

Patent Public Search - Adding notes to images



Quick Reference Guide 2023

In Patent Public Search's Advanced Search interface, you can add notes to the image form of documents and view those notes in an adjacent pane. You can also add tags, note relevant claims, include highlights in Notes, and print all document Notes.

Add Notes

1. In the Document Viewer **Image** view, right-click and select **Add Note** from the expanded menu; see **Figure 1**.
2. Enter text in the **Note Text** field.
3. Select a particular highlight color or **No Color** from **Styling Options**.
4. Enter related claims if necessary.

Continued...

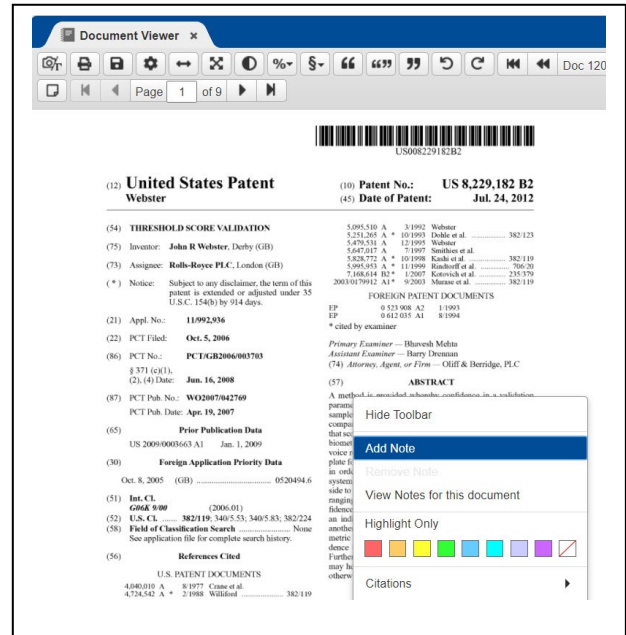


Figure 1. Right-click menu

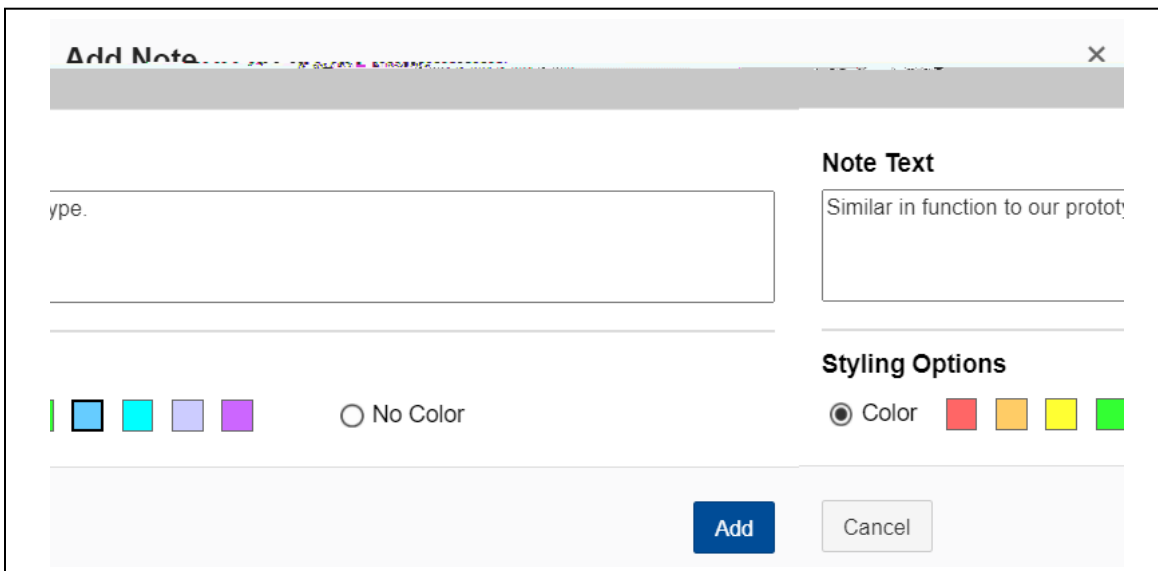


Figure 2. Add note window

Add Notes (continued)

5. Click the **Add** button; see **Figure 2**.
 - A note marker, a colored circle in the Document Viewer, will appear when a note has been added; see **Figure 3**.
 - Select **View Notes from this document** from the expanded right-click menu to open the **Notes Viewer** gadget and see all notes in a list form.
 - To delete a note, right-click the note marker and select **Remove Note** from the expanded menu.

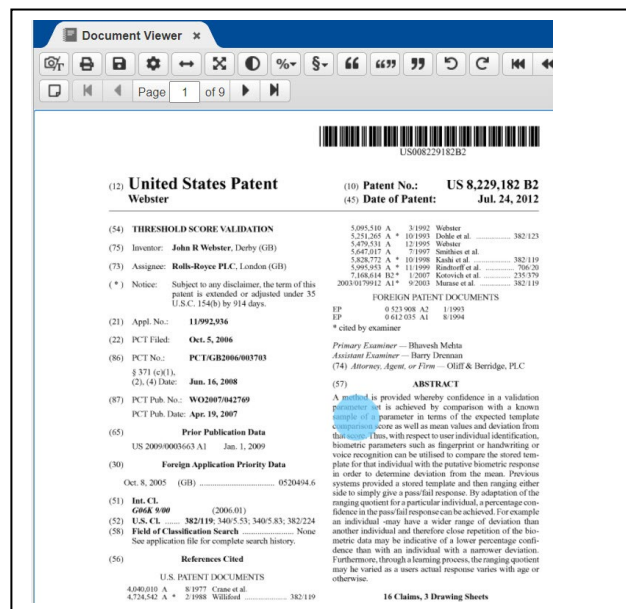


Figure 3. Document with note marker

Access the notes side panel

A notes side panel can be added to the Document Viewer Image view and can be expanded to view all notes on a document.

- Click the **Show and hide Notes side panel** icon to toggle the Notes side panel visibility on and off; see **Figure 4**.
- The Notes side panel, when visible, will appear to the right of the image.
- Use the arrow icon to expand or contract the panel; see **Figure 4**.

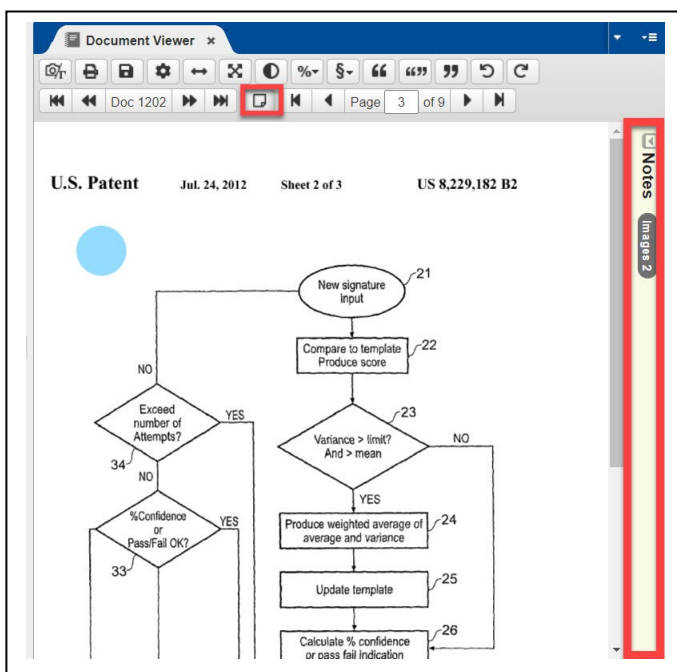


Figure 4. Notes side panel

Turn note markers on/off

The notes side panel allows note markers, the colored circles that appear on the image when a note is added, to be seen or hidden.

- Click the **Note Markers On** to **Note Markers Off** button to show or hide your note markers; see **Figure 5**.
- You can click on a note marker to drag it to a new location. The order in the notes side panel will automatically follow suit.

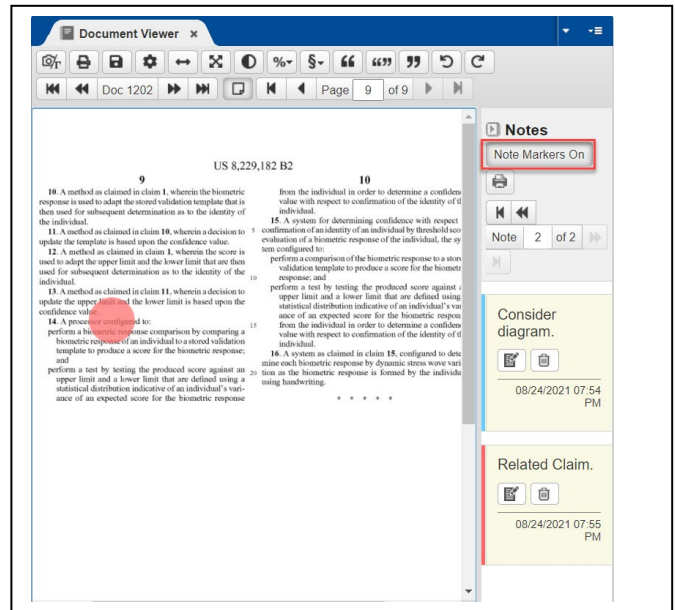


Figure 5. Expanded notes panel

Locate, edit, delete, or print notes

You can easily locate, edit, delete, and print notes. Hover over the buttons in the Notes side panel to view the available actions.

Locate a note

- To find a note, use the note navigation toolbar's buttons to: Go to the first note, Go to the previous note, Go to the next note, or Go to the last note; see **Figure 6**.
- The Notes side panel displays Notes based on the location of a note marker. The order of Notes are ordered by page and by the closest position of a Note marker to the top of the document; see **Figure 7**.



Figure 6. Note navigation toolbar

continued...

Locate, edit, delete, or print notes (continued)

Edit a note

- Click the **Edit Note** button to revise a note or other items on a note; see **Figure 7**.

An **Edit Note** window opens. Make changes and click **Save**.

Remove a note

- Click the **Remove Note** button to delete a note and its additional items; see **Figure 7**. A confirmation message opens, click **Remove Note**.

Print notes

- Click the **Print** button to print all notes that have been added to the document; see **Figure 7**.

The colors on the side of the Notes panel match the colors of the Notes markers on the image.

To manage notes across all documents in a workspace, click the Notes Viewer in the main toolbar; see **Figure 8**. The Notes Viewer will open in the selected pane; see **Figure 9**.

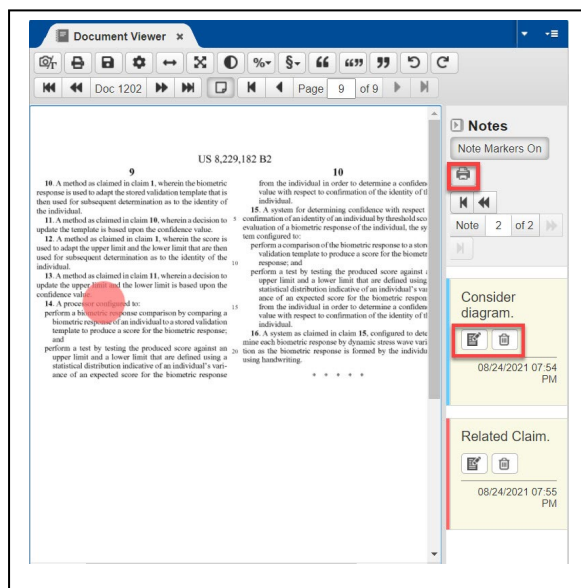


Figure 7. Expanded Notes panel - Edit Notes tools



Figure 8. Search toolbar

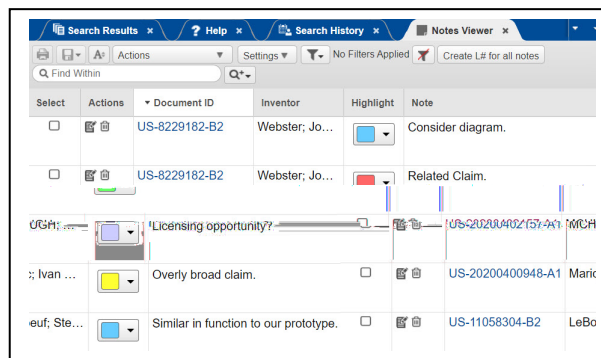


Figure 9. Notes Viewer