

How to draft and export a new specification – for beginners.



This guide explains the basics of how to draft and export a new specification in a chosen jurisdiction.

See our other user guides to take a deeper dive into using the many features within the Draft New Spec tool.



Tip!

All of the goods and services that appear when you are drafting for a specific country are pre-approved by the specific IP office you've selected.

1

Navigate to <https://app.sortify.tm/>

2

Click "DRAFT NEW SPEC" in the 'Workboard'

The screenshot shows the Sortify app interface. At the top, there is a dark blue navigation bar with the text 'g' and three dropdown menus labeled 'Examination', 'Registration', and 'Registration'. Below this is the 'Workboard' section, which has a subtitle 'What do you want to do today?'. The 'Workboard' is divided into four main categories: 'Pre-Filing', 'Filing', 'Examination', and 'Registration'. The 'Pre-Filing' category includes 'FIND CLASSES' and 'FIND APPROVED GOODS'. The 'Filing' category includes 'DRAFT NEW SPEC' (highlighted with an orange circle), 'CHINA SUBCLASS SPEC', 'CONVERT SPEC', and 'DRAFT GLOBAL SPEC'. The 'Examination' category includes 'Fix classification and goods'. The 'Registration' category includes 'Reclassify into Nice 11'. To the right of the 'Workboard' is the 'IPO Approved Terms – Updates' section, which lists several updates with their respective countries and the number of terms deleted and added.

Country	Update	Terms Deleted	Terms Added
Canada	Canada (French) update	3	3
Canada	Canada update	2	2
Canada	Canada (French) update	4	84
Canada	Canada update	4	83
United States	United States update	1	129
Canada	Canada (French) update	4	10

3

On page 1, select your chosen country from the dropdown list. In this example we have selected "Canada"

The screenshot shows the 'Drafter' interface. At the top, there are two steps: 'Find' (marked with a checkmark) and 'Draft' (marked with a '2'). A dropdown menu is open, displaying 'Select a country' at the top. Below this, it indicates '64 COUNTRIES AVAILABLE' and 'MOST POPULAR'. The list of countries includes 'Canada' (highlighted with a blue bar and an orange circle), 'China', 'European Union', 'United States', and 'WIPO (Madrid)'. At the bottom of the interface, there is a 'Language:' label.

4

Type in a good or service you would like the trademark to cover. In this example we have typed "keyboard".



Tip!

You can search broad or narrow wording – the [Sortify.ai](https://www.sortify.ai) Attorney AI will help you find the most relevant classes on page 2.

5 Click "DRAFT"

Progress: Find (1) Draft (2) Finalize (3)

Country: Canada

Type goods/services to find: keyboard

DRAFT

Preferences

Type of specification:

- Country pre-approved
- Broad (NICE pre-approved)

Language:

6 In this example, results have been found in 4 classes, and these classes are ranked in order of relevance (based on the search term).

Sortify.tm | Pre-Filing | Filing | Examination | Registration

Drafter (CA) | Find | Draft | Finalize

Canada CIPU OFFICIAL LIST | Save | New

Type goods/services to find: keyboard

Results found in 4 classes.

SEARCH TERM MATCHES	SORTIFY SUGGESTIONS	DRAFTED SPECIFICATIONS
9 SOFTWARE, ELECTRONICS <small>show all (30)</small> AUTODRAFT	<ul style="list-style-type: none">+ computers+ headphones+ telephones+ cameras+ mobile phones+ mouse pads	
15 MUSICAL INSTRUMENTS <small>show all (46)</small> AUTODRAFT	<ul style="list-style-type: none">+ piano keys+ electronic musical instruments	

SEARCH | EDIT | DELETE | ADD CUSTOM GOODS

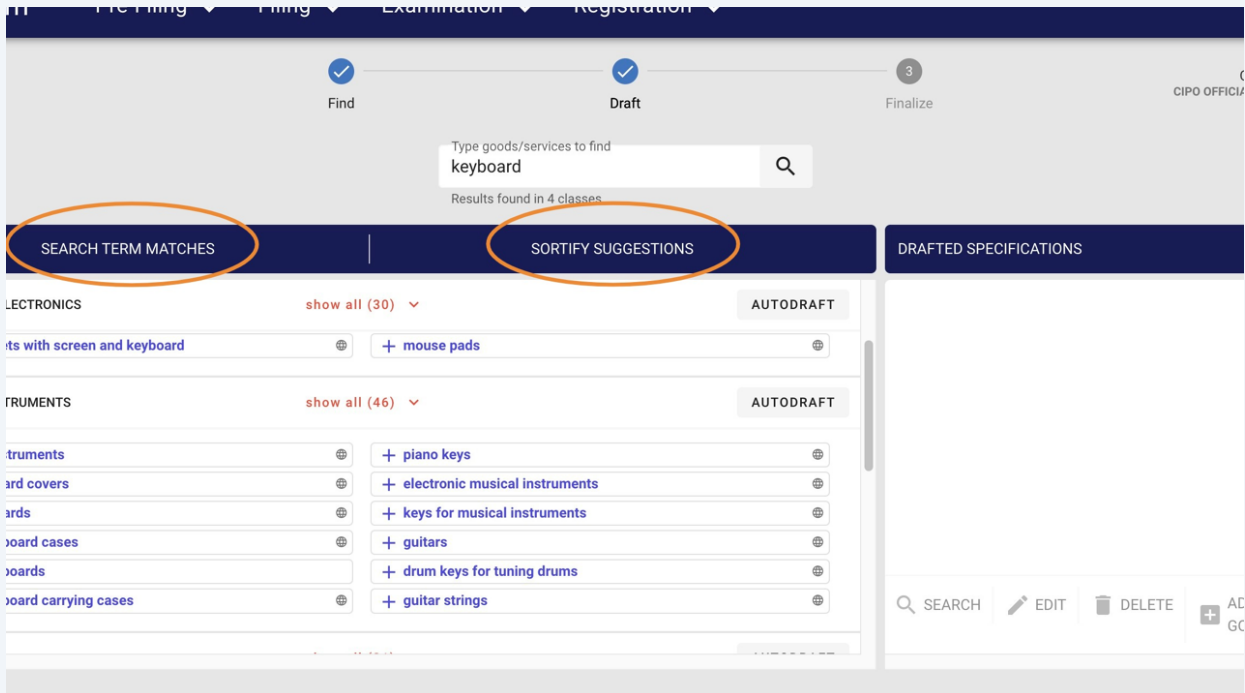
FINISH

7

Within those classes, results are displayed in two distinct columns.

"SEARCH TERM MATCHES" includes terms that include the actual search term.

"SORTIFY SUGGESTIONS" includes the closely related goods and services to the search term.



Tip!

The SORTIFY SUGGESTIONS column is where the real magic is. You can often find great broad but relevant terms to strengthen your specification here.

8

To begin drafting your specification with the results, simply click on the relevant terms.

keyboard

Results found in 4 classes.

SEARCH TERM MATCHES

SORTIFY SUGGESTIONS

9 SOFTWARE, ELECTRONICS show all (30) ▾ AUT

15 MUSICAL INSTRUMENTS show all (46) ▾ AUT

+ keyboard instruments	🌐	+ piano keys
+ piano keyboard covers	🌐	+ electronic musical instruments
+ piano keyboards	🌐	+ keys for musical instruments
+ musical keyboard cases	🌐	+ guitars
+ musical keyboards		+ drum keys for tuning drums
+ musical keyboard carrying cases	🌐	+ guitar strings

20 FURNITURE show all (31) ▾ AUT

Results found in 4 classes.

SEARCH TERM MATCHES

SORTIFY SUGGESTIONS

9 SOFTWARE, ELECTRONICS show all (30) ▾ AUT

15 MUSICAL INSTRUMENTS show all (45) ▾ AUT

+ piano keyboard covers	🌐	+ piano keys
+ piano keyboards	🌐	+ electronic musical instruments
+ musical keyboard cases	🌐	+ keys for musical instruments
+ musical keyboards		+ guitars
+ musical keyboard carrying cases	🌐	+ drum keys for tuning drums
+ disposable piano keyboard covers	🌐	+ guitar strings

20 FURNITURE show all (31) ▾ AUT

SEARCH TERM MATCHES | SORTIFY SUGGESTIONS

9 SOFTWARE, ELECTRONICS show all (30) AUT

15 MUSICAL INSTRUMENTS show all (44) AUT

- + piano keyboard covers
- + musical keyboard cases
- + musical keyboards
- + musical keyboard carrying cases
- + disposable piano keyboard covers
- + electronic musical keyboards
- + piano keys
- + electronic musical instruments
- + keys for musical instruments
- + guitars
- + drum keys for tuning drums
- + guitar strings

20 FURNITURE show all (31) AUT



Results found in 4 classes.

RESULTS | SORTIFY SUGGESTIONS

show all (30) AUTODRAFT

show all (43) AUTODRAFT

- + piano keys
- + electronic musical instruments
- + keys for musical instruments
- + guitars
- + drum keys for tuning drums
- + guitar strings

show all (31) AUTODRAFT

DRAFTED SPECIFICATIONS

- Class 15
 - keyboard instrumen
 - piano keyboards
 - musical keyboards

SEARCH EDIT

9 The drafted specification will appear on the right hand side of the page.

The screenshot shows the IP Canada interface at the 'Draft' stage. At the top, there are navigation tabs for 'Filing', 'Examination', and 'Registration'. A progress bar indicates the current stage is 'Draft' (marked with a checkmark), with 'Find' also marked and 'Finalize' (marked with a '3') as the next step. The search term 'keyboard' is entered in a search box, with a note that 'Results found in 4 classes.' Below the search box, there are three main sections: 'MATCHES', 'SORTIFY SUGGESTIONS', and 'DRAFTED SPECIFICATIONS'. The 'DRAFTED SPECIFICATIONS' section is highlighted with an orange circle and shows 'Class 15' with '4 items'. The items listed are: keyboard instruments, piano keyboards, musical keyboards, and electronic musical instruments. At the bottom right of the interface, there is a 'FINISH' button.

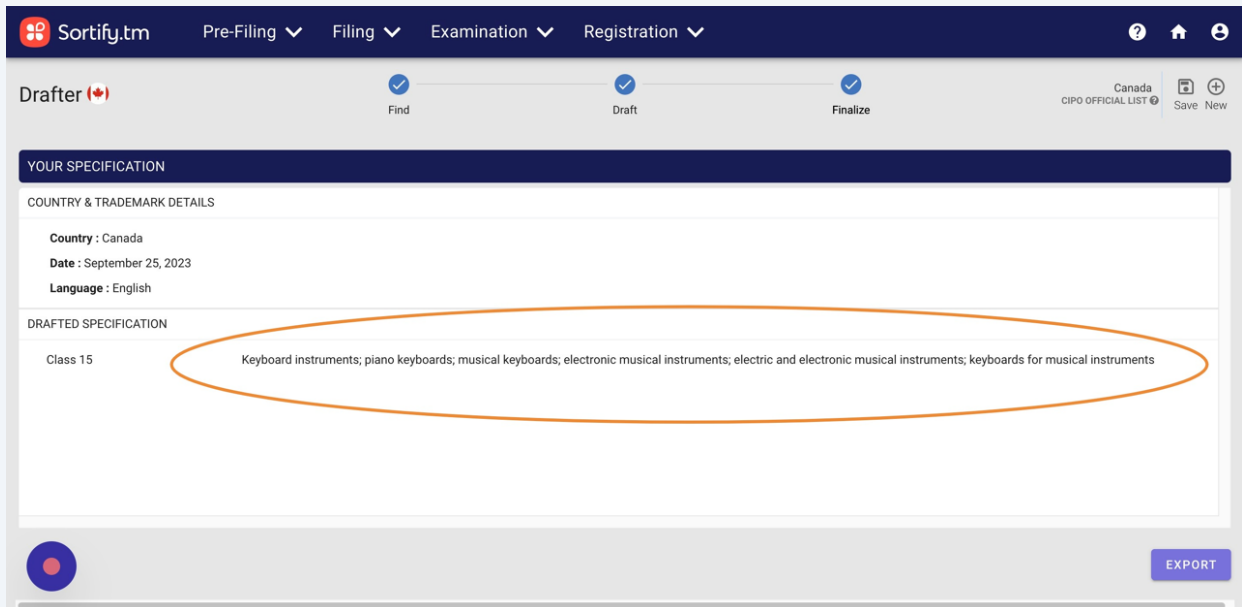
10 Once you've completed searching for and selecting goods, click "FINISH"

This screenshot shows the 'DRAFTED SPECIFICATIONS' section of the IP Canada interface. The 'SORTIFY SUGGESTIONS' section on the left is partially visible, showing a list of suggestions like 'musical instruments', 'musical keyboards', and 'synthesizers'. The 'DRAFTED SPECIFICATIONS' section shows 'Class 15' with '6 items'. The items listed are: keyboard instruments, piano keyboards, musical keyboards, electronic musical instruments, electric and electronic musical instruments, and keyboards for musical instruments. At the bottom right of the interface, the 'FINISH' button is highlighted with an orange circle.

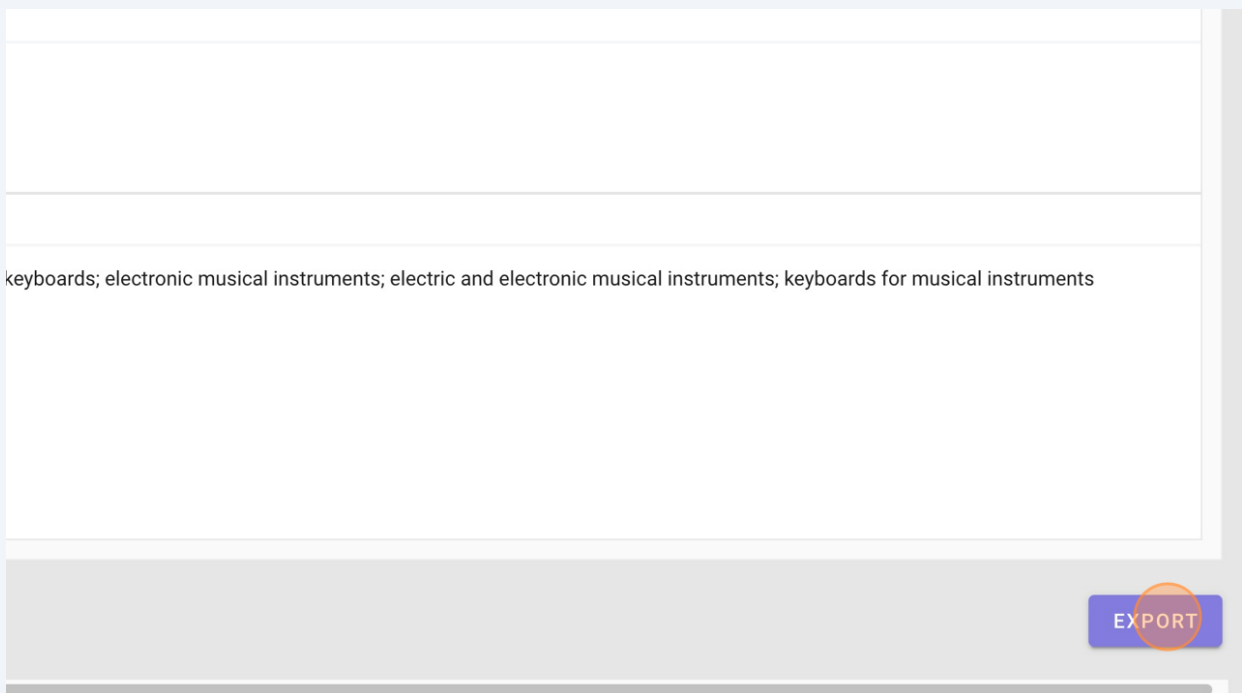
11 Just like that, your new spec. has been drafted!

On the final page, you can review your specification in standard format – separated by semi-colons.

You can select and copy the text directly from this page here.



12 Alternatively, Click "EXPORT" to bring up a range of export options.



13 Select your preferred option from the menu to export.

