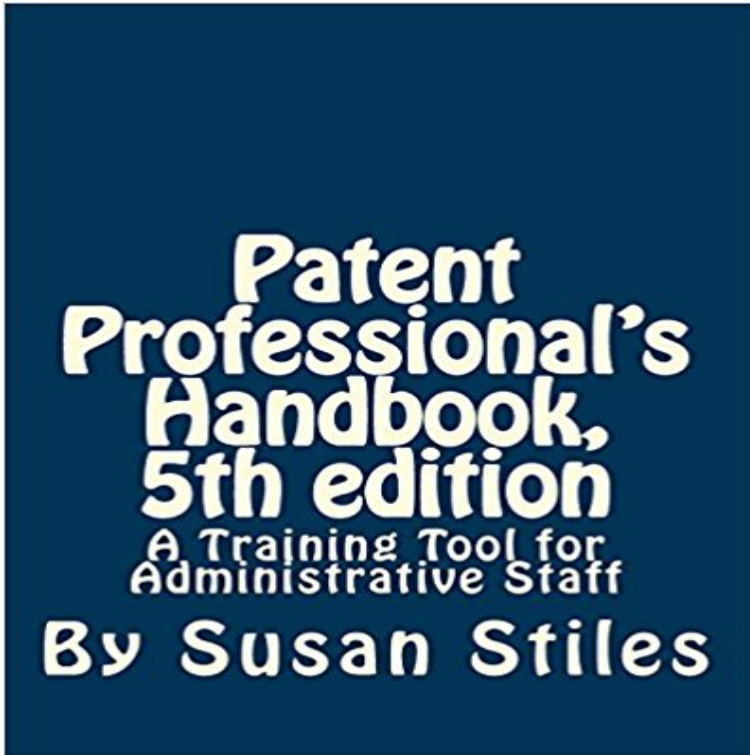


# Patent Professionals Handbook, 5th edition: A Training Tool for Administrative Staff



The Handbook contains 24 chapters and is arranged and indexed logically so that you can quickly access the information. The Handbook starts with an explanation of patent basics and moves onto explain how to do business electronically with the U.S. Patent and Trademark Office (PTO). Sections on establishing user accounts and accessing the PTO's patent information website include numerous screen images to help the reader understand how to navigate the PTO website. The Handbook includes a section for each step in the patent process from preparing a patent application, to filing and advancing the application through the PTO to issue as a patent. The Handbook has numerous checklists that will serve as an invaluable aid to novices and a reinforcement of best practices for more experienced staff. This Handbook has been updated to include the most recent provisions of the America Invents Act and the Patent Law Treaty. Also, this Handbook is very useful for those who want to learn the basics and dynamics of the Intellectual Property field and expand their horizons into a very good-paying position!

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