

# Delphion® Quick Reference Card

## Query Language

Use the following information to help craft your search queries to produce relevant and manageable result sets.

## Wildcards

- Use Wildcard symbols to retrieve plurals or variant words
  - \* zero to many characters
  - ? 1 character
- Wildcards can be placed within a word or at the end

## Boolean Operators

- Separate two or more terms by using Boolean (logical) operators

AND (intersection)

OR (union)

NOT (difference)

Example: **(Hewlett-Packard <in> PA) AND (printer AND scanner) <in> TI**

## <near> and <near/n> Operators

- <near> - select documents containing your search term
- <near/n> - select documents containing two or more search terms

Example: **(coffee <near> filter) <in> description**

## Searching for Phrases

Two or more words entered without commas or other operators will be treated as a unit when a search is performed. The words will always be adjacent and always be in the specified order. Variations of the words will appear because stemming is, by default, turned on. The Inventor field is an exception to this rule.

Example: **relational database** finds relational database, related databases, etc.

## Exact Words vs. Stemming

- Stemming on to search for variations on your search term:

Example: **prime** retrieves prime, priming, primed, primates, etc.

## Search Form Tips

### Search by Inventor:

- On the Boolean form, select Inventor from the drop-down box.
- On the Advanced form, under Universal Search Fields, enter the inventor name in the Inventor text entry box.
- To search for multiple Inventors for a given patent, use multiple fields in the Boolean form or use the Advanced form with the following syntax: **(jones <in> IN) AND (smith <in> IN)**.  
Do not use (jones AND smith) <in> IN.  
Note: this applies to the Inventor field only.
- Inventor names can be entered last first or first last. Do not use last, first.

### Search by Assignee:

- On the Advanced form, under Universal Search Fields, enter the Assignee information you want to search for in the Assignee text entry box.
- On the Boolean form, select Assignee from an All Fields drop-down box.
- To restrict a search to just the assignee name or the assignee address, and not both, use the fields AssigneeName or AssigneeAddr instead of PA, in a refine search box.
- For INPADOC records, if there is no Assignee, the Inventor name is shown in the Assignee field.
- For Corporate hierarchy and normalized name information use Corporate Tree. Access Corporate Tree by the Assignee fields on the Advanced or Boolean search forms. Note: the Corporate Tree will not appear on the Boolean form until the Assignee field has been selected from an All Fields drop down box.

### Search by Keyword:

- Keyword in single field: Use the predefined fields on the Advanced or Boolean forms or form a query in the following manner: **(erythropoietin <in> claims)**
- Keyword in multiple fields: Use the predefined fields on the Advanced or Boolean forms or form a query in the following manner: **(erythropoietin <in> (title,abstract,claims))**
- Keyword in full text: For full-text collections, use the Quick Text Search box on the Quick/Number page, making sure Full text including claims is selected.

## Where to find

### Alerts

On the Saved Search Administration page, choose the Saved Searches button

### Citation Link

Top of the *Delphion* Integrated View

### Clustering

Tool tab on the patent data or Derwent Result Set

### Collection Update Schedule

From the main *Delphion* Help Center page, under Help Topics, choose Collections, then choose Collection Coverage and Updates

### Corporate Tree

Corporate Tree button next to the Assignee Fields on the Advanced and Boolean search forms. Note: the Corporate Tree will not appear on the Boolean form until the Assignee field has been selected from an All Fields drop down box.

### Data Extract

Tool tab on the patent data or Derwent Result Set

### Family Legal Status Report

Legal Status section of the *Delphion* Integrated View

### Field Definitions

Field Definitions page in the *Delphion* Help Center

### PDF Express

Tool tab on the patent data or Derwent Result Set

### Pre-setting Preferences

Go to Preferences under Account Information

### Snapshot

Tool tab on the patent data or Derwent Result Set

### Saved Searches

Existing-Saved Searches button on the Research and Product pages of the Web site

Create new or edit-at the top of the refine search area

### Work Files

Existing-Work Files button on the Research and Product pages of the Web site

Add to existing Work File or create new Work File-center of the patent data or Derwent Result Set, top of the *Delphion* Integrated View, Work File Administration page

## Publication Number Searches

### Searching for a Publication Number

Search for a single publication number by using one of the search fields designed specifically for publication number searching. These fields can be found on both the **Quick/Number** form and the **Boolean** form. Do not use a text field search box to search for a single publication number.

**Quick/Number form:** In the **Publication Number** section, select the appropriate country from the **Choose country** drop down. Enter the publication number in the **Enter number** text box. Click **Search**.

Note 1: The selections in the **Select collection(s)** box at the top of the form are ignored; the collection selection comes only from the Choose country drop down.

Note 2: Do not enter the country code in the **Enter number** text box.

**Boolean form:** In an **All fields** drop down box, choose to search for **Publication Number** or **Publication Number only**. If you are using Publication Number, enter the country code and publication number. If you are using Publication Number only, only enter the digits of the publication number. Choose the collection you want to search from the **Select collection(s)** box. Click Search.

To search for multiple numbers at one time, you can string publication numbers in one entry box using commas or you can use the Boolean **AND** operator to connect multiple **Publication Number** or **Publication Number only** fields.

### Bulk Downloading from a list of Publication Numbers

Use bulk download to download the PDFs corresponding to a list of Publication Numbers

1. Access the **Work File Administration** page from the Work Files button.
2. Click **Create/Import New Work File** button. page. The Create/Import Work File page displays.
3. Enter a Work File name and enter a list of Publication Numbers (or import a file with a list of Publication Numbers). Click Save to create your new Work File.
4. View the Current Results of your new Work File from the **Work File Administration** page. Click the **PDF Express** tab at the top of the page.
5. Download your publications in bulk from the PDF Express page.

Note: See the *Delphion* Help Center for more information on using Work Files and PDF Express.

## Publication Number Formats

*Delphion* search routines are designed to be forgiving of different patent number formats. This is accomplished by routines that take Publication Numbers in a variety of different formats and convert them to a 12-character standard. If you encounter problems with a particular Publication Number, use the following guidelines to convert that number to the *Delphion* 12-character standard and you should get the publication you want.

### WO Patent Publication Numbers

#### Before July 2002:

- WO document : WO YY/12345 KK
- *Delphion* format : WOYY12345KK

#### After July 2002:

- Original WO : WO YY/12345 KK
- Reissued WO : WO YY/12345 KK  
or  
WO YY/123456 KK
- Newly issued WO : WO YY/123456 KK
- *Delphion* : WOYY123456KK  
(Note: The WO at the present time is showing the first character as a zero in its new 12-character format.)

### US Application Publication Numbers

US Application numbers come as 15 characters and are reduced to 12 characters by removing the middle two zeros in the year (the first four characters) and removing the zero immediately following the year:

- US 20020035272A1 (15 characters) becomes US22035272A1 (12 characters)
- US 20040015419A1 (15 characters) becomes US24015419A1 (12 characters)

### PAJ Abstract Publication Numbers

PAJ abstract numbers come as 14 characters and are reduced to the 12-character format by removing the middle two zeros in the year (the first four characters):

- JP 2001000859 A2 (14 characters) becomes JP21000859A2 (12 characters)

## Getting Help

The Thomson Scientific Customer Support Center provides you with a single point of access for all available support materials and reference tools for *Delphion*, including educational tutorials, training and technical support.

[www.scientific.thomson.com/support/products/delphion](http://www.scientific.thomson.com/support/products/delphion)

Visit the *Delphion* Help Center to get detailed help on features along with frequently asked questions and a getting started guide.

<http://www.delphion.com/help/>

### Technical Support

If you have questions that are not addressed in the help, contact Thomson Scientific Customer Technical Support.

[www.scientific.thomson.com/support/techsupport](http://www.scientific.thomson.com/support/techsupport)

Questions about network connections and/or use of your Web browser should be directed to your network administrator.

### Training

Details of live and recorded Webex classes, as well as course descriptions for each can be found on the Thomson Scientific web site:

[www.scientific.thomson.com/support/tstraining](http://www.scientific.thomson.com/support/tstraining)

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