

A photograph of two women sitting at a desk, working on a laptop. The woman on the right is smiling and holding a red pencil, while the woman on the left is looking at the laptop screen. The background is a bright, out-of-focus window.

SDL MultiTerm 2014 for Translators & Project Managers

Training Course

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INTRODUCTION

Chapter

1

ABOUT THIS TRAINING WORKBOOK

This workbook provides practical examples of how to use SDL MultiTerm 2014. You will learn the following:

- ❑ What is terminology?
- ❑ Starting the application
- ❑ Overview of the user interface
- ❑ Searching terms in SDL MultiTerm
- ❑ Adding, editing and deleting entries
- ❑ Generating termbases from existing glossaries in Microsoft Excel format
- ❑ Setting up your own termbase definitions
- ❑ Extracting terminology from translated files
- ❑ Exporting terminology to e.g. Word or Excel format
- ❑ Keeping termbases lean and efficient
- ❑ Using SDL MultiTerm in your translation environment, i.e. SDL Trados Studio 2014
- ❑ What is SDL MultiTerm Online?

The main focus of this training guide is on practical life examples, for which training sample files are available.

We recommend that you copy the sample files to your desktop, so that you can find them more easily, i.e. `..\Desktop\Sample Files`.



ABOUT TERMBASES

This chapter provides general information on SDL MultiTerm and terminology. You will learn the following:

- ▣ What are termbases and how can they be used?
- ▣ What is a concept-oriented termbase?

Chapter

2

WHAT IS A TERMBASE?

Every organization uses specific terms that cannot be found in standard dictionaries. Example: Microsoft uses the term *favorites* in Internet Explorer. In other Web browsers the same feature is referred to as bookmarks. For an organization it is important to use the correct terms consistently in all forms of communication, e.g. technical manuals, support articles, knowledge bases.

When translating documentation into other languages it is equally important to use standardized translations consistently. For example, the standard German translation for *dialog box* is *Dialogfeld*. The standard French translation is *boîte de dialogue*. If you fail to use the correct target terms, readers are likely to get confused, which may lead to misunderstandings, time-consuming support calls, etc.

Termbases are used to store organization-specific terms and their translations. This helps you do the following:

- ❑ Research terms quickly
- ❑ Translate terms consistently owing to the tight integration of SDL MultiTerm termbases into your translation environment, SDL Trados Studio 2014

A termbase allows you to enter additional information for each term. For example, you can have a *Status* field that indicates whether a term is obsolete, derogatory, not allowed/approved, preferred, etc. Also, you can use so-called descriptive fields (e.g. *Definition*, *Note*, *Example*, *Context*) to provide additional information on a term. A termbase can even contain multimedia objects, e.g. pictures or videos, as well as cross-references and hyperlinks.

ADDING CONTENT TO A TERMBASE

Except for a small sample termbase (which we are going to use for this training), SDL MultiTerm is not delivered with any content during installation. However, you can download termbases from our OpenExchange site at: <http://www.sdl.com/en/language-technology/sdl-openexchange/>

Termbases need to be filled by the user, as your corporate terminology or the terminology of your client will always be organization-specific. Termbases can be filled in any of the following ways:

- ❑ By adding entries manually
- ❑ By conversion of existing word lists (e.g. Microsoft Excel glossaries): SDL MultiTerm is delivered with a supplementary tool called SDL MultiTerm Convert, which allows you to quickly convert e.g. existing Microsoft Excel glossaries into SDL MultiTerm format
- ❑ By extracting terminology from existing source and/or target documents: terminology extraction can be done, for example, in SDL MultiTerm Extract, which is a separate product
- ❑ By creating of quick entries directly from your translation environment, i.e. SDL Trados Studio 2014

WHAT IS A CONCEPT-ORIENTED TERMBASE?

SDL MultiTerm termbases use a concept-oriented approach. In a classic dictionary each term is an entry. For example, the word *car* is listed under C, while the word *automobile* is listed under A. In a concept-oriented database all terms that belong to the same concept can be found in the same entry. Example: when you look up the term *car* in a concept-oriented termbase, synonyms such as *vehicle*, *auto*, *automobile*, are also shown (if available).

Unlike a classic dictionary, a termbase allows you to work with any language direction. You can select your preferred language pair as required.



THE SDL MULTITERM USER INTERFACE

This chapter provides an overview of the SDL MultiTerm user interface. You will learn how to:

- ❑ Start the application
- ❑ Open a termbase
- ❑ Handle the user interface

Chapter

3

STARTING THE APPLICATION

To start the SDL MultiTerm take the following steps:

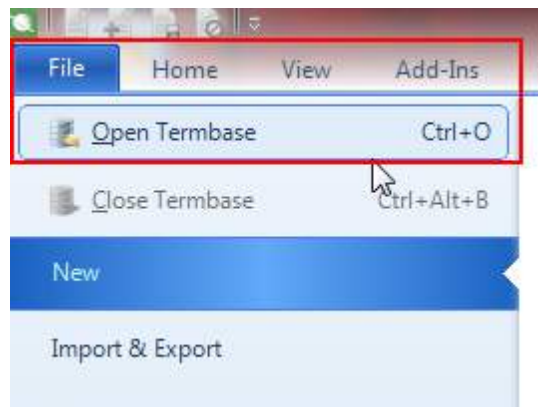
1. Click the Windows **Start** button, then select the program group **All Programs -> SDL -> SDL MultiTerm 2014**, and click the **SDL MultiTerm 2014 Desktop** application icon.
2. After SDL MultiTerm has launched, maximize the application window by clicking the **Maximize** button in the top right corner.



OPENING A TERMBASE

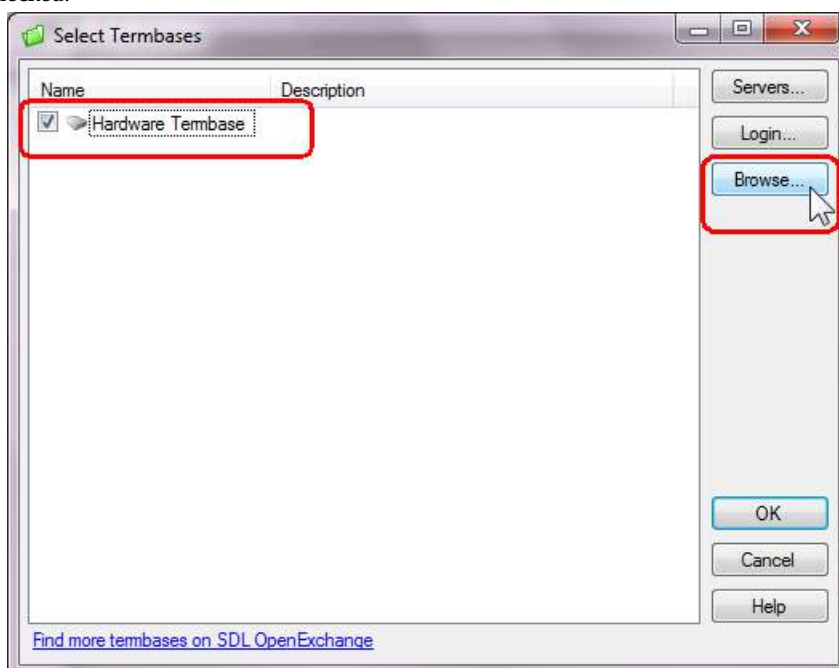
To open the sample termbase take the following steps:

1. Switch to the **File** tab in the application ribbon, then click **Open Termbase**.

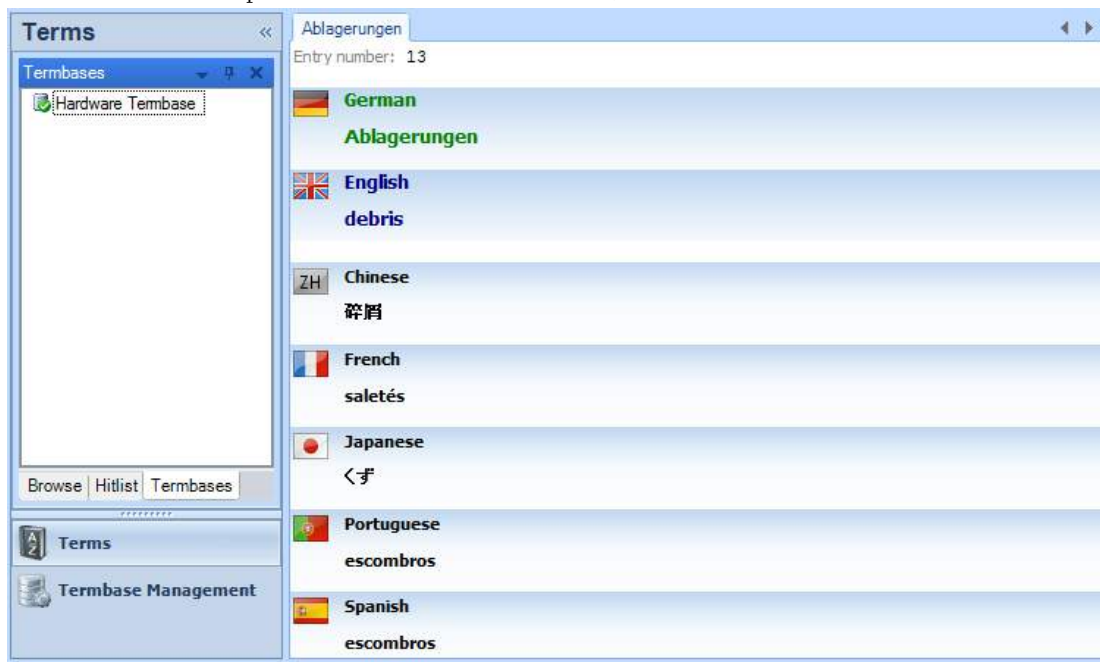


2. In the **Select Termbases** dialog box click the **Browse** button.
3. Browse to the location where your sample termbases are stored, i.e. `..|Sample Files|Termbases`.
4. Select the termbase file *Hardware.sdltb* by double-clicking it.

5. In the **Select Termbases** dialog box make sure that the box next to **Hardware Termbase** is checked.



6. Click **OK** to open the termbase in SDL MultiTerm, which now looks as shown below:



THE APPLICATION WINDOWS

The application has a number of views and windows, which serve different purposes and functions.

The Entry Pane

The sample termbase that you just opened contains hardware-related terms in the following languages: German, English, French, Spanish, Portuguese, Chinese, and Japanese. The terms in the available languages are shown in the **Entry** pane on the right hand side. Apart from the terms, some entries also contain additional information such as definitions, usage examples, graphics, etc.



FOR MORE INFORMATION

[The Entry Pane](#)

The Browse List

The **Browse** list on the left-hand side lists the terms of the selected source language in alphabetical order. Clicking a term in the **Browse** list displays the full entry in the **Entry** pane on the right-hand side. You can move up and down in the **Browse** list by using the **Up** and **Down** keys on your keyboard.

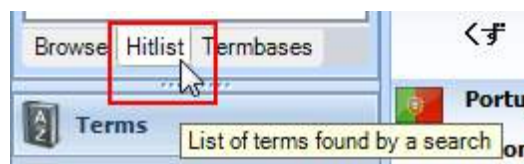


FOR MORE INFORMATION

[The Browse Tab](#)

The Hitlist

When you perform a search in the termbase, the **Browse** list switches to the **Hitlist** view, which contains the results of your search (if any). At the moment the **Hitlist** is empty, as you have not launched a search yet.



The next chapter provides examples of how to search terms in a termbase.

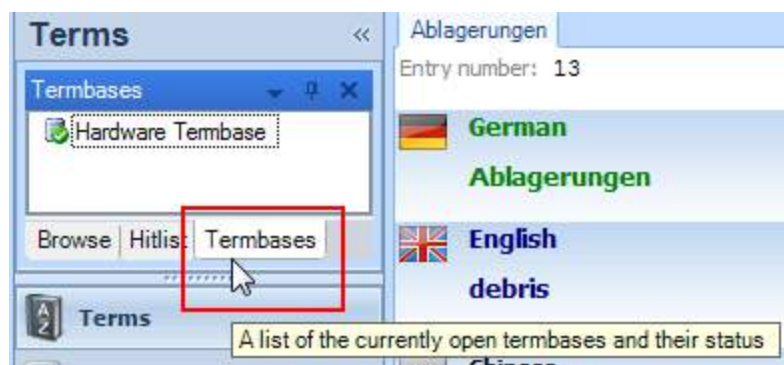


FOR MORE INFORMATION

[The Hitlist Tab](#)

The Termbases List

Click the **Termbases** tab to switch to the **Termbases** list. At the moment only one termbase is listed here, i.e. the termbase that you have just opened. This list is especially useful when you have several termbases open at the same time. In SDL MultiTerm you can search many termbases in parallel.

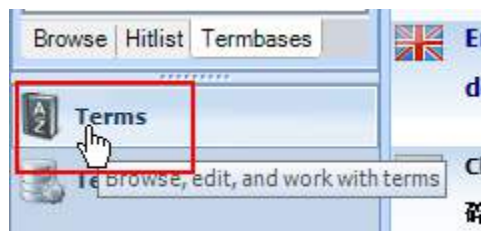


FOR MORE INFORMATION

[The Termbases Tab](#)

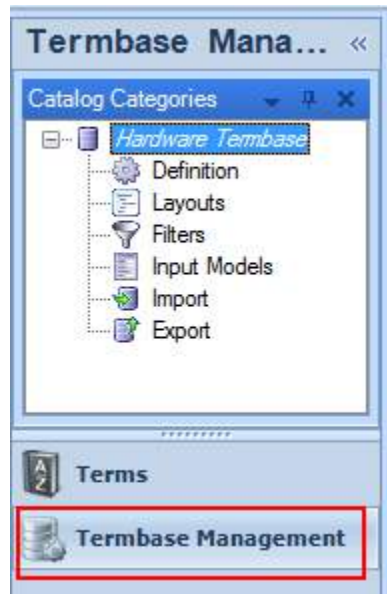
The Terms View

All of the above lists (i.e. **Browse**, **Hitlist**, **Termbases**) are accessible from the **Terms** view. In this view you perform day-to-day operations such as searching, adding and editing terms.



The Termbase Management View

The **Termbase Management** provides access to advanced functionality such as filtering, importing, exporting, etc. Click the **Termbase Management** button to switch to the corresponding view.



On the right-hand side you can now view some general information on the termbase. The most interesting part is the **Statistics** section, which shows the following:

- ❑ The total number of termbase entries (34)
- ❑ The total number of multimedia objects, i.e. graphics (4)
- ❑ The number of terms for each language

Statistics				
Total number of entries:		34		
Total number of multimedia objects:		4		
Languages	Name	Terms	Entries	Coverage (% of total)
	Chinese:	30	30	88%
	English:	48	34	100%
	French:	31	30	88%
	German:	33	33	97%
	Japanese:	30	30	88%
	Portuguese:	31	30	88%
	Spanish:	31	30	88%

➔ NOTE

An entry can contain more than one term in a particular language. In one entry you can store, for example, synonyms, approved terms, obsolete terms, etc. This is why the number of English terms (48) in the current example is greater than the total number of termbase entries (34).

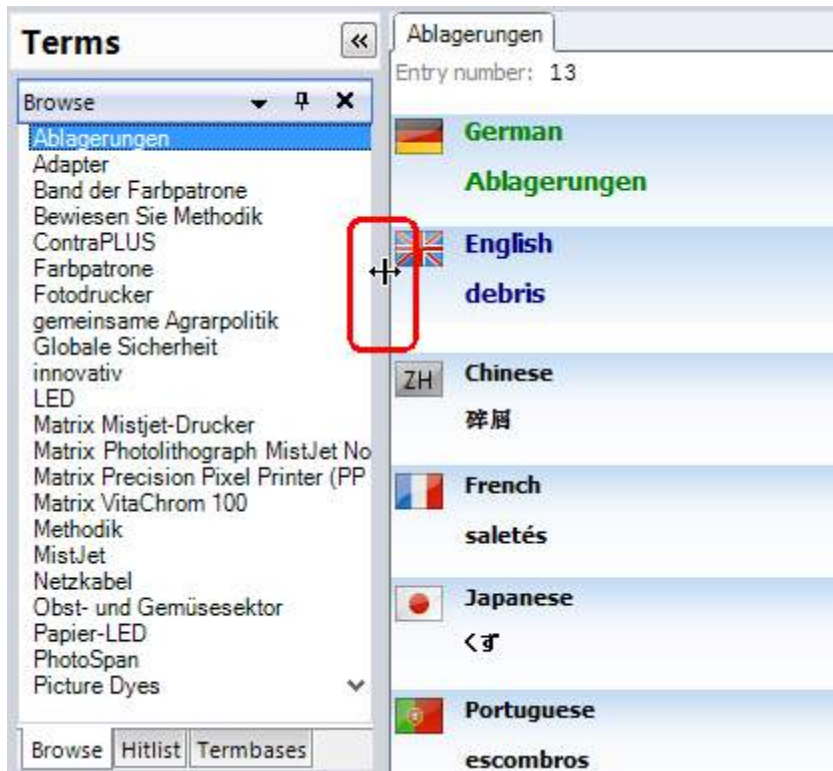
📘 FOR MORE INFORMATION

[About the Catalog View](#)

Resizing / Moving Windows and Auto Hide

Click the **Terms** button to switch back to the **Browse** list. SDL MultiTerm in fact allows you resize and move the windows within the application.

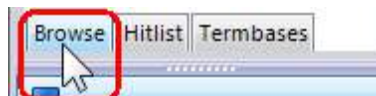
- **Resize:** You can resize the **Browse** list by placing the mouse pointer between the **Browse** list and the **Entry** pane and by moving the mouse pointer to the left or to the right.



- **Auto-hide:** You can auto-hide the **Browse** list by clicking the **Auto Hide** (pin) button in the upper right corner of the window. If the pin is pointing to the left, the list automatically disappears when you move the mouse pointer out of it.



When you move the mouse pointer over the **Browse** tab, the list will reappear.



If you move the mouse pointer out of the **Browse** list, it will disappear again. You can disable **Auto Hide** and lock the position of the list by clicking the pin button once more. When the pin icon is pointing down, the list stays locked in its current position.

- **Moving and docking:** You can move the **Browse** list within the application or even drag and position it outside of the SDL MultiTerm application. For example, you can move the list to a second screen. To move the list take the following steps:
 - Move mouse pointer over the title bar of the list and press the left mouse button.

- While keeping the left mouse button pressed, start moving the list to another position. (You can also move it to a position outside of the application window.)



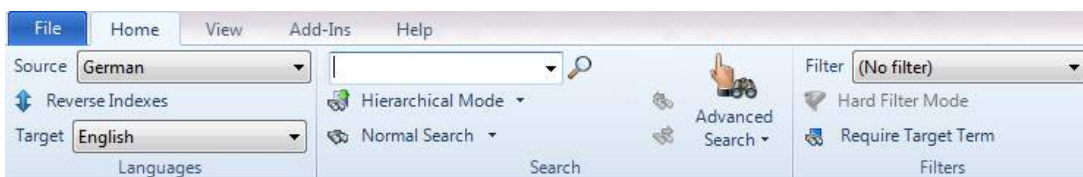
TIP

If you have accidentally moved or closed windows, and you do not know how to reopen them, just select the **Reset Window Layout** command on the **View** tab, and confirm by clicking **Yes**. This will reset all application windows to their factory settings.

The Application Ribbon

On the top of the application you will find the ribbon, which provides access to various functions.

Note that the buttons available on the ribbon change depending on the view that you have selected. In the **Terms** view you will find, e.g. termbase search functionality.



While in the **Termbase Management** view, the buttons for e.g. reorganizing or deleting termbases are available.





SEARCHING TERMBASES

This chapter provides examples of how to search a termbase.
You will learn how to:

- ❑ Select your preferred language pair
- ❑ Perform normal, wildcard, fuzzy, and full text searches
- ❑ Define a filter
- ❑ Perform a filtered search
- ❑ Search in multiple termbases

Chapter

4

SELECTING YOUR SOURCE AND TARGET LANGUAGE

First, make sure that you are in the **Terms** view. Searches are usually executed in the selected source language. This is the language that is displayed in the source language dropdown list. For example, when you want to look up a German term, you need to make sure that the selected source language is **German**.

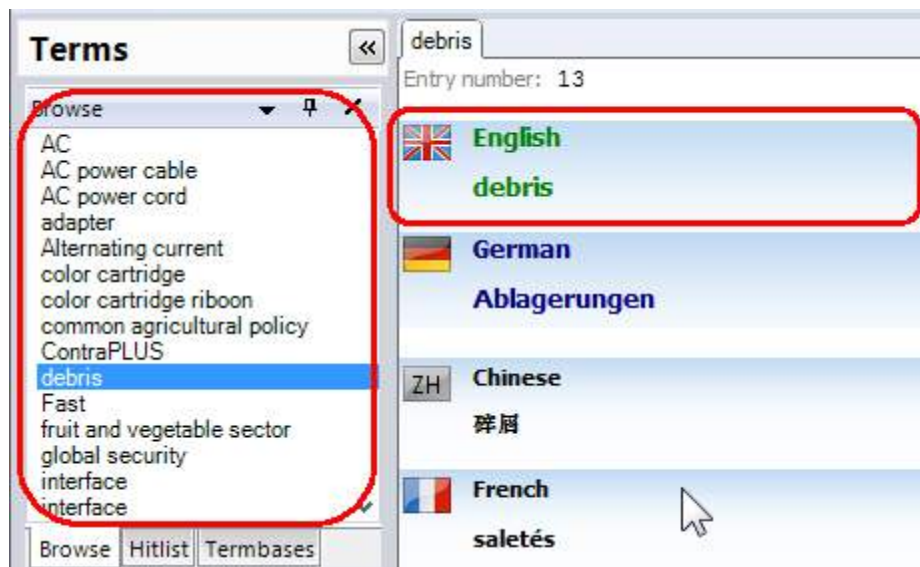


In the following exercises we are going to search for a number of English terms. Therefore, make sure that **English** is selected in the source language list. Then select your preferred target language (e.g. **German**) from the target language list, which you can find below the source language list.



Changing the source/target language pair will cause the following:

- ❑ The **Browse** list on the left-hand side contains English terms.
- ❑ The terms in the **Entry** pane are re-sorted, i.e. the source language term is shown on top. The target language term is listed second. Below the source and target terms you find the terms of all other languages, i.e. the languages that have not been selected as source or target language.



BROWSING THE TERMBASE

You can browse the termbase by clicking any one of the English terms listed on the left hand side.

For example, click the term *LED*.



This displays the corresponding entry in the **Entry** pane, i.e. *LED*, *Light-emitting diode*, and the translations in all available languages. Note that this entry contains additional information fields, e.g.

- ❑ **Definition** fields, which are used to further describe the terms.
- ❑ **Status** fields - for example, *LED* is marked as the preferred term, while *Light-emitting diode* is marked as a forbidden term.



NOTE

Fields such as **Definition** and **Status** are called *descriptive* fields. These can be freely defined when creating a termbase.

Now do the following: while the term *LED* is still highlighted in the **Browse** list, press the letter *p* on your keyboard. This will lead you to the first term that starts with *p*, i.e. *Paper LED*. Use the **Down** key on your keyboard to go further down to the term *photo printer*. This will show the corresponding entry, which is an example of an entry that contains a multimedia object, i.e. an image.



SEARCHING FOR PARTICULAR TERMS

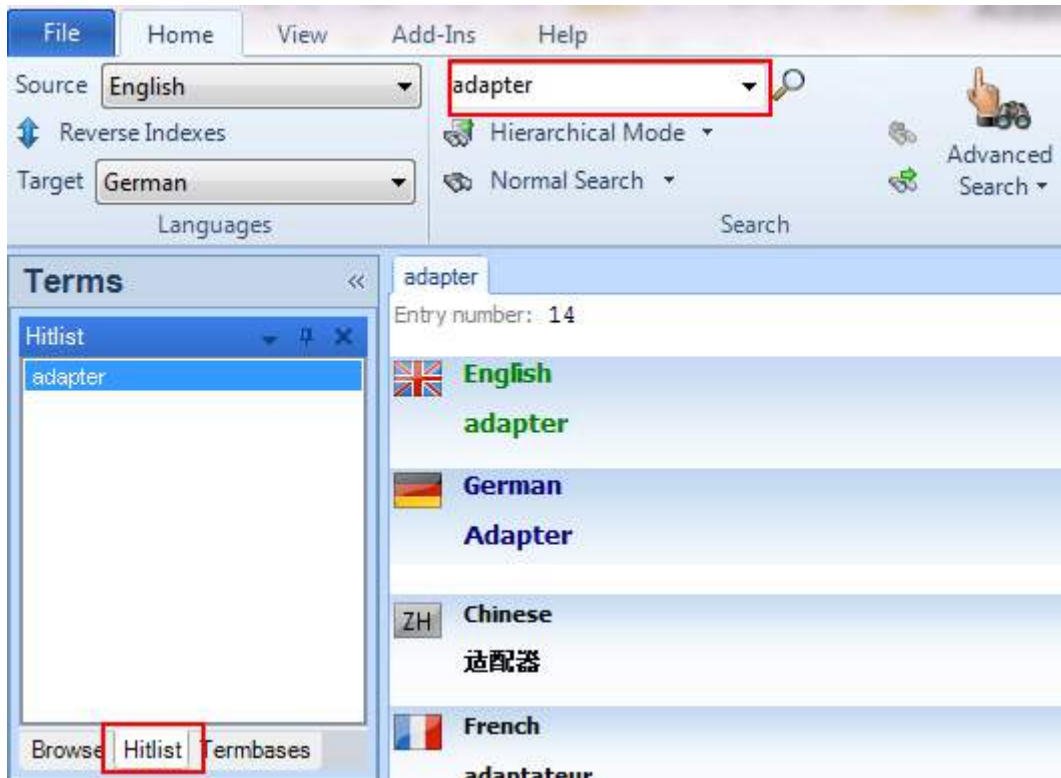
SDL MultiTerm offers a number of search types to help you find the information that you are looking for. In the following sections you will learn how the different search types work.

Normal Search

Let us assume that you want to look up the term *adapter*. To do this take the following steps:

1. Enter the search term (i.e. *adapter*) into the search text field.
2. Execute the search by pressing the **Enter** key.

Executing a search switches the **Browse** list to the **Hitlist**. The **Hitlist** contains the source term that was found. On the right-hand side you see the full entry with the terms in all available languages.



FOR MORE INFORMATION

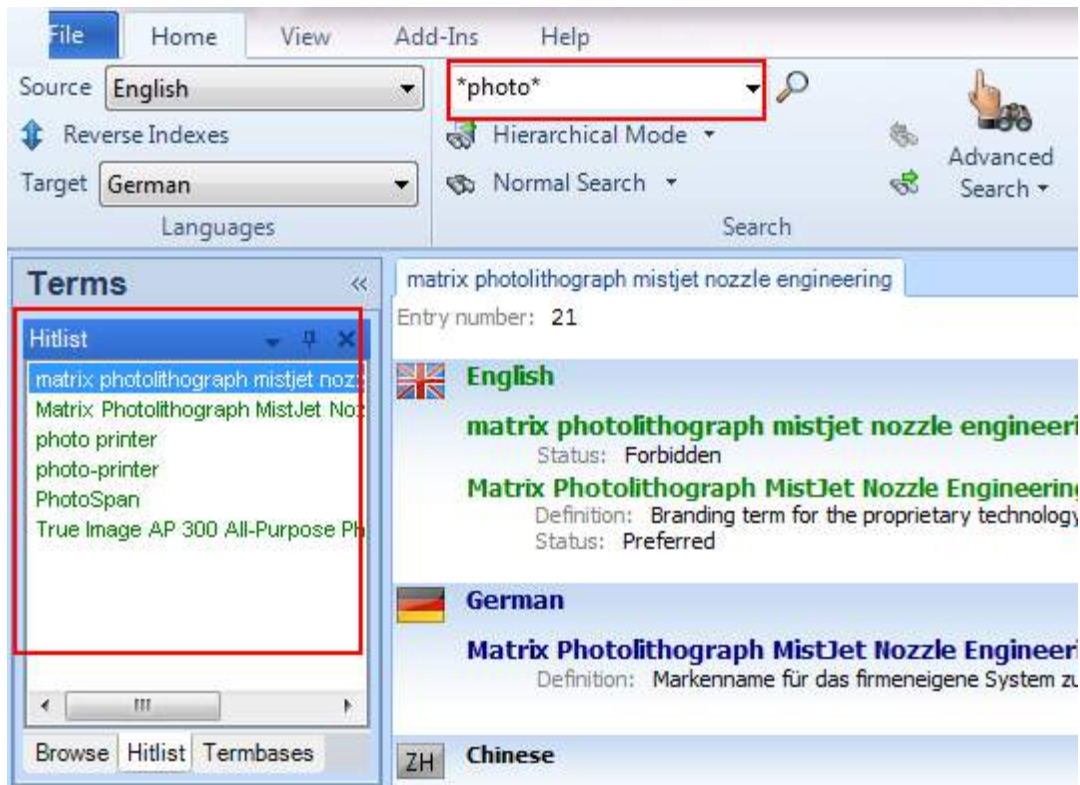
[Performing a Normal Search](#)

Wildcard Search

Let us assume that you want to look up all the terms that CONTAIN the word *photo*. To do this take the following steps:

1. Enter **photo** into the search text field.
2. Execute the search by pressing the **Enter** key.

The hitlist now shows all terms that contain the word *photo*, e.g. *Matrix Photolithograph*. The asterisks used in the wildcard search act as placeholders for any string that precedes and follows the search term.



Clicking a term in the hitlist shows the corresponding entry in the **Entry** pane.



FOR MORE INFORMATION

[Using Wildcard Characters](#)

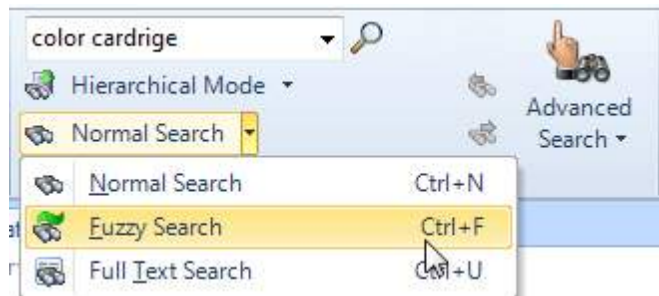
Fuzzy Search

Let us assume that you want to look up the term *color cartridge*. However, you are unsure of the spelling of the word *cartridge*. Take the following steps:

1. Enter a misspelled term on purpose, e.g. *color cardrige*.
2. Execute the search by pressing the **Enter** key.

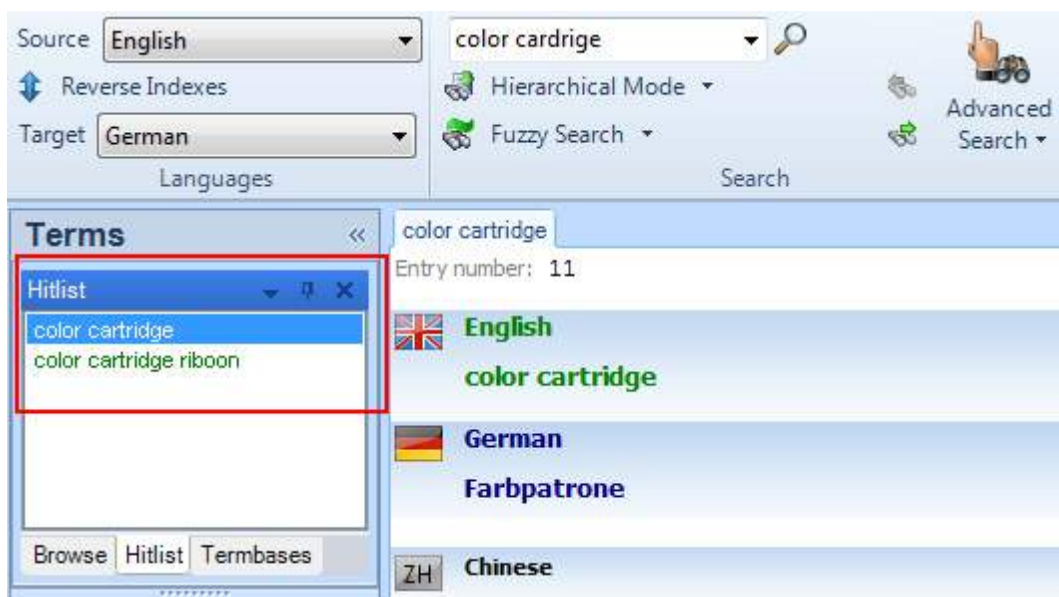
Note that this search yields no results, i.e. the hitlist is empty. However, SDL MultiTerm offers a powerful fuzzy search feature for exactly this kind of scenario. A fuzzy search yields results, even if you have badly misspelled a word. Now take the following steps:

1. To activate the fuzzy search click **Normal Search** below the search text field, then select **Fuzzy Search** from the list of available search types.



2. Click inside the search text field (which still contains the misspelled term) and press **Enter** to execute the search again.

The fuzzy search will yield two hit terms, i.e. *color cartridge* and *color cartridge ribbon*.



NOTE

The term *color cartridge ribbon* is misspelled in the termbase. We will correct this term in one of the following exercises.



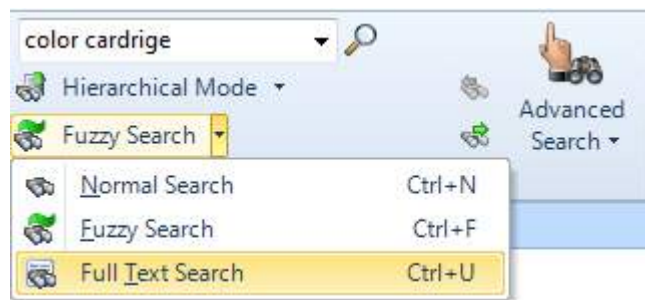
FOR MORE INFORMATION

[Performing a Fuzzy Search](#)

Full Text Search

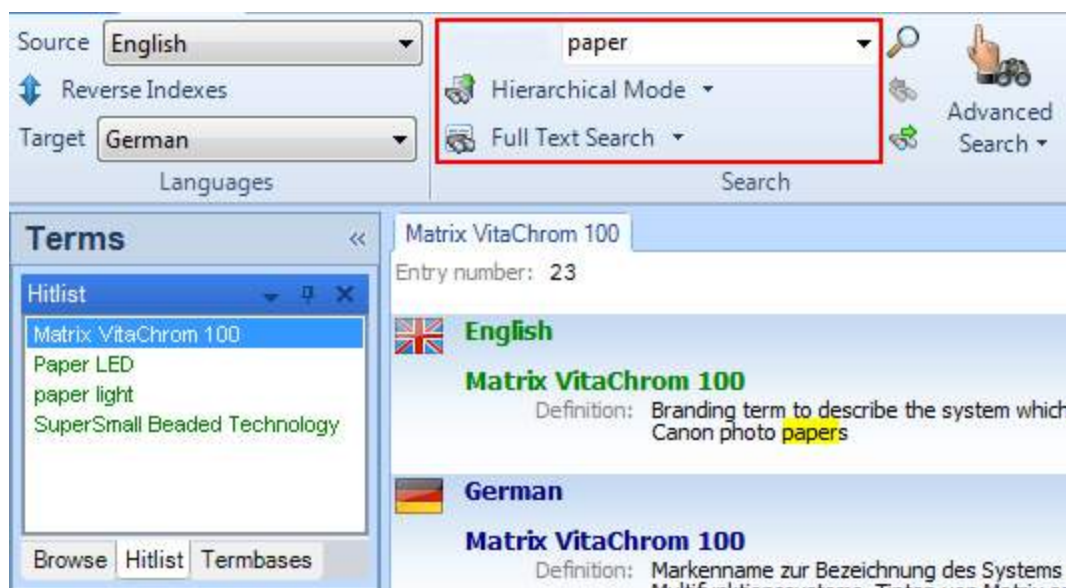
Note that all of the above types of search are only executed in the selected source language, i.e. the other languages are not searched, neither are the descriptive fields. Let us assume that you want to look up all entries in which the word *paper* occurs, for example, as part of a **Definition** field. To do this you have to activate the full text search. Take the following steps:

1. Click the **Fuzzy Search** button below the search text field, and then select the option **Full Text Search**.



2. Type the term *paper* into the search text field, then press **Enter**.

The hitlist now shows terms that, at first glance, have nothing to do with the search string. Take a look at the **Entry** pane on the right-hand side. You will see that the first hit contains the word *papers* in a **Definition** field. The search expression is highlighted with a yellow background.



FOR MORE INFORMATION

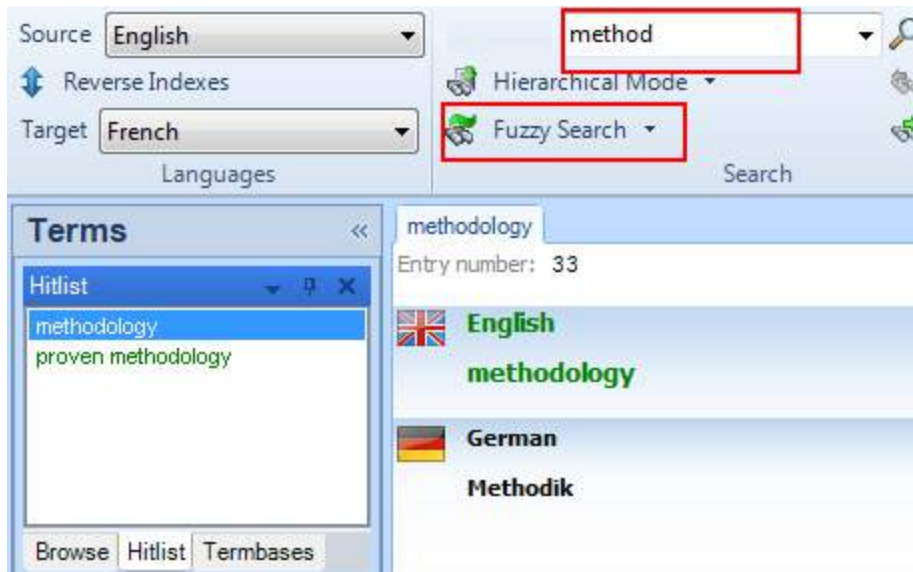
[Performing a Full Text Search](#)

Returning only Terms with a Target

Some termbase entries contain terms in all available languages. However, it might also happen that an entry does not contain terms for all languages (usually users are not forced to provide a term for every language). It can therefore happen that when you perform a search you will see results in the hitlist. However, the corresponding entries might not always offer a translation in the language that you are actually interested in. For this reason, the search result might be of only of little use to you. SDL MultiTerm offers a simple way of suppressing such entries during a search. Take the following steps:

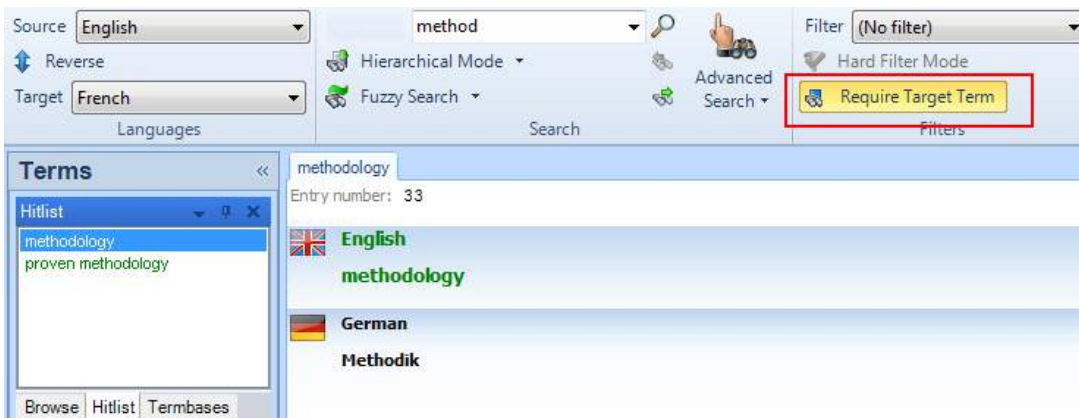
1. Make sure that **French** is selected as your target language.
2. Set the search type to **Fuzzy Search**.
3. Type the search term *method* into the search text field, then press **Enter**.

Note that the hitlist contains two terms, i.e. *methodology* and *proven methodology*. However, no French translation is available for the term *methodology*.



If you do not want the hitlist to show any results that do not offer a translation in your selected target language, then take the following steps:

1. Click the **Require Target Term** button.



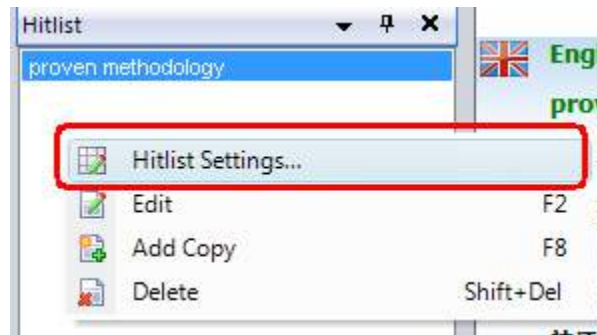
2. Place your cursor inside the search text field and press **Enter** to execute the same search again.

Note that this time the hitlist only contains the term *proven methodology*, for which a French translation is available. The **Only return terms with a target** option is useful for suppressing results that do not offer a translation in the selected target language anyway. Before you proceed to the next exercise click the **Only return terms with a target** button again to deactivate this setting.

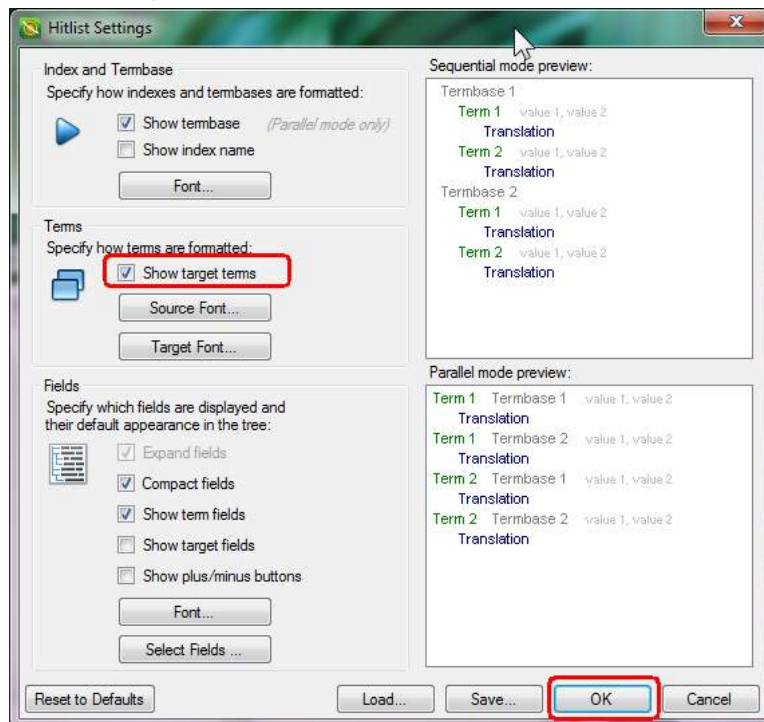
Showing the Target Term in the Hitlist

As you have seen, the target term is shown in the **Entry** window alongside all other fields. Let us assume, however, that you would like to see the target term directly in the hitlist. That way you can see the target term in the hitlist without having to look at the **Entry** window, which can be more ergonomic. To do this change the hitlist settings by taking the following steps:

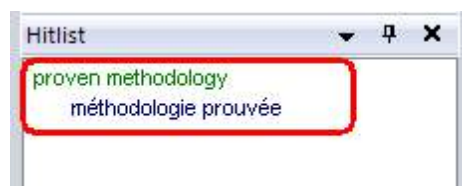
1. Right-click anywhere inside the hitlist and select **Hitlist Settings** from the context menu.



2. In the **Hitlist Settings** dialog box activate the **Show target terms** check box. Then close the dialog box by clicking **OK**.



3. Note that the target term is now directly displayed below the source term in the hitlist.



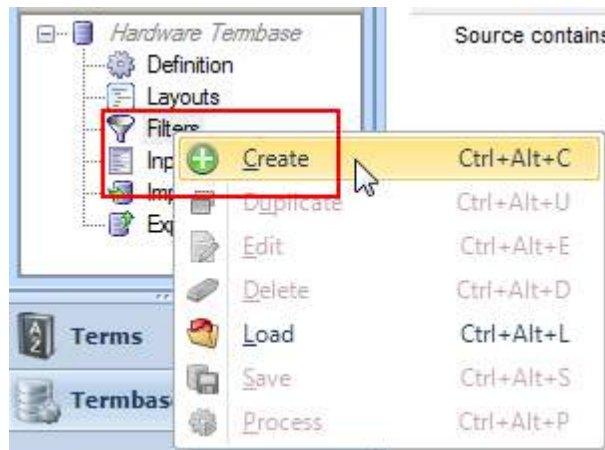
DEFINING AND USING FILTERS

Filters are useful for restricting a search to entries that match a specific criterion. In the following sections you will learn how to define and use filters.

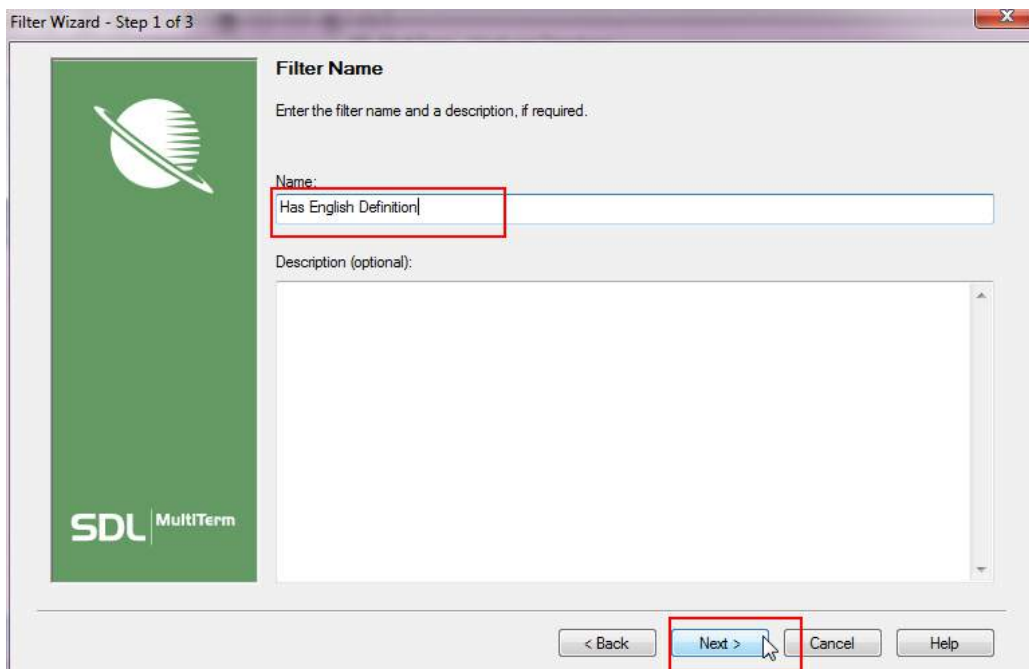
Creating a Simple Filter

Let us assume the following: you want to limit your searches to entries in which the English term has a definition. To do this take the following steps:

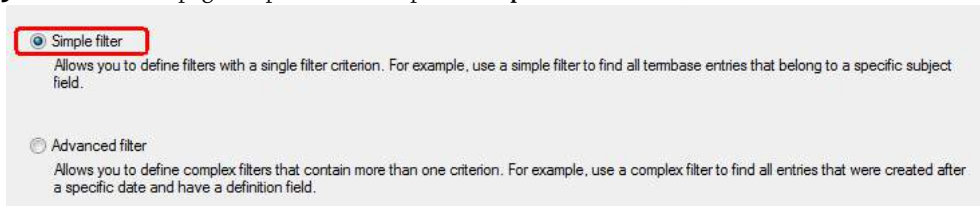
1. Click the **Termbase Management** button on the bottom of the **Navigation** pane.
2. Then right-click **Filters** and select the **Create** command from the context menu.



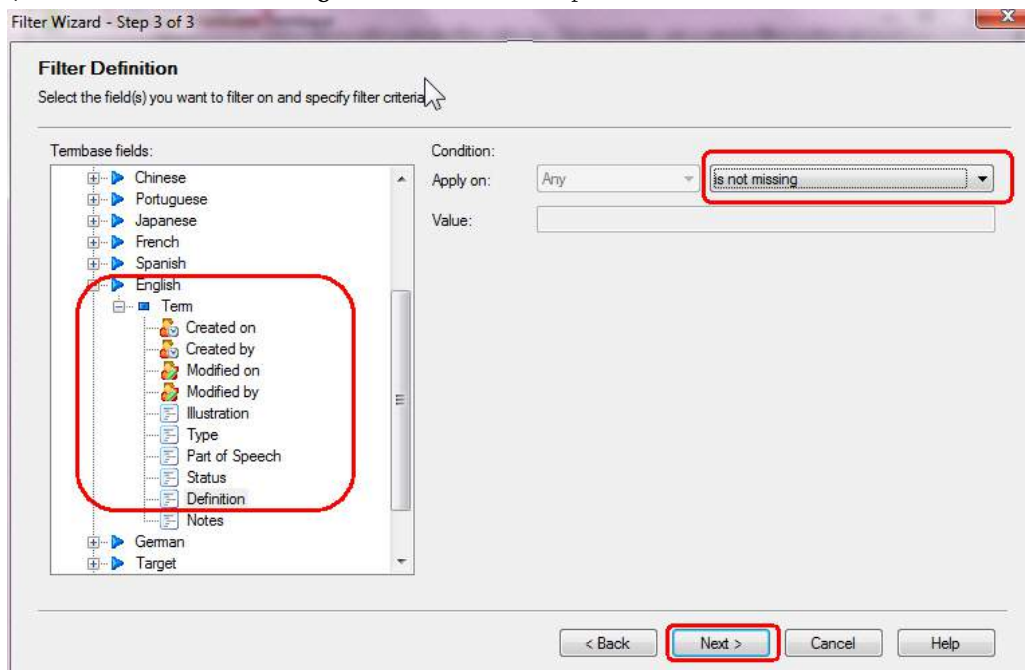
3. On the first page of the **Filter Wizard** click **Next**.
4. In step 1 of 3 of the **Filter Wizard** enter a descriptive name for your filter, e.g. *Has English definition*. Then click **Next**.



5. On the next page keep the default option **Simple filter** selected, and click **Next**.



6. From the list on the left-hand side of the **Filter Definition** page select **English** and drill down to **Term** -> **Definition**.
7. Then select **is not missing** from the **Condition** dropdown list.



8. Click **Next** and then **Finish** to create the filter.



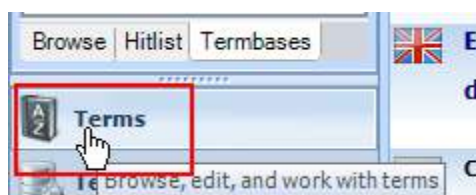
FOR MORE INFORMATION

[Creating a Filter](#)

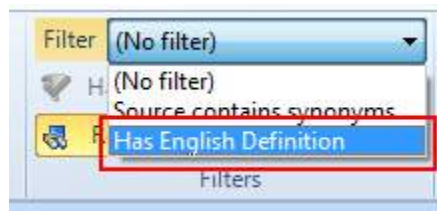
Using Filters in a Search

Now we will see how the filter actually works. Take the following steps:

1. Click the **Terms** button on the bottom of the **Navigation** pane.

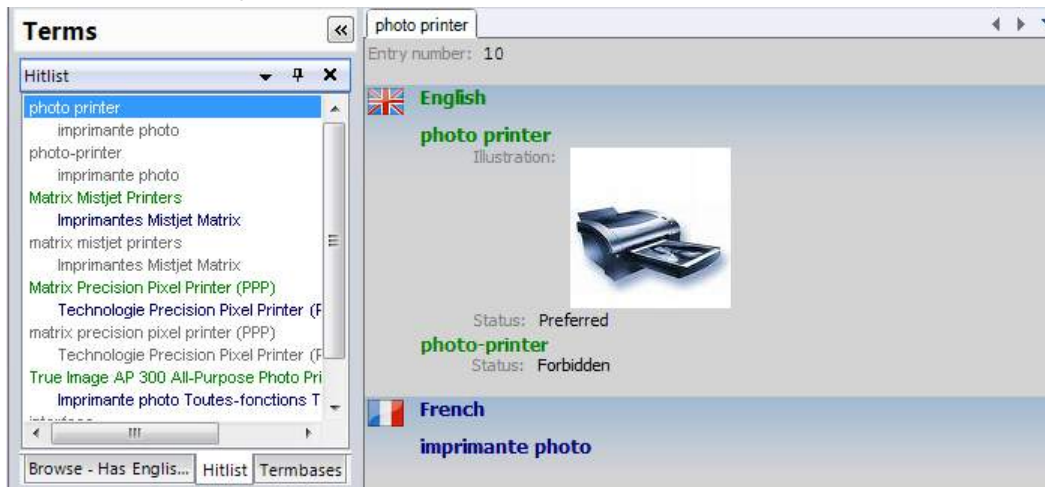


2. Select your newly created filter from the **Filter** dropdown list.



3. Type the term *printer* into the search text field and press **Enter**.

4. Note that the hitlist contains a number of results, some of which are grayed out. If you click one of the grayed-out hit terms in order to view the full entry, you will notice that the corresponding entry has a gray background. The gray background is used to flag hits that do not have an English definition, i.e. the entries that do not match the selected filter.



5. Let us assume that you do not want non-matching entries to be grayed out. Instead you prefer non-matching entries not to be shown in the first place. To do this click the **Hard filtering** button below the filter dropdown list. Then click inside the search text field and execute the search for the term *printer* again by pressing **Enter**.



6. Note that the hitlist now only contains the terms that match your filter.



NOTE

Filters apply both to the **Browse** and the **Hitlist** list.



FOR MORE INFORMATION

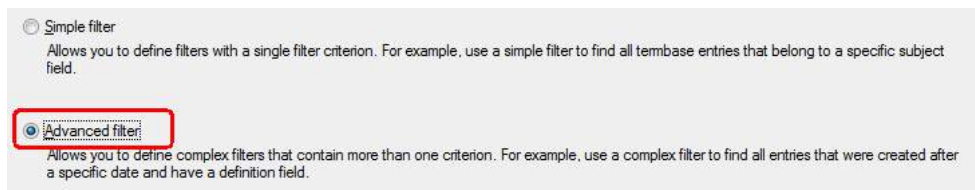
[Using Filters in Searches](#)

Creating an Advanced Filter

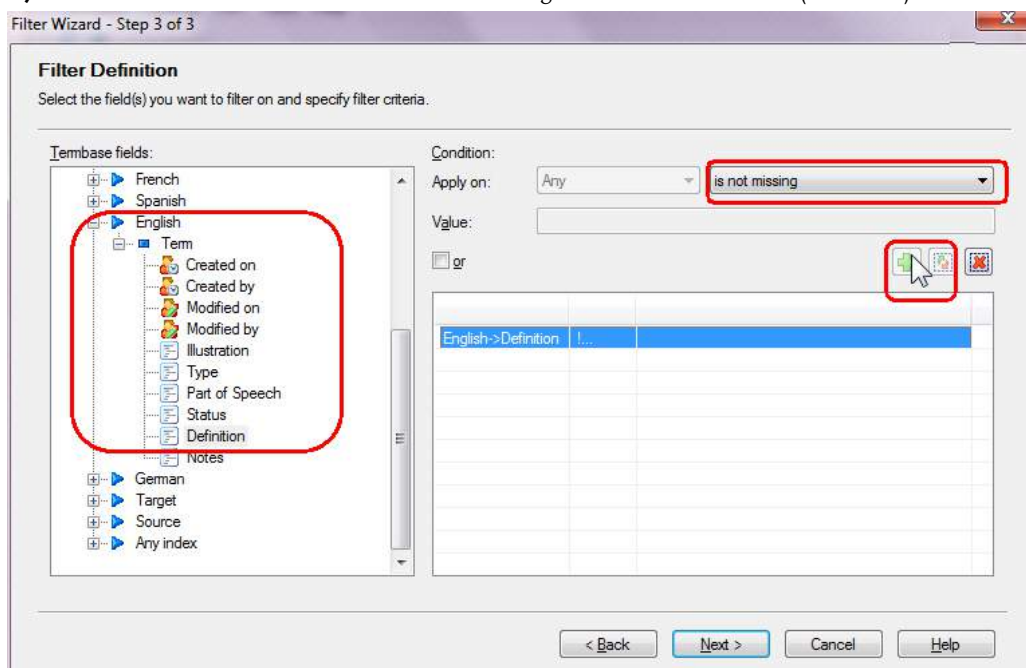
Advanced filters are defined and applied in the same way as simple filters. There is only one difference between these two filter types: simple filters use only one criterion. Advanced filters can have multiple criteria. Example of an advanced filter: *all entries created after 1st January 2009 AND that have an English definition*.

Let us assume that you want to define a filter that restricts your searches to entries that have more than one English term (i.e. that have synonyms) AND that have an English definition. To create such a filter take the following steps:

1. Click the **Termbase Management** button on the bottom of the **Navigation** pane.
2. Then right-click **Filters** and select the **Create** command from the context menu.
3. On the first page of the **Filter Wizard** click **Next**.
4. In step 1 of 3 of the **Filter Wizard** enter a name for your filter, e.g. *English definition and synonyms*. Then click **Next**.
5. On the next page select the **Advanced filter** radio button, and click **Next**.

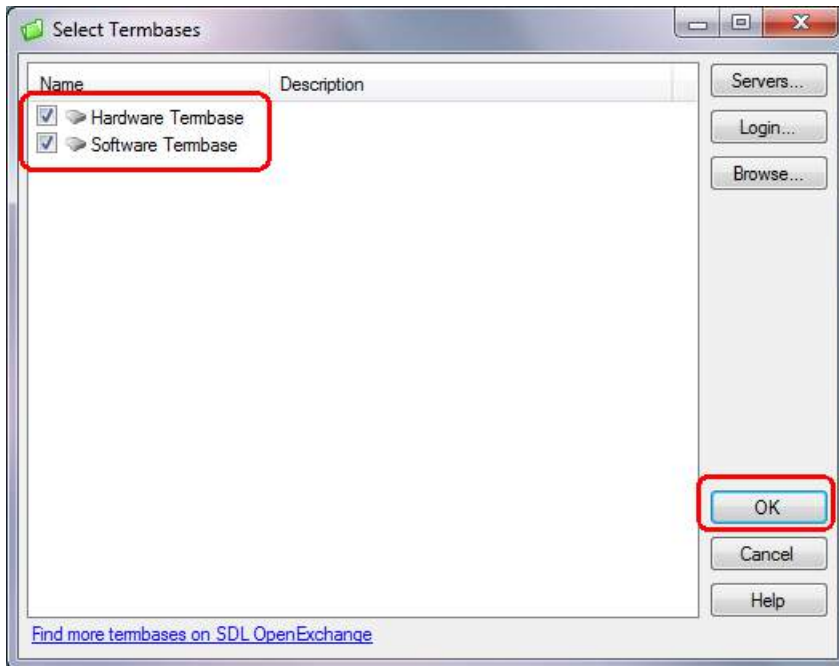


6. Define the first criterion: from the list on the left-hand side of the **Filter Definition** page select **English** and drill down to **Term -> Definition**. Then select **is not missing** from the **Condition** dropdown list.
7. To add this criterion to the list below click the green check mark button (see below):

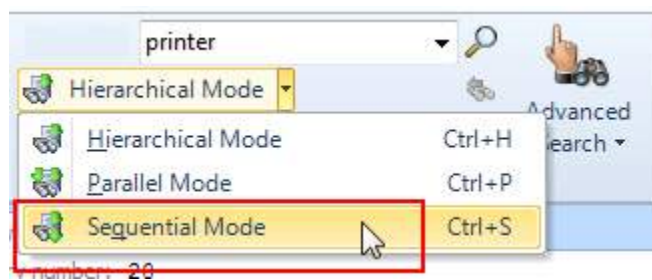


8. Now define the second criterion: select **Term** below **English**.
9. On the right-hand side select the condition **has synonyms** from the dropdown list.

2. In the **Select Termbases** dialog box click **Browse** and go to the location in which your sample termbases are stored. The second termbase can be found in the same folder as the first termbase, i.e. `..\Sample Files\Termbases`.
3. Double-click the termbase file *Software.sdltb* to select it.
4. The **Select Termbases** dialog box should now list two termbases, i.e. *Hardware Termbase* and *Software Termbase*. Make sure that the box next to each termbase is checked.
5. Click **OK** to open the second termbase.

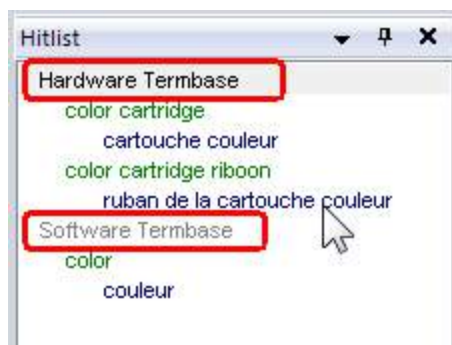


6. By default SDL MultiTerm searches the open termbases until a hit is found. This means that if a result is found in the first termbase, it will *not* continue the search in the second termbase. To make sure that *both* termbases are searched, click the **Hierarchical Mode** button below the search text field, and then select the **Sequential Mode** option.



7. Type the search term *color* into the search text field, then press **Enter**.

8. Note that the hitlist contains results from both termbases, e.g. *color cartridge* from the *Hardware Termbase*, and *color* from the *Software Termbase*. The names of the termbase from which the results have been retrieved are shown above the hit terms.



FOR MORE INFORMATION

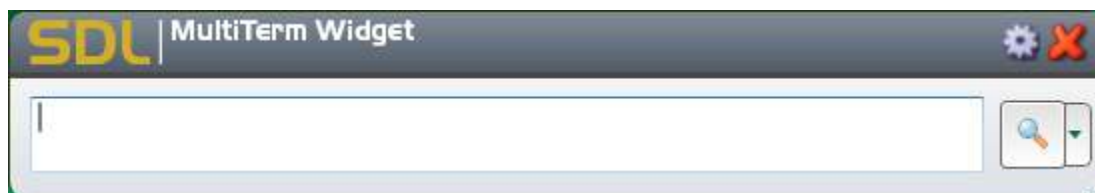
[Searching Multiple Termbases](#)

SEARCHING FROM OTHER APPLICATIONS

Up to this point you have learned how to do searches in SDL MultiTerm proper. However, it is also possible to do searches from within any other application, e.g. Microsoft Office. For this purpose the SDL MultiTerm package includes the SDL MultiTerm Widget. This application can run in the background and then be called for searching termbases from within any other 3rd party application.

To start the SDL MultiTerm Widget take the following steps:

1. Click the Windows **Start** button, then select the program group **All Programs -> SDL -> SDL MultiTerm 2014**, and click the **SDL MultiTerm 2014 Widget** application icon.
2. The SDL MultiTerm Widget looks as shown below:



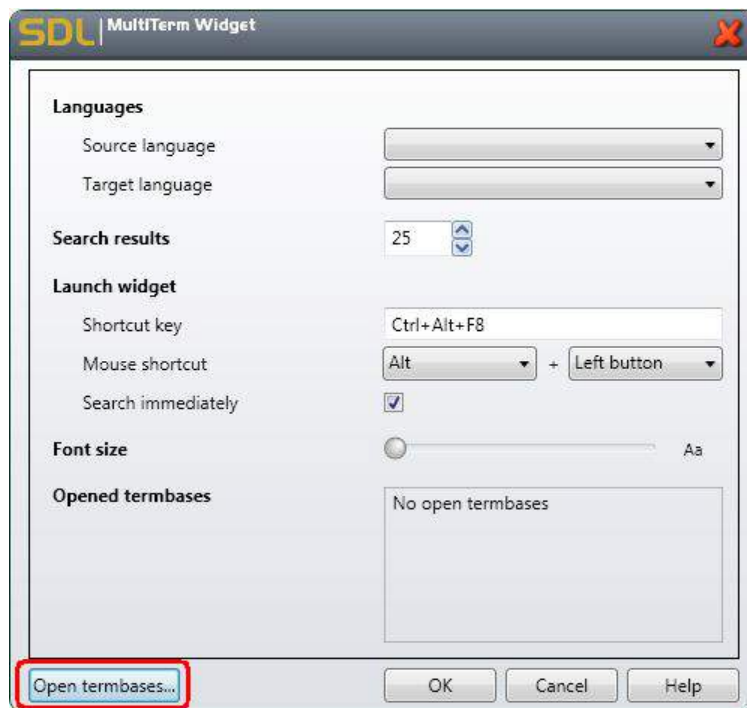
Selecting a Termbase

Before you can search termbases from the widget, you need to select one or several termbases. To do this take the following steps:

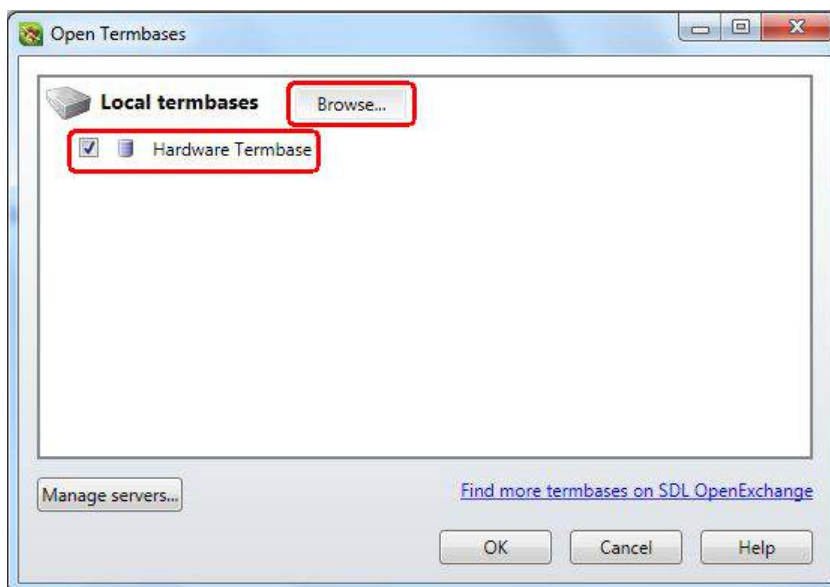
1. Click the **Configure** button in the top right corner of the application window.



2. This opens a new window in which you can select termbases and configure further settings. Here, click the **Open Termbases** button.

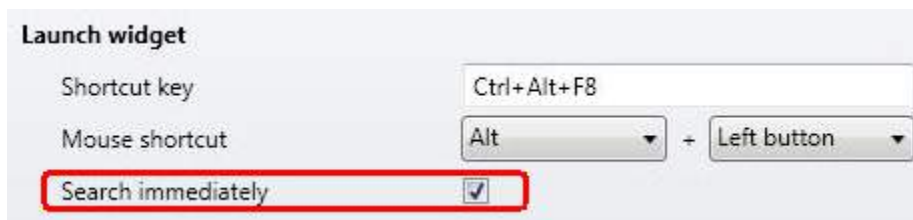


3. In the **Open Termbases** dialog box click **Browse**. Then browse to the location of your sample termbases, i.e. ...\\Sample Files\\Termbases and select the termbase file *Hardware.sdlb* by double-clicking it. The termbase name will now be listed in the dialog box.



4. Click **OK** to close the **Open Termbases** dialog box. Next, make certain that **English** is selected as your source language. Then select your preferred target language.

- Also activate the **Search immediately** check box. This ensures that any strings highlighted in a 3rd party application are automatically searched through the widget when you press the keyboard shortcut **Ctrl+Alt+F8**.

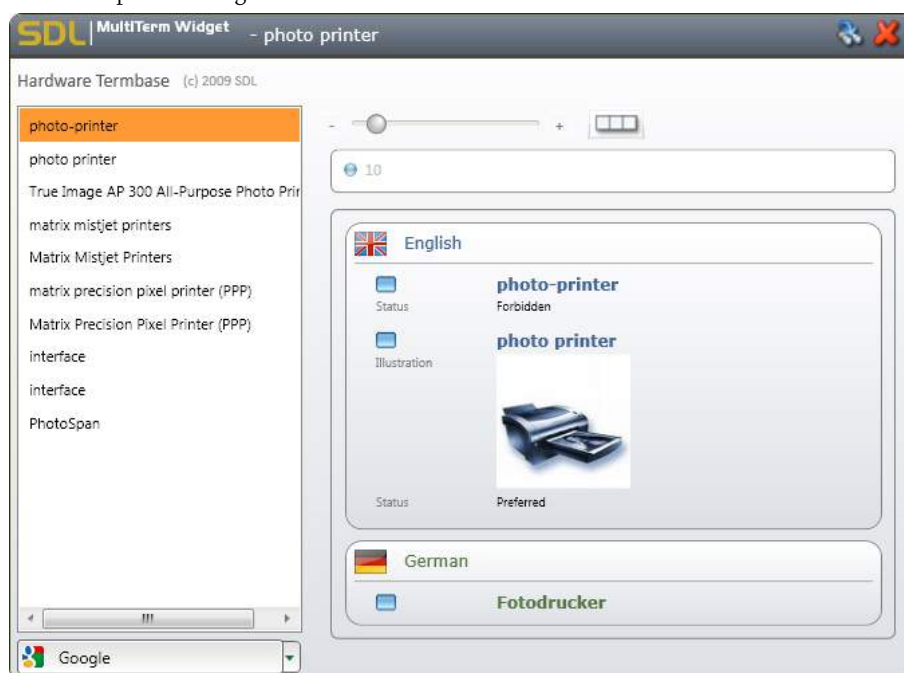


- Click **OK** to confirm the settings and close the configuration window.

Performing a Search from Word

As an example of a search from a 3rd party application we are going to use Microsoft Word. Take the following steps:

- Open the document *PhotoPrinter.doc*, which is located in your sample files folder (..\Sample Files\Documents) in Microsoft Word.
- Highlight the term *photo printer*, then press **Ctrl+Alt+F8**.
- This will open the widget with the search result:



- You can now close the widget window by clicking the **Hide** button in the top right corner of the application window.



Note that the widget is still running in the background and can be called by pressing the shortcut **Ctrl+Alt+F8**.

SUMMARY

- ❑ You can view an entry by clicking the corresponding term in the **Browse** list.
- ❑ To look up a particular term, enter it into the search text box and press **Enter**. This will switch the **Browse** list to the **Hitlist** window and display the search results (if any).
- ❑ You can also use placeholder symbols (*) to do wildcard searches.
- ❑ By selecting the fuzzy search method you can find terms even if the search string is badly misspelled.
- ❑ The search is usually only carried out in the selected source language. However, the full text search is applied to all fields, e.g. also to definition texts.
- ❑ You can search several open termbases sequentially. The results are sorted by termbase in the hitlist.
- ❑ You can define filters to limit searching and browsing to a particular subset of the termbase, e.g. all entries that contain English definitions.
- ❑ SDL MultiTerm Widget allows you to look up terms from any 3rd party application. Once started, this widget runs in the background and can be called using the keyboard shortcut **Ctrl+Alt+F8**.



ADDING AND EDITING ENTRIES

This chapter provides examples of how to add and edit termbase entries. You will learn how to:

- ❑ Correct an existing term
- ❑ Add a new entry
- ❑ Add descriptive fields and terms in different languages
- ❑ Add cross-references and multimedia objects
- ❑ Delete entries

Chapter

5

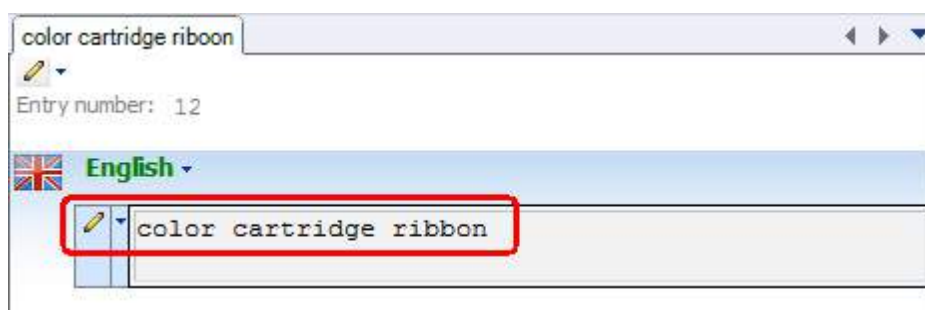
CORRECTING A TERM

The hitlist should still show the incorrectly spelled term *color cartridge riboon* from the previous exercise. To correct the term take the following steps:

1. Make sure that the entry that contains the misspelled term *color cartridge riboon* is displayed in the entry window. If this is not the case, click the term in the hitlist.
2. Click the **Edit** button (or press **F2**).



3. This will open the entry in the edit mode. Double-click the incorrectly spelled term and change it to *color cartridge ribbon*.



4. Press **Enter** to confirm the correction.
5. Save the corrected entry by clicking the **Save** button (or press **F12**).



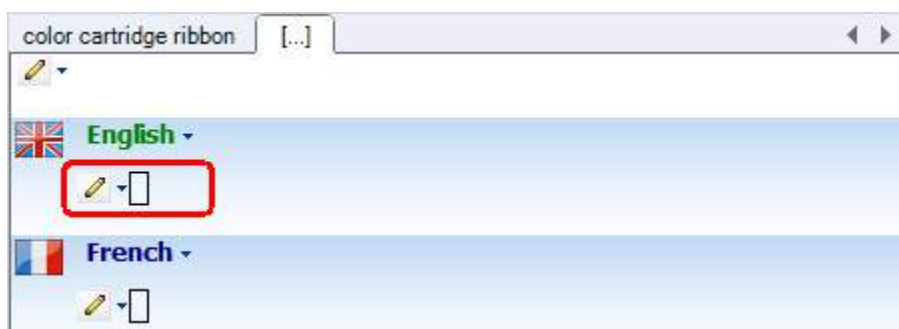
ADDING A NEW ENTRY

Let us assume that you would like to add a new entry for the term *wall socket*. To do this take the following steps:

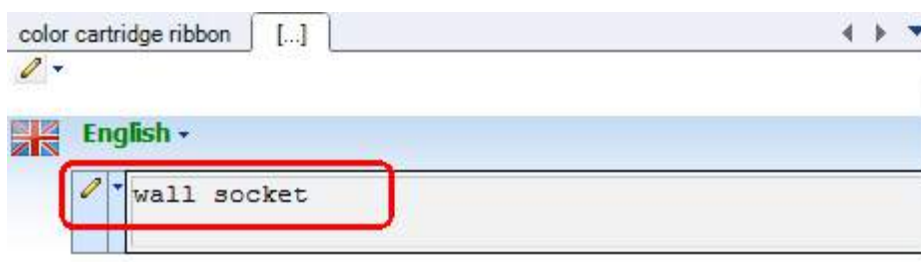
1. Click the **Add New** button (or press **F3**).



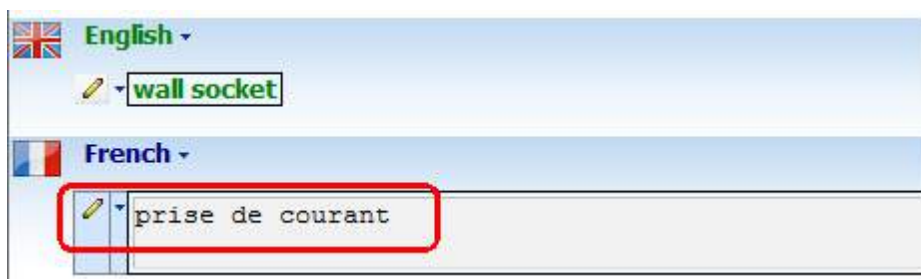
- This opens the edit mode with empty fields in which you can enter the terms in the different languages. To add the English term double-click the empty field below the label **English**.



- Type the term **wall socket**, then confirm with **Enter**.



- Repeat the above procedure to enter the French term, which is *prise de courant*.



- Then enter the German term, which is *Steckdose*.

**NOTE**

You do not need to fill in all languages.

**TIP**

You can use the **Tab** key to jump to the next language. Make sure that you confirm the last term by pressing the **Enter** key before saving the entry.

- Save the new entry by pressing **F12**. The newly created entry should now look as shown below:



ADDING MORE INFORMATION TO THE ENTRY

Let us assume that you would like to add some more information to the new entry.

Adding a Term in Another Language

For example, you would like to add the Spanish translation for *wall socket*. To do this take the following steps:

- Press **F2**, which will re-open the newly created entry in the edit mode.
- Double-click the empty field below the label **Spanish** and enter the Spanish translation, i.e. *toma de corriente*. Then confirm the new term with **Enter**.



Adding a Synonym

Let us assume that you would like to enter an English synonym, i.e. *wall plug*. To do this take the following steps:

- Click the arrow button next to the label **English**.



- This opens a dropdown menu, in which you click **Term**.



- This, in turn, opens a new (empty) term field, in which you enter the synonym, i.e. *wall plug*. Confirm the new term by pressing **Enter**.



Adding a Status Value

Let us assume that you want to indicate that *wall socket* is your preferred term. The sample termbase offers a field called **Status**, which can be used to add this type of information.

- Click the arrow button next to the term *wall socket*.



- This opens a dropdown menu, from which you select the **Status** field.



- This will insert a dropdown list with three values below the term. Select the **Preferred** value from the list, then press **Enter** to confirm.



**NOTE**

Status is a so-called picklist field. This means that it allows you to pick one of several pre-defined values. In the next section you will learn how to add information into a free text field.

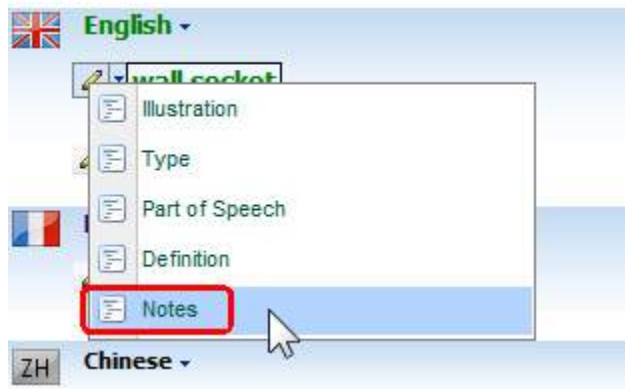
Adding a Notes Field

Let us assume that you want to add some additional information to the English term *wall socket*, i.e. a note. To do this take the following steps:

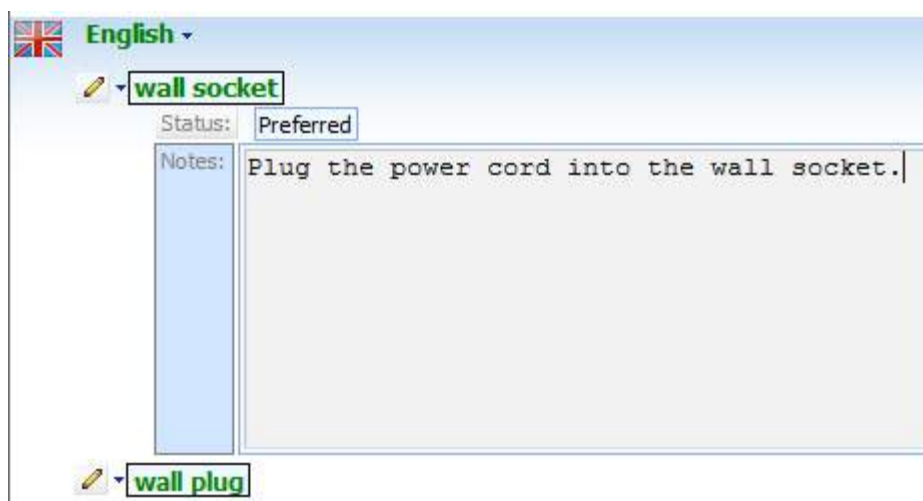
1. Click the arrow button next to the term *wall socket*.



2. This opens a dropdown menu, from which you select the **Notes** field.



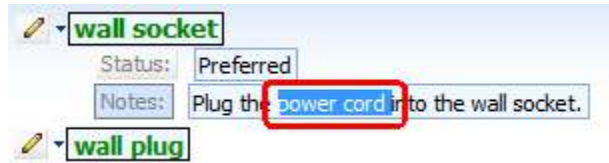
3. This, in turn, opens an empty text field, in which you type the following text: *Plug the power cord into the wall socket.* Then press **Enter** to confirm.



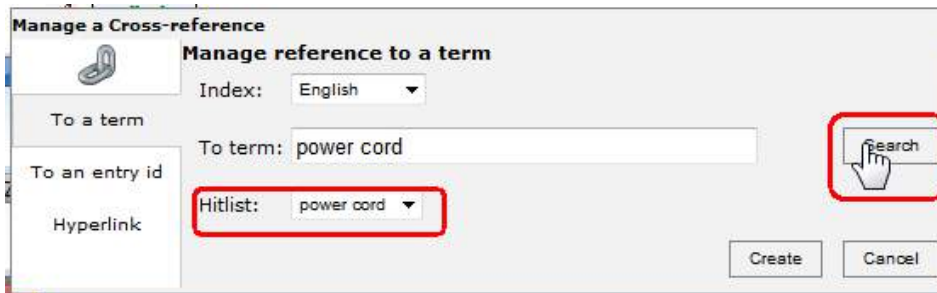
Adding a Cross-reference

Note that the text in the **Notes** field contains the term *power cord*. Let us assume that you know that *power cord* occurs as a term in another entry. Let us also assume that you want to create a cross-reference to link the entry you are currently editing to the existing entry (i.e. the one that contains *power cord* as a term). To do this take the following steps:

1. Highlight *power cord* within the **Notes** field text.



2. Click the right mouse button. This will open the **Manage a Cross-reference** box.



3. If you also highlighted the trailing white space after *power cord*, remove it in the **To term** text field and then click **Search**. This will display *power cord* in the **Hitlist**.
4. Then click **Create** to create the reference.
5. Note that the string *power cord* now has the typical hyperlink formatting (i.e. blue and underlined).



6. Use the **Save** button to save the entry.
7. Now that the entry has been saved you can test whether the cross-reference works. Click the hyperlink in the **Notes** field, i.e. [power cord](#).

8. This will open the entry that contains the referenced term in a new entry tab. (You can easily switch back to the previous entry by clicking the *wall socket* tab. However, do not do this for now, because we still need the *power cord* entry for another exercise.)



FOR MORE INFORMATION

[Adding a Cross-reference to another Entry](#)



TIP

You can close an entry tab by pressing **Ctrl+F4**.

Adding a Picture

Let us assume that you have an image file illustrating what a *power cord* looks like on your hard disk. You want to add this image file to the currently displayed entry. To do this take the following steps:

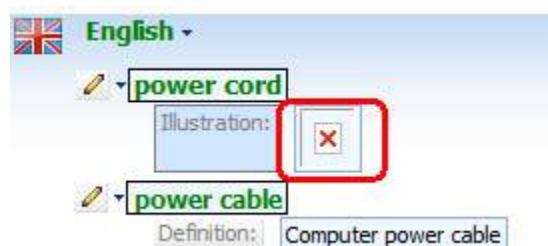
1. Press **F2** to switch to the edit mode.
2. Click the arrow button next to the term *power cord* and select **Illustration** from the context menu.



- Click the **Browse** button next to the empty **Illustration** field.



- Browse to the folder that contains the image file, i.e. ...\\Sample Files\\Termbases.
- Select the file *cord.jpg* by double-clicking it. Note that the name and path of the image file has been entered into the **Illustration** field.
- Press **Enter** to confirm. Note that the image is not displayed yet.



- Press **F12** to save the entry.
- After saving the entry the image is shown below the term.



FOR MORE INFORMATION

[Attaching a Multimedia File](#)

DELETING ENTRIES

Let us assume that you want to delete your newly created entry. To do this take the following steps:

- Click the entry tab labeled *wall socket* to switch to the corresponding entry.

2. Then click the **Delete** button (or press **Shift+Del**).



3. Confirm the delete operation by clicking **Yes**.

**NOTE**

You need to confirm deletion of the entry, because deleted entries cannot be restored.

Before you go to the exercise in the next chapter switch to the **File** tab, and then click **Close Termbase** to close the current termbase.

SUMMARY

- ❑ To add a new entry press **F3**, or use the corresponding button.
- ❑ To edit an existing entry press **F2**, or use the corresponding button.
- ❑ When editing an entry you can correct the content of fields, add new fields, etc.
- ❑ By highlighting and right-clicking a string in a descriptive text field you can link it to another term in the termbase.
- ❑ You can also add multimedia fields and select a multimedia file, e.g. an image.
- ❑ To save a new or edited entries press **F12**, or use the corresponding button.
- ❑ By pressing **Shift+Del** you can delete an entry. This operation cannot be undone.



CREATING TERMBASES FROM EXCEL GLOSSARIES

In this chapter you will learn how to:

- ❑ Convert a glossary file in Excel format into an SDL MultiTerm termbase

Chapter

6

ABOUT CONVERTING EXCEL GLOSSARIES

SDL MultiTerm comes with an additional product called SDL MultiTerm Convert, which allows you to convert, for example, Excel glossaries to SDL MultiTerm XML format. This XML format then be imported into a termbase.

PREPARING YOUR GLOSSARY FOR CONVERSION

In your sample files folder, i.e. ...\\Sample Files\\Converting_Glossaries, you find the *glossary.xlsx* sample file. When opened in Microsoft Excel the glossary looks as shown below:

	A	B	C
1	Subject	English	German
2	Software	Menu	Menü
3	Software	Tracks	Titel
4	Software	Artists	Künstler
5	Software	Albums	Alben
6	Software	Genres	Genres
7	Software	Playlists	Playlists
8	Software	Play List	Playlist abspielen
9	Software	Play Album	Album abspielen
10	Software	Mobile Playlist	Mobile Playlist
11	Software	Settings	Einstellungen
12	Software	All Tracks	Alle Titel
13	Software	Play Shuffled	Zufallswiedergabe
14	Software	Unknown	Unbekannt

Note that this file already fits the requirements for converting into SDL MultiTerm XML format, i.e.:

- ❑ The terms for each language and the values of the descriptive field (i.e. *Subject*) are listed in separate columns.
- ❑ The column headers contain the label of each language field and the descriptive field. It is important that the column headers match the names that the fields will have in the SDL MultiTerm termbase.

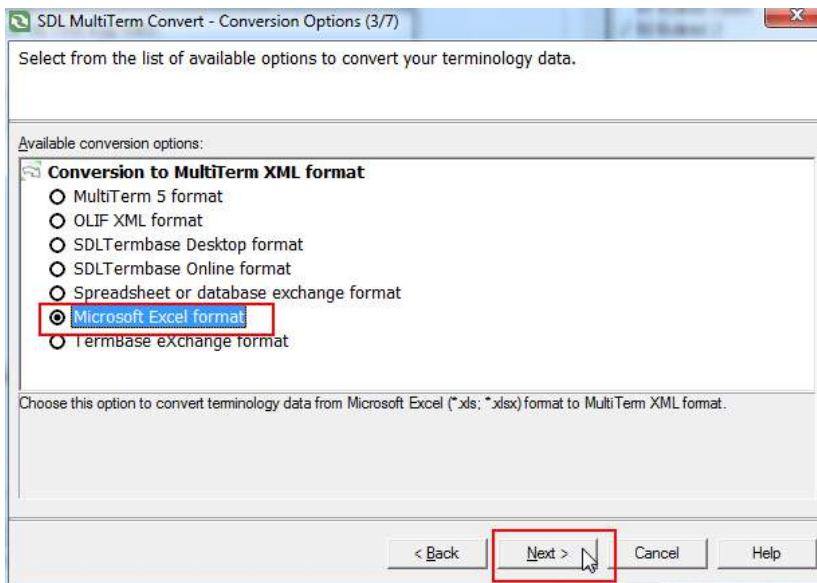
CONVERTING THE MICROSOFT EXCEL FILE

Specifying the Input Format and File

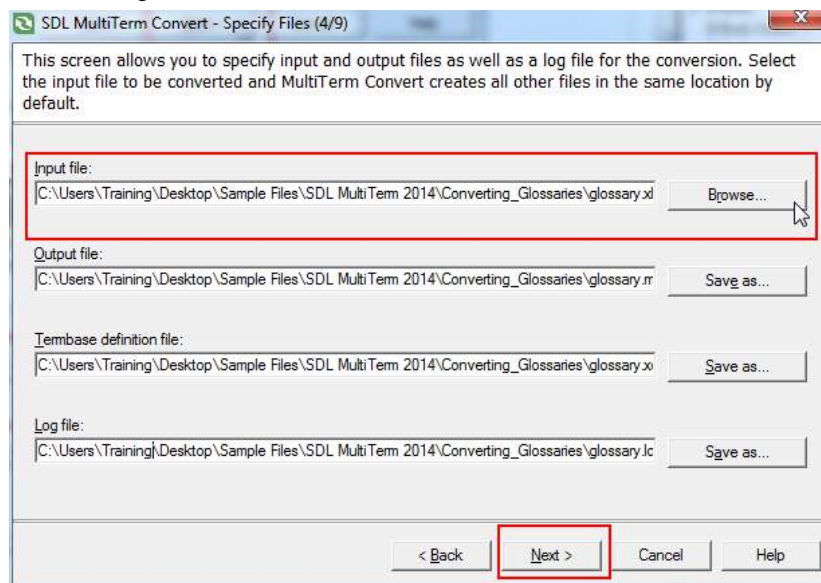
To convert the Microsoft Excel glossary take the following steps:

1. First, make sure that the file to convert is NOT open in Microsoft Excel.
2. Launch SDL MultiTerm Convert through **Start -> All Programs -> SDL -> SDL MultiTerm 2014**. Then click the **SDL MultiTerm 2014 Convert** application icon.
3. This will open SDL MultiTerm Convert, which is a wizard application. On the first page of the wizard, click **Next** to continue. On the following page click **Next** again.

4. On the **Available conversion options** page select **Microsoft Excel format** from the available input formats, then click **Next**.



5. On the **Specify Files** page you select the file to convert. Click the **Browse** button and select the file *glossary.xlsx* from your sample files location (i.e. ...\\Sample Files\\Converting_Glossaries) by double-clicking it. Then click **Next**.

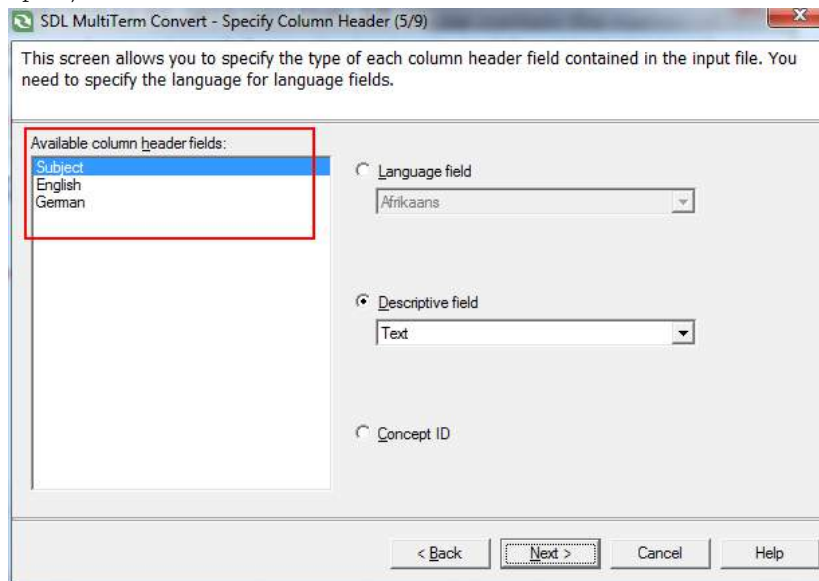


NOTE

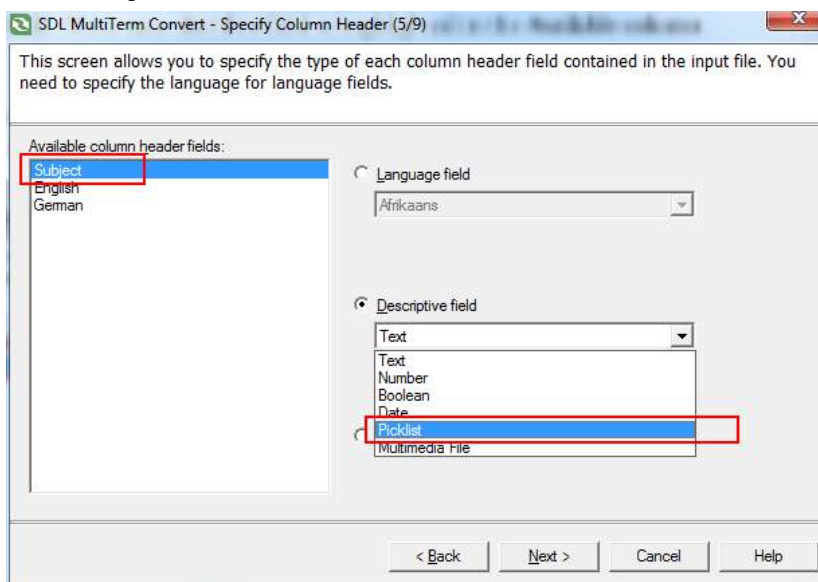
The other text fields will be filled in automatically. These contain the names of the output file paths, most importantly the XML output file, which we will later import into a termbase.

Specifying the Termbase Fields

1. On the **Specify Column Header** page, the field names from the column headers in the selected Excel file are shown in the **Available column header fields** list. On this page you need define which column headers should be processed as language fields, and which ones contain additional (descriptive) information.



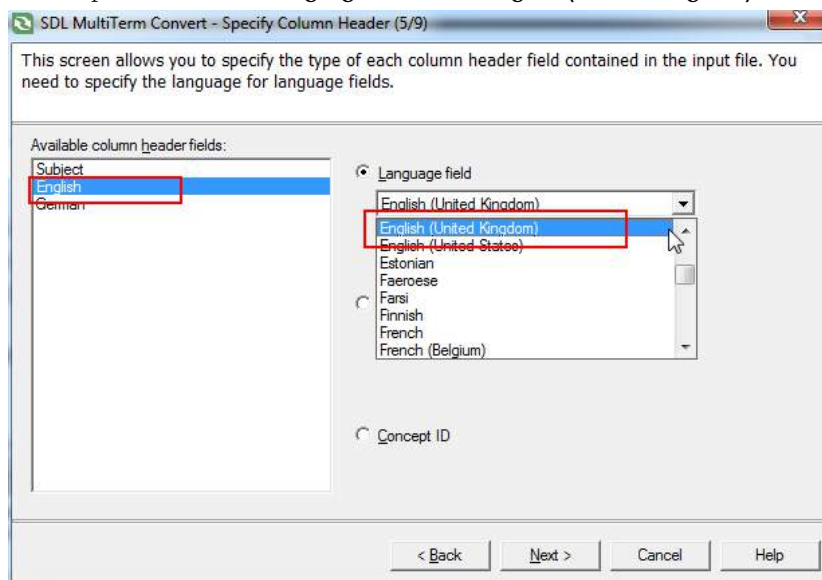
2. Start with the **Subject** field. Make sure that this field is highlighted in the **Available column header fields** list.
3. The **Subject** column contains descriptive information (i.e. no terms), therefore the **Descriptive fields** radio button, which is already pre-selected, applies here. Just change the value in the dropdown list below from **Text** to **Picklist**.



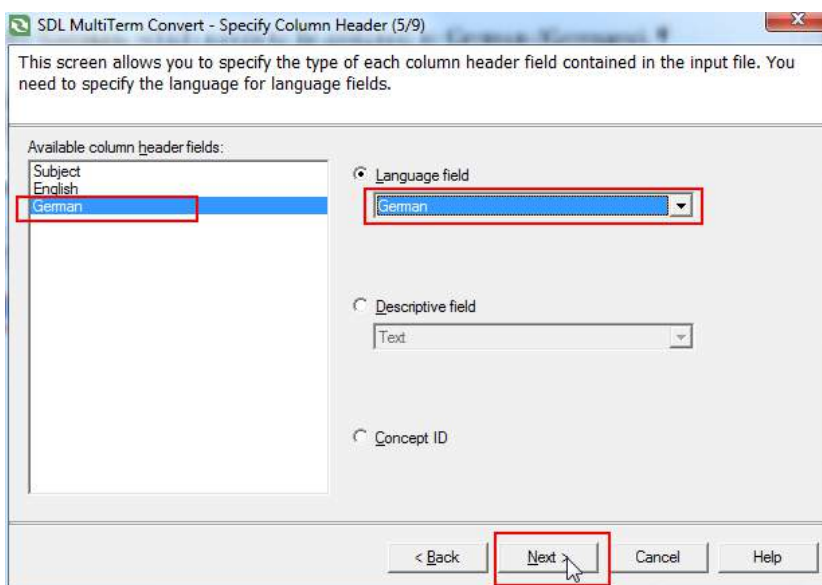
NOTE

The data type **Text** is used for fields that allow for free text, e.g. a definition, note, example, etc. When you have a limited number of values (e.g. only a limited number of clients), then use the data type **Picklist**. This is the likely data type for **Subject**, as a **Subject** is usually associated with a limited set of values, e.g. *general*, *politics*, *science*, etc.

4. Continue with the other columns, i.e. **English** and **German**. Let us assume that the terms listed in the **English** column should be stored as **English (United Kingdom)** in the termbase. To do this make sure that **English** is selected in the **Available column header fields** list.
5. Then click the **Language field** radio button, as **English** is a language, not descriptive information.
6. From the dropdown list below **Language field** select **English (United Kingdom)**.



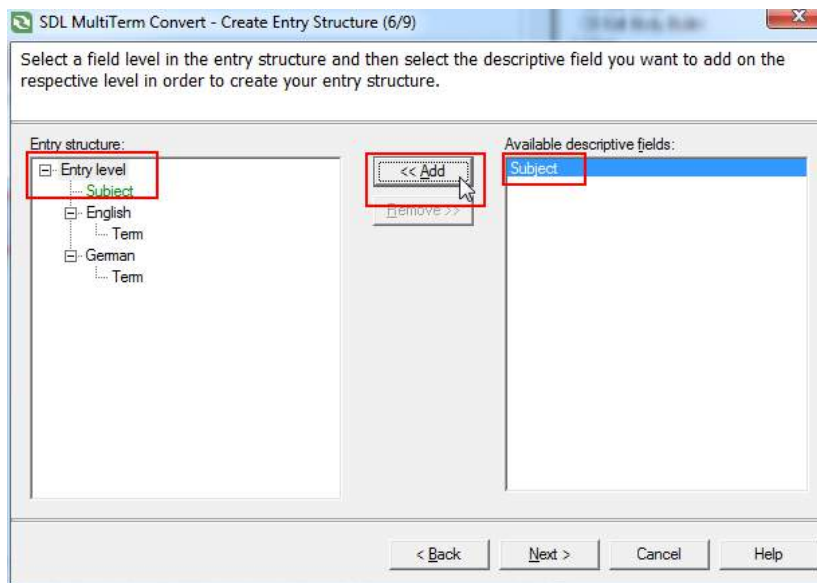
7. Repeat the above step for **German**, which needs to be assigned to **German (Germany)**.
8. Click **Next** to continue.



Specifying the Entry Structure

1. Descriptive information can be assigned to the entry level (i.e. the top level), if they refer to the entry as a whole, i.e. to all terms contained in the entry. Descriptive fields can also be assigned to the term level, if they refer only to a particular term. Let us assume that the **Subject** field value should always refer to the whole entry.

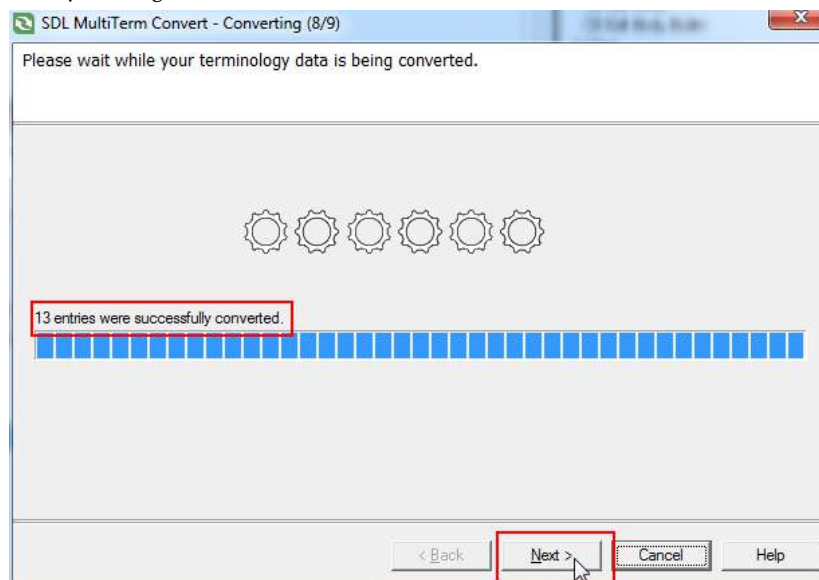
- Highlight **Subject** in the **Available descriptive fields** list and select **Entry level** in the **Entry structure** box. Then click the **Add** button.



- Note that the **Subject** field has now been added under **Entry level** and therefore above the languages. Click **Next** to continue.

Starting the Conversion

- On the **Conversion settings summary** page click **Next**.
- This will start the conversion. Wait for the progress bar to indicate that the conversion is finished.
- Proceed by clicking **Next** and then click **Finish**.



- Take a quick look at the sample folder that contains your *glossary.xlsx* file. SDL MultiTerm Convert has created the following files:
 - ☐ *glossary.xdt*: this is the termbase definition file from which we will create a new (empty) termbase

- *glossary.mtf.xml*: this is the termbase content, which we will import into the termbase (which we are going to create in the next step)



FOR MORE INFORMATION

[About SDL MultiTerm Convert](#)

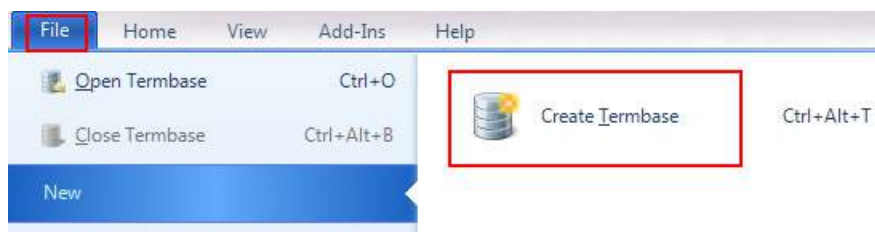
CREATING A NEW TERMBASE

Start SDL MultiTerm if it is not running through **Start -> All Programs -> SDL -> SDL MultiTerm 2014 -> SDL MultiTerm 2014 Desktop**.

Creating the Termbase File

To start creating the new termbase take the following steps:

1. Switch to the **File** tab, and then select the **New -> Create Termbase**.

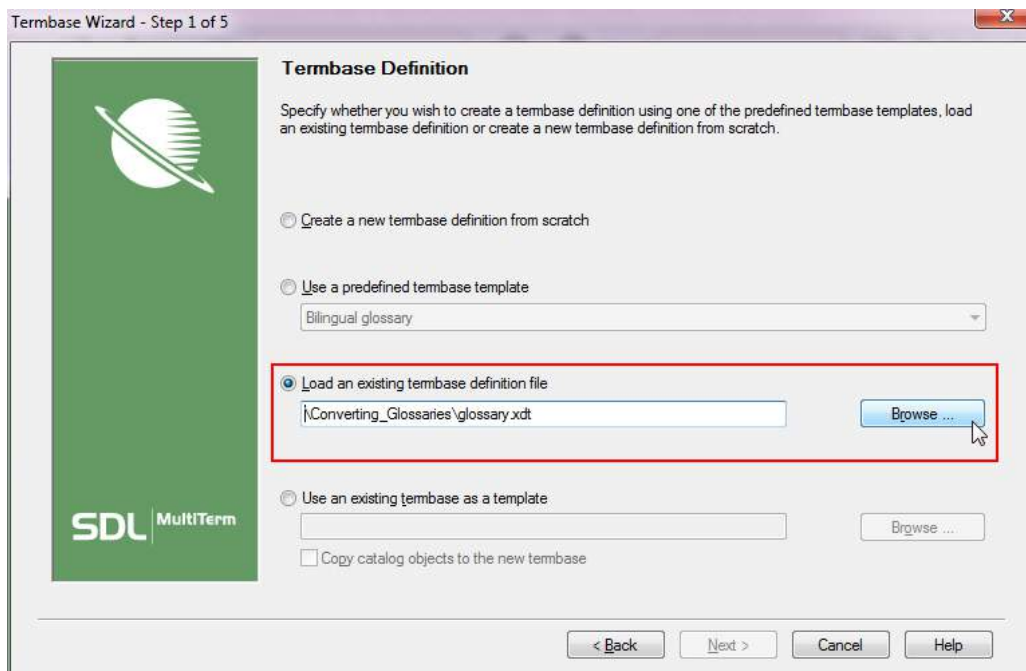


2. This opens the **Save New Termbase** dialog box, in which a location and a default name for the new termbase is already suggested, i.e. *New Termbase.sdltlb*.
3. Replace the suggested termbase file name with *glossary.sdltlb*, then click **Save**.

Loading the Termbase Definition

1. This opens the **Termbase Wizard**. On the first screen of the wizard just click **Next** to continue.
2. We will now create the new termbase based on the *glossary.xdt* termbase definition, which SDL MultiTerm Convert has created. To select this termbase definition click the **Load an existing termbase definition file** radio button.

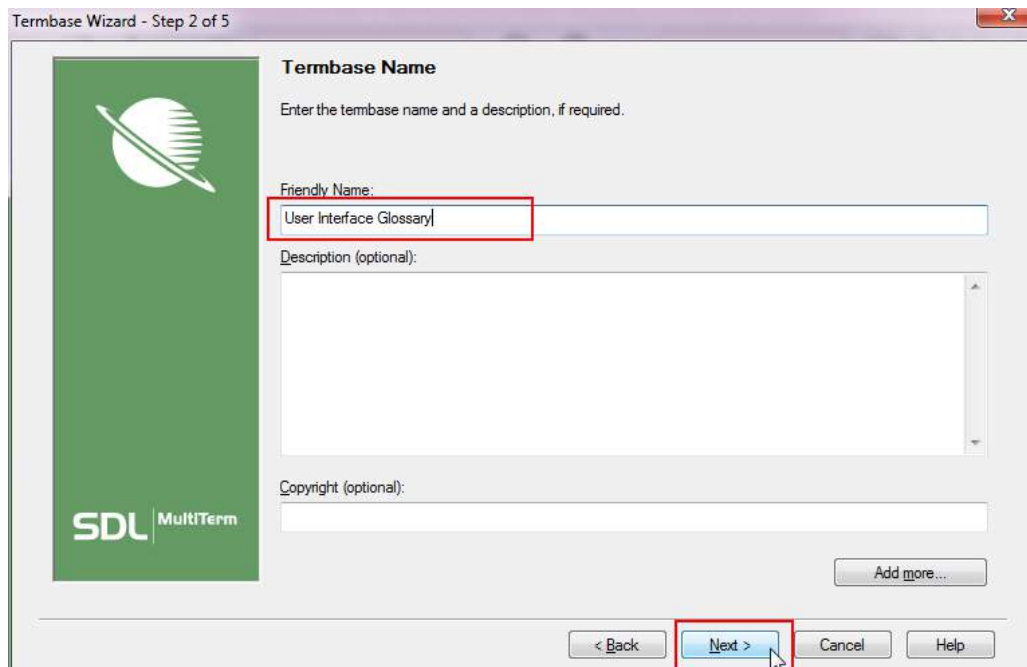
- Click the **Browse** button and select the file *glossary.xdt* from your sample files location.



- Then click **Next** to continue.

Naming the Termbase

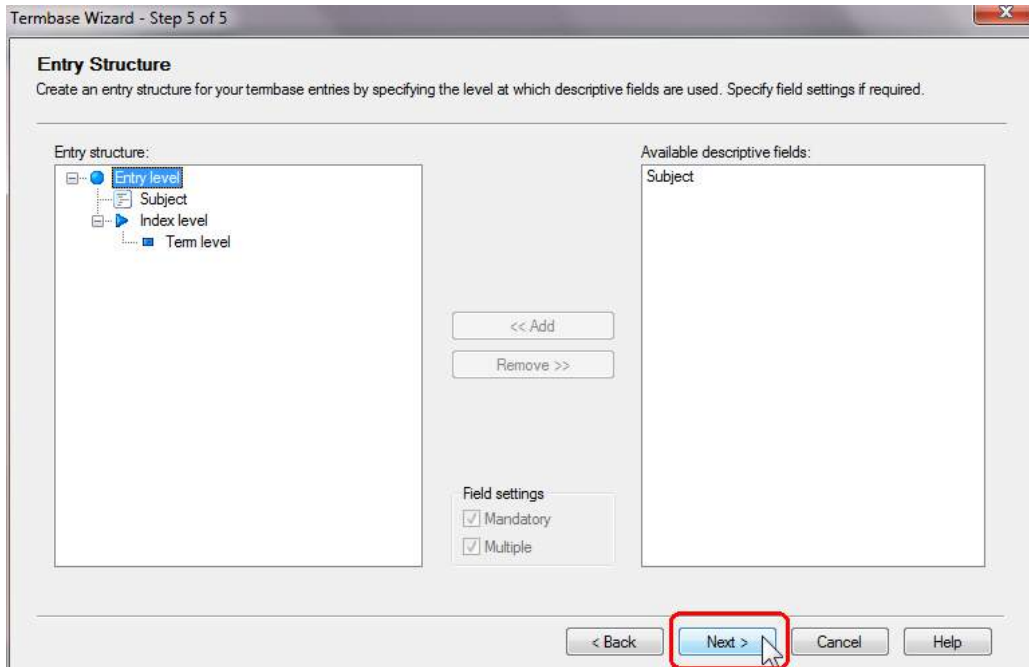
- On the **Termbase Name** page, enter a name for your termbase into the **Friendly Name** text field, e.g. *User Interface Glossary*.



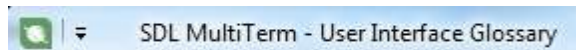
- Then click **Next** to continue.

Languages and Descriptive Fields

1. The **Language Fields** page lists the languages taken over from the Excel file. Here you just need to click **Next** to continue.
2. You can also skip the next two pages, i.e. **Descriptive Fields** and **Entry Structure** by clicking **Next** twice.



3. On the **Wizard Complete** page click **Finish** to create the termbase.
4. Wait a few seconds for the new termbase to be created. Note that the termbase name is shown in the application title bar.



FOR MORE INFORMATION

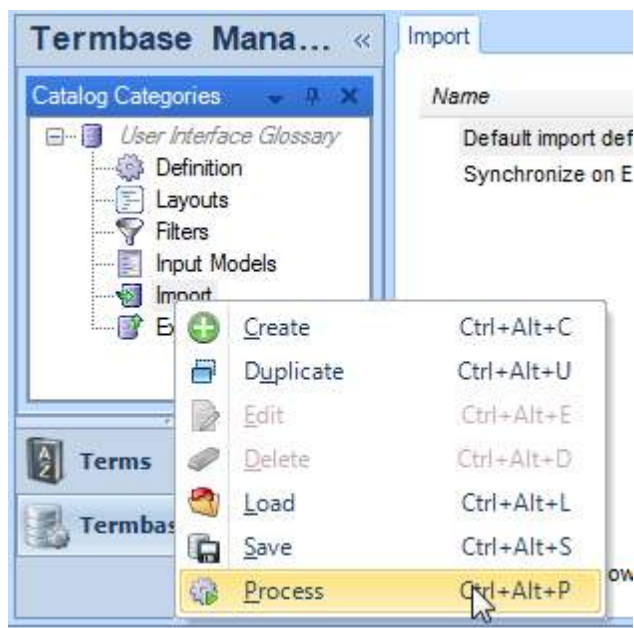
[About Creating Termbases](#)

Importing the Glossary Content

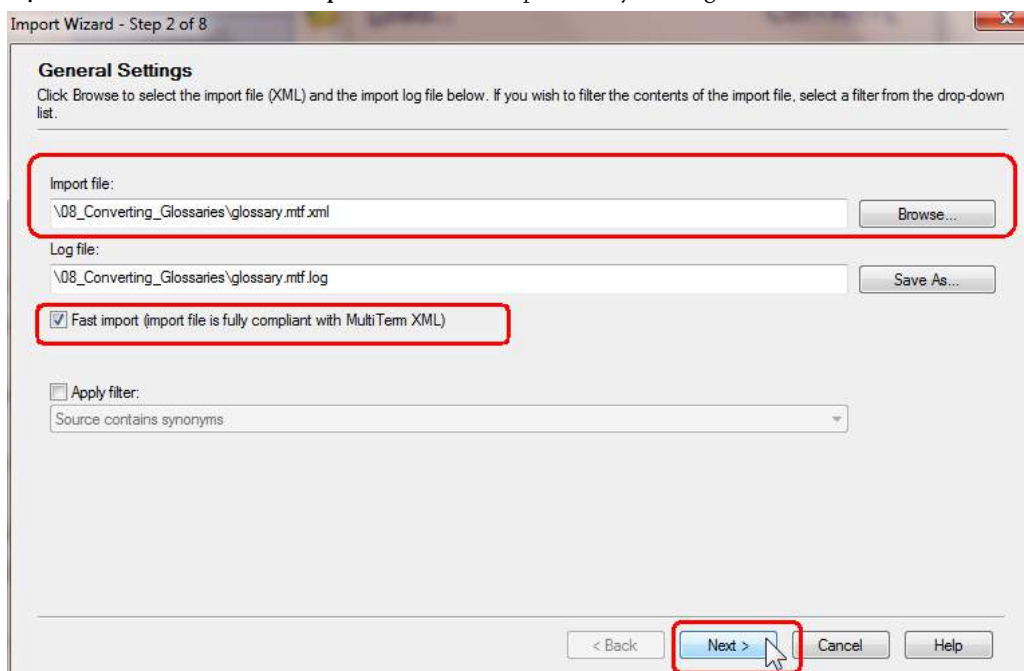
Note that the newly created termbase is still empty. You need to import the content that you converted from the Excel glossary into the termbase. To do this take the following steps:

1. Click the **Termbase Management** button on the bottom of the **Navigation** pane.

- Right-click **Import** and then select **Process** from the context menu.



- On the first page of the **Import Wizard** click **Browse** and select the file *glossary.mtf.xml*, which has been created by SDL MultiTerm Convert, from your sample files folder.
- Then activate the **Fast import** check box and proceed by clicking **Next**.



- On the following page click **Next** again.
- Wait for the progress bar to reach 100%. After all entries have been processed click **Next**, and then **Finish**.

7. Switch back to the **Terms** view, and the terms from the imported entries are now shown in the **Browse** list.



FOR MORE INFORMATION

[How to Import Termbase Data](#)

SUMMARY

- ❑ Glossaries in Excel format can be converted to SDL MultiTerm XML through SDL MultiTerm Convert, which is a wizard application.
- ❑ The field and language names need to be stated in the first row, i.e. in the column headers.
- ❑ SDL MultiTerm Convert generates an **.xdt* file, which contains the termbase definition and from which a termbase can be created.
- ❑ SDL MultiTerm Convert also generates an **.xml* file, which contains the actual entries, and which can be imported into the termbase.



CREATING TERMBASES

This chapter provides an example of how to create a termbase from scratch. You will learn how to:

- ❑ Add languages to the termbase definition
- ❑ Add descriptive fields
- ❑ Define the entry structure

Chapter

7

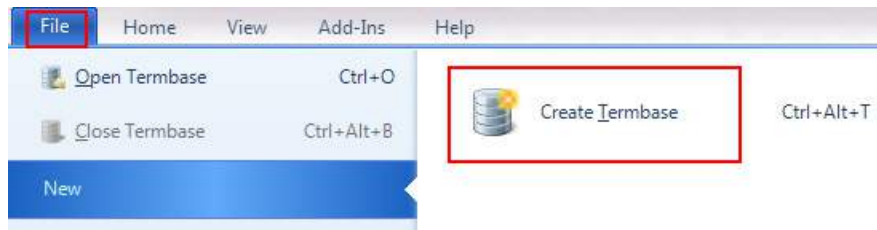
CREATING A TERMBASE FROM SCRATCH

First, click **Close Termbase** on the **File** tab to close the termbase that you created in the previous chapter. There you learned to create a termbase based on an existing termbase definition (XDT) file, which was derived from an Excel glossary. In this chapter you will learn how to create a termbase definition from scratch.

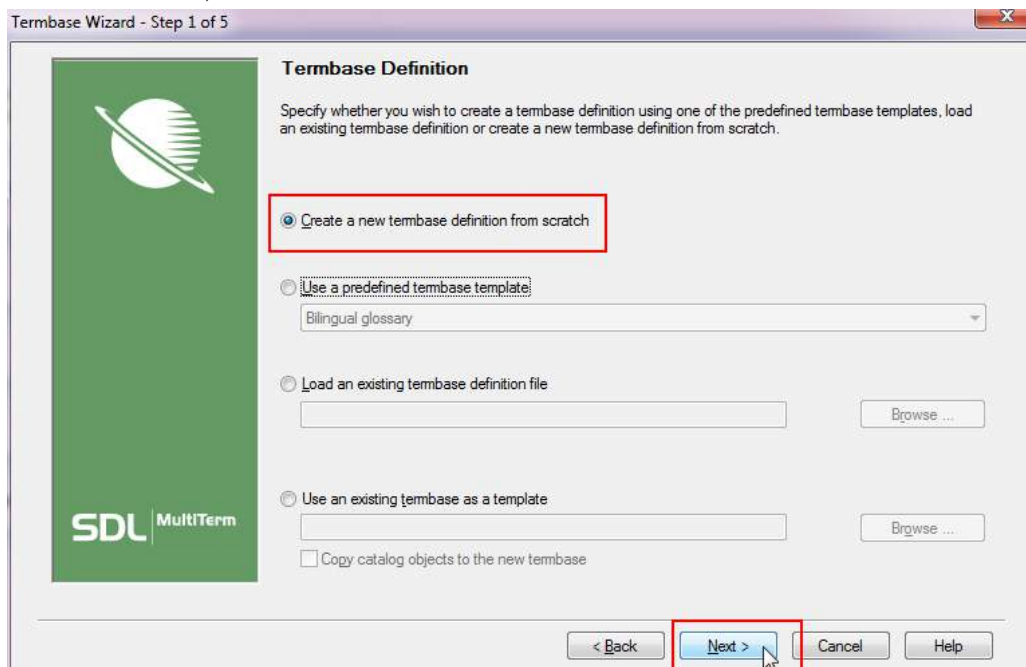
Selecting the Location and the Termbase File Name

To create a termbase definition from scratch take the following steps:

1. Switch to the **File** tab, and then select the **New -> Create Termbase**.



2. In the **Save New Termbase** dialog box select a location in which the termbase file is to be stored, e.g. your sample files folder: `..\Desktop\Sample Files`.
3. Note that in the **File name** text field a default name is suggested for your termbase, i.e. *New Termbase.sdltb*. Overwrite this name with, for example, *training.sdltb*. Then click **Save**.
4. This opens the **Termbase Wizard**. On the first screen of the wizard just click **Next** to continue.
5. On the **Termbase Definition** page, leave the default option (**Create a new termbase definition from scratch**) selected, and click **Next**.



Entering the Friendly Termbase Name

1. On the **Termbase Name** page enter the name for your termbase into the **Friendly Name** text field, e.g. *Training Termbase*.

2. Click **Next** to continue.



NOTE

The friendly termbase name is a descriptive name, which can differ from the termbase file name. In the friendly name you can use characters that are not allowed in a file name, e.g. colons or asterisks.



FOR MORE INFORMATION

[Termbase Name](#)

Adding Language Fields

Let us assume that you need to create a termbase with the languages English, French, and German. To add the termbase languages take the following steps:

1. On the **Language Fields** page select **French** from the **Languages** dropdown list.

2. Then click the **Add** button to add the selected to the **Selected fields** list on the right-hand side.

Termbase Wizard - Step 3 of 5

Language Fields
Select the languages you wish to include in your tembase. Accept the default index field label for each language or customise it to suit your requirements.

Languages:

☐ Show sublanguages

Add >> << Remove

Selected language fields:
 FR French

Sort order:
☐ Case-sensitive
☐ Ignore non-alphabetic characters

Language field label:

< Back Next > Cancel Help

3. Repeat the above steps to add **English** and **German**. Then click **Next** to continue.



FOR MORE INFORMATION

[Fields](#)

Adding Descriptive Fields

Descriptive fields allow you to enter additional information to further describe a term or an entry. Let us assume that you require two fields, i.e. **Client** and **Notes**. To add these fields take the following steps:

1. On the **Descriptive Fields** page enter **Notes** into the **Field label** text field.

2. Then click the **Add** button to add the field to the **Descriptive fields** list on the right-hand side.

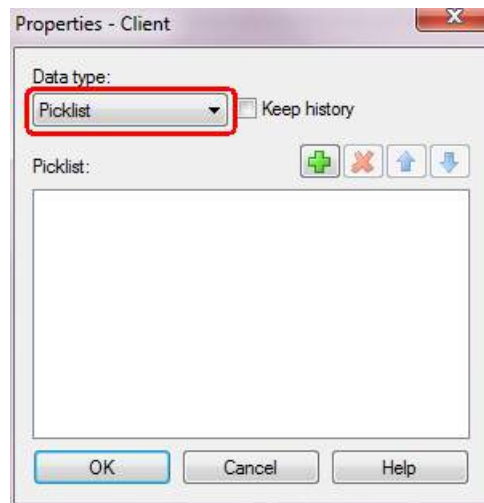
3. Repeat the above step to add a field labelled **Client**.

Defining the Field Properties

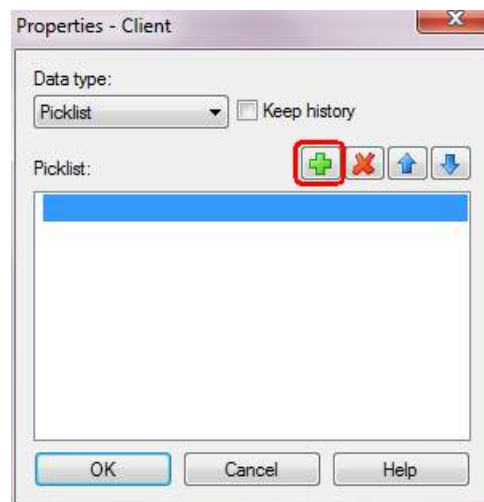
By default all descriptive fields are considered free text fields. However, let us assume that you want to associate the **Client** field with a list of predefined values. To do this take the following steps:

1. Highlight the **Client** field in the **Descriptive fields** list and click the **Properties** button.

2. This opens the **Properties** dialog box. Select **Picklist** from the **Data type** dropdown list. This will enable **Picklist** field below the dropdown list and a set of buttons that allow you to add, delete and move picklist values.

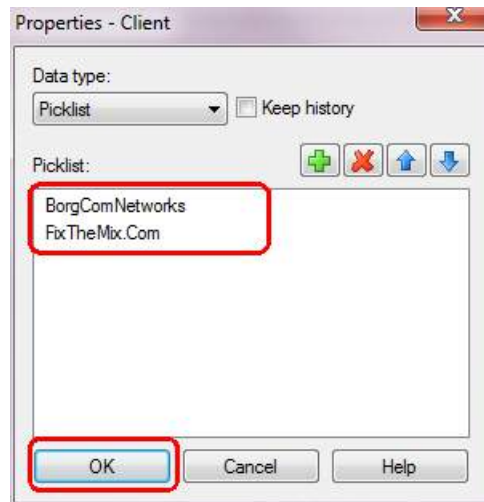


3. Click the button with the green plus icon. This will add a line with a blue background in the **Picklist** field.



4. Double-click the line and enter a value, e.g. *BorgComNetworks*.

5. Repeat the above steps to add another value, e.g. *FixTheMix.Com*. Then click **OK** to close the **Properties** dialog box.



6. Click **Next** to continue.



FOR MORE INFORMATION

[Descriptive Fields](#)

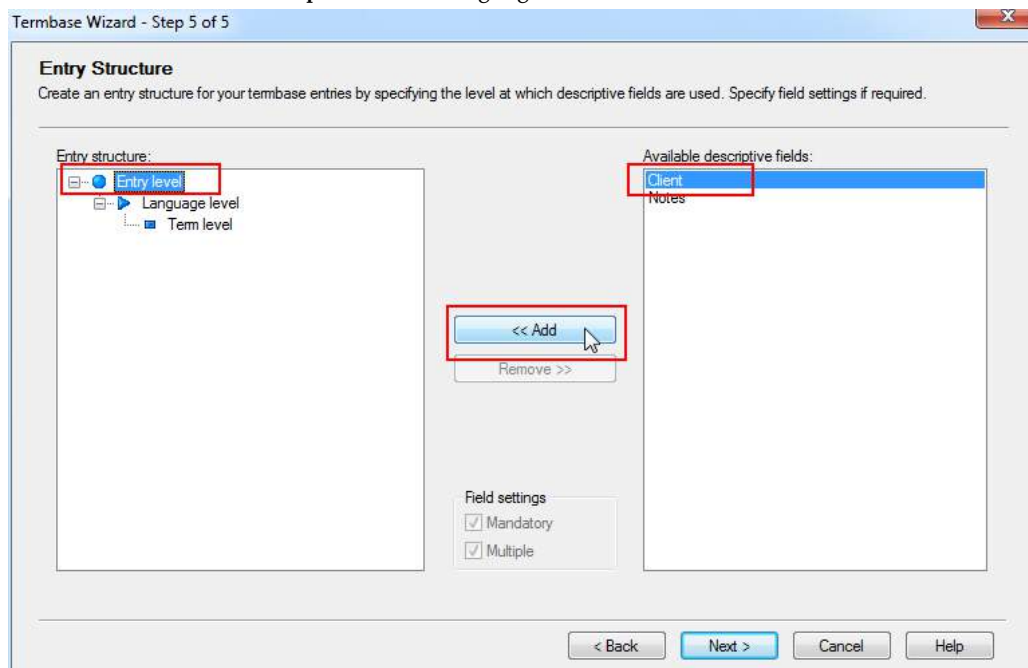
Defining the Entry Structure

Last, you need to define the entry structure for your termbase. This means the following: descriptive fields can occur on the top level, the so-called entry level. Entry-level descriptive fields refer to the whole entry, i.e. to all terms in a particular entry. A good example of this is the **Client** field, because this type of information usually applies to the whole entry. Descriptive fields can also occur on the term level. For example, a definition, a note, etc. usually refers to a particular term.

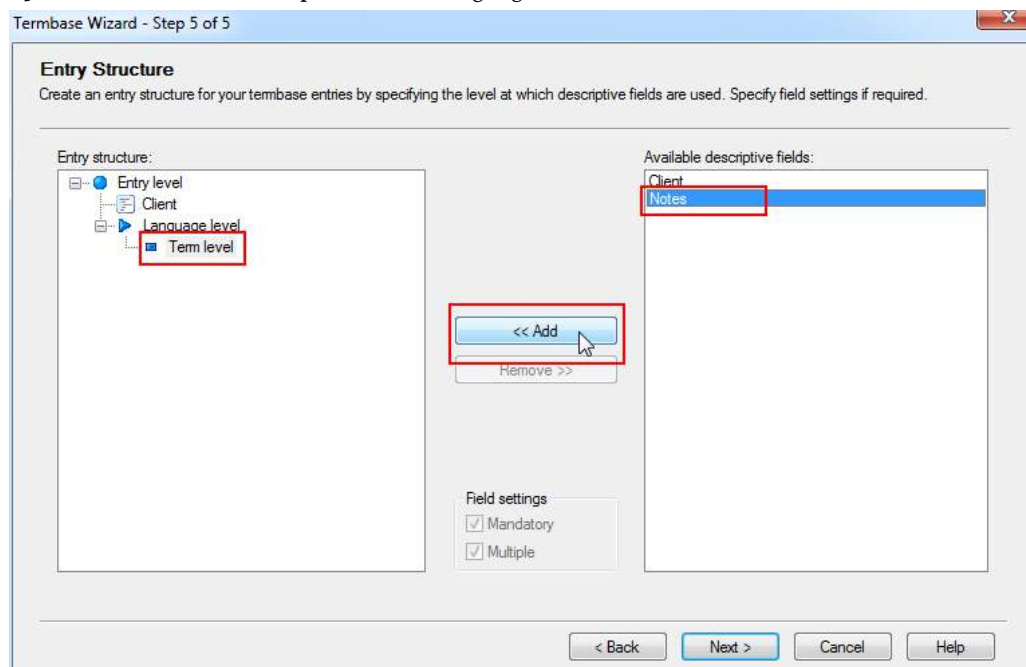
Take the following steps to define the entry structure for your termbase:

1. In the **Entry structure** box on the left-hand side of the screen click on **Entry level**.

2. In the **Available descriptive fields** list highlight the **Client** field. Then click the **Add** button.

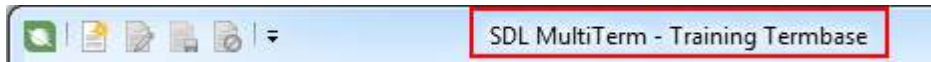


3. Note that the **Client** field is now listed under **Entry level**. Click the **Client** field in the **Available descriptive fields** list on the right-hand side again to deselect it.
4. The **Notes** field is supposed to refer to the respective terms of an entry. Therefore, in the **Entry structure** box on the left-hand side select **Term level**.
5. In the **Available descriptive fields** list highlight the **Notes** field. Then click the **Add** button.



6. Click **Next** to continue, then click **Finish**.

7. You have now successfully created a new (empty) termbase. Note that the termbase name is displayed in the application title bar.



FOR MORE INFORMATION

[Entry Structure](#)

SUMMARY

- ❑ When you create a termbase definition from scratch you add the required languages.
- ❑ You can also add the descriptive fields you require, e.g. **Notes**, **Client**, etc.
- ❑ By default, each descriptive field that you add is a free text field. To change the data type, e.g. to picklist, you need to change the field's properties. This allows you to associate a field with a number of pre-defined picklist values.
- ❑ Descriptive fields can occur on the entry level (i.e. refer to all the terms in an entry) or can be term-specific, i.e. refer to a particular term only.



WORKING WITH INPUT MODELS

In this chapter you will learn how to:

- ▣ Define an input model to streamline the entry creation process
- ▣ Use an input model to add a new entry

Chapter

8

WHAT ARE INPUT MODELS?

Input models are templates, which you can use to facilitate editing and creating entries. When you added a new entry in one of the previous exercises, all languages were offered for editing, even when you only needed to fill in some of the available languages. Moreover, in order to add a descriptive field (e.g. **Notes**), you had to manually add a blank field, and then enter the field content.

When you use an input model, the fields that you require are already included in the form of a template. All you have to do is to fill in the fields. It is also possible to define fields as mandatory. Example: when you set the **Subject** field as mandatory, entries cannot be saved if you failed to fill in that particular field.

Therefore, input models offer the following advantages:

- ❑ Greater speed
- ❑ More consistency, as you can pre-define the fields and the entry structure



FOR MORE INFORMATION

[About Input Models](#)

CREATING AN INPUT MODEL

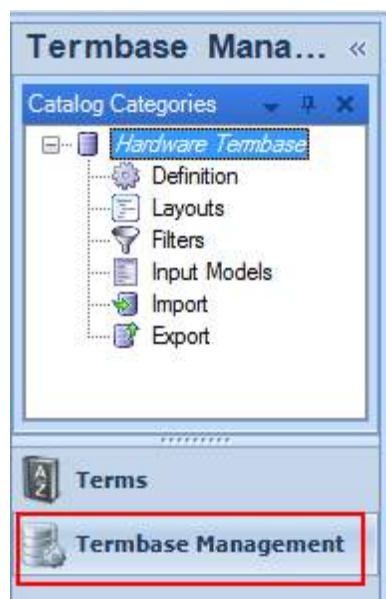
In the previous exercise you set up a termbase with three languages. Now we are going to create an input model based on the definition of our newly created termbase. The following requirements apply:

- ❑ You only need to add terms in two languages, i.e. English and German.
- ❑ You want your input model to include a **Notes** field.
- ❑ On the top of each entry a **Client** field is required. This field should be mandatory.

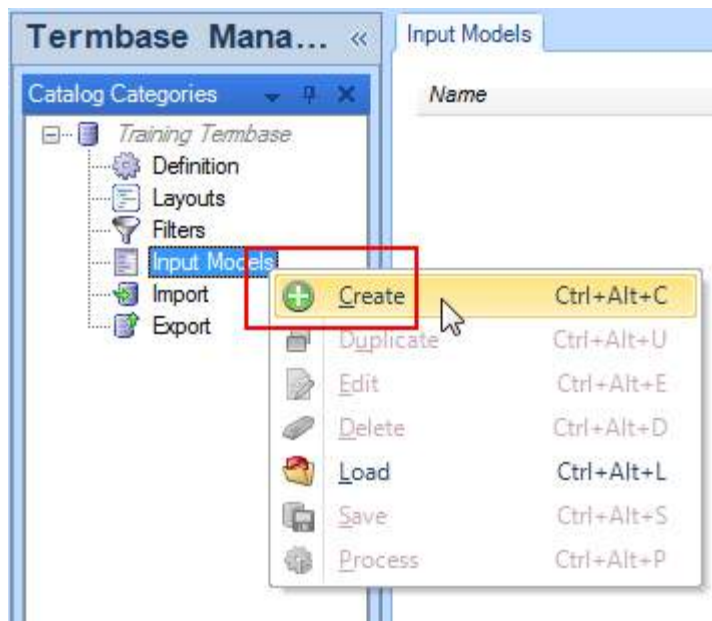
To create an input model that fits the above requirements take the following steps:

Naming the Input Model

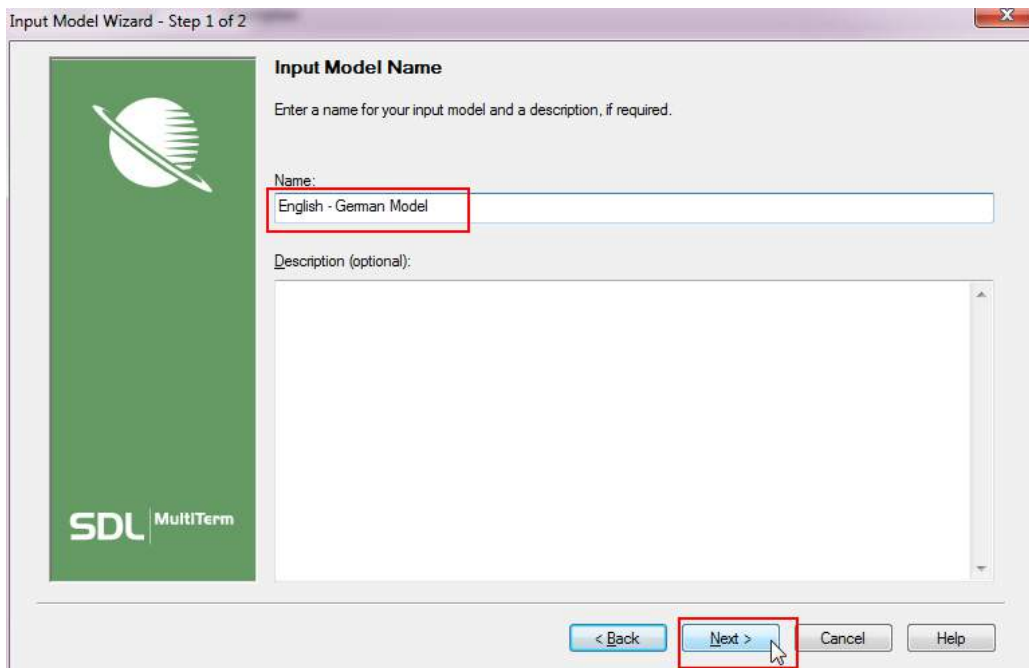
1. Click the **Termbase Management** button on the bottom of the **Navigation** pane.



- Right-click the **Input Models** icon below **Training Termbase**, then select the **Create** command from the context menu.



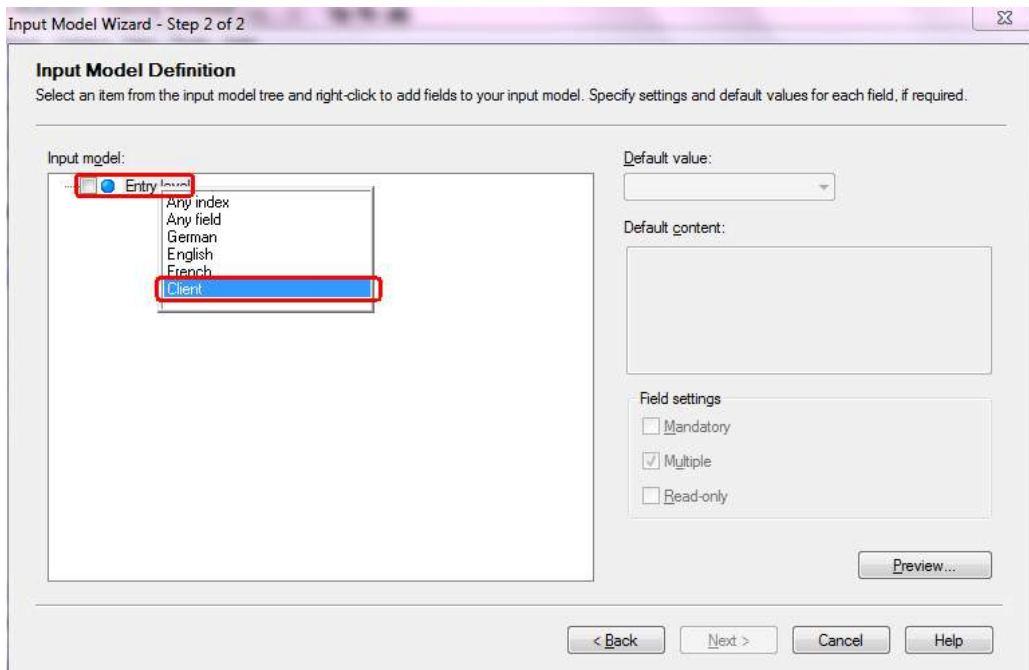
- On the first page of the **Input Model Wizard** click **Next** to continue.
- On the **Input Model Name** page enter a name for your input model into the **Name** field, e.g. *English - German Model*. Then click **Next**.



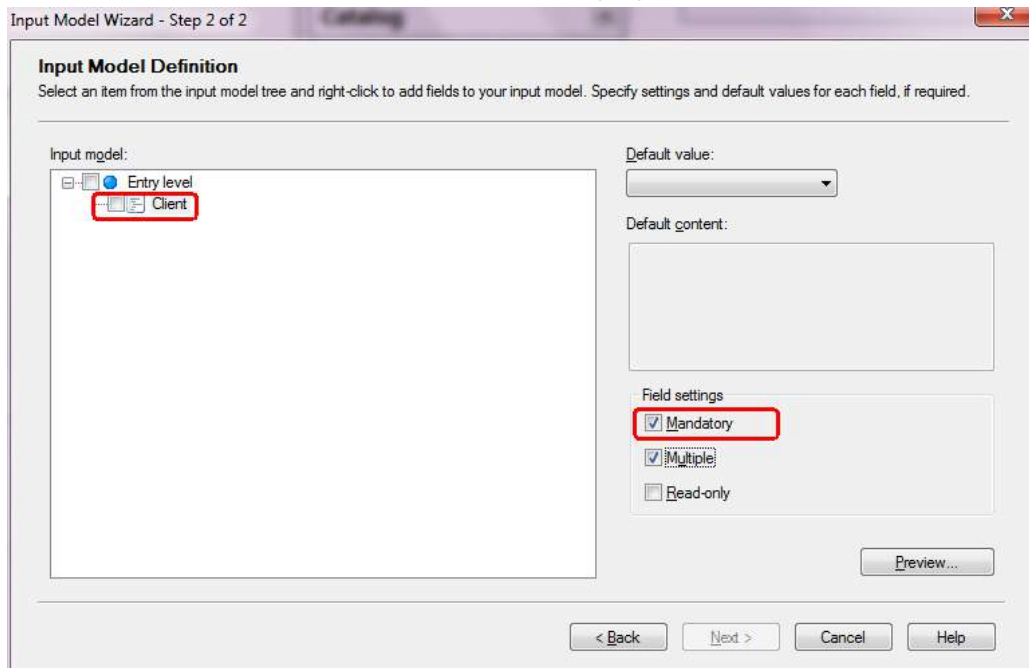
Adding an Entry-Level Field

- On the **Input Model Definition** page, right-click the item **Entry level**. This opens a list with the languages that are available in the termbase.

- From the list click **Client** and then press **Enter**. This will add the **Client** field below **Entry** level.



- Let us assume that the **Client** field needs to be mandatory. This means that it should not be possible to save an entry without selecting a value for this field. To do this activate the **Mandatory** check box while the **Client** field is still highlighted.

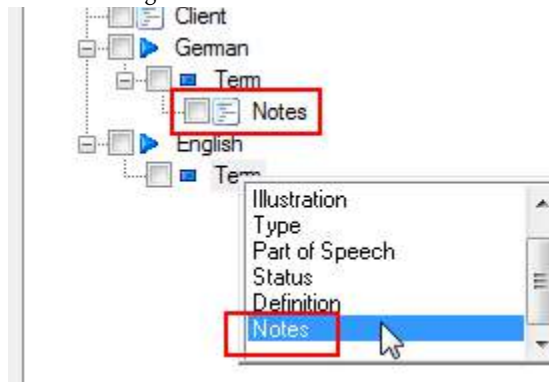


Adding Languages

1. Now add the two languages that your input model should include, i.e. English and German. Right-click **Entry level** again. While keeping the **Ctrl** key pressed select **German** and **English**. Then press **Enter**.



2. Now add a **Notes** field for the term of each language. To do this right-click **Term** below **German**. Then select **Notes** from the list and confirm by pressing **Enter**.
3. Repeat the above step for **English**. The **Notes** field should NOT be mandatory, i.e. leave the settings for this field unchanged.



4. Close the wizard by clicking **Next** and then **Finish**.



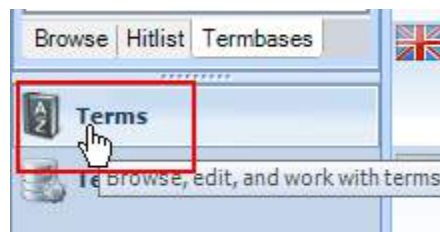
FOR MORE INFORMATION

- ❑ [Creating an Input Model](#)
- ❑ [Defining Input Models](#)

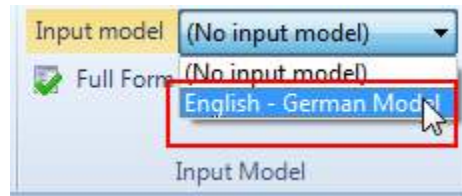
ADDING A NEW ENTRY BASED ON THE INPUT MODEL

Now that you have defined the input model let us use it to add a new entry. Let us assume that you want to add the term *mouse* and its translation to your termbase. To add a new entry based on your newly created input model take the following steps:

1. Click the **Terms** button on the bottom of the **Navigation** pane.



2. Select your newly-created input model from the **Input model** dropdown list.

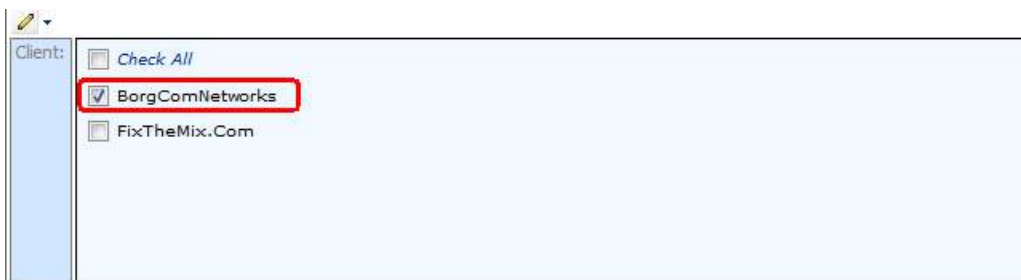
**NOTE**

It is important to select the input model BEFORE you add the entry.

3. Press **F3** to add a new entry. This will open the edit mode, which already contains the fields that you defined in your input model.



4. Double-click the empty field next to **Client**. This will open the list of available values. Click the check box next to the first value, then press **Enter**.



5. Press the **Tab** key. This will automatically open the German term field. Enter the term *Maus*.

6. Press **Tab** again. This will open the **Notes** field. Enter some descriptive text, e.g. *Mit der Tastatur zu arbeiten ist effektiver als mit der Maus*. Then press **Tab** to continue.

The screenshot shows a software interface for creating or editing an entry. At the top, there is a language selector set to 'German'. Below it, an input model named 'Maus' is selected. The 'Notes' field is active, and the text 'Mit der Tastatur zu arbeiten ist effektiver als mit der Maus.' has been entered.

7. Now enter the English term, i.e. *mouse*.
8. Press **Tab** to go down to the **Notes** field and enter e.g. *Using the keyboard is more efficient than using the mouse*. Close the field with **Enter**.
9. Save the entry with **Edit -> Save**.

As you have seen in this exercise, adding an entry using an input model can be a lot faster, as you can just use the **Tab** key to jump to the next field to fill in.

SUMMARY

- ❑ Input models can significantly streamline the entry creation/editing process, as they provide a template with fields that you can fill in.
- ❑ Fields can be defined as mandatory, i.e. you cannot save an entry unless you fill in this particular field.
- ❑ Before adding an entry you need to select the input model that you want to use.
- ❑ Within the input model you can use the **Tab** key to go from field to field.



EXTRACTING TERMINOLOGY

In this chapter you will learn how to:

- ❑ Set up a terminology extraction project
- ❑ Extract bilingual terminology from a translation memory file in TMX format
- ❑ Review the extraction result
- ❑ Export the extraction result to a termbase

Chapter

9

WHAT IS TERMINOLOGY EXTRACTION?

Terminology extraction provides a fast and efficient way to fill your termbase with relevant terminology. You can extract terminology from existing monolingual or bilingual documents (e.g. translation memories). This allows you to quickly add relevant terminology to your termbase. You can, for example, process documents that were translated in the past in order to fill your termbase with customer/project-specific terms, which can then be leveraged in future translation projects.

For terminology extraction, SDL offers SDL MultiTerm Extract, which is a separate product. The following exercise can only be done if you have installed SDL MultiTerm Extract on your PC.

PERFORMING A BILINGUAL TERMINOLOGY EXTRACTION

For this exercise we are going to assume the following: you have a translation memory (TM) export, which contains segments that were translated in the past. Now you want to extract relevant terminology from the bilingual TM and import the terms into your termbase.



NOTE

For this exercise we are using a very small TM export file, which only contains a few dozen segments. Terminology extraction works better on larger files, as they provide a better statistical basis for the heuristic-based terminology extraction.

Starting SDL MultiTerm Extract

To start the application take the following steps:

1. Click the Windows **Start** button, then select **All Programs -> SDL -> SDL MultiTerm 2014**, and click the **SDL MultiTerm Extract 2014** application icon.
2. After SDL MultiTerm Extract has launched, maximize the application window by clicking the **Maximize** button in the top-right corner.

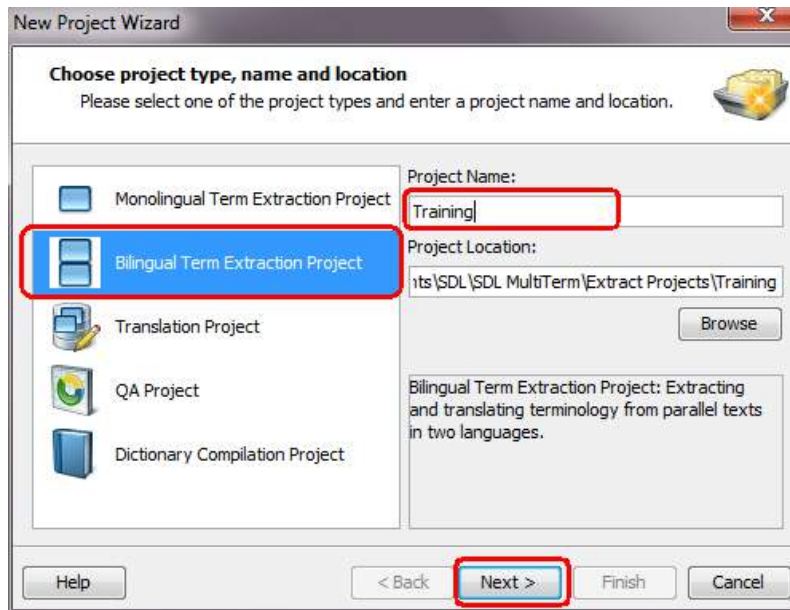


Creating a Bilingual Extraction Project

To set up a bilingual extraction project take the following steps:

1. Select the **File -> New Project** menu command. This will open the **New Project Wizard**.
2. Select **Bilingual Term Extraction Project**.

3. Enter a project name into the **Project Name** text field, e.g. *Training*. Then click **Next**.

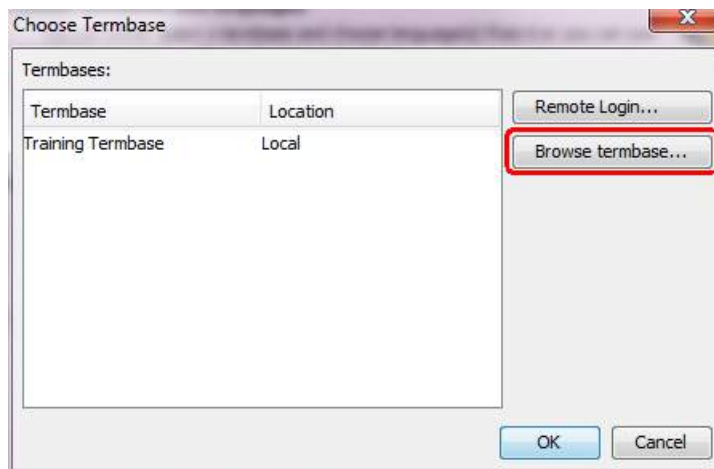


Selecting the Termbase

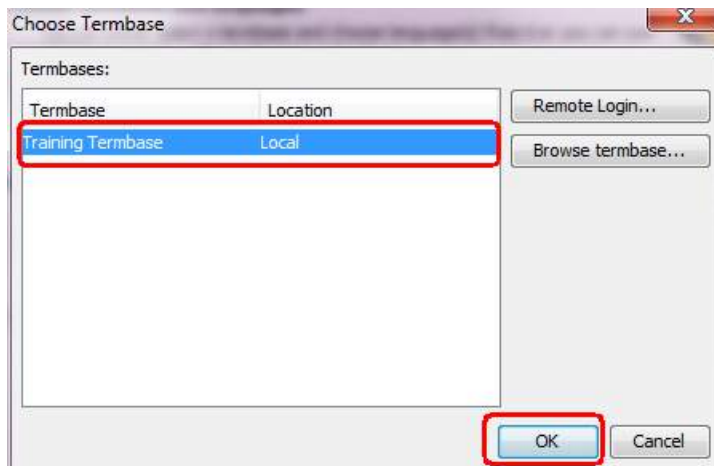
1. On the next screen click the **Choose** button to select the training termbase that you created in one of the previous chapters. This is the termbase that we will use to import the terminology extraction result.



2. In the **Choose Termbase** dialog box click the **Browse** termbase button. Browse for the folder that contains your newly created training termbase and select the termbase file *training.sdltb* by double-clicking it. The termbase name should now be listed in the dialog box.



3. Click the termbase name to highlight it, then click **OK**.

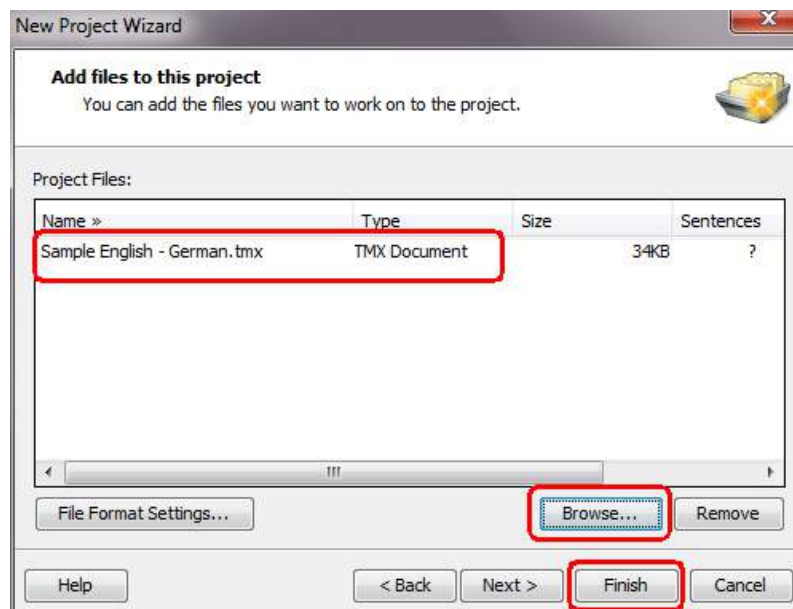


- The termbase languages are now listed below the termbase name. The terminology extraction will be from English to German. Therefore, make sure that the selected **Source Language** is **English(en)** and the **Target Language** is **German(de)**. Then click **Next**.



Selecting the Project File

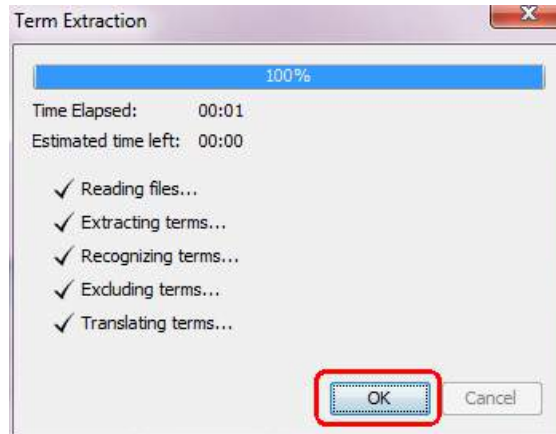
- On the next screen click the **Browse** button and browse to the folder that contains the sample TMX file, which is a small translation memory export, i.e. ...|*Sample Files*|*Extracting_Terminology*.
- Select the file *Sample English - German.tmx* by double-clicking it. When the file name is shown in the **Project Files** list, click **Finish**.



Running the Extraction

After selecting the project file you will be prompted to run the extraction. Take the following steps:

1. Confirm the prompt by clicking **Yes**, which will start the extraction process.
2. Wait a few seconds for the extraction to finish, then click **OK**.



3. The extraction result is shown in a bilingual table, which looks as shown below:

Term (5 terms)				
Filter: <No filter>				
Find:				
Score	Domain	EN English(en)	German(de)	
99	<None>	<input type="checkbox"/> custom dictionary	<input type="checkbox"/> Benutzerwörterbüchern	
90	<None>	<input type="checkbox"/> click	<input type="checkbox"/> klicken	
83	<None>	<input type="checkbox"/> dialog box		
83	<None>	<input type="checkbox"/> Check Spelling	<input type="checkbox"/> Rechtschreibung	
40	<None>	<input type="checkbox"/> addresses		

Verifying the Extraction Result

The next step is to verify the extraction result. This implies going through the list of extracted terms, and confirm the term pairs and edit the extracted terms as required.

To do this take the following steps:

Validating a Term Pair

1. When you find that the source and target terms are correct, then you can validate them by clicking the check boxes next to the source and target terms. As the first term pair is correct, click the corresponding check boxes.



2. Then use the **Down** key to go to the next term pair.

Editing a Term

The second suggested term pair is almost correct. However, in the target language the plural form is used whereas the source language contains the term in its singular form.



To change the target term to the singular form take the following steps:

1. Double-click inside the target term.
2. Overwrite the plural form with the singular form, i.e. *Benutzerwörterbuch*.
3. Finally validate both source and target term by clicking the corresponding check boxes.
4. Move down to the next term pair, which is actually correct. Therefore validate both terms. Then go down to the next term.

<input checked="" type="checkbox"/> Spelling Checker	<input checked="" type="checkbox"/> Rechtschreibprüfung
<input checked="" type="checkbox"/> custom dictionary	<input checked="" type="checkbox"/> Benutzerwörterbuch
<input checked="" type="checkbox"/> click	<input checked="" type="checkbox"/> klicken

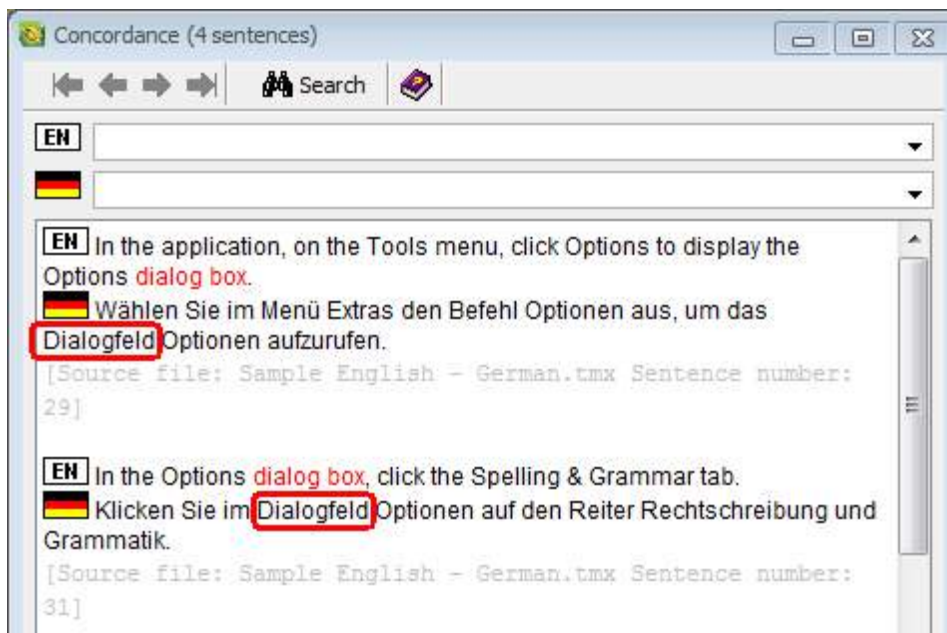
Adding a Target Term

For the next source term the extraction was unable to identify the target term, i.e. the target column is empty.

<input checked="" type="checkbox"/> click	<input checked="" type="checkbox"/> klicken
<input type="checkbox"/> dialog box	

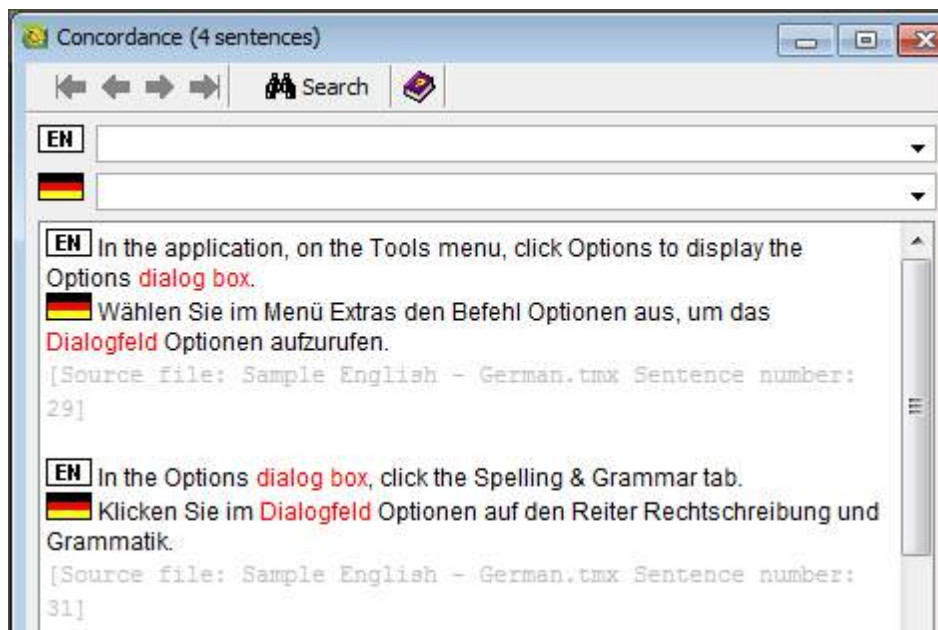
You can manually add the target term. SDL MultiTerm Extract can help you research the correct term using the so-called concordance search. Take the following steps:

1. While the source term *dialog box* is highlighted right-click it, then select the **Concordance** command from the context menu.
2. Look at the **Concordance** window in the lower-right corner of the application. This window lists all the sentences in which the source term was found.



3. Let us assume that you have identified the target term *Dialogfeld* as the correct translation. Select this term by double-clicking it.
4. Then click the right mouse button and select **Add As Translation** from the context menu.

- Note that the selected target term has been added as a validated term to the extraction list. Moreover, the target term is now highlighted in the **Concordance** window.



- Click the check box next to the source term *dialog box* to validate it.

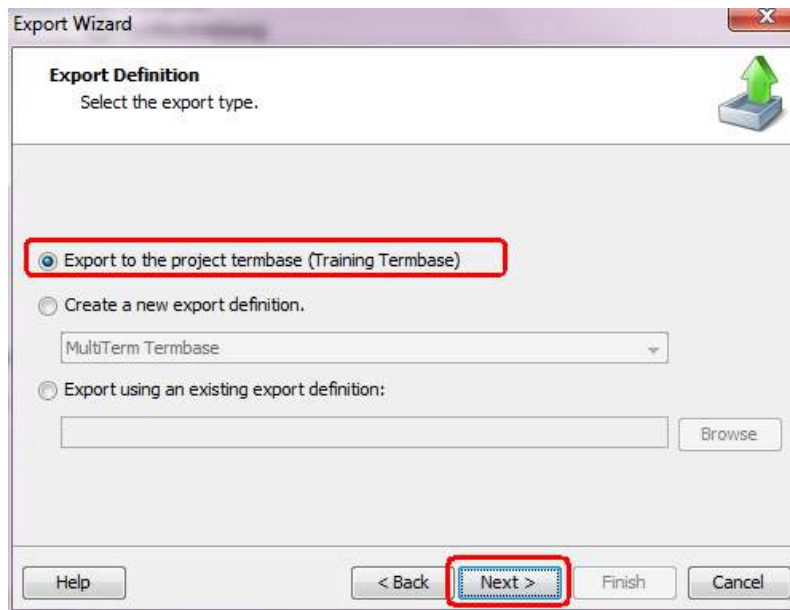
At this point we will stop verifying the extraction result. You may use your newly acquired knowledge to verify the remaining term candidates yourself.

Exporting the Extraction Result to the Termbase

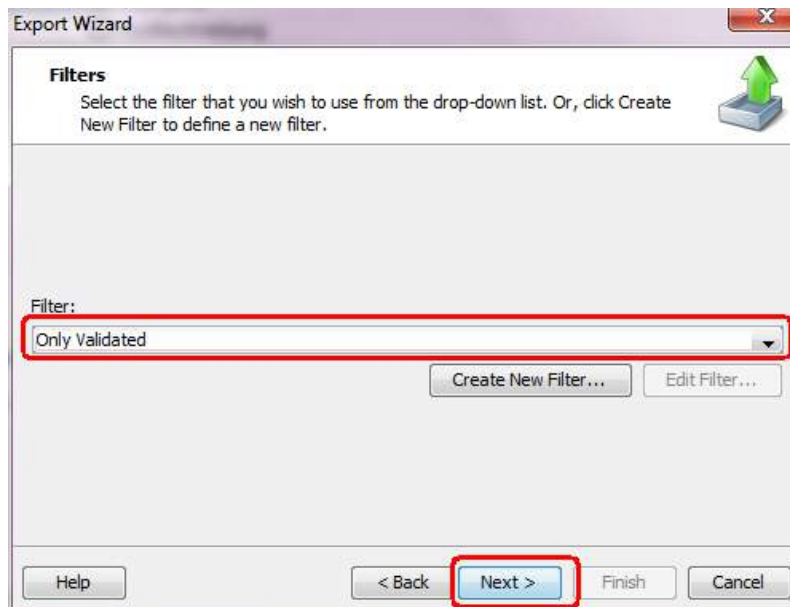
To export the validated terms to the termbase take the following steps:

- Select the **File -> Export** menu command.
- This opens the **Export Wizard**. On the first screen of the wizard click **Next** to continue.

3. On the next screen leave the **Export to the project termbase** default option selected and click **Next**.

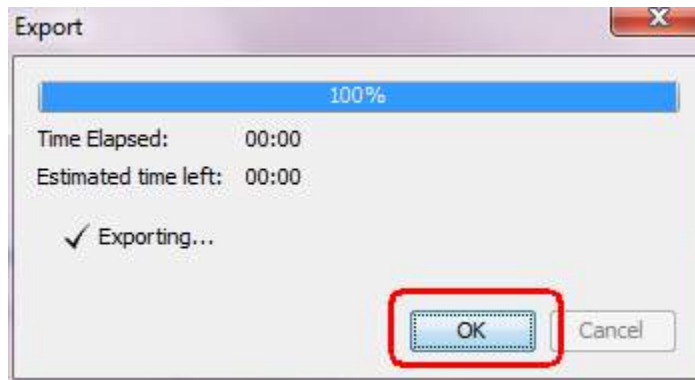


4. On the next screen select **Only Validated** from the **Filter** dropdown list. This ensures that only the terms that you validated (i.e. checked) will be imported into the termbase. Then click **Next**.



5. Skip the two following screens by clicking **Next** twice. Finally click **Finish**.
6. When prompted to save the export definition for later use click **No**.

7. Wait a few seconds for the export to finish then click **OK**.



8. When prompted to remove the non-validated terms from the project click **Yes**. This will remove any terms from the extraction list that you did not validate.



NOTE

Removing non-validated terms is useful when you are certain that you have finished the extraction project. If you plan to continue to validate terms (e.g. the next day), then do not remove any non-validated terms from the project.

Switch back to SDL MultiTerm 2014. Click the **Refresh View** button on the **View** tab. This will show the newly imported terms in your termbase.



SUMMARY

- ❑ Terminology extraction allows you to scan bilingual documents (i.e. translation memories) for suitable term candidates.
- ❑ When setting up a bilingual terminology extraction project, select the termbase into which the extracted terms should be imported and the translation memory (or translation memories), e.g. in TMX format.
- ❑ The extraction result will be presented in the form of a bilingual table.
- ❑ You can validate terms by clicking the check boxes next to them.
- ❑ You can modify terms by double-clicking and editing them.
- ❑ Using the concordance search you can display all segments that contain the selected term. This helps you see the term in context and identify suitable target terms.
- ❑ The extraction result can then be imported into the selected termbase. You can apply a filter to make certain that only validated terms are imported into the termbase.



EXPORTING TERMBASES

In this chapter you will learn how to:

- ❑ Export a termbase to an XML file
- ❑ Generate a bilingual word list and a Microsoft Word RTF dictionary from a termbase
- ❑ Run a filtered export

Chapter

10

ABOUT EXPORTING TERMBASES

Exporting termbases can be useful for the following reasons:

- ❑ You want to create a backup of a termbase, e.g. to give it to other users for import into their termbases
- ❑ You want to generate a printable file from a termbase, e.g. in Microsoft Word or Microsoft Excel format

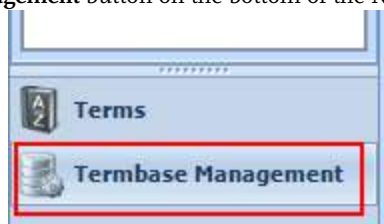
Exporting termbases can be a way of providing terminology data to users who are not equipped with SDL MultiTerm.

Before running the export operations close the current termbase (select the **File** tab, then click **Close Termbase**). Then open the **Hardware Termbase** again.

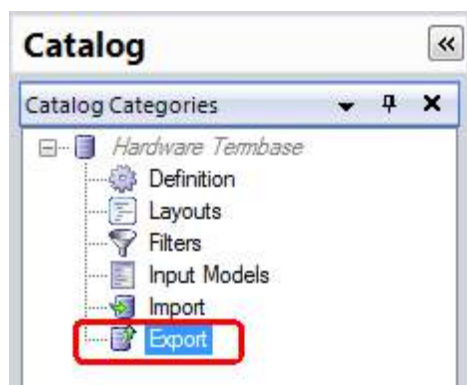
RUNNING AN XML EXPORT

The underlying format used by SDL MultiTerm is XML. Therefore, you can easily export the content of a termbase to an XML file. This can be useful, for example, if you want to back up your termbase to an external file. You can also send the XML export file to other users (e.g. external translators), who can then import the XML into their termbases. To run an XML export take the following steps:

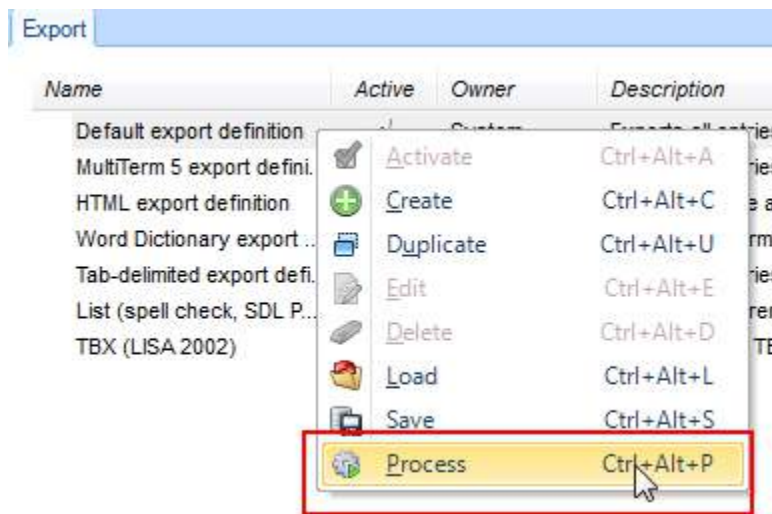
1. Click the **Termbase Management** button on the bottom of the **Navigation** pane.



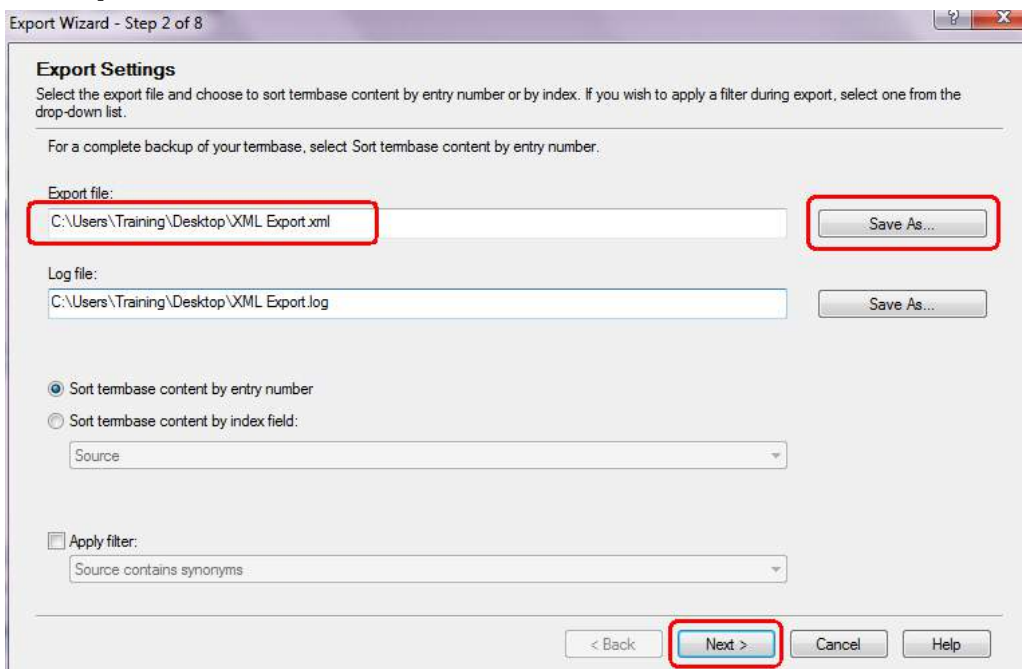
2. Click the **Export** icon below the termbase name.



- Note that the available export definitions are now listed on the right-hand side. Right-click **Default export definition** and select the **Process** command from the context menu.



- On the first page of the **Export Wizard** click the button **Save As** and select a location and name for your export file, e.g. your desktop. As file name you can enter, for example, *XML Export*. Then click **Next**.



- On the next page, wait for the progress bar to reach 100%. This means that the export has been processed successfully. Click **Next** and then **Finish** to close the **Export Wizard**.
- Take a look at the location in which the XML export file has been created. You can open the file in your browser by double-clicking it. Note, however, that XML is not suitable for reading or printing.

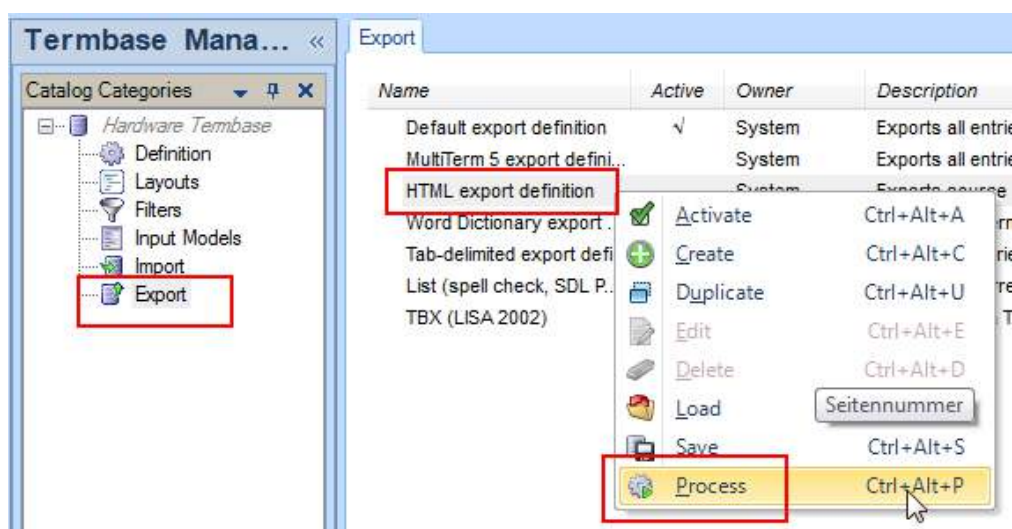
GENERATING A BILINGUAL GLOSSARY FROM THE TERMBASE

Let us assume that you want to generate a bilingual word list. This can also be useful, if you want to give a terminology list to an external translator who does not have SDL MultiTerm. You can also print such a list and use it e.g. for an interpreting job. To generate a bilingual word list take the following steps:

1. Note that type of export only takes into account the terms from the selected source and target language. All other languages will be ignored. Switch back to the **Terms** view, and make sure that **English** is selected as source . Then select **German** as target .



2. Now switch to the **Termbase Management** view, then click **Export** below the termbase name.
3. Right-click **HTML export definition** and select the **Process** command from the context menu.



4. On the first page of the **Export Wizard** click the button **Save As**, and select a location and name for your export file, e.g. your desktop. As file name you can enter e.g. *Glossary*. Then click **Next**.
5. On the next page wait for the progress bar to reach 100%. This means that the export has been processed successfully. Click **Next** and then **Finish** to close the **Export Wizard**.

- Take a look at the location in which the export file has been generated. Double-click the export file to open it in your Web browser. The export result should look as shown below:

global security	Globale Sicherheit
interface	Schnittstelle
proven methodology	Bewiesen Sie Methodik
quick	schnell
Security Intelligence	Sicherheitsinformationen
power cord	Netzkabel
paper light	Papier-LED
AC power cord	Wechselstromkabel
Universal Serial Bus	USB

**NOTE**

This export format does not include any descriptive fields. Only the terms of the selected source/target language are exported.

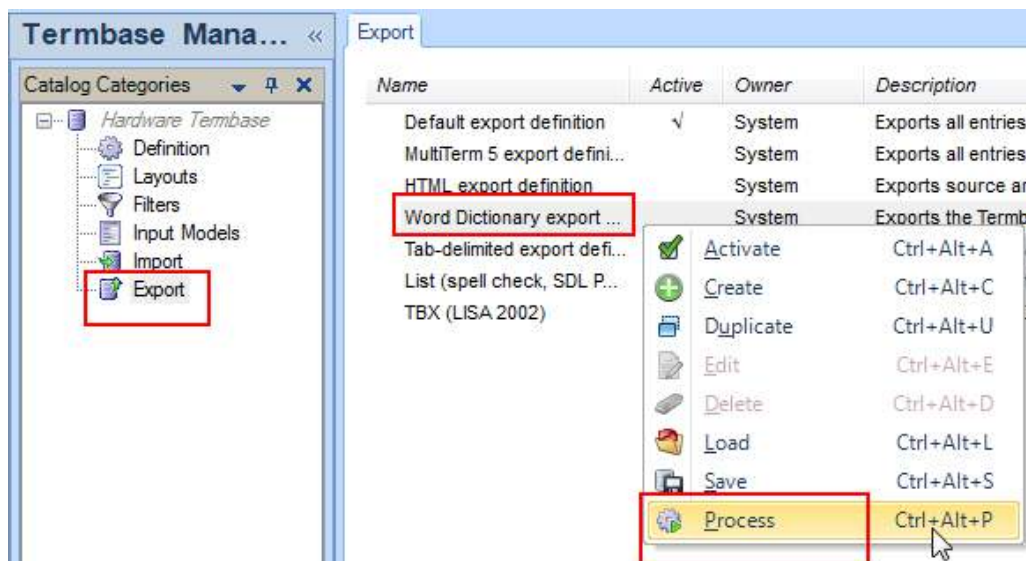
**TIP**

You can also open the HTML export file directly in Microsoft Excel.

GENERATING A DICTIONARY FROM YOUR TERMBASE

Let us assume you want to generate a dictionary from your termbase, e.g. for print purposes. To create a dictionary take the following steps:

- Make sure that the available export definitions are still listed.
- On the right-hand side, right-click **Word Dictionary export definition** and select the **Process** command from the context menu.



- On the first page of the **Export Wizard** click the button **Save As**, and select a location and name for your export file, e.g. your desktop. As file name you can enter e.g. *Dictionary*.

- At this point let us assume that you only want to export entries that contain an English definition. Note that in one of the previous chapters you defined a filter with exactly this criterion. All you need to do is select the pre-defined filter. To do this check the box **Apply filter** and make sure the pre-defined filter *Has English Definition* is selected in the dropdown list.

Export Wizard - Step 2 of 8

Export Settings
Select the export file and choose to sort tembase content by entry number or by index. If you wish to apply a filter during export, select one from the drop-down list.

For a complete backup of your tembase, select Sort tembase content by entry number.

Export file:
C:\Users\Training\Desktop\Dictionary.rtf Save As...

Log file:
C:\Users\Training\Desktop\Dictionary.log Save As...

☐ Sort tembase content by entry number
☒ Sort tembase content by index field:
 German

☒ Apply filter:
 Has English Definition

< Back Next > Cancel Help

- Click **Next** to run the export.
- On the next page wait for the progress bar to reach 100%. This means that the export has been processed successfully. Click **Next** and then **Finish** to close the **Export Wizard**.
- In Windows Explorer go to the location of the export file. Double-click the export file to open it in Microsoft Word. The export result should look as shown below:

G

common agricultural policy

German **gemeinsame Agrarpolitik** Definition: Das „elektronische Auge“ der Kamera. Mithilfe der DDE-Technologie wird Licht gesammelt und in elektrische Ladung umgewandelt. Anschließend wird das Signal abgegeben, aus dem ein digitales Bild entsteht.

I

P

PhotoSpan

German **Photo Span** Definition: Markenname von Matrix zur Bezeichnung der firmeneigenen Technologie, durch die alle Matrix-Produkte nahtlos miteinander funktionieren

Picture Dyes

German **Picture Dyes** Definition: Markenname von Matrix zur Bezeichnung unserer speziellen Tinten für lebendige Farben und scharfe Bilder



NOTE

The Word Dictionary export definition only takes the currently selected source/target language into account.

**FOR MORE INFORMATION**

- [About Export Definitions](#)
- [About the Export Wizard](#)

SUMMARY

- Each termbase comes with a set of pre-defined export definitions, which allows you to export the termbase content into a number of different file formats, e.g. XML, HTML, RTF.
- XML is mainly used for backup purposes, as it is the only format that can be directly imported into a termbase.
- HTML exports contain the terms in two selected languages. These exports can be used, for example, to generate bilingual glossaries.
- RTF exports can be used to generate printable dictionaries.
- You can apply pre-defined filters during an export to limit the export to a subset of the termbase.



MAINTAINING TERMBASES

This chapter provides a practical example of how to keep a termbase lean and efficient. You will learn how to:

- ❑ Search for duplicate terms
- ❑ Merge entries
- ❑ Create read-only copies of a termbase

Chapter

11

HANDLING DUPLICATE TERMS

From time to time it may be necessary to maintain your termbase to keep it lean and efficient. For example, it can happen that your termbase for duplicate terms, which clutter the termbase unnecessarily.

However, duplicate terms are not always redundant. The same word in one language can have different meanings and different translations. Just take the English word *well* as an example. In this case the same term can occur on several entries and is not redundant as the corresponding entries stand for completely different concepts.

Searching for Duplicate Terms

Let us check whether our sample termbase has any potential duplicates. To do this take the following steps:

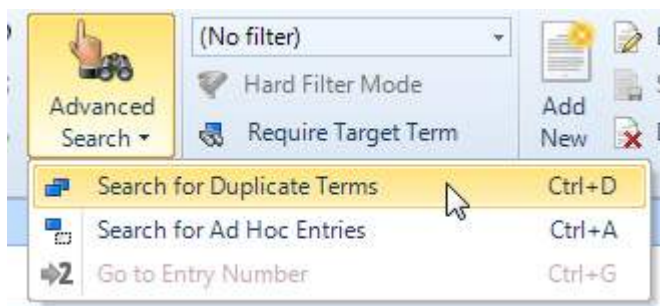
1. First, make sure that **English** is selected as source language and that you are in the **Terms** view.



NOTE

The duplicates search (like most other search types) is performed in the selected source language.

2. Click the **Advanced Search** button, and then select **Search for Duplicate Terms**.



3. The hitlist shows that the term *interface* exists twice in the termbase. Note that the numbers behind the terms in the hitlist are the unique entry ids. The entry that contains the first occurrence of the duplicate term is shown in the **Entry** window on the right-hand side.

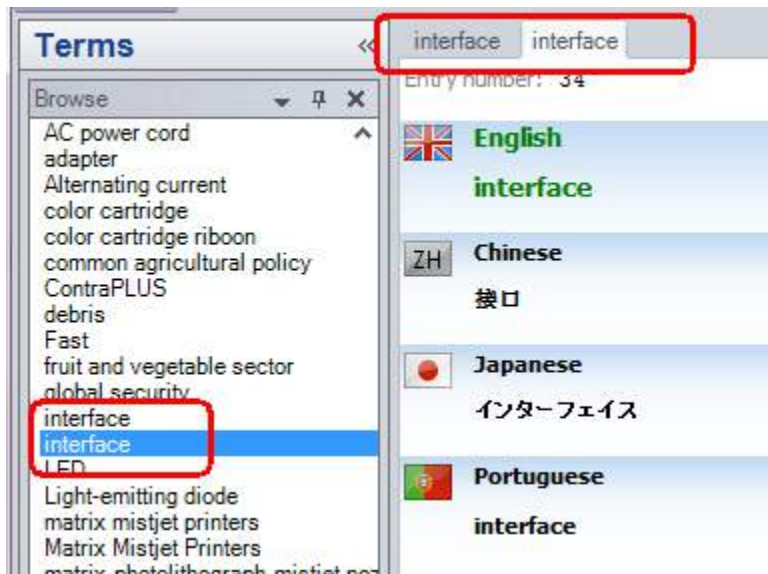


Comparing the Entries

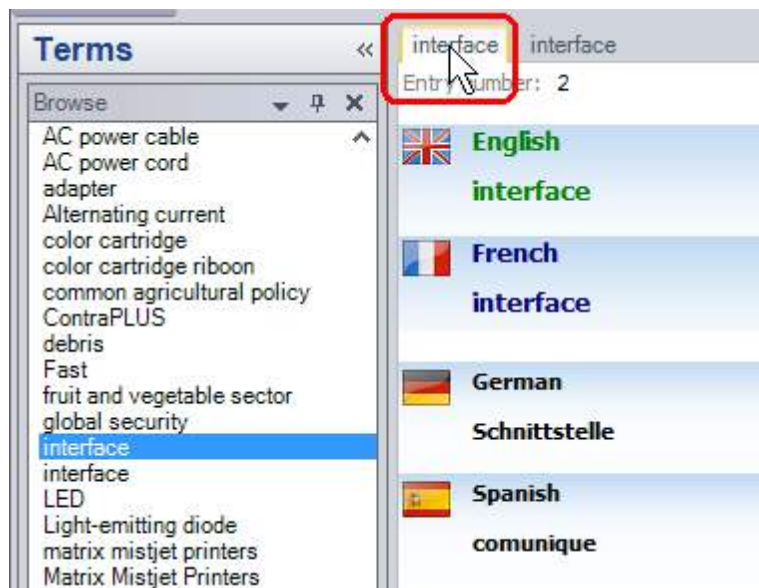
Now you want to take a look at the second entry to check whether this term is redundant or not. To do this take the following steps:

1. Go back to the **Browse** list by clicking the corresponding tab.
2. Note that the two *interface* terms are shown in the **Browse** list. Click the first occurrence of the term.

- Then keep the **Ctrl** key pressed while clicking the second occurrence of the term. This will open both entries in separate entry tabs.



- You can easily switch between the two entries by clicking the corresponding tab on top of the Entry window.



If you compare the two entries, you will note that the first entry contains the term *interface* and its translations in German, French, and Spanish. The second entry contains the Chinese, Japanese, and Portuguese translations for the same term.

It makes, of course, sense to consolidate all these terms in one entry, as they belong to the same concept. To merge the information of both entries into one entry take the following steps:

1. Click the **Merge** button (or press **F9**).



→ NOTE

Make sure that no further entries are open at the same time, as the content of those entries would also be merged. You can close entries tabs by selecting the corresponding tab and then pressing **Ctrl+F4**.

2. Confirm the merge operation by clicking **Yes**. Note the currently displayed entry now contains all the languages.
3. To save the merged entry press **F12**.
4. Merging all languages in a single entry has NOT deleted the other entry, which has now become redundant. Therefore, we can safely delete it. To do this click the tab of the other entry.
5. Delete this entry by pressing **Shift+Del**.
6. Confirm deletion of the entry with **Yes**.

i FOR MORE INFORMATION

[Search for Duplicate Terms](#)

CREATING A READ-ONLY COPY OF A TERMBASE

Sometimes you may want to forward your termbase to other users. In that case it is enough to just send the corresponding *.sdltb file. However, you may not want the recipient of your termbase to be able to modify or export the content of the file.

In that case you can encrypt your termbase before sending it to another user. To do this take the following steps:

1. First open your Windows Explorer, and go to the folder in which your termbase file is located, i.e. `..\Sample Files\Termbases\Hardware.sdltb`.
2. Then create a copy of the *.sdltb file.

→ NOTE

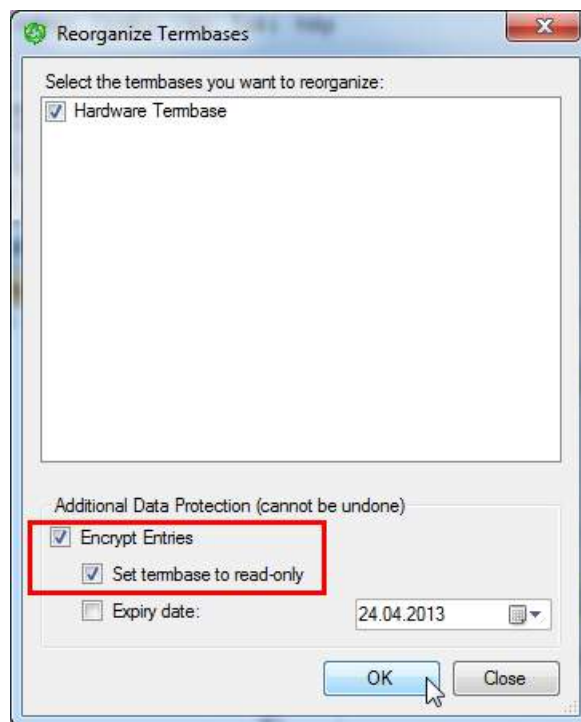
Make certain that you run the encryption on a copy of the *.sdltb file, because once the termbase file is encrypted you can no longer edit it yourself.

3. Open the copy of the termbase in SDL MultiTerm.
4. Switch to the **Termbase Management** view.

5. Right-click the termbase name and select the **Reorganize** command from the context menu.



6. In the **Reorganize Termbase** dialog box select the options **Encrypt termbase** and **Set termbase to read-only**.

**TIP**

Optionally, you can also set an expiry date for your termbase. That way you can make certain that no one uses the termbase after the specified date.

7. Now click **OK** to run the encryption. Once the message **Done** appears, click **Next** to continue.
8. On the following screen you will see a summary of the process. Click **Finish** to close the dialog box.

You can now forward the encrypted *.sdltb file to other users of SDL MultiTerm.

**NOTE**

Note that it is sufficient to just send out the *.sdltb file. The *.mtf and *.mdf files contain the search languages, and will be created automatically once the *.sdltb file is opened on another PC.

SUMMARY

- ❑ In the course of time a termbase may accumulate potential duplicate entries. These can be homonyms (i.e. words that have different meanings, thereby expressing different concepts) or the same term with the same meaning can be found on several entries. In this case it is redundant.
- ❑ SDL MultiTerm allows you to search for any potential duplicates, which are then shown in the **Hitlist** for the selected source language.
- ❑ Entries can be opened in separate entry tabs. To do this click the corresponding terms in the **Browse** list while keeping the **Ctrl** key pressed.
- ❑ You can delete redundant entries.
- ❑ You can merge entries, thereby making certain that all useful information is consolidated in one entry.
- ❑ Through the Reorganize feature you can make encrypt a termbase and make it read-only to prevent other users from editing it or exporting its content.



ACCESSING TERMBASES FROM SDL TRADOS STUDIO

This chapter provides an overview of how SDL MultiTerm integrates into the translation environment SDL Trados Studio. You will learn how to:

- ❑ Open a document for translation in SDL Trados Studio
- ❑ Select a termbase from SDL Trados Studio
- ❑ Look up and insert terms while translating
- ❑ Add new entries from SDL Trados Studio

Chapter

12

GENERAL INFORMATION ON SDL TRADOS STUDIO

SDL Trados Studio offers functionality for translating, reviewing, and managing translation projects. While translating you can add and edit termbases entries directly from SDL Trados Studio. Moreover, SDL Trados Studio automatically scans each source segment for known terms. This feature is called active terminology recognition. Active terminology recognition allows you to easily insert target terms from the termbase into your translation.

Using Termbases from SDL Trados Studio



NOTE

You can only follow this exercise if SDL Trados Studio is installed on your system.

Starting SDL Trados Studio

1. Start SDL Trados Studio through **Start -> All Programs -> SDL -> SDL Trados Studio 2014**, and click the **SDL Trados Studio 2014** application icon.
2. If you are starting SDL Trados Studio for the first time, you need to enter your user name and your e-mail address. Then click **Next**.
3. If you are starting SDL Trados Studio for the first time, you will also be prompted to select a profile. Keep the **Default** profile selected and click **Next**.
4. On the following page you can simply proceed by clicking **Next** again, then click **Finish**.

Opening a Document for Translation

To open a document for translation take the following steps:

1. Click the **Translate Single Document** button on the **Welcome** screen.



Translate Single Document

Use this to translate a single document in SDL Trados Studio into a single target language using a single-file project. [Watch Video](#)

2. Browse to the folder where the sample document is stored, i.e. `...\Sample Files\Documents`, and select the file *PhotoPrinter.doc* by double-clicking it.
3. In the **Open Document** dialog box make sure that **English (United States)** is selected in the **Source Language** dropdown list.

4. Then select your preferred target language from the **Target Language** dropdown list.



→ NOTE

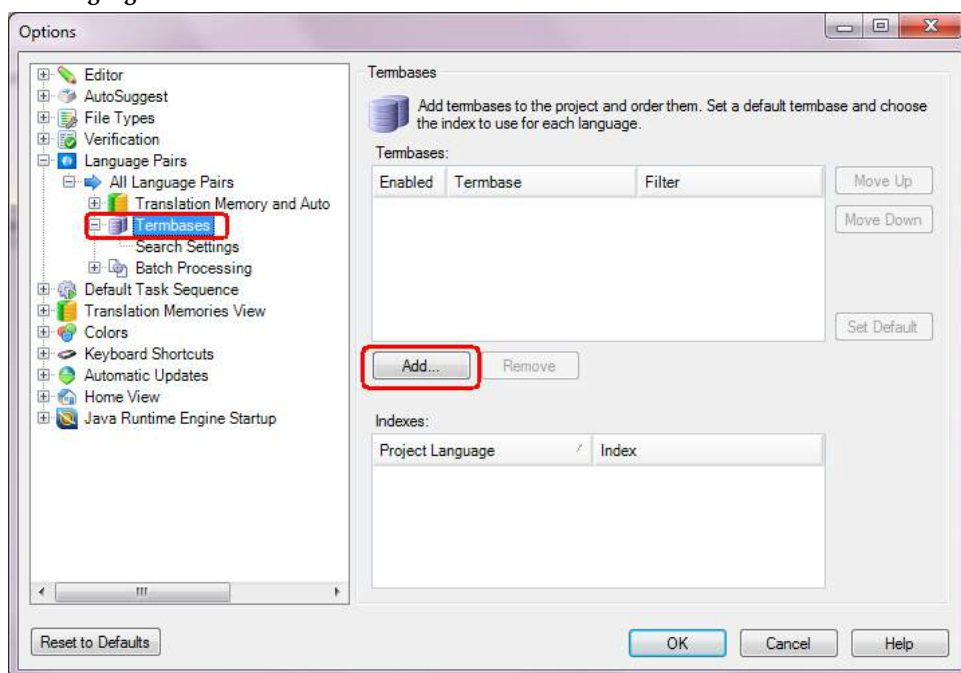
Make sure that you select a target language that is covered by the sample termbase. At the time of writing the sample termbase contained the following languages: English, German, French, Spanish, Portuguese, Chinese, and Japanese.

Selecting a Termbase

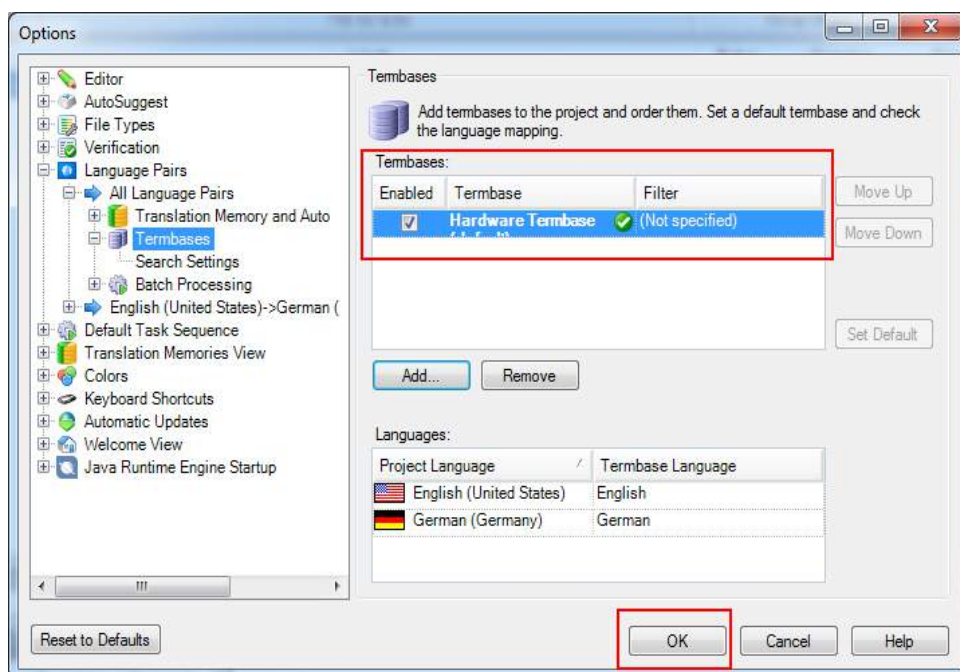
1. To select your termbase click the **Advanced** button in the lower left corner of the dialog box.



- On the left-hand side of the **Project Template Settings** dialog box select **Language Pairs -> All Language Pairs -> Termbases**. Then click the **Add** button.



- In the **Select Termbases** dialog box click the **Browse** button and browse to the location where your sample termbases are stored, e.g. `..\Sample Files\Termbases`.
- Select the termbase file *Hardware.sdlb* by double-clicking it, then click **OK** to close the **Select Termbases** dialog box.
- A message box will open to inform you that the languages (i.e. languages) have been mapped to the language pair of our sample translation project. Click **OK** to close the message.
- Then click **OK** to close the **Project Template Settings** dialog box. Click **OK** again to open the document in SDL Trados Studio.



→ NOTE

When opening a document for translation you would normally select a translation memory (TM). However, in this exercise we will focus only on using a termbase. Creating and using TMs is covered in the dedicated SDL Trados Studio training courses.

i FOR MORE INFORMATION

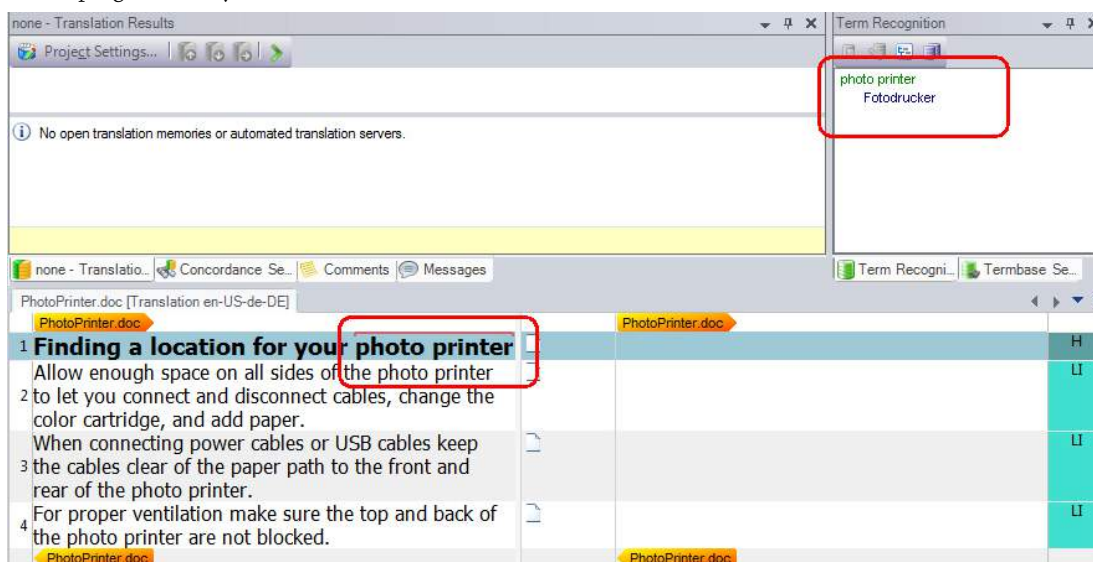
[How to Add or Remove a Termbase](#)

Translating the Document in the Editor

The document is now shown in the side-by-side editor. On the left-hand side you see the English source segments. During translation you enter the target segments into the (empty) column on the right-hand side.

Using Active Terminology Recognition

Note that in the first source segment, the term *photo printer* is highlighted with a red bracketed line. This indicates that this term has been found in the selected termbase. In the **Term Recognition** window in the top right corner you see the term and its translation.



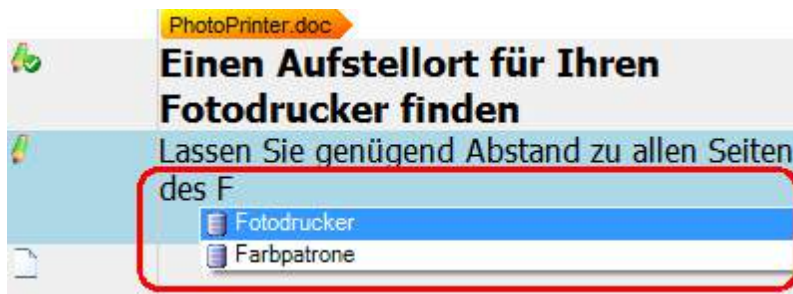
To translate the first segment take the following steps:

1. Make sure that the cursor is placed in the target cell next to the first source segment and start typing your translation. As soon as you type the first letter of the target term (e.g. in German *F* for *Fotodrucker*), the correct target term is suggested automatically.



2. Press **Enter** to insert the suggested target term into your translation.
3. After you have finished translating the first segment press **Ctrl+Enter** to move to the following segment.

4. In the second segment two terms have been recognized, i.e. *photo printer* and *color cartridge*. Start translating this segment. Again, when you type the first letter of one of the suggested target terms, a list opens from which you can select the correct target term.



→ NOTE

If the list contains more than one term, you can use the **Up** and **Down** keys on your keyboard to select the target term that you want to insert.

→ NOTE

You may have to adapt the terms that are suggested by the termbase to make them fit the current context, e.g. when an inflected or plural form is required.

5. Finish translating the second segment, then press **Ctrl+Enter** to go to the next segment.
6. In the third segment three terms have been recognized, i.e. *power cable*, *USB*, and *photo printer*. Now we would like to show you an alternative way inserting target terms into your translation. Instead of typing the first letters of a suggested target term, you can also use the keyboard shortcut **Ctrl+Shift+L**. This will open a list with all the terms found in the current source segment.



7. You can use the **Up** and **Down** keys on your keyboard to select a target term in the list. Then press **Enter** to insert the required target term into your translation. Finish translating the third segment, and press **Ctrl+Enter** to proceed to the last segment.

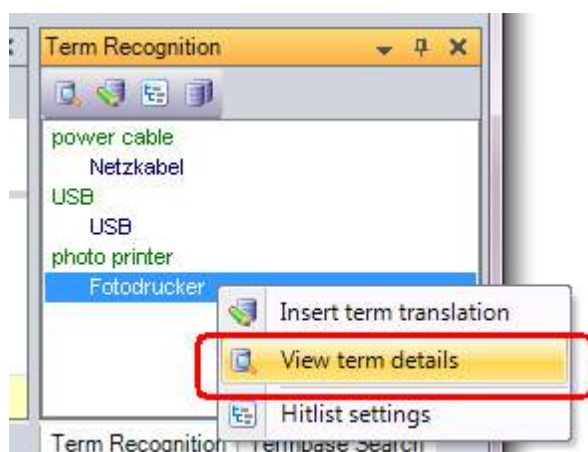
i FOR MORE INFORMATION

[Term Recognition Window](#)

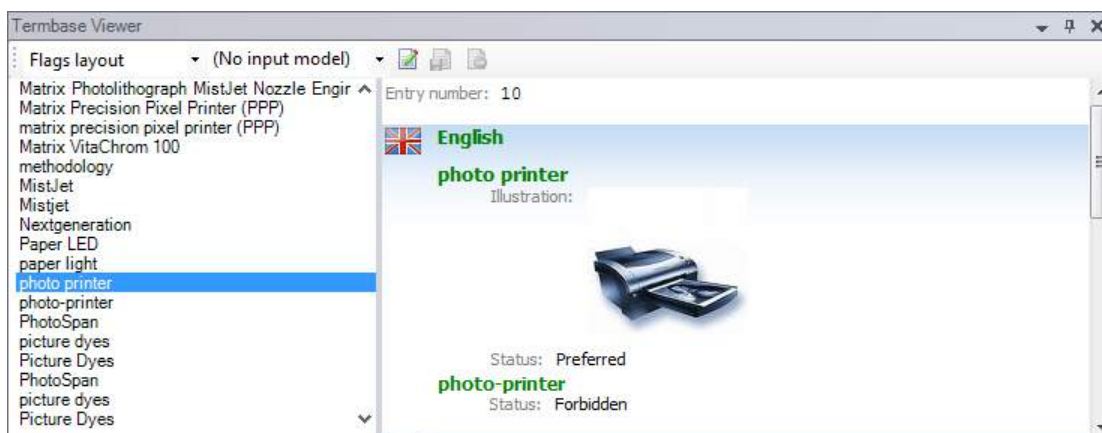
Viewing the Full Termbase Entry

The last segment also contains the known term *photo printer*. Let us assume that you would like to see the full termbase entry, i.e. not only the source and target term. You can do this directly from SDL Trados Studio:

1. In the **Term Recognition** window highlight the term *photo printer*, then click the right mouse button.



2. Select **View term details** from the context menu. This will open the **Termbase Viewer** window next to the editor. This window shows the full entry and additional information, i.e. descriptive fields and multimedia objects (if available).

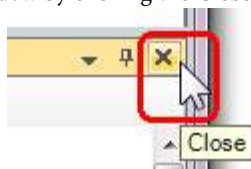
**TIP**

Move the mouse pointer to the border of **Termbase Viewer** window and then resize it as required.

**FOR MORE INFORMATION**

[Termbase Viewer Window](#)

Close the **Termbase Viewer** window by clicking the **Close** button.



Then finish translating the current segment and confirm it by pressing **Ctrl+Enter**.

Adding an Entry to the Termbase

Take a look at the next segment: the term *ventilation* is not included in the termbase. Let us assume that you expect you will have to translate this term more often in future documents. It would therefore be a good idea to add it to the termbase on the fly during translation. To do this take the following steps:

1. Translate the last segment and make sure your translation contains the proper translation for *ventilation* (German: *Belüftung*).
2. Highlight the source term *ventilation* and the target term by double-clicking the terms.



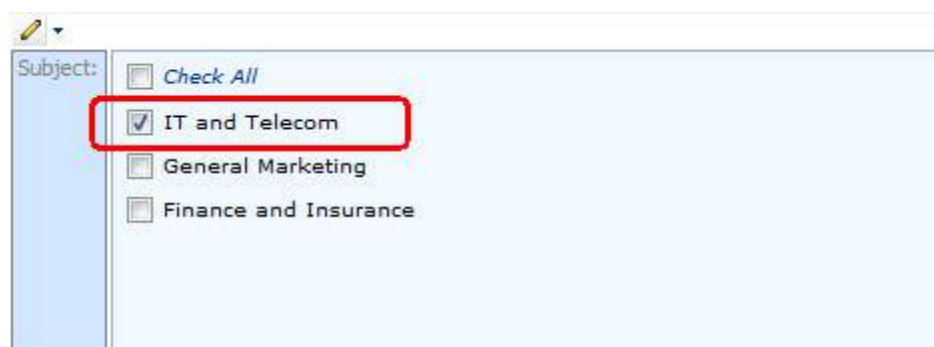
3. Then click the right mouse button, and select **Add New Term** from the context menu.
4. Note that the new term pair is now shown in the **Termbase Viewer** window next to the editor.



5. Let us assume that would like to add a **Subject** value to the suggested entry. To do this click the arrow button on the top of the entry and select **Subject** from the context menu.



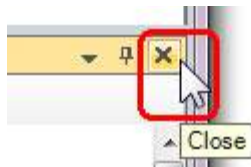
6. Click the check box next to **IT and Telecom**. Then press **Enter**.



7. To save the new entry in the termbase click the **Save this Entry** button.



8. Note that after adding the entry the term *ventilation* is highlighted with a red bracketed line in the source segment, as it has become a known term.
9. Confirm the last target segment with **Ctrl+Enter**.
10. Close the **Term Recognition** window.



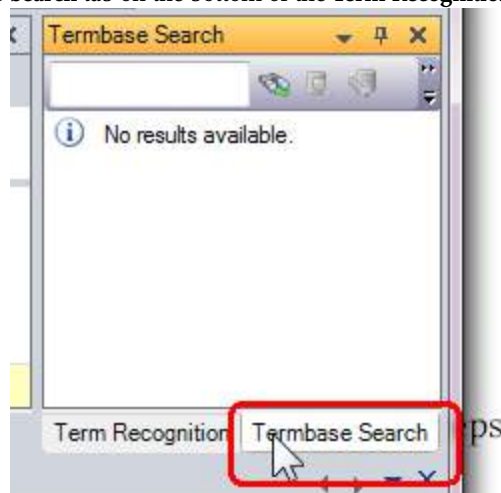
FOR MORE INFORMATION

[How to Add Terms to a Termbase](#)

Searching the Termbase from SDL Trados Studio

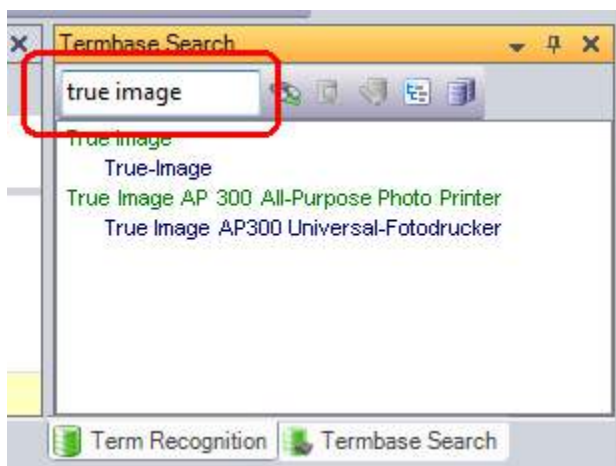
You can also search for terms that are not in the document. To do this follow the steps below:

1. Click the **Termbase Search** tab on the bottom of the **Term Recognition** window.



2. Then enter your search term, e.g. *true image* into the search text field of the **Termbase Search** window. Press **Enter** to execute the search.

3. The results will be shown directly in the **Termbase Search** window of SDL Trados Studio.



FOR MORE INFORMATION

[Termbase Search Window](#)

SUMMARY

- ❑ You can select one or several termbases for searching and editing from the SDL Trados Studio translation environment.
- ❑ When you have selected a termbase, SDL Trados Studio will automatically search the current segment for any known terms (active terminology recognition). If terms are found, you can insert the target term directly into your translation either by typing the first letter and pressing **Enter**.
- ❑ You can add new terms to the termbase by highlighting the source/target terms in the document and by selecting the **Add New Term** command from the context menu.



SDL MULTITERM ONLINE

This chapter provides general information on accessing termbases through a Web browser.

Chapter

13

ABOUT SDL MULTITERM ONLINE

SDL MultiTerm Online allows you to access termbases using a Web browser (i.e. Microsoft Internet Explorer or Mozilla Firefox). To do this you do not even have to have SDL MultiTerm installed. Note that only server termbases can be provided through SDL MultiTerm Online, i.e. not the file-based termbases that you have been using throughout this training.

If you have access to an SDL MultiTerm Online server, take the following steps:

1. Open your Web browser and enter the server URL, for example <http://www.multiterm.com>.
2. Then enter your user name and password, and click **Login**.

3. After the log-in the available termbases are displayed. Activate the check box next to the termbase that you want to access, then click **OK**.



Select Termbases

Select the termbase(s) you want to work with from the list below.

Termbases

Select	Termbase Name
<input checked="" type="checkbox"/>	TERM (April 2013)

4. The termbase is then opened in a view that is similar to SDL MultiTerm. On the left-hand side you see a browse list with the terms from the selected source language.
5. Make sure that the required language pair is selected, e.g. English as source and French as target language.

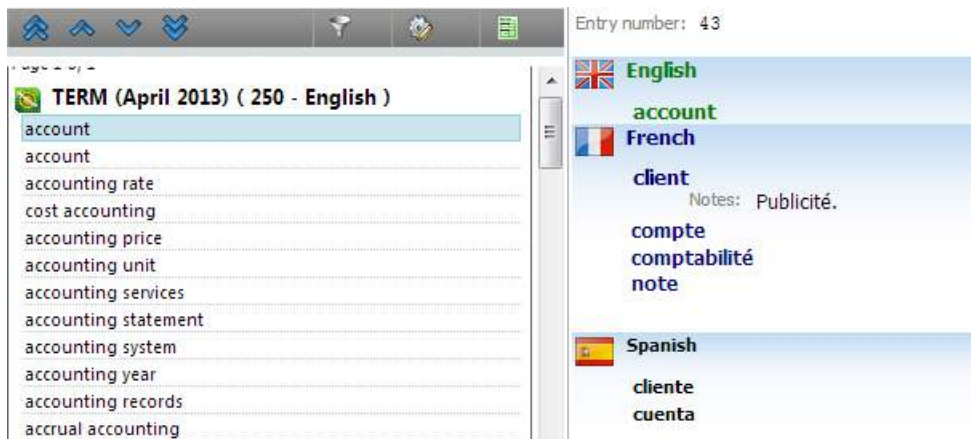


6. Enter the term *accounting* into the search text field above the browse list.

7. Click the **Fuzzy** radio button.



8. Execute the search by pressing the **Enter** key. Note that the browse list has turned into the hitlist, which contains the results (if any).





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