

# Patent Public Search - Navigation with numeric keypad



Quick Reference Guide 2023

A major advantage of Patent Public Search's Advanced Search interface over legacy systems is the ability to quickly view a set of documents. You can move from document to document, page to page, or section to section using the numeric keypad on your computer keyboard.

1. Once you have conducted a Search, the Search Results pane will list all of the results, with the first listed document highlighted and appearing in the Document Viewer. Use the Full-Text/Image button in the top left corner of the Document Viewer toolbar (in purple square in **Figure 1**) to toggle from the full-text view to the image view of the document.

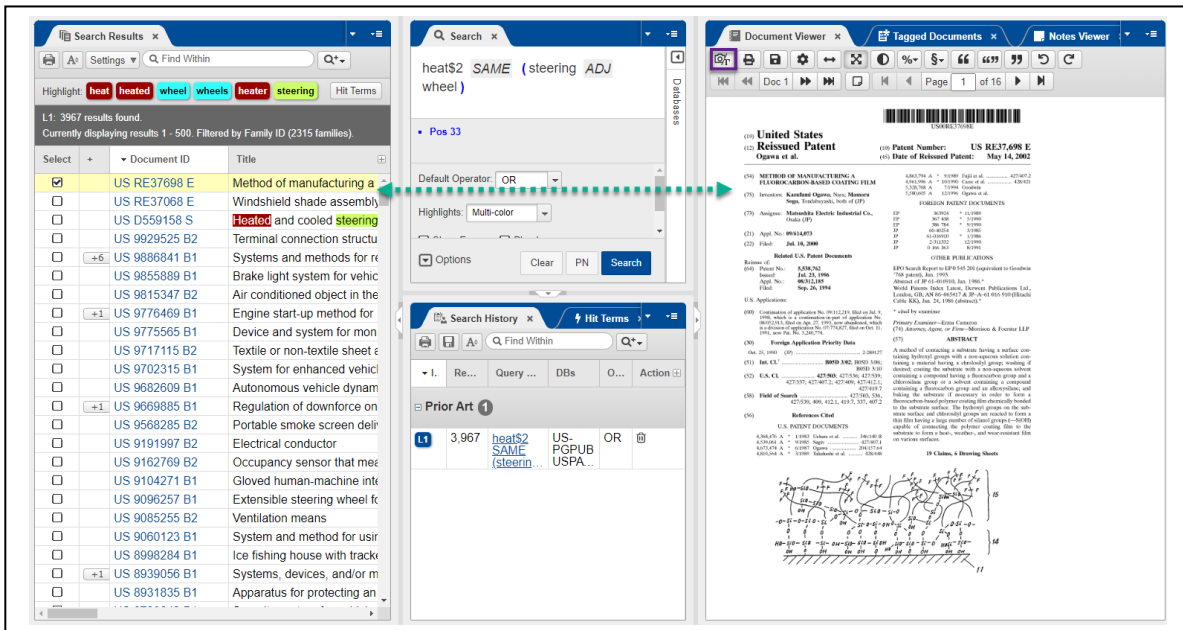


Figure 1. Document 1 in Search Results corresponds with its image in the Document Viewer

## Use the numeric keypad

2. The numeric keypad of your computer keyboard can be used for navigation of patent images in the Document Viewer as well as limited tagging. The **Num Lock key must be on** for the keypad functions to work. The functions are indicated on each key in the diagram below.

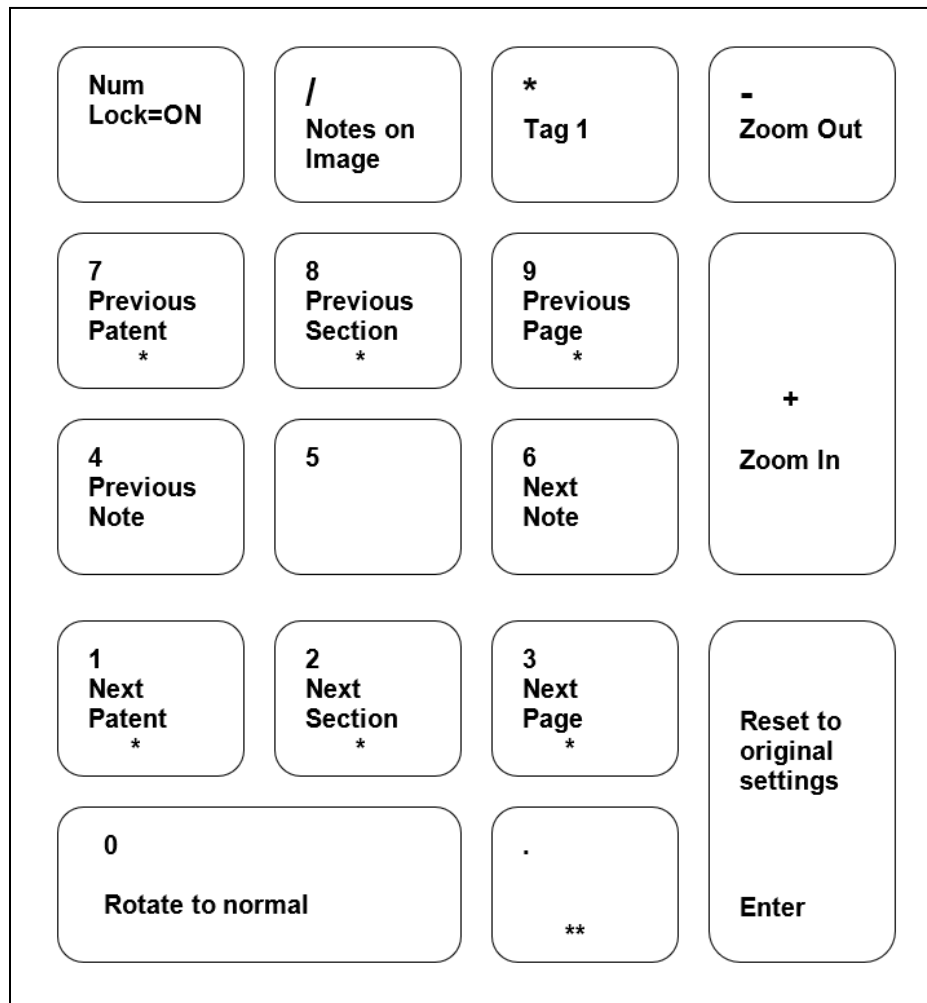


Figure 2 Numeric keypad with functions indicated

- Numbers 1-3 are Forward keys used to move to Next Patent, Next Section and Next Page, respectively. Numbers 7-9 are Backward keys used to move to Previous Patent, Previous Section and Previous Page, respectively.
- Holding down the Forward keys (1-3) or Backward keys (7-9) engages autoflip to quickly flip images.
- The period numeric key (indicated with \*\*) toggles between the first and last page of a patent.
- The asterisk key (\*) will tag the document being viewed to the Tag 1 column in Search Results.