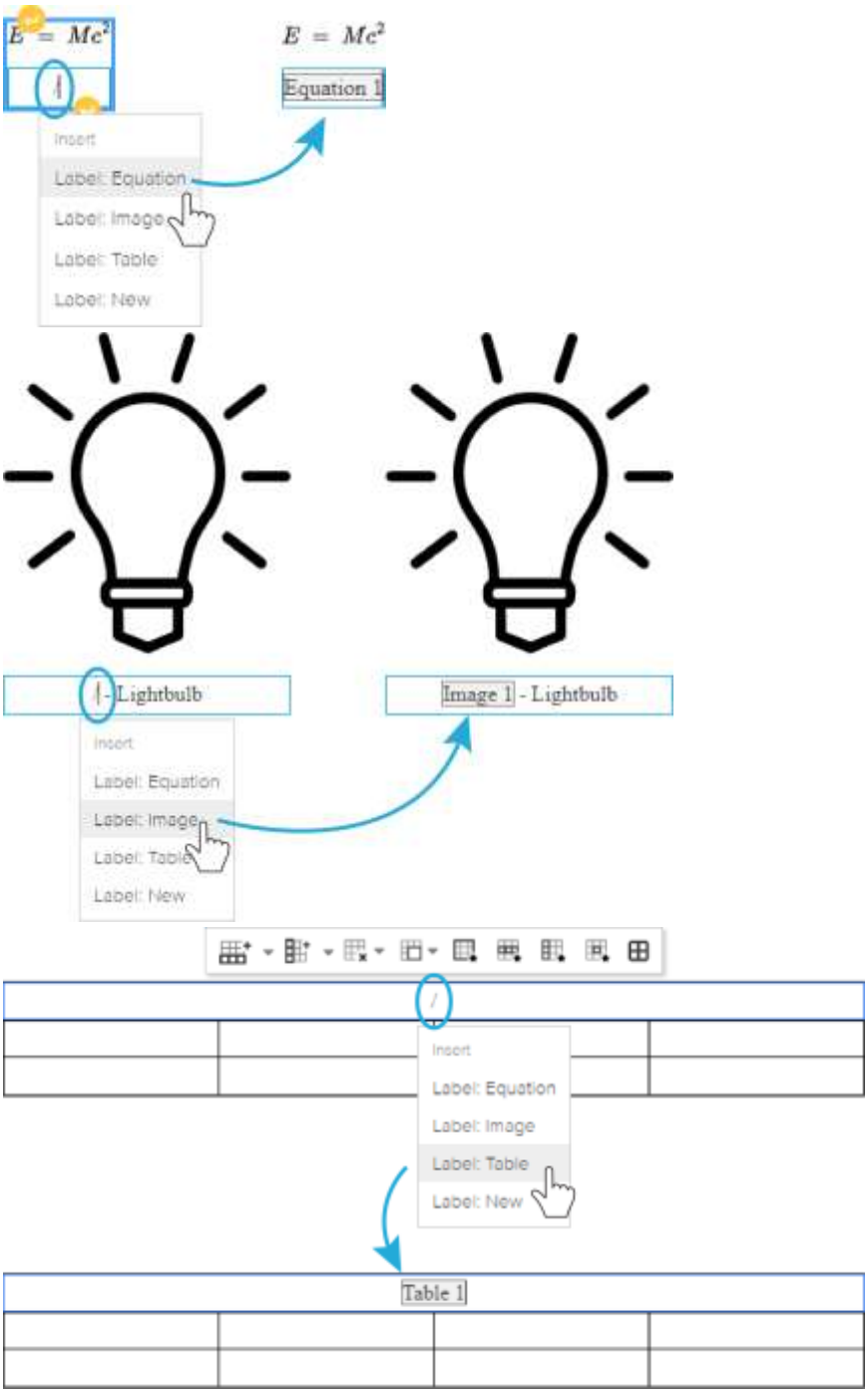


Insert Dynamic Labels and References

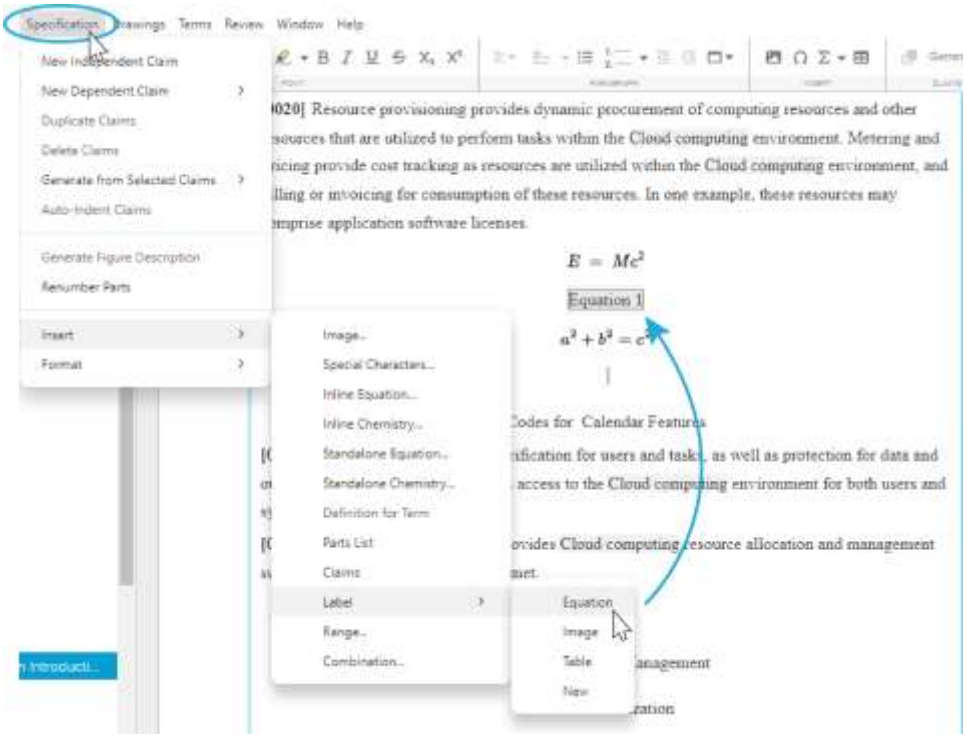
1. Place your cursor where you wish to insert the dynamic label.

   This may be in the caption field provided for standalone equations and chemistry as well as for images, in line with in-line equations and chemistry, in the first row of a table, an empty line before or after the object to be labeled, etc.

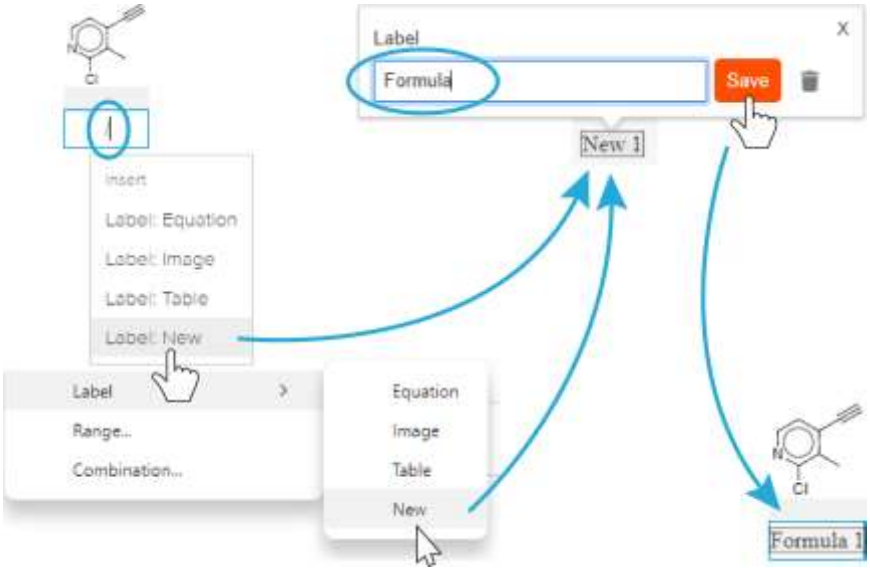
2. Type a slash character ("/") to open the slash menu options and select the desired option



OR open the Specification menu and select the desired option in the Insert > Label menu.

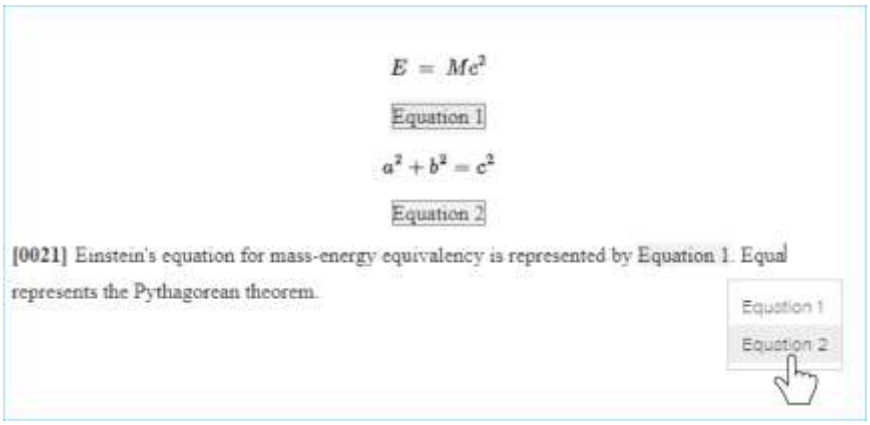


3. If you want to use a label that is not provided in the default list, click the New option available in the slash menu and under the Specification menu and enter your desired text to create a label of a new, custom label type



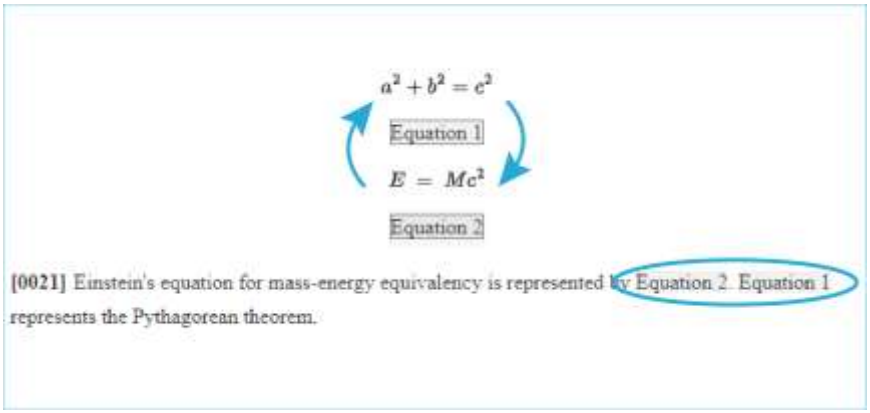
Note that your new label type will appear in the Label dropdown for future use. To remove a custom type from your application, delete all labels that use it.

4. Begin typing the text to reference your label wherever you wish to refer to your labeled object. Either finish typing and press space or select the desired reference from the dropdown menu presented.



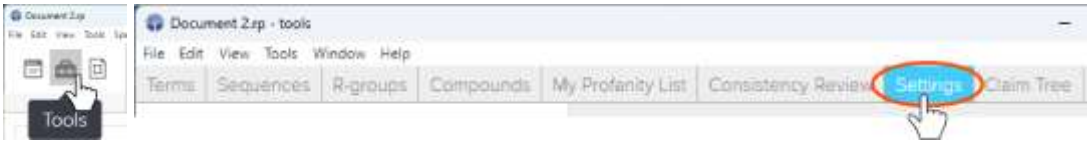
Note that reference text always matches the label text, but the label itself, which provides the source data for references, includes a dark outline to differentiate it.

5. Add, remove, and reorder labeled objects as you like and we will update label and reference numbers to match the order the labels appear in the spec, according to their type (i.e., "Equation," "Image," "Table," and the text of any new custom labels you create).

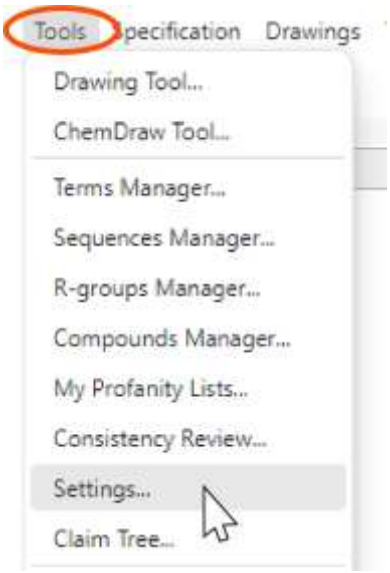


Create and Use Auto Text Shortcuts

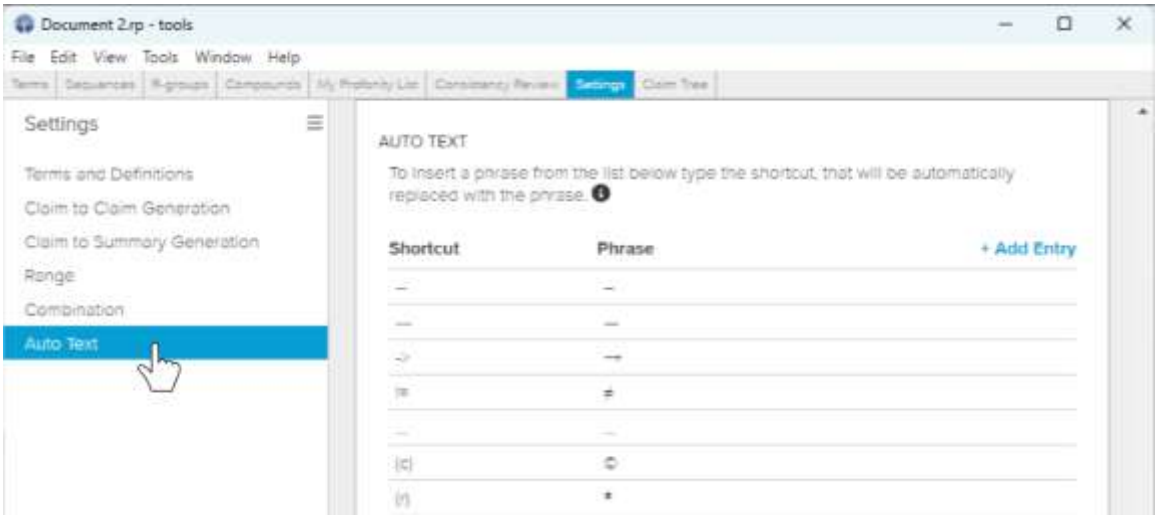
1. Click the Tools button in the toolbar and navigate to the Templates tab if needed



OR Select the Settings option from the Tools menu at the top of your Rowan Patents window.



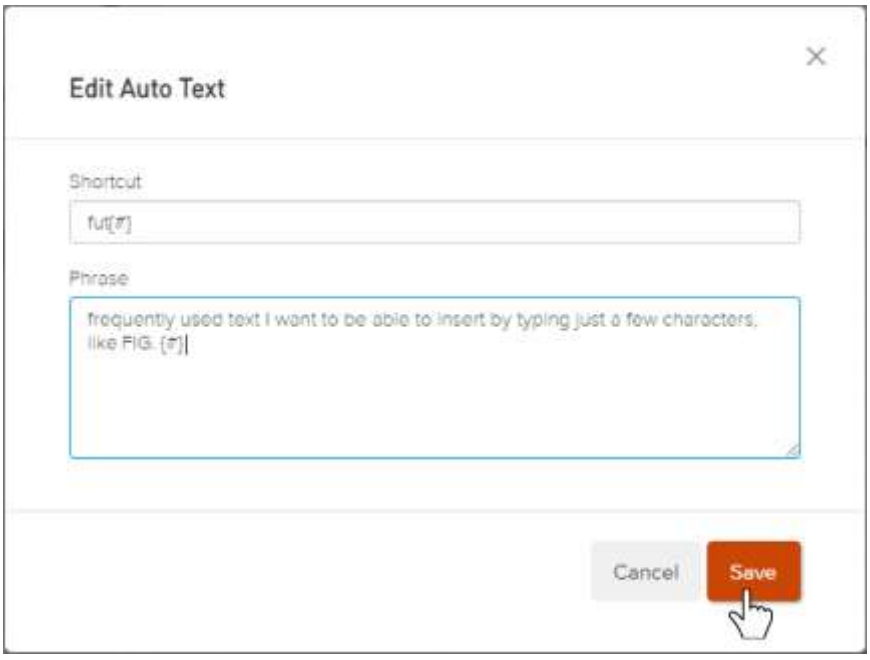
2. Scroll down or click the Autocomplete option in the left-hand sidebar to display the Auto Text interface.



Review the default options provided to learn how you can already save yourself time and typing.

3. Click the +Add Entry control to the upper right of the auto text list.

4. In the dialog presented, type a few easily remembered characters to use as your auto text shortcut.



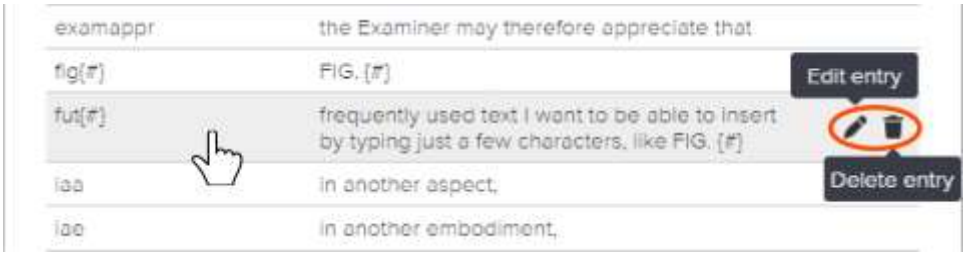
5. Type or paste in the phrase you wish to be inserted when you use the shortcut.

   Include "{#}" in both shortcut and phrase where you would like to use the shortcut to insert a reference to a numbered application element, such as a figure.

6. Click the Save button.

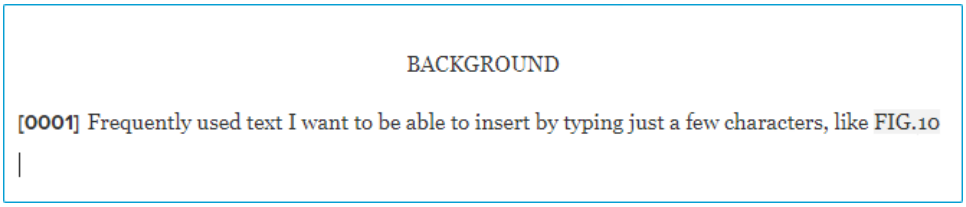
   Your saved shortcut will be available for use across all of your Rowan Patents files.

7. Use the edit and delete controls displayed for each entry on hover to update or remove a shortcut and auto text.



8. To use your shortcut, type your shortcut text in your application, followed by a space.

9. Your shortcut will be replaced by the corresponding phrase.

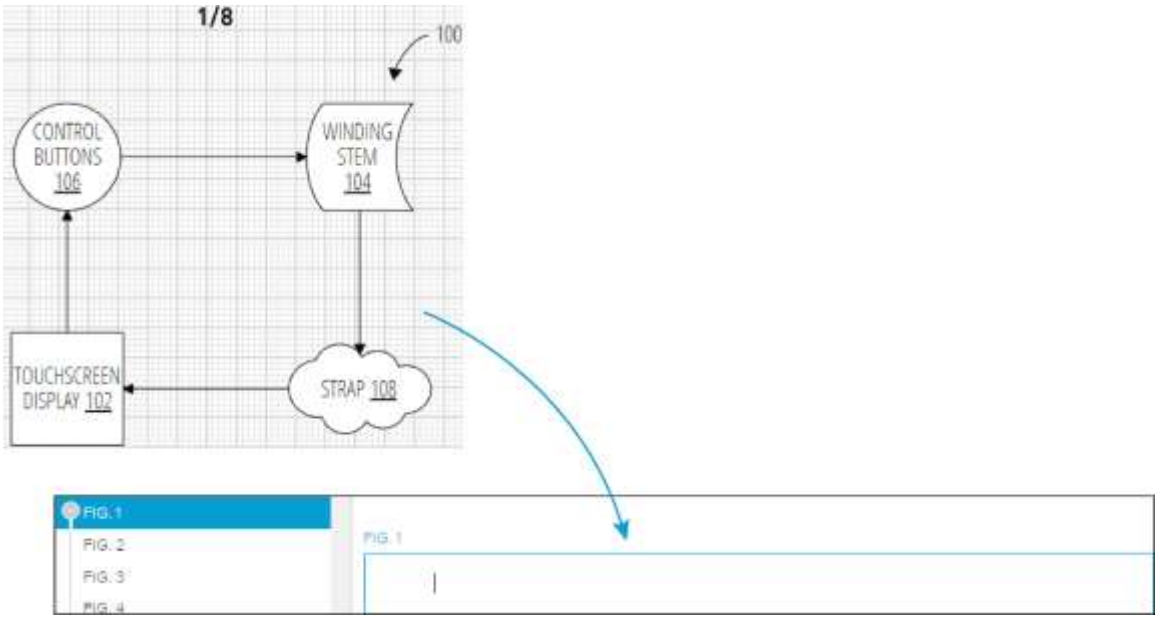


Note that capitalizing the first character of the shortcut will result in capitalization of the first character of the phrase.

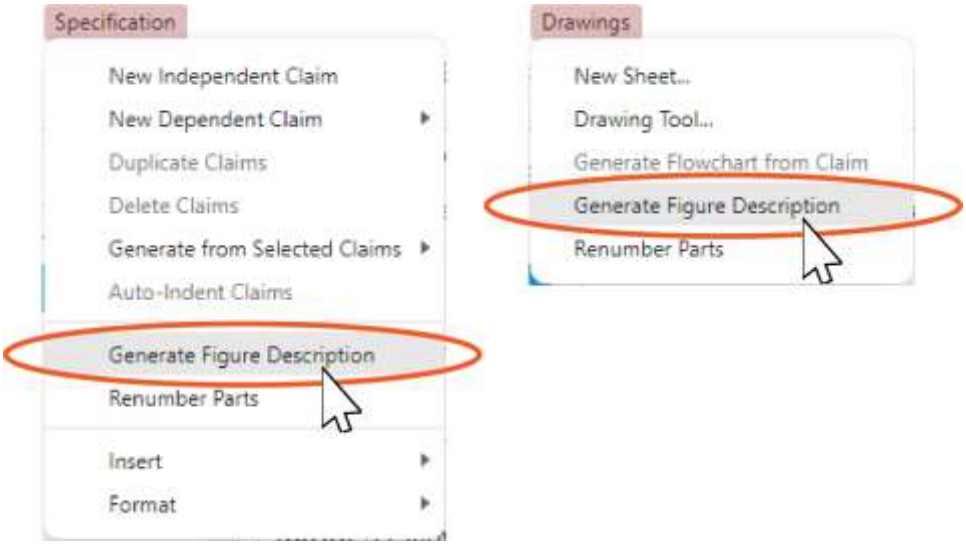
Auto-Generate a Figure Description

Description for Figures without Flowchart Elements

1. Place your cursor in the section for the figure you want to describe.



2. Select the Generate Figure Description from the Specification or Drawings menus.



3. A basic description of the parts contained in your figure will be populated.

FIG. 1

[0016] The windable smartwatch 100 comprises a touchscreen display 102, a winding stem 104, a control buttons 106, and a strap 108.

4. Elaborate upon your description as desired.

Descriptions for Figures Containing Flowchart Elements

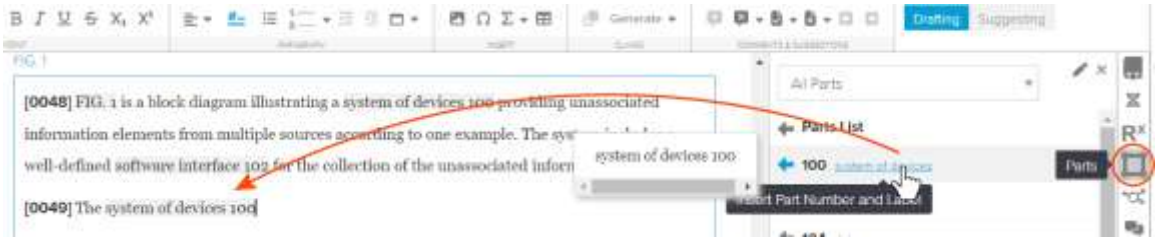
The process for auto-generating a description for flowchart figures is identical to the steps above. However, figures with flowchart elements will receive a different treatment when their description is auto-generated, and their description will be greatly enhanced using the descriptions and components associated with each flowchart element in the drawing tool.

Insert Part and Figure References into an Application

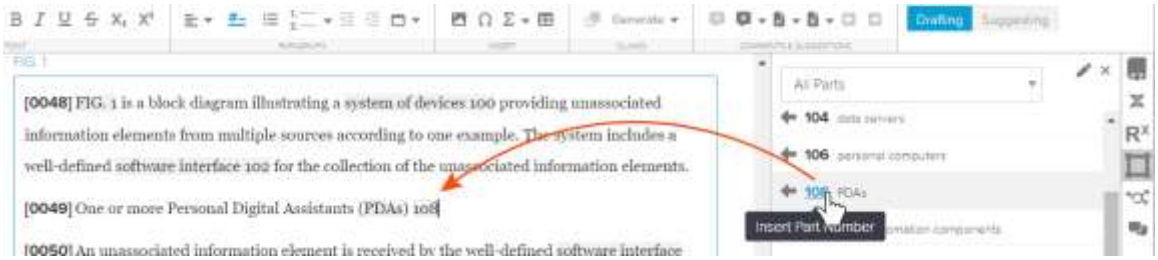
Part Reference Insertion from the Right-Hand Sidebar

1. Place your cursor at the desired insertion point in your application.

2. Click the square building block icon to expand the Parts panel in the right-hand sidebar.
3. Click the arrow or the part name link to insert the part name and number as a tagged part reference data object.



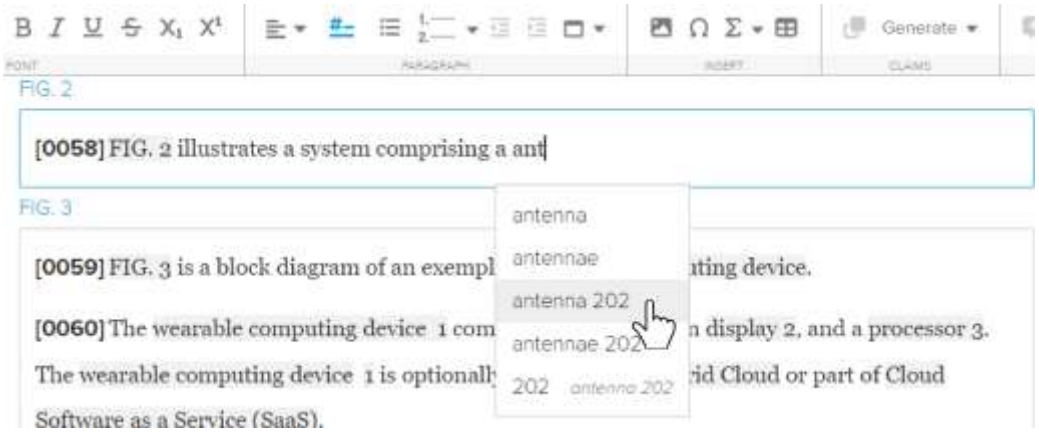
4. Click the part number to insert the part number only as a tagged part reference data object.

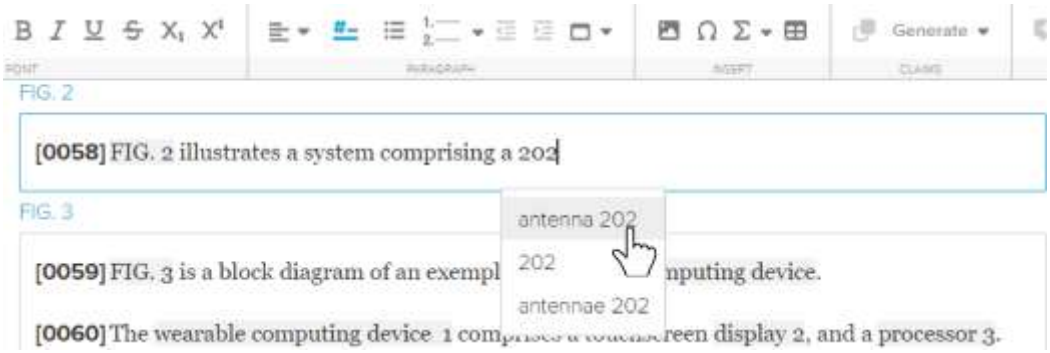


5. Your inserted reference will be kept up to date with any numbering or naming changes you make to your part in the Drawing Tool.

Part Reference Autocompletion as You Type

1. Begin typing your part name or part number.



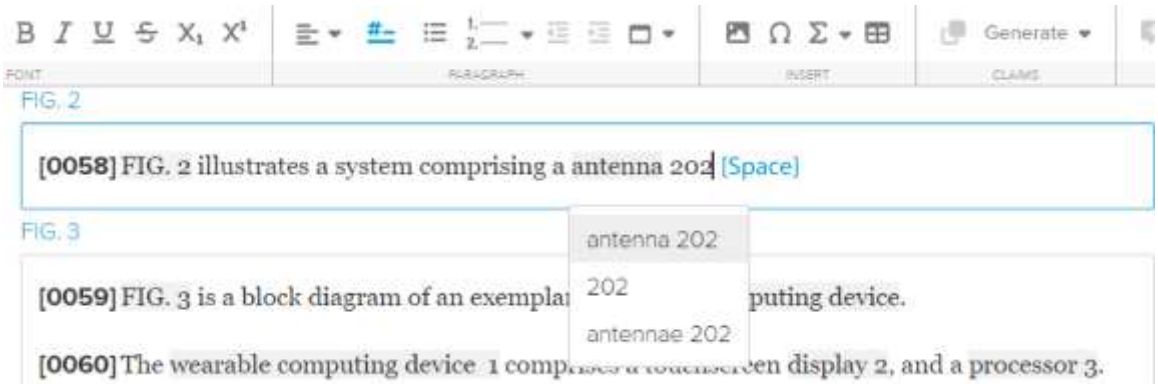


When typing in claims sections, part references including parentheses around the numerals will be offered in the dropdown.

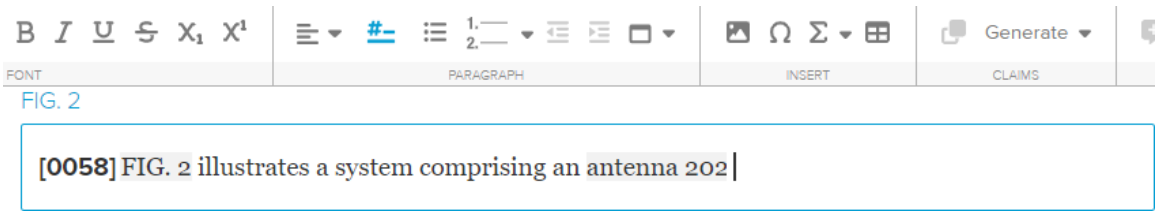
2. Press the arrow keys and Enter to insert the highlighted option from the autocomplete list provided

   OR click on a desired autocomplete list option

   OR finish typing the part number or part name and number and press space.



3. The typed or selected identifier will be inserted as a tagged part data object.

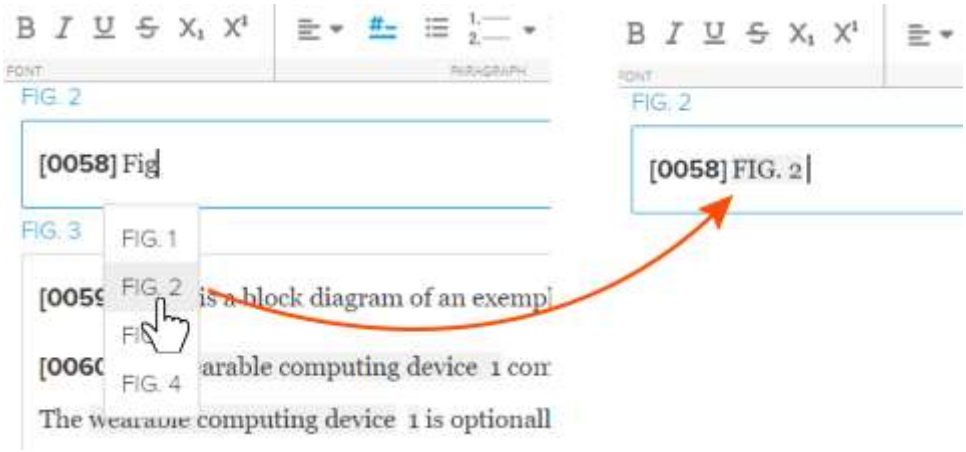


This reference will be kept up to date across any numbering or naming changes you make to your parts or figures at a later time.

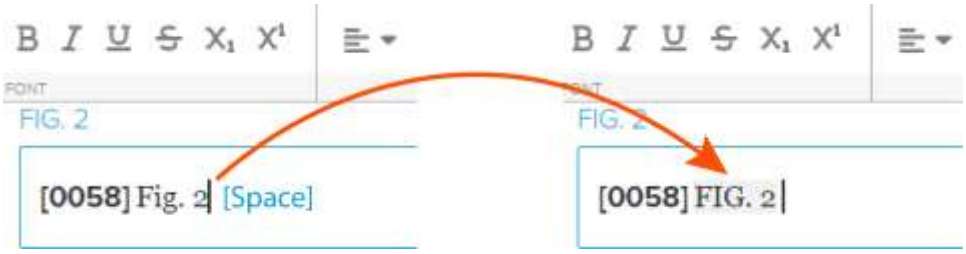
Note that "a" or "an" typed before an inserted part reference will be updated to agree with the inserted reference.

Figure Reference Autocompletion as You Type

1. Begin typing your desired "FIG. #" reference and select the desired figure from the dropdown presented



   OR type "FIG. # " where "# " is the figure number you wish to reference followed by a space.



2. Your typed text will be converted to a linked figure reference data object.

   This reference will be kept up to date if you reorder your figures at a later time in a way that changes the numbering of the referenced figure.

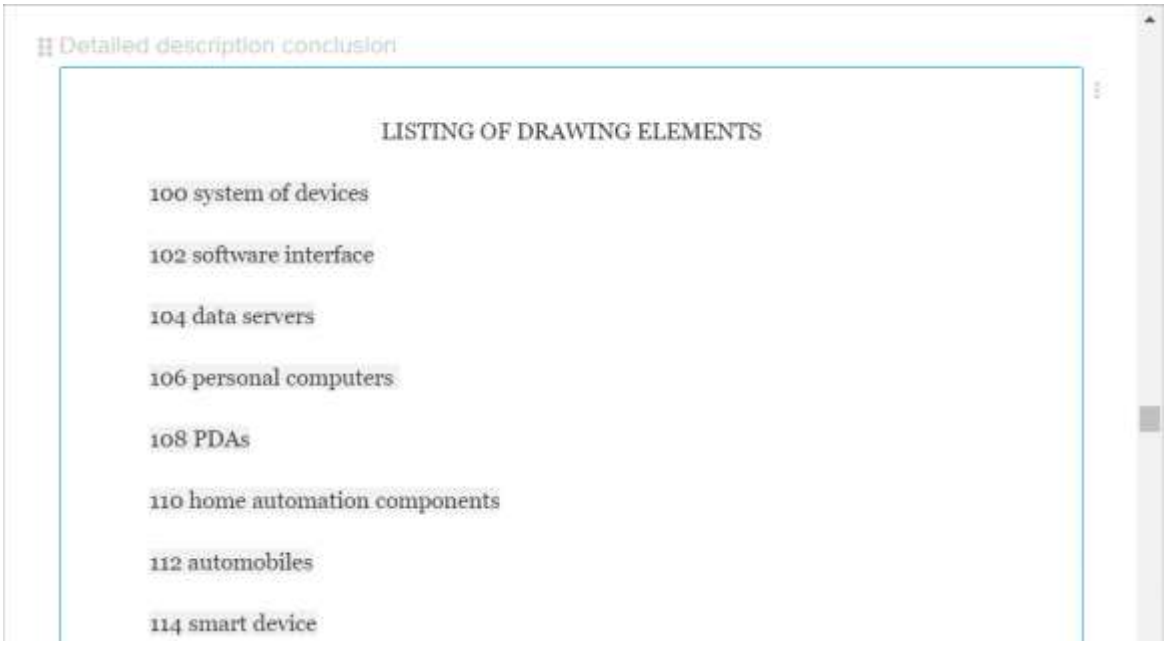
Now What?

Before you export for filing, you can use the Consistency Review tool to confirm you've supported your illustrated parts in your application.

Insert a Parts List into an Application

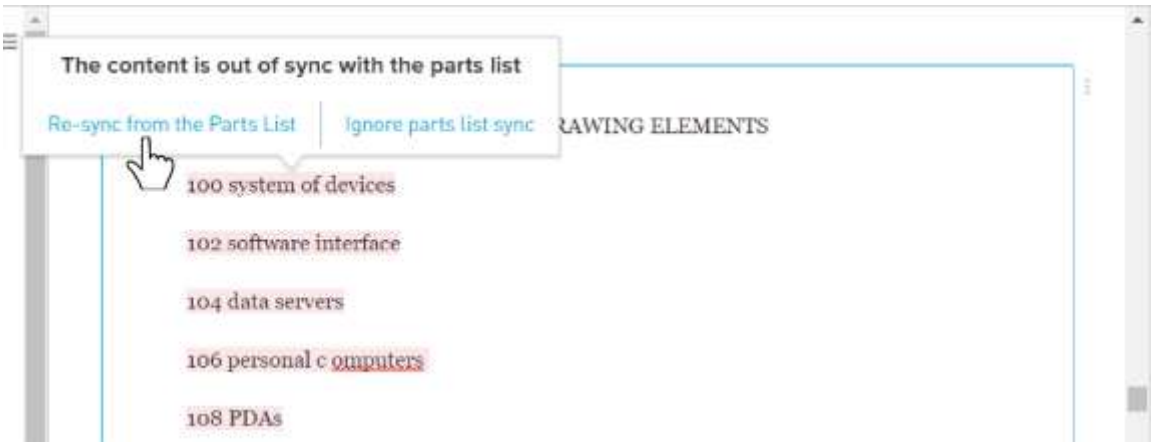
1. Place your cursor at the point in your specification where you want your parts list to go.
2. Click the square building block icon to expand the Parts panel in the right-hand sidebar.
3. Click the Parts List link or insertion arrow at the top of the Parts panel.

4. A linked listing of all parts with their numbers and names will be inserted at your cursor location, sorted by number.



Changes made in the Drawing Tool will be applied to this parts list.

5. Should something cause the parts list to be out-of-sync, it will be highlighted pink.



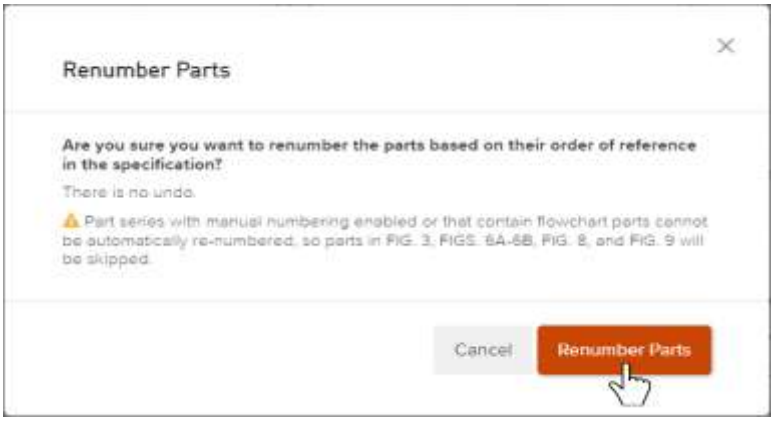
Clicking within the parts list text will provide the following re-syncing options:

a. Re-Sync from the Parts List - Updates the parts list in your specification based on data from the Drawing Tool
b. Ignore Parts List Sync - Leaves parts list as is and removes synchronization tagging, converting list to plain text.

Renumber Parts Based on Specification Order

1. In the main application window, select the Renumber Parts option under the Specification menu or the Drawings menu at the top of the window.

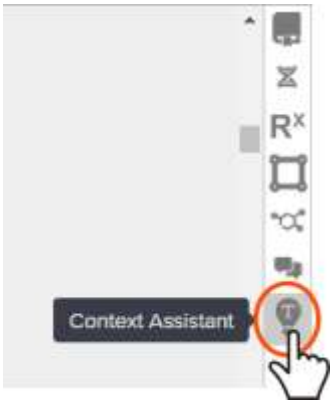
2. Confirm that you want to renumber your parts in the Renumber Parts dialog presented.



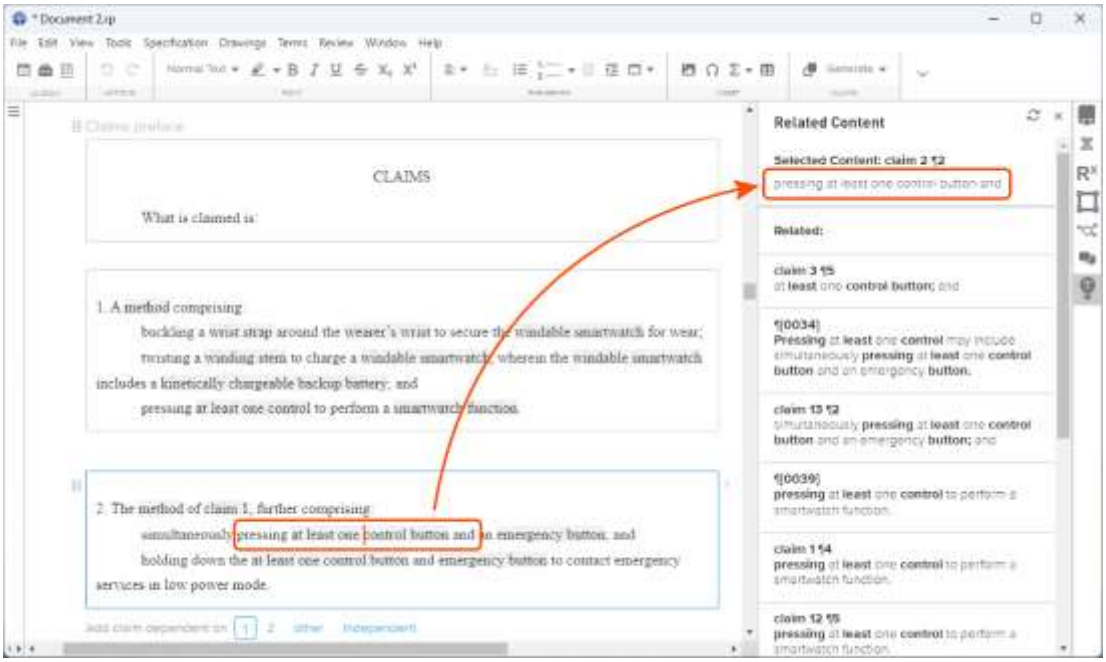
3. Part references related to each of your figures will appear in numerical order in your specification, and this numbering will be reflected in your figures and the Parts Panel in the drawing tool.

Work with Rowan Context Assistant

1. Click the AI Assistant icon in the right-hand sidebar of the main application window.

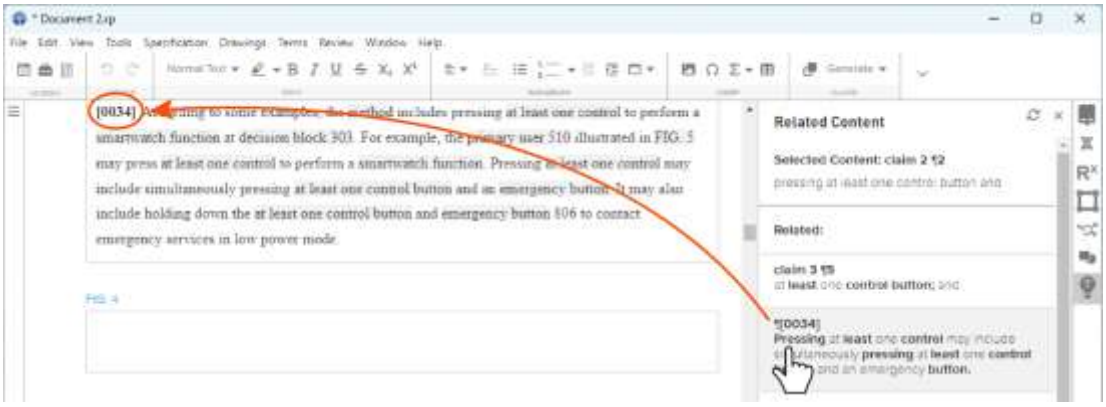


2. Select or click on a word, phrase, paragraph, etc., that you wish to see related content for.



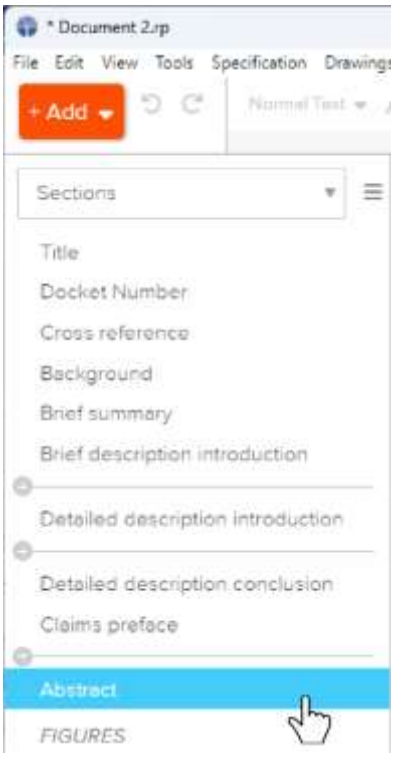
3. Review the results in the right-hand side panel.

4. Click a result to bring that portion of your application on screen if desired.



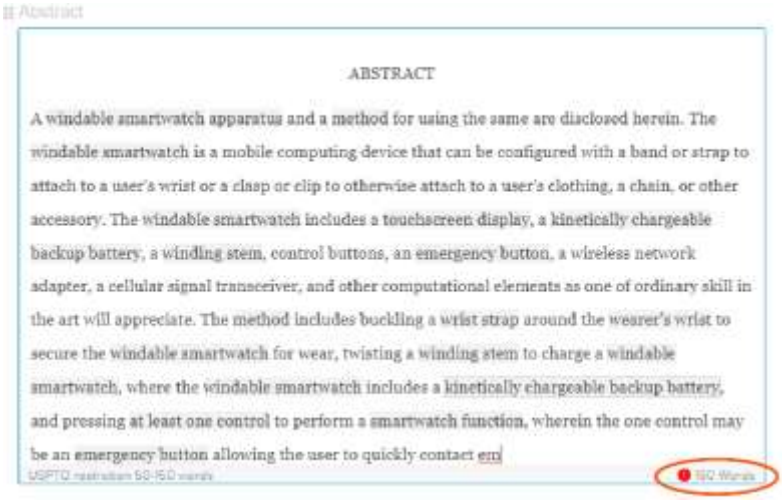
Write an Abstract

1. If desired, select your primary claim and generate a summary to use in drafting your Abstract.
2. Scroll or use left-hand sidebar navigation to navigate to the Abstract section.



3. Type or paste your desired Abstract text in this section.

   OR use the Rowan GenAI Assistant provided for this section.



4. Revise as needed to comply with USPTO word count limits.

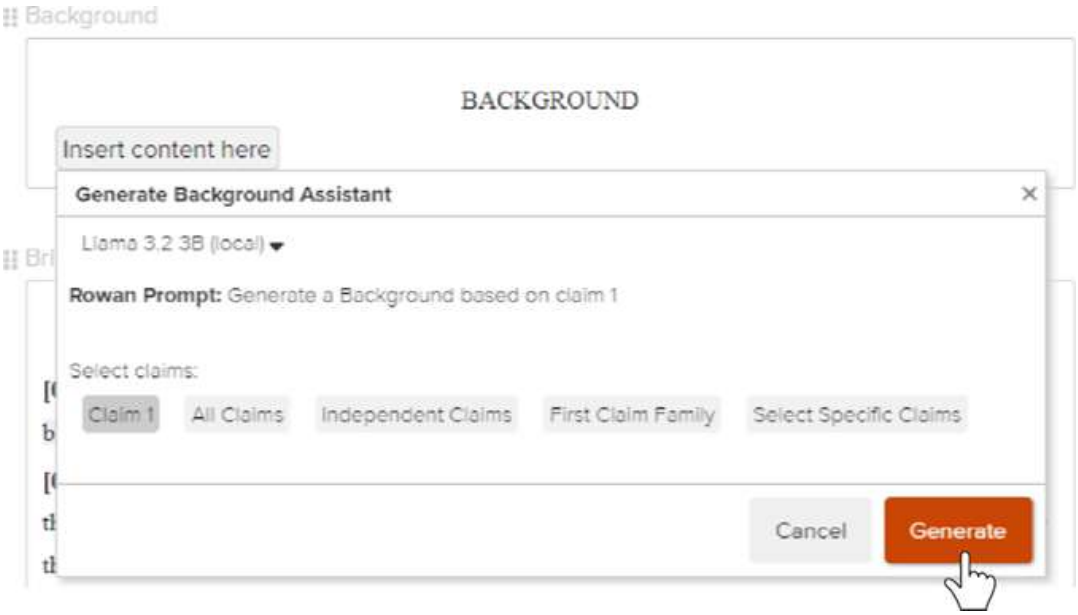
Use Rowan GenAI Assistants to Generate Patent Matter

The Rowan GenAI Assistants use your selected model and generative AI to suggest text for parts of your application based on your claims.

1. Draft at least one claim.
   Our GenAI Assistants use your claims as input to the selected model, so the more claims you make available, the more options you'll have for comprehensive GenAI text creation.
2. Place your cursor in one of the sections for which a GenAI Assistant is provided to display the inline control for that assistant (see Change How Inline GenAI Controls Are Displayed to customize these controls).

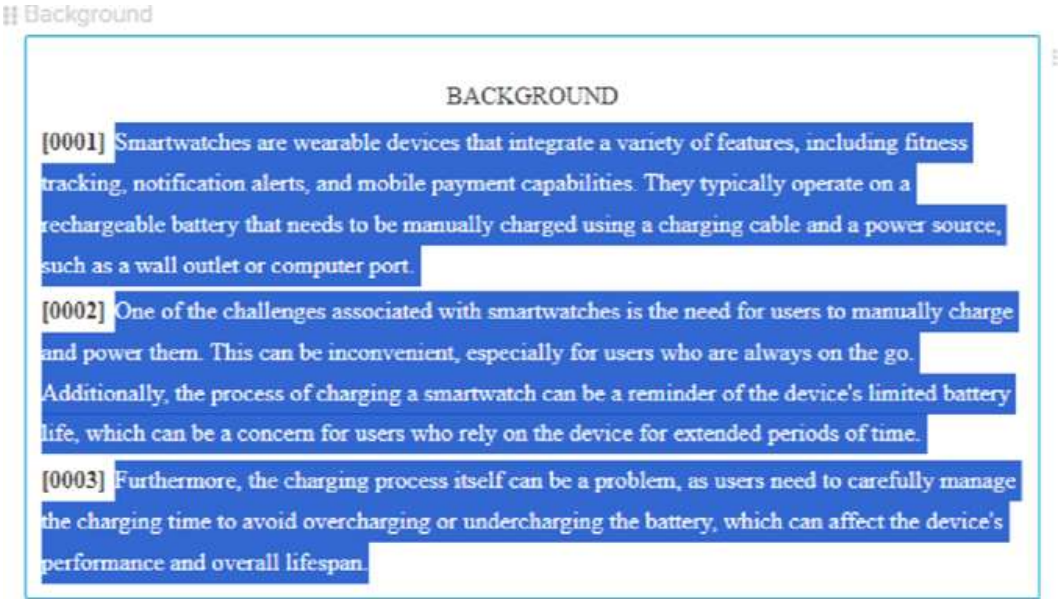
   GenAI Assistants are available in the Title, Background, Field of Invention, Brief Summary, and Abstract sections.
3. Click the control provided to invoke the Assistant.

4. Where available, select your desired GenAI model for the Assistant to use.
   Note that available models vary by account. Contact your Account Manager with questions or to explore accessing your company's AI model(s) in Rowan.
5. If desired, select claim options other than the default (Claim 1 only) to be sent to your chosen model.



6. To cancel the generation, click the Cancel button or X control provided.

7. Review and edit the AI-generated text inserted in the respective sections as needed.

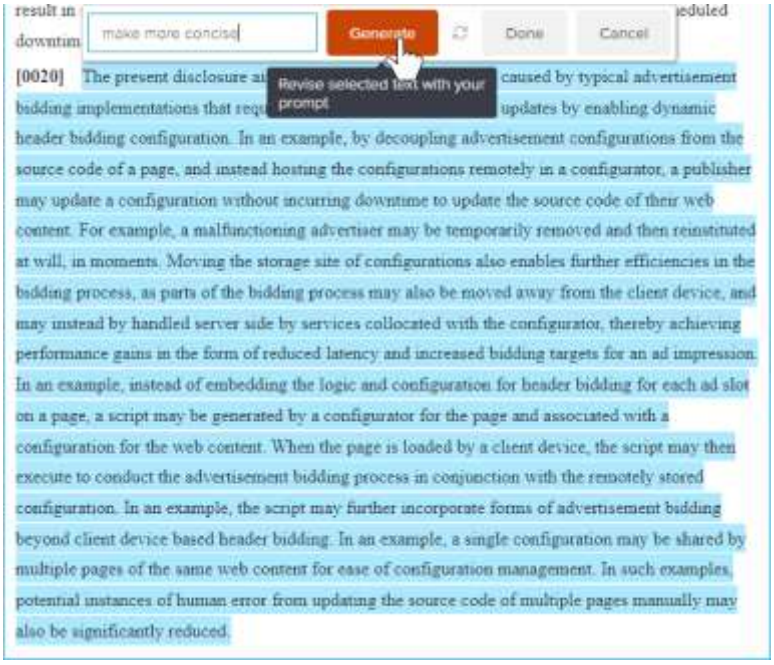


Revision Assistant

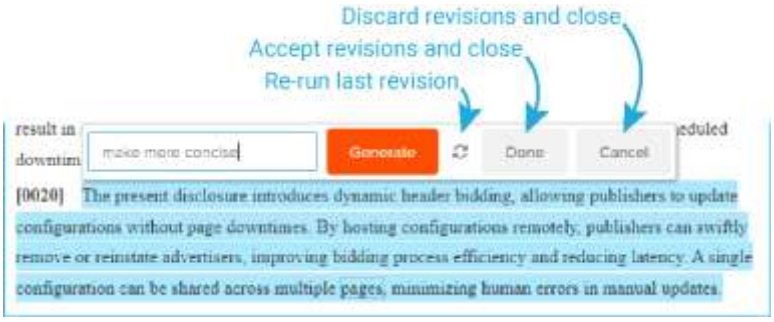
1. Select a body of text you wish to revise.

2. Click the control for the revision assistant.

3. Type a prompt in the field provided.
4. Click the Generate button.



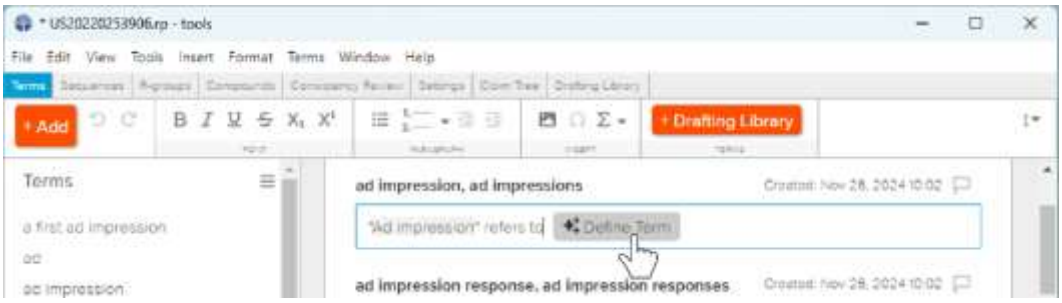
5. Revised text will replace your selection.



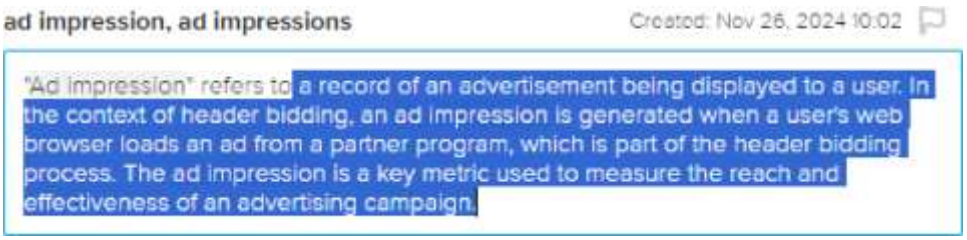
You may click the controls provided to re-run the revision, accept the revised text and close the interface, or discard the revisions and close the interface.

Definition Assistant

1. Open the Terms Manager in the Tools window.
2. Navigate to the desired term and click into the definition field.
   If there is already a definition you wish to replace, delete the text in this field.
3. Click the Define Term control provided.



4. The generated definition will be inserted in the term's definition field.

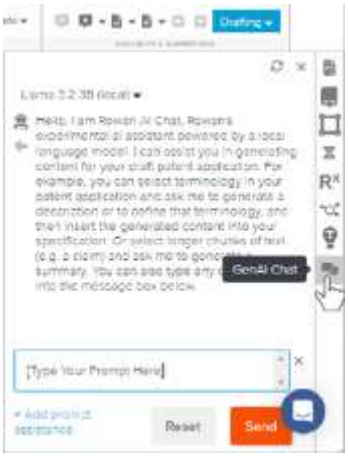


Work with Rowan GenAI Chat

Our optional AI chat interface lets you securely leverage the power of AI within our Integrated Drafting Environment. Here's how.

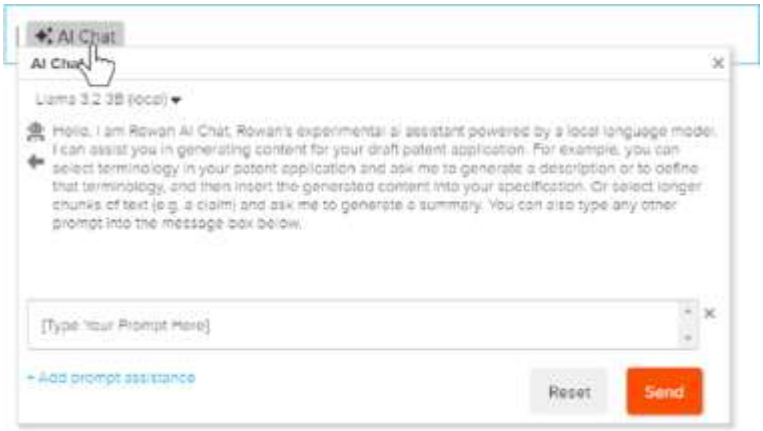
Note that our GenAI features are only available on request, and some options may be unavailable at the direction of your organization. Contact your Rowan Patents Account Manage or [Rowan Patents Help] to gain access, ask questions, and discuss additional needs.

1. To open GenAI Chat, click the GenAI Chat icon in the right-hand sidebar of the main application window



OR

Click the inline control provided at your cursor location in empty paragraphs by default (see Change How Inline GenAI Controls Are Displayed to customize these controls).



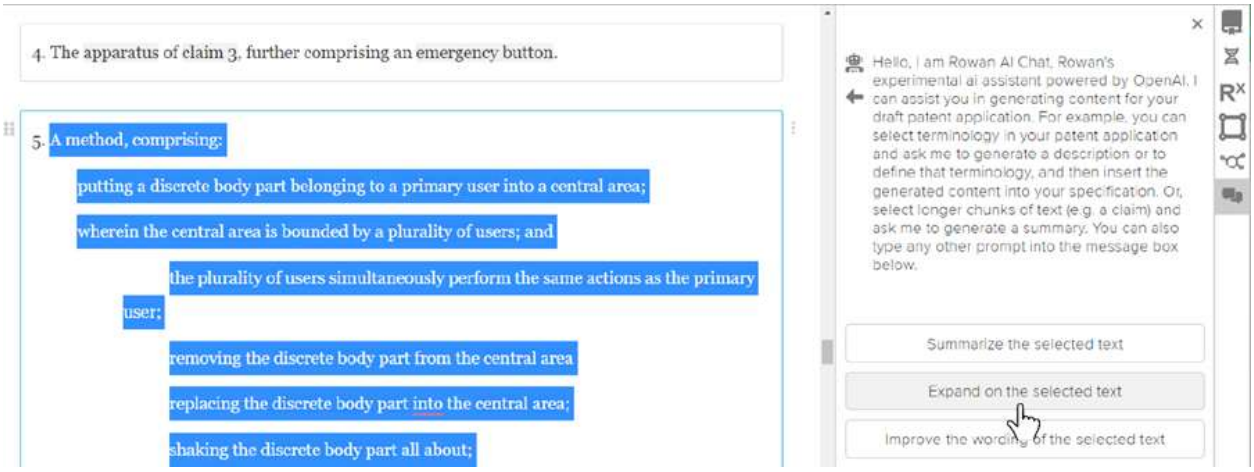
Options shown below operate as described in both GenAI Chat interfaces. Only the side panel is illustrated for simplicity.

2. Where available, select your desired GenAI model to chat with.

   Note that available models vary by account. Contact your Account Manager with questions or to explore accessing your company's AI model(s) in Rowan.

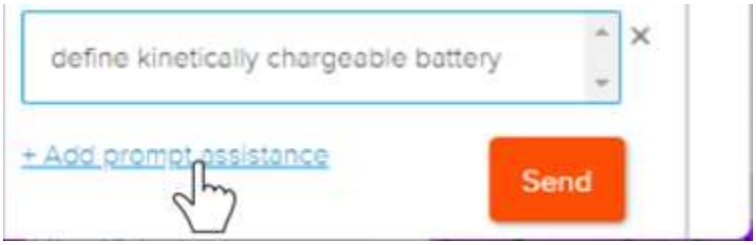
3. Type your prompt into the field provided, as seen above,

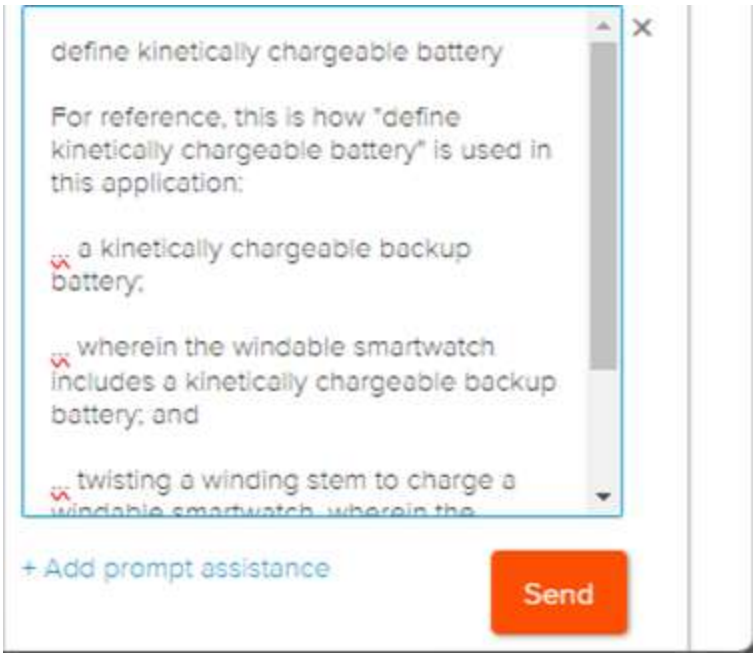
   AND/OR, with the left-hand GenAI Chat side panel open, select text in your application and click one of the provided options to compose a prompt.



Note that the options provided are contextual and are based on the amount and location of text you've selected.

4. Click +Add prompt assistance if desired, and Rowan will search for applicable parts of your current application and populate your prompt with that context automatically.





5. Click Clear all text to start over or click Send to send your prompt to query your selected model.

Clicking Send is the only way your data will ever be sent for GenAI processing. We will never collect and send data without your express request.

6. To cancel the query if desired, click the cancel control provided in the sidebar, or the X control provided for the inline GenAI Chat interface.

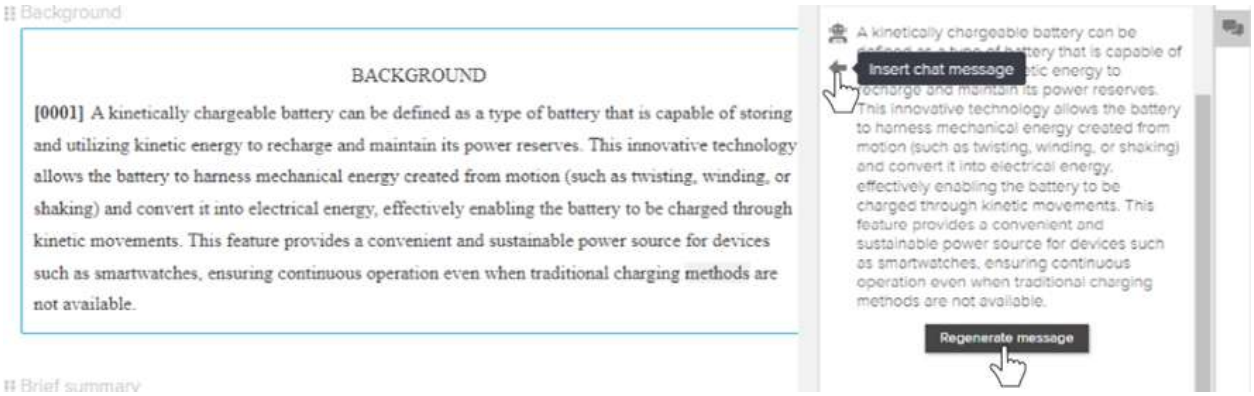
7. Review the AI-generated text provided in the chat interface.

8. Click to place your cursor in the location where you want the text inserted.

9. Click the arrow next to the generated text to insert it into your application at your current cursor location

   OR

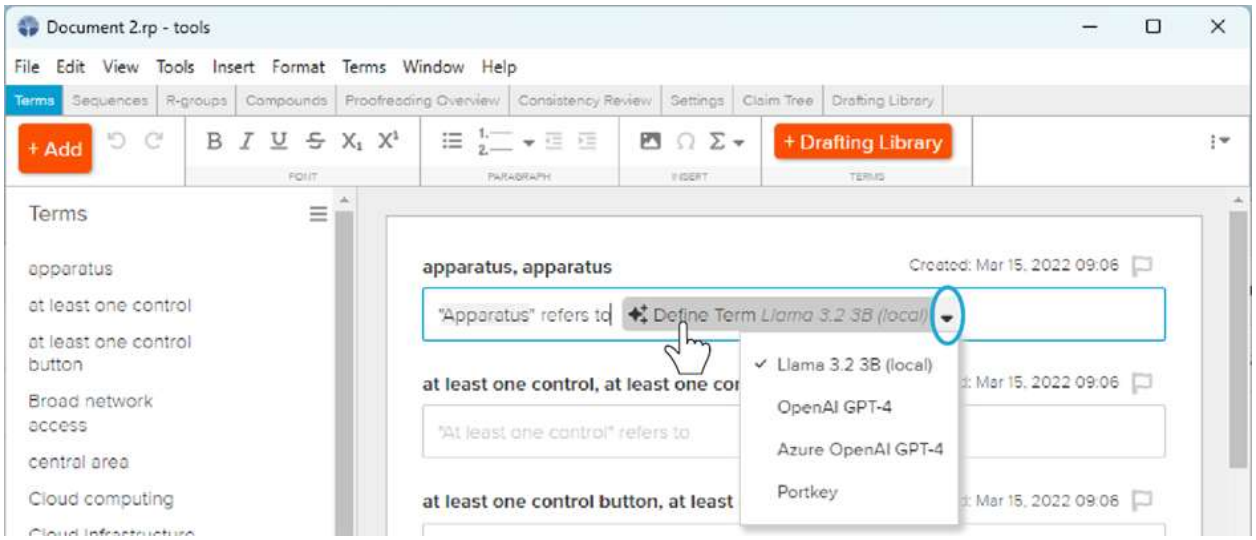
   Click the Regenerate message button or type a new prompt to receive updated results.



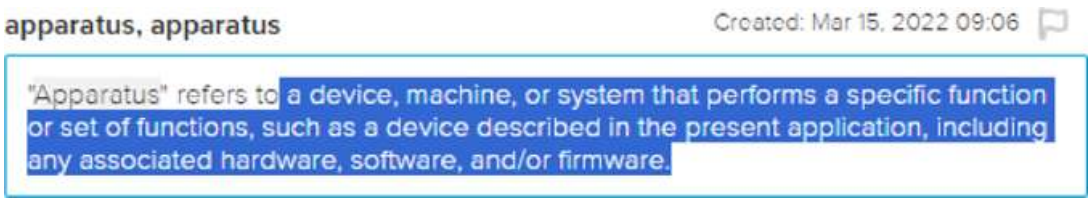
Contact your Rowan Patents Account Manager to request more information on data security while using Rowan GenAI Chat.

Generate Term Definitions with the GenAI Definition Assistant

1. Open the Terms Manager in the Tools window.
2. Navigate to the desired term and click into the definition field.
   If there is already a definition you wish to replace, delete the text in this field.
3. Where available, select your desired GenAI model for the Assistant to use.
   Note that available models vary by account. Contact your Account Manager with questions or to explore accessing your company's AI model(s) in Rowan.
4. Click the Define Term control provided.



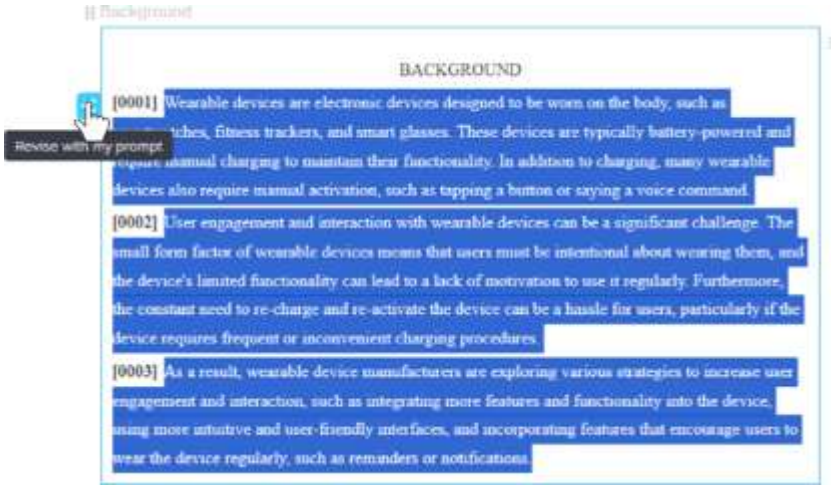
5. The generated definition will be inserted in the term's definition field.



Revise Application Text with the GenAI Revision Assistant

1. Select a body of text you wish to revise.

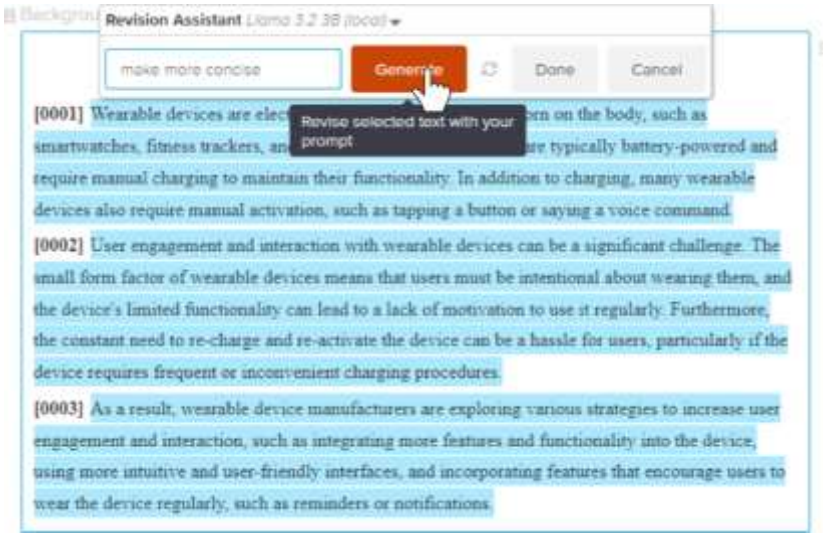
2. Click the control provided for the revision assistant.



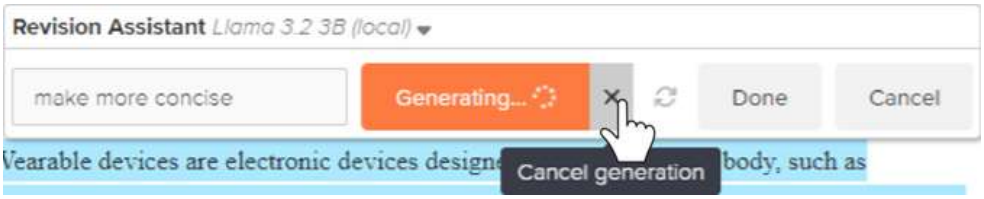
3. Where available, select your desired GenAI model for the Assistant to use. *Note that available models vary by account. Contact your Account Manager with questions or to explore accessing your company's AI model(s) in Rowan.*

4. Type a prompt in the field provided.

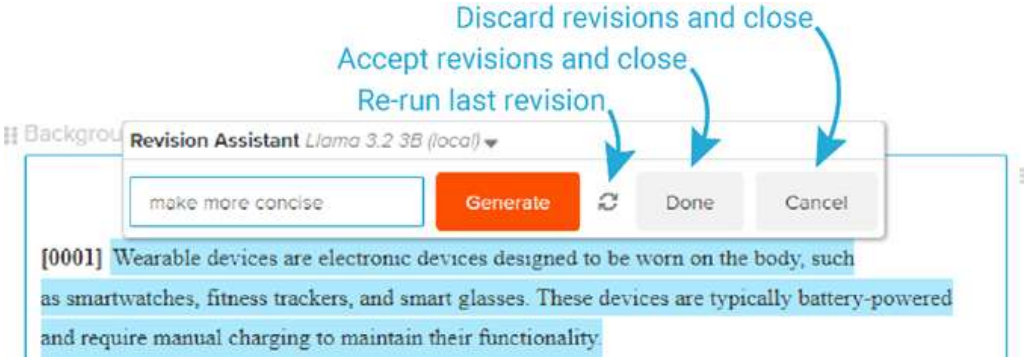
5. Click the Generate button.



6. To cancel the revision if desired, click the x control provided.



7. Review the revised text replacing your selection and use the additional controls if desired.

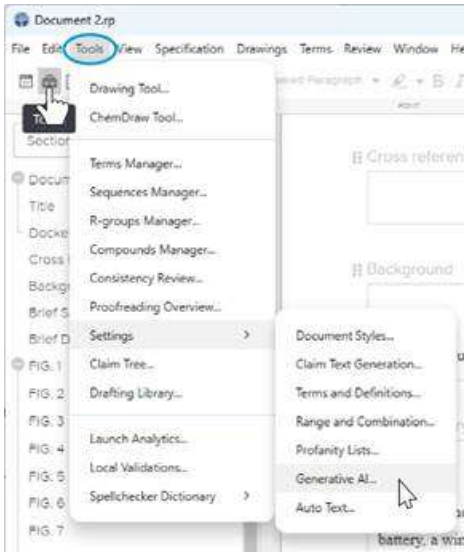


You may click the controls provided to re-run the revision, accept the revised text and close the interface, or discard the revisions and close the interface.

Select a GenAI Model for use with Rowan

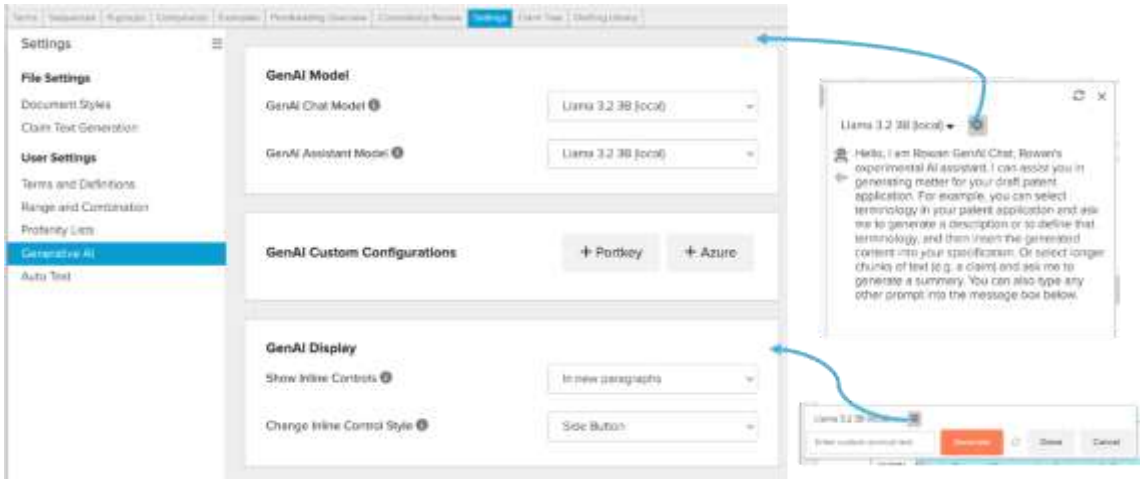
Note that our GenAI features are only available on request, and some options may be unavailable at the direction of your organization. Contact your Rowan Patents Account Manage or [Rowan Patents Help] to gain access, ask questions, and discuss additional needs.

1. Open Settings > Generative AI from the Tools menu or the Tools window



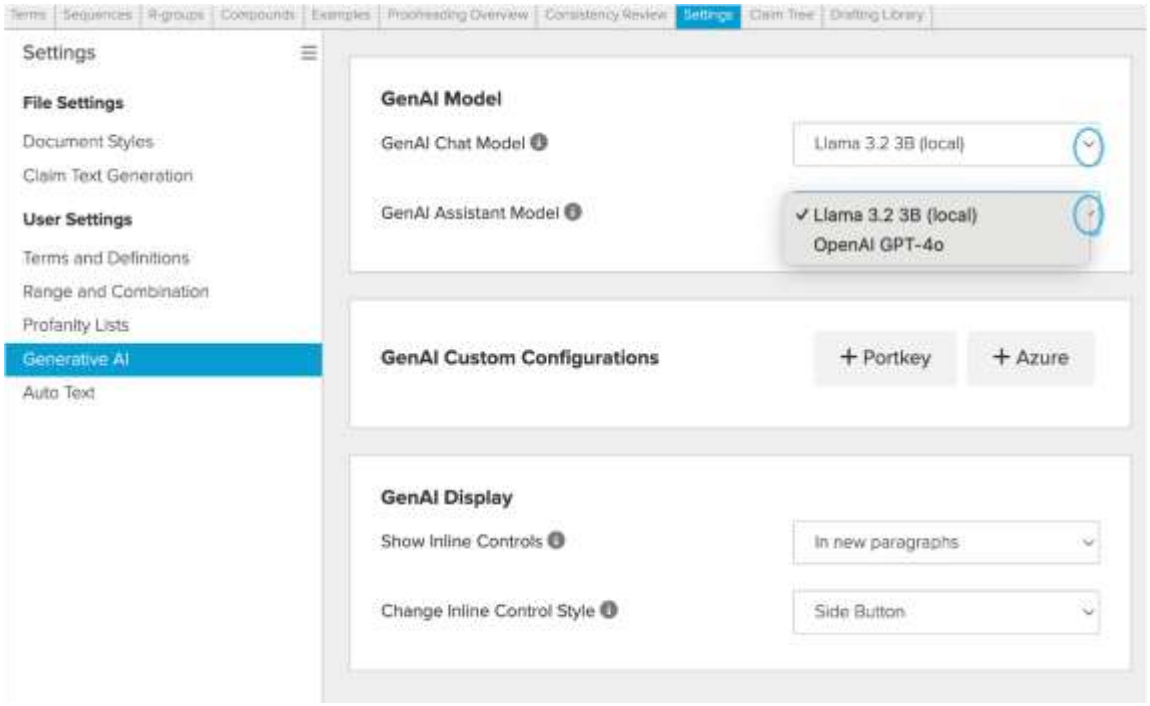
OR

Within the sidebar or chat, press the Settings gear icon to reach the GenAI Chat and Assistant controls.



Note that each of the dropdowns provide the same options and behaviors as those illustrated below for the Tools > Settings > Generative AI tab.

2. Select your desired models for GenAI Chat and GenAI Assistants from the dropdowns provided. The GenAI Chat Model and GenAI Assistant Model can be configured to access different models as needed.

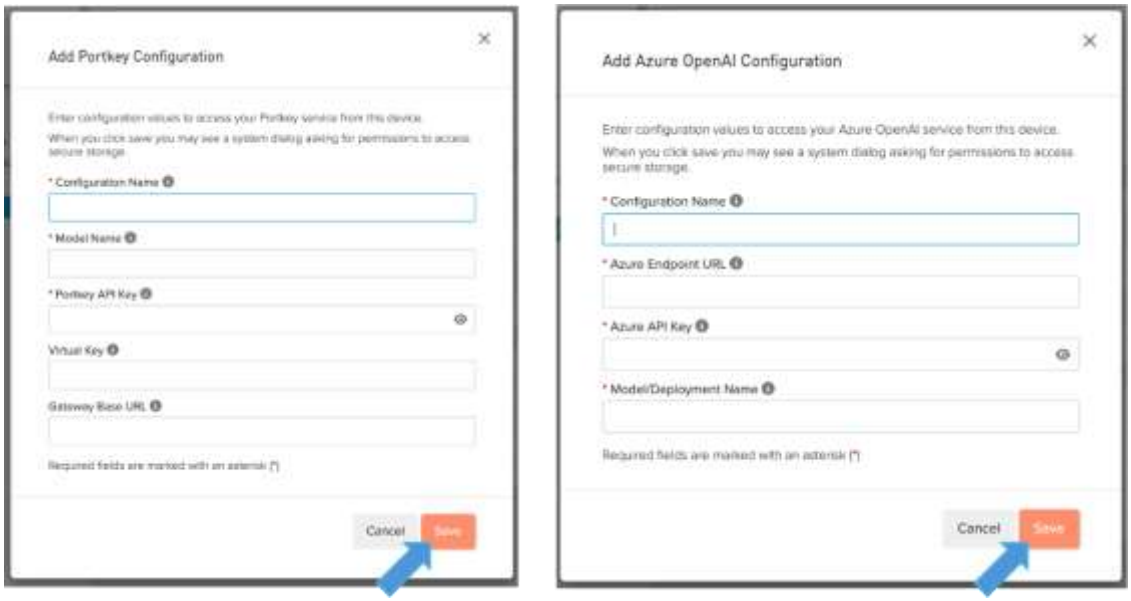


Open AI GPT-4 is accessed using OpenAI API. Per OpenAI policies (https://openai.com/policies/api-data-usage-policies), information sent via this API is not used to train their model and is not stored beyond 30 days. Note that clicking Send is the only way your data will ever be sent for cloud AI processing. We will never collect and send data without your express request.

Rowan's secure local language model (Llama 3.2, https://www.llama.com/docs/model-cards-and-prompt-formats/llama3_2/) is available to all users with access to our GenAI features. If the model fails to initialize, make sure the address to download the model (https://rowan-public-data.s3.us-east-1.amazonaws.com/language-models) has been whitelisted by your IT department, then restart the software.

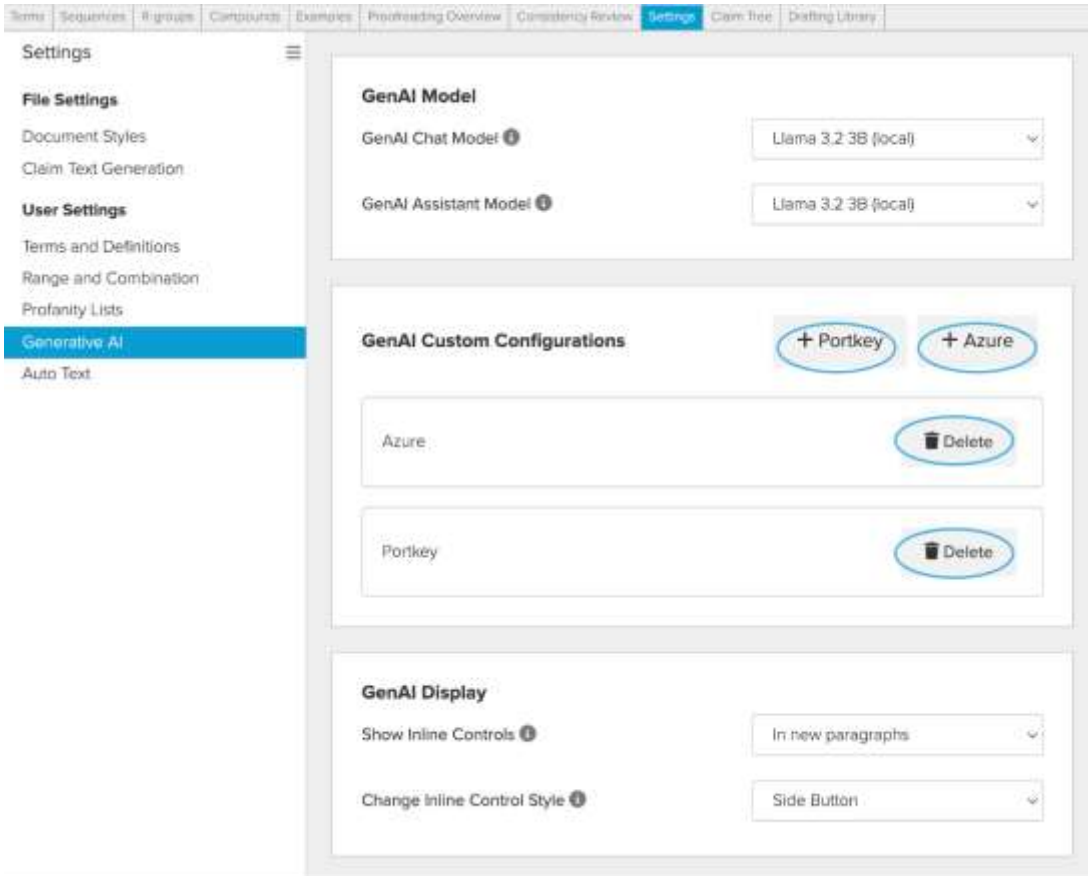
Contact your Account Manager with questions or to explore accessing your company's own GenAI model(s) in Rowan.

3. If you've selected custom Portkey or Azure access, configure your access as indicated in the fields provided.



Note that the Configuration Name parameter is a local name used to identify the model and not a parameter sent externally.

4. To delete your access configuration or configure access to a new option, use the Delete and Enter New controls provided.

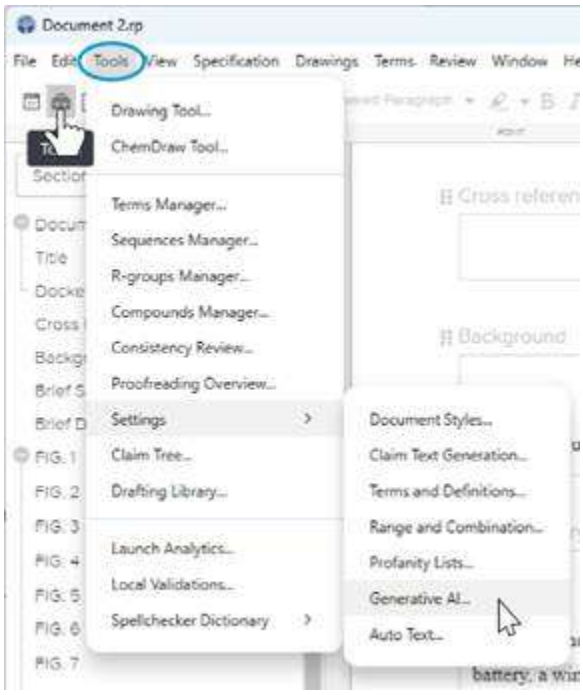


Note that entering a new access configuration will add additional access options.

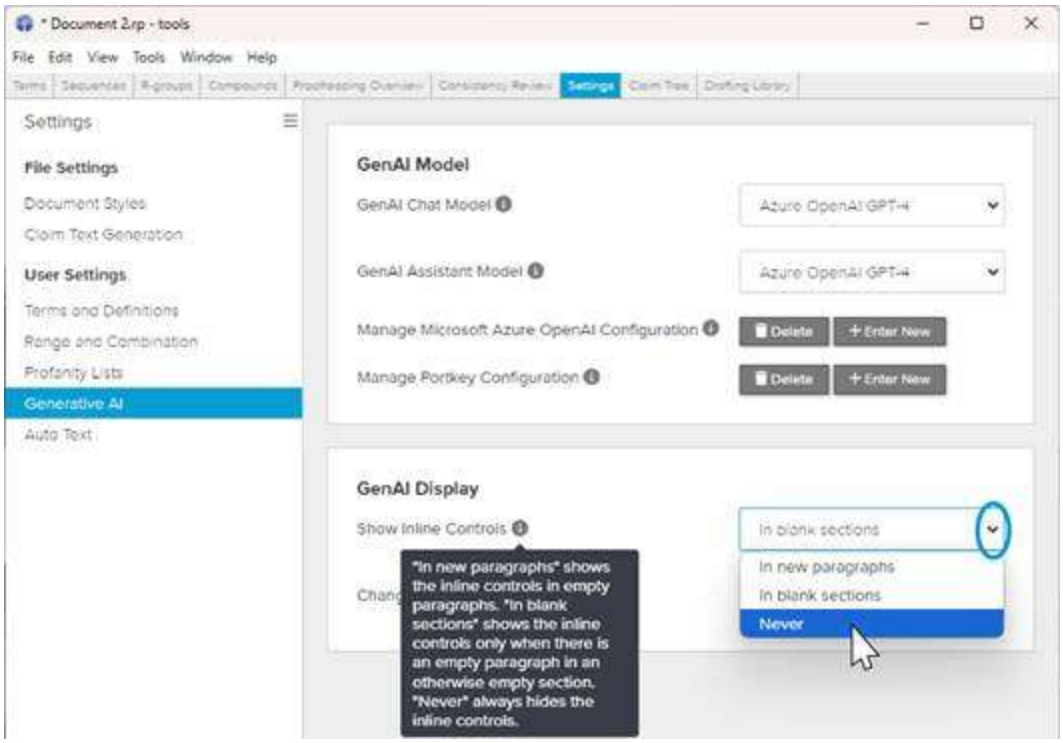
Change how Inline GenAI Controls Are Displayed

Note that our GenAI features are only available on request, and some options may be unavailable at the direction of your organization. Contact your Rowan Patents Account Manage or [Rowan Patents Help] to gain access, ask questions, and discuss additional needs.

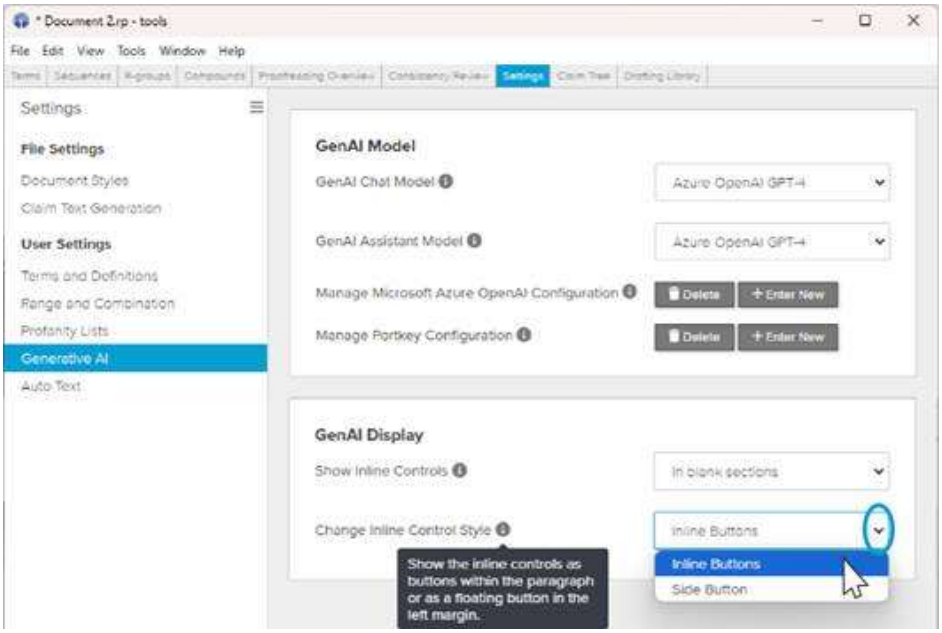
1. Open Settings > Generative AI from the Tools menu or the Tools window.



2. Use the Show Inline Controls dropdown to customize whether/when inline controls are displayed for GenAI Chat and Assistants.



3. Use the Change Inline Control Style dropdown to switch between showing GenAI Chat and Assistant control buttons within your section text area or showing a single button to the left of the section text area.



Inline Button:

Side Button:

4. Continue to use the GenAI Chat and the GenAI Assistants as described in the related articles.

Review & Proofreading

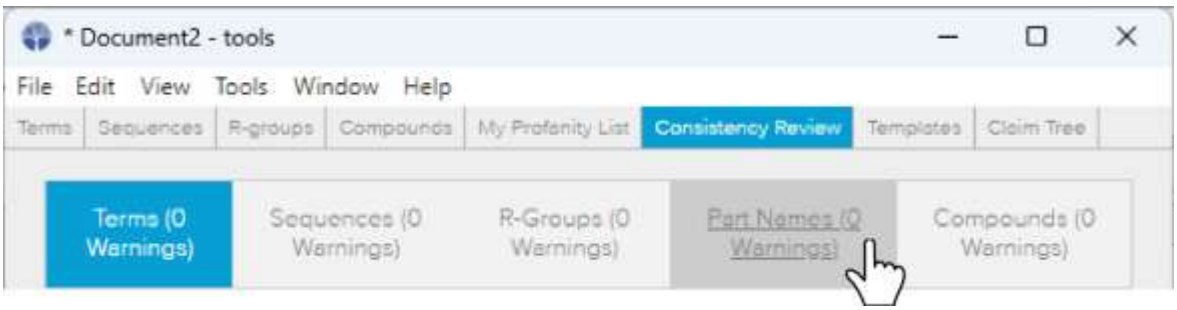
Open the Consistency Review Window

Open Consistency Review from Toolbar Buttons

1. Click the Tools button in the main application window toolbar or Drawing Tool toolbar.

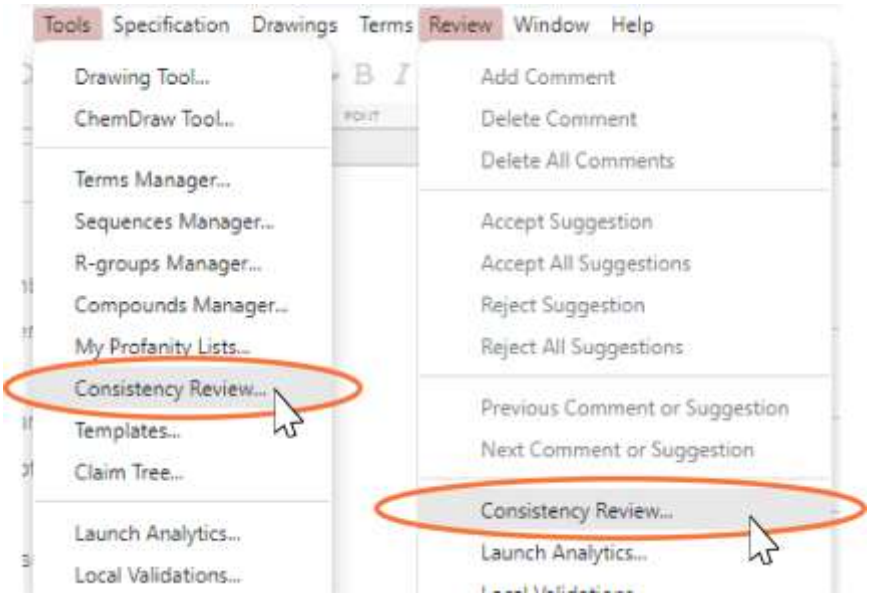
2. If necessary, click the Consistency Review tab in the Tools window.

3. Click the desired tab (Terms, Sequences, R-groups, Part Names, Compounds) to review the use of those data objects across your application.



Open Consistency Review from Menus

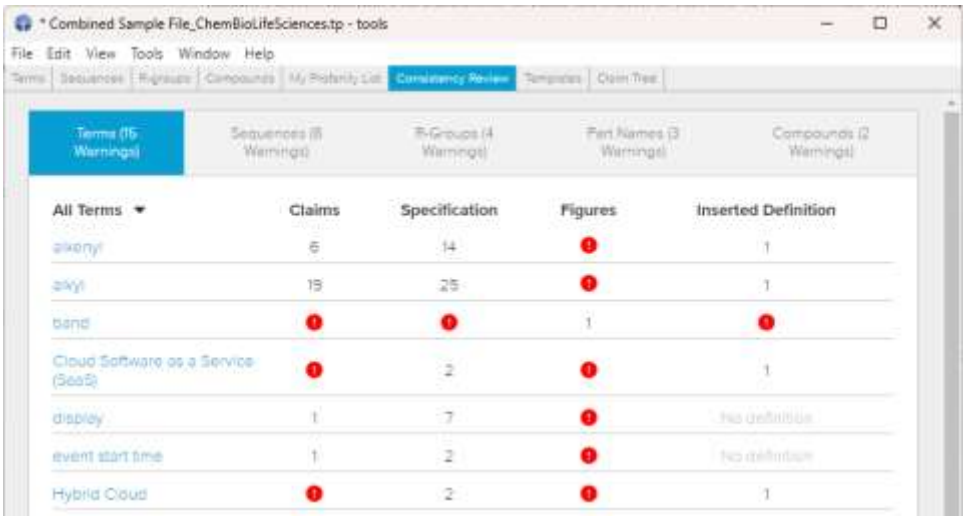
1. Click to select the Consistency Review option from either the Tools menu or the Review menu.



2. Click the desired tab (Terms, Sequences, R-goups, Part Names, Compounds) to review the use of those data objects across your application.

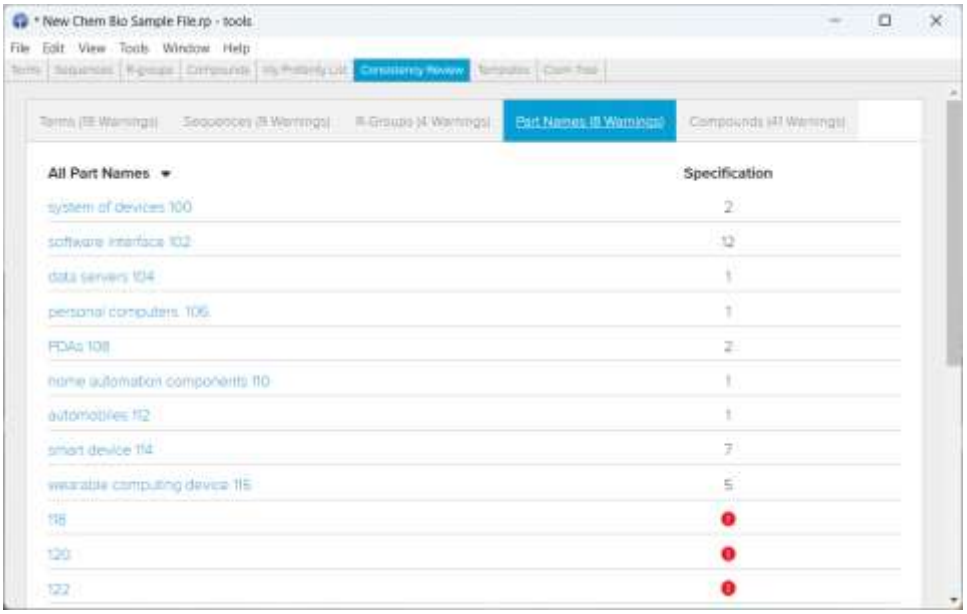
Check Term Support Using Consistency Review

1. Open the Consistency Review tool from the Tools menu or the Review menu.
2. Select the Terms tab if this is not opened by default.
3. Review the warnings for data that is not included in your claims, specification, and figures, and correct your application by inserting terms into your claims, specification and figures, and inserting definitions into your specification, as needed.



Check Part Name and Number Support Using Consistency Review

1. Open the Consistency Review tool from the Tools menu or the Review menu.
2. Select the Part Names tab.



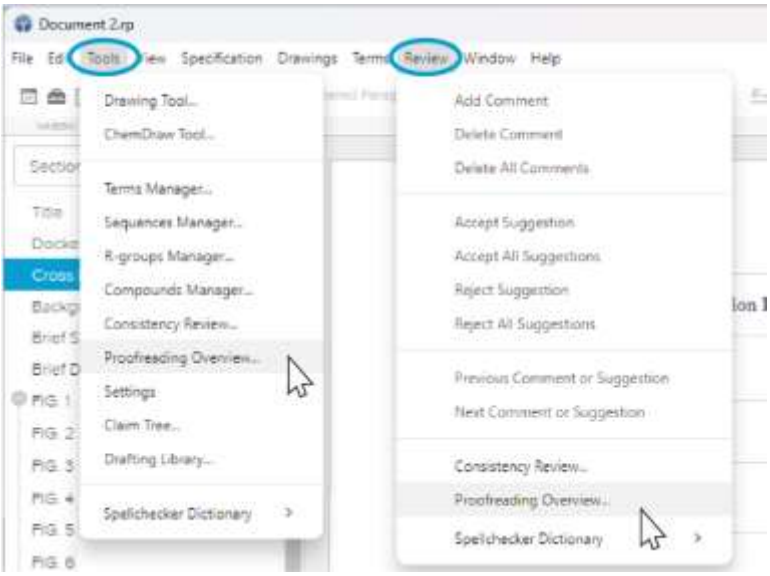
3. Review the warnings for parts that are not included in your specification, and correct your application by inserting part references into your specification as needed.

Proofread Application and View Predictive Analytics

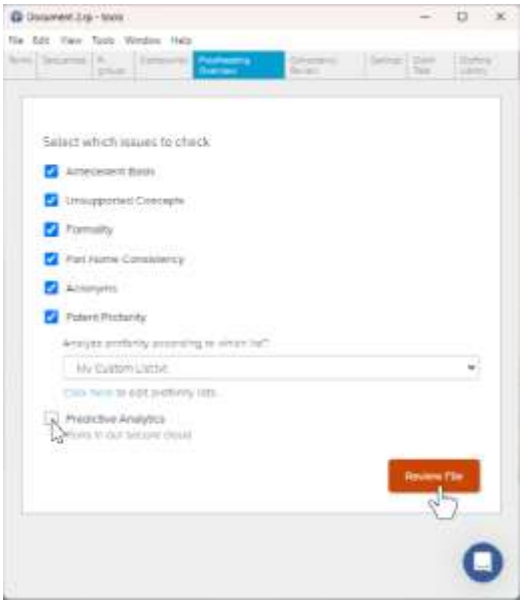
Use the Proofreading Overview to see application issues a glance and OPTIONALLY review predictive data for application prosecution

Run a Proofreading Overview and Review Results

1. Click the Proofreading Overview option under the Tools menu or the Review menu in the main application window.



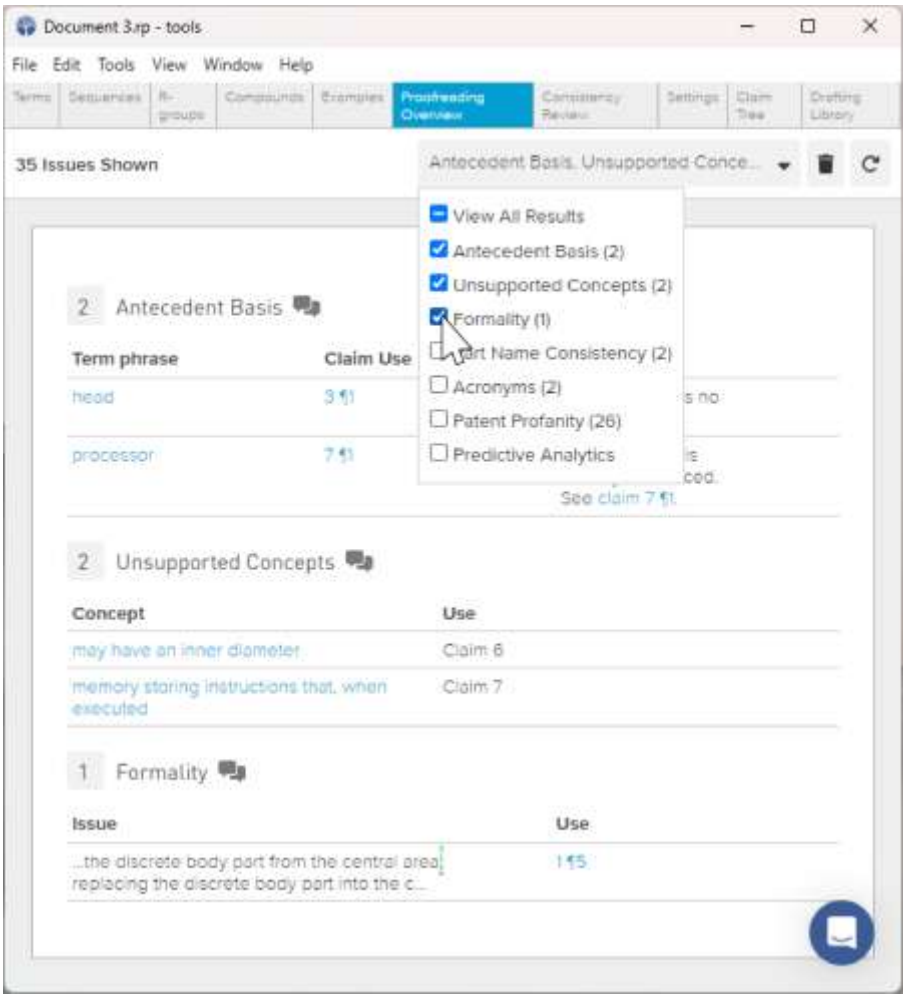
2. Use the checkboxes provided to include or exclude available issue checks from the review.



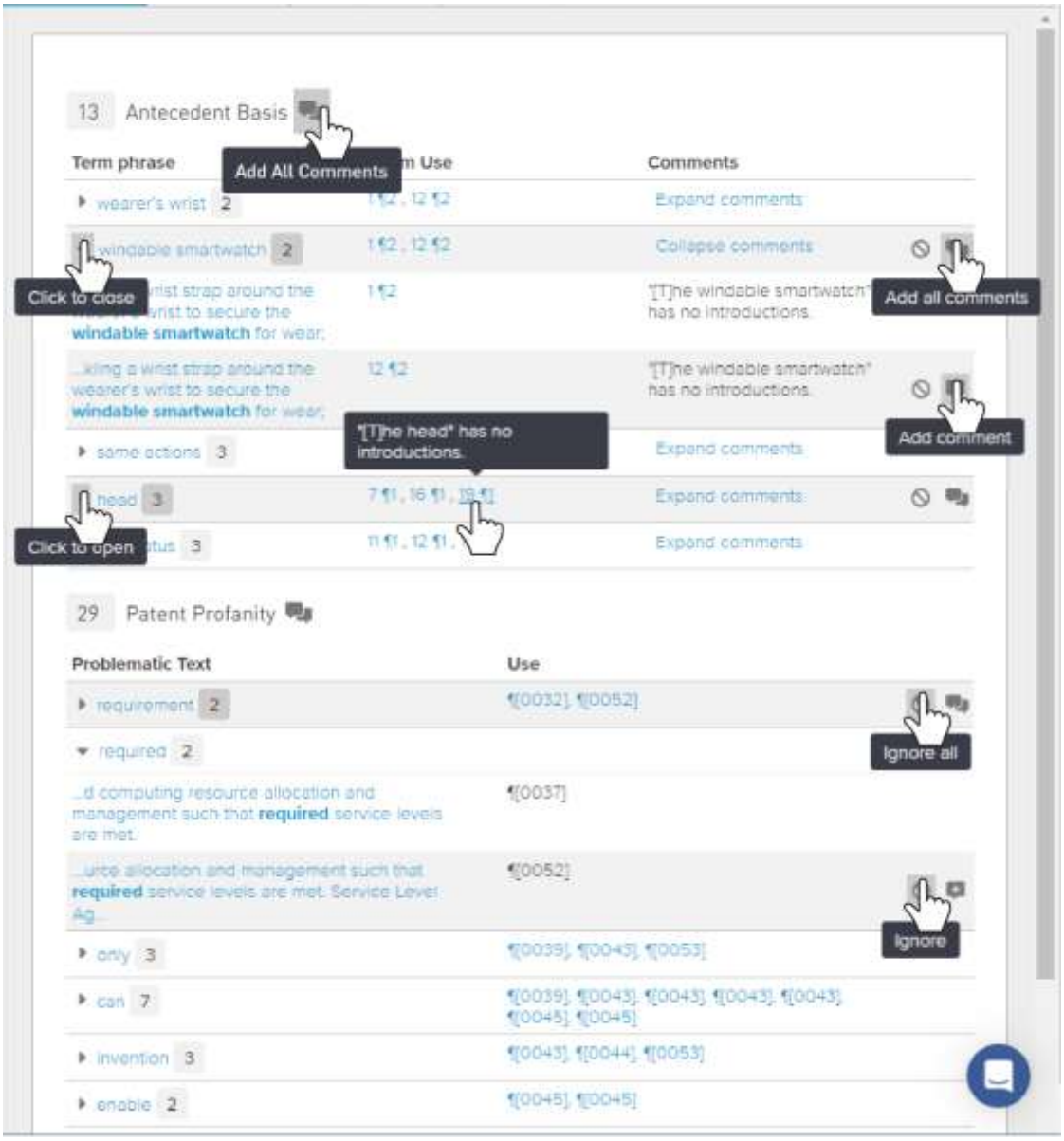
Note that Predictive Analytics is the only option that sends data to a secure cloud. All other checks are performed locally.

3. If desired, select a Profanity List to check against from the dropdown provided.

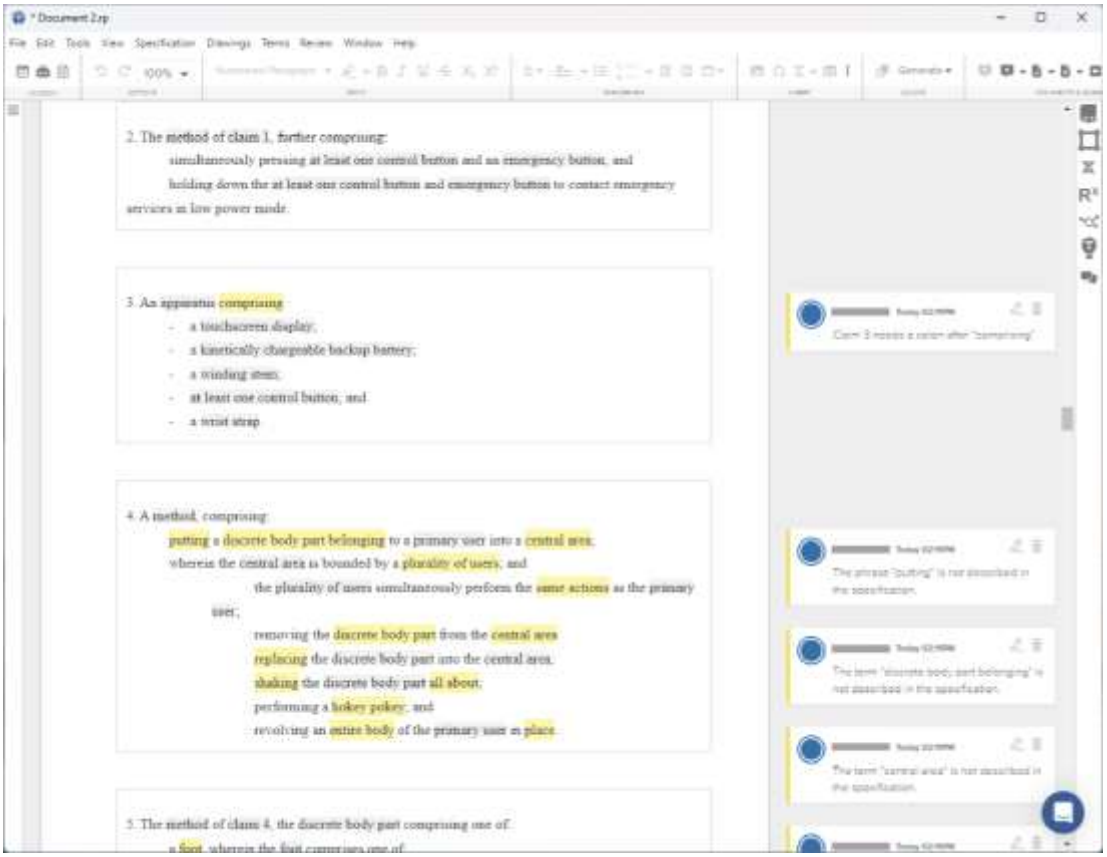
4. Click the Review File button.
5. In the review results presented, click the the left-hand side panel buttons to filter findings for a specific issue type if desired.



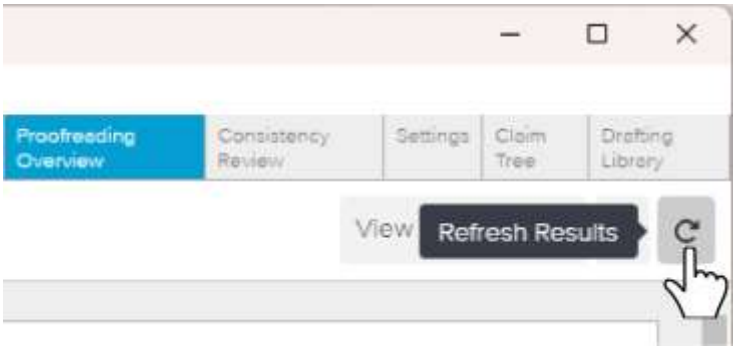
6. Click the triangular controls to expand and collapse instances of related issues.
7. Hover over or click the navigation links for an issue to view the corresponding text in your application.
8. Click the Ignore icon to remove issues from the list.



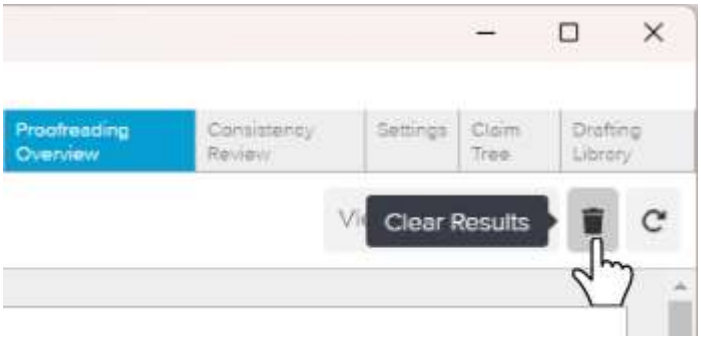
9. Click the comment controls to insert comments at the corresponding application text.



10. Click the refresh control in the left-hand sidebar to update the list of findings.

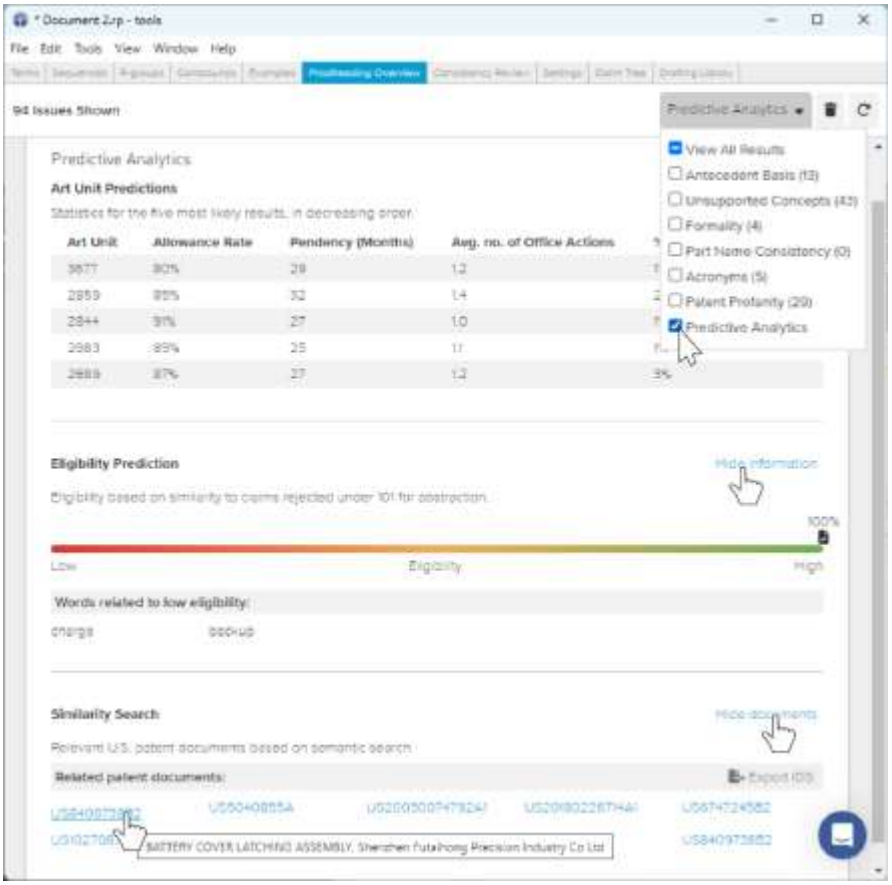


11. Click the trashcan icon in the left-hand sidebar to clear all findings.



Review Predictive Analytics

1. If you selected the Predictive Analytics checkbox above, scroll down or click the left-hand sidebar button to review the results.



2. If desired, click the links provided to show or hide Predictive Analytics eligibility prediction and similarity search findings.

   These data are hidden by default for those who prefer not to review them.

3. Hover over the similarity search results to view more information on the patent document.
4. Click the similarity search listing to view the document on Google Patents.
5. If desired, click the link provided to export related patent documents in an IDS .docx file.

What are Predictive Analytics?

Rowan's predictive analytics uses expert “reviewer bots” specifically tuned for patent practice to predict what issues your application might encounter during examination at the patent office. Predictive analytics provides three data sets based on the text of your specification and claims.

Art unit predictions determines the five art units your application appears most likely to be examined in. For those five art units, statistics for their allowance rate, pendency, average number of office actions, and percentage of patents granted with an appeal are listed.

Art Unit Predictions

Statistics for the five most likely results, in decreasing order.

Art Unit	Allowance Rate	Pendency (Months)	Avg. no. of Office Actions	% Granted with Appeal
3677	80%	29	1.2	1%
2859	85%	32	1.4	2%
2844	91%	27	1.0	1%
2683	89%	25	1.1	1%
2689	87%	27	1.2	3%

Eligibility prediction examines your text for elements that may lead to a 101 rejection based on similarity to claims that have been rejected under abstraction in the past. Predicted eligibility is shown on a scale from low to high, and words found in your text that may lead to low eligibility are listed. These results are hidden by default.

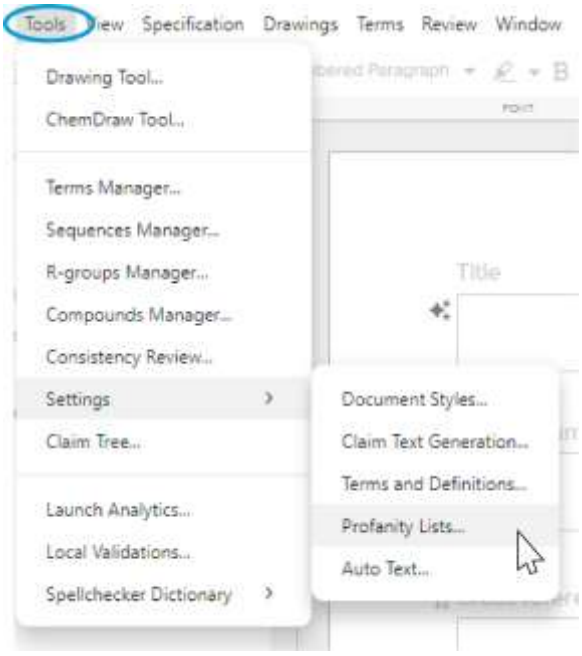
Similarity search results provides the ten U.S. patent documents that are most semantically similar to your application text. Controls are provided to view these

patent documents and export them in a .docx IDS file. These results are hidden by default.

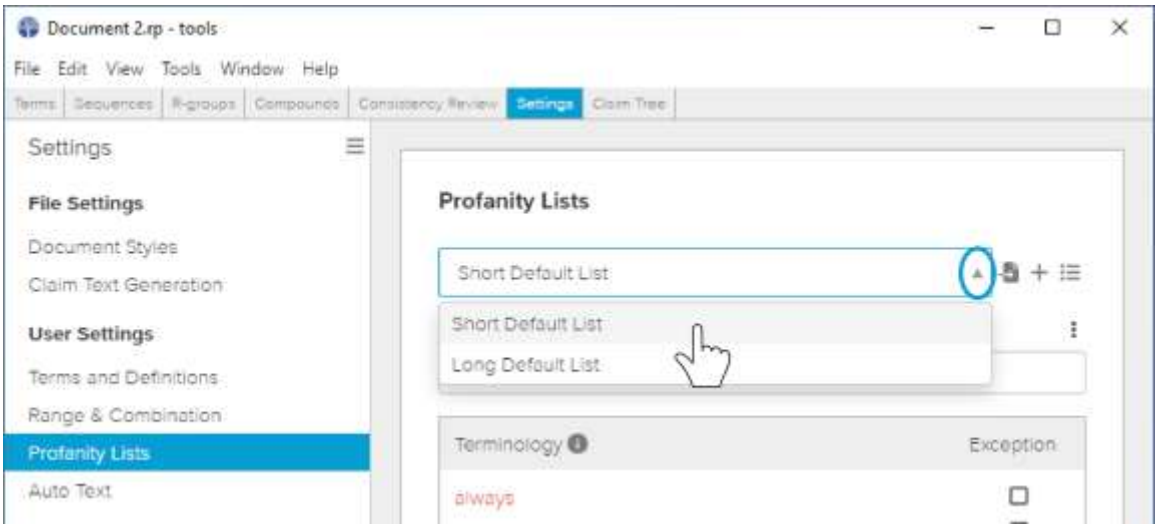
Create and Manage Profanity Lists

Customize a Profanity List

1. Select Profanity Lists under Settings in the Tools menu or window.

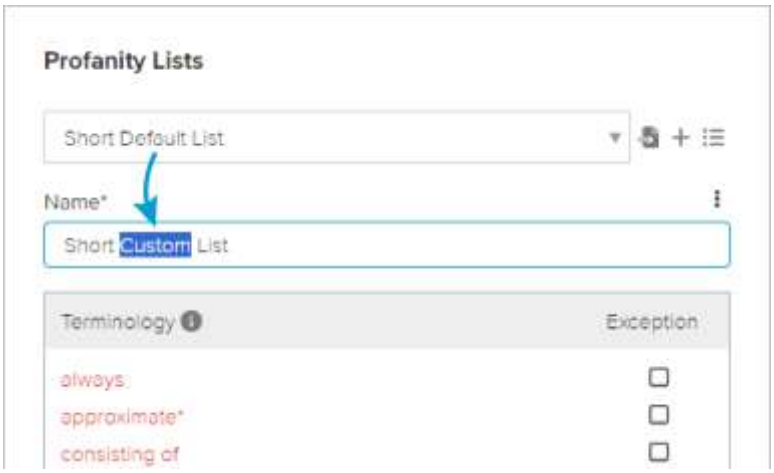


2. Choose a list to customize from the dropdown.



Note that Short and Long Default Lists are provided automatically and can be customized as desired.

3. Click into the Name field to change the name of your list.



4. Click existing words/phrases in the terminology field and make desired changes, including deleting text, modifying text, or augmenting text with wildcard characters (learn more below).
5. Place your cursor at the end of a word/phrase, press enter, and type to add a new profane word/phrase.

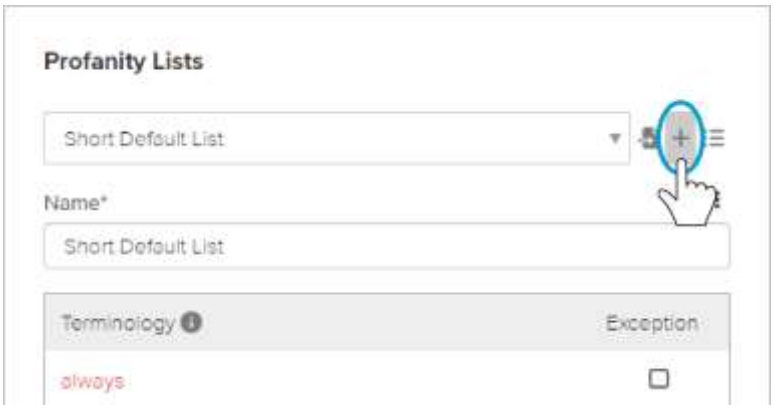
6. Click the exception checkbox to make a word/phrase an exception (learn more below).

Your changes are saved to your list automatically as you go. As a best practice, you may wish to export and save the list you wish to customize, so that you can recover your default lists if you wish.

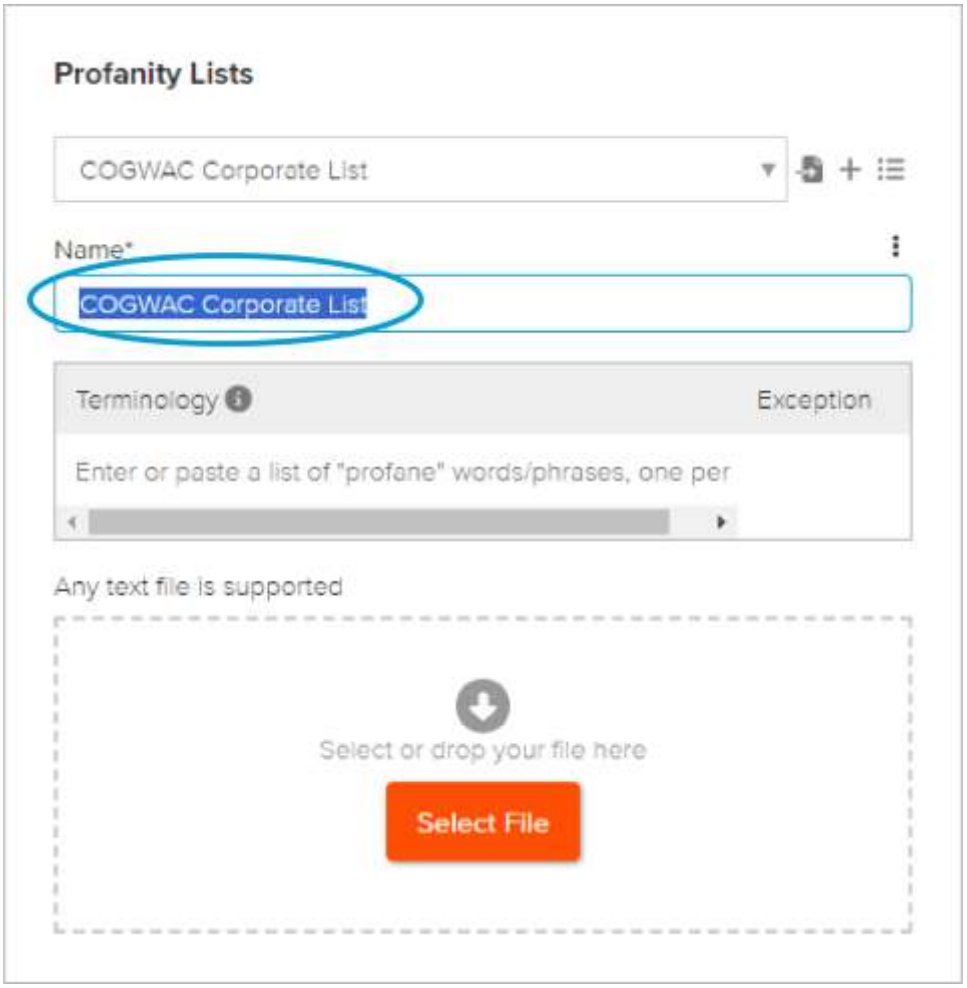
Create a New Profanity List

1. Select Profanity Lists under Settings in the Tools menu or window as shown above.

2. Click the new list icon to the right of the selection dropdown.



3. Enter a name for your new list in the Name field provided.

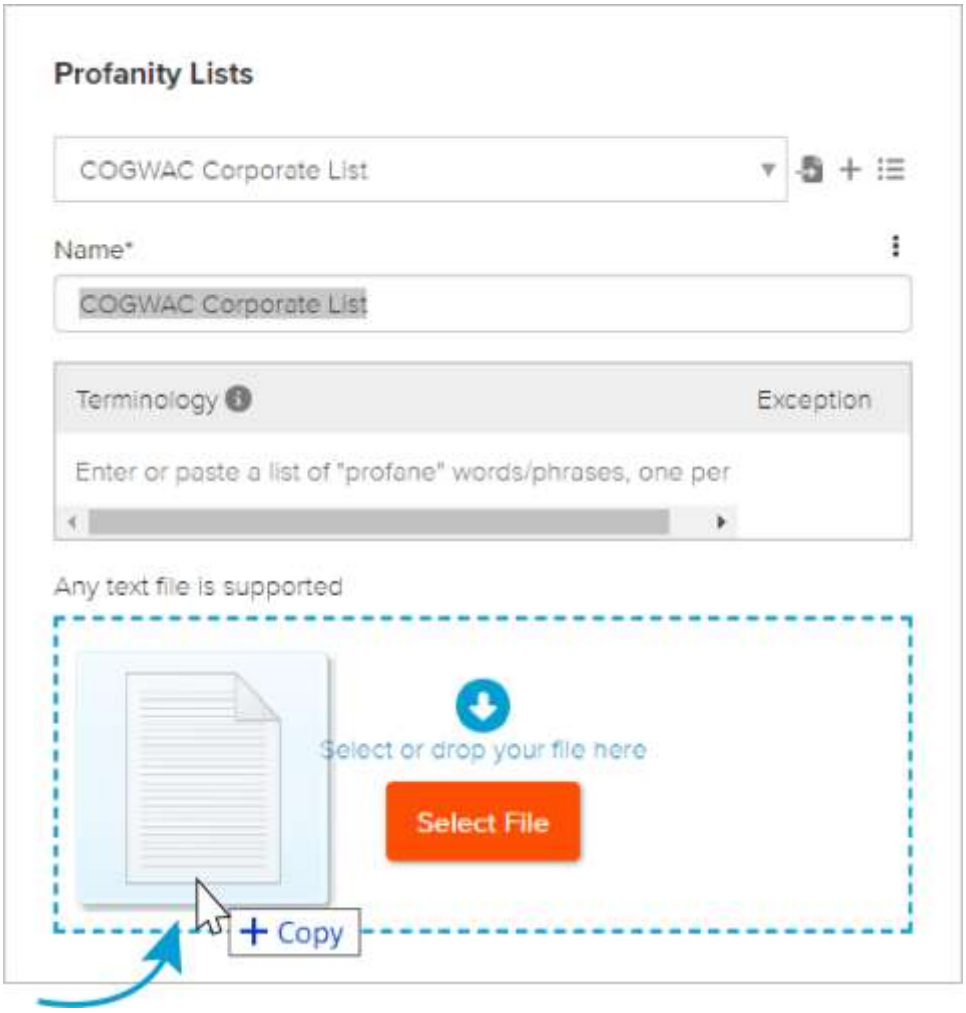


4. Type or paste a list of "profane" or exception words or phrases in the terminology field provided, including wildcard characters if desired (learn

more below).

Note that pasted text must include one profane word/phrase per line.

OR select or drag over a text file containing your list of profane words/phrases, with one entry per line, and drop it onto the target field in the list data pane to the right.

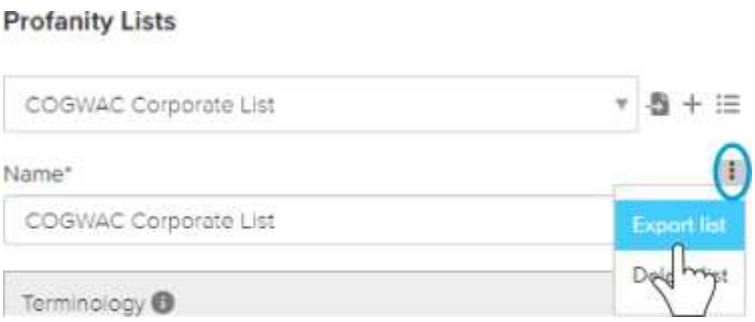


OR use the Select File button in the target field to browse for a .txt file using your operating system's dialogs.

See the Using Wildcard Characters and Exceptions section below to learn more about how typed/pasted/imported text can be modified for more refined searches.

Export a Profanity List for Reuse

1. Select Profanity Lists under Settings in the Tools menu or window as shown above.
2. Select the list you want to export from the dropdown as shown above.
3. Click the menu icon to the right of the name field and select the Export List option.

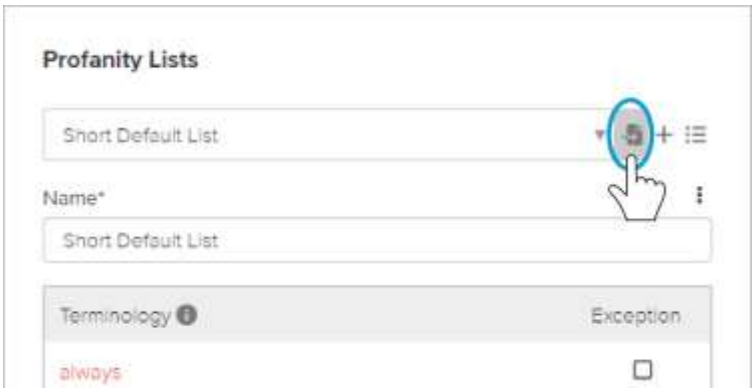


4. Save your list using your operating system Save dialog.

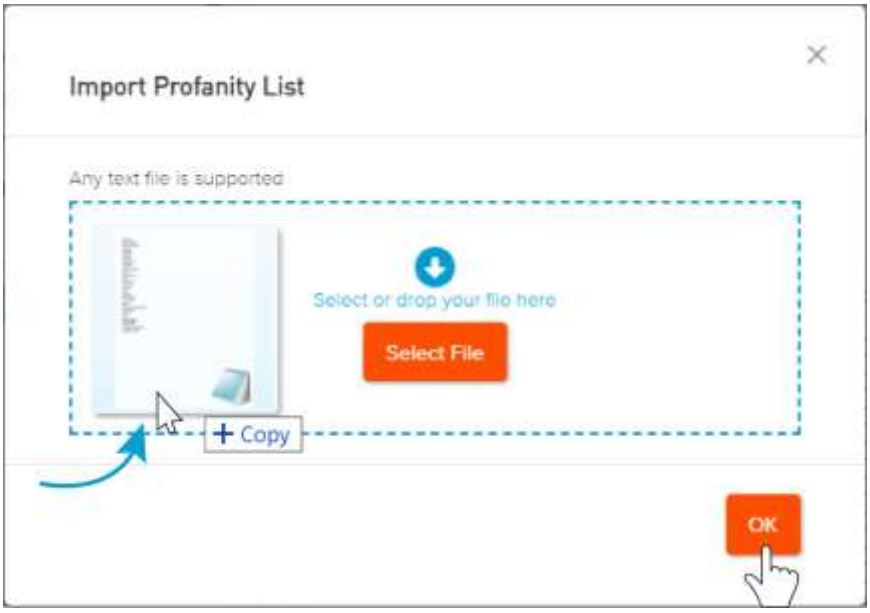
   Your list is saved as a plain text (.txt) file with one text string entry per line. This list can be shared with other users and imported as described below for their use.

Import a Profanity List

1. Select Profanity Lists under Settings in the Tools menu or window as shown above.
2. Click the import icon to the right of the selection dropdown.



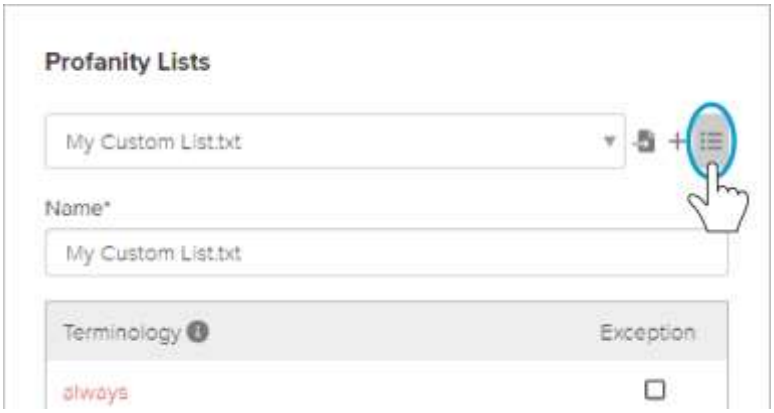
3. Drag and drop or browse for a .txt file containing your profane words/phrases in the resulting dialog and click OK.



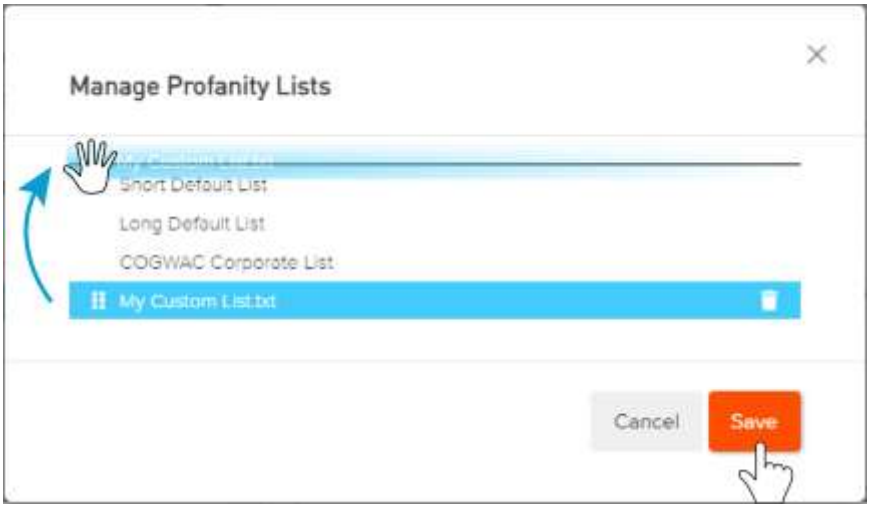
4. A new profanity list will be created with the file name in the Name field and the file text in the Terminology field, including wildcard and exception characters.

Reorder Profanity List Dropdown Options

1. Select Profanity Lists under Settings in the Tools menu or window as shown above.
2. Click the manage lists icon to the right of the selection dropdown.



3. Hover over each list to reveal additional controls.
4. Click and drag the handle to the left of the list name to move that list to a new spot in the order. A drop location line will be visible where lists can be positioned.



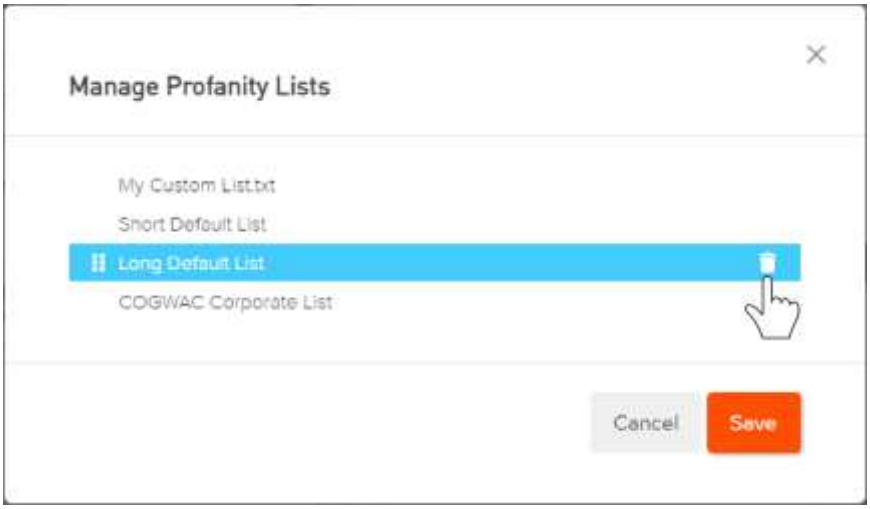
5. Click Save.

   The order selected here is the order the lists will appear in the selection dropdown.

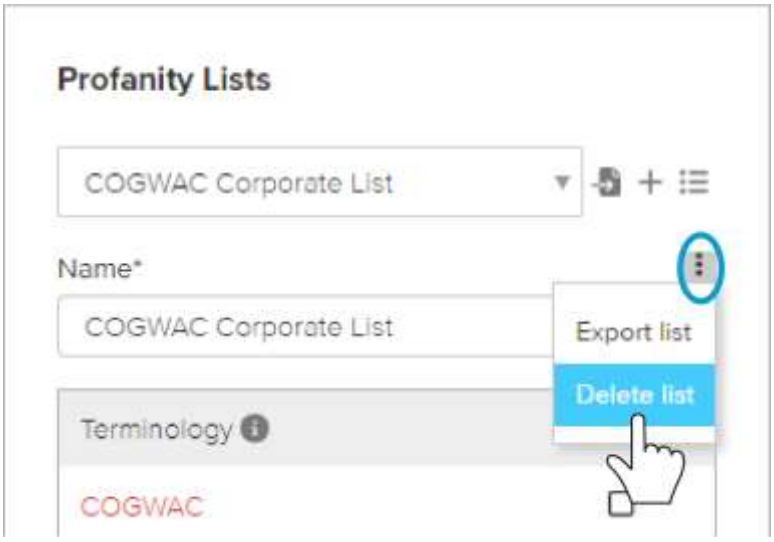
Delete a Profanity List

1. Select Profanity Lists under Settings in the Tools menu or window as shown above.
2. Click the manage lists icon to the right of the selection dropdown.

3. Click the trashbin icon that appears for the desired list on hover



OR click the menu icon to the right of the Name field and select Delete List.



4. Click Delete to confirm your deletion.

Use Wildcard Characters and Exceptions to Refine Your Profanity Search

Wildcard characters used in typed, pasted, and imported text refine how the text or phrases in the terminology window are used for your profanity search.

Wildcard syntax allow variations of a word/phrase to be detected without having to enter each variation. For example, some practitioners object to words like 'invent', 'invented', 'invention', etc. All of the variations can be covered with one entry: invent*

Three wildcard characters are available:

- Dot: (.) represents 1 character (letter, number, space, punctuation)
- Question-Mark: (?) represents 0 or 1 characters
- Star: (*) represents 0 or more word characters (letters & numbers, but not spaces or other punctuation)

Dot (.) Wildcard

A "." matches any 1 character of any kind (letter, number, space, punctuation)

For example, "prior.art" instructs Analytics to insert a Patent Profanity comment whenever it encounters the word 'prior' followed by the word 'art' with any 1 character between them, e.g., 'prior art' or 'prior-art'

The dot wildcard is also useful for matching contractions or other words that may or may not have curly/smart quotes embedded within. For example, "mustn.t" tolerates any kind of apostrophe or quotation mark that may appear in the contraction "mustn't".

Question Mark (?) Wildcard

A "?" matches 0 or 1 characters of any kind. For example, "require?" instructs Analytics to insert a Patent Profanity comment whenever it encounters the word 'require' with an optional character at the end of the word, e.g. 'required'

Star (*) Wildcard

A "*" matches 0 or more letters, hyphens, or parenthesis (but not spaces or other punctuation). For example, "invent*" instructs Analytics to insert a Patent Profanity comment whenever it encounters a word that begins with 'invent', including 'invention', 'inventions', and the like.

Similarly, a * could be used to represent a word along with optional-plural variations of that word. For example, "limitation*" and "without limitation*" identified as an exception instruct Analytics to insert a Patent Profanity comment whenever it encounters any word that begins with 'limitation', including an ordinary plural 'limitations', an optional plural 'limitation(s)', and the like, UNLESS that word is used in the phrase 'without limitation'.

Exceptions

Exceptions are identified in the terminology field by clicking the Exception text box. They are listed in green, in contrast with profane words/phrases which are listed in red.

In pasted or imported text, an exclamation point (!) at the start of a word or phrase identifies it as an exception. For example, "!read.only" indicates that while "only" may be identified as profanity, "read only" will not.

Default Short and Long Lists

Short Default List

PROFANITY (invokes warning)	necessary	**EXCEPTIONS (does not invoke warning)**
always	only	!group consisting of
approximate*	preferred	!no? * (e.g., 'not exactly', 'not critical', 'no limitation'
critical	prior.art	
exactly	require?	
invent*	Substantially	!non-* (e.g., 'non-limiting', 'non-critical')
limitation*		
more.or.less		!not critical
must		!read.only
must not		!without limitation*
mustn.t		

Long Default List

PROFANITY (invokes warning)	absolutely	allow
about	adapted for	always
above	adapted to	appropriately
	all	approximate*

around
below
big*
by necessity
characterized by
clearly
completely
composed of
constantly
contain
containing
conventional
critical
customary
desirable
device for
downward
eliminate
entirely
essentially
exactly
fact
greater
higher
huge
immediate
indeed
infinitely
invent*
just
key feature
large
left
lengthen
less
lesser
limitation*
longer
lower
mainly
major
marginal
may
means
mechanism
mechanism for
microscopic
miniscule
minor
more
more.or.less
most
must
must not
mustn.t
necess*
nominal
normal
normally
obvious
obviously
only
optim*
ordinary
orthodox
over
permanently
precisely
preferred
prior.art
proximate
proximately
require?
right
same
shorten
shorter
significant
significantly
simply
small
smaller
somewhat
standard
substantially
tiny
totally
traditionally
typical
under
undesirable
upward
usual
vast
will
won't

EXCEPTIONS (does not invoke warning)

group consisting of
no? * (e.g., 'not exactly', 'not critical', 'no limitation'
non-* (e.g., 'non-limiting', 'non-critical')
not critical
read.only
without limitation*

Request and Incorporate Feedback with Word

1. Save your file once you're ready to send it out for feedback.
2. Export your file as a .docx file, either as clean text or text with review content (comments, highlighting, and text markup), as needed.
3. Provide your exported .docx file to your reviewers, requesting that they make sure to use Word's commenting and Track Changes features.

   Note that at this stage, you're working with a standard Word .docx file, and can provide it as an email attachment, save it to a shared storage area, or work in collaborative document management environments such as Teams.
4. Once you receive or have access to reviewed .docx file(s) containing comments and tracked changes, drag and drop to merge these files into the .rp file saved in step 1.

   Note that updating your application draft in the interim could prevent a clean import of some or all reviewer feedback. We recommend you save a new copy and consider working in Suggesting Mode so that you can easily locate and incorporate your updates along with other feedback.
5. Where changes in the Word file(s) cannot be applied in Rowan Patents, a .docx file including just these changes will be created for your further review.

Merge a Reviewed Word (.docx) File

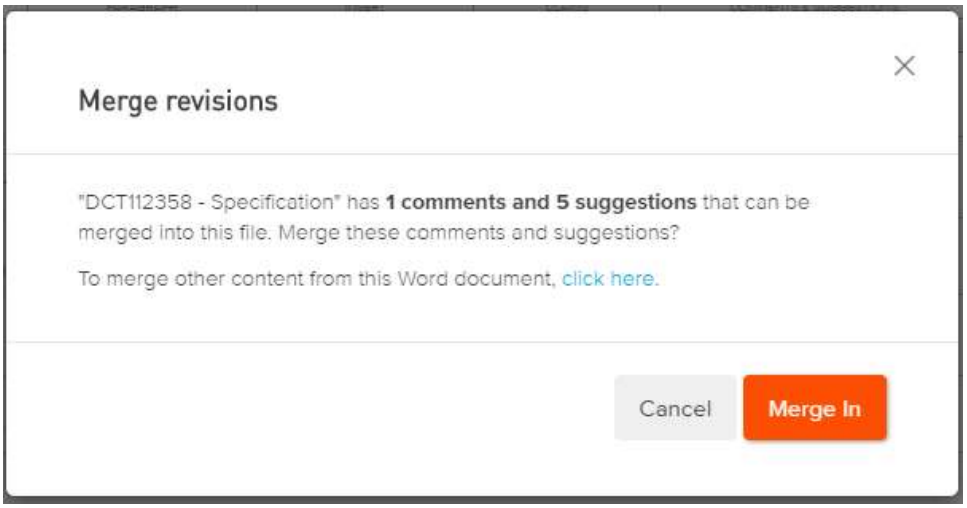
Merge in Review Content

To merge review content (comments and tracked changes) from a Word (.docx) file into your Rowan (.rp) draft, follow the steps below.

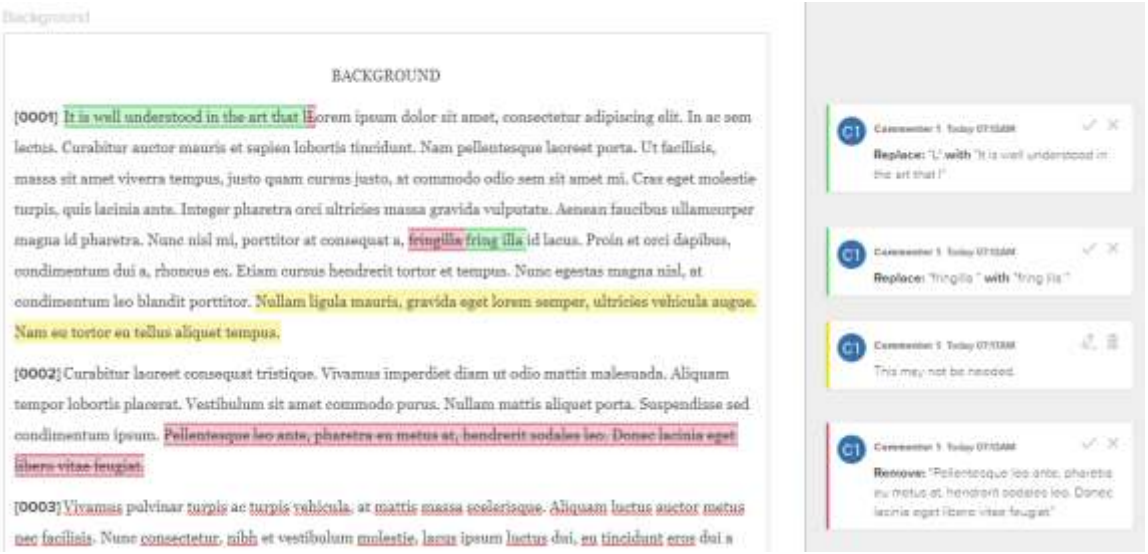
NOTE: The Rowan drafting tool looks for comments and changes made using the standard review features of Word. Be sure your reviewers are making changes with Track Changes turned on and are using the built-in commenting function. If the text of the word file (excepting tracked changes) does not align with the text in the target .rp file, review content may be misplaced or impossible to import.

1. Drag and drop your reviewed Word file onto a Rowan Patents window, or

select Merge Content from the File menu. You will receive the dialog below.



2. Click Merge In to merge only the comments and suggested edits into the existing content. (If you wish to merge the text and not review content, click the "click here" control.)
3. Review content that may be merged in will appear as highlighting, comments, and suggestions in your Rowan Patents file.

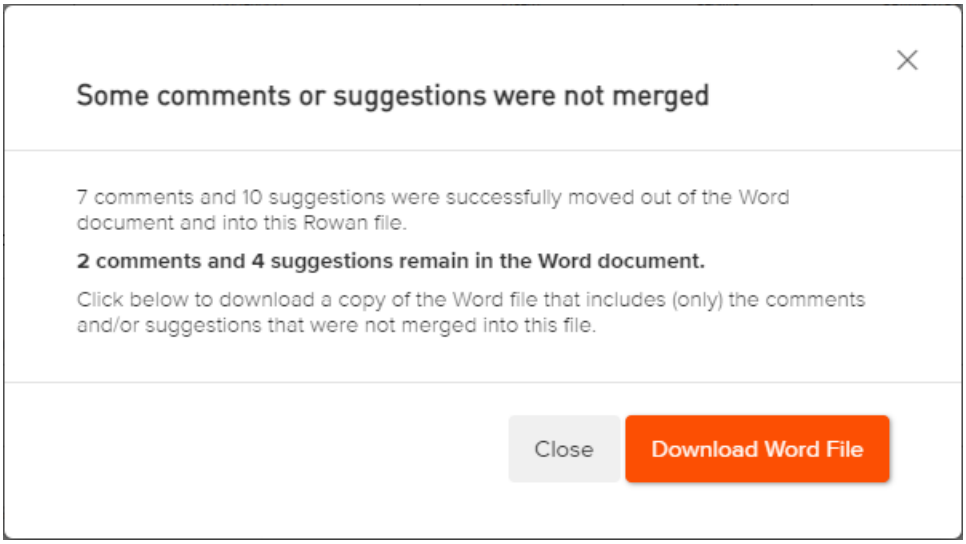


4. Address your review content by navigating among comments, replying to comments, deleting comments, navigating among suggestions, and accepting or rejecting suggestions. You can also add your own highlighting and comments, and enter Suggesting Mode to mark up your own text suggestions in the Integrated Drafting Environment.

Comments and Tracked Changes that Can't Be Merged

If changes are made to content in the original file after exporting the Word document, or the Word content is changed from what is in the .rp file without change tracking, Rowan Patents may have trouble merging some comments or suggested edits back into the file.

In this case, you will get a dialogue notifying you that some reviewer comments could not be merged. You can download a new Word document with just the comments and suggestions that weren't merged.

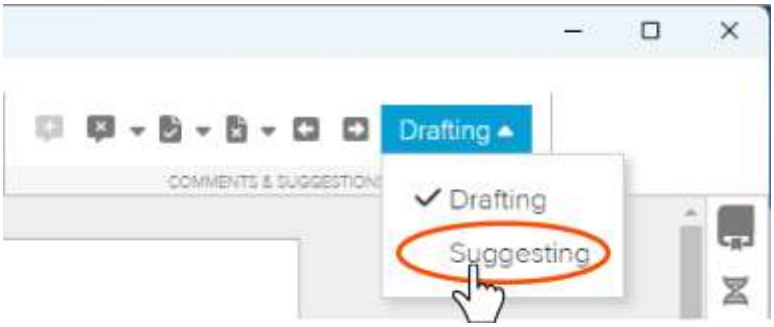


Rowan Patents Standalone Reviewing Tool

Rowan offers a stand-alone reviewing tool that allows you to review .rp and .tp files in a browser-based environment. You can learn more about that here.

Enter and Exit Suggesting Mode

1. To enter Suggesting mode, click the Drafting/Suggesting dropdown at the left end of the toolbar and select the Suggesting option.



Being in Suggesting mode is similar to having Track Changes turned on in Word. Changes made to the application text will be marked up using highlighting, underlining, and strikethrough. Multiple users can make suggestions on the same document. Comments to the right will be used to indicate which user made which suggestions, as shown above.

Note that changes that would disrupt existing application sections, such as adding drawing figures or claims, will not be available in Suggesting mode. We recommend using comments and existing application sections to suggest additional figures, figure modifications, and claim additions or deletions.

2. To exit Suggesting mode and re-enter Drafting mode, click the dropdown again and select the Drafting option.

Clicking the Drafting mode button is similar to turning off Track Changes in Word. Suggested text changes will remain visibly marked up. Functionality not available in Suggesting mode will be provided again in Drafting mode.

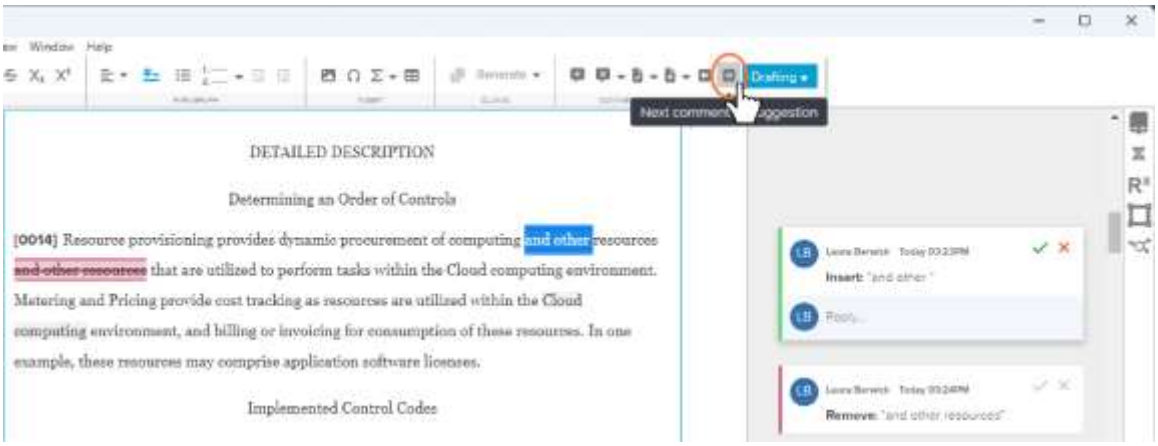
Navigate Comments and Text Suggestions

Navigating Comments/Suggestions from the Toolbar

1. Open your reviewed Rowan file. If your .rp file does not contain comments or

text suggestions, the options described here will be disabled.

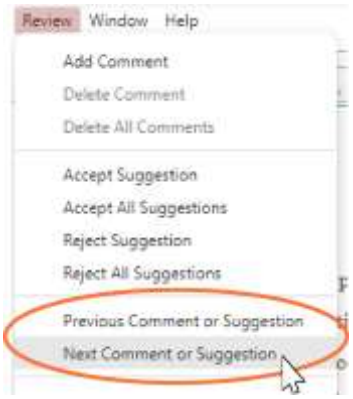
2. Use the Next comment or suggestion arrow to jump from one comment or text suggestion markup to the next down your application.



3. Use the Previous comment or suggestion arrow to navigate back up your application to previous comments or marked up text suggestions.

Navigating Comments/Suggestions from the Review Menu

The same navigation options are provided under the Review menu when comments or text suggestion markup are present in the .rp file.



Now What?

As you navigate, you can accept or reject marked up suggestions, and reply to or remove comments.

Add and Edit Comments

Leaving a Comment on Text Using the Toolbar

1. Select text in your specification or claims and click the Add Comment control in the toolbar.

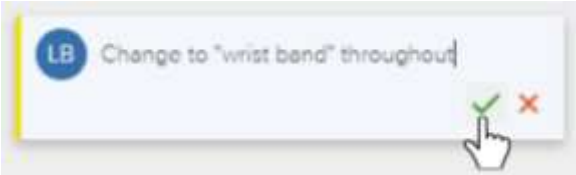
   Note that unlike Word, comments cannot be anchored to a point between text characters and add options are disabled if no text is selected.

2. The text selection will be highlighted and a comment bubble will appear to the right side of your application, labeled with your initials.

   You may need to resize your window if the comment bubble is not visible on your screen.

3. Type the desired text in the resulting comment bubble.

4. Click the green checkmark to apply your comment.



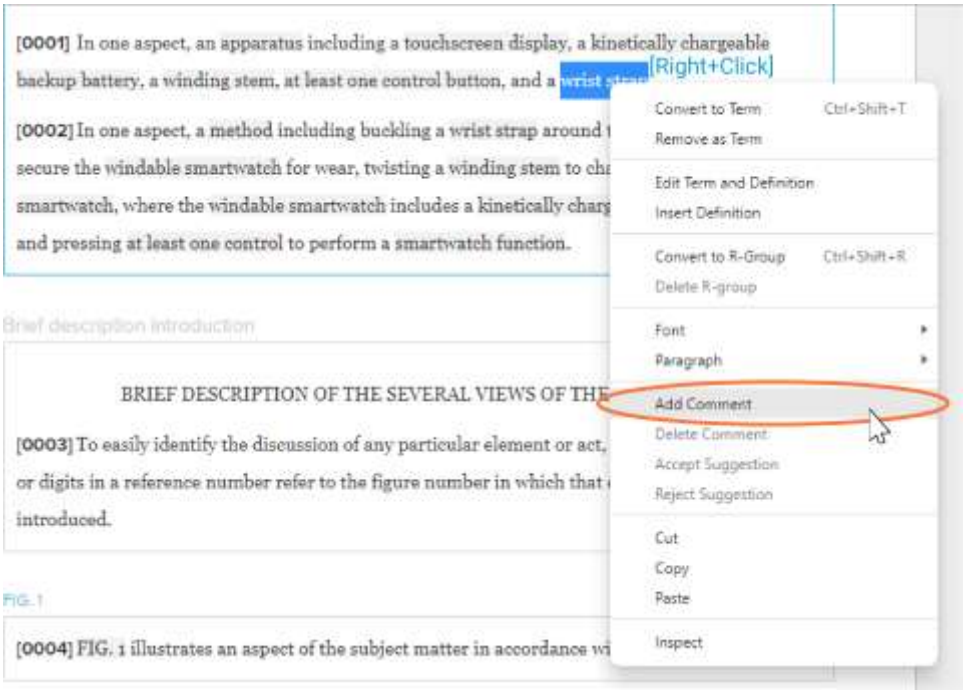
If you neglect to click the green checkmark, your comment will be applied when you click anywhere else in your application.

5. If you change your mind and do not wish to leave your comment, click the red "x" to cancel it.

6. If you need to make additional changes to your comment text, click the Edit pencil icon in the comment bubble, and type and apply (or cancel) your changes as above.

Leaving a Comment on Text Using the Contextual Menu

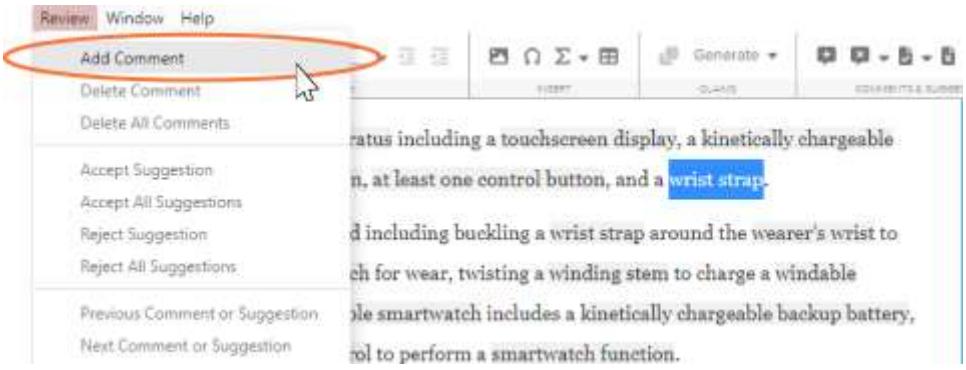
1. Select the desired text, as above.
2. Right+click your selected text.
3. Select the Add Comment option from the resulting context menu.



4. Type, apply, edit, or cancel your comment as above.

Leaving a Comment on Text Using the Review Menu

1. Select the desired text, as above.
2. Click the Review menu option.
3. Select the Add Comment option from the menu provided.



4. Type, apply, edit, or cancel your comment as above.

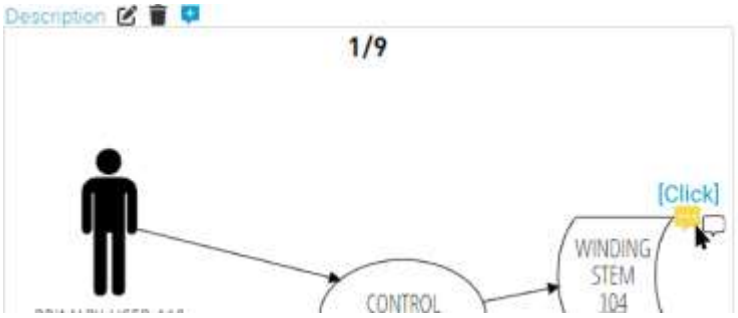
Leaving a Comment on a Preview Figure

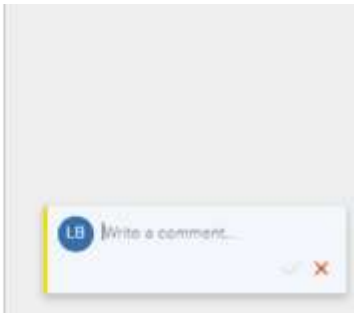
1. Navigate to the drawing previews at the bottom of the main application

window and locate the figure you wish to comment on.

2. Click on the Comment control above the preview.

3. Click anywhere on the preview to place a comment icon where desired.
4. The comment icon will appear where you clicked. A comment bubble will appear to the right side of the application window.





You may need to resize your window if the comment bubble is not visible.

5. Type, apply, edit, or cancel your comment as above.

Note that comments cannot be applied in the Drawing Tool, though text stencils can be added to a sheet to include on-canvas comments if desired.

Reply to Comments

1. Navigate to a desired comment by scrolling or using the controls provided.
2. Click the reply field that appears when the comment is selected.
3. Type your response to the existing comment.

4. Apply, cancel, edit, and delete replies as needed using controls similar to those provided for the base comment.

Delete Comments

Deleting a Comment Using the Comment Bubble Deletion Control

1. Navigate to a desired comment by scrolling and clicking or using the controls provided.
2. Click the comment bubble's trashbin deletion control.

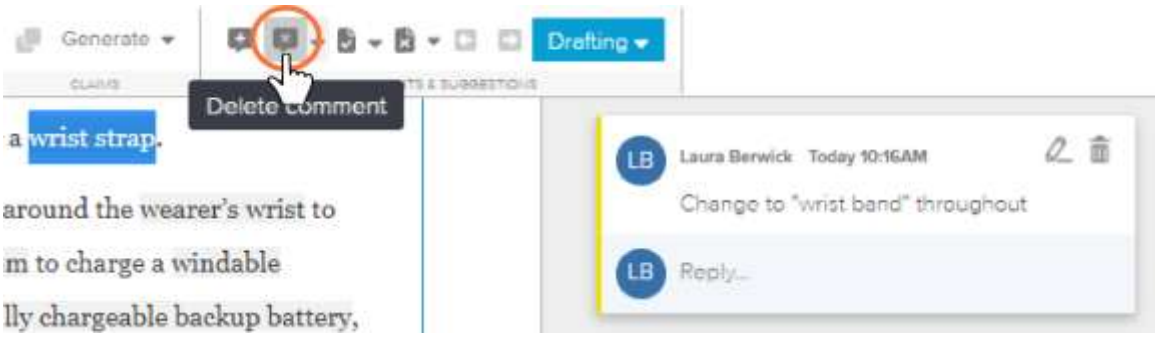
3. Click the green checkmark to confirm your deletion.

4. If you've changed your mind, click the red "x" to cancel your deletion.

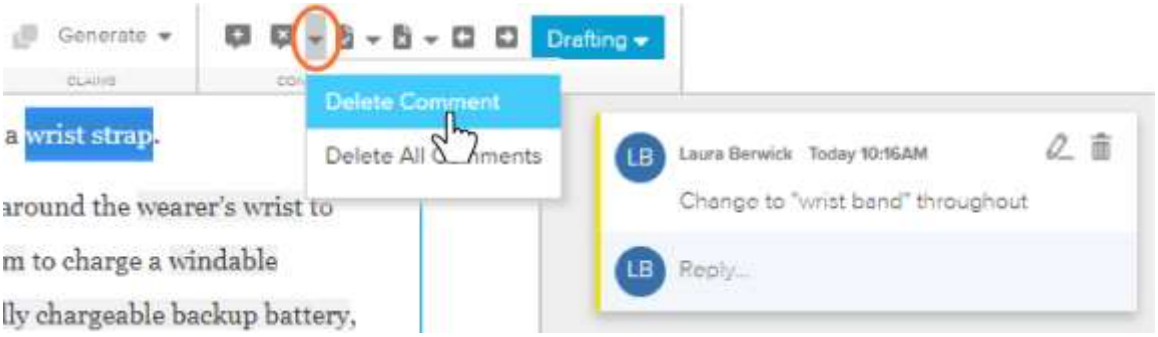
   Deleting individual comment replies follows a similar process using the trashbin deletion control provided for each reply.

Deleting Comments Using the Toolbar

1. Navigate to and select a desired comment by scrolling and clicking or using the controls provided.
2. Click the Delete Comment control



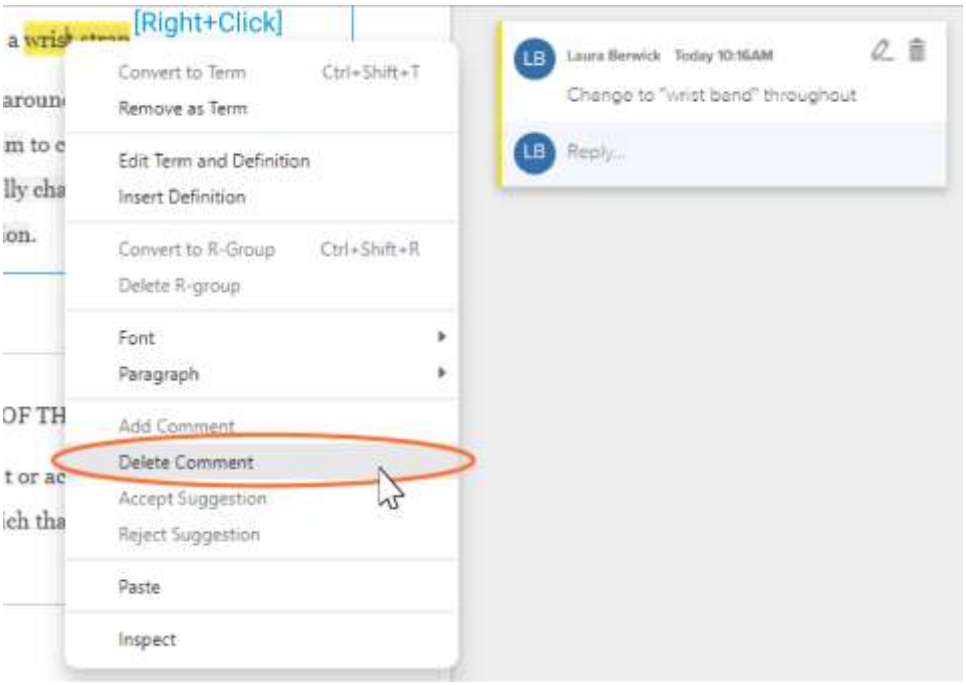
OR click the Delete Comment control dropdown and select the Delete Comment option.



3. The comment will be immediately removed and the anchor text highlighting will be cleared.
4. If you wish to delete all comments in your application, click the Delete Comment control dropdown and select the Delete All Comments option.

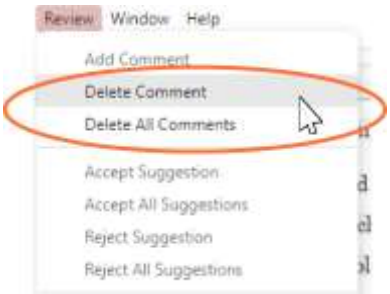
Deleting Comments Using the Contextual Menu

1. Navigate to a desired comment by scrolling or using the controls provided.
2. Right+click the highlighted anchor text.
3. Select the Delete Comment option from the resulting contextual menu.



Deleting Comments Using the Review Menu

1. Navigate to and select a desired comment by scrolling and clicking or using the controls provided.
2. Click the Review menu option.
3. Select the Delete Comment option from the resulting Review menu.



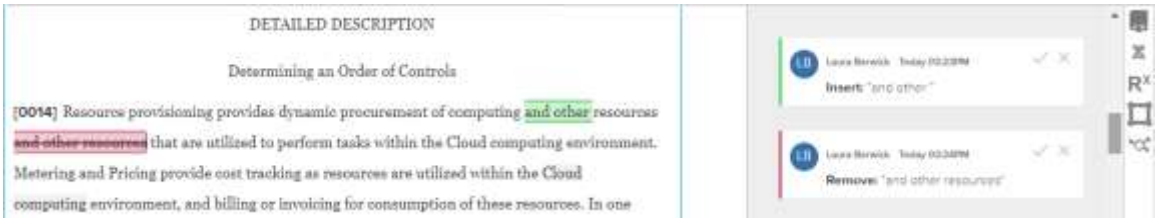
4. If you wish to delete all comments in your application, open the Review menu

and select the Delete All Comments option.

Make Text Suggestions

1. Open the desired application.
2. Enter Suggesting mode using the toolbar option.
3. Place your cursor at the desired location, in the desired existing section.
4. Select, type, backspace, and delete as desired to suggest text changes. Your changes will be reflected by highlighting, underlining, and strikethrough.

   Comments will also appear, indicating which user made the text suggestions, allowing you to track feedback from multiple reviewers.



   Note that changes that would disrupt existing application sections, such as adding drawing figures or claims, are not available in Suggesting mode. We recommend using comments and existing sections to suggest changes to figures and claims.

5. Exit Suggesting mode using the toolbar option to return to the normal Drafting mode.

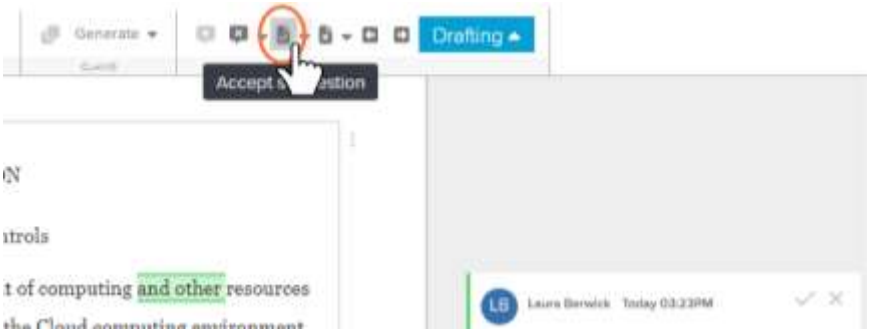
   More information is provided on navigating, accepting, and rejecting text suggestions in additional sections.

6. Save your file to preserve your text suggestions.
7. If desired, export a Word (.docx) file with review content. Your text suggestion markup will be displayed as Tracked Changes in the exported file.

Accept and Reject Text Suggestions

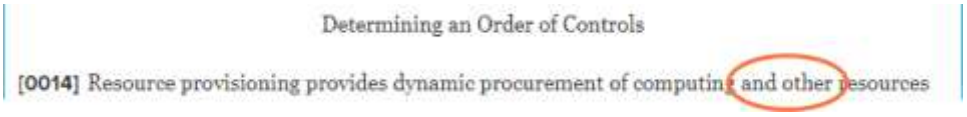
Accept Suggestions from the Toolbar

1. Open your reviewed Rowan file. If your .rp file does not contain comments or text suggestions, the options described here will be disabled.
2. Navigate to a specific text suggestion if desired by scrolling or using the controls provided.
3. To accept the specific suggestion and modify your draft incorporating that feedback, click the Accept suggestion control

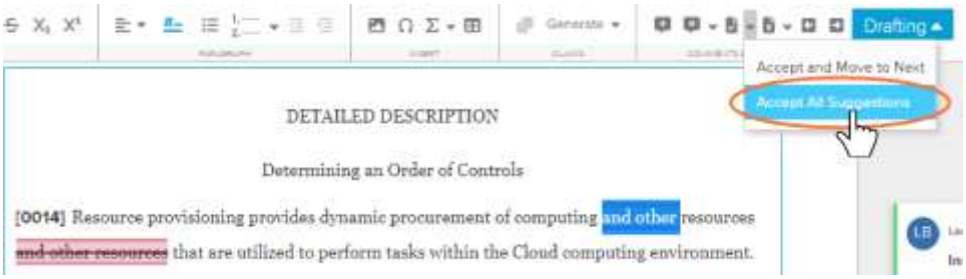


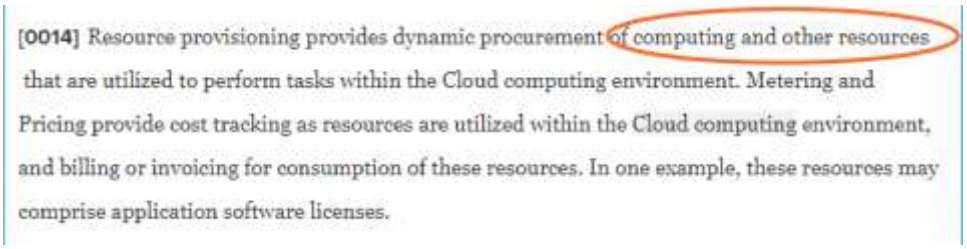
OR click the associated down arrow and select Accept and Move to Next.

4. Your draft text will be updated, the markup removed, and your cursor will jump to the next text suggestion.



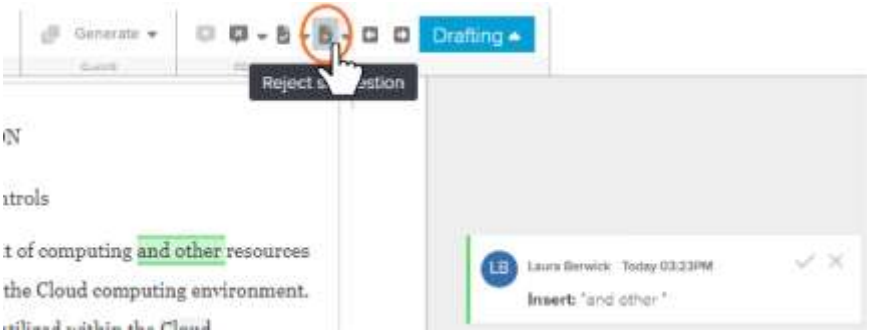
5. To incorporate all suggestions into your draft, click the down Accept suggestion down arrow and select the Accept All Suggestions option.





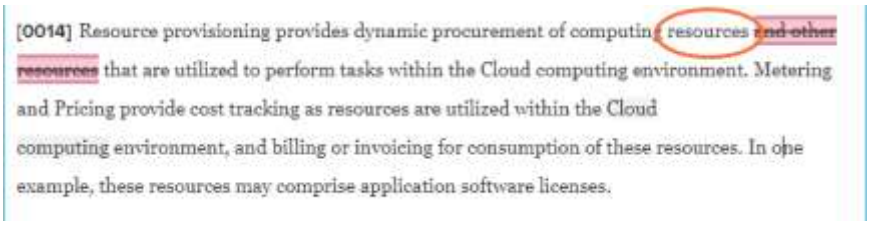
Reject Suggestions from the Toolbar

1. Navigate to a specific text suggestion if desired by scrolling or using the controls provided.
2. To reject the specific suggestion and leave your text as previously drafted, click the Reject suggestion control

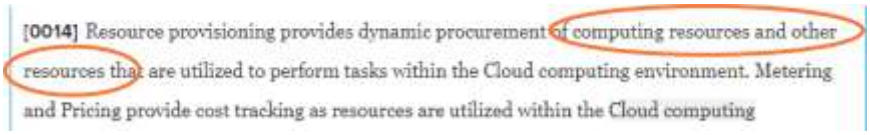


OR click the associated down arrow and select Reject and Move to Next.

Your draft text will remain unchanged, the markup removed, and your cursor will jump to the next text suggestion.

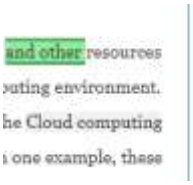


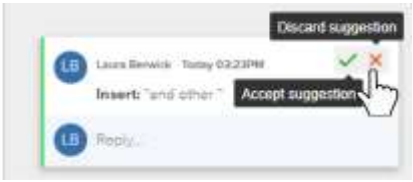
3. To remove all suggestion markup and leave your draft as is, click the down Reject suggestion down arrow and select the Reject All Suggestions option.



Accept and Reject Suggestions with Associated Comment Controls

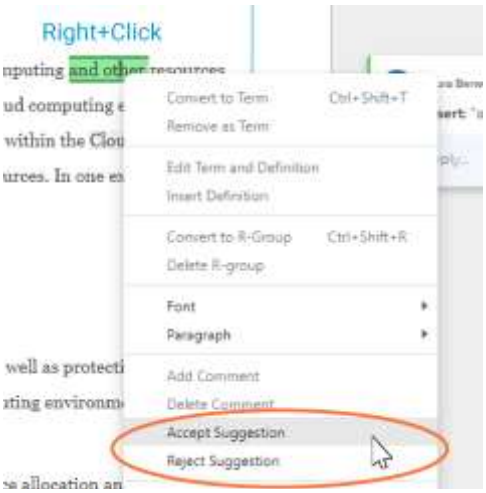
1. Navigate to a specific text suggestion if desired by scrolling or using the controls provided.
2. In the comment associated with the marked up text suggestion, click the green checkmark to accept the suggestion, or the red "x" to reject the suggestion.





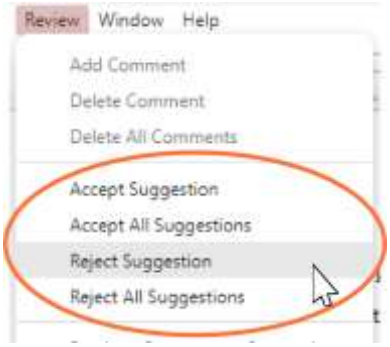
Accept and Reject Suggestions from the Contextual Menu

1. Right+click the desired comment.
2. Select the desired action among those described above from the resulting context menu.



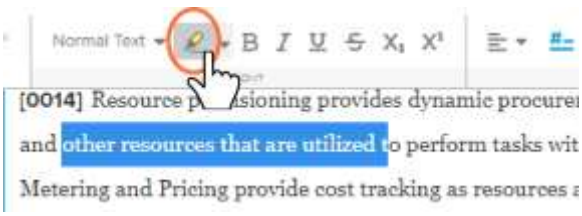
Accept and Reject Suggestions from the Review Menu

1. Click the Review menu.
2. Select the desired option among those described above from the Review menu dropdown.

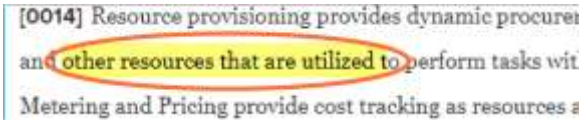


Highlight Text

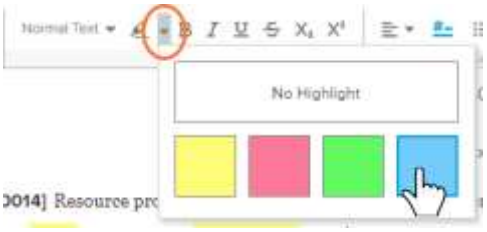
1. Select the text you wish to highlight.
2. Click the highlighter control to apply highlighting.

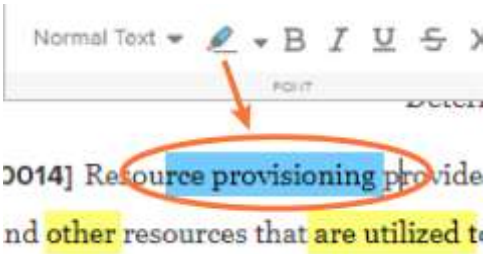


3. The color of highlighting shown on the highlighter control icon is what will be applied to your text.

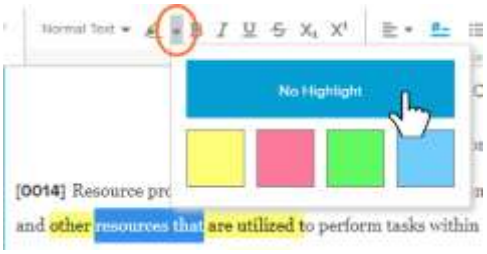


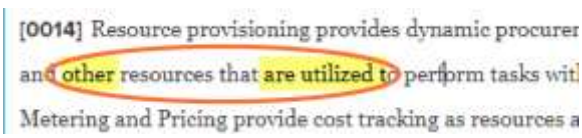
4. To apply a different color than that currently selected, and to change the control icon highlighter color, click the highlighter control dropdown and select the desired color.





5. To remove highlighting, select the desired highlighted text.
6. Click the highlighter control dropdown and select the No Highlight option.

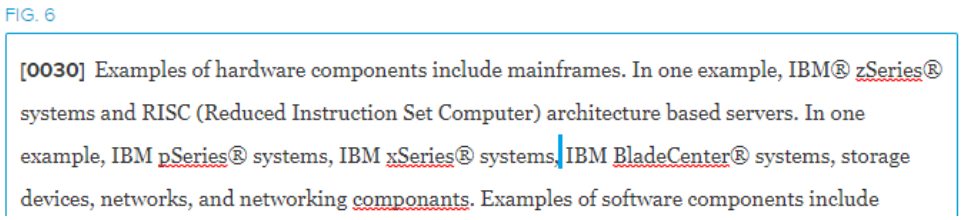




Check Spelling

Spell-Checking Steps

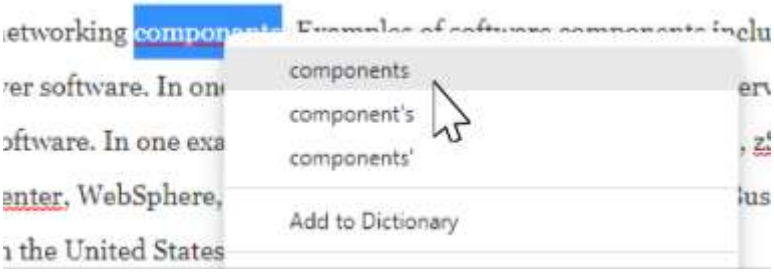
1. Place your cursor in the desired text entry field.



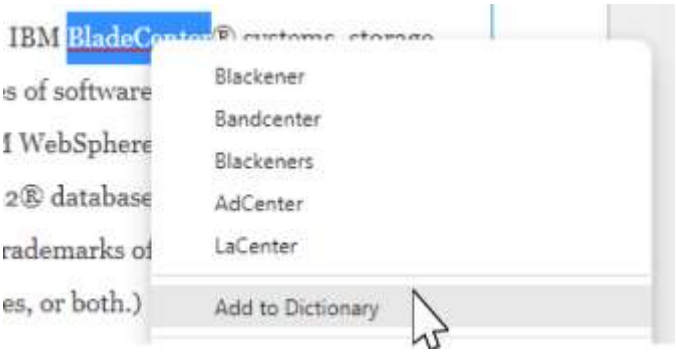
2. Paste, type, or review your desired text.
3. Detected spelling errors will be underlined in red, based on your system's default dictionary settings.

   Note that, similar to Word's default behavior, words typed in all caps are not checked for spelling.

4. Right-click red underlined words to see correction suggestions.



5. Alternatively, right-click the word to add it to your local custom dictionary.

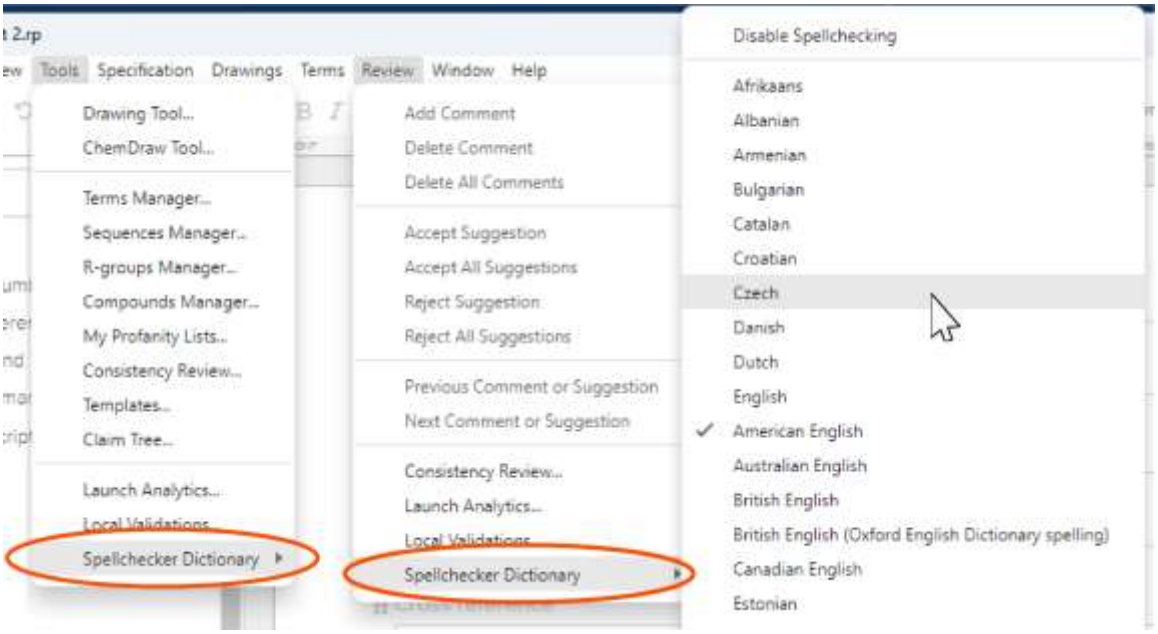


6. Once you click out of a text field, highlighting is no longer displayed. To recheck a field, click on the text to bring the field back into focus for

spellchecking.

Dictionary Language Selection

1. To select an additional or alternative language for spell-checking, locate the Spellchecker Dictionary under the Tools menu or the Review menu in the main application window.



2. Spell-checking will use dictionaries for all languages selected (shown with a check mark) in the resulting list. Click a language to select or deselect it, as needed

   OR select the Disable Spellchecking option at the top of the list to turn off all spell-checking.

3. Close and reopen your application to apply your new dictionary selections.

Augmenting Rowan Spell-Checking

At this time, Rowan Patents Spell-Checking does not include grammar or usage checks, though it's on our list of requested improvements. Our power users have offered the following suggestions to augment spell-checking as you draft:

- Extra Spaces: Use the Rowan Search and Replace interface (found under the Edit menu) to quickly detect and correct instances where two or more spaces

should only be one space.

- Repeated Words: Make a note to open and review your exported .docx file in Word to detect repeated words before filing.
- Grammar and Punctuation: Make a note to open and review your exported .docx file in Word to detect repeated words before filing.
- Third-Party Checkers: Using a third-party spelling and grammar checker like Grammarly can help you catch any of the issues above in Rowan Patents applications and in other programs without built-in spell-checking or grammar-checking features.

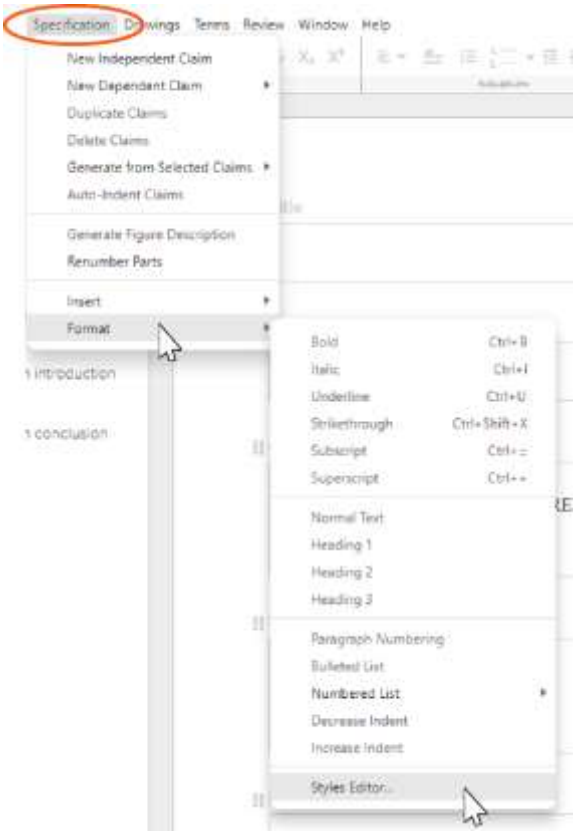
  Note that in Rowan Patents detected issues from these checkers, similar to spell-check underlining, may only be displayed for the active text entry field where your cursor is located.

Formatting & Export

Customize Application Styles

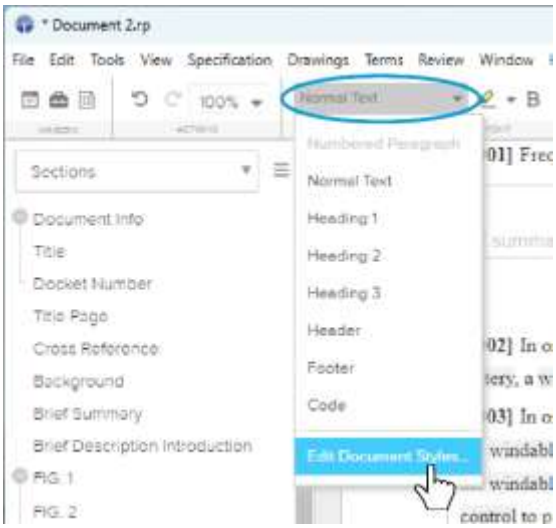
Customize Styles with the Styles Editor

1. Open the Styles Editor from the option under the Specification > Format menu.



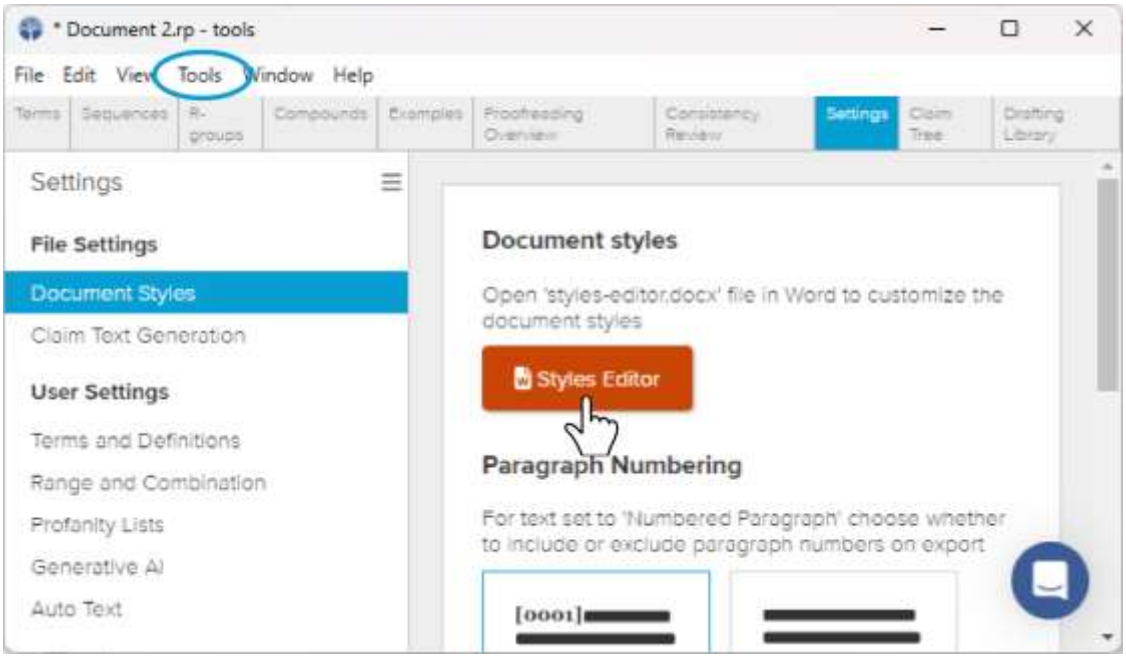
OR

from the application styles dropdown



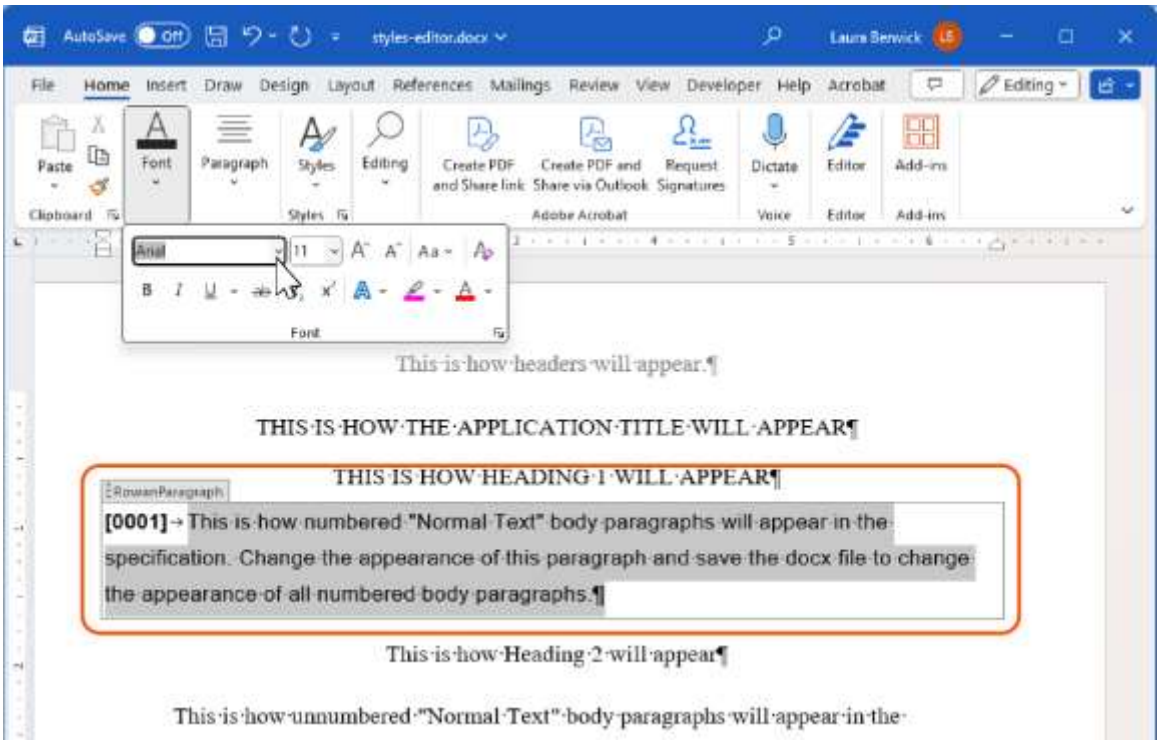
OR

from the Document Styles panel under Tools > Settings.

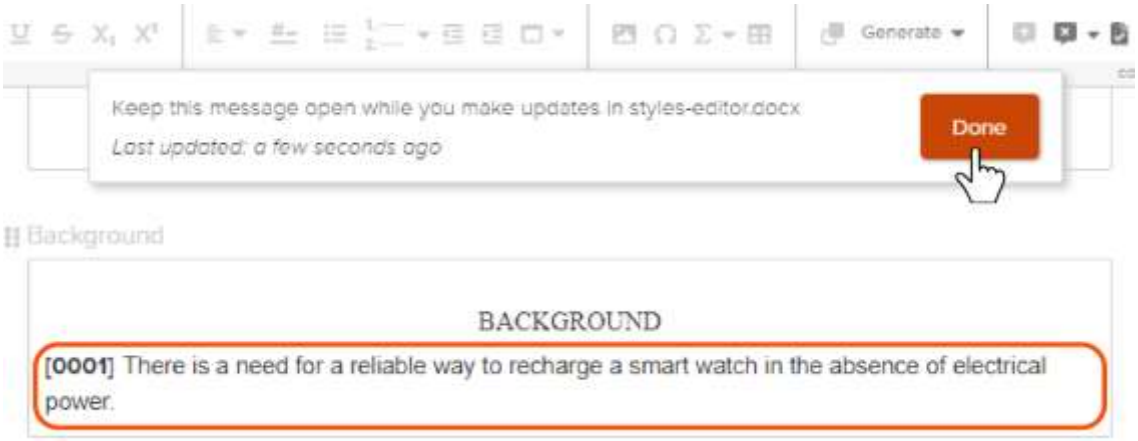


2. The styles-editor.docx file for your .rp file will open in Word. Text is displayed for each Rowan named Style.

3. Use Word's controls to select the text provided for each style and make your desired changes to font face, font size, paragraph spacing, etc.



4. Save the styles-editor.docx file to reflect your changes in the main application window.



5. When you're finished, save and close styles-editor.docx and click Done in the message in the main application window.

Configuring an External Word File with Your Preferences

For new files, it is recommended that you create a template .rp file and use the Styles Editor file as described above to customize and reuse your preferred styles.

Rowan Patents recognizes a set of named styles having predefined settings in the preparation module. These styles are listed at the end of this guide. You can either start with your own existing Word .docx file styled as you prefer, or with a .docx file exported from Rowan Patents.

If you are not familiar with adding and modifying Styles in Word, we recommend you search online for help with performing these tasks.

Starting with a File Using Your Preferred Styles

1. Open the .docx file with your preferred styles and margins already set.
2. Rename each of your analogous existing styles using the Rowan named styles at the end of this guide.

   For example, for a style named "Claim Level 0" or "Claim Preamble" for the preambles of your claims, change the name of that style to "Rowan Claim Lvl 0".
3. If you are unsure which of your existing styles to rename, add new styles that have the Rowan names and your preferred font, spacing, indentation, and other attributes.
4. Save this .docx file with a recognizable name, such as "Custom Rowan Template".

Alternately, in your starting Word file, you can:

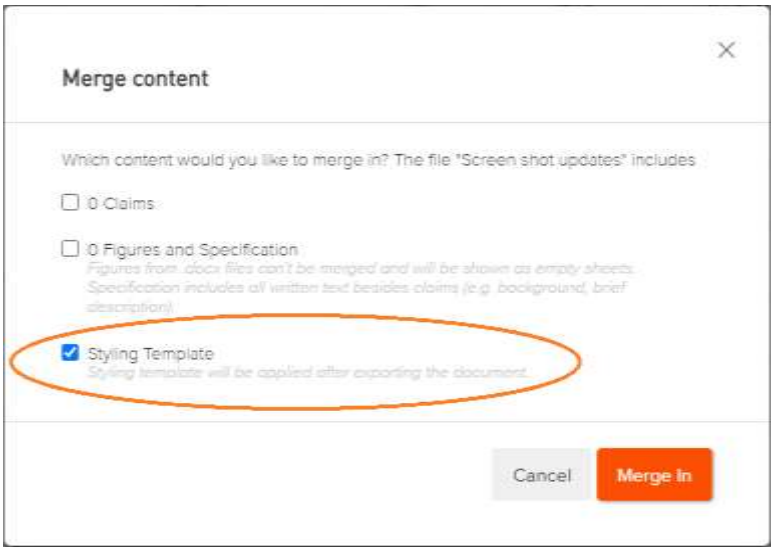
1. Open Word's Style organizer.
2. Import the Rowan named styles.
3. Select the variously styled text in your document (e.g. select the text that uses Heading 1).
4. Find the associated Rowan-named style in the Styles pane (Rowan Heading 1).
5. In the dropdown options of that Rowan named style, select "Update to Match Selection".

Starting with a Rowan .docx Export File

1. Create a new or open an existing Rowan .rp file.
2. Export a clean .docx copy of your file.
3. Open your .docx copy in Word.
4. Make your desired changes to the margins of this .docx file.
5. Make your desired font, spacing, indentation, and other attribute changes to each of the Rowan named styles.
6. Save this .docx file with a recognizable name, such as “Custom Rowan Template”.

Use Your External Word File for Rowan Customization

1. Create a new or open an existing Rowan .rp file to apply your styles to.
2. Merge your custom .docx template file (e.g. “Custom Rowan Template.docx” from above).
3. In the Merge dialog, be sure the “Styling Template” checkbox is checked.
4. Click the “Merge in” button.



5. Save your file.

All future Word .docx exports from this file and its saved copies will have your preferred style attributes. Note that this file can also capture additional customizations, such as reusable boilerplate text, common terms, and definitions, etc.

Rowan Named Styles

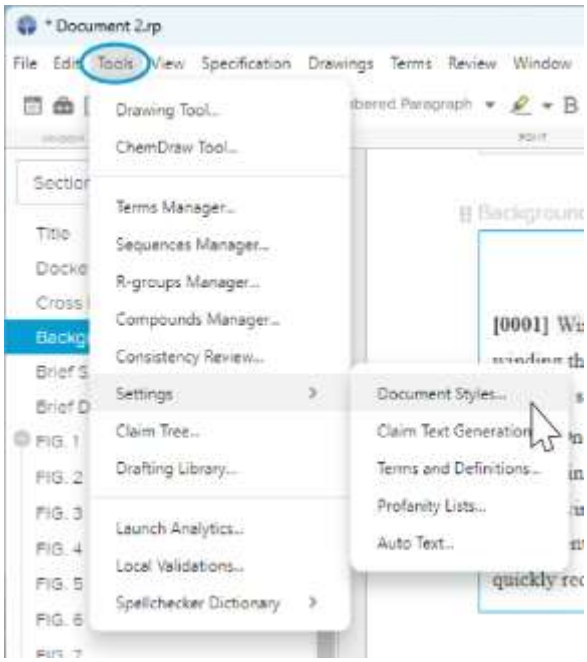
- Rowan Bullet
- Rowan Claim Lvl 0
- Rowan Claim Lvl 1
- Rowan Claim Lvl 2
- Rowan Claim Lvl 3
- Rowan Claim Lvl 4
- Rowan Claim Lvl 5
- Rowan Claim Lvl 6
- Rowan Code
- Rowan Equation
- Rowan Filename
- Rowan Footer
- Rowan Header
- Rowan Heading 1
- Rowan Heading 2
- Rowan Heading 3
- Rowan Image Caption
- Rowan Normal
- Rowan Numbered
- Rowan Page Number
- Rowan Paragraph
- Rowan Table
- Rowan Table Cell
- Rowan Table Header
- Rowan Title

Remove or Apply Paragraph Numbers

Remove/Apply Numbering across Your Application

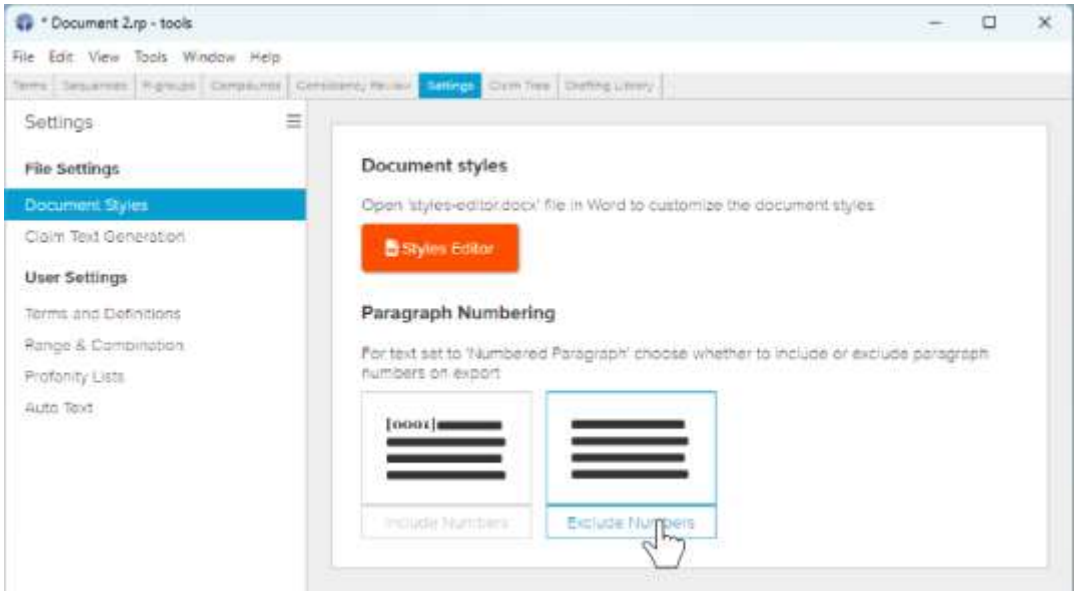
Note that as of the v3.22 release of Rowan Patents, EPO-PCT templates are available with paragraph numbering turned off by default.

1. Open or create the .rp file you wish to toggle paragraph numbering for.
2. Click the Document Styles Option under the Tools > Settings menu.

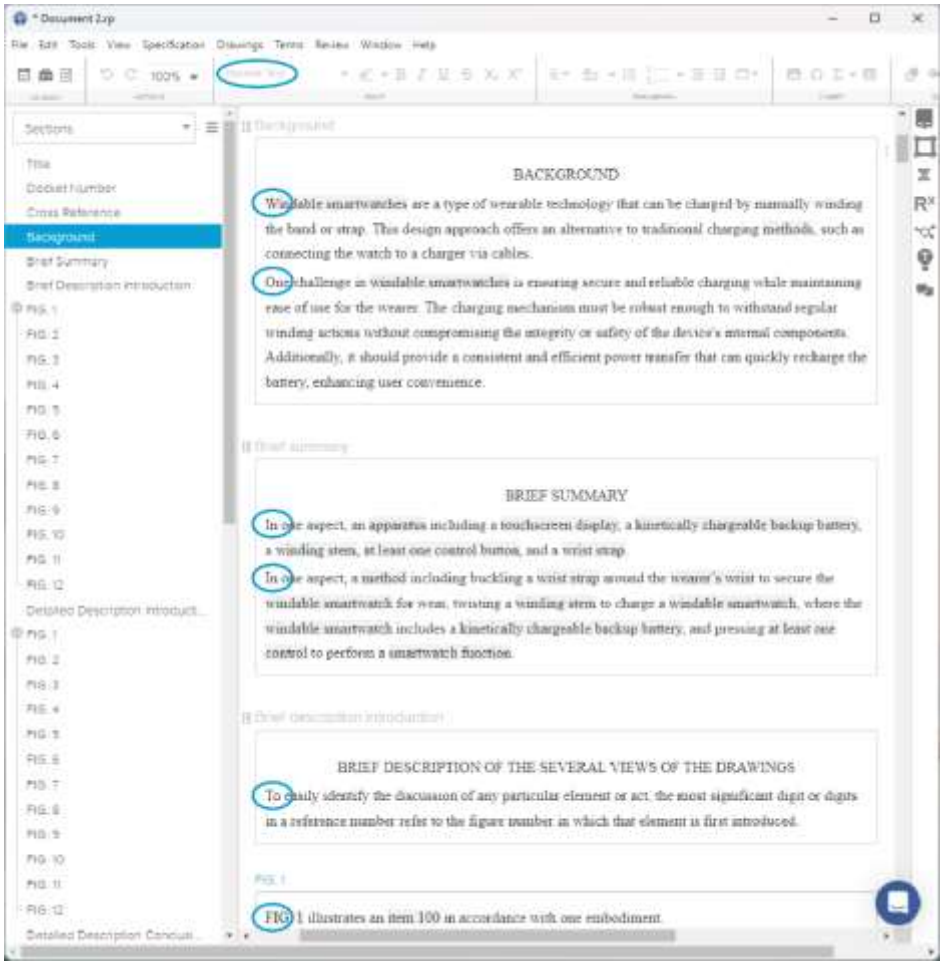


OR

Click the Document Styles option to the left under File Settings in the Tools window Settings tab.



3. Click the desired option to toggle paragraph numbering on or off for the entire application.
4. Your selection will be set for all specification paragraphs in your application.



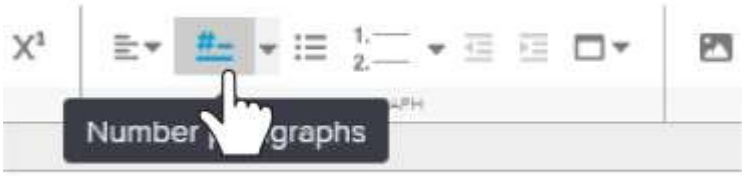
Note that where the numbering attribute is turned off for individual paragraphs using the steps below, these paragraphs will remain unnumbered regardless of the document setting. The toggle works by assigning the unnumbered Normal Text style or the Numbered Paragraph style to paragraphs with the numbering attribute turned on.

Remove/Apply Numbering for Individual Paragraphs/Sections

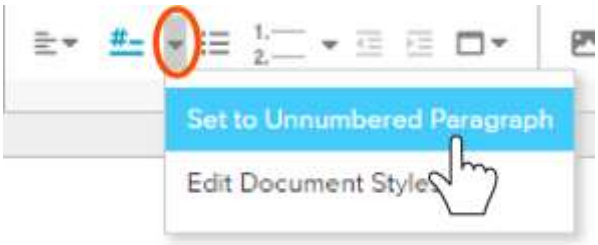
1. In the main application window, place your cursor in or select the numbered paragraph(s) for which you wish to change the numbering attribute.

You may use Ctrl+A (Cmd-A in Macs) to select all paragraphs within a specification section. To change multiple sections, you will need to visit each section in turn.

2. Click the Number Paragraphs control in the toolbar

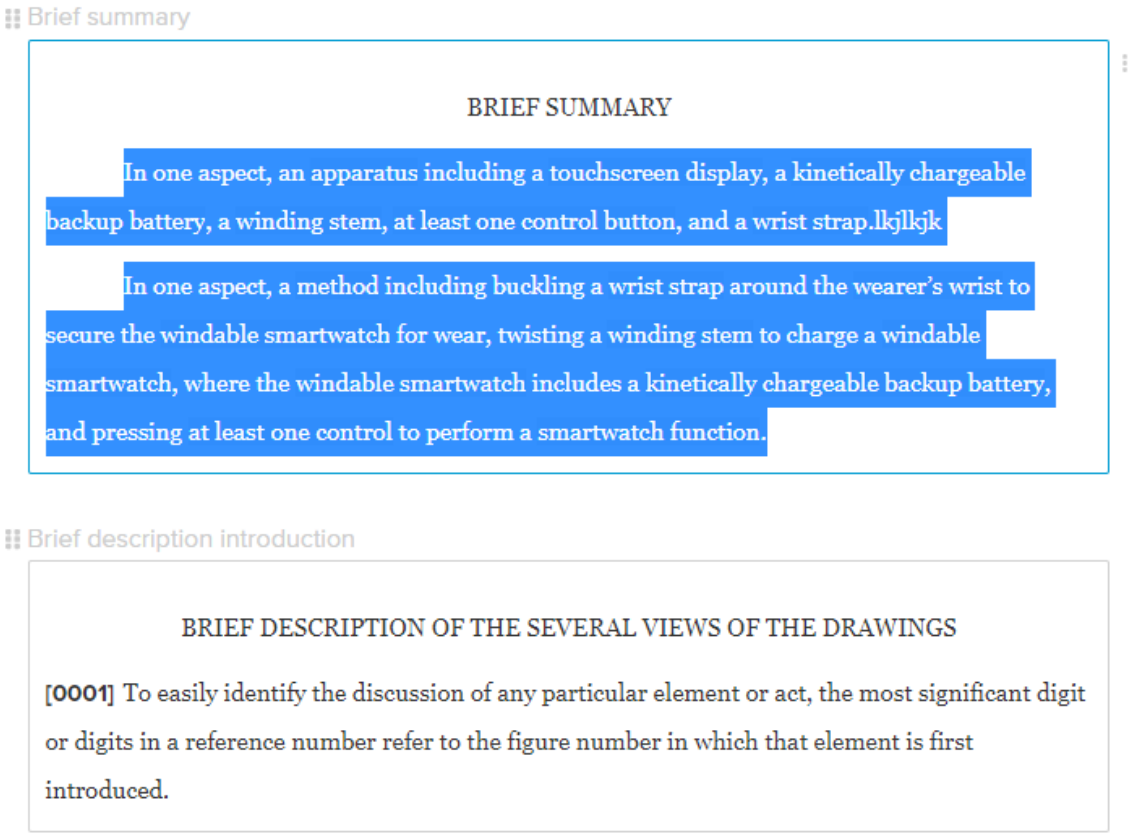


OR click the Number Paragraphs control dropdown



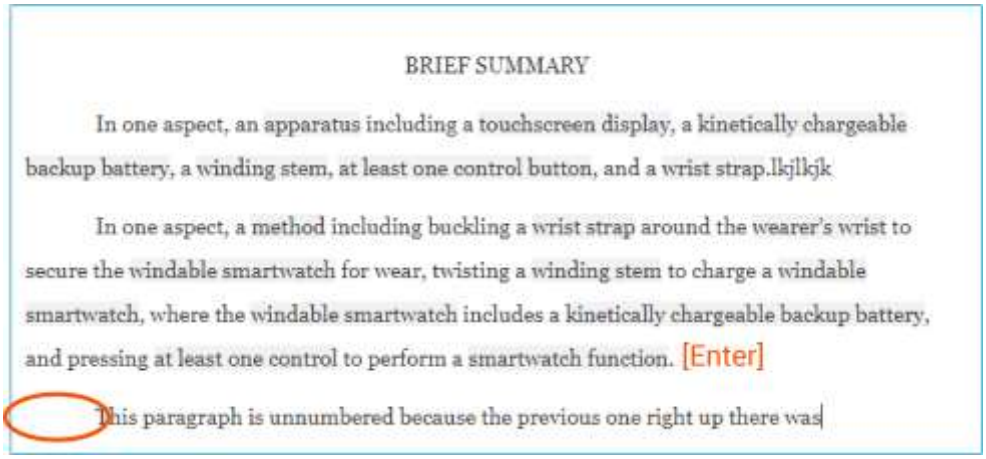
Options to set paragraph styles as Normal or Numbered Paragraph are also available in the toolbar and Specification menu.

3. Paragraph numbering will be removed from selected numbered paragraph(s) or applied to selected unnumbered paragraphs, based on what you have selected.



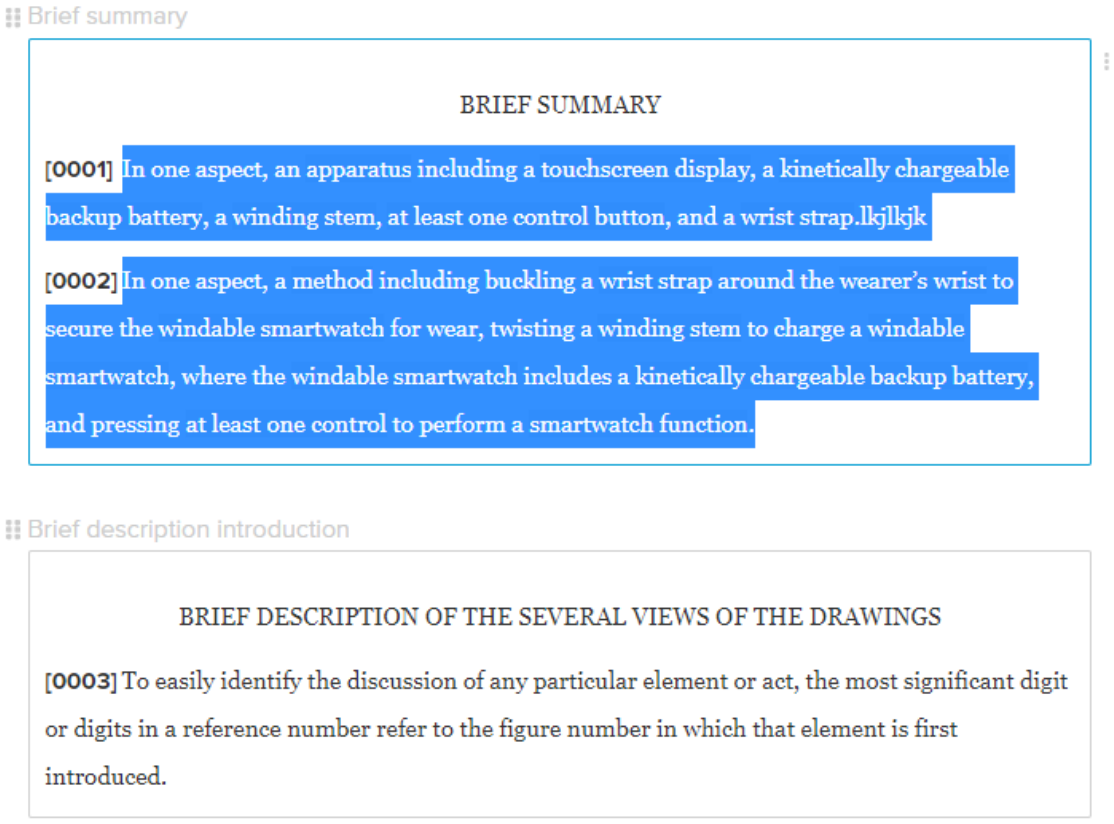
Note that if you select a mixture of numbered and unnumbered paragraphs, the Numbered Paragraphs control will apply numbering to all selected paragraphs.

4. Any numbered paragraphs subsequent to the modified selection will be automatically renumbered.
5. A new paragraph created by typing Enter after an existing paragraph will retain the style of its preceding paragraph.



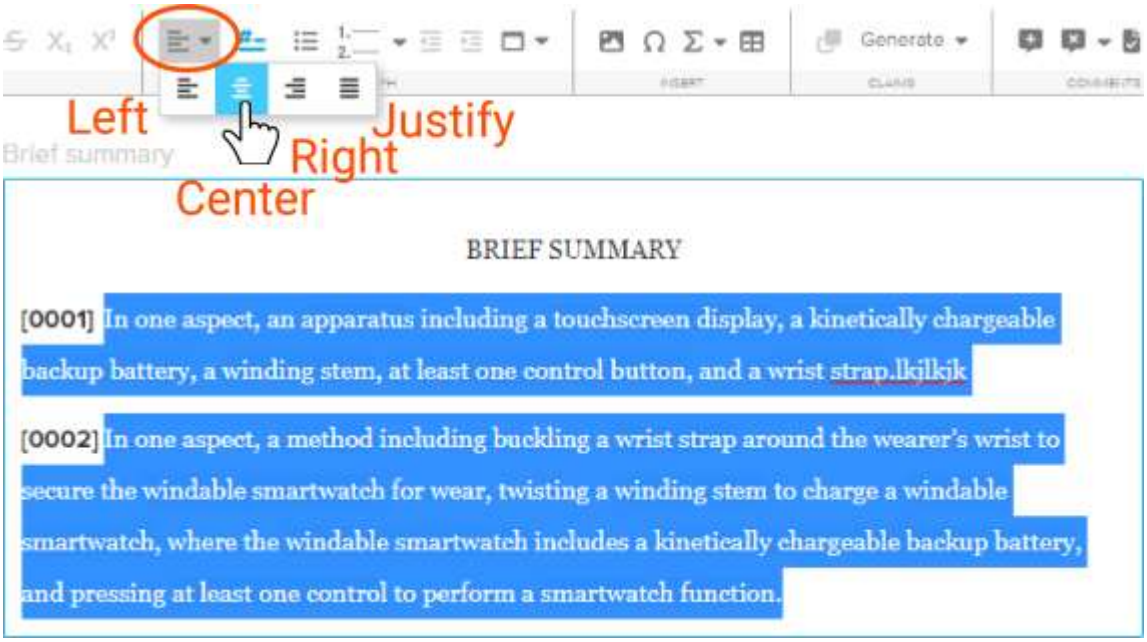
Change Paragraph Alignment

1. Place your cursor in or select the paragraph(s) or claim element(s) you wish to align differently.

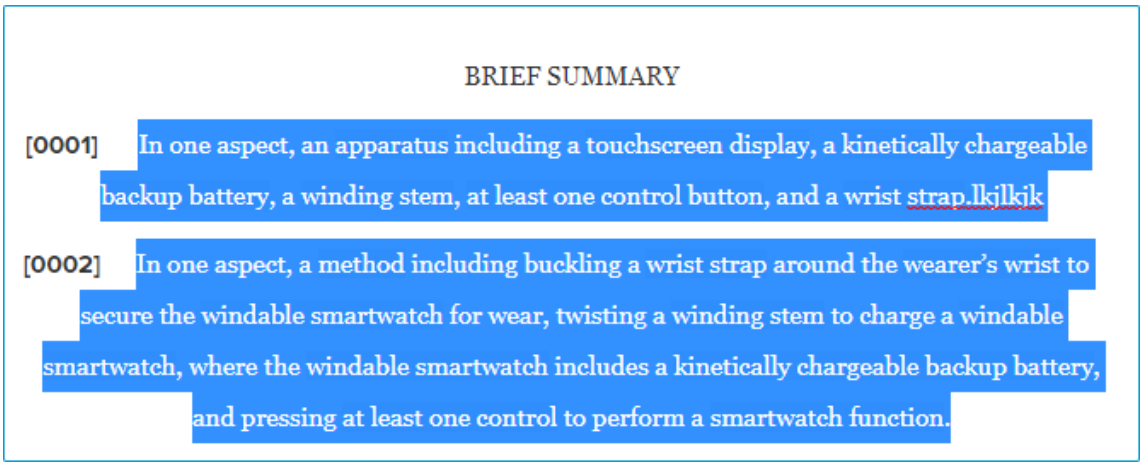


You may use Ctrl+A (Cmd-A in Macs) to select all paragraphs within a specification section. To change multiple sections, you will need to visit each section in turn.

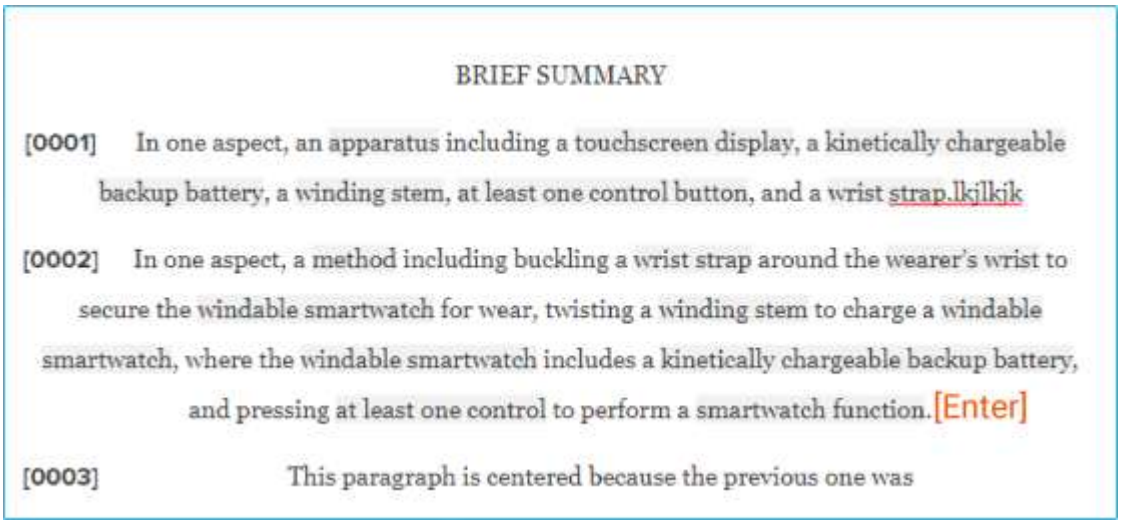
2. Select the desired alignment option from the toolbar.



3. Your selected paragraph(s) or claim element(s) will be aligned as desired.



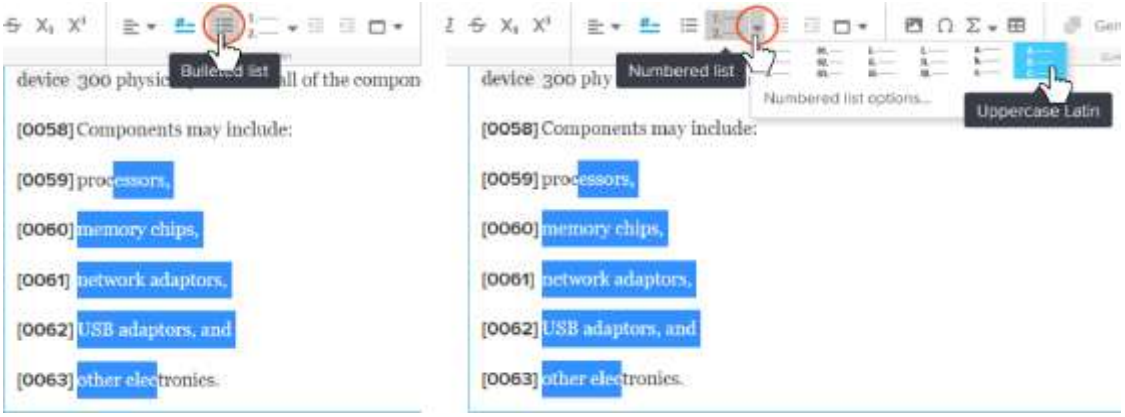
4. New paragraphs created by hitting Enter after existing paragraphs will retain the alignment setting from that previous existing paragraph.



Format Lists in the Specification and Claims

Apply List Styles from the Toolbar

1. Place your cursor in or select all or part of the line(s) or paragraph(s) that are part of your list.
2. Select the Bulleted list or Numbered list options in the toolbar.



Note that filled dot characters are used for bullets, and are the only bullets currently available for specification text. Numbering options include Decimal, Decimal with Leading Zero, Lowercase Roman, Uppercase Roman, Lowercase Latin, and Uppercase Latin.

3. Bullets or numbers will be applied to your selected text.

[0058] Components may include:

- processors,
- memory chips,
- network adaptors,
- USB adaptors, and
- other electronics.

[0058] Components may include:

A. processors,

B. memory chips,

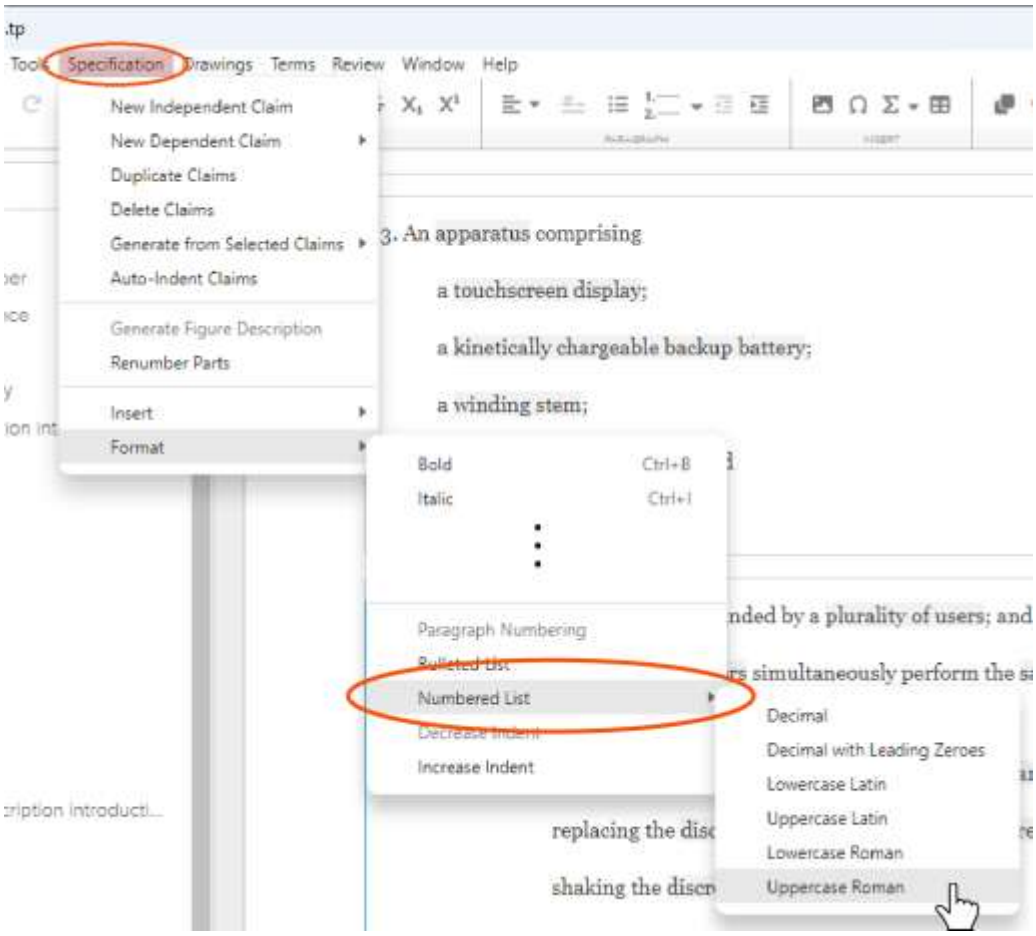
C. network adaptors,

D. USB adaptors, and

E. other electronics.

Apply List Styles from the Specification Menu

1. Place your cursor in or select all or part of the line(s) or paragraph(s) that are part of your list.
2. Select the Bulleted list or Numbered list options from the Specification > Format menu.



3. Bullets or numbers will be applied to your selected text.

[0058] Components may include:

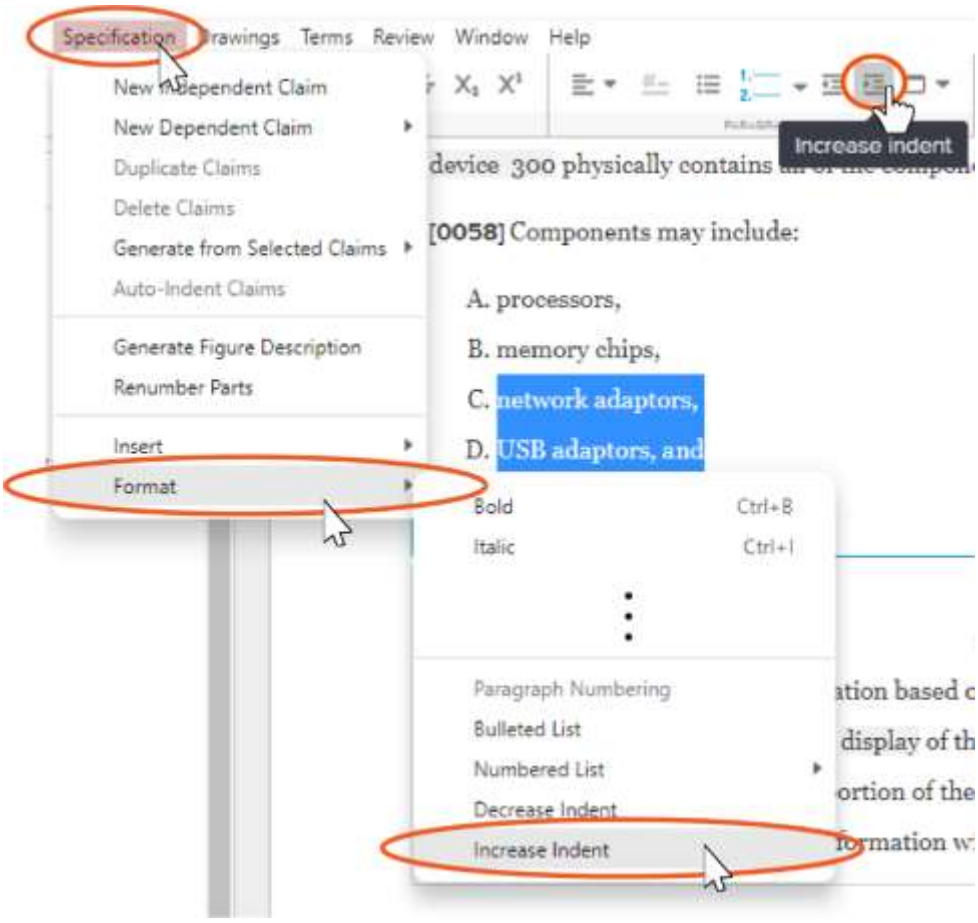
- processors,
- memory chips,
- network adaptors,
- USB adaptors, and
- other electronics.

[0058] Components may include:

A. processors,
B. memory chips,
C. network adaptors,
D. USB adaptors, and
E. other electronics.

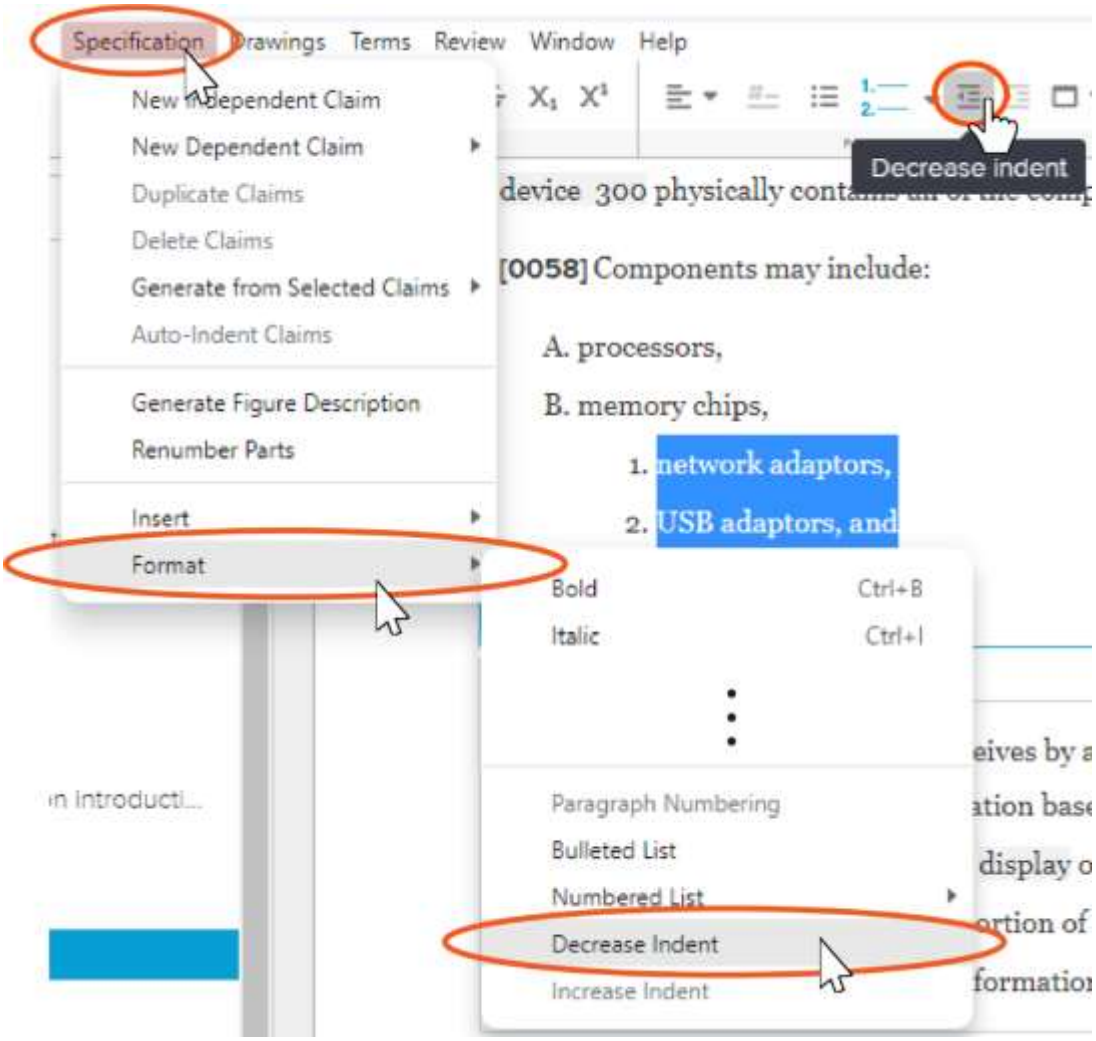
Multi-Level Lists

1. To move list element indentation right, use your keyboard's Tab key OR the Increase Indent controls in the toolbar or under the Specification > Format menu.



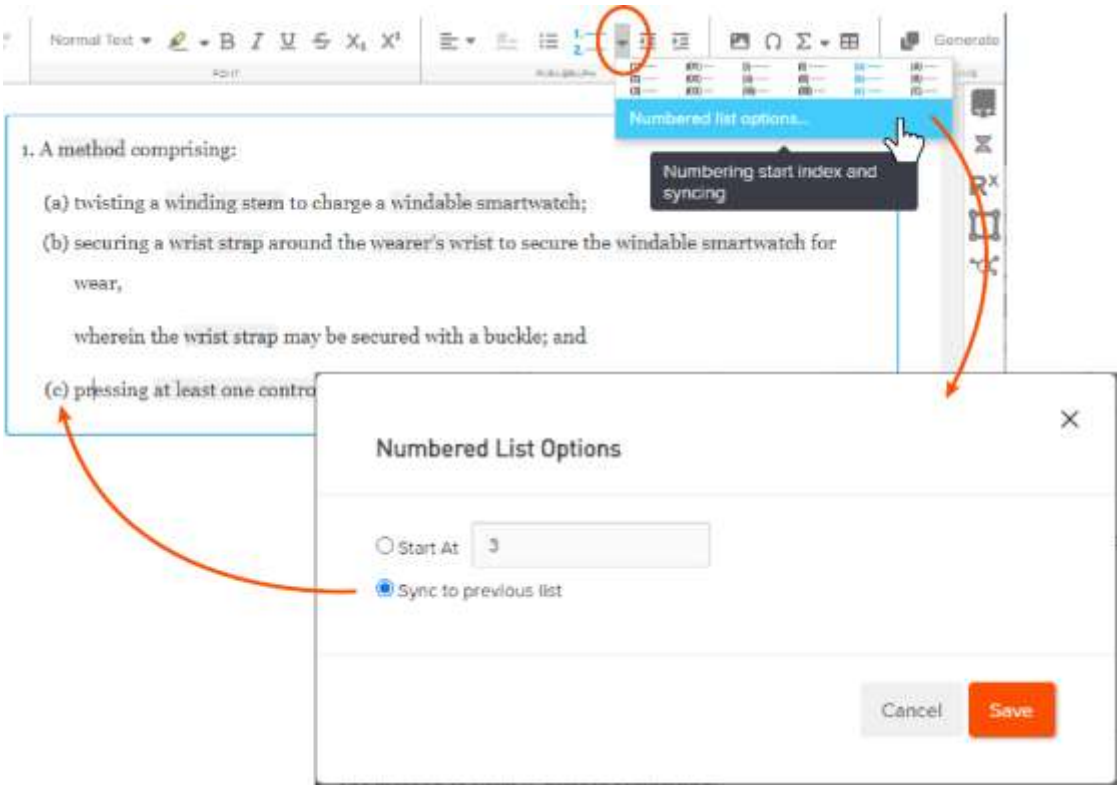
Note that indented numbered list elements will be formatted with Decimal numbering, but alternate styles may be applied to those elements following the steps above.

2. To move list element indentation left, use Shift+Tab on your keyboard OR the Decrease Indent controls in the toolbar or under the Specification > Format menu.



Adjust Numbering Start Value and List Continuation Syncing

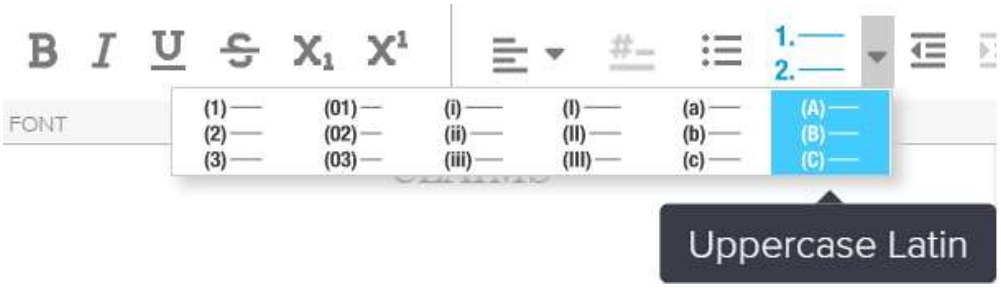
1. Select the desired numbered list element(s).
2. Click the Numbered List control in the toolbar and select the Numbered List Options control.
3. Use the controls provided in the resulting dialog to set a new list start position, or continue numbering from a previous list.



Note that the Start At field adjusts the list position by numeric value, and does not necessarily indicate decimal numbering. Note that "3" corresponds to "(c)" in the example above.

Styling in Claims vs. Specification

Claim elements can be formatted as bulleted or numbered lists using the steps above. However, list styling in claims appears slightly differently. Hyphen characters are used as bullets and are the only characters available for bulleted claim elements, and numbering options are automatically surrounded by parentheses, as shown.



CLAIMS

What is claimed is:

Claims

1. A method comprising:

(A) putting a discrete body part belonging to a primary user into a central area,

- wherein the central area is bounded by a plurality of users, and
- wherein the plurality of users simultaneously perform the same actions as the primary user;

(B) removing the discrete body part from the central area;

(C) replacing the discrete body part into the central area;

(D) shaking the discrete body part all about; performing a hokey pokey; and

(E) revolving an entire body of the primary user in place.

2. The method of claim 1, comprising:

(I) a foot, wherein the foot comprises one of:

(a) a right foot; and

(b) a left foot;

(II) a hand, wherein the hand comprises one of:

(a) a right hand; and

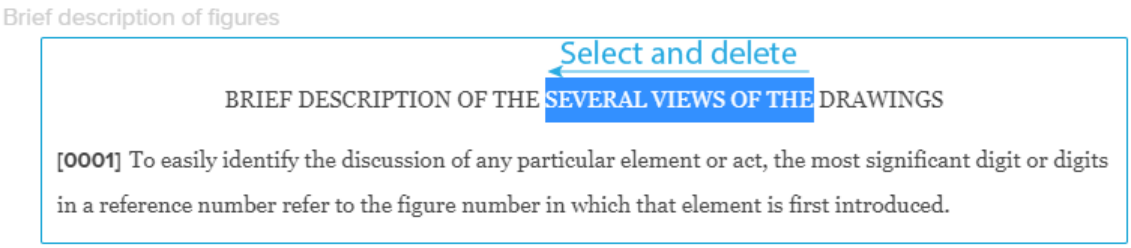
(b) a left hand; and

(III) a head.

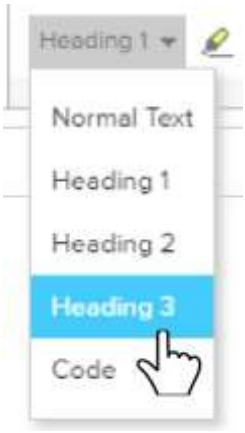
Create Application Headings

Changing/Removing Existing Headings

1. Click on or select the existing heading you wish to change.
2. Backspace and delete as needed.
3. Type the text you want in that heading location as needed.
   For example, to change the "BRIEF DESCRIPTION OF THE SEVERAL VIEWS OF THE DRAWINGS" heading to "BRIEF DESCRIPTION OF THE DRAWINGS", simple select and delete the unwanted text.

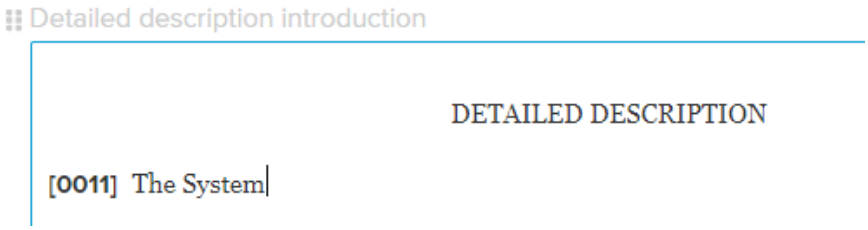


4. If necessary, apply or reapply a desired heading style using the Font style dropdown in the toolbar.

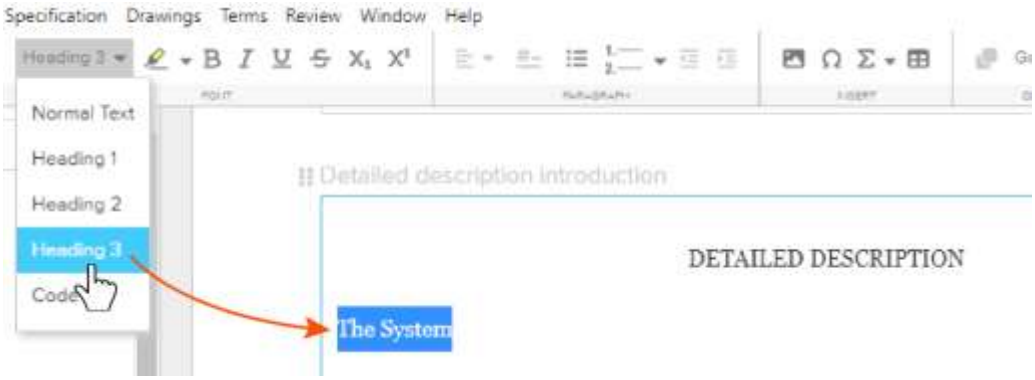


Adding New Headings

1. Place your cursor where you want your heading.
2. Type your desired heading text.

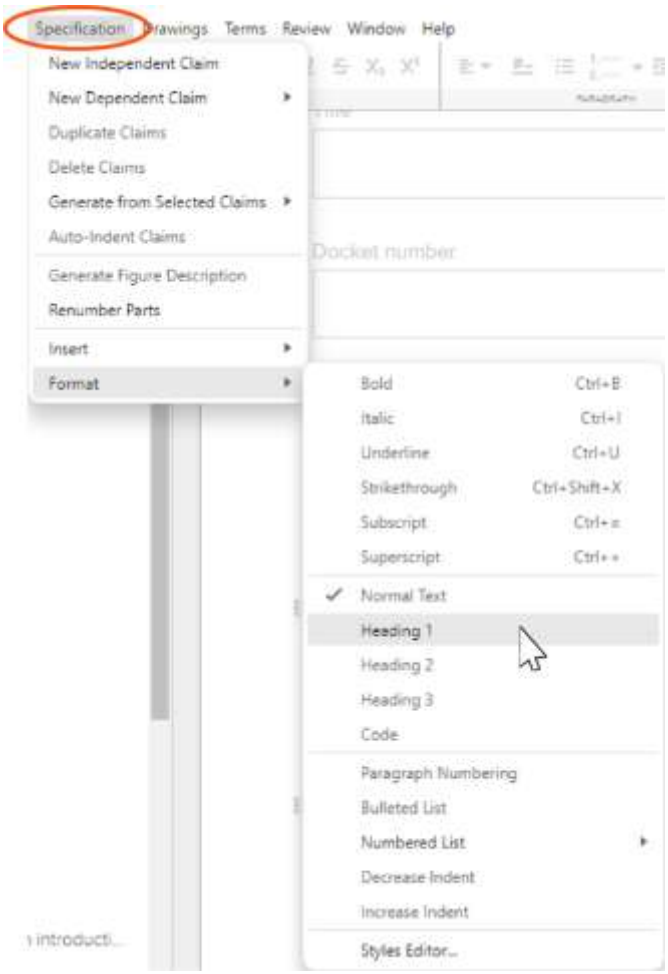


3. Select your text and apply the desired heading style using the Font style dropdown in the tool bar.



Apply Heading Styles from the Specification Menu

You can also use the Specification > Format dropdown to apply font styling, as shown below.



More on Headings and Sections in Rowan Patents

In Word, headings are used to logically subdivide your patent application text for improved readability. That is exactly how Rowan Patents headings are used, and on export to Word from Rowan, heading text in your application will be styled as shown in our integrated drafting environment, or can be customized to meet your needs. Also similar to controls offered in Word, headings can be used to quickly navigate across large applications.

What Rowan Patents offers that you won't find in Word is the added modular structure of application sections. Our sections provide an additional navigation option. They also allow Rowan Patents to support complete consistency throughout the revision process, with minimal action on your part.

For example, our sections simplify the actions needed to include landscape-oriented information in the middle of your application. In Word, this requires section breaks to be created before page orientation can be applied. In Rowan, we make adding sections easy, then landscape orientation is two mouse clicks away.

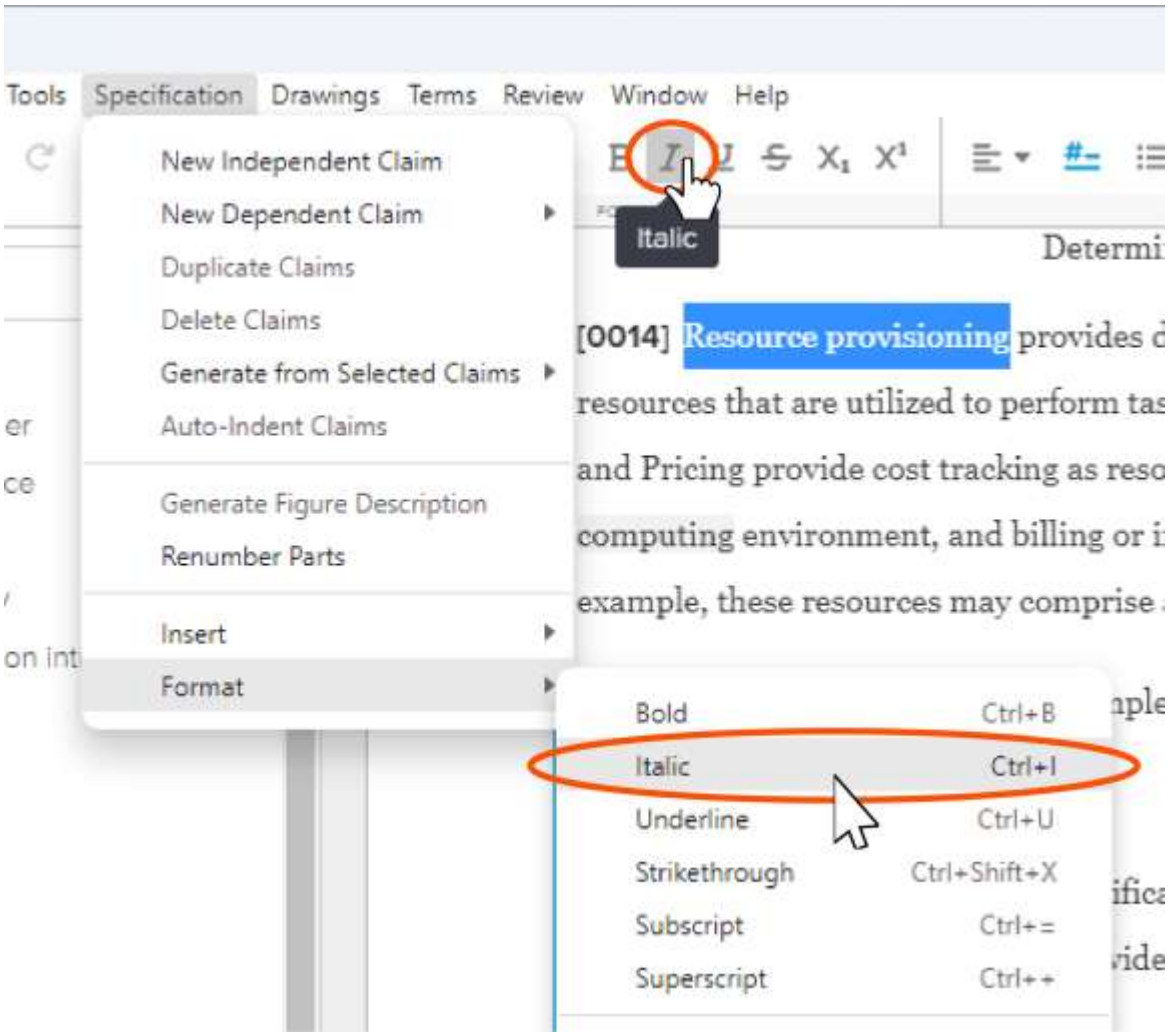
In addition, creating a figure automatically populates sections for that figure's brief and detailed descriptions. Working in a specific figure's section lets us do a little of the drafting for you if you like when you generate a figure description. More importantly, these sections let us do a LOT of the work for you if you decide you want to reorder your figures. You can do that quickly and easily in the drawing tool, with complete assurance that we will handle the appropriate reordering of text in your specification.

While headings export from Rowan to Word, it's important to remember that none of the data on section divisions is included in an exported Word file. Rowan Patents sections are purely in-environment features that facilitate and speed up drafting tasks that can require tedious selection/copy/paste actions in Word, reducing drafting time and the opportunity for error. However, if you delete all of the text in a Rowan Patents section, absolutely nothing will appear in an exported Word file to let you know that section exists.

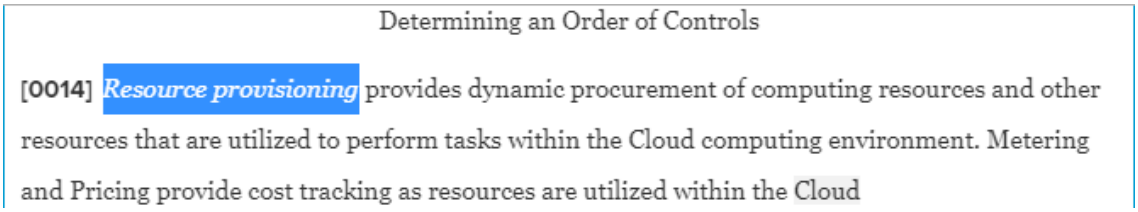
Additional articles provide instructions on adding, renaming, changing the page orientation of, adding page breaks between, reordering, and deleting specification sections.

Format Application Text

1. Select the text you wish to format in your main application window.
2. Choose the desired option from the Specification > Format menu or the toolbar, or use the key command shortcuts listed for those options.



3. The selected formatting will be applied to your selected application text.

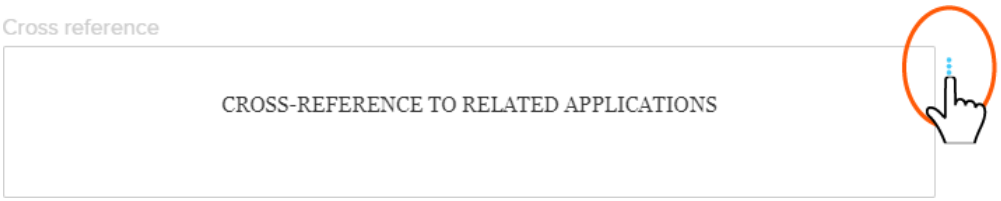


Add and Remove Page Breaks Between Specification Sections

Note that page breaks are provided by default between specification and claims, claims and abstract, and abstract and figure previews. The exported Word file will automatically include these page breaks without additional action unless they are removed.

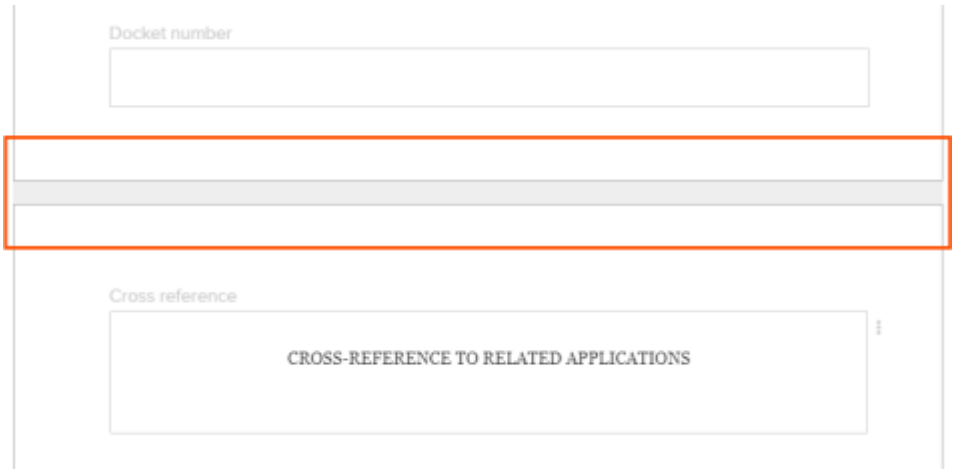
Adding Page Breaks Between Sections

1. Hover over or click on the section below the page break you wish to add.
2. Click the section menu icon revealed to the upper-right.



3. Select the Add Page Break Before Section option from the section menu.

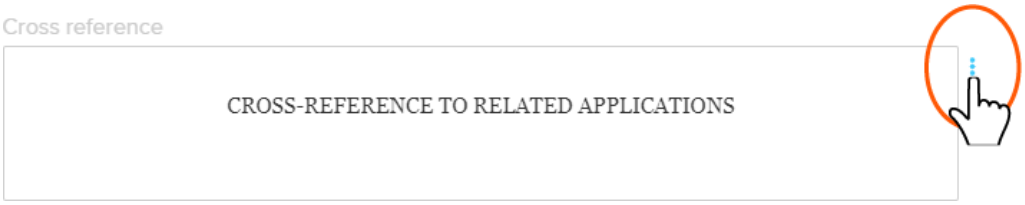
4. A break will be added to your page display in Rowan drafting, and a page break will be added at that location in an exported .docx file.



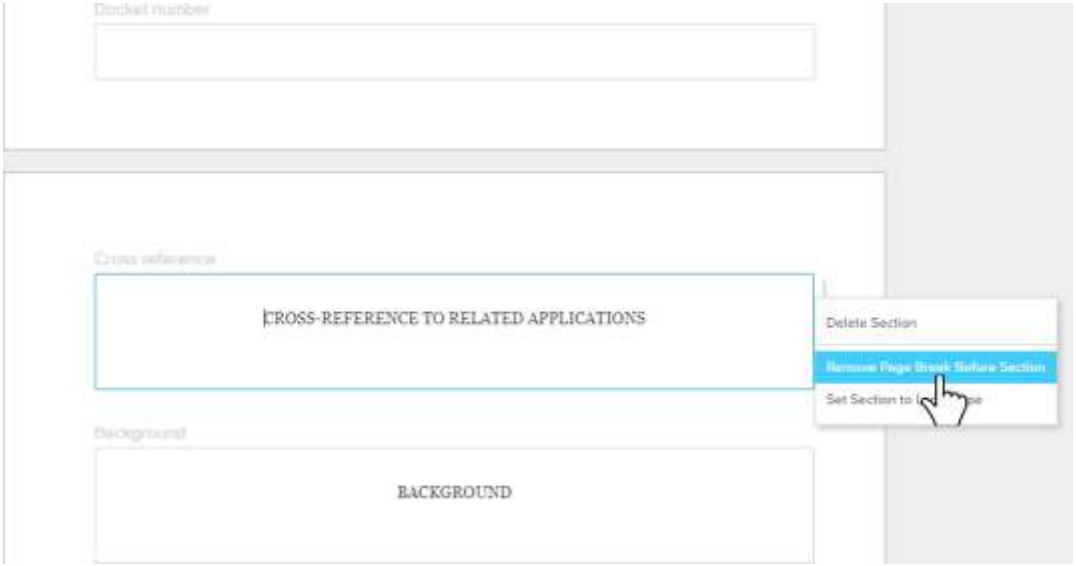
Removing Page Breaks Between Sections

1. Hover over the section directly below the page break to reveal the section menu icon at the upper-right corner of the section.

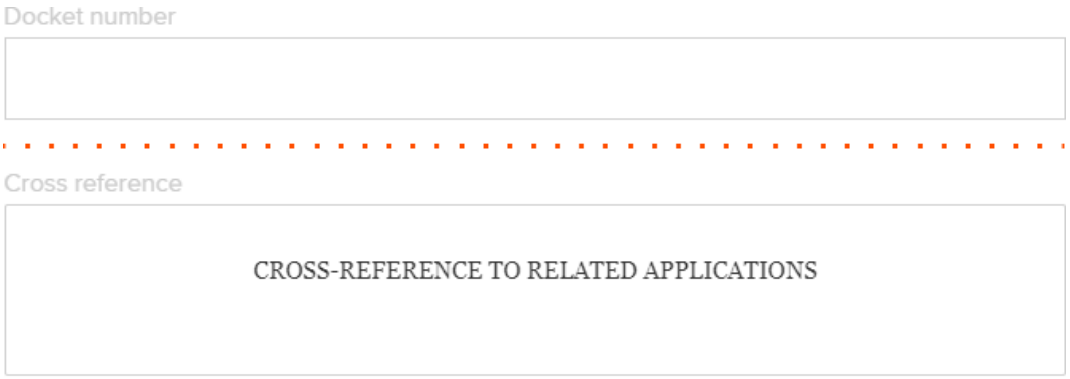
2. Click the section menu icon to reveal the section menu.



3. Select the Remove Page Break Before Section option.



4. The break will be removed and your section will follow continuously after the previous section in both the Rowan drafting window and the .docx export.



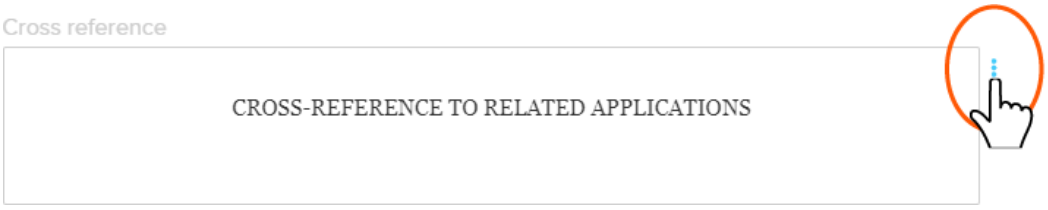
Note that page breaks around the Abstract cannot be removed.

Change Specification Section Page Orientation

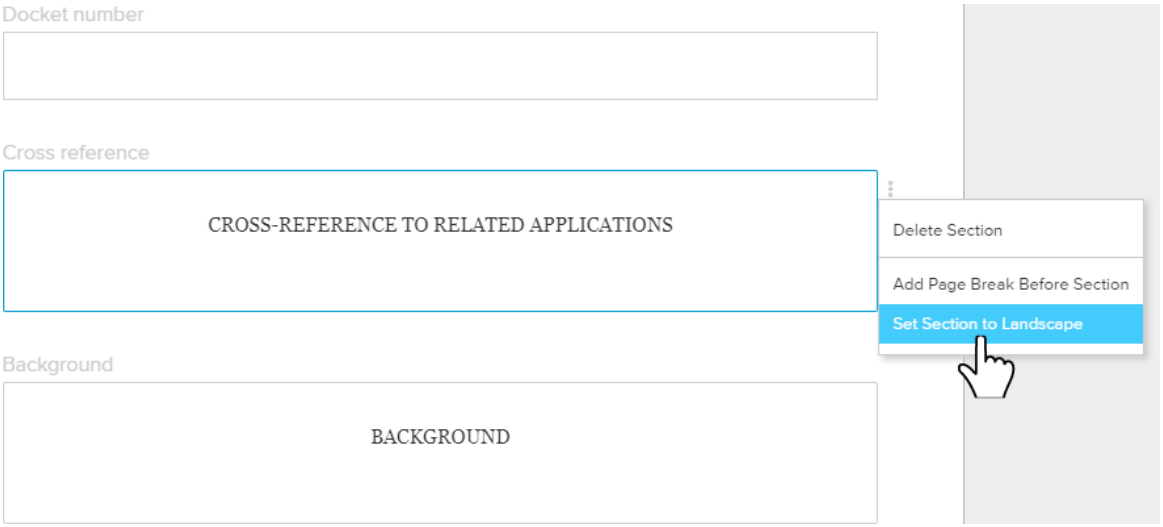
Setting Landscape Orientation

1. Hover over or click into the portrait-oriented section you wish to export in landscape orientation.

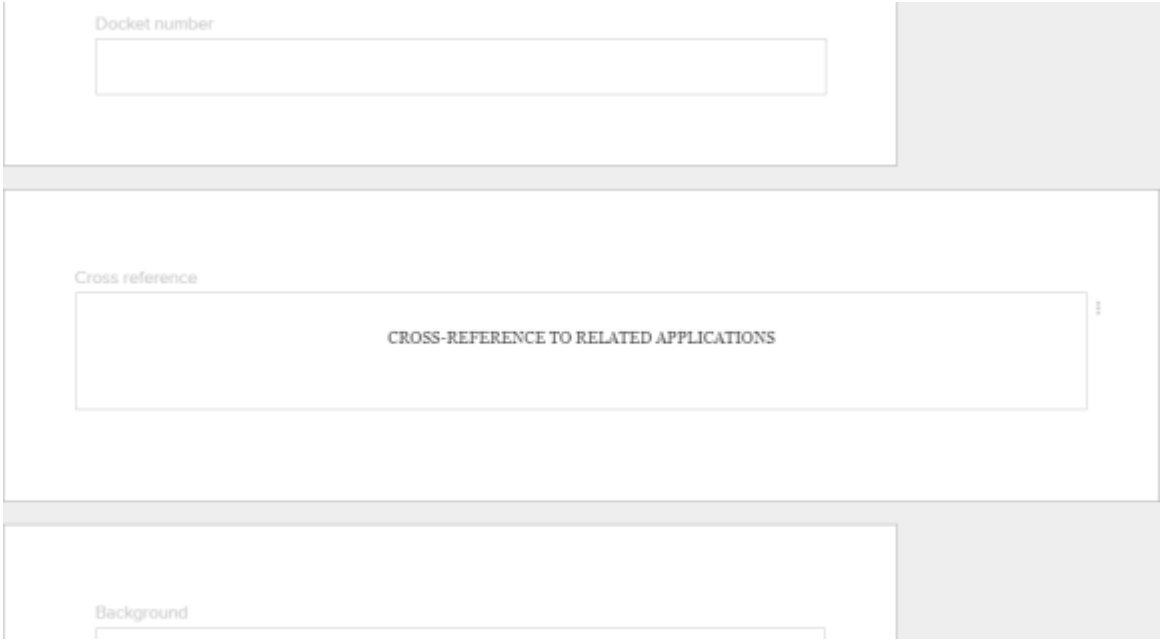
2. Click on the section menu icon revealed to the upper-right.



3. Select the Set Section to Landscape Option.



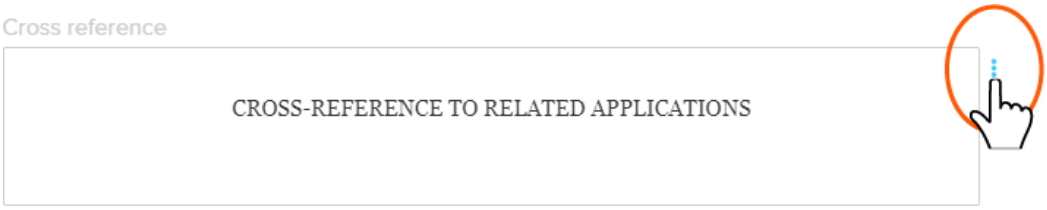
4. Page breaks will be added before and after the section, and it will be expanded to landscape-oriented page width.



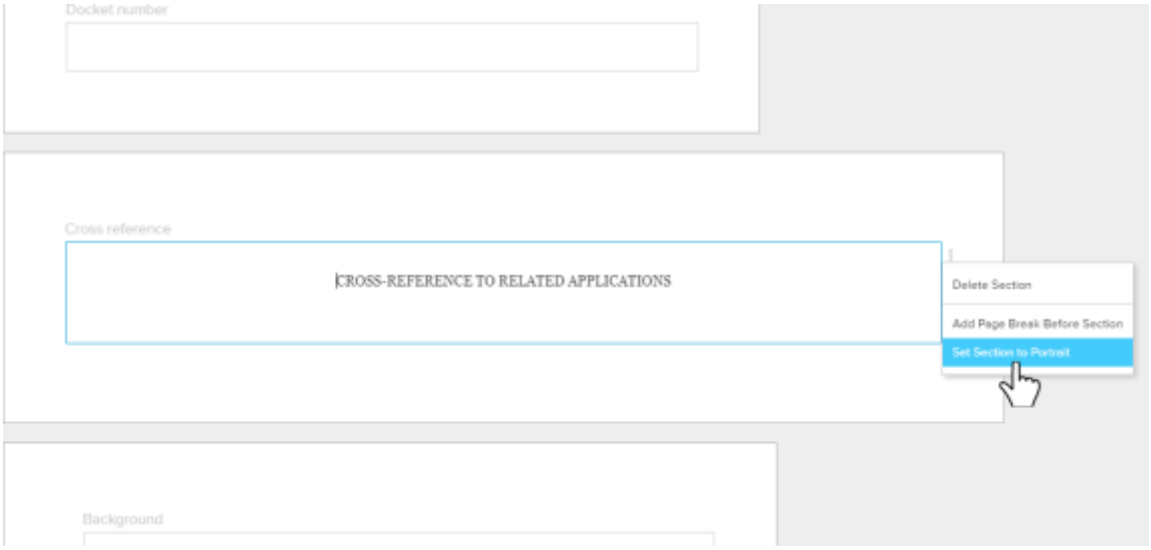
The contents within this section will be exported as .docx landscape-oriented pages surrounded by section breaks.

Setting Portrait Orientation

1. Hover over or click into the landscape-oriented section you wish to export in portrait orientation.
2. Click on the section menu icon revealed to the upper-right.



3. Select the Set Section to Landscape Option.

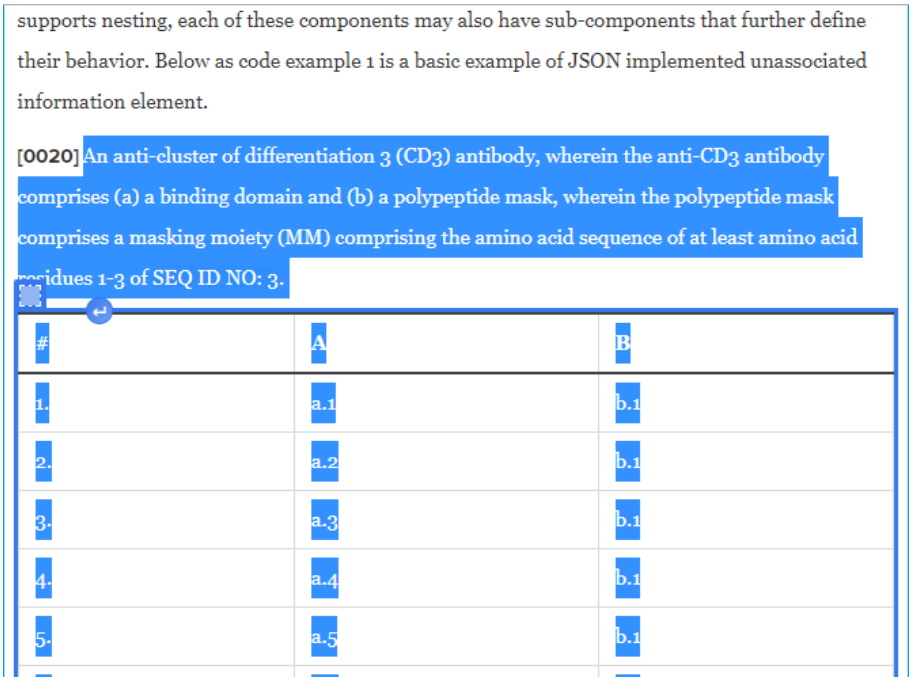


4. The section will be set to a portrait-oriented width. If this matches the surrounding sections, the page breaks will be removed.

Apply Multi-Column Formatting in Your Specification

Long applications can incur expensive per-page charges. This multi-column control lets you condense content where appropriate to save pages.

1. Select the specification text, tables, images, etc., that you wish to appear in a multi-column format.

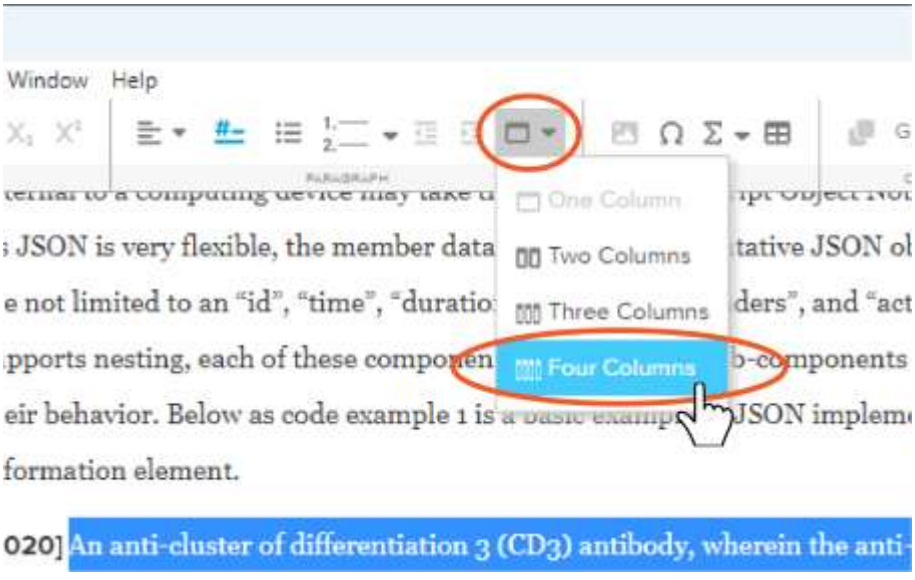


supports nesting, each of these components may also have sub-components that further define their behavior. Below as code example 1 is a basic example of JSON implemented unassociated information element.

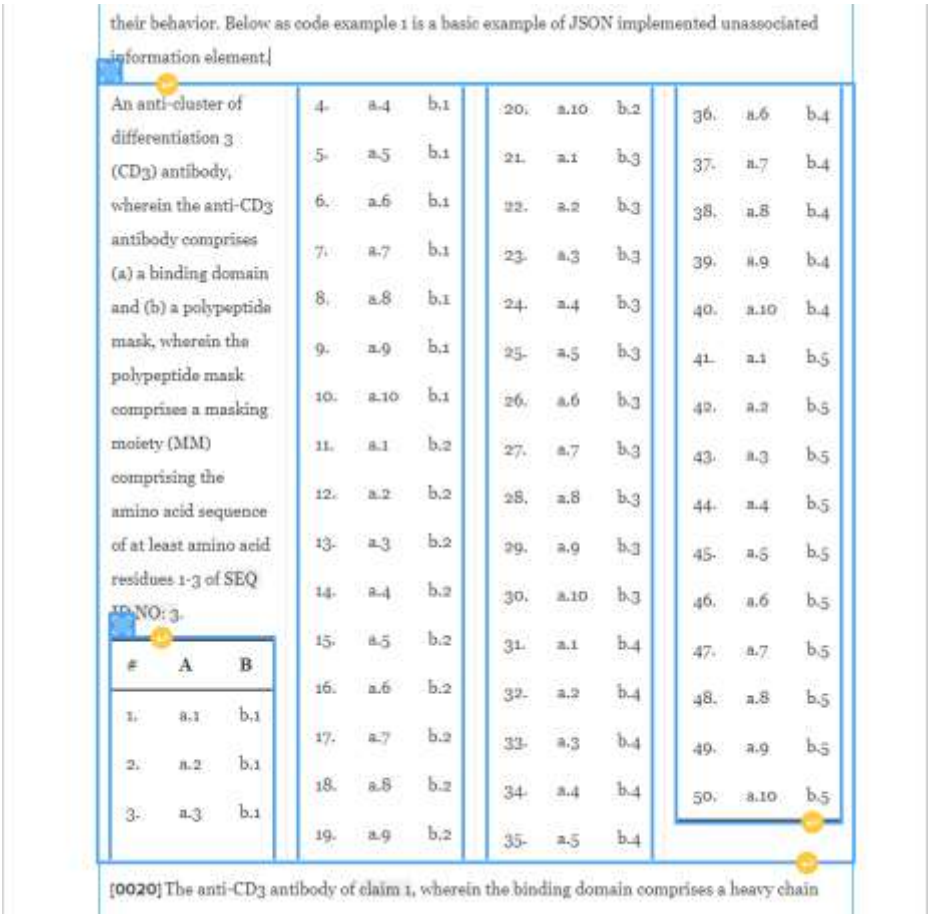
[0020] An anti-cluster of differentiation 3 (CD_3) antibody, wherein the anti-CD_3 antibody comprises (a) a binding domain and (b) a polypeptide mask, wherein the polypeptide mask comprises a masking moiety (MM) comprising the amino acid sequence of at least amino acid residues 1-3 of SEQ ID NO: 3.

#	A	B
1.	a.1	b.1
2.	a.2	b.1
3.	a.3	b.1
4.	a.4	b.1
5.	a.5	b.1

2. Select a desired column number from the toolbar column format control.



3. Your selected text will appear and be exported in multiple columns.



their behavior. Below as code example 1 is a basic example of JSON implemented unassociated information element.

An anti-cluster of differentiation 3 (CD3) antibody, wherein the anti-CD3 antibody comprises (a) a binding domain and (b) a polypeptide mask, wherein the polypeptide mask comprises a masking moiety (MM) comprising the amino acid sequence of at least amino acid residues 1-3 of SEQ ID NO: 3.

#	A	B
1.	a.1	b.1
2.	a.2	b.1
3.	a.3	b.1
4.	a.4	b.1
5.	a.5	b.1
6.	a.6	b.1
7.	a.7	b.1
8.	a.8	b.1
9.	a.9	b.1
10.	a.10	b.1
11.	a.1	b.2
12.	a.2	b.2
13.	a.3	b.2
14.	a.4	b.2
15.	a.5	b.2
16.	a.6	b.2
17.	a.7	b.2
18.	a.8	b.2
19.	a.9	b.2
20.	a.10	b.2
21.	a.1	b.3
22.	a.2	b.3
23.	a.3	b.3
24.	a.4	b.3
25.	a.5	b.3
26.	a.6	b.3
27.	a.7	b.3
28.	a.8	b.3
29.	a.9	b.3
30.	a.10	b.3
31.	a.1	b.4
32.	a.2	b.4
33.	a.3	b.4
34.	a.4	b.4
35.	a.5	b.4
36.	a.6	b.4
37.	a.7	b.4
38.	a.8	b.4
39.	a.9	b.4
40.	a.10	b.4
41.	a.1	b.5
42.	a.2	b.5
43.	a.3	b.5
44.	a.4	b.5
45.	a.5	b.5
46.	a.6	b.5
47.	a.7	b.5
48.	a.8	b.5
49.	a.9	b.5
50.	a.10	b.5

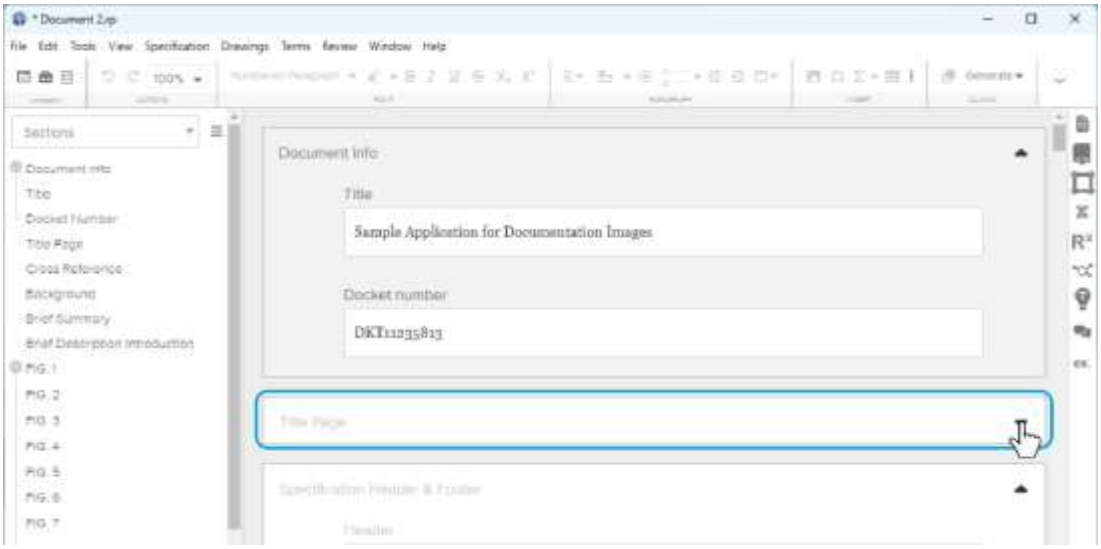
[0020] The anti-CD3 antibody of claim 1, wherein the binding domain comprises a heavy chain

Note that additional attributes for pagination will be applied in Word, so your content may be split up differently in the exported file.

Include a Title Page in your Application

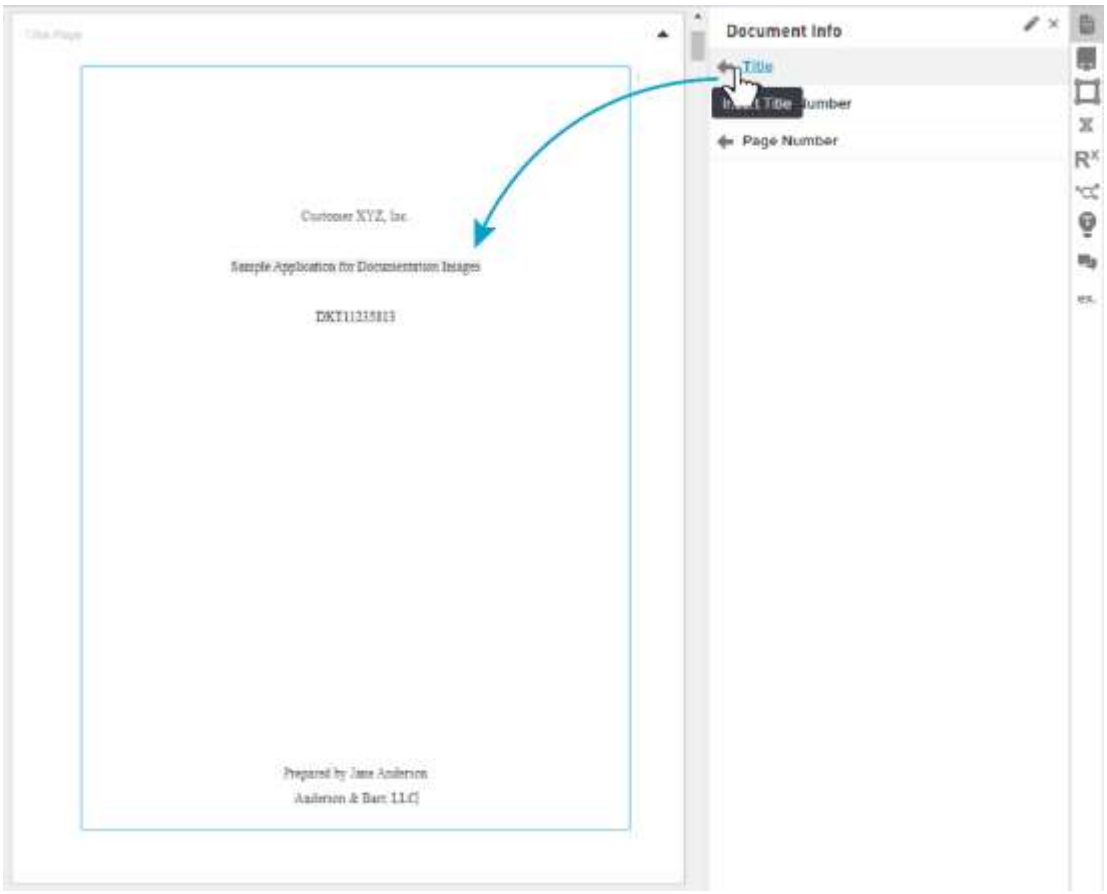
If you have clients who want to see a title page on applications you draft for them, you can now add this in Rowan Patents

1. Locate the collapsed Title Page section directly beneath the Document Info section.
2. Click the down arrow to the right to expand the Title Page section.

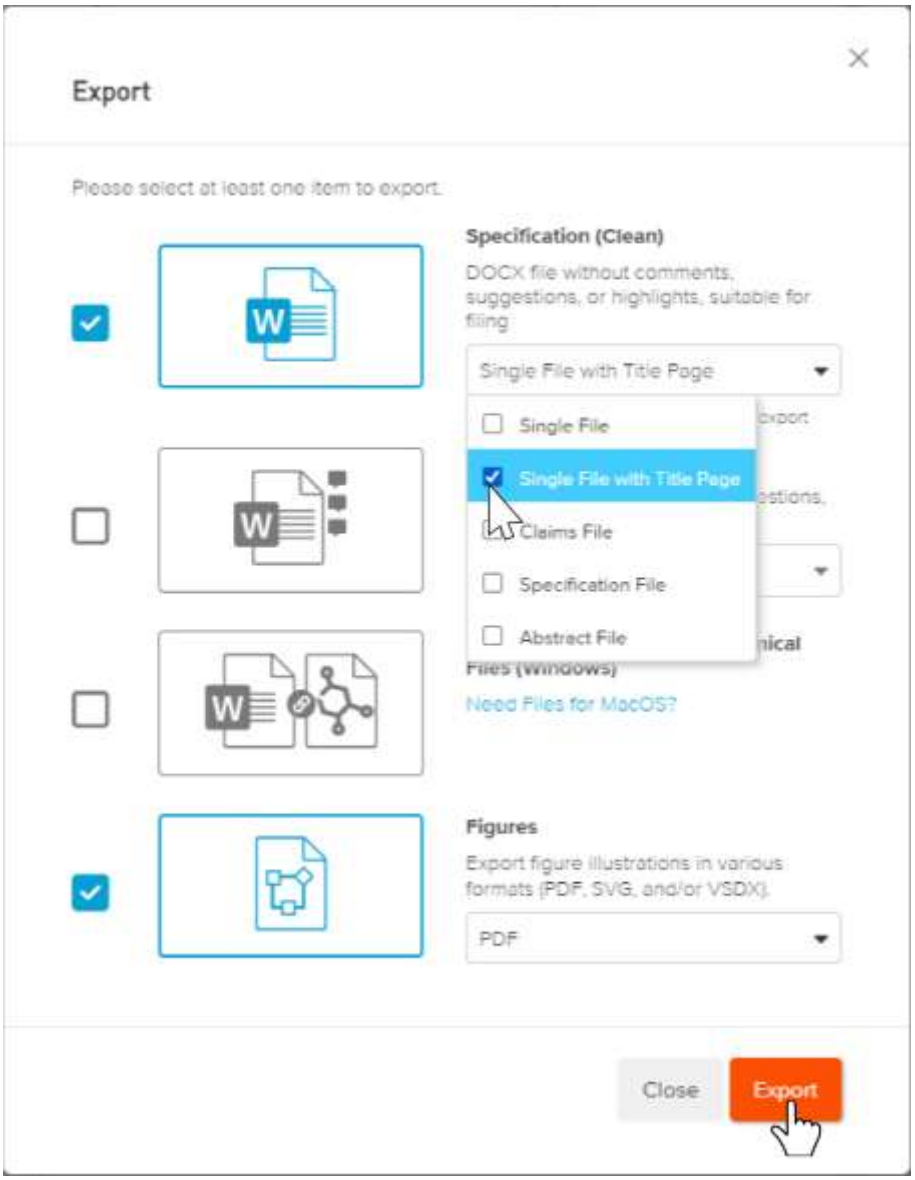


3. Add your desired title page text in the Title Page section.

4. If desired, use the Document Info side panel to the right to insert Document Info fields into your title page.

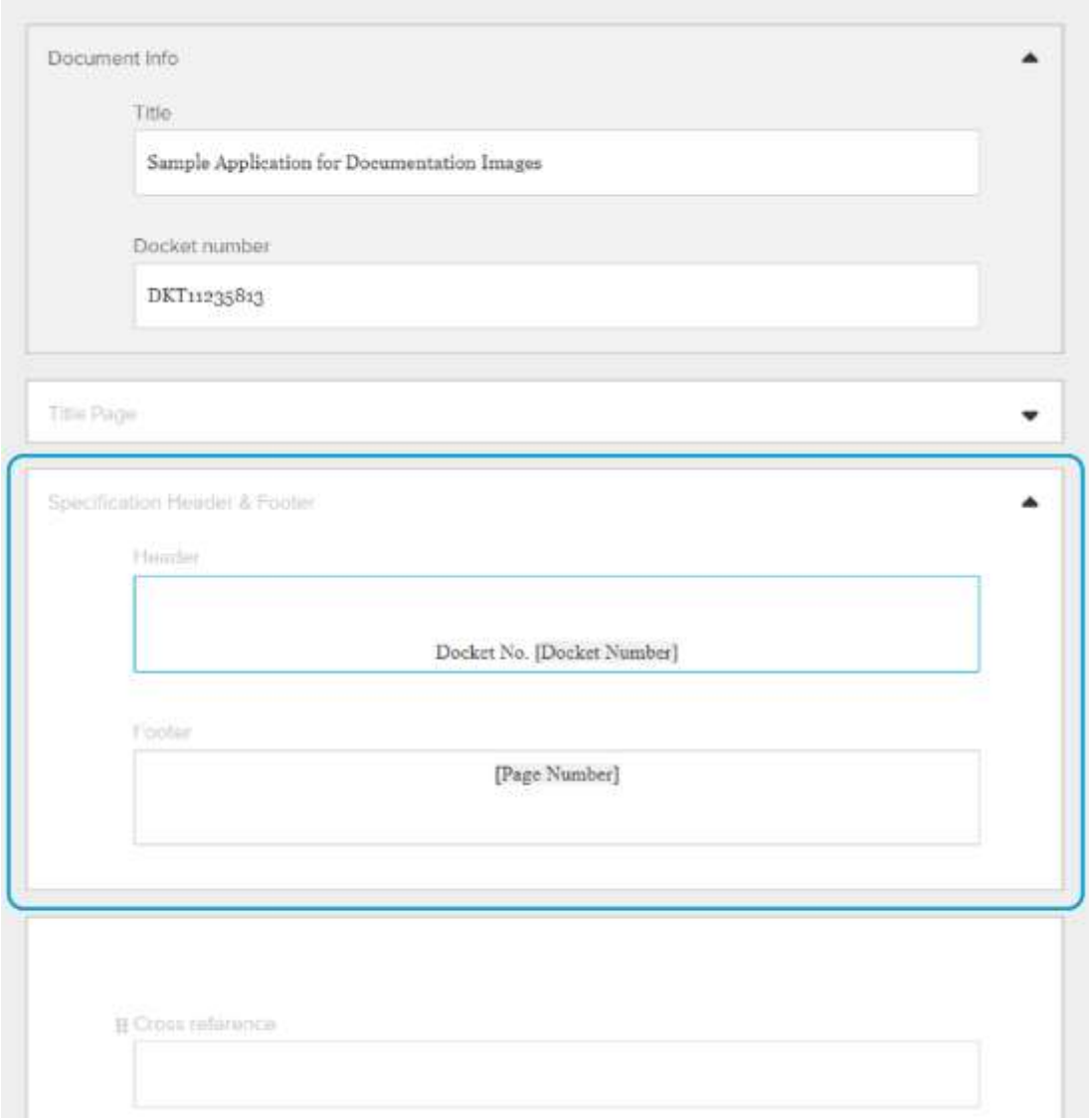


5. When exporting your file, select the Single File with Title Page option to include your title page in your exported Word .docx file.



Edit Headers and Footers

1. Locate the header and footer fields near the top of your application.

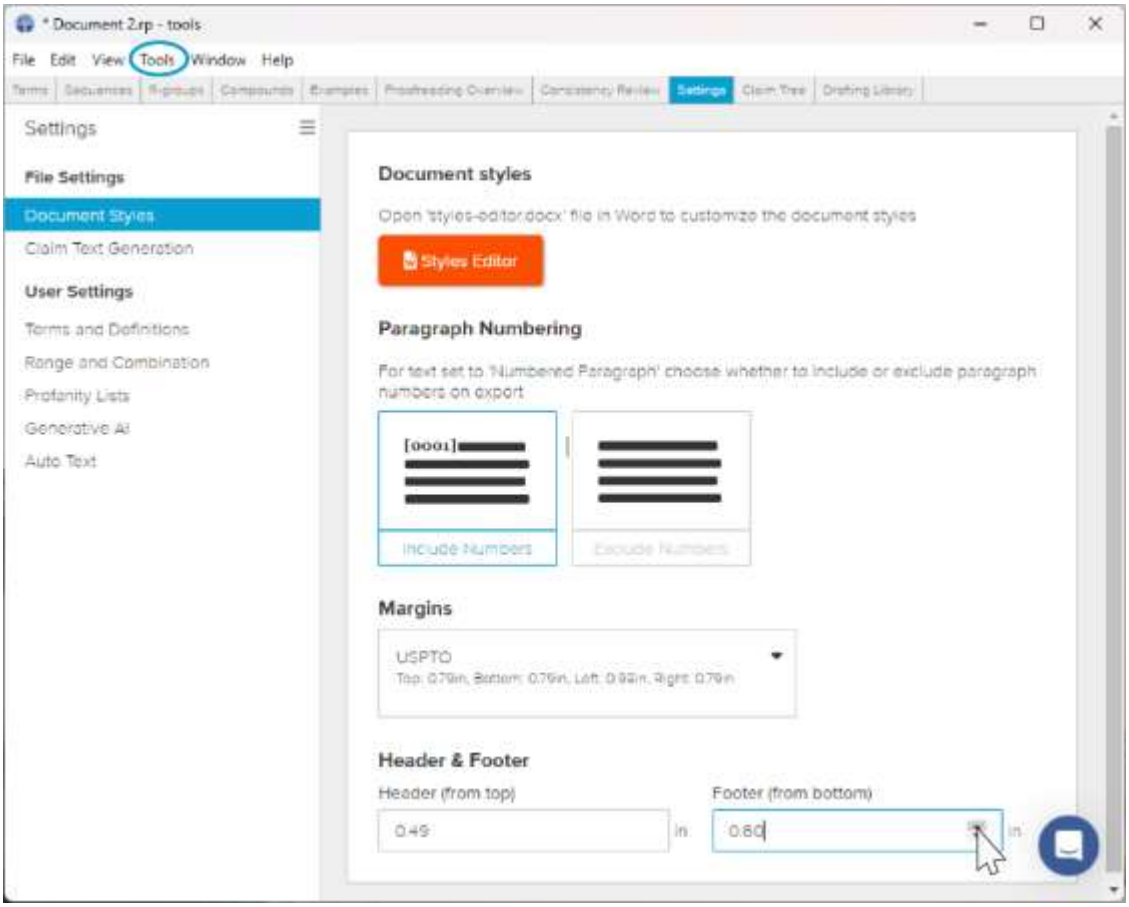


2. Make any desired modifications to the default text.

3. If desired, use the Document Info side panel to the right to insert Document Info fields into your headers and footers.

4. Modify the Header and Footer styles in the Styles Editor or use available attribute controls to modify text styling and alignment.

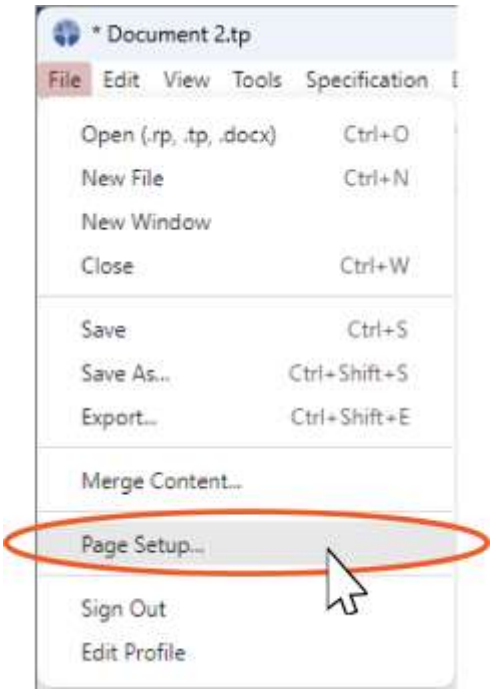
5. Modify Header and Footer placement using the fields in Tools > Settings > Document Styles.



Change Page Sizing

Follow these steps to confirm the right page size is selected for your exported files (i.e., either US Letter or A4).

1. Select the Page Setup option from the File menu.

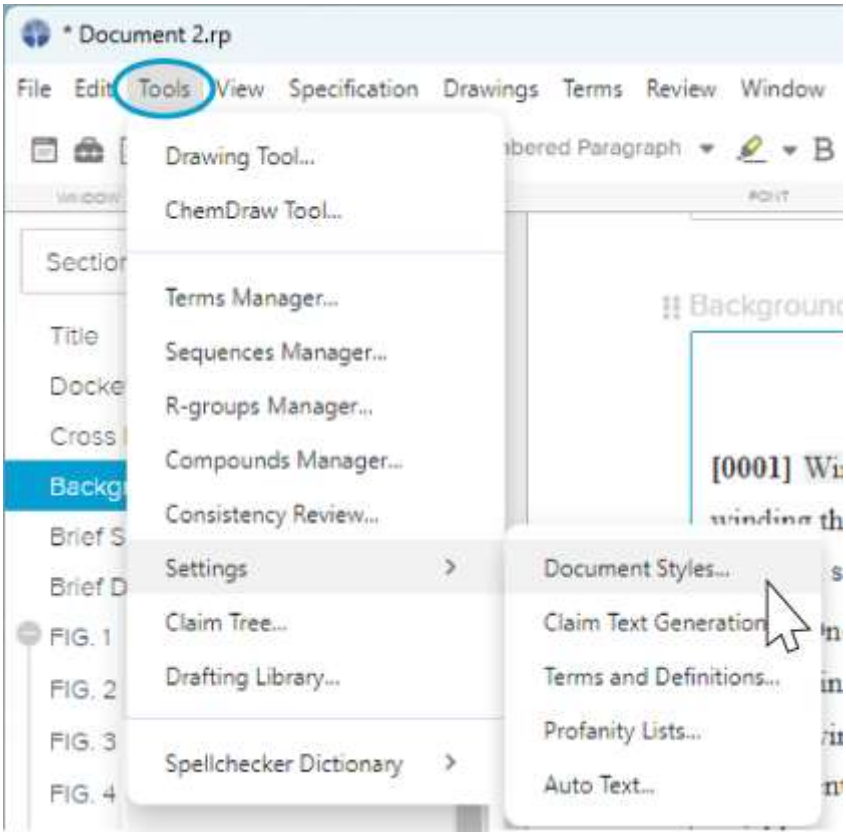


2. Select the desired page size if needed.

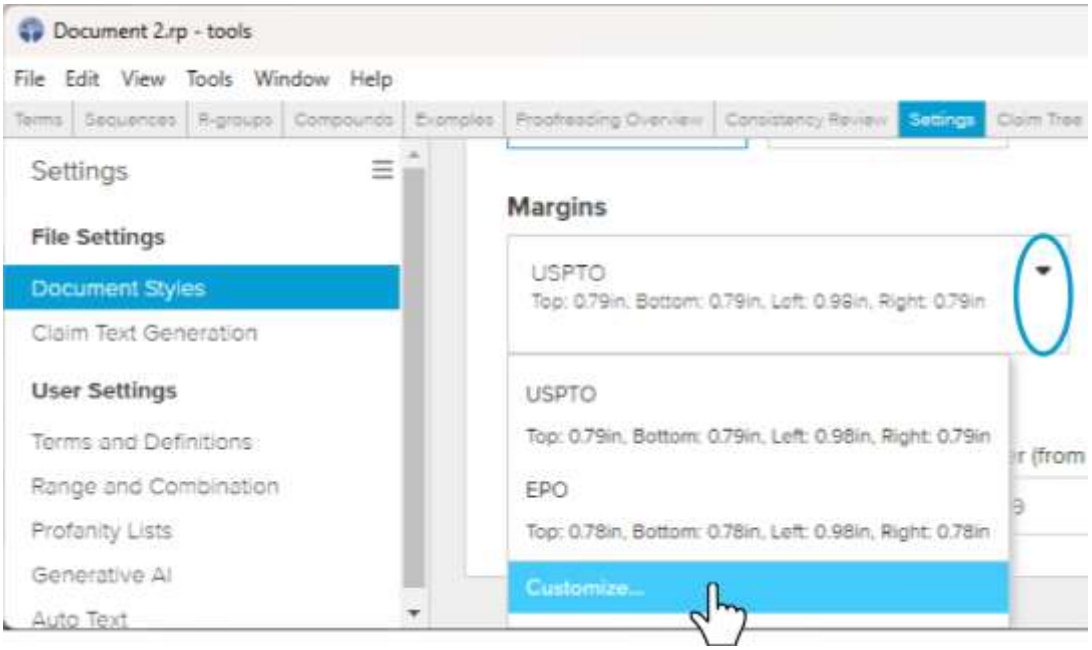
3. Click the Save button.

Change Page Margins

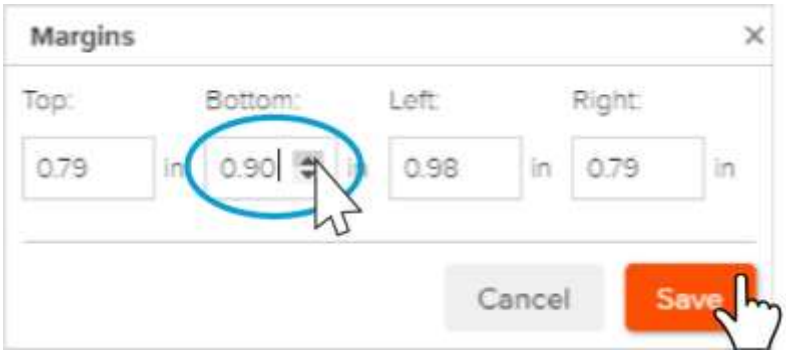
1. Open the Document Styles panel under Tools > Settings.



2. Locate the Margins dropdown and select from among our default USPTO settings, default EPO settings, or your own custom settings.



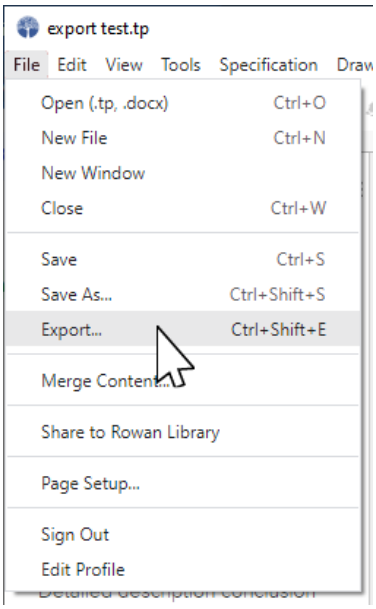
3. Customize your margin settings if desired using the fields provided, then click Save.



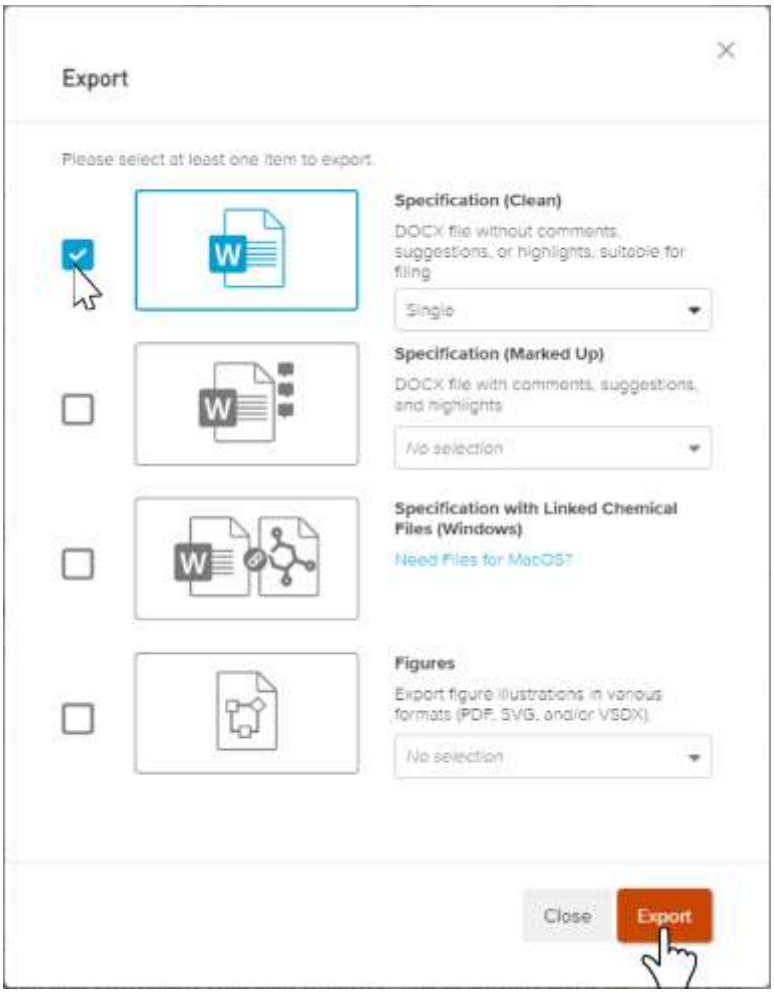
Export Clean Text to Word (.docx)

Before you export, you may want to change the page size or customize Word styles.

1. Select the Export option from the File menu OR press Ctrl/Cmd+Shift+E on your keyboard.

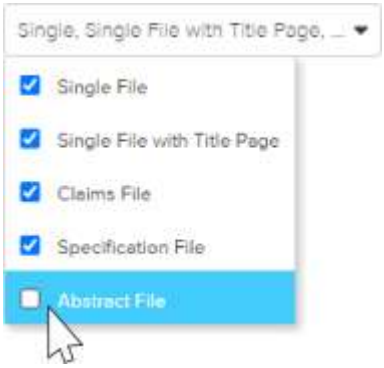


2. Check the Specification (Clean) option in the Export Dialog.



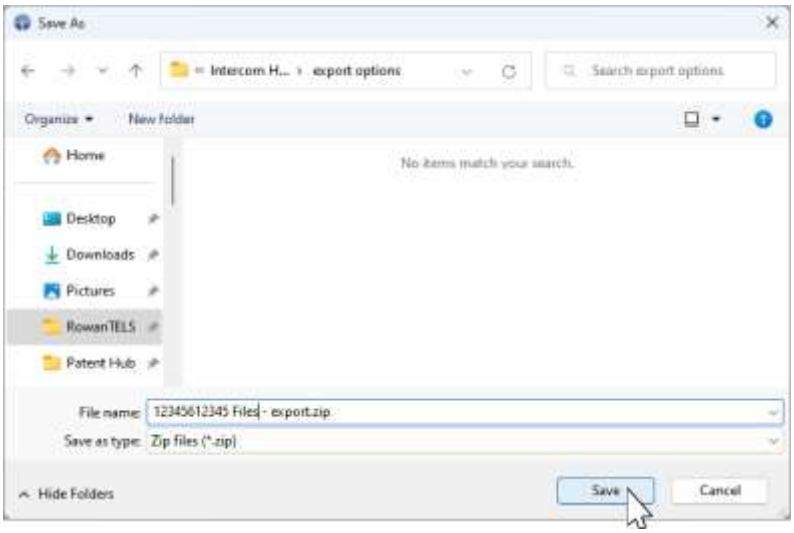
Note that the export dialog only shows the options applicable to your current application content.

3. To export the specification, claims, and/or abstract as individual files in addition to or instead of a single complete file, click the desired options in the dropdown to the right.



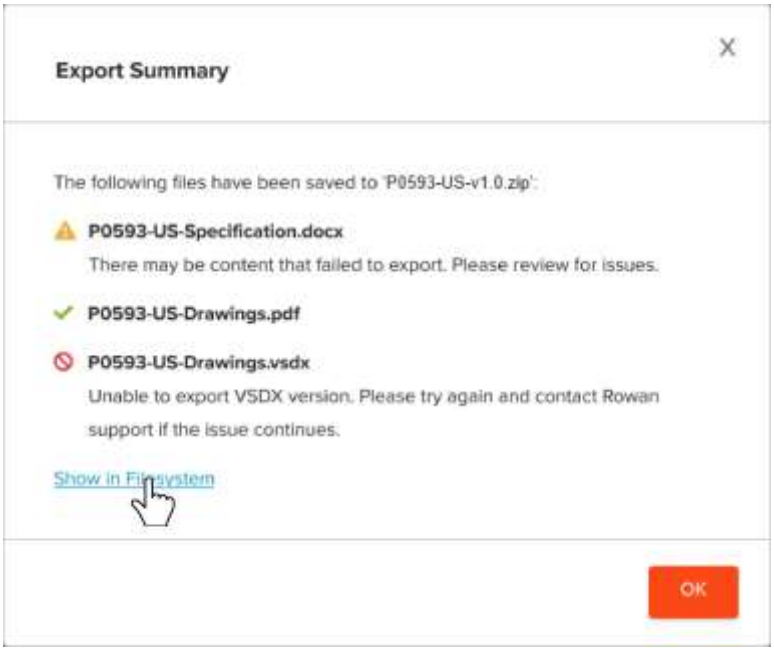
4. Click the Export button.
5. Choose where and how to save your export file(s) using your operating

system's save dialog.



Note that any and all of the available options may be selected for export in a single operation. Multiple documents will be exported as a single compressed (.zip) file.

6. Review the Export Summary provided. Click OK to dismiss it or click the Show in Filesystem link to immediately access your exported file(s).

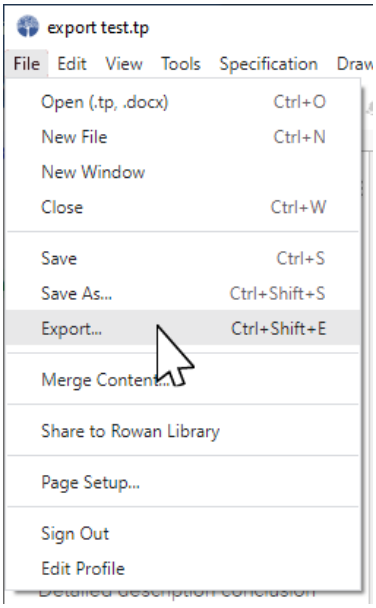


Export to Word (.docx) with Review Content

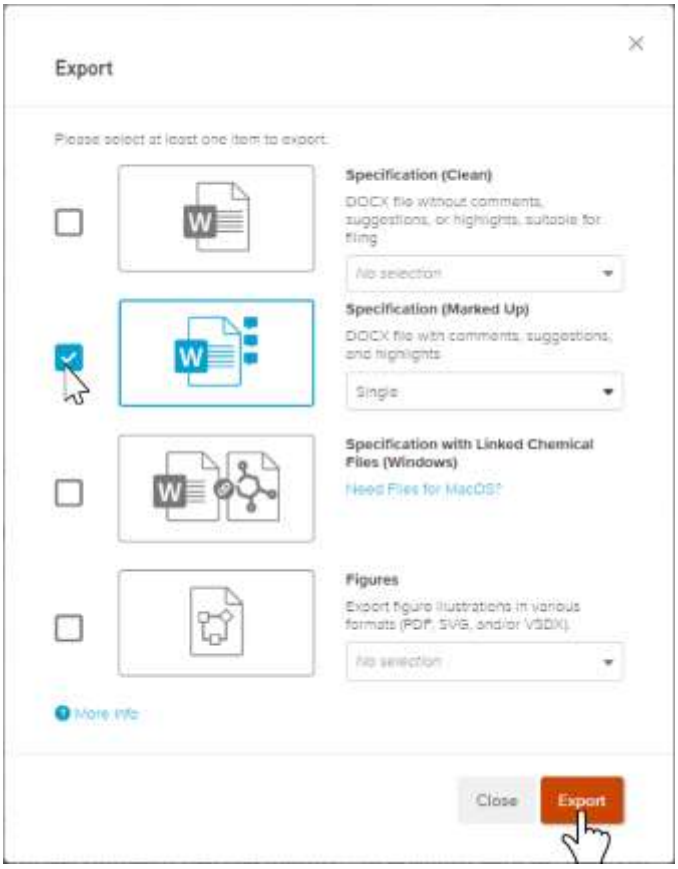
Note that this Word file will not be suitable for filing at the patent office, and is for communication, review, and archival purposes only.

Before you export, you may want to change the page size or customize Word styles.

1. Select the Export option from the File menu OR press Ctrl/Cmd+Shift+E on your keyboard.

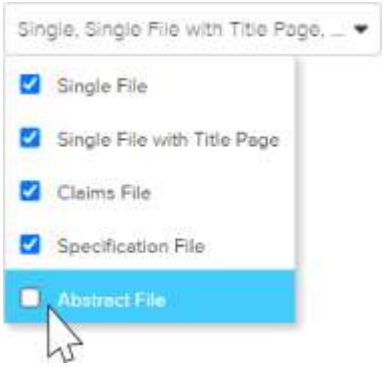


2. Check the Specification (Marked Up) option in the Export Dialog.

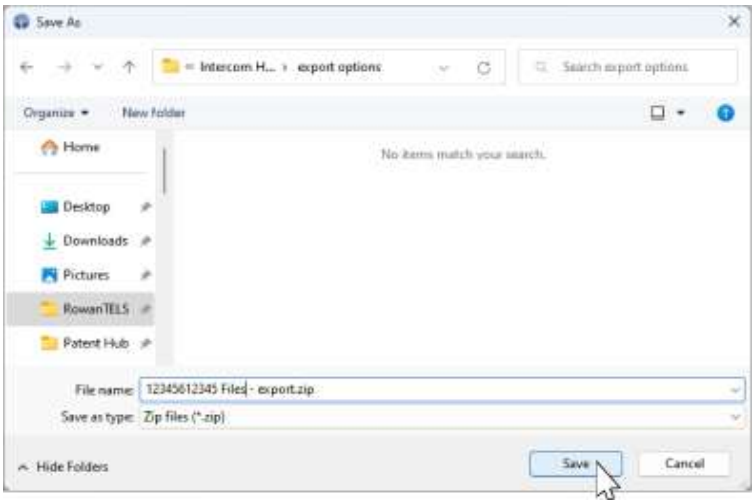


Note that the export dialog only shows the options applicable to your current application content.

3. To export the specification, claims, and/or abstract as individual files in addition to or instead of a single complete file, click the desired options in the dropdown to the right.

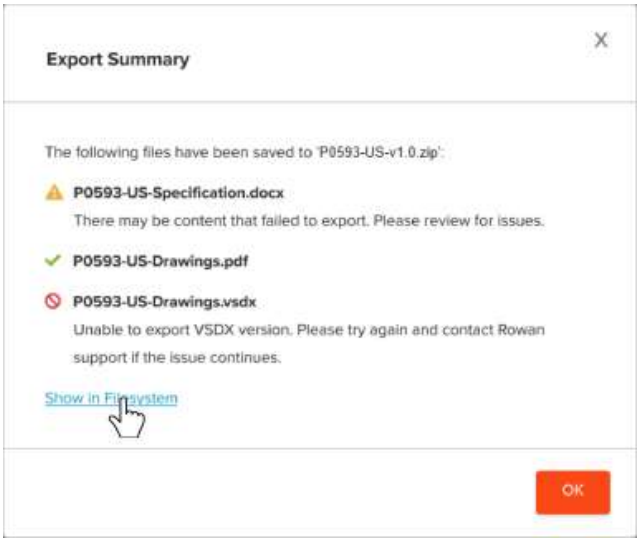


4. Click the Export button.
5. Choose where and how to save your export file(s) using your operating system's save dialog.



Note that any and all of the available options may be selected for export in a single operation. Multiple documents will be exported as a single compressed (.zip) file.

6. Review the Export Summary provided. Click OK to dismiss it or click the Show in Filesystem link to immediately access your exported file(s).

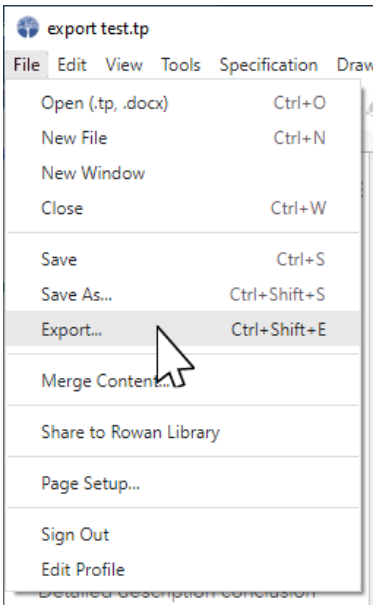


Export to Word (.docx) with Links to Editable Molecular Drawings

Note that this Word file will not be suitable for filing at the patent office, and is for communication, review, and archival purposes only.

Before you export, you may want to change the page size or customize Word styles.

1. Select the Export option from the File menu OR press Ctrl/Cmd+Shift+E on your keyboard.

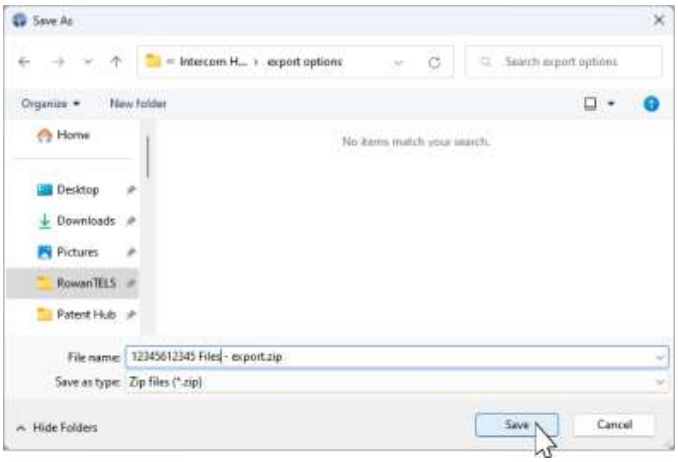


2. Check the Specification with Linked Chemical Files option in the Export Dialog.

Note that the export dialog only shows the options applicable to your current application content.

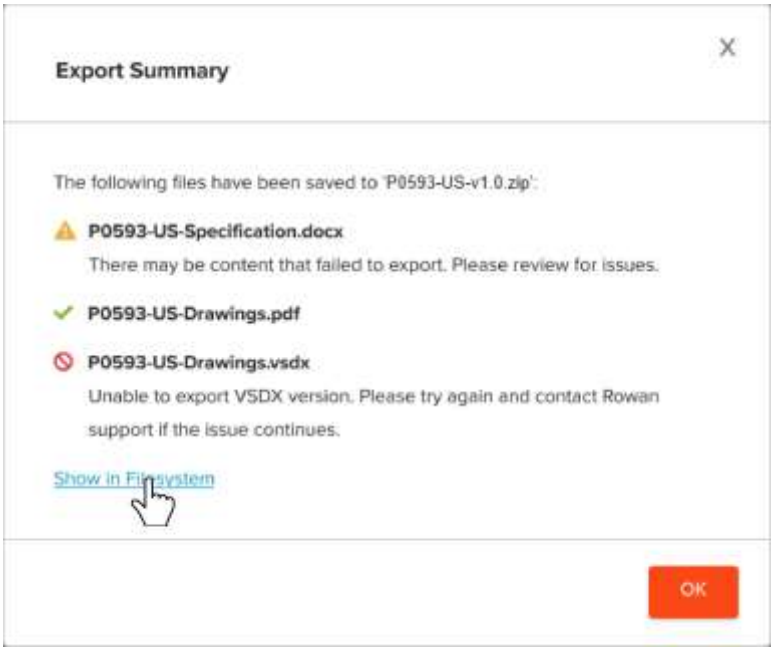
3. (For MacOS users) Click the Need Files for MacOS? link provided to the right.
4. Click the Export button.

5. Choose where and how to save your export file(s) using your operating system's save dialog.



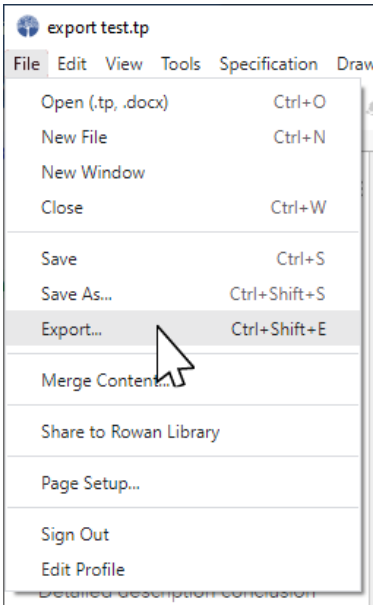
Note that any and all of the available options may be selected for export in a single operation. Selected documents will be exported as a single compressed (.zip) file.

6. Review the Export Summary provided. Click OK to dismiss it or click the Show in Filesystem link to immediately access your exported file(s).

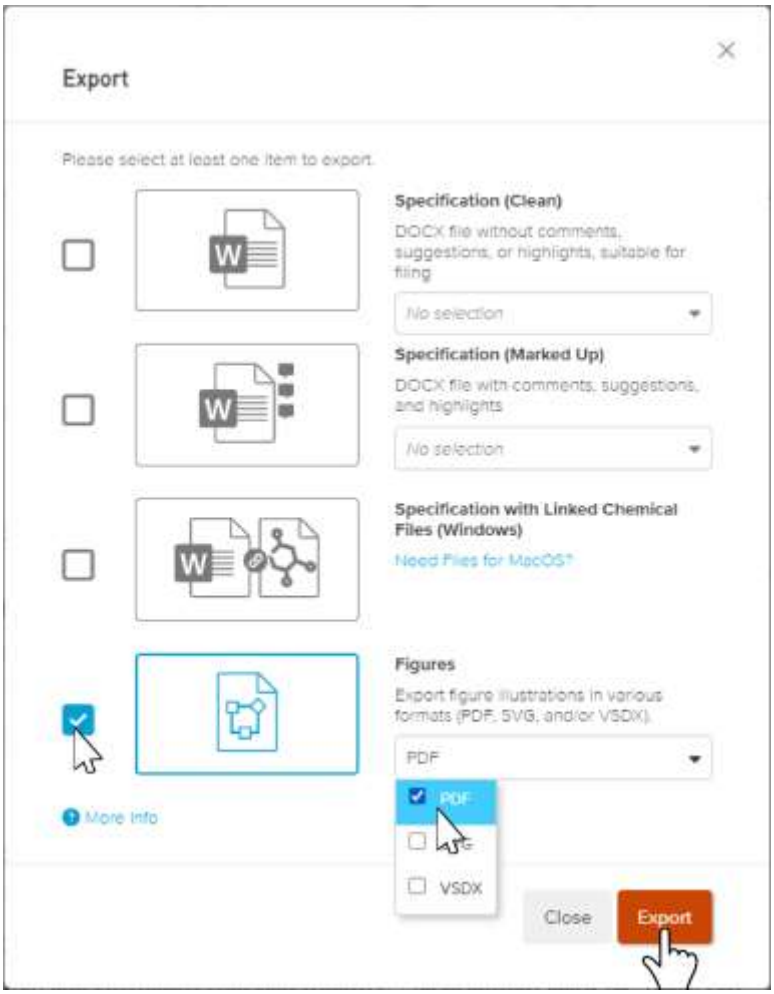


Export PDF Figures

1. Select the Export option from the File menu OR press Ctrl/Cmd+Shift+E on your keyboard. (Page size may need to be set for A4 sized pages first.)

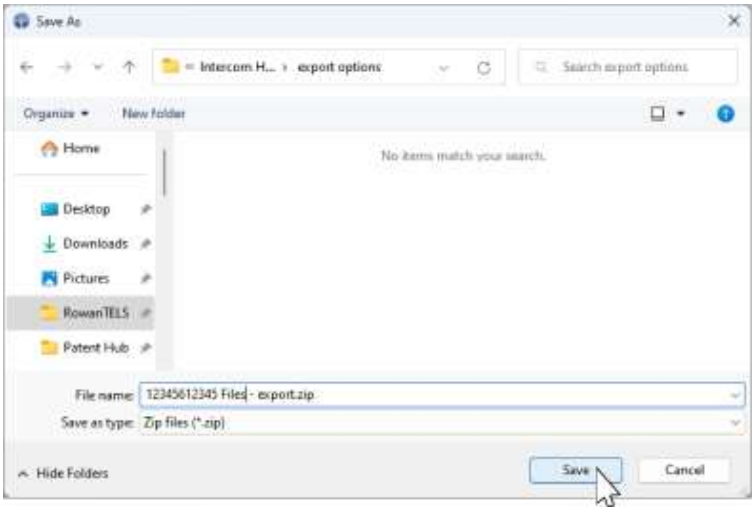


2. Check the Figures option in the Export dialog.
3. Click the PDF option from the Figures dropdown.



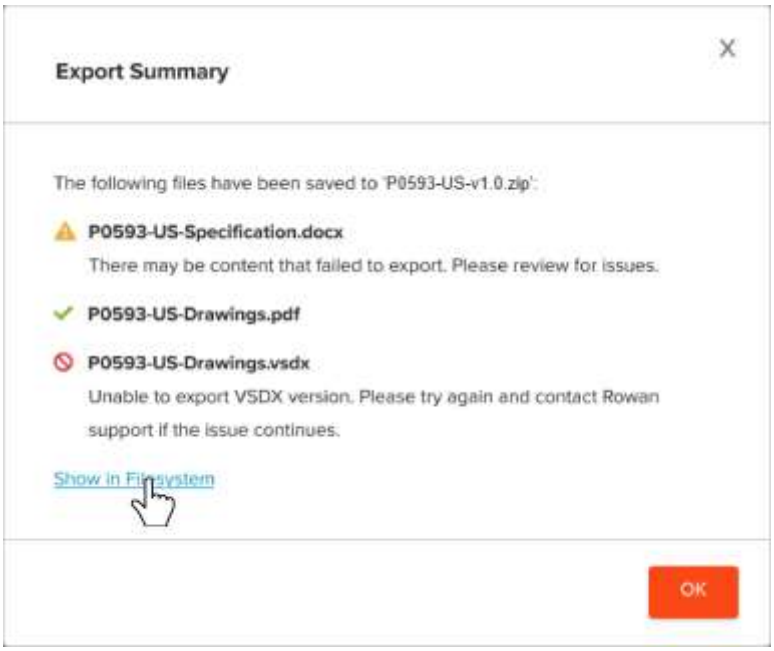
Note that the export dialog only shows the options applicable to your current application content.

4. Click the Export button.
5. Choose where and how to save your export file(s) using your operating system's save dialog.



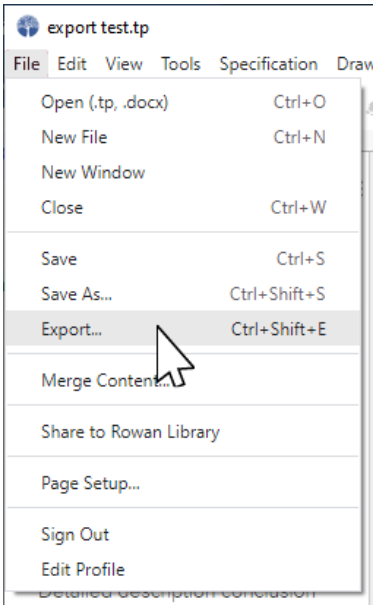
Note that any and all of the available options may be selected for export in a single operation. Multiple documents will be exported as a single compressed (.zip) file.

6. Review the Export Summary provided. Click OK to dismiss it or click the Show in Filesystem link to immediately access your exported file(s).

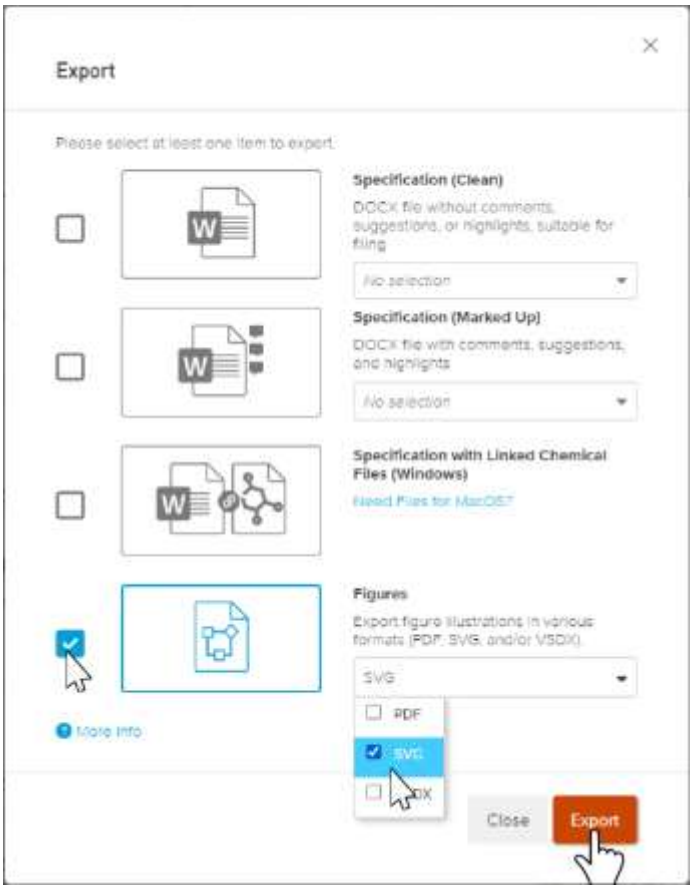


Export Scalable Vector Graphics (.svg) Figures

1. Select the Export option from the File menu OR press Ctrl/Cmd+Shift+E on your keyboard. (Page size may need to be set for A4 sized pages first.)



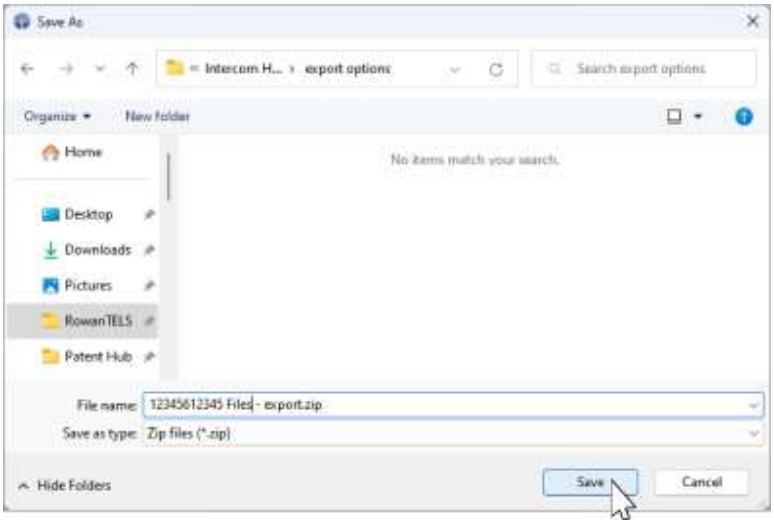
2. Check the Figures option in the Export Dialog.
3. Check the SVG option in the Figures dropdown.



Note that the export dialog only shows the options applicable to your current

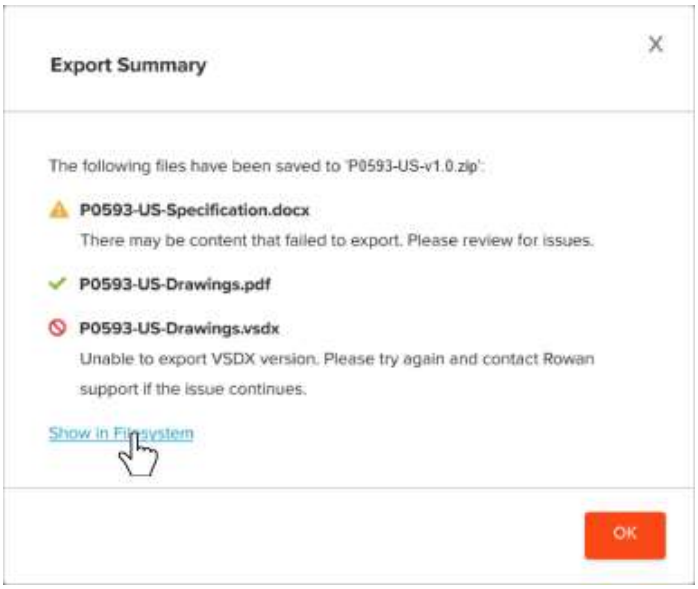
application content.

4. Click the Export button.
5. Choose where and how to save your export file(s) using your operating system's save dialog.



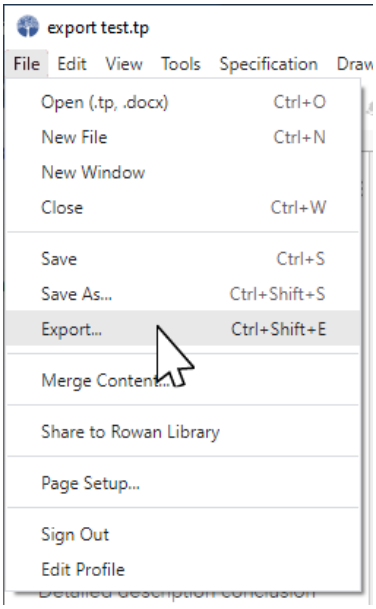
Note that any and all of the available options may be selected for export in a single operation. Multiple documents will be exported as a single compressed (.zip) file.

6. Review the Export Summary provided. Click OK to dismiss it or click the Show in Filesystem link to immediately access your exported file(s).

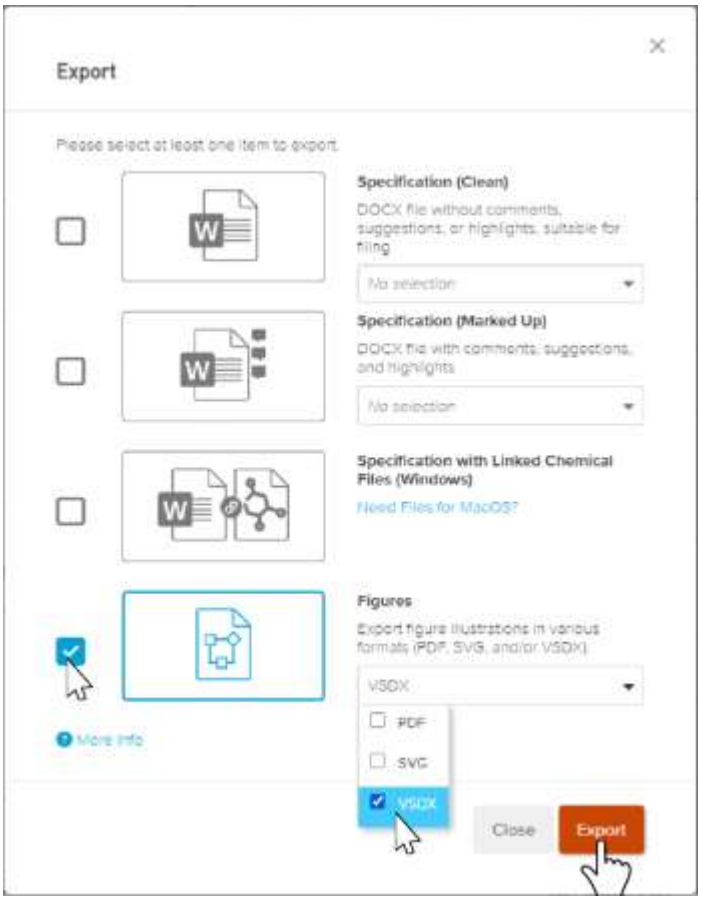


Export Visio (.vsdx) Figures

1. Select the Export option from the File menu OR press Ctrl/Cmd+Shift+E on your keyboard. (Page size may need to be set for A4 sized pages first.)

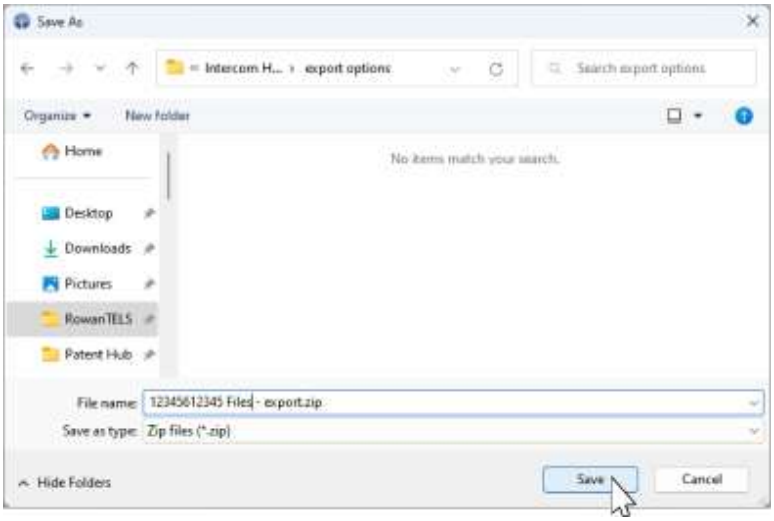


2. Check the Figures option in the Export Dialog.
3. Check the VSDX option in the Figures dropdown.



Note that the export dialog only shows the options applicable to your current application content.

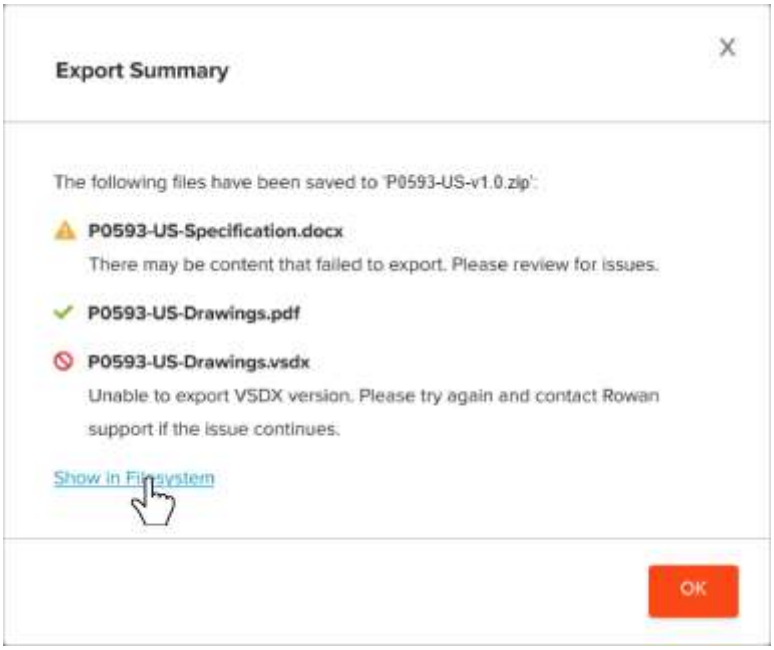
4. Click the Export button.
5. Choose where and how to save your export file(s) using your operating system's save dialog.



Note that any and all of the available options may be selected for export in a

single operation. Multiple documents will be exported as a single compressed (.zip) file.

6. Review the Export Summary provided. Click OK to dismiss it or click the Show in Filesystem link to immediately access your exported file(s).



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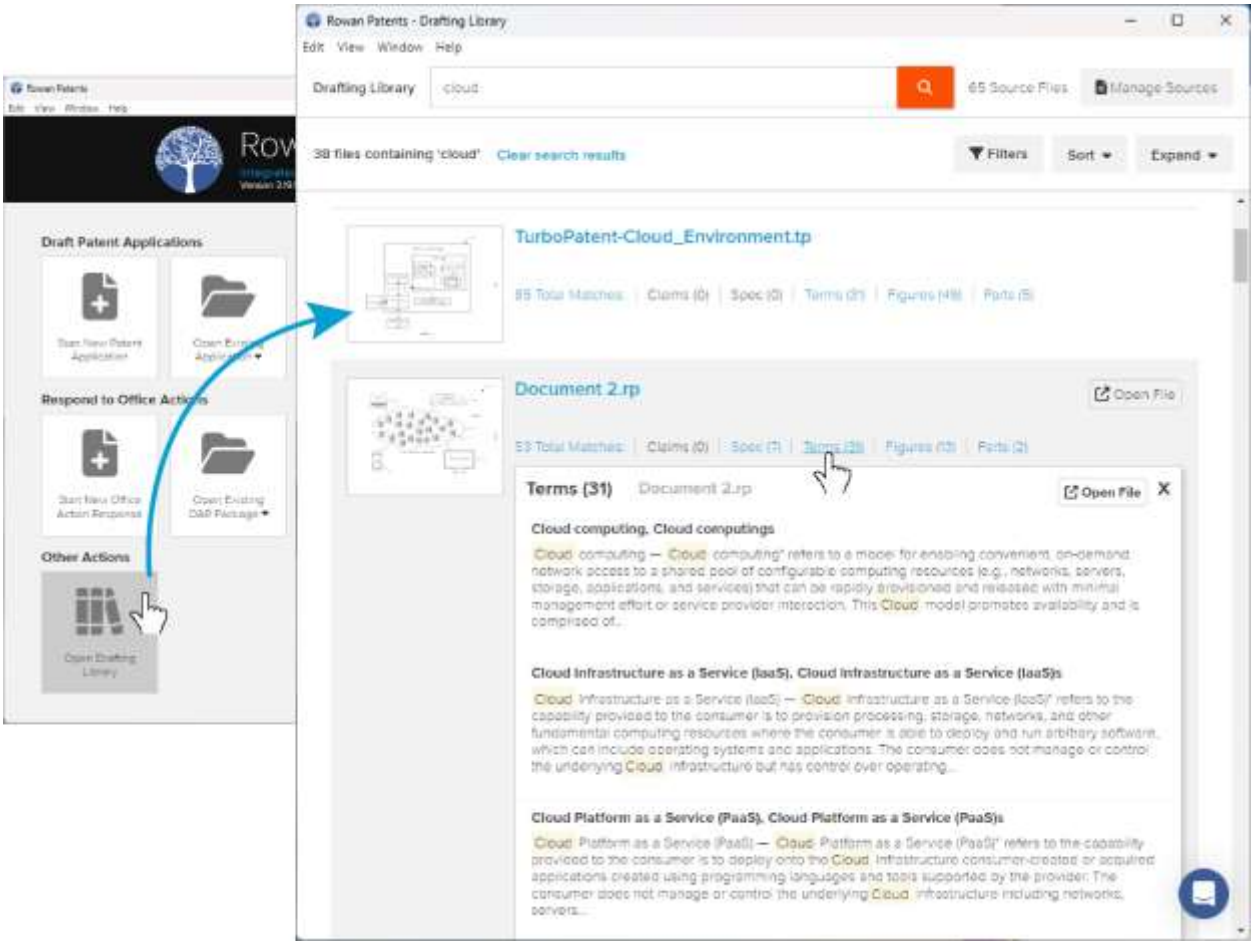
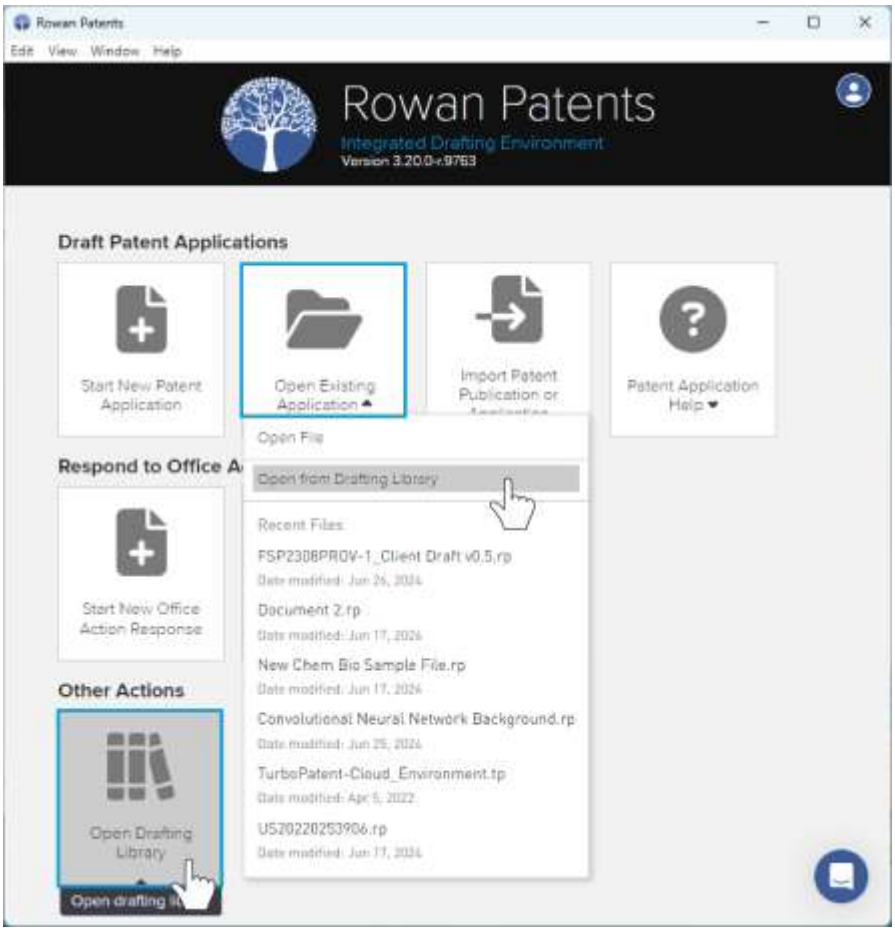
As you build up a body of work product in .rp format, either by drafting in Rowan Patents or using our numerous merge and import features, we know you'll want to quickly and effectively search, preview, and reuse that work. The Drafting Library takes advantage of the Rowan patent-specific file format, allowing for targeted searching within prior patent applications for terms, definitions, parts, figures, and claim or specification language.

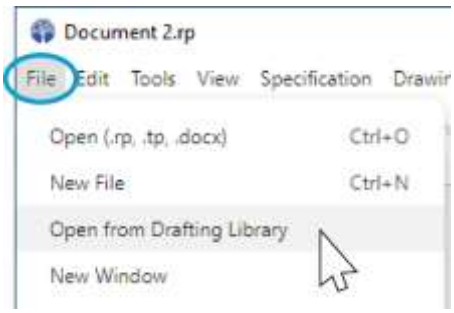


Access the Drafting Library Standalone Module

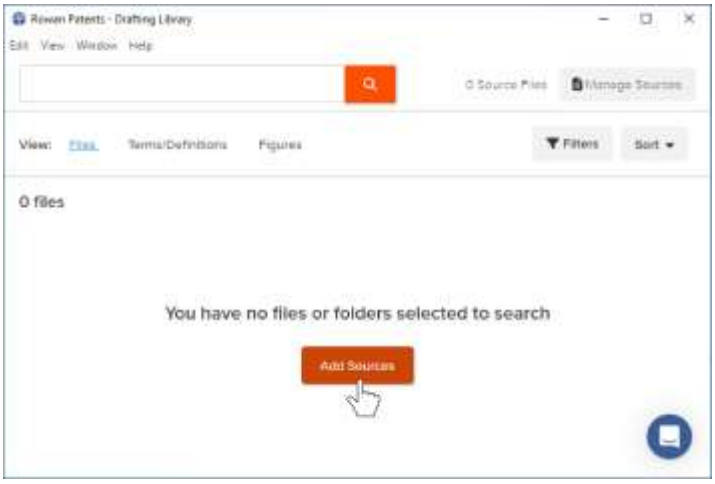
1. From the landing screen, click the Open Drafting Library option or the Open Existing Application > Open from Drafting Library option.



OR Click the Open from Drafting Library option under the File menu in an open .rp file.



2. If you do not have any source folders or files selected, you'll be prompted to add some (see more below).



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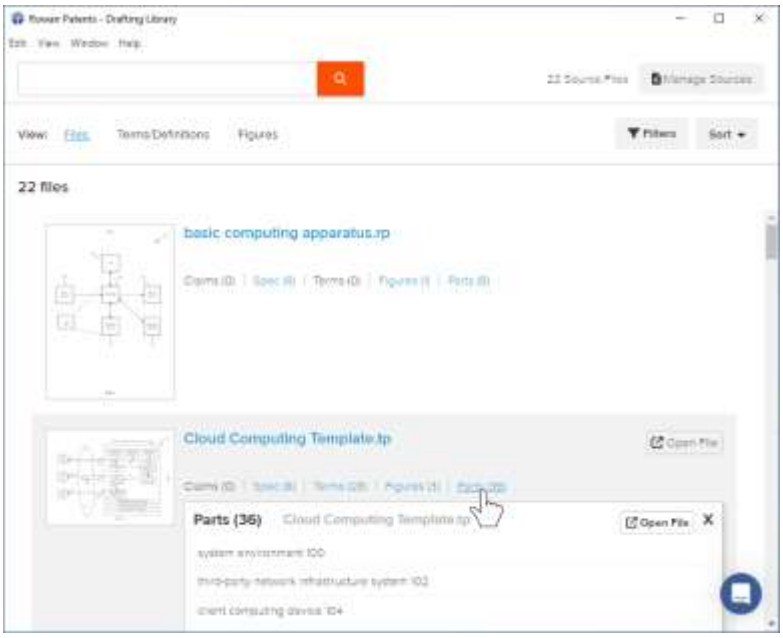
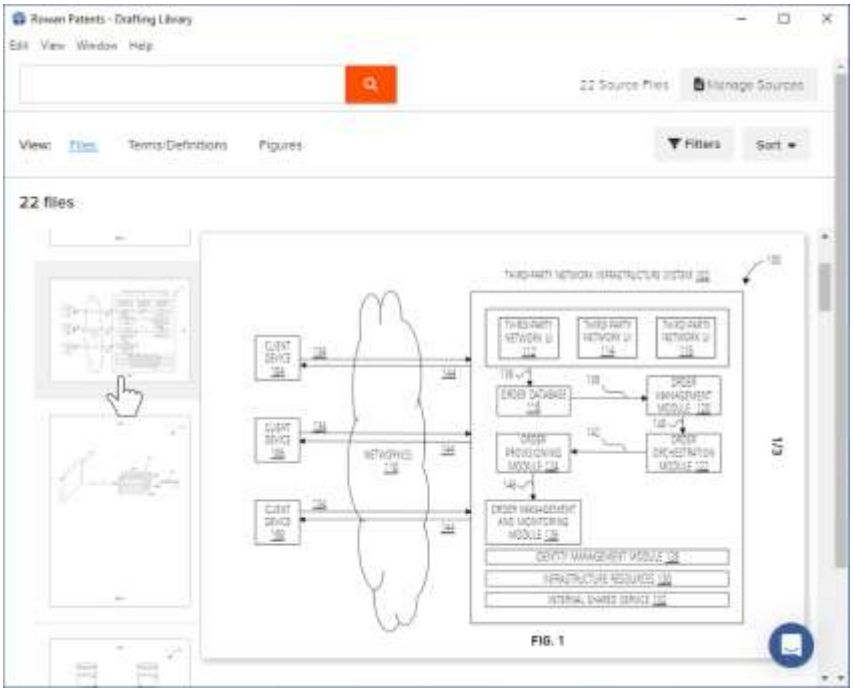
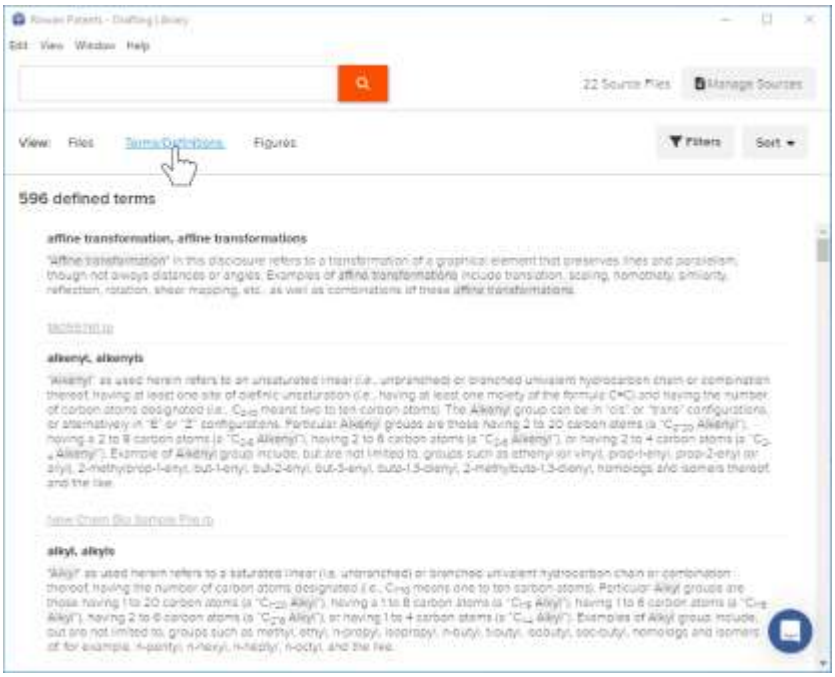
3. Files identified in your Sources will be displayed with a figure thumbnail and clickable preview links for Claims, Spec, Terms, Figures, and Parts.



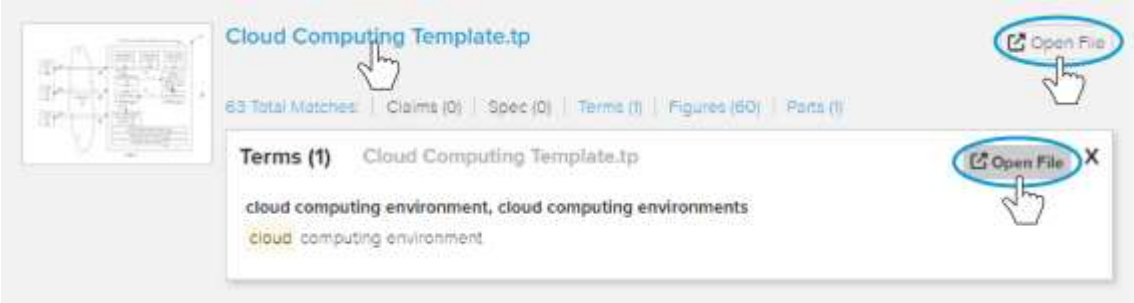
The FIG. 1 thumbnail provided for reference can be seen in an enlarged view on hover.



4. Select from among the View options provided to quickly browse for the material you're looking for across all files, or search, filter, and sort as described below.

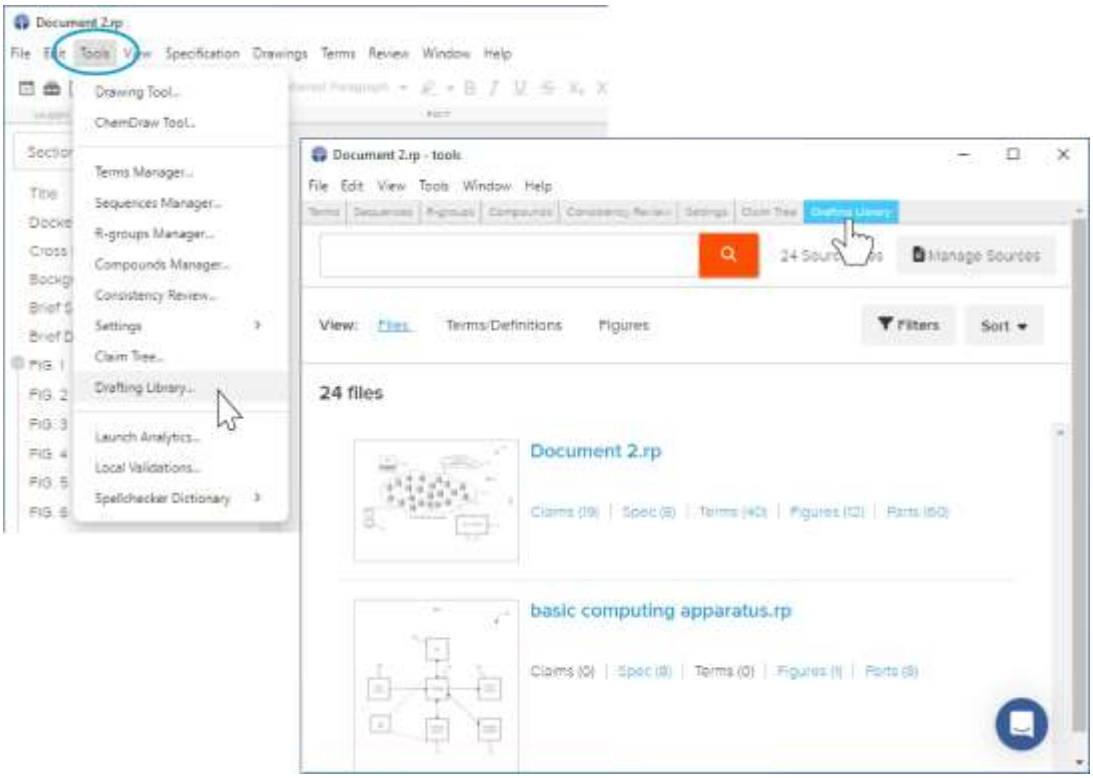


5. When you find a file you want to open, click the file name or the Open File control that appears on hover.



Access the Drafting Library within an .rp File

1. Open or create the .rp file you wish to work in.
2. Click the Drafting Library option under the Tools menu
   OR In the Tools window, click the Drafting Library tab

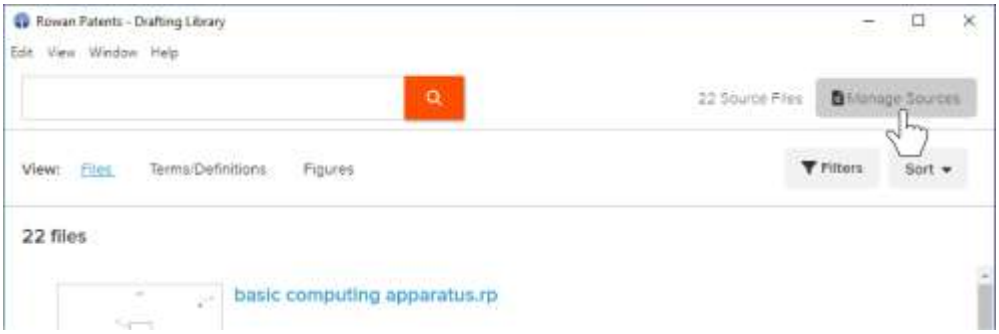


3. Add sources if needed and browse and preview the data in your source files as described above for the standalone Drafting Library.

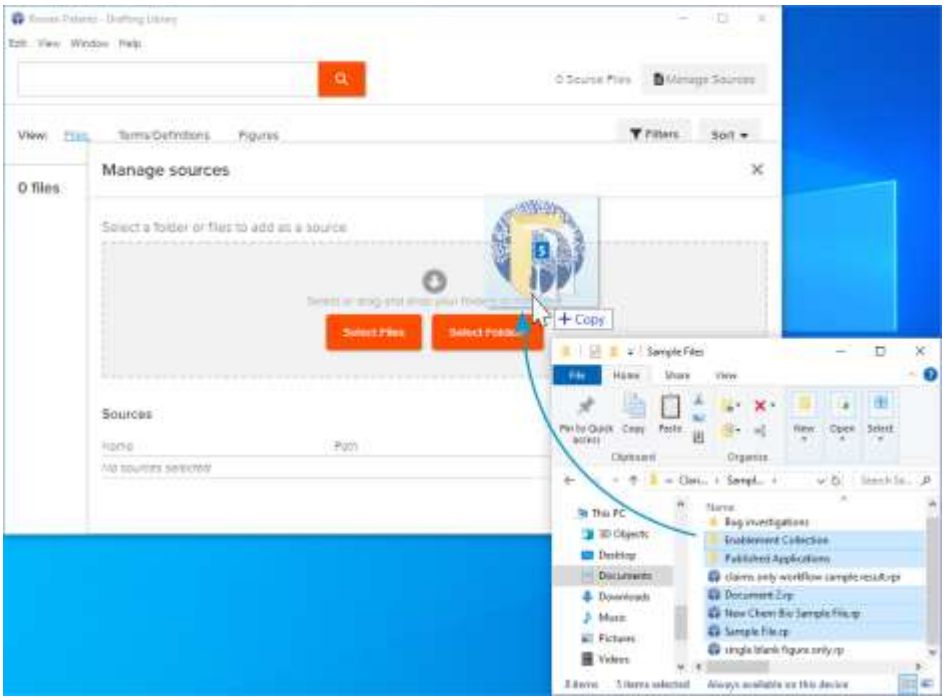
Add and Manage Library Sources

Sources are individual .rp files or folders containing .rp files. Rowan Patents scans and indexes these folders and files when you open the Drafting Library or reload sources (described below). Initial indexing for new sources can take a few minutes if you have numerous, large, or complex files, but subsequent scans will be much faster.

1. Click the Add Sources (shown above) or Manage Sources control to open the source management interface.

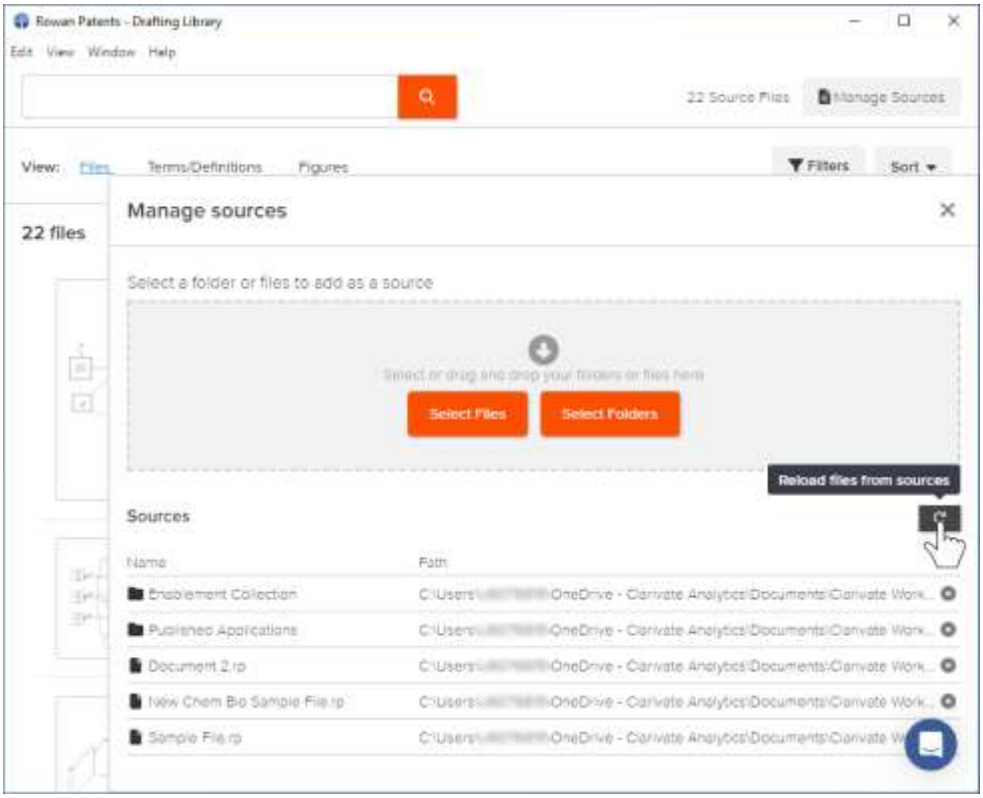


2. Drag and drop folders and/or files from your local file explorer window onto the field provided



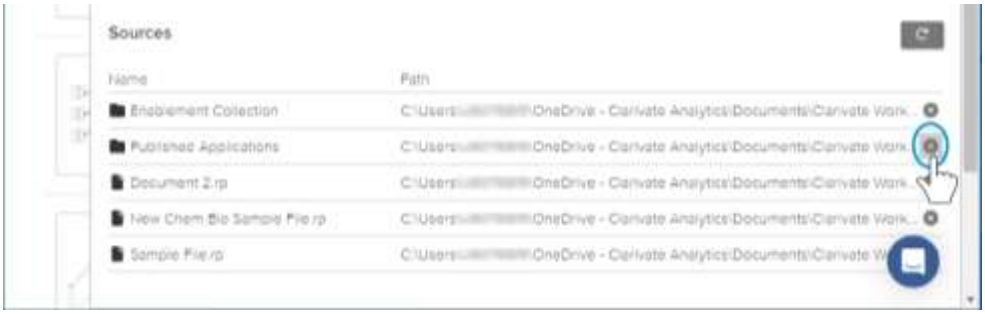
OR Use the Select Files or Select Folders buttons to browse for sources through your operating system's file system interface.

3. If you've just made changes to your sources, click the Reload control to detect and include updated data.



Note that updates are automatically detected when you open the Drafting Library, but reloading will incorporate any changes made while the Drafting Library is open.

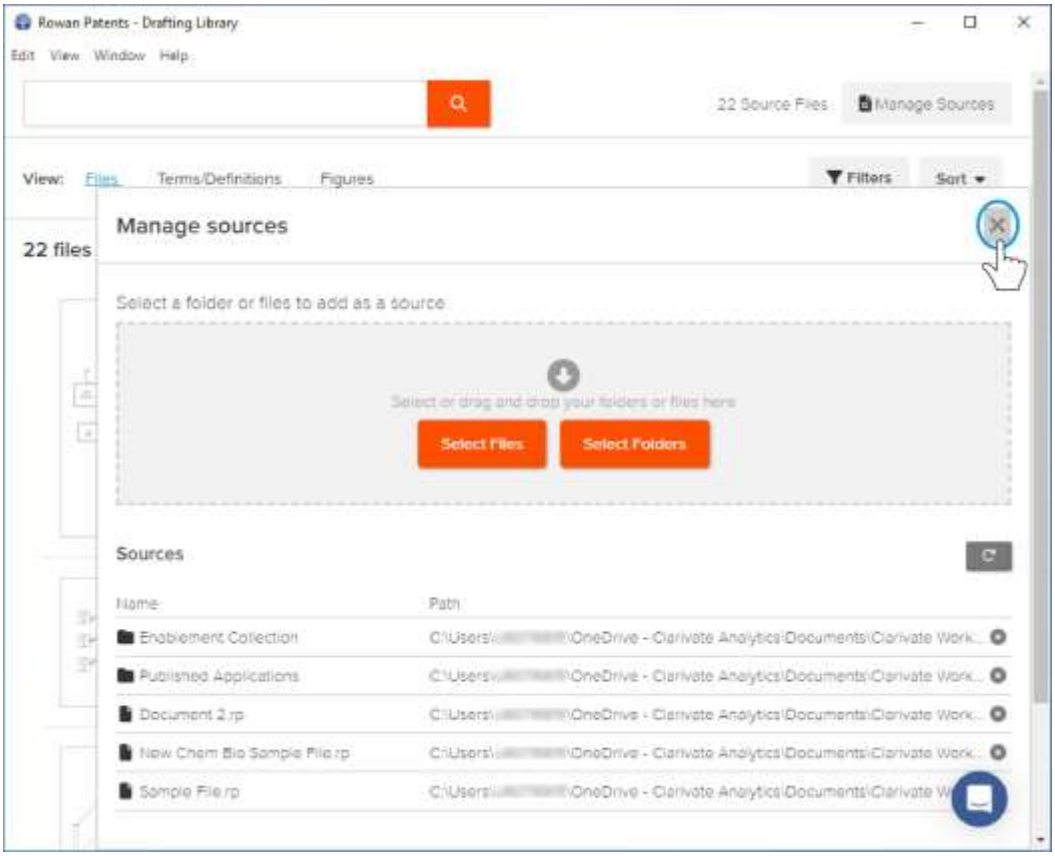
4. Click the remove control to the right of a source to remove it from your source list.



The removed file or folder will no longer be available for search in the library,

and will no longer be checked for updates, but can always be added again if needed.

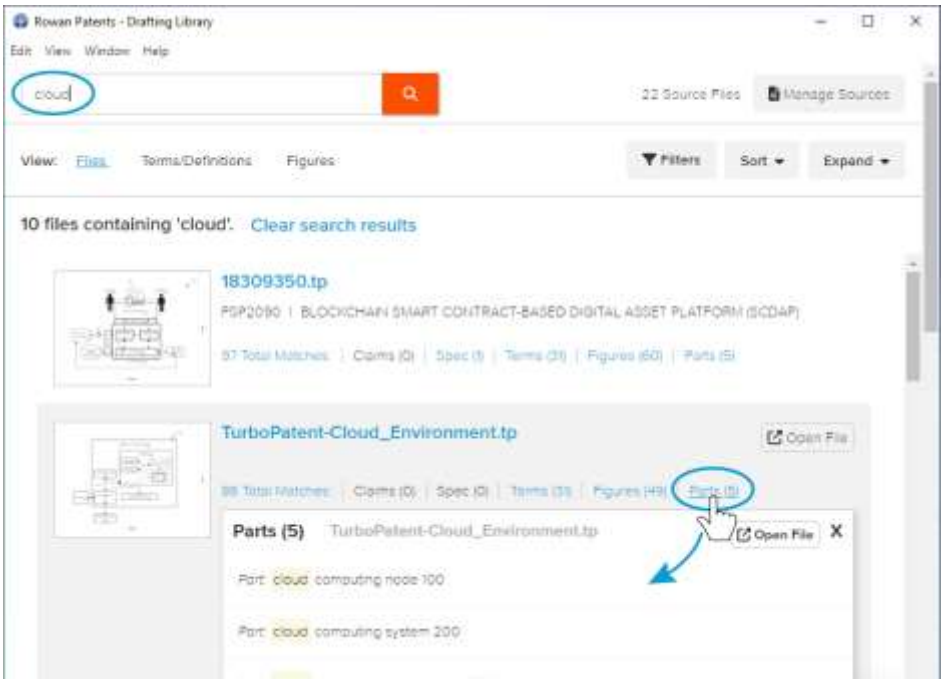
5. Click the X to the upper-right to exit the Manage sources interface.



Search and Browse Your Library

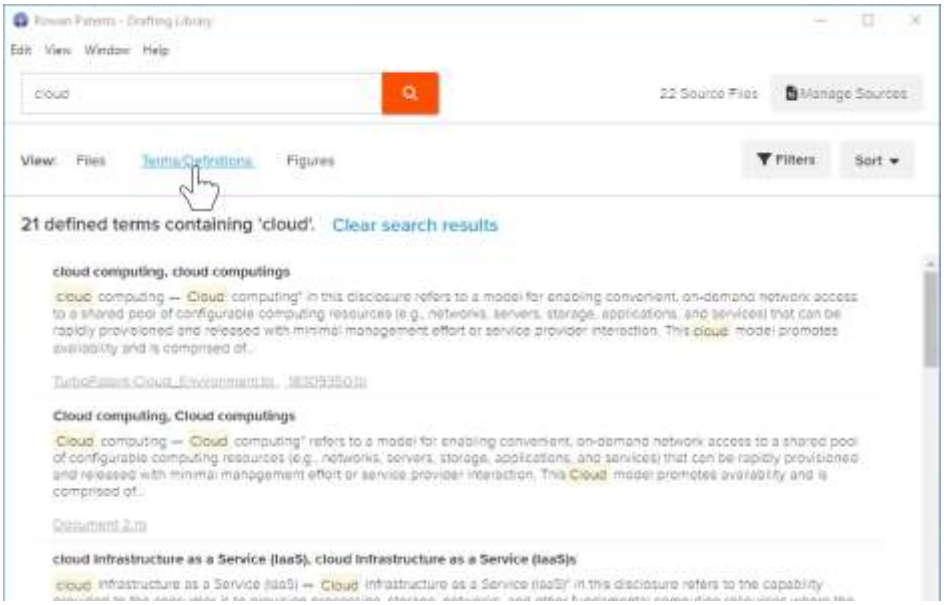
These tasks are illustrated using the standalone Drafting Library module, but the same controls and actions are available in the Drafting Library tool in the Tools Window.

1. Enter a word or phrase in the search field provided to locate .rp files that contain that word or phrase.
2. Click the links provided for a file to preview usage of your search string (highlighted) in those portions of the file.

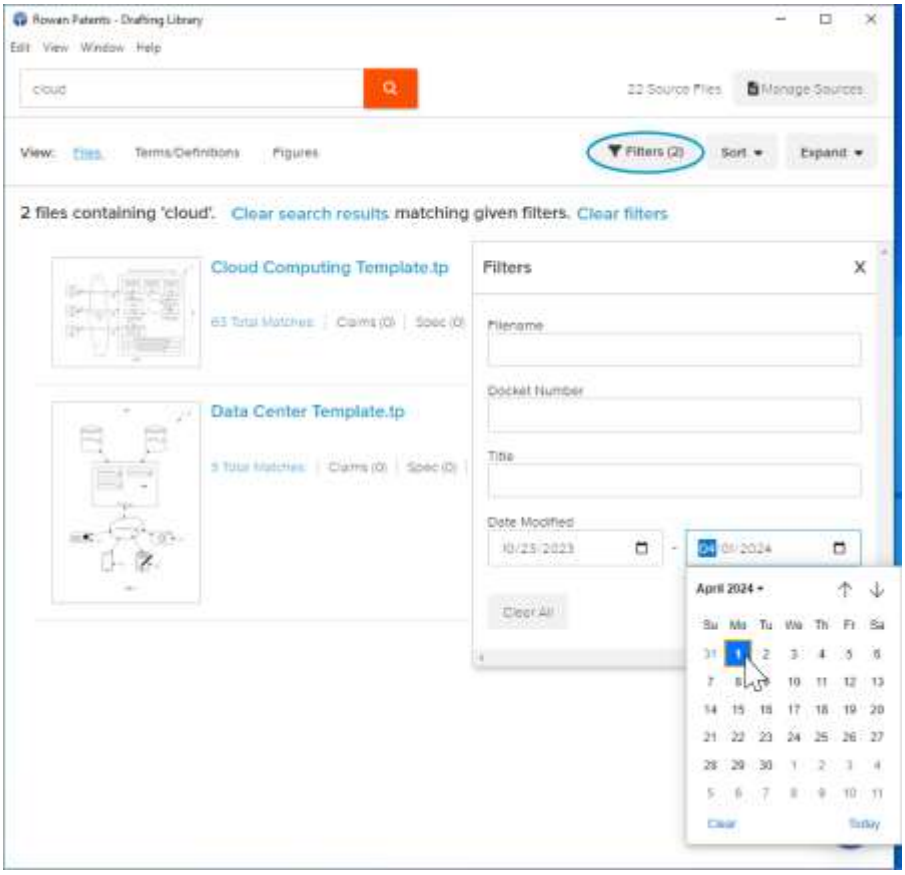


To close a preview, click the X in the upper right corner.

3. Select from among the View options provided to view your search string (highlighted) where it is used in Terms/Definitions or Figures across all of your search results.

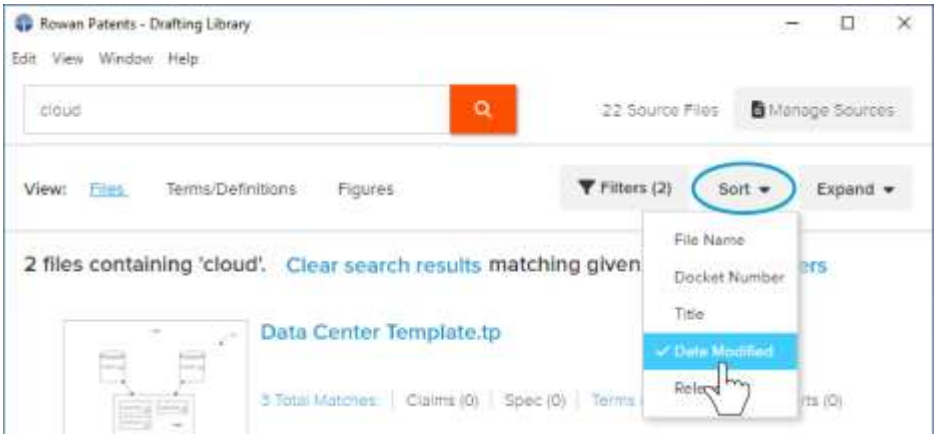


4. Filter your search results by file name, docket number, title, or date modified, using the dropdown controls provided, if desired.



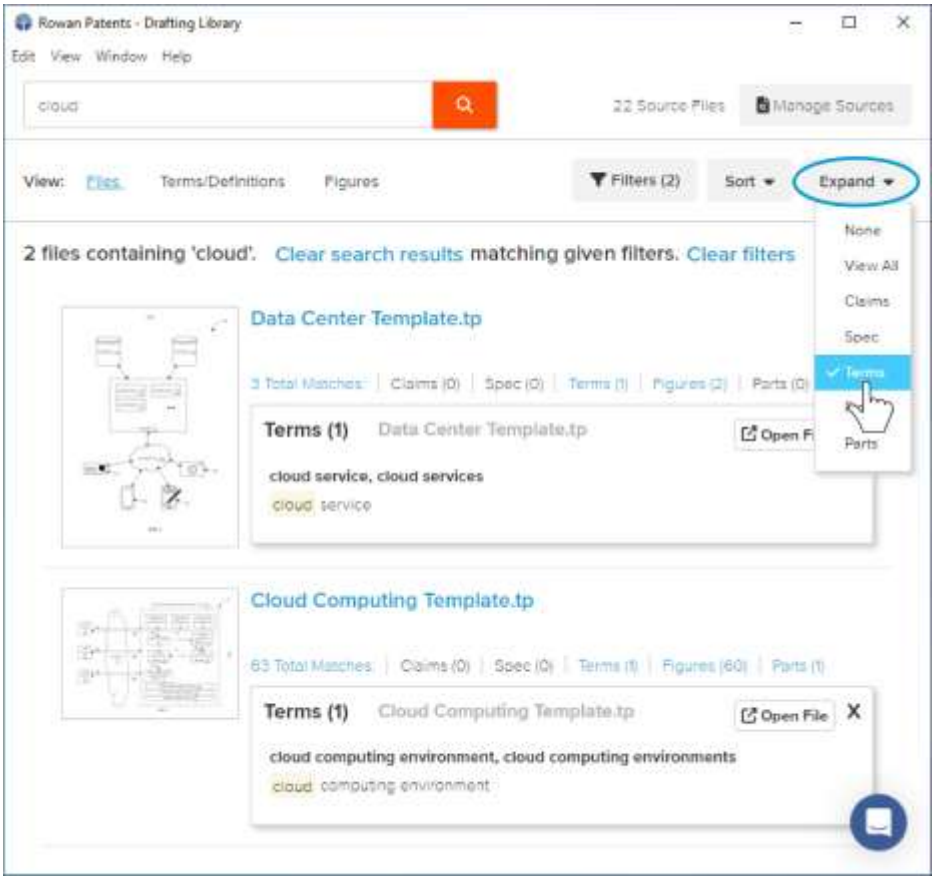
Filters are also available when not performing a search.

5. Sort your search results by file name, docket number, title, date modified, or relevance, using the dropdown options provided, if desired.



Sorting is also available when not performing a search.

6. Expand search result previews for all files by result location (Claims, Spec, Terms, Figures, Parts, View All, or None to collapse again), if desired.



To close a preview display, click the X at the upper-right corner.

7. When you find a file you want to review in more detail or reuse content from, click the file name or the open file button that appears on hover

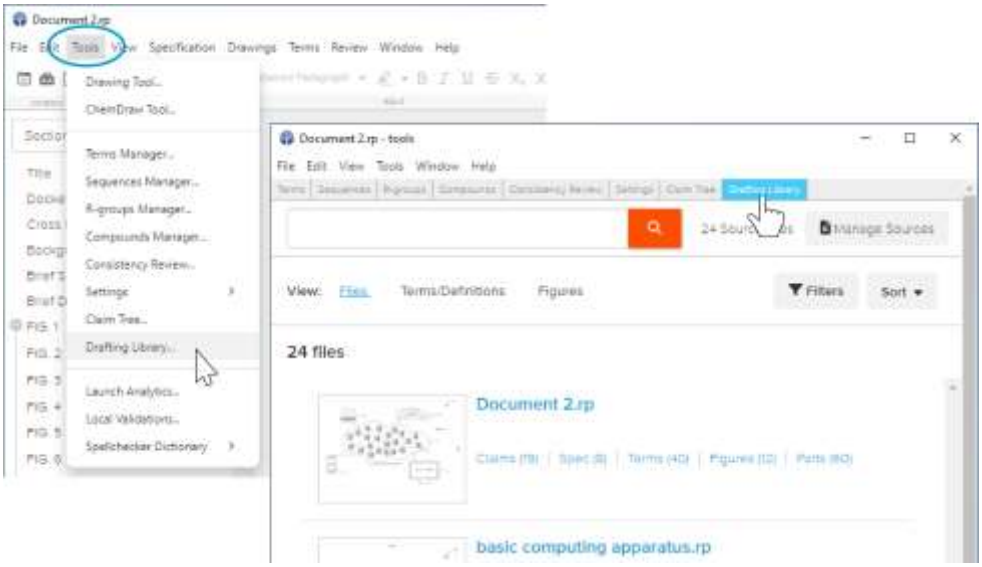
Your file will open in the Rowan Patents preparation module, where you can copy, merge, and otherwise move the desired matter from one .rp file to

another.

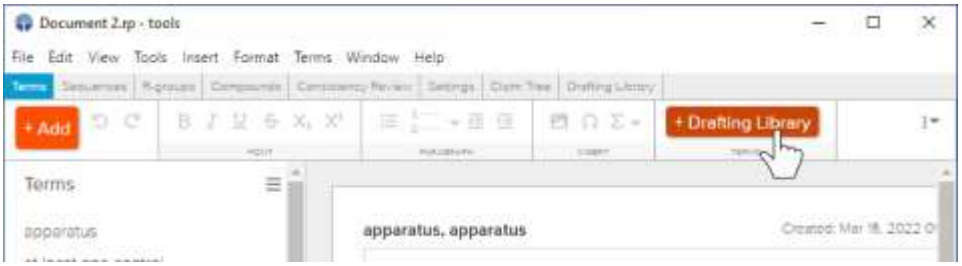
OR If you're working in an .rp file, you can add specific elements from a Drafting Library source file to your working draft as described below.

Add Terms from the Drafting Library to Your .rp File

1. Open or create the .rp file you wish to add terms to.
2. Open the Drafting Library from your Rowan Patents Tools menu



OR Open your Terms Manager from the Tools menu and click the +Drafting Library control.

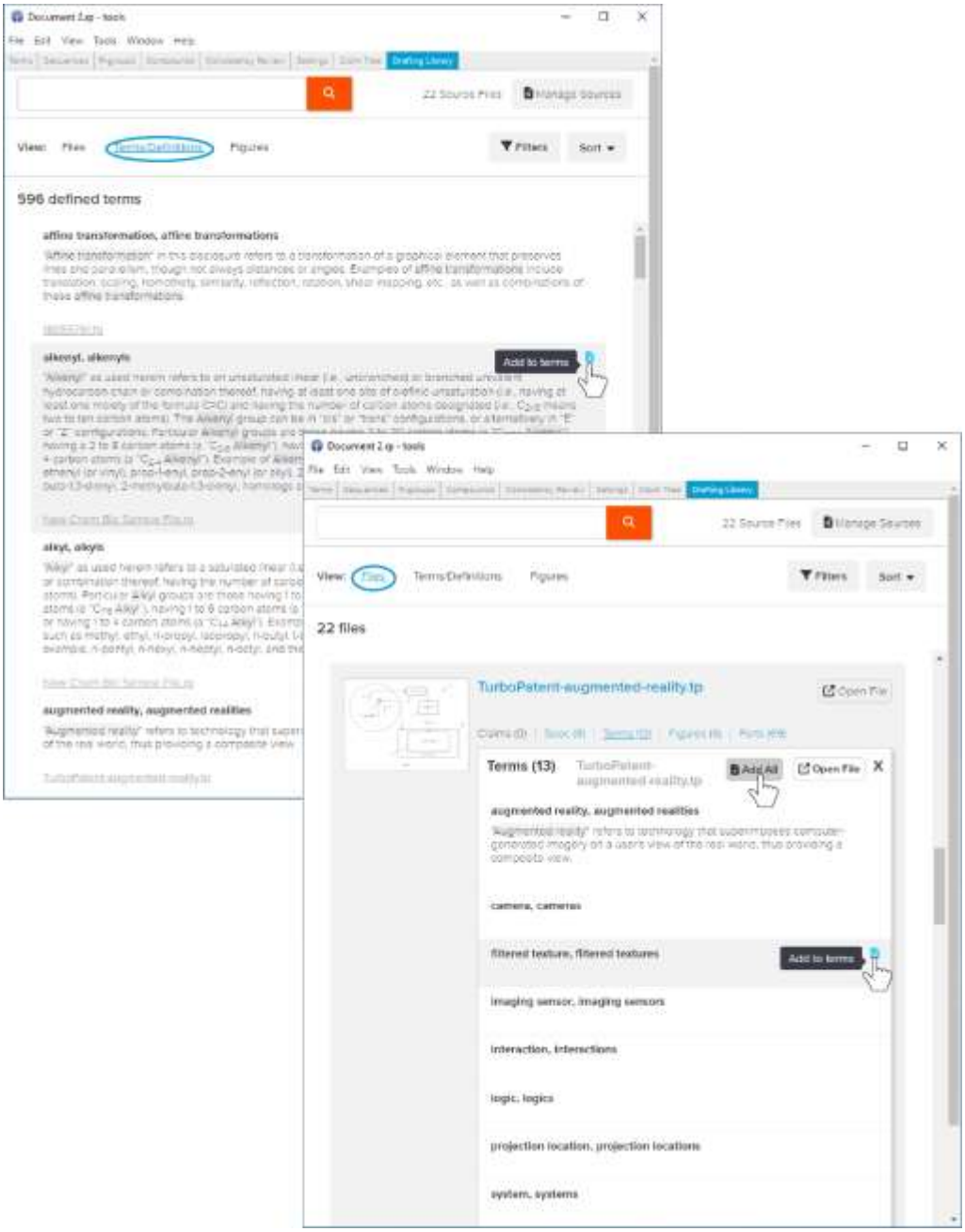


3. View Terms/Definitions across your library or by file.

You can narrow your focus by searching for files containing terms you want in your current draft as described above.

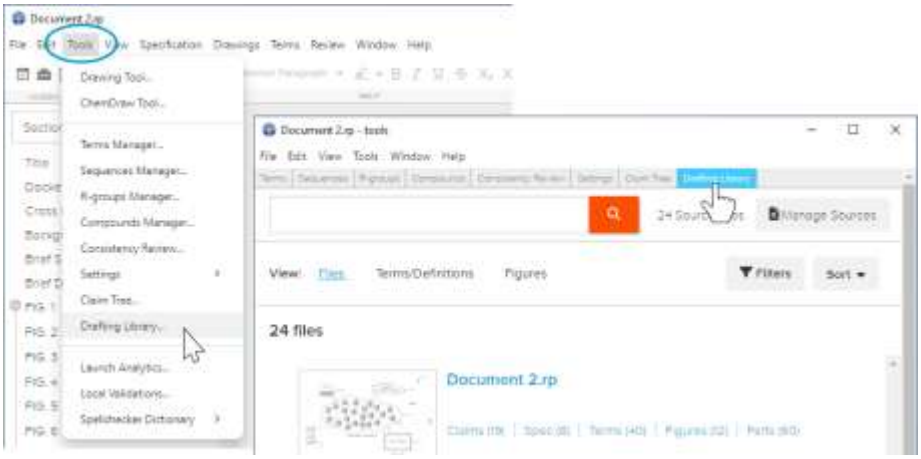
4. Use the Add to terms control available on hover to bring individual terms into your current .rp file

   OR Use the Add All control available in the Files view to bring in all of the terms from one .rp file into your current work.

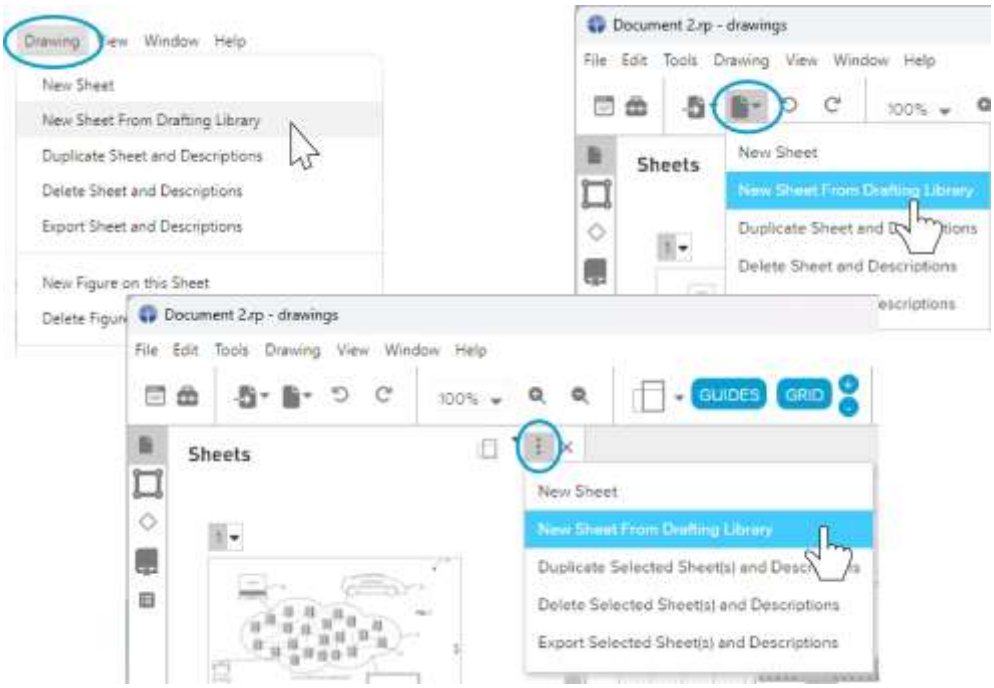


Add Figures from the Drafting Library to Your .rp File

1. Open or create the .rp file you wish to add terms to.
2. Open the Drafting Library from your Rowan Patents Tools menu



OR Open the Drawing Tool and click the controls to add figures from the Drafting Library that are available in the Drawing menu, the toolbar, the Sheets panel, or the figure navigation bar below the drawing canvas.

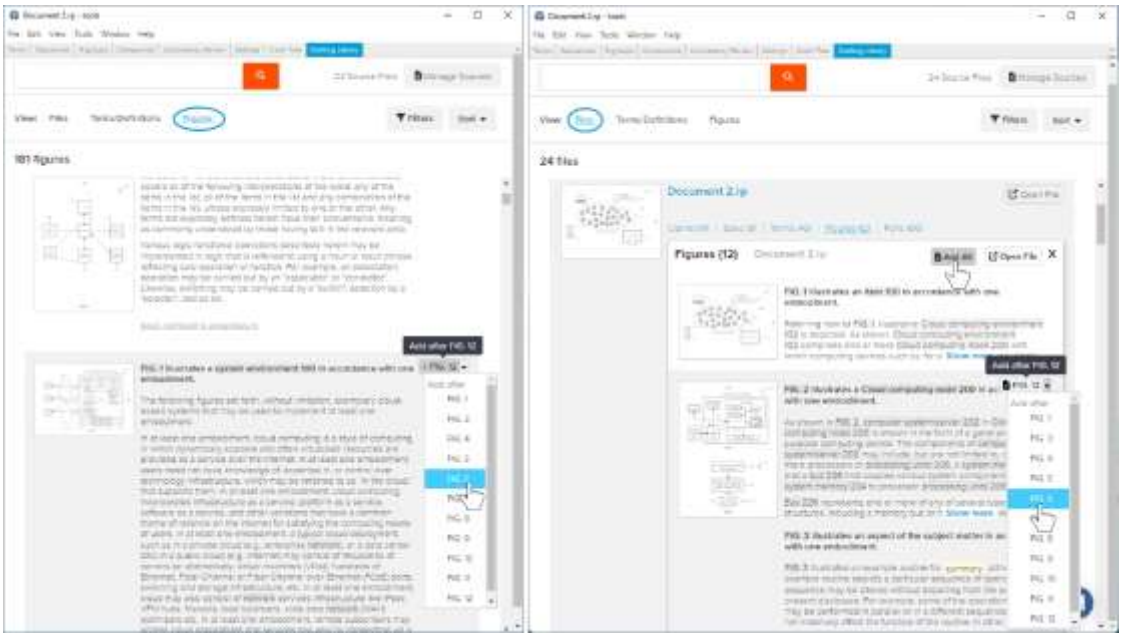


3. View Figures across your library or by file.

   You can narrow your focus by searching for files containing figures you want in your current draft as described above.

4. Use the Add after control available on hover to bring an individual sheet or a single set of subnumbered figures into your current .rp file after your selected existing figure

   OR Use the Add All control to bring in all of the figure sheets from one .rp file into your current work at the end of your figure list.



The Drafting Library is a new and extensive suite of features we hope will further accelerate your practice. We continue to investigate other ways to simplify your reuse of existing work product in new draft applications. We invite you to explore the Drafting Library interface and put it work. We look forward to any feedback you may have.

Troubleshooting, Security, and Support

Minimum System Requirements

The Rowan Patents Integrated Drafting Environment is a professional tool for expert users, and is best utilized on systems meeting the following minimum requirements:

Operating System	Windows 10 (64-bit) or higher Mac OS 10.14 (Mojave) or higher
Processor	Windows: Multi-core Intel Processor/Pentium or AMD Athlon (Intel® Core™ i5, Intel® Core™ i7, Intel® Core™ Ultra 5, Intel® Core™ Ultra 7, or AMD Ryzen™ 5 or better are recommended for best performance) Mac: Multicore Intel processor (64-bit support) or Apple Silicon M1/M2
RAM	16 GB (32 GB recommended for use of local LLMs or large patent applications — e.g. over 50 drawing sheets and/or images in the specification)
Monitor	1024 x 768 Resolution (1920 x 1080 is recommended. Multiple 20"+ displays with 1600x900 or greater resolution are optimal.)

Preparation Data Security

We know that trust is at the core of your business. Clients trust you to keep their intellectual property privileged and secure, so we work tirelessly to ensure the security of data handled in our Integrated Drafting Environment.

We've architected Rowan Patents to keep you in full control of your data. Your files are stored on your hard drive or in your content management system of choice. Your data is only sent to the cloud when you explicitly invoke an operation that relies on cloud computing, such as:

- Launch Analytics
- Rowan AI Chat (available only on request)

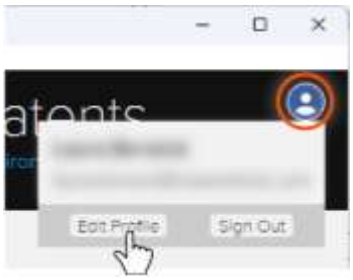
Both of these features are configurable to not be available in your organization.

For these operations, we follow industry-standard best practices for data security. Your data remains encrypted during transmission and while being processed by our servers. Data storage on our servers is ephemeral, and your data will be erased no more than 24 hours after these operations are complete.

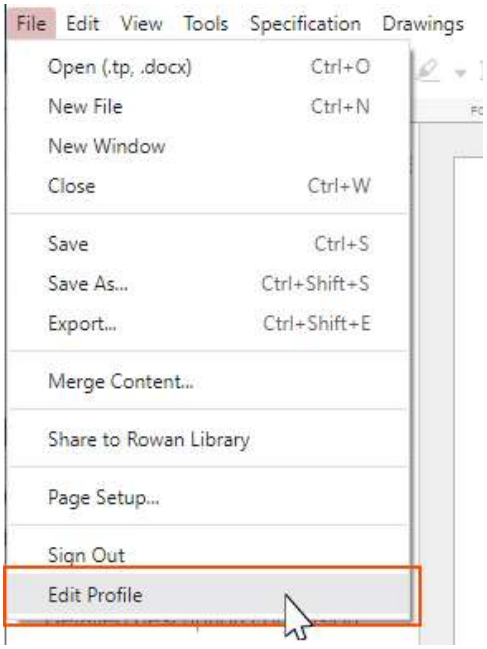
We are happy to answer your technical questions in detail. Please contact your Rowan Patents account manager for more information, or to set up a meeting between us and your IT security personnel.

Change Your Password and Profile

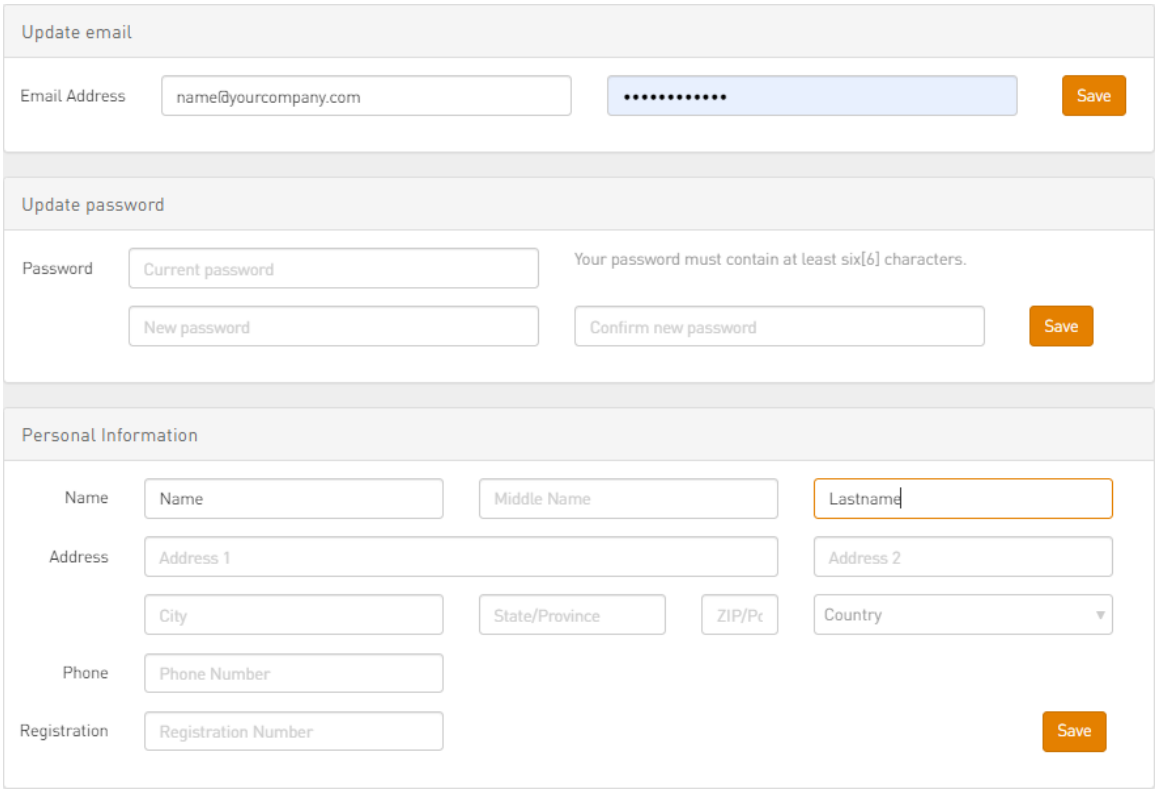
1. Select the Edit Profile from the Profile options on the landing screen



OR the File menu of any open file window.



2. Edit your information, including your password, as desired in the profile fields provided.



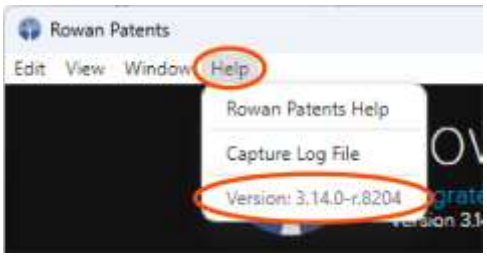
3. Click Save to preserve your changes.

   NOTE: For some changes, you may be logged out of Rowan Patents, and may need to reopen the application and sign in again.

Update Rowan Patents

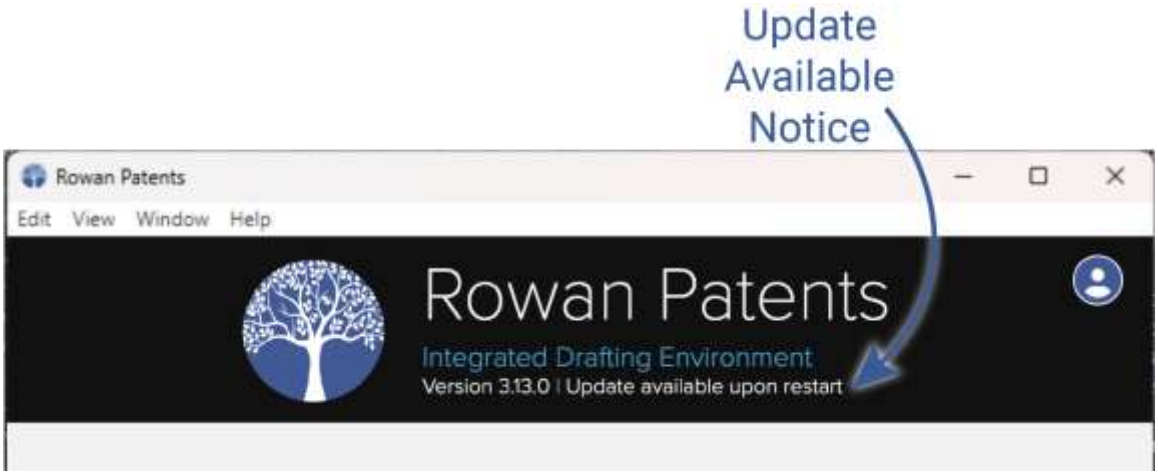
Checking Your Installed Version

The version of Rowan Patents installed on your computer is displayed on the landing screen, as well as in the Help menu of any open Rowan Patents window.



Installing an Update

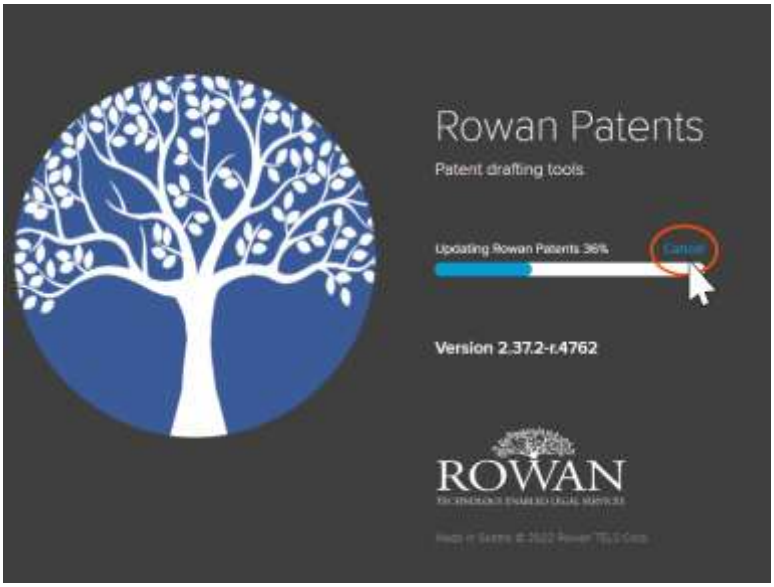
If a new version has been released while you've been working in Rowan Patents, a notice will appear on the landing screen.



Your update will download and install automatically the next time you start Rowan Patents. Update progress will be displayed as a progress bar during installation.

Postponing an Update

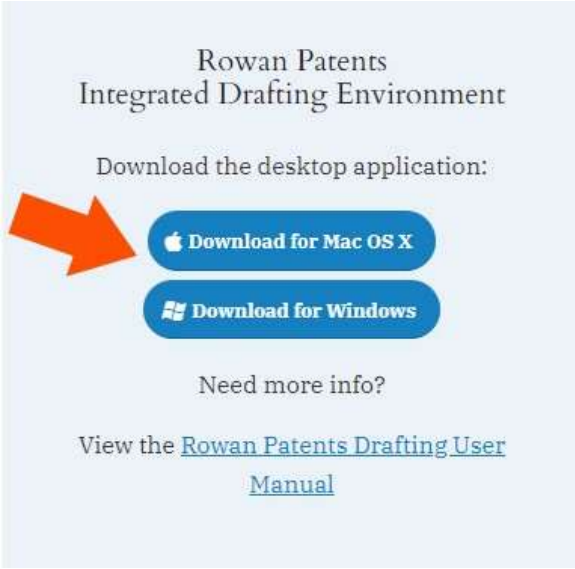
To skip the update and launch your currently-installed version, click the “Cancel” option displayed above the update status bar.



The update will be postponed until your next session.

Fresh Installations

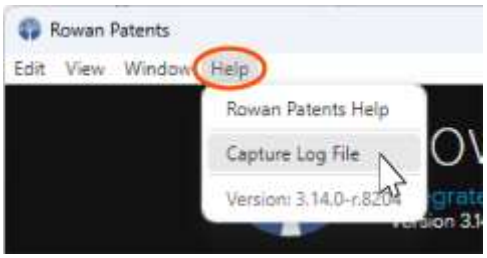
Should something go wrong with your installation or an update, a full installation of the latest release can be downloaded from your organization's landing page, typically available at https://rowanpatents.com/[yourcompany]/



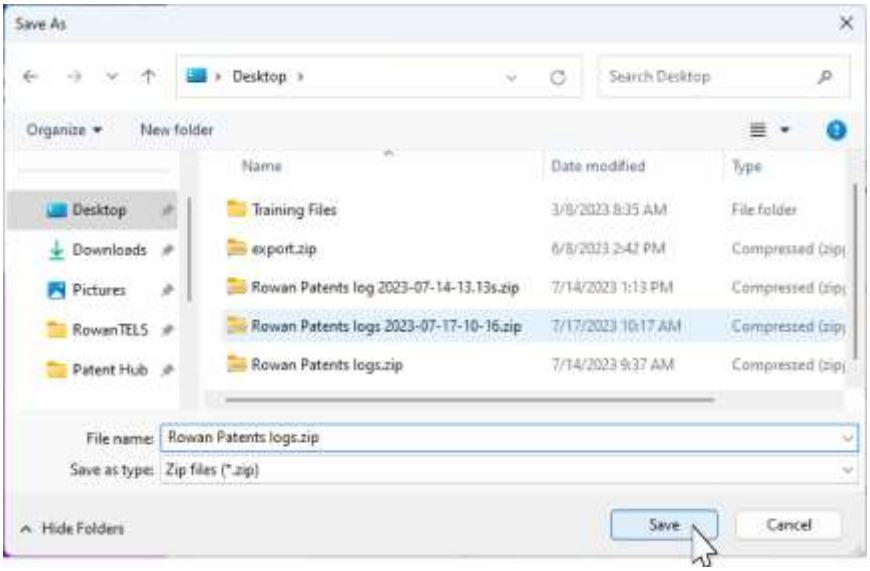
Save Log Files

1. In any Rowan Patents window, click the Help menu.

2. Select the Capture Log File option.



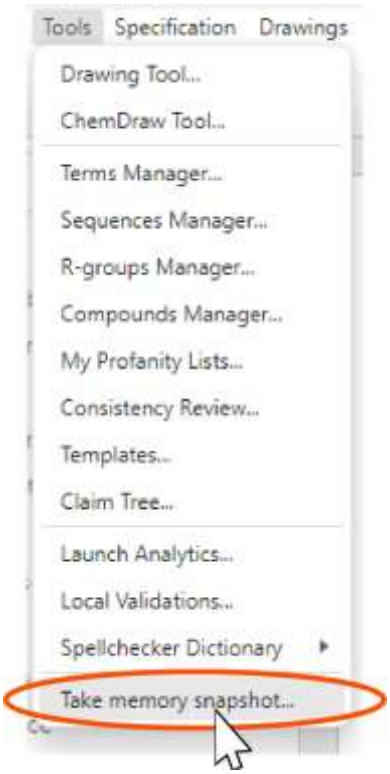
3. Use your operating system Save dialogs to save your log files to your file system in .zip format.



4. The Rowan Patents log files can now be provided to Rowan as directed by the Help Desk.

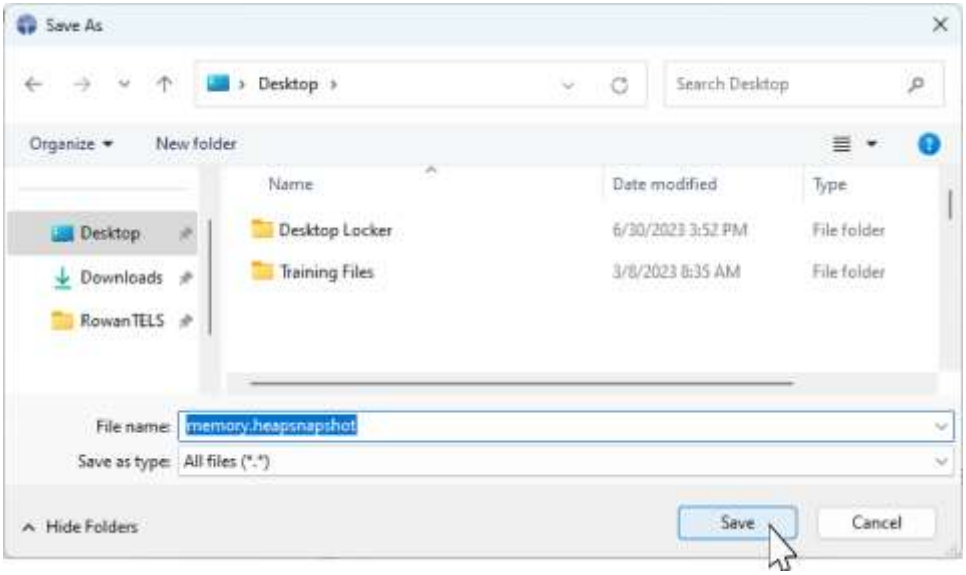
Save a Memory Snapshot

1. In any Rowan Patents window, click the Tools menu.
2. Select the Take memory snapshot option.



If you do not see this option, let the Help Desk know it needs to be turned on for your account.

3. Use your operating system Save dialogs to save your memory snapshot to your file system in .zip format.



Note that this save can take a while, depending on your current memory usage

conditions.

4. The memory snapshot can now be provided to Rowan as directed by the Help Desk.

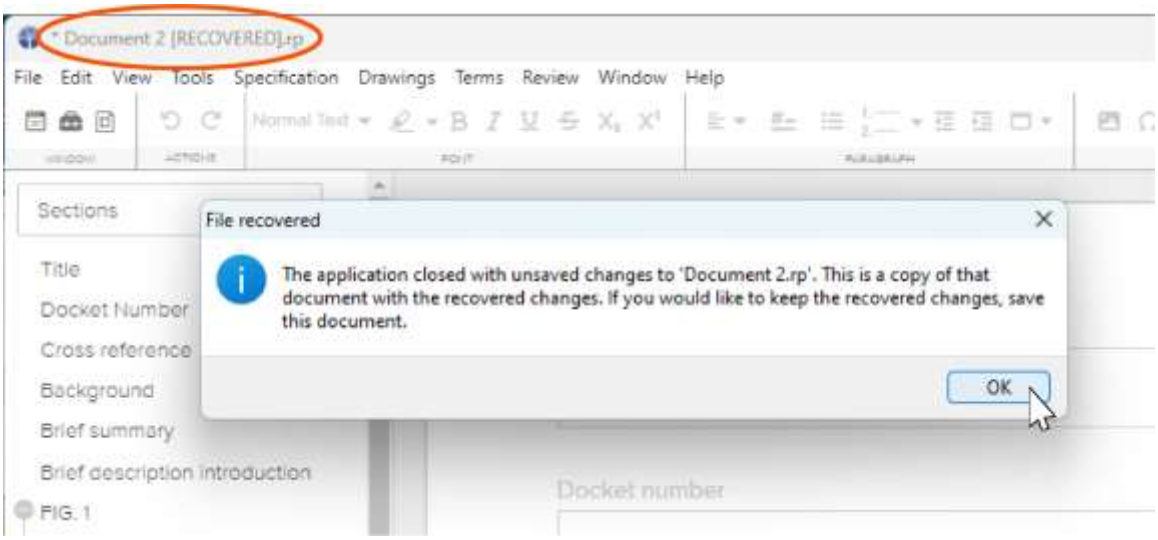
Recover Autosaved Files

1. Draft your application at your own pace. Rowan Patents continuously autosaves in the background.

   Note that we still recommend that you save often, as a best practice.

2. If your system crashes, or Rowan Patents stalls and you have to force it to quit using your operating system's task management features, restart your system and/or your Rowan Patents platform.

3. When Rowan Patents restarts, you'll be presented with a recovery file and a File recovered message

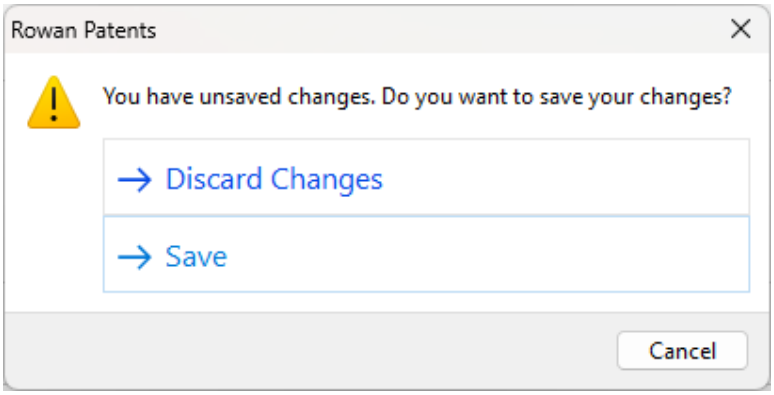


4. Click OK in the message dialog.

5. Save your recovered file to ensure you've captured all of your latest edits.

6. Continue drafting your application.

   Note that if you choose to close a file and click the "Discard Changes" option in the confirmation dialog, your background autosaved changes are also discarded, and cannot be recovered.

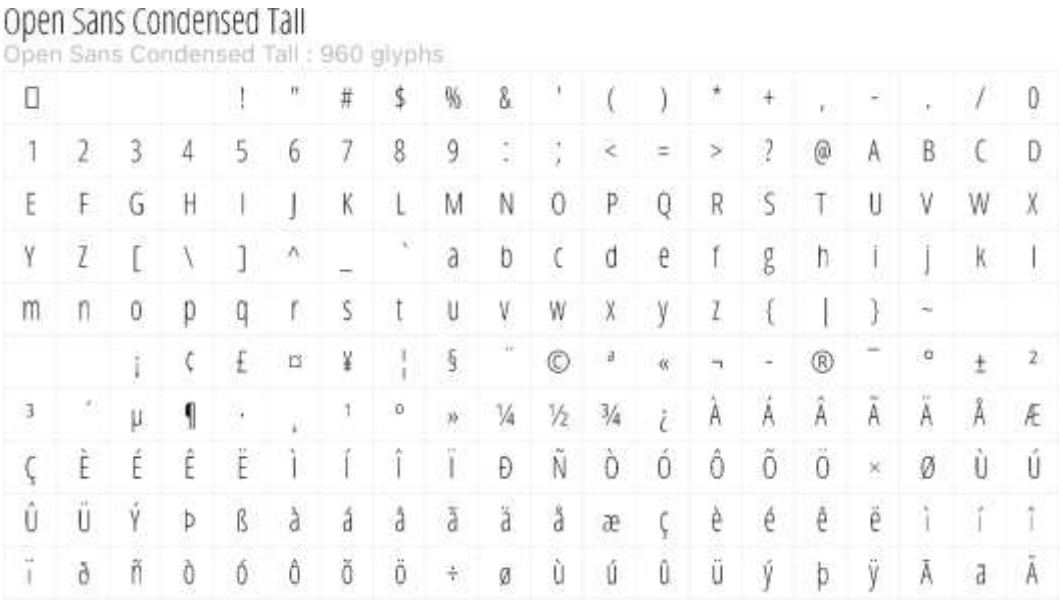


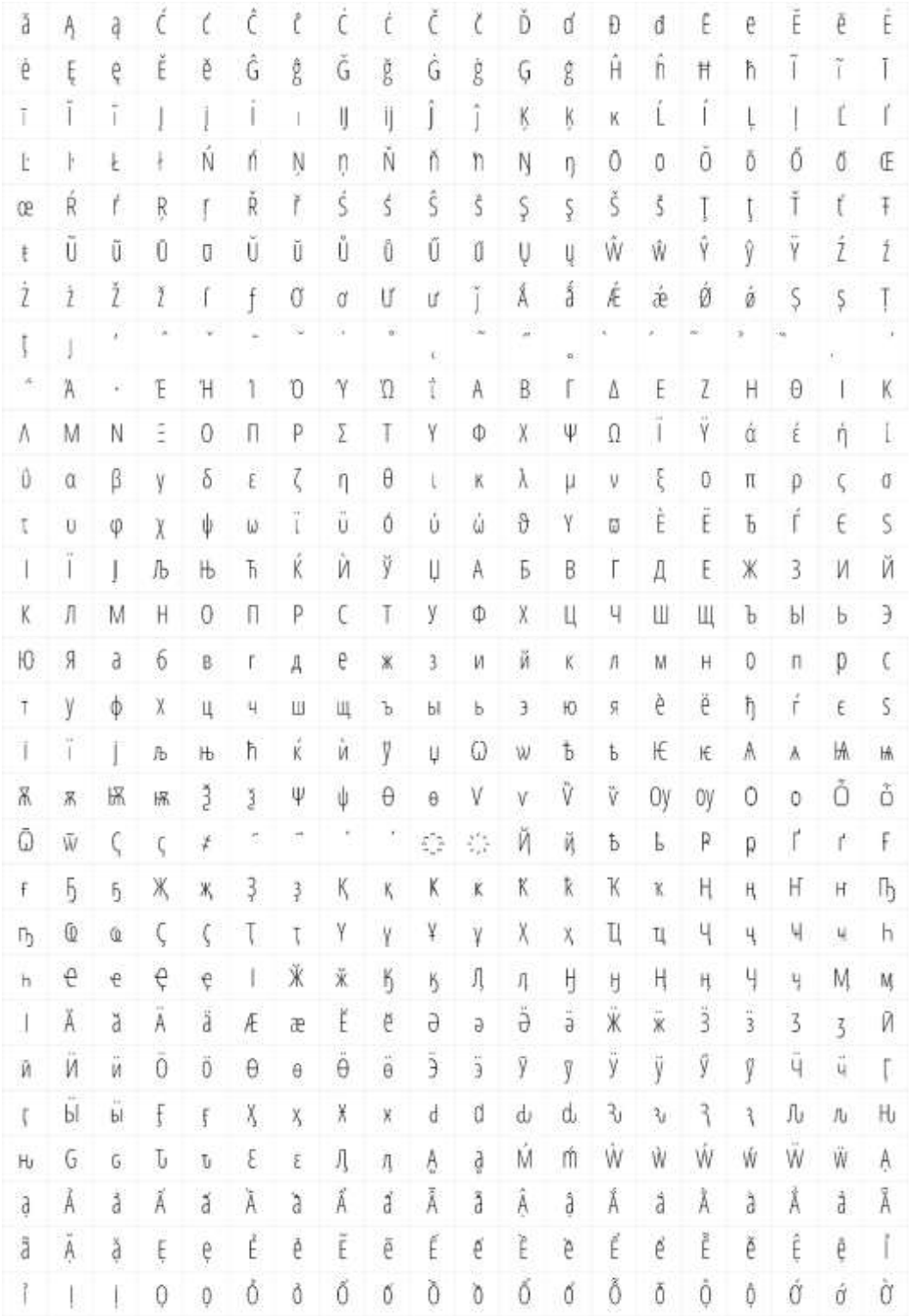
Install the Drawing Tool Font Locally

Rowan drafting supports the Open Sans Condensed Tall characters shown below for use in drawings and for export to PDF. Characters not in this list may display in the Drawing Tool without issue, but may not export correctly to a PDF, SVG, or Visio version of the figure.

If you have trouble with the glyphs shown, you may need to download the free font here:

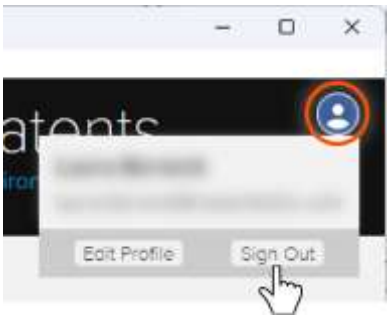
http://rowanpatents.com/wp-content/uploads/2021/02/OpenSans-CondTall.ttf_.zip and install it on your computer. Instructions for how to do this in your operating system should be available online.



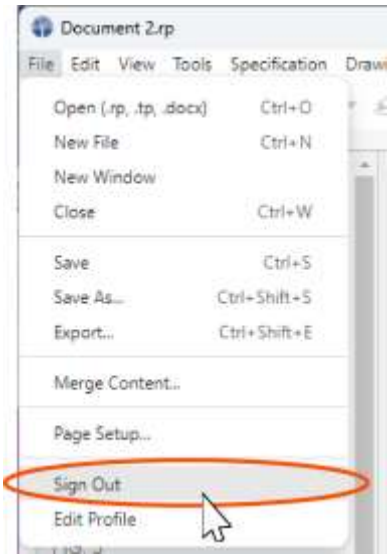


Sign Out of Rowan Patents

1. Click the Sign Out option from the Profile options on the landing screen



OR the File menu of any open file window.



2. Rowan Patents will restart and present the Sign In dialog.

3. If you wish to shut down, simply close this dialog. It will be presented again the next time you open Rowan Patents.

Key Commands/Shortcuts

Quick Action Key Commands

All the hotkey combinations and keyboard shortcuts you know from your operating system, plus some other tricks you'll have up your sleeve in Rowan Patents.

File Functions

	Windows	**MacOS**
Open (.rp, .tp, .docx)	Ctrl+O	Cmd+O
New File	Ctrl+N	Cmd+N
Close	Ctrl+W	Cmd+W
Save	Ctrl+S	Cmd+S
Save As...	Ctrl+Shift+S	Cmd+Shift+S
Export...	Ctrl+Shift+E	Cmd+Shift+E

Edit Functions

	Windows	**MacOS**
Undo	Ctrl+Z	Cmd+Z
Redo	Ctrl+Shift+Z	Cmd+Shift+Z
Cut	Ctrl+X	Cmd+X
Copy	Ctrl+C	Cmd+C
Paste	Ctrl+V	Cmd+V
Paste and Match Style	Ctrl+Shift+V	Cmd+Shift+V
Select All	Ctrl+A	Cmd+A

	Windows	**MacOS**
Find...	Ctrl+F	Cmd+F
Search and Replace...	Ctrl+H	Cmd+H

*Not available in the Drawing Tool

Format Functions

	Windows	**MacOS**
Bold	Ctrl+B	Cmd+B
Italic	Ctrl+I	Cmd+I
Underline	Ctrl+U	Cmd+U
Strikethrough	Ctrl+Shift+X	Cmd+Shift+X
Subscript	Ctrl+,	Cmd+,
Superscript	Ctrl+.	Cmd+.

View and Window Functions

	Windows	**MacOS**
Window Actual Size	Alt+0	Option+0
Window Zoom In	Alt+=	Option+=
Window Zoom Out	Alt+-	Option+-
Page/Canvas Actual Size	Ctrl+0	Cmd+0
Page/Canvas Zoom In	Ctrl+=	Cmd+=
Page/Canvas Zoom Out	Ctrl+-	Cmd+-
Toggle Full Screen	F11	Control-Cmd-F
Minimize	Ctrl+M	Cmd-M
Close	Ctrl+W	Cmd+W

Claims and Terms Functions

	Windows	**MacOS**
New Claim	.+Enter at end of current claim	.+Enter at end of current claim
Select Multiple Claims	Ctrl+Click desired claim fields	Cmd+Click desired claim fields
Select Multiple Contiguous Claims	Shift+Click first and final desired claim fields	Shift+Click first and final desired claim fields
Convert Selected Text to Term	Ctrl+Shift+T	Cmd-Shift-T
Find and Tag Terms	Alt+Ctrl+T	Cmd+Option+T

Figure, Stencil, and Parts Functions

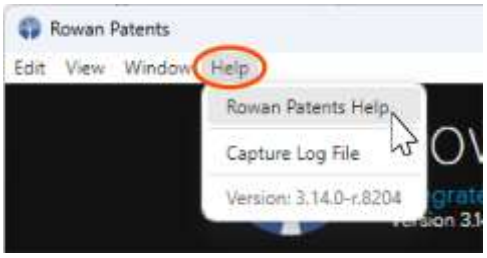
	Windows	**MacOS**
Paste*	Ctrl+V	Cmd+V
Paste with New Number**	Ctrl+Shift+B	Cmd+Shift+B
Canvas Zoom In	Ctrl+= or Ctrl+Scroll	Cmd-= or Cmd-Scroll
Canvas Zoom Out	Ctrl+- or Ctrl+Scroll	Cmd-- or Cmd-Scroll
Canvas Actual Size	Ctrl+0	Cmd-0
Add Term as Part (number+lead line stencil)	Click+Drag to Canvas from Terms Sidebar	Click+Drag to Canvas from Terms Sidebar
Add Term as Part (rectangle stencil)	Shift+Click+Drag to Canvas from Terms Sidebar	Shift+Click+Drag to Canvas from Terms Sidebar

*This action pastes new stencil(s) having the same type(s), attributes, part name(s), and part number(s) as the copied stencil(s).

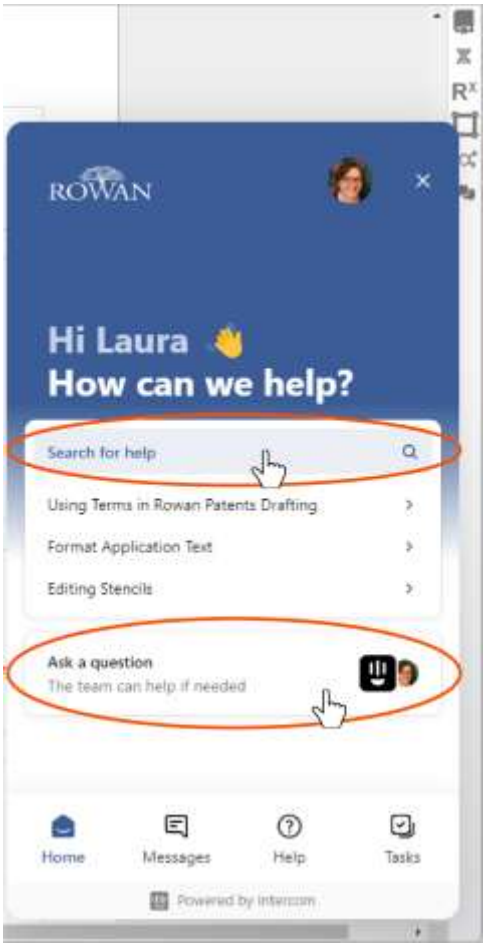
**This action pastes new stencil(s) having the same type(s), attributes, and part name(s), as the copied stencil(s), but with new part number(s).

Get Help or Provide Feedback

1. In any Rowan Patents window, select Rowan Patents Help from the Help menu.



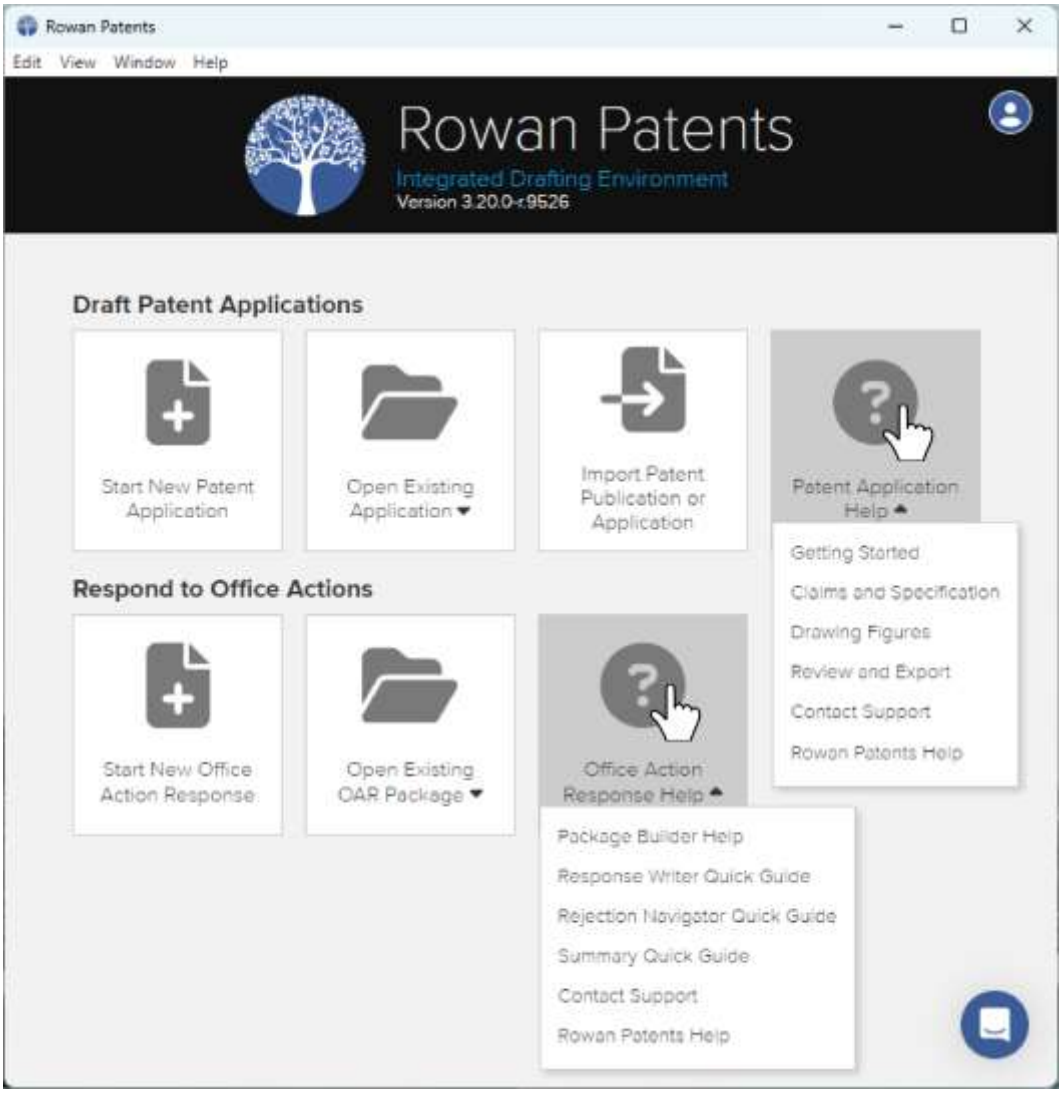
2. Our help interface will open on the right-side of your window.



3. Use this interface to search our library of help articles or speak to our support team to ask questions, provide feedback, or report issues.

Get Help from the Landing Screen

1. In the Rowan Patents landing screen, click on the desired help option, either Patent Application Help or Office Action Response Help.



2. Select from among the options provided, including:

    a. Links to topical article collections in our Intercom Help Center library

    b. Contact Support - send an email to feedback@rowantels.com

    c. Rowan Patents Help - Open the Intercom help interface, as seen above

Contact Rowan Patents, part of Clarivate

We are always happy to speak directly with you to address any questions, feedback, suggestions, or requests you may have. In addition to the steps above, you can reach out to us as follows.

- Provide feedback and request features at feedback@rowantels.com
- Contact our Customer Success Practitioner at steve.kirkwood@clarivate.com
- Request a 15, 30, or 45 minute informational or help session using the links below:
    - https://meet.intercom.com/skirkwood/15min
    - https://meet.intercom.com/skirkwood
    - https://meet.intercom.com/skirkwood/45min

All information in this manual is also available and evergreen in our online help library at

https://intercom.help/rowanpatents/en/collections/1625737