TermStar 3.0 Satellite PE

User's manual

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Content

1   Welcome

You will find the following information in this section:

■   Structure of the manual

■   How to use the manual

■   Conventions in this manual

1.1   How to use this manual

You can use this manual in various ways. It may be used both as an introductory training manual and as a reference text for special tasks or problems.

1.2   Symbols and conventions

This manual uses icons and fonts for easy orientation. There are special icons in the margin for text containing warning messages or tips.

You can tell from the styles used whether you should enter something or select a function. You will find the icons and styles used and their meanings in table 1-1.

What you see	What it means
STOP	**Warning** Warning of serious errors. Failure to observe this warning may result in data loss.

Table 1-1: Symbols and conventions

What you see	What it means
	Caution
	An important note to help you avoid errors which could affect your work.
	Information
	A note or tip to make work easier.
	Instruction
	Numbered steps to use when carrying out an instruction.
Click on **Edit | Find**.	**Select a menu**
	Menu items, options and buttons are printed in **bold**. The vertical line (|) separates the menu and the submenu.
	The example given on the left has the following meaning: Click on the **Edit** menu and select the **Find** function.
Press Ctrl+F4	**Keyboard shortcut**
	This instruction means that you must press the F4 key while holding the Ctrl key down.
CTRL+Q, E	Press the CTRL and Q key simultaneously. Then release both keys and press the E key.
Enter the term *valve*.	**User input**
	You must enter characters shown in the *Courier Italic* font using the keyboard.

Table 1-1: Symbols and conventions (cont.)

What you see	What it means
Enter the `<search text>`.	**Variables**
Select `<File name>`.	Any text in angular brackets is a placeholder which you must replace, along with the angular brackets, with a concrete value.
The file `mlang.ini` in the folder `\transit30\bin`.	**File names**
	File and folder names are displayed in the `Courier` font

Table 1-1: Symbols and conventions (cont.)

Instructions always describe the menus in the top menu bar

You can call up several functions in various ways: via the menus in the upper menu bar, the toolbar, combinations of keys, or the context menu under the right-hand mouse button. The numbered instructions in this manual always refer to the menus in the top menu bar.

Descriptions on control option alternatives can be found in section 9.5 "Keyboard shortcut" on page 110.

2

2   Introduction

This section contains an initial introduction into the functions and possible uses of TermStar:

■   How TermStar can be used

■   Other STAR programs

2.1   Overview of TermStar

TermStar is a program for managing and viewing electronic dictionaries. These tasks are brought together under the heading of "*Terminology Management*".

The two main advantages that electronic dictionaries have over paper dictionaries are:

■   They can be searched efficiently using database functions.

■   The dictionaries can be edited and expanded.

With TermStar you can record all your terminology and manage it in databases. You are entirely free to choose which information you enter. The spectrum stretches from simple pairs of words to lengthy entries including grammatical information and detailed definitions.

2.2   TermStar functions

Table 2-1 below lists the most important functions of TermStar.

Task	Functions
Search for words	■ Entering words or parts of words with wild-cards (*) for searching in dictionaries ■ Selection of color-coded cross-references for jumping directly to related entries.
Edit entries	■ Edit existing entries by overwriting ■ Add entries using rapid entry ■ Copy complete entries
Default values	■ Specified values which TermStar automatically adds to each new entry ■ Input verification which insists on entries for selected fields and prevent impermissible entries
Languages	■ Interchange source and target language with one mouse-click ■ Support for Asian languages such as Chinese, Japanese and Korean

Table 2-1: The most important TermStar features

2.3   Using TermStar

TermStar is an integral part of Transit, the Translation Memory System from STAR.

During the translation, Transit automatically selected the TermStar dictionaries that had been selected previously. If Transit finds a translation, you can transfer it directly into the Transit translation. You can also easily record new entries in the TermStar dictionaries.

2.4　TermStar product variants

TermStar is available in various different product variants, which differ in the range of functions they offer:

- ■　TermStar Professional

  This version contains all the functions needed for constructing and displaying the dictionaries.

- ■　TermStar Workstation

  This version contains all the functions from the Professional version except for the import, export, and print functions.

- ■　TermStar Satellite PE

  This version is a reduced version of TermStar Workstation. It is intended for users who take translation projects from the project manager and send the translation back to him.

- ■　TermStar Viewstation

  This version can merely display and search through dictionaries. The dictionaries must have been created with the Professional or Workstation versions.

2.5　TermStar users

Because of its flexible structure, TermStar is suitable for everyone who deals with languages in their work. TermStar is used primarily by translation companies, translation departments and freelance translators.

For each group of users, TermStar Satellite PE offers specific advantages (see table 2-2).

User	Benefits
Translator	■ Integration into Transit
	■ Fast and simple entry
	■ Efficient search functions
	■ Simple management of the terminology created
Terminology departments	■ Supports numerous languages
	■ Build up multilingual dictionaries
	■ Global modification possible
	■ Flexible management functions for moving and copying entries, even between dictionaries
	■ Simple management of the terminology created
	Some of the functions listed are not possible with TermStar Satellite PE but require TermStar Workstation or TermStar Professional
Project groups	■ Generation of extracts which can be edited externally
	■ Password protection against unauthorized changes
	■ Sets default values and input verification to maintain consistency
	The functions listed are not possible with TermStar Satellite PE but require TermStar Workstation or TermStar Professional

Table 2-2: The benefits of TermStar to different user groups

2.6 Other STAR products

2.6.1 Transit

Transit is STAR's translation memory system, which allows you to translate quickly, with consistency and therefore also cost-effectively.

Transit gives you suggested translations for texts which are identical or similar to ones you have already translated. You therefore never have to translate the same text more than once. Transit does all that for you.

Transit also helps you with functions which will support you in your translation work. The most important functions are:

■ Statistics

The import statistics tell you the degree of matching with previous translations, the number and quality of suggestions contained in the Fuzzy Index as well as the amount of text still requiring translation.

■ Formatting is protected

In Transit all formatting information is protected. You can concentrate entirely on the text without worrying about accidentally changing formatting information. This includes cross-references and anchored frames.

This means that in Transit there is hardly any additional work you need to do to the translated text.

■ Editor

The editor in which you translate is optimized for translation.

■ Quality assurance

You can check your translation directly in the Editor with the optional spellchecker dictionary.

■ Project management

2.6.2 WebTerm

WebTerm makes the great benefits of TermStar available over an intranet or the Internet, regardless of where the user is located.

This program provides everyone using it with a company-specific dictionary which they can view using a browser. Users with authorization always have complete access to the company's current terminology, in any language desired.

3   Basics

3.1   Overview

TermStar organizes your dictionaries into databases. To see what that means, please refer to section 3.2 "Organizing data in dictionaries and data-bases" on page 17.

Within a dictionary, TermStar stores your terminology structured in data records and entries. You will find more details on this point in section 3.3 "Data structure of the terminology" on page 18.

TermStar can recognize various different languages, as you can see in section 3.4 "Languages" on page 23.

You can customize TermStar in many different ways in order to be able to work with it in the way that best suits you. You can also use all the different layouts with which TermStar displays your dictionary. You can also set up profiles to which TermStar can revert at any time (see section 3.5 "Layouts, views, and profiles" on page 24).

Details on the TermStar workstation, and how you can call up functions and use the online help, can be found in section 3.6 "Operation" on page 25.

3.2   Organizing data in dictionaries and databases

A TermStar dictionary is comparable to a technical dictionary on paper. The difference is that you can add to and edit this TermStar dictionary yourself and you have better search capabilities.

The data contained in dictionaries is organized in *databases*. A database may contain one or more dictionaries. It could be compared to a bookshelf in which you can keep your paper dictionaries (see fig. 3-1 on page 18).

When it is being installed, TermStar sets up the two databases:

■   `TermStar`
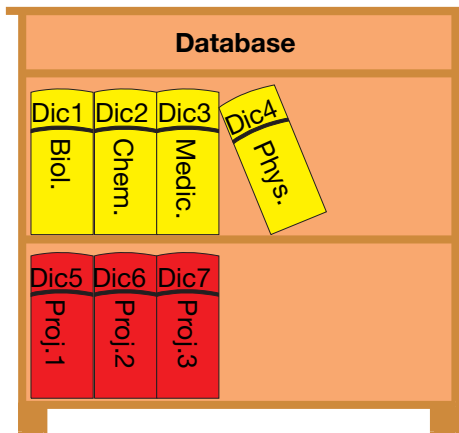
Fig. 3-1: Several dictionaries in one database

The `TermStar` database contains the *Tutorial* dictionary needed for the Tutorial project.

■   `TermStar Received`

The database `TermStar Received` does not contain any dictionary, and is used for storing the dictionaries that you receive from your project manager along with the projects.

These databases must always be available and must never be deleted or removed from the ODBC system settings.

3.3   Data structure of the terminology

3.3.1   Data records and entries

A TermStar dictionary is constructed in such a way that all translations of a semantic unit are brought together into one single "*data record"*. This structure is called "semantics-based" or "concept-based".

Each translation of a semantic unit is a language "*entry"* within one and the same data record. Each of these entries has a "*term"*. This is the word used for the semantic unit in each language.

Table 3-1 on page 19 shows this structure on the basis of the English homonym *bank*. The word *bank* has two meanings in German: *a financial institution* and *a type of seat*. Each meaning is assigned an individual data record with its associated linguistic entries. Focus entirely on *meaning* and not on terms. Thus for the German word *Bank* you therefore have to create one data record for each meaning.
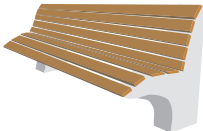
	Entry 1	Entry 2	Entry 3
Data record 1	■ Language: DEU ■ Term: *Bank*	■ Language: ENG ■ Term: *bank*	■ Language: FRA ■ Term: *banque*
Data record 2	■ Language: DEU ■ Term: *Bank*	■ Language: ENG ■ Term: *bench*	■ Language: FRA ■ Term: *banc*

Table 3-1: Division into data records and entries

The data record represents the meaning — the entries contain the terms for each language.

When you add an entry, you therefore have to decide:

■ If you intend to add a new semantic unit (e.g. "bank" in the sense of *type of seat*), then create a *new* data record.

■ If you intend to add a new linguistic meaning to an existing semantic unit (e.g. *bench*), then include the entry in an *existing* data record. This new entry must have the same meaning as the other entries (i.e. *Bank* and *banc*) in this data record.

Focus entirely on *meaning* and not on the terms in each language.

3.3.2   Field structure of the data records and entries

All the information that you see and enter in TermStar is stored by TermStar in fields. The field structure is hierarchical (see Fig. 3-2).

Header:
Project
Status
etc.

Language unit:
Language
Information1
Information2

Entry:
Term
Part of speech
Grammatical infor-
mation
Phonetic informa-
tion
Cross-reference

Subentry:
Term
Grammatical infor-
mation
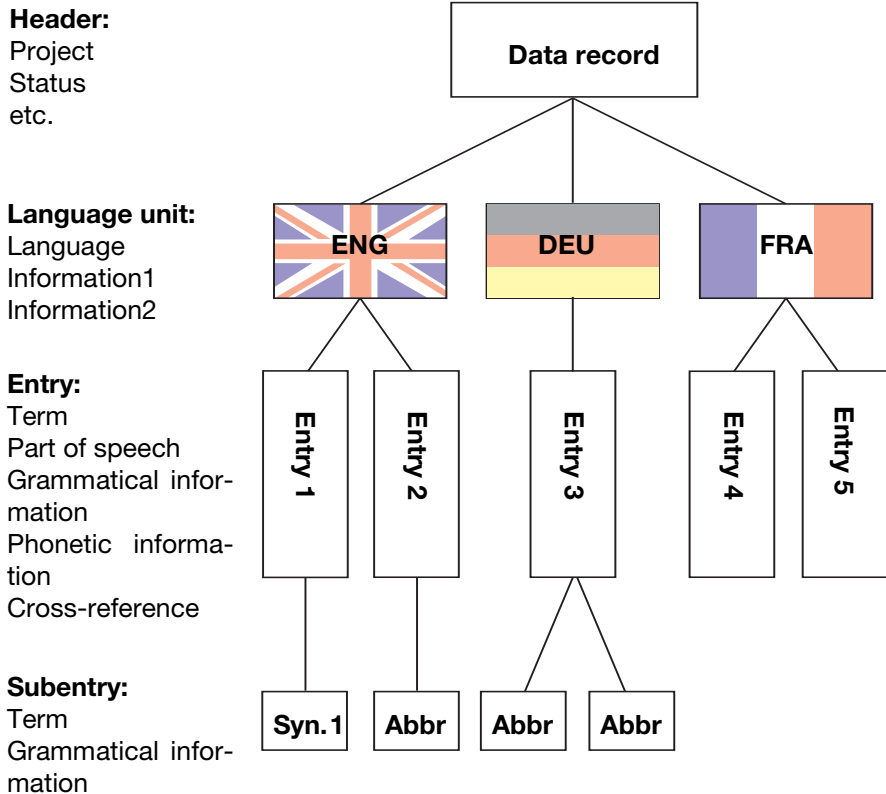
Fig. 3-2: Structure of the data records, entries and subentries

■   Header fields

Each data record is automatically assigned superordinate fields, which are only filled once for the whole data record. These header fields are mainly administrative fields containing such items as the data record number, project, status, and date.

■   Language fields

The next level is formed by the language fields, which contain data relating to one language – even if there are several entries for the language. This means that you need only enter the information once for each language.

■   Entry fields

The entry fields record detailed information for each individual entry. These include information about the contents (term, description, source, context) and administrative data (created by, date) and linguistic information (part of speech, gender, and phonetics).

■   Subentries fields

You can append lower-level entries to an entry to record synonyms, abbreviations or alternatives for that entry. TermStar attaches these subentries to an entry. This gives you a fixed reference to this entry (see fig. 3-2 on page 20). Each subentry has its own **Term** field.

So if you want to add the synonym *egg plant* to the entry with the term *aubergine*, add a **synonym** subentry to the entry and enter the word *egg plant* into the **Term** field.

Then TermStar will show *egg plant* as a separate entry in the dictionary (i.e. under the letter *E*) – with an automatic cross-reference to the main entry *aubergine*.

You can append the following types of subentries to an entry:

– Abbreviations

– Synonyms

– Alternatives (e.g. for less common forms)

– Irregular forms (e.g. *went* for the entry *go*)

– User Index (freely definable)

A subentry does not constitute a full entry

Please note that a subentry can only contain a limited number of fields. If, for instance, you want to include all possible information on a synonym, you will have to create a new entry.

3.3.3   Field types

The fields for data records and entries have different functions. The following field types are available:

■ Administrative fields

    eg. date of entry date, date of last change, user

    TermStar fills these fields out automatically.

■ Index fields

    e. g. term, abbreviation, alternatives, synonyms, user index

    TermStar sorts the dictionary entries according to these fields.

■ Additional information on contents

    e. g. definition, remark, subject, context, source, status

    These fields contain additional information on the language entry.

■ Grammatical information

    e. g. declension, phonetic transcription, part of speech, gender

■ Cross-reference fields to other entries

Section 9.1 "Fields" on page 85 contains a list of all the fields with descriptions.

3.3.4   Default values and input verification

Your project manager will define pre-settings for every field which will make it easier for you to enter data, avoid wrong entries, and ensure the consistency of the dictionary entries. You will find the details in section 7 "Help with making dictionary entries" on page 71.

3.4   Languages

3.4.1   Source and target language(s)

So that TermStar knows which language an entry belongs to, each entry is given a 3-letter language code (see example in table 3-2).

Language	Language code	Term
English (UK)	`ENG`	*select*
German	`DEU`	*auswählen*
French	`FRA`	*sélectionner*
Italian	`ITA`	*selezionare*

Table 3-2: Entries with 3-letter language codes

By selecting a source language and a target language, your project manager controls which language TermStar will display. So if, for example, you intend to translate an English text into German, English is set as the source language and German as the target language. In this way, TermStar shows those entries which have the language codes ENG or DEU.

To find out how to swap the source and the target language, please refer to

Asian, East European, and right-to-left languages

To enable TermStar to show Asian, East European, or right-to-left languages correctly, make sure that your operating system meets the necessary requirements.

3.5 Layouts, views, and profiles

TermStar offers you many options for customizing how your dictionaries are displayed to suit your own personal requirements so that only the information and data you really need is displayed.

3.5.1 Dictionary layouts

The fields of which TermStar can display the contents are determined by "*dictionary layouts*" (called for short "*layouts*"). The following characteristics are defined in the layouts:

■ Field selection for the header data

■ Field selection separate for source and target language

■ Field layout

■ Field formatting (font, size, color etc.)

■ Fixed texts which TermStar displays before and after the contents of the field.

TermStar is supplied with a large number of layouts which you can use for your work. You will find an overview of the layouts supplied in section 9.3 "Dictionary layouts supplied" on page 97.

Your project manager can change layouts with the aid of the graphic layout editor, or create new ones, and make them available to you.

3.5.2 View

The choice of dictionary layout which you will use for the display thus results from the so-called "*View*". You can select up to three layouts for each view:

■ Standard layout

■ Additional layout for the right-hand side

■ Edit layout

3.5.3   Profiles

A"*profile"* is a file with which you can store your own personal TermStar set-
tings and call them up at any time. The settings in a profile cover the following
areas:

■   View

Selection of dictionary layouts for the view

■   Dialog language in TermStar

Your choice of language in which TermStar displays the menus, win-
dows, and messages

■   General information

Book-like appearance, show/hide index buttons, background color of
the selected entry

When you start TermStar, it opens the profile that was last loaded. This
means that your settings are automatically activated each time you start
TermStar.

3.6   Operation

This section outlines the TermStar display and operation elements:

■   TermStar workstation (see section 3.6.1 on page 26)

■   Calling up functions (see section 3.6.2 on page 28)

■   Online help system (see section 3.6.3 on page 29)

Because TermStar is a Windows program, you may already be familiar with
basic operations such as selecting from menus, using a mouse and windows.
Should you have problems with any of these, refer to your Windows docu-
mentation.

3.6.1 TermStar workstation

When you start TermStar, you will see the TermStar workstation. Here you can search for or edit entries. Illustration 3-3 shows the main screen elements.
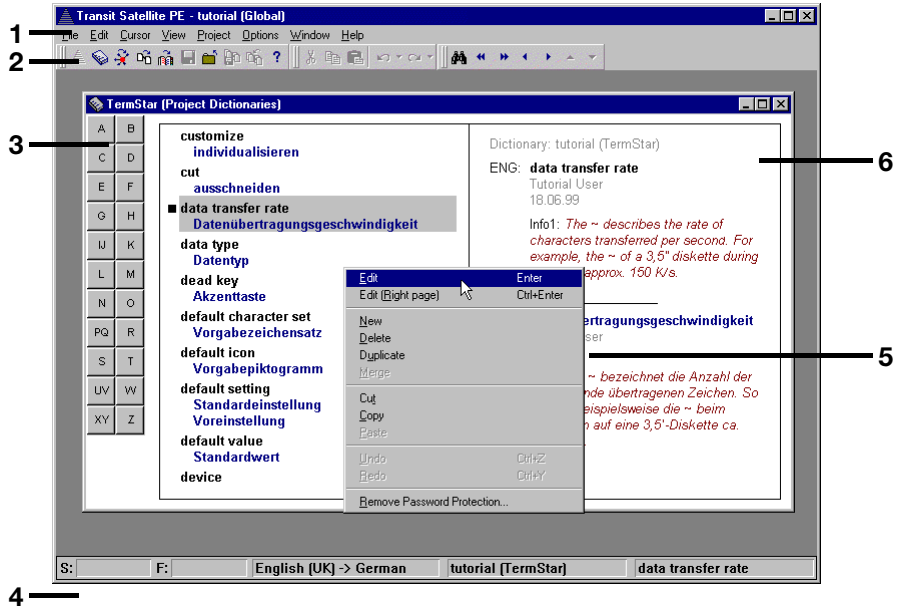
Fig. 3-3: TermStar workstation 1 – standard menu bar, 2 – toolbars, 3 – index buttons, 4 – status bar, 5 – context menu, 6 – dictionary window

Windows

As with many other Windows programs, you can open several windows in TermStar at the same time. You can arrange these windows as you like within the main TermStar window. A window can display entries from one dictionary or several dictionaries.

Menus

There are two types of menus in TermStar:

■　Menu bar menus

　　You can open these menus by clicking onto the menu title in the menu bar.

■　Context menus containing the most important commands

　　You can open the context menus by right-clicking with the mouse.

Toolbar

The toolbars at the top edge of the window contain buttons for frequently used commands. TermStar has a number of toolbars which you can move or hide and show.

To obtain a brief description of an icon, hover the mouse cursor on the icon without clicking on it.

Index buttons

You can select a letter group directly in a dictionary window using the index buttons. For instance, if you click on the index button **G** the display will jump to the first entry in the source language that begins with *G*.

You can customize the index buttons to include specific letters or letter combinations for a language. You will find more about this in section 8.3.5 "Activating index buttons" on page 83.

Status bar

In the status bar, TermStar displays information on the dictionaries and entries:

■　Last search text entered

　　Double-clicking in this area opens the **Search** window.

■　Source and target languages

■　Dictionary to which the entry selected belongs

■　Source language term of the entry selected or the field selected in the edit mode

3.6.2   Calling functions

As with many Windows programs, you can call functions in TermStar using either the mouse or the keyboard. Many functions can also be called using menus, tool buttons or keyboard shortcuts.

The following instructions show you the various ways of calling a function taking the edit mode as our example:

This is how you select the edit mode via the icon:

1   TermStar has to display the dictionary window in the foreground.

To do this, either click the TermStar icon (the dictionary icon, second from left) in the toolbar or go to the menu bar and click **Window** and select the dictionary from the list that is then displayed.

2   Select the required entry from the dictionary window and double-click on the icon for the edit mode in the toolbar.

TermStar changes to the edit mode for the data record selected.

This is how you use the mouse to select the edit mode from the menu:

1   Click on the relevant entry in the dictionary window.

2   Click on the **Edit** menu in the menu bar along the top.

TermStar opens the **Edit** menu.

3   Click on the **Edit mode** menu item.

TermStar changes to the edit mode for the data record selected.

This is how you select the edit mode with the context menu:

1   Click the required entry in the dictionary window.

2   Then click with the right mouse button on the required entry in the dictionary.

TermStar opens the context menu.

3   Click on the **Edit** menu item.

TermStar changes to the edit mode for the data record selected.

This is how you select the edit mode with a keyboard shortcut:

1   Click on the relevant entry in the dictionary window.

2   Press and hold the CTRL key.

3   Press the E key.

TermStar changes to the edit mode for the data record selected.

Edit mode using the Enter key

You can call up the edit mode more easily by pressing the Enter key.

This is how you select a menu using hotkeys:

1   Press the ALT key

2   Press the key corresponding to the letter underlined in the **Edit** menu: E
     (TermStar does not distinguish between upper and lower case).

TermStar opens the **Edit** menu.

3   Press the E key (for **Edit** mode).

TermStar changes to the edit mode for the data record selected.

3.6.3   Online Help

The online help facility in TermStar offers you further assistance if you have
questions on any function.

This is how you call up the Help using the Help contents:

1
     Select **Help | TermStar**.

TermStar opens the window **Help Topics: TermStar**

2   Double-click on the book icon to see the related Help topics.

3   Double-click on a Help topic to display it.

TermStar opens the window with the help topic.

If you have general questions about using the Windows online Help, select **? | Help on Help**.

4 Projects and dictionaries in TermStar Satellite PE

4.1 Overview

When your project manager sends you a translation project, this can include a dictionary. You will receive the dictionaries automatically with the translation project. By making the project settings, the project manager will have also defined the settings for the dictionary such as the source and target languages.

You can use the dictionary you have received to look for terminology for your translation. However, you can also edit the dictionary, for instance by adding new terms (see section 6 "Edit terminology" on page 43).

When you return the translation to your project manager you can also send the dictionary, with alterations, as well, so that your project manager can have the terminology you have revised.

For more details on how to receive projects and send translations, please refer to the Transit documentation.

To edit a dictionary, follow these steps:

■ Receive project from the project manager

■ Open received project

■ Open dictionary

■ Editing terminology

 If necessary, you can also swap the source and the target languages.

■ Close dictionary

■ Send translation with a dictionary to the project manager

4.1.1 Opening a project

When you have received a project from your project manager you can open it in order to edit the dictionary included with it. TermStar will then use the project settings that the project manager has defined.

This is how you open a project:
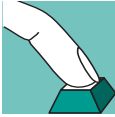
1   Select **Project | Open**.

TermStar displays a list of all available projects with data on the areas:

– **Global** – all projects accessible to all users.

– **User** – only accessible to one user.

– **Customer** – only projects for a specific customer are accessible.

2   If you wish to open a project for a specific customer, you must first select this customer from the **Customer** list.

3   Select a project and then click on **Open**.

The last opened projects are listed in the File menu

TermStar displays the project that was last opened in the **File** menu. If you want to open one of the most recently opened projects, select it from the **File** menu.

4.1.2 Opening a dictionary

You have to open the dictionary before you can search through or edit the terminology in it.

In TermStar Satellite PE, you open a dictionary as a project dictionary, i.e. the dictionary is allocated to a project. This has the following implications:

■   TermStar displays the dictionary entries in the **Project Dictionary** window.

■   You can open a number of dictionaries in this way, and TermStar will display all the entries jointly in the **Project Dictionaries** window. The dictionaries will now behave as one single dictionary when you browse, search, print etc. However, the data remains separate in the individual dictionaries.

When you select a data record, TermStar displays the name of the related dictionary in the status bar.

■   TermStar enters new data records in the dictionary that the project manager has selected to be the **current dictionary**.

4.1.3   Swapping the source and the target languages

The dictionary languages (source and target languages) are set and saved in the project.

You can very easily swap the display of the source and the target language in TermStar: The previous source language becomes the target language, and vice versa. This exchange has no effect on the languages that are set in the project. It only changes the presentation of the dictionaries at that moment. The next time you start TermStar, or open the project again, TermStar displays the languages again in the way that they are set in the project. You will find further information about the languages in TermStar in section 3.4 "Languages" on page 23.

This is how you swap the source and the target languages:

1   Select **View | Swap Languages**.

TermStar displays the previous source language as the target language and vice versa.

4.1.4 Closing a dictionary

You do not need to save dictionaries

When you edit a dictionary, TermStar saves the changes in the dictionary immediately when you leave edit mode. This means you work directly in the database of the dictionary. So you do not need to save a dictionary before closing it, nor can you.

This is how you close a dictionary in its own window:

1   Select the dictionary window you wish to close so that it is active, i.e. on top.

2   Select **File | Close** or click on the **X** symbol in the top right-hand corner of the dictionary window.

This is how you close all the dictionaries:

1   Select **File | Close All | Dictionaries**.

TermStar closes all the dictionaries as well as the Project Dictionaries window.

Restoring the project dictionary window

If you accidentally close the Project Dictionaries window, select **Window | New | Dictionary | All** to display it again.

5 Searching for terminology

5.1 Overview

You can use the arrow symbols in the toolbar along the top or the arrow keys on your keyboard to search through your dictionary as you would a printed book (see section 5.2.1 "Browsing" on page 35).

You can go straight to a particular letter in the dictionary using the index buttons down the left-hand side of the dictionary (see section 5.2.2 "Using index buttons" on page 36).

You can also use cross-references so that TermStar displays a related entry (see section 5.2.3 "Using cross-references" on page 37).

With the **Search** function you can search for words or parts of words. Please refer to section 5.3 "Searching for a word" on page 38).

5.2 Navigating within a dictionary

5.2.1 Browsing

The following table 5-1 shows you the various options for browsing through a dictionary using the keyboard, **Cursor** menu or the toolbar.

Function	Keyboard	Cursor menu	Icon
To the first entry	HOME	**Start of Dictionary**	(no icon)
To the last entry	END	**End of Dictionary**	(no icon)

Table 5-1: Navigating within a dictionary

Function	Keyboard	Cursor menu	Icon
To the next data record	ARROW UP	**Next data record**	▶
To the previous data record	ARROW DOWN	**Previous data record**	◀
To the next page	PAGE DOWN	**Next Page**	▶▶
To the previous page	PAGE UP	**Previous Page**	◀◀
Scrolling down within an extensive data record (right-hand page of the dictionary)	CTRL+PAGE DOWN	**Scroll data record down**	▼
Scrolling up within an extensive data record (right-hand page of the dictionary)	CTRL+PAGE UP	**Scroll data record up**	▲

Table 5-1: Navigating within a dictionary (cont.)

5.2.2   Using index buttons

You can go straight to a particular letter of the dictionary by using the index buttons:

This is how you use the index buttons:

1   Click on one of the index buttons down the left-hand side of the dictionary.

The cursor will jump to the first entry starting with the letter selected. If no entry starts with this letter, the cursor will jump to the first available entry of the letters that follow in the alphabet.

Customizing index buttons

You can specify, for each language separately, which index buttons TermStar has to display and in which order. This means, for instance, that you can add special characters or special symbol groups (*Æ, Ó, Sch, St*) as index buttons.

The process for customizing index buttons is described in section 9.4 "Customizing index buttons" on page 108.

5.2.3   Using cross-references

Cross-references are words on which you can click in order to arrive directly at a related entry.

Cross-references have two distinguishing features:

■   The word itself is usually highlighted in green (the color is governed by the active layout).

■   The mouse cursor changes from an arrow to a hand when it is over a cross-reference.

Cross-references can be created in various ways but always behave in the same way when used:

To see how you create cross-references, please refer to section 6.5 "Creating cross-references" on page 52.

This is how you use a cross-reference:

1   Hover the mouse over a cross-reference.

The mouse cursor changes to a hand.

2   Click on the cross-reference.

The cursor will jump to the linked entry.

3   To return to the original point, select **Cursor | Cross reference back**.

5.3 Searching for a word

Before you search for a word in a dictionary, please note the following basic rules:

■   The search works in the source language.

      To see how you can swap the source and the target language, please refer to section 4.1.3 "Swapping the source and the target languages" on page 33.

■   Only the indexed fields are searched.

      Depending on the settings that the project manager has defined for the dictionary, this will be:

      – Entry terms

      – Abbreviation terms

      – Alternative terms

      – Synonym terms

      – Irregular form terms

      – User index terms

5.3.1 Searching for a word or beginning of a word

You can search for a word or the beginning of a word.

This is how you search for a word or the beginning of a word:

1   Select **Edit | Find**.

      TermStar displays the **Find field contents** window.

2   Enter the word or the beginning of the word you are looking for in the **Find what** field (TermStar does not differentiate between upper and lower case).

You can also select a search text you previously entered by clicking on the arrow on the right.

3   Start the search by clicking on **Search**.

TermStar will now search for the word. The following results are all possible:

–   TermStar finds the word

The cursor jumps to this entry.

–   TermStar displays a word that*starts* with the search text.

If you enter *Data*, for example, as the search text, the cursor jumps to the word *Database*.

–   TermStar displays the message **Word not found**.

In this case, TermStar has found neither the search word nor any word that begins with the search text.

Searching without the Edit | Find menu

You can easily open the **Find field contents** window without the **Edit | Find** menu: Simply start typing in the text you search for without opening a window. TermStar will automatically open the **Find field contents** window.

5.3.2   Searching with wildcards

You can use wildcards if you wish to search for a part of a word which appears at any point in a term. This type of search allows you to replace the variable parts of a search text with 'wildcards' (placeholders).

The global search works like a filter: TermStar displays only those entries that match the search text.

The wildcard symbols you can use are:

■   * for any number of characters
■   ? for exactly one character

In table 5-1 you will find some examples of searches with wildcards.

Search text	Words found	Words not found
`*file`	**file** *swap* **file**	*fi***lename** *fil***es**, *fil***ing,** **filter**
`*file*`	**file**,**files**, *swap***file**	*fi***nd**, *fil***ter**, *fil***ing**
`*fil*`	**fil**e, **fil**ter, *swap***file**, **fil**es, **fil**ing	
`fil*e`	**fil**ename,**fil**trat**e**	*fil***es**,*swap***file**, **fil**ing
`fil?s`	**fil**e**s**	*fil***e**,*fil***ter**, *swap-* ***file**,*fil***es**,*fil***ing**

Fig. 5-1: Examples of searches with wildcards

This is how you search with wildcards:

1   Select **Edit | Find**.

2   Enter the text you are looking for and any wildcard.

     TermStar does not distinguish between upper and lower case.

3   Start the search by clicking on **Search**.

     TermStar will now search for the word. The following results are possible:

     – TermStar displays one or more matching entries.

     – TermStar displays the message **Word not found**.

        In this case,TermStar has not found any matching entry. TermStar hides all the dictionary entries.

4   If you wish to stop the search, click on one of the index buttons. TermStar displays all the entries again. You can also start a new search immediately.

5.4 Statistical report

In TermStar, you can call up the number of data records and language entries contained in the dictionaries that are currently open.

The statistics always relate to the dictionary window currently on top. This can be seen from the color of the window's title bar.

This is how you call up statistical information:

1 Select a dictionary window:
   – If you select the **Project Dictionaries** window, TermStar will count all the data records included in the project dictionaries of the project.
   – If you want to call up separate statistics for just one of the project dictionaries, you must first display it in a separate window.

2 Select **File | Properties**.

   TermStar displays the **Statistics** window.

3 Select **Start**.

   TermStar displays the result of the statistical analysis:
   – Number of data records
   – Number of entries per language

4 Select **End** to close the window.

6 Edit terminology

6.1 Overview

In your dictionary you can not only search terminology but also edit it – for instance, you can change and delete existing entries or add new ones. When you send the translation back to your project manager, he will thus also get the changes that you have made to the dictionary.

The following section describes all the possible ways in which you can edit the dictionary:

■ Creating a data record or adding an entry (section 6.2 on page 43)

■ Editing an data record or entry (section 6.3 on page 49)

■ Adding a subentry (section 6.4 on page 50)

■ Copying and moving a data record or entry (section 6.6 on page 56)

■ Deleting a data record or entry (section 6.7 on page 66)

Your project manager can define passwords for certain functions. In such cases you can only use the relevant functions if you have been given the necessary password. To see how you can remove the password protection with the aid of the password, please refer to section 6.8 "Removing password protection" on page 69.

6.2 Creating a data record or adding an entry

There are two ways to add an entry to a dictionary:

■ Create a new data record containing the entry and further entries as translations

This is the way to create a new semantic unit (e.g. *type of seat*).

■ Add a new entry to an existing data record

This is the way to add a new linguistic equivalent to an existing semantic unit (e.g. *bench*). This new entry must have the same semantic meaning as the other entries (e.g. *Bank* and *banc*) in this data record.

You will find more details in section 3.3.1 "Data records and entries" on page 18.

6.2.1   Creating a new data record

If you wish to enter a new semantic unit in the dictionary, first create a new data record.

This is how you create a new data record:

1   Select **Edit | Data Record | New**.

TermStar will now perform the following actions:

– TermStar opens an empty data record with each entry in the source and target language.

– TermStar changes over to edit mode so that you can edit the field contents.

Which fields TermStar displays depends on the settings in the current dictionary layout (see section 8.3.2 "Selecting view layouts" on page 79).

– The cursor will be positioned in the first editable field.

2   Enter the data for the new data record and its entries in the fields.

You must fill out at least the **Term** fields for both entries.

Press the TAB key or the SHIFT+TAB key combination to move the cursor between the fields.

3   Quit edit mode by pressing the ESC key.

TermStar displays the message **Save changes to this data record**.

4   Decide whether TermStar is to save the messages:

– Select **Yes** to create the new data record and quit edit mode.

– If you select **No** you discard all your inputs, and TermStar will not create a new data record.

– You will remain in edit mode if you select **Cancel**.

TermStar creates the new data record and displays it in the dictionary. TermStar places it in alphabetical order on the basis of the source language term.

Adding entries using rapid entry

You can also create or add a new data record or entry using rapid entry (see section 6.2.3 "Using the rapid entry function" on page 46). TermStar now displays a special input window which contains only a few input fields.

6.2.2   Adding an entry to existing data record

You must add a new entry to the data record if you wish to add a new translation for an existing semantic unit.

You can add any number of entries to each data record.

This is how you add a new entry to a data record:

1   Select an entry belonging to the data record concerned.

2   Switch to edit mode: Press ENTER or select **Edit | Edit mode**.

Which field TermStar displays depends on the settings in the current dictionary layout (see section 8.3.2 "Selecting view layouts" on page 79).

3   Now add the entry by selecting **Edit | Entry | New**.

Please note that the menu items for a new entry are only available when edit mode is active.

TermStar displays the **New Entry** window.

4   Select the language for the new entry from the **Language** list and click on **OK**.

TermStar will now create the new entry and the cursor will jump to the first editable entry field.

5   Fill in the fields for the new entry.

You must fill out at least the **Term** field for the entry.

Press the TAB key or the SHIFT+TAB key combination to move the cursor between the fields.

6   Quit edit mode by pressing the ESC key.

TermStar displays the message **Save changes to this data record**.

7   Decide whether TermStar is to store the changes:

– Click on **Yes** to save the changes.

– If you select **No** you will discard any data you have entered, and TermStar will not create any new entry.

– You will remain in edit mode if you select **Cancel**.

TermStar displays the new entry under its language:

– Source language – alphabetically arranged as a separate dictionary entry.

– Target language – as a translation of the previously selected entry.

6.2.3   Using the rapid entry function

Rapid entry is a window which you can use to create or add data records and entries quickly.

Rapid entry is particularly helpful when you want to add several data records or entries one after the other, because the rapid entry can remain open as a separate window. You can even browse through the dictionary with rapid entry window still open.

Rapid entry fields

In the rapid entry window, TermStar only shows a minimum number of fields. These are:

■   Source language term

■   Target language term

■   Fields which the project manager has defined in the input verification (see section 7.3 "Input verification" on page 72)

■   Selection of the dictionary to which TermStar is to add the entries

New data record or new entry?

You can use rapid entry to add both data records and entries to existing data records. The rapid entry function checks whether one of the terms you have entered already exists in the dictionary:

- ■ None of the terms exists:

  TermStar will create a new data record.

- ■ One of the terms exists already:

  TermStar displays the message `The entry "<…>" already exists.` You then have two possible choices:

  - **New data record** – TermStar creates a new data record with the two new entries.

  - **Insert** – TermStar inserts the new term as a new entry in the data record of the existing term.

The following example demonstrates how rapid entry behaves if an existing term is entered:

There is already a data record with the English term *carrot* and the German translation *Möhre* (see table 6-1)

Data record	Entry 1	Entry 2
	ENG	DEU
	carrot	*Möhre*

Table 6-1: Existing data record

You use the rapid entry to enter:

ENG: `carrot`, DEU: `Karotte`

TermStar finds the term *carrot*.

If you select **Insert**, you will be given an expanded data record (see table 6-2)

Data record	Entry 1	Entry 2	Entry 3
	ENG	DEU	DEU
	carrot	*Möhre*	*Karotte*

Table 6-2: Expanded data record

If you select **New Data Record**, a second data record will be created (see table 6-3)

Data record	Entry 1	Entry 2
	ENG	DEU
	carrot	*Möhre*
	ENG	DEU
	carrot	*Karotte*

Table 6-3: Two separate data records

TermStar now checks the target dictionary

When new entries are being made, TermStar only checks the dictionary into which you are adding the new entries – meaning the one that you have selected in the rapid entry window. Entries that exist in other dictionaries are ignored.

This is how you can enter terminology with the rapid entry:

1   Select **Edit | Rapid Entry Mode**.

Transit opens the **Rapid entry** window.

2   Transit displays the following fields:

– Target dictionary to which the terminology is to be added

– Term in the source language which you have marked

– Term in the target language which you have marked

– Any other fields which were included in TermStar in the input verification.

3   Select the dictionary into which Transit is to add the terminology.

4   Correct the term in the source and the target language, if necessary.

5   Fill out the other fields, if relevant.

6   Confirm your entry with **OK**.

If one of the entered terms already exists in the dictionary, Transit will display the following message:

`The entry "<…>" already exists.`

7   Choose whether you wish to expand the existing data record or create a new data record (see section "New data record or new entry?" on page 47).

   –   **Insert** – The terminology is attached as a new entry to the data record that has just been marked in the selected dictionary.

   –   **New data record** – The terminology is added as a new data record to the selected dictionary.

   –   **Quit** – You return to the **Rapid entry** window without adding the terminology to the dictionary.

   Confirm your entries with **OK**.

   Transit adds the terminology to the selected dictionary.

   As the rapid entry window is left open, you can also create further data records.

8   In order to close the **Rapid entry** window, click on **Quit** or on **OK** if all the fields are empty.

TermStar closes the rapid entry window.

6.3   Editing an data record or entry

You can change or expand the data in existing data records and entries at any time. For this purpose, you change to the edit mode. With entry mode open, select the fields you wish to change and overwrite the existing values or insert new values.

You can determine the appearance of the edit mode using the choice of layout. The edit mode can have exactly the same appearance as the view mode or one of your own layouts in which TermStar presents the fields differently (e.g. preceded by the field names) or other fields are displayed (see section 8.3.2 "Selecting view layouts" on page 79).

This is how you edit existing data records or entries:

1   Switch to edit mode: Press ENTER or select **Edit | Edit mode**.

Press the TAB key or the SHIFT+TAB key combination to move the cursor between the fields.

If the current layout does not display any field names, TermStar displays the name of the field you have just selected in the status bar.

2   Enter the new values by overwriting the existing values.

3   Quit edit mode by pressing the ESC key.

TermStar displays the message **Save changes to this data record**.

4   Decide whether TermStar is to store the changes:

– To store the change, click on **Yes**.

– If you select **No**, you will discard all the changes, and TermStar will leave the data record or the entry unchanged.

– You will remain in edit mode if you select **Cancel**.

6.4   Adding a subentry

TermStar sorts an entry in the dictionary according to its term. The **Term** field is therefore the *indexed field* for the entry. If you want to include synonyms, abbreviations, or alternatives for the entry which TermStar is likewise to sort into place, you must add subentries to the entry. TermStar attaches these subentries to the entry and gives each of them its own indexed **Term** field (see also figure 3-2 on page 20).

You can add the following subentries:

■   Abbreviation

■   Alternative

■   Irregular form

Grammatical forms which are to be included in the dictionary index (e.g. the irregular form *went* for the verb *to go*)

■   Synonym

■   User Index

Subentry free for special information of your own choosing

TermStar sorts the terms of the subentries alphabetically, just like the normal entries in the dictionary. TermStar displays them under the relevant letter group. You can search for them in exactly the same way as for normal entries, using the Search function.

TermStar displays these terms of the subentries with an automatic cross-reference to the main term of the entry to which they belong.

Fields must be available in the dictionary layout

Select a dictionary layout in the user profile for the edit mode which displays the subentry fields.

If these fields are not integrated into the current layout, the menu points **New alternative** etc. are deactivated in the context menu.

This is how you add a subentry:

1   Switch to edit mode: Press ENTER or select **Edit | Edit Mode**.

2   Select the entry to which you wish to add a subentry.

3   Right-click on the entry to open the context menu.

4   Select one of the following menu items:

–   **New Abbreviation**

–   **New Alternative**

–   **New Irregular Form**

–   **New Synonym**

–   **New User Index**

If you select **New entry**, TermStar will add a completely new entry to the data record – meaning it will *not* make a subentry.

TermStar adds the selected subentry together with its **Term**, **Grammatical info** and **Status** fields. The cursor jumps to the **Term** field of the new subentry.

5   Fill in the **Term** field and any other fields in the subentry.

6   Quit edit mode by pressing the ESC key.

       TermStar displays the message **Save changes to this data record**.

7   Decide whether TermStar is to store the changes:

       –   Click on **Yes** to save the changes.

       –   If you select **No** you will discard all the changes.

       –   You will remain in edit mode if you select **Cancel**.

TermStar displays the term of the subentry as a separate entry in the diction-
ary, with a cross-reference to the term for the entry to which it belongs.

6.5   Creating cross-references

6.5.1   Overview

Cross-references make searching for terminology considerably easier and do
not take a great deal of effort to set up. TermStar even generates a large
number of the cross-references automatically.

TermStar supports various types of cross-references:

■   Automatically created cross-references for the subentries

       TermStar displays each subentry term (abbreviation, synonym, etc.) as
       an entry in the dictionary, and is automatically cross-referenced to the
       term of the main entry (see section 6.5.2 "Using automatic cross-refer-
       ences" on page 53).

■   Cross-reference field

       In this field you can enter one or more than one entry terms to which you
       wish to make a cross-reference (see section 6.5.3 "Using cross-refer-
       ence fields" on page 53).

■   Manually entered cross-reference entries

       You can enter texts into any fields and format them as cross-references.
       For this purpose, use the **Create cross-reference** function (see section
       6.5.4 "Generating cross-references manually" on page 55).

With cross-references you can link not only to other terms but also to Internet addresses (see section 6.5.5 "Internet links" on page 56)

6.5.2   Using automatic cross-references

The easiest way of creating cross-references is by using automatically-generated cross-references. You do this simply by filling out a subentry term (see section 6.4 "Adding a subentry" on page 50).

The following subentries will be automatically cross-referenced:

- Abbreviations
- Synonyms
- Alternatives
- Irregular forms
- User Index (indexed field for your own use)

Each term that you enter in one of these subentries is displayed by TermStar in the dictionary as a separate entry, with a cross-reference to the term of the main entry to which it belongs.

If, for instance, the entry *aubergine* has a synonym subentry *eggplant* as a synonym subentry, TermStar will sort *eggplant* likewise in the dictionary under the letter *E* with a cross-reference to *aubergine*.

6.5.3   Using cross-reference fields

Each entry contains a **Cross reference** field. Any value you enter in this field will be formatted by TermStar as a cross-reference. When you click on this field, TermStar will jump to the corresponding term in the dictionary.

A target must exist for the cross-reference

TermStar does not check whether a term exists when you enter the term of another entry in the **Cross reference** field. You must therefore check that the target for the cross-reference exists and that the cross-reference is spelled exactly the same way as the target term.

Otherwise you will receive an error message when you click on the cross-reference.

This is how you work with the Cross-reference field:

1   Switch to edit mode: Press ENTER or select **Edit | Edit mode**.

2   Select the **Cross-reference** field by clicking on it or by jumping to it with the TAB key.

   If the current layout does not display this field, select a different dictionary layout view from the user profile.

3   Enter the cross-reference text in this field. This text must match precisely the term to which it is referring.

4   If you want to enter several cross-references, separate the individual cross-references with the cross-reference separator (usually a semicolon – unless your project manager has defined anything different).

5   Quit edit mode by pressing the ESC key.

   TermStar displays the message **Save changes to this data record**.

6   Decide whether TermStar is to store the changes:

   – Click on **Yes** to save the changes.

   – If you select **No** you will discard all the changes.

   – You will remain in edit mode if you select **Cancel**.

TermStar displays the cross-reference highlighted in color. The color used is determined by the formatting applied to the **Cross-reference** field in the active layout.

When you click on the cross-reference, TermStar jumps to the cross-reference target.

6.5.4   Generating cross-references manually

You can enter text in any field and format it as a cross-reference. To do this, select the text and edit it with the **Create cross reference** function.

No manual cross-reference in the Term field

You cannot create a cross-reference in the **Term** field.

This is how you generate a manual cross-reference:

1   Switch to edit mode: Press ENTER or select **Edit | Edit mode**.

2   Select a field by clicking on it or jumping to it with the TAB key.

3   Enter the cross-reference text. This text must match precisely the term to which it is referring.

4   Select the cross-reference text.

5   Select **Edit | Create cross reference**.

 TermStar changes the color of the text to the color for cross-references as set in the current dictionary layout.

6   Quit edit mode by pressing the ESC key.

 TermStar displays the message **Save changes to this data record**.

7   Decide whether TermStar is to store the changes:

 –   Click on **Yes** to save the changes.

 –   If you select **No** you will discard all the changes.

 –   You will remain in edit mode if you select **Cancel**.

The cursor changes to a hand symbol when you hover the mouse cursor over a cross-reference. You can click on the cross-reference in order to jump to the cross-reference target.

6.5.5   Internet links

You can also create a cross-reference in the form of an Internet link. If you click on such a cross-reference, TermStar will start your Internet browser with the required Internet address.

There are two ways of entering Internet links:

- In the **Cross reference** field (see section 6.5.3 "Using cross-reference fields" on page 53)

- Manually (see section 6.5.4 "Generating cross-references manually" on page 55)

An Internet link always begins with: `http://www`

Example: `http://www.star-transit.com`

6.6   Copying and moving a data record or entry

You can create new data records or entries by copying and then editing existing data records or entries.

You can copy either an entire data record or an individual entry. You have the following options:

- **Duplicate**

    With this command you can duplicate a *complete data record* with all the entries it contains (see section 6.6.1 on page 57).

    If you duplicate an *entry*, TermStar will create an identical entry in the same data record (see section 6.6.2 on page 58).

- **Copy/Paste**

    With the **Copy** and **Paste** command combination, you can copy a data record from one dictionary to another using the Windows clipboard (see section 6.6.3 on page 59).

    With this command you can also copy an entry from one data record to another (see section 6.6.5 on page 63).

- **Cut/Paste**

With the **Cut** and **Paste** *command combination, you can move* a data record from one dictionary to another or an entry from one data record to another (see section 6.6.3 on page 59).

TermStar than deletes the data record or the entry from its original position (see section 6.6.5 on page 63).

■ **Merge**

When you have placed a data record into the clipboard by copying or cutting, you can merge the entries contained in it into another data record (see section 6.6.4 on page 60).

In doing so, you can decide, for each entry, whether TermStar is to add the entry to the data record or whether it should replace an existing entry in the same language.

6.6.1 Duplicating a data record

Duplicating a complete data record simplifies the process of building up new data records. This involves duplicating similar data records and then modifying them.

Data records are always duplicated to the current dictionary

TermStar always stores a duplicated data record in the dictionary which the project settings have defined as the current dictionary.

This is how you duplicate a data record:

1 Select a data record.

You will be able to see which data record you have selected because it will be highlighted in color and/or will be marked by a black bar in the left margin.

2 Select **Edit | Data Record | Duplicate**.

TermStar duplicates the data record and selects it in such a way that you can edit it at once.

6.6.2 Duplicating an entry

Duplication only within the same data record

You can only duplicate an entry within the same data record. To copy an entry into another data record, you have to select **Copy** and **Paste** (see section 6.6.5 "Copying or moving an entry" on page 63).

This is how you duplicate an entry:

1 Select the data record containing the entry you wish to duplicate.

You will be able to see which data record you have selected because it will be highlighted in color and/or will be marked by a black bar in the left margin.

2 Switch to edit mode: Press ENTER or select **Edit | Edit mode**.

3 Select the entry you wish to duplicate. Click on its term field.

4 Select **Edit | Entry | Duplicate**.

TermStar duplicates the entry and the cursor will appear in the **Term** filed of this new entry.

5 Edit the new entry (see section 6.3 "Editing an data record or entry" on page 49).

6 Quit edit mode by pressing the ESC key.

TermStar displays the message **Save changes to this data record**.

7 Decide whether TermStar is to store the changes:

– Click on **Yes** to save the changes.

– If you select **No** you will discard all the changes.

– You will remain in edit mode if you select **Cancel**.

6.6.3 Copying or moving the data record

You can copy a data record via the Windows clipboard. To do this, first copy the data record onto the clipboard with the command **Copy**, and then insert it into the current dictionary with **Paste**. If instead of **Copy** you use the command **Cut**, TermStar will delete the data record from its original location when it places it onto the clipboard. This is how you move a data record from a dictionary into the current dictionary.

Data records are always pasted into the current dictionary

When you paste a data record in from the clipboard, TermStar always inserts it into the dictionary which the project settings have defined as the current dictionary.

This is how you copy a data record:

1   Select a data record.

2   Select **Edit | Data Record | Copy**.

  TermStar copies the entire data record onto the Windows clipboard, and from there it can be pasted as often as required.

3   Select **Edit | Data Record | Paste**.

  TermStar inserts the copied data record and selects it in such a way that you can edit it immediately.

This is how you move a data record:

1   Select a data record.

2   Select **Edit | Data Record | Cut**.

  TermStar moves the entire data record onto the Windows clipboard, from where it can be pasted as often as required.

3   Select **Edit | Data Record | Paste**.

TermStar inserts the data record and selects it in such a way that you can edit it immediately.

6.6.4 Merging a data record

If you have copied or moved an entire data record into the clipboard using the **Copy** or **Cut** command, you will be able to merge this data record into another data record. For this purpose,TermStar displays the **Merging** window. TermStar shows the data record (source) to be merged alongside the existing data record (target) with its entries in this window.

When merging, you can specify for each entry how or whether it should be added to the target data record (see table 6-4 on page 61).

This is how you merge a data record:

1   Select a data record and copy it to the clipboard. Use the following commands to do this:

– To copy the data record without deleting the original data record, select **Edit | Data Record | Copy**.

– To copy the data record and delete the original, select **Edit | Data Record | Cut**.

This copies the data record and all its entries to the Windows clipboard from which it can be merged into other data records as often as required.

2   Select a data record into which you wish to merge the entries from the copied data record.

3   Select **Edit | Data Record | Merge**.

TermStar opens the **Merging** window. TermStar displays both data records in this window:

– **Source** – the data record you wish to merge together with the entries and subentries it contains.

– **Destination** – the existing data record into which you wish to merge the source data record, together with all the entries it contains. For each entry, TermStar also displays all the available subentry types.

4   In order to display the fields of the header or an entry or subentry, dou-
ble-click on the plus sign next to the word **Header** or **Term**.

TermStar displays the fields which have been filled out and their values.

Values which are grayed out belong to fields that TermStar automatically
fills out. You cannot alter or delete these fields individually in the target
data record. TermStar only overwrites them if the entire header or entry
is replaced.

5   Decide what you wish to do with the entries (see table 6-4 on page 61).

6   Click on **OK** to save the changes to the destination data record. Click on
Cancel to close the window without saving changes to the target data
record.

TermStar closes the window and makes the changes to the destination data
record.

Table 6-4 lists the options for merging data records.

Action	Steps	Effect
Replace all header data	■ Select `Header` in the **Source** and **Destination**. ■ Click on **Replace**.	TermStar deletes the header in the target data record and puts the header of the source data record in its place.
Replace all entries for one language	■ Select the same language under **Source** and **Destination**. ■ Click on **Replace**.	TermStar deletes all the entries in the selected language from the target data record and puts the entries in the source data record in their place.
Replacing an entry	■ Select an entry under **Source** and **Destination**. ■ Click on **Replace**.	TermStar deletes the target entry and puts the source entry in its place.

Table 6-4: Options for merging data records

Action	Steps	Effect
Adding a new entry	■ Select an entry under **Source** and a language under **Target**. ■ **Click on** Add	The source entry will be added to the destination data record as an entry in the selected language.
Add an entry as a sub-entry	■ Select an entry under **Source**. ■ Select an entry under **Destination** as well and click on **Add**. TermStar opens the **Add Term** window. ■ Select one of the options and click on **OK**.	The source entry term is appended to the target entry as a subentry of the selected type: ■ Synonym ■ Abbreviation ■ Alternative ■ Irregular form ■ User Index
Replace a field	■ Select a field under **Source** and **Destination**. ■ Click on **Replace**.	The contents of the destination field are deleted replaced by the contents of the source field.
Add the contents of a field	■ Select a field under **Source** and **Destination**. ■ Click on **Add**.	The contents of the source field are appended to the contents of the destination field, separated by a comma.

Table 6-4: Options for merging data records (cont.)

Action	Steps	Effect
Delete from the destination data record	■ Select what you wish to delete from the **Destination**: language, entry, subentry, or field. ■ Click on **Delete**.	The element selected will be deleted from the destination data record: ■ **Language**– all entries in that language ■ **Entry** – the entry ■ **Subentry** – the subentry ■ **Field** – the contents of the field
Create new data record	Click on **New Data Record**.	The source data record will be created as a separate data record in the current dictionary.
Reset	Click on **Reset**.	The destination data record will be returned to its original condition.

Table 6-4: Options for merging data records (cont.)

6.6.5   Copying or moving an entry

You can copy an entry using the Windows clipboard. For this purpose, first copy the entry onto the clipboard with the command **Copy** and then insert it into another data record with the command **Paste**. If instead of the command **Copy** you select the command **Cut**, TermStar will delete the original entry from its original location when it places it on the clipboard. This is how you move an entry from one data record to another.

This is how you copy an entry:

1   Select the data record containing the entry you wish to copy.

2   Switch to edit mode: Press ENTER or select **Edit | Edit mode**.

3   Select the entry you wish to copy.

4   To copy the entry to the clipboard, select **Edit | Entry | Copy**.

    This copies the entry onto the Windows clipboard, from where you can paste it as often as required.

5   Quit edit mode by pressing the ESC key.

6   Select another data record.

7   Switch back to edit mode: Press ENTER or select **Edit | Edit mode**.

8   Select **Edit | Entry | Paste** to paste the entry you have copied to the clipboard.

    TermStar inserts the entry from the Windows clipboard.

9   Edit the entry you have copied (see section 6.3 "Editing an data record or entry" on page 49).

10   Quit edit mode by pressing the ESC key.

    TermStar displays the message **Save changes to this data record**.

11   Decide whether TermStar is to store the changes:

     –   Click on **Yes** to save the changes.

     –   If you select **No** you will discard all the changes.

     –   You will remain in edit mode if you select **Cancel**.

This is how you move an entry:

1   Select the data record containing the entry you wish to move.

2   Switch to edit mode: Press ENTER or select **Edit | Edit mode**.

3   Select the entry you wish to move.

4   Select **Edit | Entry | Cut**.

    TermStar copies the entry onto the Windows clipboard, from where you can paste it as often as required. At the same time, TermStar deletes the entry from the data record you have just selected.

5   Quit edit mode by pressing the ESC key.

TermStar displays the message **Save changes to this data record**.

6   Click on **Yes** to save the changes.

7   Select another data record.

8   Switch back to edit mode: To do this, select **Edit | Edit Mode** or press the ENTER key.

9   To paste the entry which has already been moved onto the clipboard, select **Edit | Entry | Paste**.

TermStar pastes the entry in from the Windows clipboard.

10   Quit edit mode by pressing the ESC key.

TermStar displays the message **Save changes to this data record**.

11   Decide whether TermStar is to store the changes:

–   Click on **Yes** to save the changes.

–   If you select **No** you will discard all the changes.

–   You will remain in edit mode if you select **Cancel**.

6.6.6   Inserting the copied entry as a subentry

Once you have copied an entry to the clipboard, you can also append it to another entry as a subentry (synonym, abbreviation etc.). You will find more information on subentries in section 3.3.2 "Field structure of the data records and entries" on page 20.

This is how you insert a copied entry as a subentry:

1   Use the **Copy** or **Cut** command to copy an entry to the clipboard (see section 6.6.5 "Copying or moving an entry" on page 63).

2   Select a data record into which you wish to insert the copied entry as a subentry.

3   Switch back to edit mode: To do this, select **Edit | Edit Mode** or press the ENTER key.

4   Select the entry to which you wish to append the copied entry.

5   Right-click on the entry to open the context menu.

6   Select one of the following menu items:

  – **New Abbreviation**

  – **New Alternative**

  – **New Irregular Form**

  – **New Synonym**

  – **New User Index**

    If you select **New Entry**, TermStar will insert into the data record a completely new entry – and *not* subentry.

7   Quit edit mode by pressing the ESC key.

    TermStar displays the message **Save changes to this data record**.

8   Decide whether TermStar is to store the changes:

  – Click on **Yes** to save the changes.

  – If you select **No** you will discard all the changes.

  – You will remain in edit mode if you select **Cancel**.

6.7   Deleting a data record or entry

You can delete either an individual entry from a data record or an entire data record and all its entries.

Warning

Before you delete a data record or an entry, make absolutely sure that you no longer need the data.

6.7.1 Deleting a data record

Warning

Before deleting, make sure that a dictionary layout has been selected in the profile which displays all the entries (even several in the same language!) .

Undoing this action

You can undo the deletion of a data record by right-clicking to open the context menu and selecting **Undo**. However, this function will only be available when performed directly after the action you wish to undo.

You can redo an undone action with **Redo**.

This is how you delete a data record:

1   Select the data record you wish to delete.

   You will be able to see which data record you have selected because it will be highlighted in color and/or will be marked by a black bar in the left margin.

2   Select **Edit | Data Record | Delete**.

TermStar removes the data record from the dictionary.

6.7.2   Deleting an entry

Source language entries cannot be deleted

The source language entry cannot be deleted because the other entries would then no longer be shown. You must therefore swap languages before you can delete the entry.

Undoing this action

You can undo the deletion of an entry by right-clicking to open the context menu and selecting **Undo**. However, this function will only be available while you are still in edit mode and if you have not subsequently performed any other action.

You can redo an undone action with **Redo**.

This is how you delete an entry:

1   Select the data record containing the entry you wish to delete.

2   Switch to edit mode: To do this, select **Edit | Edit Mode** or press the ENTER key.

3   Select the entry you wish to delete.

4   Select **Edit | Entry | Delete**.

   TermStar removes the entry from the data record.

5   Quit edit mode by pressing the ESC key.

   TermStar displays the message **Save changes to this data record**.

6   Decide whether TermStar is to store the changes:

   – Click on **Yes** to save the changes.

   – If you select **No** you will discard all the changes.

   – You will remain in edit mode if you select **Cancel**.

6.8   Removing password protection

If the project manager has placed password protection on a dictionary, you will only be able to carry out certain actions, such as altering or deleting data records or creating new ones, after you have entered a valid password. If a password is needed your project manager will provide it.

Several different passwords can be assigned for each dictionary which allow access to all of the actions or only some of them. You will therefore need one or more passwords (depending on the type of password protection assigned) before you can edit the dictionary.

This is how you remove the password protection:

1   When you call up one of the following functions in a dictionary that is covered by password protection, TermStar will display the **Remove Password Protection** window:

   – Edit, add, or delete a data record

   – Edit, add, or delete an entry

   In the **User Rights** list, TermStar shows which languages are already accessible. The checked options in this list show whether the function is accessible.

2   Enter the valid password in the **Password** field to remove the password protection.

3   Close the window by clicking on the **Close** button.

Two unprotected languages for new data records

If you are to create new data records in a dictionary covered by password protection, you must be able to remove the password protection from the source language *and* from the target language.

7   Help with making dictionary entries

7.1   Summary

Your project manager will define pre-settings for every field which will make it easier for you to enter data, avoid wrong entries, and ensure the consistency of the dictionary entries.

In this section you will find information on the following aids to making entries:

■   Default values (see section 7.2 on page 71).

■   Input verification (see section 7.3 on page 72)

■   Values lists (see section 7.4 on page 72)

7.2   Default values

For each dictionary, your project manager can pre-set values which TermStar automatically enters when you add a new data record or entry. Transit thus makes it easier for you to enter new data records and entries, because you do not need to enter identical values all over again every time.

Moreover, this also ensured the consistency of the dictionary entries. Your project manager can, for instance, enter a project designation in the **Project** field as a pre-set value so that no unwanted variants can be entered in this field.

No restriction on input

Default values *do not* restrict what can be input into fields. Although TermStar will automatically enter the default values for each new data record or entry, you can overwrite these at any time.

7.3 Input verification

With the input verification, your project manager can make detailed pre-settings for the entries in the dictionaries. Every time you add or edit an entry in a dictionary, TermStar checks to see whether these entries adhere to the rules of the input verification. TermStar thus reliably prevents invalid or incomplete entries.

Input verification offers the following possibilities:

■ Fixed value (with or without differentiation between upper and lower case)

You can only enter this value. TermStar rejects all entries with any other values.

■ Regular expression

The project manager can thus define the so-called "*regular expressions"* with which your entries must comply. In this way, he can for instance specify that no entry can start with a number, or that it can only contain certain characters. TermStar rejects values which do not conform to the specification.

■ Prevent or permit empty fields

Your project manager can thus specify whether a field is allowed to remain empty or whether you must always fill it out. This ensures that entries are always filled out completely.

Input verification affects rapid entry

TermStar displays in the rapid-entry window all the fields which your project manager has selected. He can thus control the rapid entry via the input verification.

7.4 Values lists

Your project manager can prepare values lists for the dictionary. Values lists make it easier to enter field values, and at the same time ensure the consist-

ency of the dictionaries. Instead of entering values manually in the fields, select values from a list. Your project manager can thus specify whether you can select one or more than one value (list with or without multiple choices).

When you are editing the entry field in the dictionary, TermStar shows a green square in this field which is the icon for values lists.

When you click on this icon, TermStar displays a window with the values of the values list for this field. You can select one or more values.

A values list has a hierarchical structure, i.e. it can consist of a number of levels from which you can select field values.

A values list can, for example, appear as follows:

```
IT
– Hardware
– Software
```

When you are editing a field which is linked with this list (e.g. Subject field), you can select the level `IT` and then select one of the two sub-levels. TermStar will at this point display `IT: Software` or `IT: Hardware`.

There are two types of values lists:

■   Monolingual values lists

■   Multilingual values lists

When, for instance, you are using a values list for an English-German dictionary, TermStar displays the English values in the English entries and the German values in the German entries.

8 Customizing TermStar: Profiles

8.1 Overview

You can save your personal settings in a "profile" which TermStar will auto-matically open every time you start it. In this way you can be sure that TermStar will always use your settings.

To see how you open, save, and create profiles, please refer to section 8.2 "Opening, saving and creating a profile" on page 75.

You can make the following settings with the profile:

■ Setting the dialog language (see section 8.3.1 on page 78)

■ Selecting view layouts (see section 8.3.2 on page 79)

■ Switching the "book" display on and off (see section 8.3.3 on page 81)

■ Defining the background color for the selected data record (see section 8.3.4 on page 82)

■ Activating index buttons (see section 8.3.5 on page 83)

8.2 Opening, saving and creating a profile

When you open an existing profile, TermStar will use all the setting contained in it. You can then change these settings and save the profile with the changes or save the settings under a new profile name.

Transit and TermStar profile settings

Some of the profile settings apply both to Transit and TermStar (e.g. dialog language). A profile always applies to both programs. TermStar will display different options depending on which program you are using to edit the profile settings. However, changes are always saved to the same profile file.

This is how you open a profile:
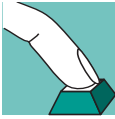
1   Select **Options | Profile | Open**.

TermStar displays a list of all available profiles with the data on the area:

–   Global – all projects accessible to all users

–   Project – only accessible within a project

–   User – only accessible to one user

–   Customer – only projects from a specific customer are accessible

2   Select a profile and then click on **Open**.

TermStar closes the window and applies all the settings of the profile selected.

This is how you save a profile:

1   Select **Options | Profile | Save**.

TermStar saves all the current settings in a profile file so that they can be used again the next time you start the program or open the profile.

The profile can only be saved if changes have been made to the settings

If the TermStar menu item **Save** is grayed, you have not made any changes to the profile settings since the last time you saved them. In this case you do not have to save anything. However, you can save the settings under a different profile name. Select **Save As** to do this.

This is how you create a new profile:

1   Select **Options | Profile | Save As**.

     TermStar displays the existing profiles and the profiles which are currently available.

2   Enter a name for the new profile in the **File name** field.

3   Select the scope of access for the new profile from the **Scope** list:

       – Global – all projects accessible to all users

       – Project – only accessible from within the current project

       – User – only accessible to the current user

       – Customer – only projects with the same customer as the current project are accessible

4   Click on **Save**.

     TermStar saves all the current settings in the specified profile file so that they can be used again the next time you start the program or open the profile.

Caution

When saving a profile, if you select a profile from the list of existing profiles or enter the name of an existing profile, TermStar will overwrite this profile with the new settings.

8.3   Changing profile settings

To change the settings for a profile, open the profile first so that TermStar uses the settings. Then you can edit the settings.

This is how you change the settings for a profile:

1   Open the profile if it is not already open (see section 8.2 "Opening, saving and creating a profile" on page 75).

2   Select **Options | Profile | Settings**.

TermStar displays the **Profile settings** window with the name of the profile you have just used.

3   Select one of the tabs and customize the settings. You will find more detailed information about the options on the Profile Settings tabs in the following sections:

–   **Languages** tab

8.3.1 "Setting the dialog language" on page 78

–   **Layout Selection** tab

8.3.2 "Selecting view layouts" on page 79

–   **TermStar: General Settings** tab

8.3.3 "Switching the "book" display on and off" on page 81

8.3.4 "Defining the background color for the selected data record" on page 82

4   Perform one of the following actions to apply the settings:

–   Click on **Apply** to apply the changes without closing the window.

–   Click on **OK** to apply the changes and close the window.

TermStar immediately uses the modified settings.

5   Save the changed profile. To do this, select **Options | Profile | Save**.

TermStar saves all the current settings in a profile file so that they can be used again the next time you start the program or open the profile.

8.3.1   Setting the dialog language

When you set the dialog language, you specify the language in which TermStar communicates with you. Changing the dialog language affects the following program areas:

■   Language for the menus, windows and messages

■   Language for the Online Help

■   Field labels in the picklists

This is how you set the dialog language for TermStar:

1   Select **Options | Profile | Settings**.

     TermStar displays the **Profile settings** window with the name of the profile that has just been used.

2   Select the **Languages** tab.

3   Select the desired **dialog language** from the dialog language for next startup list.

4   Click on **OK** to confirm the changes.

5   Save the changed profile. To do this, select **Options | Profile | Save**.

     TermStar saves all the current settings in a profile file so that they can be used again the next time you start the program or open the profile.

6   Close and restart TermStar.

TermStar displays all the menus, windows and messages in the selected dialog language.

Changes are only activated when you restart TermStar

Note that a change to the dialog language will not be activated until you have restarted TermStar.

8.3.2   Selecting view layouts

You can use various layouts in TermStar for viewing the dictionary.

To do this, you can use the dictionary layouts supplied with TermStar (see section 9.3 "Dictionary layouts supplied" on page 97).

You can allocate up to three dictionary layouts to the view:

■   Standard layout

     This dictionary layout specifies the overall view if you have not selected any other dictionary layout for the view: left-hand page of dictionary, right-hand of dictionary and edit mode.

■   Additional layout for right-hand page

This layout defines the appearance of the right-hand page of each dictionary. You can use this layout, for example, to display word pairs on the left-hand page and detailed information about the selected data record on the right-hand page. Special layouts are supplied for this purpose in TermStar, which only display one data record at a time (marked by + in the layout name).

If you do not select an additional layout for the right-hand side, TermStar uses the standard layout for the right-hand page.

■ Layout for edit mode

This layout defines the appearance of the dictionary in edit mode. For instance, you can select a layout which displays the field name in order to simplify editing – or a layout which shows more details, so that you can also enter the data that are not shown in the standard layout.

If you do not select a layout for the edit mode, TermStar will use the standard layout.

Three examples are shown in table 8-1 of how you can use the various layouts.

	Example 1	Example 2	Example 3
Standard layout	`STAR1`	`STAR2`	`All-fields`
Additional layout for right-hand page	`STAR1+`	`STAR2+`	— (TermStar uses the standard layout `All-fields`)
Edit layout	`STAR1-edit`	— (TermStar uses the standard layout `STAR2`)	— (TermStar uses the standard layout `All-fields`)

Table 8-1: Examples showing the use of layouts

This is the way you define layouts for the view:

1 Select **Options | Profile | Settings**.

TermStar displays the **Profile settings** window with the name of the profile that you have just used.

2   Select the **Layout Selection** tab.

3   Select a layout for the standard layout from the list.

4   If you wish the right-hand page of the dictionary to be displayed differently from the left-hand page, select another layout from the list for the additional layout.

5   If TermStar is to use a special layout in edit mode, select one for edit mode.

6   Click on **Apply** or **OK** to confirm the changes.

7   Save the changed profile. To do this, select **Options | Profile | Save**.

TermStar saves all the current settings in a profile file so that they can be used again the next time you start the program or open the profile.

8.3.3   Switching the "book" display on and off

You can display TermStar dictionaries either as a book or in a frame with two columns. Activate the relevant option to do this.

This is the way you activate/deactivate the book display:

1   Select **Options | Profile | Settings**.

TermStar displays the **Profile Settings** window with the name of the profile that has just been used.

2   Select the **TermStar (General Settings)** tab.

3   Click on the **Display in book frame** option in the TermStar **book and index buttons** area to activate the book display.

Deselect to switch the "book" presentation off.

4   Click on **OK** to apply the settings.

5   Save the changed profile. To do this, select **Options | Profile | Save**.

TermStar saves all the current settings in a profile file so that they can be used again the next time you start the program or open the profile.

Customizing the frame display

You can customize the non-book display by moving the center separator line sideways with the mouse. To do this, move the mouse over this line until the mouse changes into a double-headed arrow. Do not move the mouse too quickly. Then click and pull the line to the left or the right.

8.3.4 Defining the background color for the selected data record

When you select a data record, TermStar emphasizes it with a special background color. You can determine which color is to be used here.

This is how you set the background color:

1 Select **Options | Profile | Settings**.

   TermStar displays the **Profile Settings** window with the name of the profile you have just used.

2 Select the **TermStar (General Settings)** tab.

3 Select a color from the list in the **Background color of selected data record** area. You can also define and select your own colors using the **User defined** button.

4 Click on **OK** to apply the settings.

5 Save the changed profile. To do this, select **Options | Profile | Save**.

TermStar saves all the current settings in a profile file so that they can be used again the next time you start the program or open the profile.

No background color: White

If you do not wish a background color for the data record selected, select white as the background color. You will then only be able to see which data record you have selected from the black bar to the left of it.

8.3.5   Activating index buttons

You can show and hide the index buttons used to select the first data record in a letter group.

Customizing index buttons

You can specify, for each language separately, which index buttons TermStar has to display and in which order. This means, for instance, that you can add special characters or special symbol groups (Æ, Ó, Sch, St) as index buttons.

To see how to make adaptations, please refer to section 9.4 "Customizing index buttons" on page 108.

This is how you switch the index buttons on and off:

1   Select **Options | Profile | Settings**.

2   Select the **TermStar (General settings)** tab.

3   Mark in the area **TermStar book and index buttons** the option **Show index buttons**.

     Deselect to deactivate the index buttons.

4   Click on **OK** to apply the settings.

5   Save the change profile. To do this, select **Options | Profile | Save**.

TermStar saves all the current settings in a profile file so that they can be used again the next time you start the program or open the profile.

9 Appendix

9.1 Fields

This section describes all the fields available for use in TermStar. The hierarchy of the fields is shown in detail in figure 3-2 on page 20.

9.1.1 Header fields

The header fields belong to the complete data record. They therefore do not relate to an individual entry in a language but to the overall semantic unit.

You can recognize header fields in picklists from the **Hdr** identifier e.g. in **Hdr>status** preceding them. In the following table 9-1 you will find all the header fields with a description and an example of what they contain.

Field name	Description	Example
Data record number	■ Number which uniquely identifies each data record. ■ Automatically filled in ■ Not editable.	2905
Project	Name of the project to which a data record belongs.	TermStar manual
Dictionary	■ Name of the dictionary to which a data record belongs. ■ This will be entered automatically when a data record is created. ■ Not editable.	STAR
Status	Status information, e.g. reliability or the present stage of a data record.	Revised

Table 9-1: Header fields

Field name	Description	Example
Remark	General remark on the entire data record	
User1	Free field. The field can for instance be renamed by the project manager in order to take in additional data.	
User2	As for **User1** (see above)	
User3	As for **User1** (see above)	
User4	As for **User1** (see above)	
Created by	■ Initials of the user who has created the data record. ■ Automatically filled out ■ Cannot be edited	LPL
Created on	■ Date on which the data record was created. ■ Automatically filled out ■ Cannot be edited	Saturday June 1st, 2002, 3:00 pm
Last change by	■ Initials of the last person to change the header field ■ Empty until a change has been made. ■ Automatically filled out ■ Cannot be edited	SLJ

Table 9-1: Header fields (cont.)

Field name	Description	Example
`Last change on`	■ Date of last change to header fields ■ Empty until the header fields have been changed. ■ Automatically filled out ■ Cannot be edited	`23. August 2001`
`Created or changed by`	■ Initials of user who created or last changed the header fields. ■ Never empty - contains at least the initials of the user who created it ■ Filled out automatically ■ Cannot be edited	`OPL`
`Created or changed on`	■ Date on which the header field was created or last changed. ■ Never empty - contains at least the date on which it was created ■ Filled out automatically ■ Cannot be edited	`23. August 2001`

`Subject`	Technical field to which the data record belongs.	`IT`
		
		`Banking and finance`

Table 9-1: Header fields (cont.)

9.1.2 Language fields

The language fields relate to all entries in one language. You can, for example, use these fields to create a single description in English for several English entries in a data record. You can recognize language fields in picklists from the **language** preceding them, as in **Language->Info1**. In the following table

9-2 you will find all the language fields with a description and examples of what they contain.

Field name	Description	Example
Language	■ Language code when an entry is being created ■ Filled out automatically ■ Cannot be edited	ENG
Information1	Field for the inclusion of (e.g.) a descriptive text. A separate description for each language present in the data record, applicable to all the entries in that language.	A field in a dialog box, where certain values are displayed.
Information2	Further information, e.g. stating the source, from which the description originates.	Microsoft Styleguide 23.8.01

Table 9-2: Language fields

9.1.3   Entry fields

The entry fields take in all the data for each entry. You can recognize entry fields in picklists on the **entry** preceding them, as in **Entry->Term**. **Entry** is sometimes shorted to **Entr.** in narrow lists. In the following table 9-3 you will find all the entry fields with a description and an example of what they contain.

Field name	Description	Example
Language	Three-letter language code for the entry. Used to indicate language variants such as American/British English.	ENG

Table 9-3: Entry fields

Field name	Description	Example
Term	Index field for the entry The entry in the dictionary will be sorted according to the content of this field.	TermStar
Status	Information e.g. the reliability of the current stage of an entry.	Revised
Part of speech	Indication of part of speech	Noun
Gender	Information on the gender	n.
Grammatical information	Information on particular grammatical points	Proper name
Phonetic information	Indication of pronunciation. This field can if necessary be linked with a phonetic transcription in the layout.	[ˈtərmstɑɔ]
Hyperlink	Field for cross-references, e.g. to another related entry or an Internet address	Transit
Context	Example(s) illustrating the term in context	Terminology management in TermStar
Context source	Indication of the source of the context	STAR-AG brochure, 23.8.01
Data source	Source of the term	STAR Terminology Department
Attributes	Attributes for the entry	New
Remark	General remark on the entry	Note the spelling

Table 9-3: Entry fields (cont.)

Field name	Description	Example
Subject	Subject area(s) of the entry	Transla-tion, soft-ware
User1	Field free for the entry. This field can be renamed by the project manager in order to allow other data to be entered.	
User2	As for **User1** (see above)	
User3	As for **User1** (see above)	■
User4	As for **User1** (see above)	
Created by	ID of the user who created the entry ■ Filled out automatically ■ Cannot be edited	LPL
Last change by	ID of the user who last edited the entry. Empty until a change has been made. ■ Filled out automatically ■ Cannot be edited	SLJ
Created on	Date on which entry was made ■ Filled out automatically ■ Cannot be edited	23. August 2001
Last change on	Date on which the entry was last changed. Remains empty until the entry is edited. ■ Filled out automatically ■ Cannot be edited	23. August 2001

Table 9-3: Entry fields (cont.)

Field name	Description	Example
Created or changed on	Date of creation or of the last change made to the entry. Never empty since it contains at least the date on which it was created. ■ Filled out automatically ■ Cannot be edited	23. August 2001
Created or changed by	ID of the user who created or last changed the entry. Never empty since it contains at least the initials of the user who created it. ■ Filled out automatically ■ Cannot be edited	OPL

Table 9-3: Entry fields (cont.)

9.1.4   Fields for subentries

Each subentry that you attach to an entry contains its own fields. Subentries are:

■   Abbreviations

■   Synonyms

■   Alternatives

■   User Index

■   Irregular forms

You will find further information on subentries in section 3.3.2 "Field structure of the data records and entries" on page 20.

All subentries have the same fields. In the following table 9-4 you will find all the fields for subentries with a description and examples of contents.

Field name	Description	Example
Term	Index field for the subentry. TermStar shows the contents of these fields in the dictionary, arranged under the appropriate letter.	TS
Status	Indicates status, e.g. reliability or the current processing stage of a subentry.	Revised
Grammar	Indication of any special grammatical features.	Abbr.

Table 9-4: Fields for subentries

9.2   3-letter language code

Transit Satellite PE uses the 3-letter language code laid down by Microsoft.

3-letter language code	Language
AFK	Afrikaans
ARA	Arabic (Saudi Arabia)
ARB	Arabic (Lebanon)
ARE	Arabic (Egypt)
ARG	Arabic (Algeria)
ARH	Arabic (Bahrain)
ARI	Arabic (Iraq)

Table 9-5: 3-letter language code

3-letter language code	Language
ARJ	Arabic (Jordan)
ARK	Arabic (Kuwait)
ARL	Arabic (Libya)
ARM	Arabic (Morocco)
ARO	Arabic (Oman)
ARQ	Arabic (Qatar)
ARS	Arabic (Syria)
ART	Arabic (Tunisia)
ARU	Arabic (United Arab Emirates)
ARY	Arabic (Yemen)
BEL	White Russian (Belarus)
BGR	Bulgarian
CAT	Catalan
CHH	Chinese (Hong Kong)
CHI	Chinese (Singapore)
CHS	Chinese (People's Republic of China)
CHT	Chinese (Taiwan)
CSY	Czech
DAN	Denmark
DEA	German (Austria)
DEC	German (Liechtenstein)
DEL	German (Luxembourg)

Table 9-5: 3-letter language code (cont.)

3-letter language code	Language
DES	German (Switzerland)
DEU	German (Standard)
ELL	Greek
ENA	English (Australia)
ENC	English (Canada)
ENG	English (Great Britain)
ENI	English (Ireland)
ENU	English (USA)
ENZ	English (New Zealand)
ESA	Spanish (Panama)
ESB	Spanish (Bolivia)
ESC	Spanish (Costa Rica)
ESD	Spanish (Dominican Republic)
ESE	Spanish (El Salvador)
ESF	Spanish (Ecuador)
ESG	Spanish (Guatemala)
ESH	Spanish (Honduras)
ESI	Spanish (Nicaragua)
ESL	Spanish (Chile)
ESM	Spanish (Mexico)
ESO	Spanish (Columbia)
ESP	Spanish (traditional sorting)

Table 9-5: 3-letter language code (cont.)

3-letter language code	Language
ESR	Spanish (Peru)
ESS	Spanish (Argentina)
ESU	Spanish (Puerto Rico)
ESV	Spanish (Venezuela)
ESY	Spanish (Uruguay)
ESZ	Spanish (Paraguay)
ETI	Estonian
EUQ	Basque
FAR	Farsi
FIN	Finnish
FRA	French (standard)
FRB	French (Belgium)
FRC	French (Canada)
FRL	French (Luxembourg)
FRS	French (Switzerland)
HEB	Hebrew
HRV	Croatian
HUN	Hungarian
IND	Indonesian
ISL	Icelandic
ITA	Italian (standard)
ITS	Italian (Switzerland)

Table 9-5: 3-letter language code (cont.)

3-letter language code	Language
JPN	Japanese
KOR	Korean
LTH	Lithuanian
LVI	Latvian
MSB	Malayan (Burnai Darussalam)
MSL	Malayan (standard)
NLB	Dutch (Flemish)
NLD	Dutch (standard)
NLS	Dutch (special)
NON	Norwegian (Nynorsk)
NOR	Norwegian (Bokmal)
PLK	Polish
PTB	Portuguese (Brazil)
PTG	Portuguese (standard)
ROM	Romanian (standard)
ROV	Romanian (Moldavia)
RUM	Russian (Moldavia)
RUS	Russian (standard)
SHC	Serbian
SHL	Croatian
SKY	Slovakian
SLV	Slovenian

Table 9-5: 3-letter language code (cont.)

3-letter language code	Language
SQI	Albanian
SRB	Serb (cyrillic)
SRL	Serb (Latin)
SVE	Swedish
THA	Thai
TRK	Turkish
UKR	Ukrainian
VIT	Vietnamese

Table 9-5: 3-letter language code (cont.)

9.3 Dictionary layouts supplied

You can allocate various layouts to the view (see section entitled 8.3.2 "Selecting view layouts" on page 79). In table 9-6 you will find an overview of the dictionary layouts that are supplied with TermStar Satellite PE.

Layout name	recommended as	Contents
STAR1	Standard layout	■ Source language term and the `part of speech`, `gender` and `subject` fields. ■ Terms in the additional entries (synonyms, abbreviations, etc.) ■ Target language shows term only see figure 9-1 on page 100

Table 9-6: Views and their related dictionary layouts

Layout name	recommended as	Contents
STAR1+	Additional layout	■ Header fields `for project, dictionary` ■ Administrative, grammar and information fields for source and target language see figure 9-2 on page 101
STAR1-edit	Edit mode layout	■ Source language as in STAR1 ■ Target language with the same fields see figure 9-3 on page 101
STAR2	Standard layout and edit mode layout	■ Term and additional entries for source and target language Can therefore also be used for editing see figure 9-4 on page 101
STAR2+	Additional layout	■ Header fields for project, subject and graphics. ■ Administrative, grammar and information fields for source and target language see figure 9-5 on page 102
STAR3	Standard layout	■ Similar to STAR2, only more compact see figure 9-6 on page 102

Table 9-6: Views and their related dictionary layouts (cont.)

Layout name	recommended as	Contents
STAR3+	Additional layout	■ Header fields `created/changed on`, `created/changed by` ■ Administrative, grammar, and information fields for source and target language see figure 9-7 on page 102
Simple	Standard layout	■ Source and target language terms ■ No further fields or additional entries see figure 9-8 on page 103
Header	Additional layout	■ All filled-out header fields see figure 9-9 on page 103
Simple-edit	Edit mode layout	■ As `Simple`, but also with the terms of additional entries for editing synonyms, abbreviations, etc. see figure 9-10 on page 103).
Simple-multilang	Standard layout	As `Simple`, but additionally with all other languages see figure 9-11 on page 104
Simple-multilang-edit	Edit mode layout	As `Simple-edit`, but additionally with all other languages see figure 9-12 on page 104
All-fields		All filled-out header and entry fields for all languages see figure 9-13 on page 105

Table 9-6: Views and their related dictionary layouts (cont.)

Layout name	recommended as	Contents
`All-fields+ empty`		As `All-fields`, but additionally with empty fields
		see figure 9-14 on page 106
`Header+ empty`		As Header, but additionally with empty fields
		see figure 9-15 on page 106
`Multilang+`	Additional layout	Header fields and source and target languages and all other languages
		see figure 9-16 on page 107
`Transit1`	Dictionary window in Transit	■ Source language term
		■ Term, abbreviation, alternatives, and synonyms in the target language
		see figure 9-17 on page 107
`Transit2`	Dictionary window in Transit	As `Transit1`, but with additional fields for `data source`, `project`, and `dictionary`
		see figure 9-18 on page 107

Table 9-6: Views and their related dictionary layouts (cont.)

Fig. 9-1: STAR1 dictionary layout

Dictionary: sample (TermStar)

ENG: **window icon**
Bernd Barth
18.06.99

Info1: *A window can be minimized to icon size and is then displayed as ~.*

DEU: **Fenstersymbol**
Bernd Barth
18.06.99

Info1: *Ein Fenster kann auf Symbolgröße verkleinert werden und wird dann als ~ dargestellt.*

Fig. 9-2: STAR1+ dictionary layout

Platzhalterzeichen
window
Fenster
window border
Fensterrahmen
ENG:
Term: window icon
Gender:
Subject:

DEU:
Term: Fenstersymbol
Gender:
Subject:

Fig. 9-3: STAR1-Edit dictionary layout

■ port
Anschluß
Schnittstelle
----
pre-setting
Standardeinstellung
Voreinstellung
----
preferences palette
Farb-Voreinsteller
----
preparation
Vorbereiten

Fig. 9-4: STAR2 dictionary layout

Fig. 9-5: STAR2+ dictionary layout

Fig. 9-6: STAR3 dictionary layout

Fig. 9-7: STAR3+ dictionary layout

Fig. 9-8: Simple dictionary layout

Fig. 9-9: Header dictionary layout

Fig. 9-10: Simple-edit dictionary layout

Fig. 9-11: Simple-multilang dictionary layout

Fig. 9-12: Simple-multilang-edit dictionary layout

Fig. 9-13: All-fields dictionary layout

Fig. 9-14: All-fields+empty dictionary layout

Fig. 9-15: Header+empty dictionary layout

Fig. 9-16: Multilang+ dictionary layout

Fig. 9-17: Transit1 dictionary layout

Fig. 9-18: Transit2 dictionary layout

9.4   Customizing index buttons

9.4.1   Summary

The letters and groups of letters on the index buttons are located in a configuration file. You can create your own configuration file for each source language. If the source language is German, for instance, TermStar can display different index buttons (e.g. **St** and **Sch**) from those used if the source language is English.

TermStar checks each source language to see whether a configuration file is available for it. If no file does exist, TermStar uses the standard configuration file `buttons.def`.

9.4.2   Names of the configuration files for index buttons

The configuration files which define the index buttons are usually named according to the following rule:

`buttons.<language code>`

Instead of `<language code>`, the 3-letter language code of the language is used for which TermStar is to display the index buttons. A list of the language codes can be found in section 9.2 "3-letter language code" on page 92.

Examples:

- ▪   Configuration file for Germany – `buttons.deu`
- ▪   Configuration file for Egyptian Arabic – `buttons.are`

You will find the configuration files in the installation folder of Transit Satellite PE or TermStar Transit Satellite PE in the directory `config\global`.

9.4.3   Contents of a configuration file for index buttons

You can create and edit the configuration files with a text editor. When you create a new configuration file, simply copy an existing one and edit the copy.

The configuration files are constructed as follows:

```
[Register]
1=A A*
2=B B*
3=C C*
...
23=XY X*
24=Z Z*
```

Please note here:

■ The first line must contain `[Register]`

■ The following syntax applies to the definitions of the individual buttons:

`<no>=<character> <letter group>`

- `<no>` – consecutive number for the position on the index button

- `<character>` – the character that TermStar displays on the index button

- `<letter group>` – the letter group that TermStar is to switch to using this index button. Here, TermStar treats the asterisk (*) as a wildcard for the following characters.

Examples:

■ `1=A A*`

TermStar points to the first index button **A**. It selects the first entry that starts with *A* or *a* (TermStar does not distinguish between upper and lower case).

■ `18=Sch SCH*`

TermStar displays on the 18th button **Sch**. It selects the first entry that starts with *Sch* or *sch*.

i **New buttons are only available after you have reselected the source language**

If you have changed or created a configuration file for a language's index buttons, you must select this language again so that TermStar can find the configuration file.

The quickest way of doing this is to interchange the source and the target languages twice (see section 4.1.3 "Swapping the source and the target languages" on page 33).

9.5 Keyboard shortcut

In TermStar you can also carry out many commands with keyboard shortcuts. If you learn these shortcuts, you will be able to work significantly faster than with the mouse.

Table 9-7 explains how to type the keyboard shortcuts and whether you should press the keys consecutively or simultaneously.

You will find lists of all keyboard shortcuts in the following tables:

- General commands: Table 9-8 on page 111
- Navigating within a dictionary: Table 9-9 on page 111
- Edit mode: Table 9-10 on page 112

Keyboard shortcut	Meaning
CTRL+L	Press the keys CTRL and L simultaneously.
CTRL+Q, E	Press the CTRL and Q keys both at once. Then release both keys and press the E key.
ESC,U,B	Press the ESC, U and B keys one after the other.

Table 9-7: Meaning of the characters in shortcuts

Keyboard shortcut	Meaning
CTRL+Q, C or CTRL+HOME	You can use either of these shortcuts for the same command.

Table 9-7: Meaning of the characters in shortcuts (cont.)

9.5.1   General commands

Table 9-8 shows the keyboard shortcuts for general commands.

Function	Keyboard shortcut
Exit TermStar	ALT+F4
Menu bar	ALT or F10
Close window	ESC
Search	CTRL+F
Edit mode	ENTER or CTRL+E
Edit mode on right page	CTRL+ENTER
Swap languages	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y

Table 9-8: Keyboard shortcuts for general commands

9.5.2   Navigating within a dictionary

Table 9-9 shows the keyboard shortcuts for moving the cursor within a dictionary.

Function	Keyboard shortcut
Next data record	PLUS (numeric keypad)

Table 9-9: Keyboard shortcuts for navigating in the dictionary

Function	Keyboard shortcut
Previous data record	MINUS (numeric keypad)
Next page	CTRL+PLUS (numeric keypad)
Previous page	CTRL+MINUS (numeric keypad)
Start of Dictionary	HOME
End of Dictionary	END
Back from cross-reference	CTRL+ALT+MINUS (numeric keypad)

Table 9-9: Keyboard shortcuts for navigating in the dictionary (cont.)

9.5.3 Edit mode

Table 9-10 shows the keyboard shortcuts available in edit mode only.

Function	Keyboard shortcut
Next field	TAB
Previous field	SHIFT+TAB
Cut entry	CTRL+DIVIDE (numeric keypad)
Copying an entry	CTRL+MULTIPLY (numeric keypad)
Exit edit mode	ESC

Table 9-10: Keyboard shortcuts in edit mode

9.6 Addresses

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The addresses of more distributors can be found in the WWW:
http://www.star-transit.com

Index

Symbols

Numerics

A

B

C

D

P

R

S