

First Steps Guide

MultiTerm

Terminology Solutions[™]

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MULTITERM FIRST STEPS

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INTRODUCTION

Welcome to First Steps with MultiTerm. This chapter contains:

- ▣ Information about the guide
- ▣ Information about MultiTerm, MultiTerm Convert, and MultiTerm Extract



ABOUT THIS GUIDE

This guide is intended for first-time users of MultiTerm iX. This guide introduces MultiTerm, the main terminology management interface for the MultiTerm iX system, and MultiTerm Convert. Step-by-step instructions for each application are provided to help you get started straight away.

- ❑ The Introduction gives an overview of the MultiTerm iX system, MultiTerm and MultiTerm Convert.
- ❑ Chapter 1 shows you how to migrate termbase data from MTW format to the new MultiTerm XML format using MultiTerm Convert.
- ❑ Chapter 2 shows you how to create a new termbase in MultiTerm and how to import termbase data from a MultiTerm XML file.
- ❑ Chapter 3 outlines the different search methods that are available in MultiTerm. It also shows you how to use MultiTerm iX termbases for terminology recognition during translation with Translator's Workbench.
- ❑ Chapter 4 shows you how to create new termbase entries and how to edit existing entries in MultiTerm. It also shows you how to add new terms directly from Microsoft Word.

This guide frequently points to other guides in the MultiTerm iX documentation set for more detailed information. These guides are available as PDF files and install to the following directory by default: `C:\Program Files\Trados\MultiTerm\Doc`



TIP

Throughout this document, we refer to the main MultiTerm iX interface as MultiTerm. We use version information to distinguish previous versions of MultiTerm, such as MultiTerm 5 and MultiTerm '95 Plus.

Sample Files

The examples in this guide are based on sample files that are automatically installed with this guide and MultiTerm iX. If you are using MultiTerm iX for the first time, TRADOS recommends that you use the sample files to work through the examples on your own computer.

When you download this guide, you should extract it to `C:\First Steps`. A folder called `Samples` is created containing a sample MTW file used in Chapter 1.

Sample files used in Chapter 2 are installed to the following directory by default when you install MultiTerm:

- ❑ MultiTerm iX – C:\Program Files\Trados\MultiTerm\Samples

ABOUT MULTITERM iX

MultiTerm iX is the terminology solution from TRADOS that allows you to create, manage and present terminology and related data. MultiTerm iX is available in two different editions, MultiTerm Workstation and MultiTerm Server. MultiTerm Workstation is the stand-alone version of the system, designed for single-user setups. MultiTerm Server is the client/server implementation of the system, designed for multi-user setups. In a single-user setup, termbases are stored on the local computer. In a multi-user setup, termbases are stored centrally on a remote database server in the network environment. Both editions of MultiTerm use the same client component package, MultiTerm Workstation. In this guide, the MultiTerm Workstation client is referred to as MultiTerm.

The MultiTerm Workstation edition consists of:

- ❑ MultiTerm Workstation
- ❑ MultiTerm Convert
- ❑ MultiTerm Extract



FOR MORE INFORMATION

See the *MultiTerm User Guide* for more information about each application in the MultiTerm iX product line.

MultiTerm XML Data Format

The MultiTerm iX system is built on a common XML-based data format called MultiTerm XML. In the termbases that you create using MultiTerm, all terminology data is stored in this format; other termbase elements, such as the termbase definition and objects, are also based on this format. The use of a common XML-based format enables quick and easy exchange of data between users, whether or not they belong to the same network and whether they are using local or remote termbases.

MultiTerm Convert

MultiTerm Convert is a specialised tool that converts terminology data to MultiTerm XML format. With MultiTerm Convert, you can easily convert data that is stored in MultiTerm 5 format (*.mtw), Microsoft Excel format (*.xls), and spreadsheet and database exchange formats, such as tab-delimited text (*.txt) and comma-separated values (*.csv). MultiTerm Convert is a stand-alone application that works independently of other components in the system.



TIP

MultiTerm Workstation also contains a series of self-running tutorials that will help you to get up and running with MultiTerm as quickly as possible. After installation, these tutorials are available from the **MultiTerm** program folder in the **Start** menu of your computer.

MultiTerm Interface with Microsoft Word

The MultiTerm interface with Microsoft Word enables you to access termbase data directly from within the Word environment. It allows you to search, retrieve data from, and add content to local and remote termbases.

MultiTerm Interface with TRADOS Translator's Workbench

The MultiTerm interface with Translator's Workbench enables the active terminology recognition feature in Translator's Workbench. With active terminology recognition, you can access termbase data directly during translation. Both local and remote termbases are supported.

Translator's Workbench supports term recognition with both local and remote MultiTerm iX termbases. During translation, Translator's Workbench automatically searches the local or remote MultiTerm iX termbase for terms and their translations, which can then be easily inserted into the working document.



FOR MORE INFORMATION

For more information about the MultiTerm-Workbench interface and active terminology recognition, see the *Translator's Workbench User Guide*.

MultiTerm Extract

MultiTerm Extract is available as an optional module with both editions of MultiTerm iX.

MultiTerm Extract is a terminology extraction tool. It allows you to extract terms from monolingual or bilingual documents and translation memories, and to export data directly to local or remote termbases. It also allows you to check for terminology consistency between the termbase and a



translated file. MultiTerm Extract supports term extraction from several file formats including: HTML, SGML, XML, TXT, RTF, DOC, Exported TXT files from PageMaker, QuarkXPress, and Ventura, TMX, TMW and TTX.



FOR MORE INFORMATION

For more information about MultiTerm Extract, see the *MultiTerm Extract User Guide*.



MIGRATING TERMBASE DATA

This chapter discusses the following topics:

- ▣ Introducing MultiTerm Convert
- ▣ Converting Termbase Data

 **NOTE**

The information in this chapter is relevant only to users who are upgrading from previous versions of MultiTerm. If you are a new MultiTerm user, go directly to chapter 2 where you can learn how to create a new termbase.

Chapter

1

Sample Files

The example that follows shows how to convert a MultiTerm 5 sample file, `sample.mtw`. This file is shipped with this guide and you should install it to the following directory by default:

```
C:\First Steps\Samples
```

TRADOS recommends that you use this file to work through the example on your own computer. When using your own files make sure you select options based on your file's format,

About MultiTerm Convert

In earlier versions of MultiTerm termbase data is stored in MTW format. In MultiTerm iX, termbase data is stored in the MultiTerm XML format. You can easily convert termbase data from MTW format to the MultiTerm XML format using MultiTerm Convert.

CONVERTING TERMBASE DATA

To migrate termbase data from MTW format to MultiTerm XML format:

- 1 Launch MultiTerm Convert by choosing **Start > Programs > TRADOS > MultiTerm > MultiTerm Convert**. This starts the MultiTerm Convert wizard.

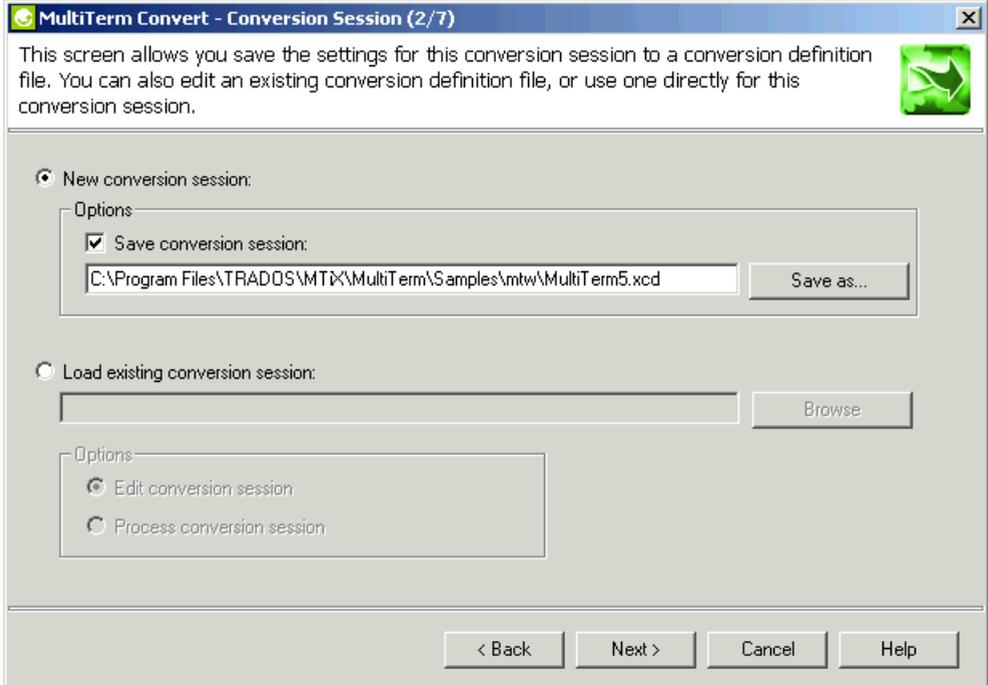
Click **Next** on the first page of the wizard.

- 2 On the **Conversion Session** page, select **New conversion session**, if it is not selected already. This is the default option. Under **Options**, select **Save conversion session**, and then click **Save as**. In the **Save As** dialog box that is displayed, specify a filename for the XCD file in which you want to save your session settings, and then click **Save**. You are returned to the wizard, and the name and path of the file is displayed in the appropriate box.



NOTE

An XCD file is an XML Conversion Definition file in which the settings from a MultiTerm data conversion session are saved. An XCD file is, in effect, a template that enables you can reuse the same settings for future conversions. XCD files have the extension `.xcd`.



Click **Next** to go to the next step of the wizard.

- 3 Under **Available conversion options**, select MultiTerm 5 format.

Click **Next** to go to the next step of the wizard.

- 4 Under **Input file**, click **Browse**. In the **Open** dialog box, locate the file `sample.mtw` and select it so that its name is displayed in the **File name** box. Click **Open**.

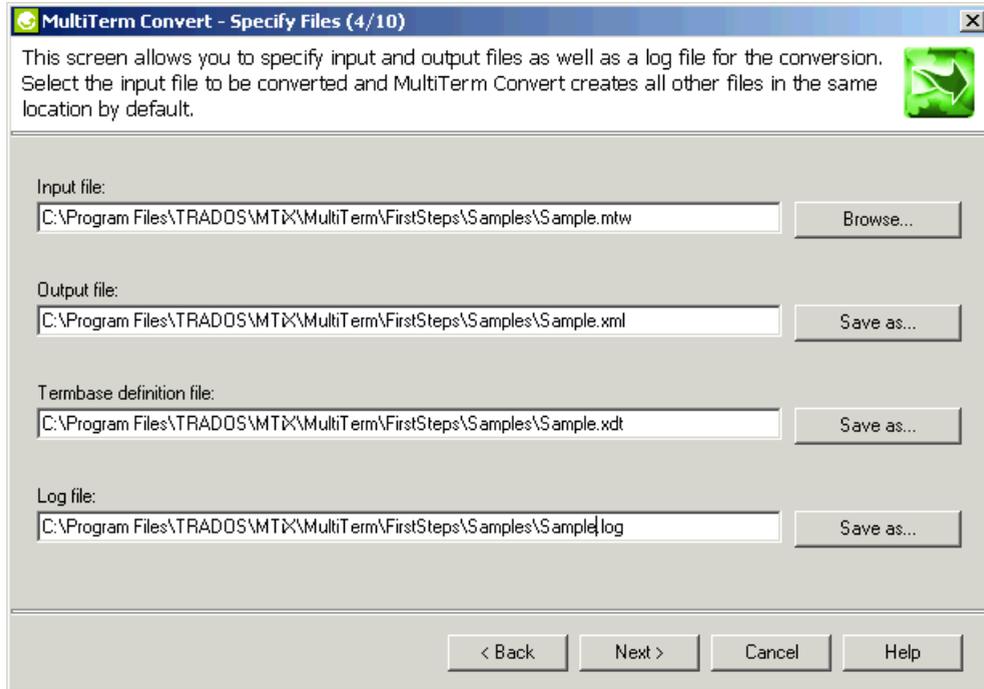
You are returned to the wizard. All of the files involved in the conversion are automatically specified for you; they are placed in the same location as your input file. You can change any of these names or locations either manually in the appropriate boxes or by using the appropriate **Save As** buttons.



NOTE

If the MultiTerm 5 termbase is password protected, the standard logon dialog box is displayed. Specify the user ID and password of the super user of the MultiTerm 5 database. When you have successfully logged on, a status bar is displayed, and the MultiTerm 5 database is evaluated.

Click **Next** to go to the next step of the wizard.



- 5 On the **Assign Locales** page, specify locale and font details for each language as follows:
 - a Select a language from the **Available index fields** list and then select the appropriate input locale from the **Locale** list.
 - b Repeat the previous step until you have assigned locales to all of your index fields.
 - c Repeat the procedure that you have used for index fields to assign locales to your descriptive fields listed under **Available descriptive fields**.



TIP

If you want to use MultiTerm Convert's automatic migration of terminology data, make sure that **Customise entry structure** is not selected. No further optimisation of the structure will be possible; MultiTerm Convert will convert the file using the default rules.

Click **Next** to go to the next step of the wizard.

- 4 Review the summary of your settings given under **Conversion settings summary**. If necessary, return to a previous step to revise them.

Select **Convert immediately** to start the conversion when you click **Next**.

 **WARNING**

If you do not select **Convert immediately**, the conversion will not take place when you click **Next**.

- 5 On the **Converting** page of the wizard, monitor the progress of the conversion by means of the progress bar and the animation that MultiTerm Convert provides. When the conversion process is finished, click **Next**. The **Conversion Complete** page is displayed.
- 6 The **Conversion Complete** page is the final page of the wizard. Your converted data is ready to be imported into a MultiTerm termbase. Click **Finish** to exit the wizard

 **FOR MORE INFORMATION**

For more detailed information about termbase conversion, see the *MultiTerm User Guide* or the online help for MultiTerm Convert.

WHAT'S NEXT

- Creating a new termbase
- Importing terms



CREATING A NEW TERMBASE

This chapter shows you how to create and populate a new termbase in MultiTerm. Topics include:

- ❑ Creating a new termbase based on an existing termbase definition file
- ❑ Importing termbase data from a MultiTerm XML file.

Chapter

2

Sample Files

The examples in this chapter are based on the MultiTerm iX sample files, `Sample.xdt` and `Sample.xml`. These files ship with MultiTerm and are stored in the following directory by default:

```
C:\Program Files\Trados\MultiTerm\Samples\
```

TRADOS recommends that you use these sample files to work through the examples on your own computer.

CREATING A NEW MULTITERM IX TERMBASE

This section shows you how to use the Termbase Wizard in MultiTerm to create a new MultiTerm iX termbase. Each new termbase that you create is empty: you can populate the termbase afterwards by importing data from a MultiTerm XML file or by adding individual entries to the termbase manually. Note that although you can use MultiTerm to access both local and remote termbases, you can only create local termbases in MultiTerm.

The termbase that you create in the following example is based on the termbase definition file, `Sample.xdt`, that ships with MultiTerm iX. The termbase definition file (*.xdt) is one of the files generated by MultiTerm Convert during termbase migration. If you have been using MultiTerm Convert to migrate legacy termbases in MTW format, you may have other termbase definition files with which to experiment.

To create a new termbase:

- 1 Launch MultiTerm by choosing **Start > Programs > TRADOS > MultiTerm**.

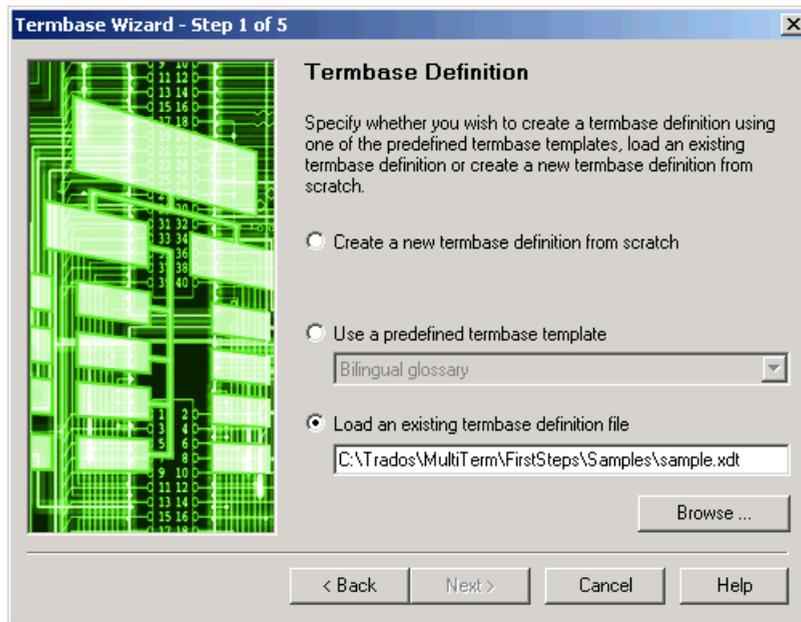
The first time you start MultiTerm, you will be prompted to enter a user name for local termbases. Enter any user name you want. Remember that this name is used to identify the creator or editor of termbase entries, so choose a name that will enable other MultiTerm users to identify you easily.

- 2 From the **Termbase** menu, choose **Create** and browse to locate the folder where the new termbase is to be stored. Click **OK** to confirm and to open the Termbase Wizard.

Click **Next** on the first page of the wizard.

- 3 On the **Termbase Definition** page, select one of the following options:
- ❑ **Create a new termbase definition from scratch** – select this option to create a completely new termbase definition, specifying termbase fields and settings that suit your requirements.
 - ❑ **Use a predefined termbase template** – MultiTerm iX ships with two predefined termbase templates. Each template contains a complete range of termbase fields and settings which can be used as the basis for a new termbase definition. You can use these templates as they are or you can customise them to suit your own requirements.
 - ❑ **Load an existing termbase definition file** – select this option to load an existing termbase definition file from your hard disk, such as the one that was created during termbase migration. Use the browse button to locate and select the termbase definition file you require.

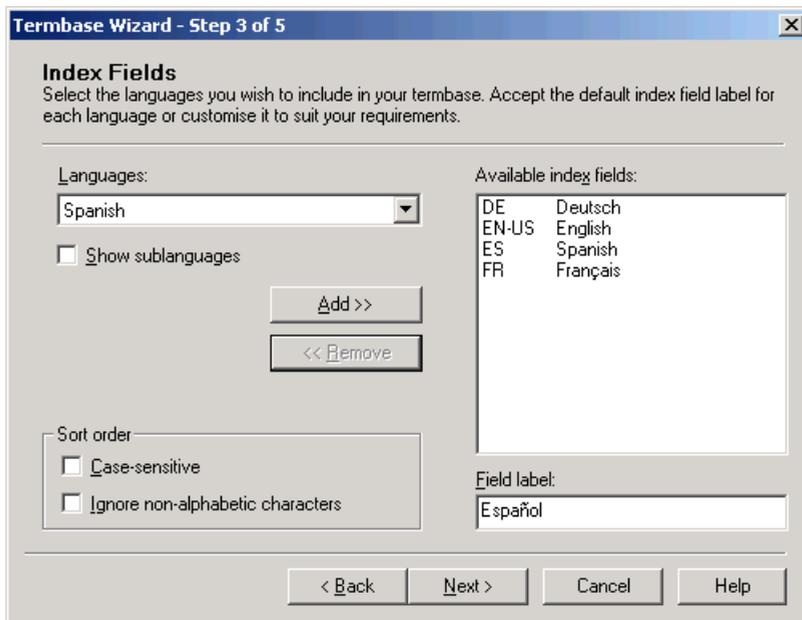
In this example, select the third option and load `Sample.xdt`, the sample termbase definition file that ships with MultiTerm.

**TIP**

Choose one of the other two options if you want to create a new termbase definition instead of loading an existing termbase definition file.

Click **Next** to continue.

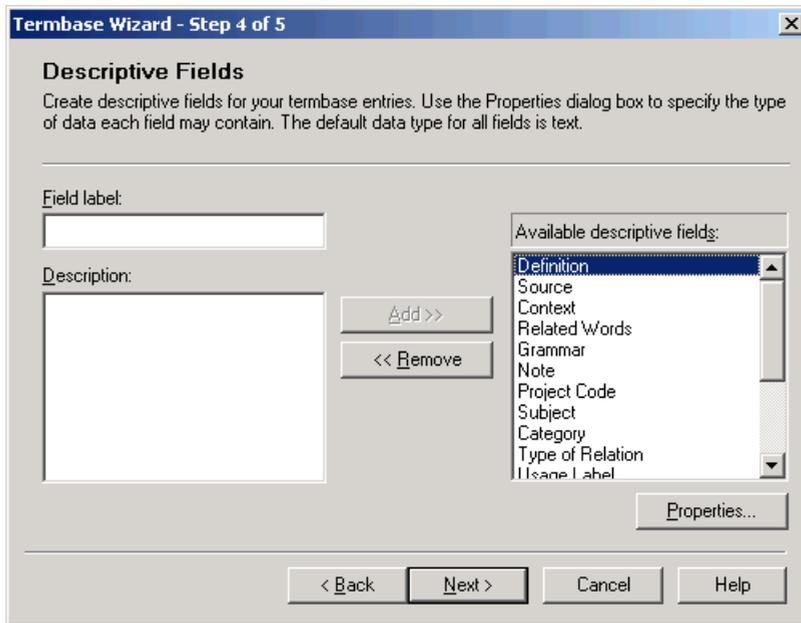
- 4 On the **Termbase Name** page, enter a name for your new termbase, in this example, `My First Termbase`. Click **Next** to continue.
- 5 On the **Index Fields** page, select the languages that you want to include in your new termbase and click **Add** to add them to the **Index fields** list. If you are using an existing termbase definition file, termbase languages are inherited and displayed under **Index fields**. In this example, accept the languages that are inherited from `Sample.xdt`.



! WARNING

If you intend using the termbase to import newly migrated termbase data, TRADOS recommends that you do not change the language settings that have been inherited from the termbase definition file. Changing the language settings may cause incompatibilities between the termbase structure and the termbase data for import.

- 6 Click **Next** to go to the **Descriptive Fields** page where you can specify descriptive fields for your termbase entries. If you are using an existing termbase definition file, descriptive fields are inherited and displayed under **Field list**. In this example, accept the fields that are inherited from `Sample.xdt`. The data type of each field is specified in the **Properties** dialog box. For example, Definition and Source are defined as text fields, while Type and Subject are defined as picklist fields. Click the **Properties** button to open the **Properties** dialog box and check field properties.



NOTE

In previous versions of MultiTerm, there were 2 types of descriptive field; text and attribute. In MultiTerm iX, there are 6 types of termbase field; Text, Number, Boolean, Date, Picklist (equivalent to the attribute field in previous versions), Multimedia file.

- 7 Click **Next** to go to the **Entry Structure** page. Here you can choose whether a descriptive field appears at entry level, index level and/or term level. You can also specify field settings on this page, such as whether fields are mandatory or multiple at a given level.
 - Select **Mandatory** to specify that the selected field appears at least once at that level in every termbase entry.
 - Select **Multiple** to specify that the selected field can appear several times at that level in a given termbase entry. For example, a multiple field called Status may appear once at a particular level in the termbase definition, but may have multiple instances within the same level in a given termbase entry.

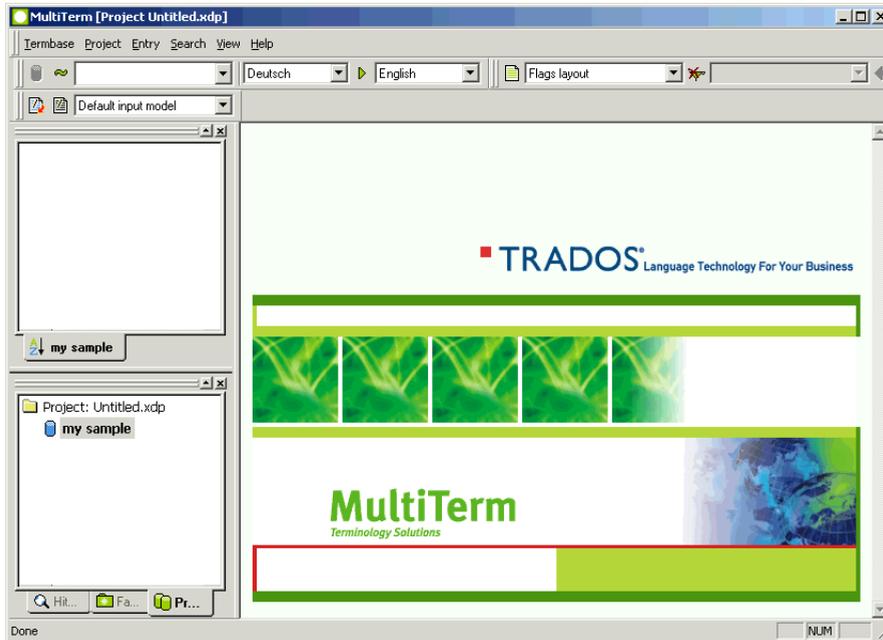
In this example, accept the entry structure that is inherited from `Sample.xdt`. In this case, all descriptive fields are available at both entry and term levels.

NOTE

MultiTerm iX supports unlimited nesting of descriptive fields at entry, index, and term level.

- 8 Click **Next** to go to the **Wizard Complete** page. Click **Finish** to create the new termbase and to close the Termbase Wizard.

Once MultiTerm has finished creating the new termbase, it will appear in the projects pane in MultiTerm.



IMPORTING TERMS

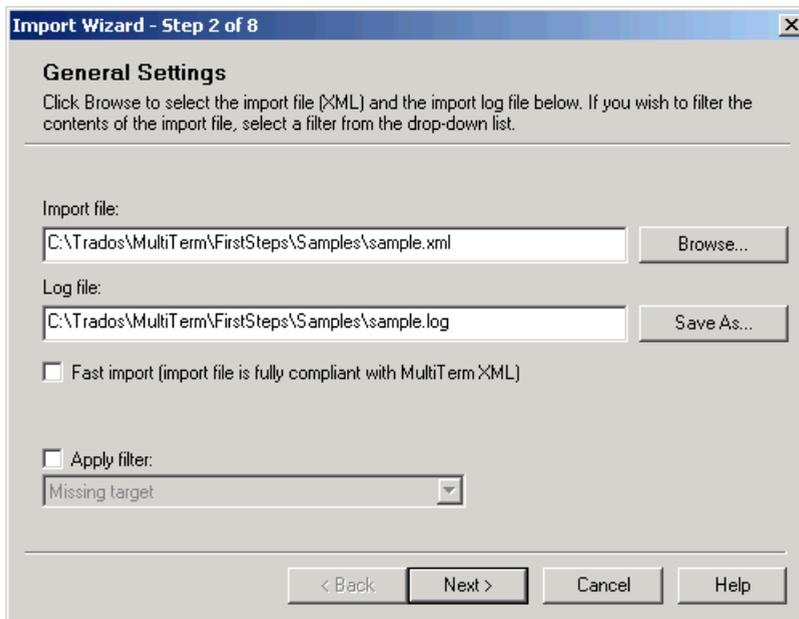
After creating a new termbase in MultiTerm, you can use the Import Wizard to import termbase data.

The following example is based on the termbase you created in *Creating a New MultiTerm iX Termbase* on page 2-14 and the termbase data file, `Sample.xml`, that ships with MultiTerm iX.

To import termbase data into a MultiTerm iX termbase:

- 1 If MultiTerm is not already running, choose **Start > Programs > TRADOS > MultiTerm** to start the application.
- 2 From the **Termbase** menu, choose **Termbase Catalogue**. The **Termbase Catalogue** dialog box appears.

- Click the **Import** tab and then click **Process** to open the Import Wizard. The Import Wizard opens on the **General Settings** page.
- Click **Browse** next to the **Import file (XML)** box and browse to select the MultiTerm XML file from which you want to import termbase data. MultiTerm will automatically create a log file in the same location as the XML file. In this example, select the sample termbase data file, `Sample.xml`.



The screenshot shows a dialog box titled "Import Wizard - Step 2 of 8" with a close button (X) in the top right corner. The main heading is "General Settings". Below the heading is a paragraph of instructions: "Click Browse to select the import file (XML) and the import log file below. If you wish to filter the contents of the import file, select a filter from the drop-down list." There are two text input fields. The first is labeled "Import file:" and contains the path "C:\Trados\MultiTerm\FirstSteps\Samples\sample.xml". To its right is a "Browse..." button. The second is labeled "Log file:" and contains the path "C:\Trados\MultiTerm\FirstSteps\Samples\sample.log". To its right is a "Save As..." button. Below these fields are two checkboxes. The first is "Fast import (import file is fully compliant with MultiTerm XML)" and is unchecked. The second is "Apply filter:" and is also unchecked. Below the "Apply filter:" checkbox is a drop-down menu currently showing "Missing target". At the bottom of the dialog are four buttons: "< Back", "Next >", "Cancel", and "Help".

**TIP**

In the Import Wizard, the MultiTerm XML file that contains termbase data is referred to as the *import file*.

Click **Next** to continue.

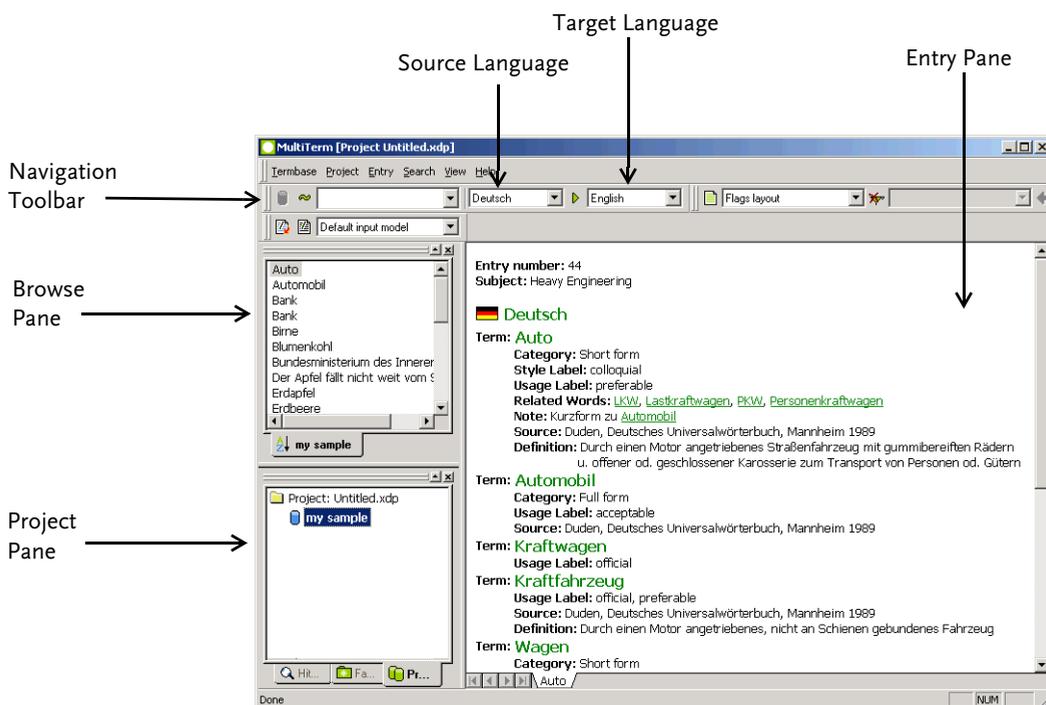
- On the **Validation Settings** page, enter a name for the exclusion file. Depending on the settings you choose on this page, invalid termbase entries are written to this file during import. Entries are considered to be invalid when they do not conform to the termbase definition of the host termbase. Over-complete entries contain fields that do not feature in the termbase definition. Incomplete entries do not have any content in fields that are marked as mandatory in the termbase definition. In this example, accept the default exclusion settings.

Click **Next** to continue.

- 6 On the **Import Definition Summary** page, click **Next** to start the import.
- 7 On the following page, **Processing the Import**, a status bar displays the progress of the import. When the import is 100% complete, the wizard displays the total number of entries processed.

Click **Next** to continue.
- 8 On the **Wizard Complete** page, click **Finish** to close the Import Wizard. Click **OK** to close the **Termbase Catalogue** and return to the main MultiTerm window.

The following screen shot shows how termbase data is displayed in MultiTerm, after importing data from `Sample.xml` to `My First Termbase`.



TIP

In the example above, German (Deutsch) is selected as the source language (or index) and English as the target language. Use the drop-down lists in the Navigation toolbar to change the source and target languages.

You can also use the reverse index fields button  to switch the source and target language.

SAVING A TERMBASE IN A PROJECT

The project feature in MultiTerm allows you to work with one or more termbases at a time, and to store search, index, object and other termbase settings. MultiTerm allows you to save project information to the file system for reuse at a later stage or for the purposes of exchange with other MultiTerm users.

Project information is saved in a project file with an *.xdp extension. The default project name is `Untitled.xdp`. This file does not exist on your file system until you save it.

Once you open a termbase in MultiTerm, a termbase reference is added to the current project. By default, the first termbase you add to the project is defined as the default termbase. The order in which you add subsequent termbases to the project becomes the search order.

FOR MORE INFORMATION

For more detailed information about projects, see the *MultiTerm User Guide*.

To save a project for the first time:

- 1 Select **Save Project As** from the **Project** menu. The **Save Project As** dialog box appears.
- 2 Type the project name `My First Project` and browse to where you want to save the project.
- 3 Click **Save**. Your project file is saved.

To save the project in the future, select **Save Project** from the **Project** menu.

NOTE

If you save a project for the first time using the **Save Project** command, it opens the **Save Project As** dialog box and allows you to specify the name and location of the project file. After this, the **Save Project** command simply saves the project.

To open a project:

- 1 Select **Open Project** from the **Project** menu. The **Open Project** dialog box appears.
- 2 Browse to locate and select `My First Project`.
- 3 Click **Open**.

To close a project:

- 1 Select **Close Project** from the **Project** menu.

- 2 If you have changed project settings, a message is displayed asking whether you want to save the changes. Click **Yes** or **No**.

WHAT'S NEXT

- ▣ Searching a termbase using simple fuzzy and wildcard search methods
- ▣ Searching multiple termbases
- ▣ Using a termbase for term recognition in Translator's Workbench



TERMBASE SEARCH

In this chapter we outline the different search methods that are available in MultiTerm. Sections include:

- ❑ Simple, fuzzy and wildcard search methods
- ❑ Searching in more than one termbase at a time
- ❑ Using MultiTerm iX termbases for term recognition during translation.

Chapter

3

Sample Files

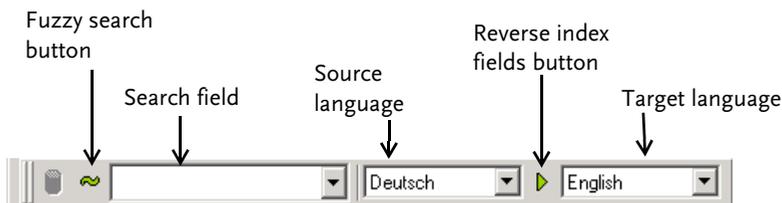
MultiTerm iX ships with a built-in sample termbase, `Local Sample`. The examples in this chapter are based on this termbase and the termbase you created in chapter 2, `My First Termbase`. TRADOS recommends that you use these termbases to work through the examples on your own computer.

Search Methods

In this section, we outline the different search methods that are available in MultiTerm. Note that you can apply these methods to single or multiple termbase searches.

Before you begin:

- 1 In MultiTerm, go to the **Termbase** menu and choose **Open Termbase**.
- 2 In the **Open Termbase** dialog box, select `Local Sample` and `My First Termbase`. Click **OK** to confirm and to return to the main MultiTerm program window.
- 3 Select the required source and target languages from the source and target index drop-down lists in the Navigation toolbar:



Simple Search

Use the simple search method to search the termbase for a specific term.



TIP

MultiTerm searches the termbase for any text that matches the specified source language. If you need to search for terms in a different language, change the source language.

- 1 Enter the first few characters of the search term in the search field and press **Enter**. Matching terms are displayed in the **Hit List** located in the **Project** pane.

- 2 Click on a term in the **Hit List** to display the corresponding termbase entry in the entry pane.



NOTE

To type special characters, such as “ü”, use Character Map. To open Character Map, choose **Start > Programs > Accessories > System Tools > Character Map**. If you map the character set to Unicode, you should be able to copy any special characters needed to the search field.

Fuzzy Search

Use the fuzzy search method to search the termbase for terms that are identical or similar to the search text. Fuzzy searching can find terms that are misspelled or incomplete in the search field.

- 1 Click the fuzzy search button  in the Navigation toolbar to activate fuzzy searching in MultiTerm.
- 2 Enter at least three letters of search text and press **Enter**. You can also enter search text that is misspelt or incomplete. Matching terms are displayed in the **Hit List**.
- 3 Click on a term in the **Hit List** to display the corresponding entry in the entry pane.



NOTE

- ❑ When you are finished with the fuzzy search method, click the fuzzy search button to deactivate fuzzy searching.
- ❑ The fuzzy search method in MultiTerm makes use of the fuzzy index to find misspelled or transposed terms. In previous versions of MultiTerm, the fuzzy index was updated manually. In MultiTerm iX, the fuzzy index is updated automatically each time you add or modify terms.

Wildcard Search

Use the asterisk or wildcard (*) as a placeholder for unspecified characters in your search text. MultiTerm locates all terms in the termbase containing the search text.



TIP

You can also use the question mark (?) as a placeholder for specific characters. For example, to find both `DOM` and `COM`, type `?om` in the search field.

- 1 Enter your search text, including wildcards, in the search field and press **Enter**. You can insert wildcards before, after or in the middle of your search text. Matching terms are displayed in the **Hit List**.

- 2 Click on a term in the **Hit List** to display the corresponding entry in the entry pane.

**NOTE**

Make sure that fuzzy search is not activated when carrying out a wildcard search.

Reversing the Language Direction

Click the reverse index fields button  in the Navigation toolbar to reverse the language direction for searching.

SEARCHING IN MORE THAN ONE TERMBASE

If you have more than one termbase open, you can search for terms in all of them at the same time. This is known as a multiple termbase search. The currently open termbases are listed in the project pane.

Before you begin:

- 1 Choose **Termbase > Open Termbase**. Select the termbases that you want to open. Click **OK** to confirm and to return to the main MultiTerm program window.
- 2 Choose **Project > Project Properties**. Select the termbase `Local Sample` and click **Default**. The default termbase has a blue termbase icon in the project pane and is always the first termbase to be searched.

Click **Close** to return to the main MultiTerm program window.

- 3 Choose **Search > Search Settings**. Specify the number of matching terms that display in the **Hit List** at a time. The default value is 25. In the procedure that follows, this is referred to as the *quota of matching terms*.

Click **OK** to confirm and to return to the main MultiTerm program window.

To carry out a multiple termbase search:

- 1 Click the termbase button  in the Navigation toolbar.
- 2 Select one of the following options from the drop-down menu:

- ❑ **Search termbases sequentially until a matching term is found** – searches each termbase in turn, stopping at the end of the termbase or when the first matching term is found.
 - ❑ **Search all termbases sequentially and group results by termbase** – searches all termbases simultaneously until the quota of matching terms is found in each termbase. Search results for each termbase are displayed separately.
 - ❑ **Search all termbases in parallel and group results by term** – searches all termbases simultaneously until the quota of matching terms is found. Search results are displayed in alphabetical order, regardless of termbase origin.
- 3 Type your search text in the search field and press **Enter**. Matching terms are displayed in the **Hit List**.
 - 4 Click on a term in the **Hit List** to display the corresponding entry in the entry pane.
 - 5 If the search is incomplete, click **Next Search** from the **Search** menu to continue the search.

**TIP**

You can specify multiple termbase search options in the **Search Settings** dialog box as well as in the Navigation toolbar.

USING ACTIVE TERM RECOGNITION DURING TRANSLATION

In this section, we show you how to set up term recognition during translation with Translator's Workbench, using a local MultiTerm iX termbase. You should already be familiar with how to select a translation memory in Translator's Workbench.

Before you begin:

- ❑ Open Translator's Workbench and the translation memory you are going to use for translation.
- ❑ Open the file you want to translate in Microsoft Word.

**NOTE**

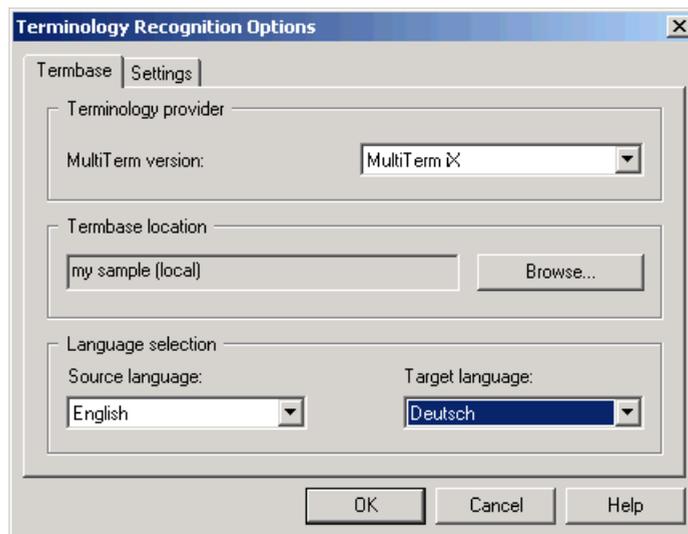
- ❑ Unlike MultiTerm '95 Plus and MultiTerm 5, you do not need to open MultiTerm iX when you want to use it for term recognition with Workbench.
- ❑ In MultiTerm iX, you no longer need to create a fuzzy index before using the term recognition feature in Translator's Workbench.

To set up term recognition using a local MultiTerm iX termbase:

- 1 From the **Options** menu in Translator's Workbench, choose **Term Recognition Options**. The **Termbase** tab of the **Terminology Recognition Options** dialog box is displayed.
- 2 Under **Terminology Provider**, select `MultiTerm iX`.
- 3 Under **Termbase Location**, click **Browse** to open the **Select Termbase** dialog box.
- 4 In the **Select Termbase** dialog box, specify whether you want to use a local or a remote termbase:
 - Select **Local** if you want to work with a local termbase.
 - Select **Remote (MultiTerm Server)** if you want to connect to MultiTerm Server and work with a remote termbase. To connect to MultiTerm Server, you must have the necessary login details.

For this exercise, select **Local**.

- 5 Select the termbase `Local Sample` from the **Termbases** list and click **OK** to return to the **Terminology Recognition Options** dialog box. Check that the name and location of the selected termbase is now displayed in the **Termbase Location** box.



- 6 Under **Language Selection**, specify source and target languages for the selected termbase.

**NOTE**

For term recognition to work, the language direction of the selected termbase must correspond to the language direction of the current translation memory.

- 7 Click **OK** to confirm the termbase settings and to return to the main program window in Translator's Workbench.

Term recognition is automatically switched on and you are ready to start translating.

WHAT'S NEXT

- Creating and editing terms using MultiTerm
- Using Microsoft Word to add terms to the termbase



ADDING AND EDITING ENTRIES

This chapter shows you how to create new termbase entries and how to edit existing entries. Sections include:

- ❑ Creating new entries in MultiTerm
- ❑ Editing existing entries in MultiTerm
- ❑ Adding terms directly from Microsoft Word.

Chapter

4

Sample Files

The examples in this chapter are based on `My First Termbase`, the termbase you created in chapter 2 of this guide. TRADOS recommends that you use this termbase to work through the examples on your own computer.

CREATING AND EDITING ENTRIES IN MULTITERM

In this section, we show you how to create, save, edit and delete termbase entries in MultiTerm.

Before you Begin

The layout you use in MultiTerm affects the display of termbase entries. Before you begin creating and editing entries, choose a layout that displays all the fields that you want to access. In the examples that follow, use the default layout, `Flags Layout`. With this layout, all fields are displayed.

The input model that you are using in MultiTerm may also affect the availability of certain termbase fields. In the examples that follow, use the default input model which allows access to all termbase fields. To change the input model in MultiTerm, use the **Input Model** tab in the **Termbase Catalogue** dialog box (**Termbase** menu) to change the input model in MultiTerm.



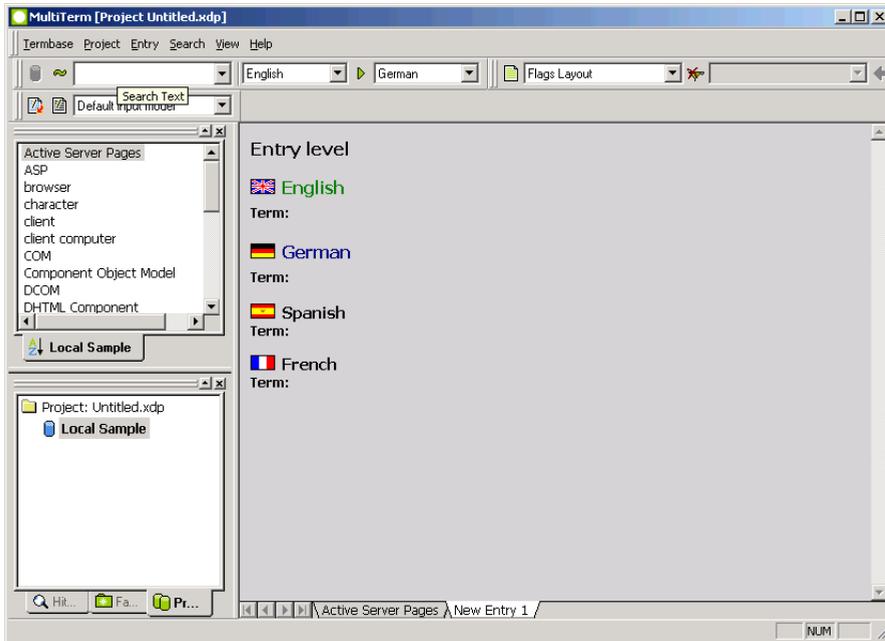
TIP

You can also change the layout in MultiTerm, use the drop-down list in the Properties toolbar or the **Layout** tab in the **Termbase Catalogue** dialog box (**Termbase** menu) to change the layout in MultiTerm.

Creating a New Entry

To create a new termbase entry:

- 1 In MultiTerm, choose **Open** from the **Termbase** menu to open the termbase to which you want to add content.
- 2 From the **Entry** menu, choose **Add**. The background of the entry pane changes colour to indicate that you are in edit mode and the template for your new entry is displayed.

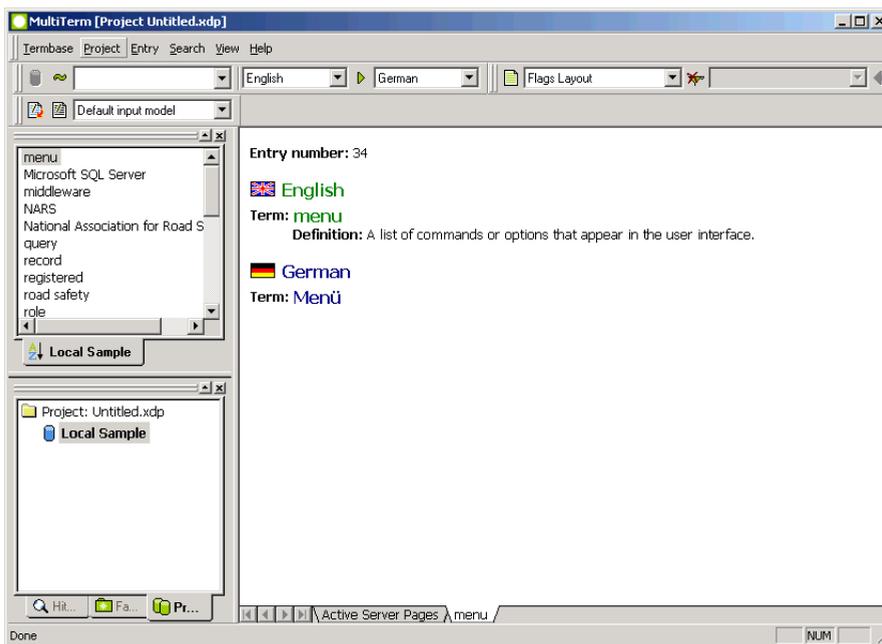


- 3 To add content to an index field:
 - a Click on an index field label to open the editing box. For example, under **English**, click **Term**.
 - b Type `menu`, and press **Enter** to close the editing box. The new term is displayed in the entry pane.
- 4 To add new fields to the termbase entry:
 - a Select a parent field and right-click to display a list of subordinate fields. For example, under **English**, right-click **Term** and select **Definition** from the list of subordinate fields. The new field is added to the selected parent field.
 - b Click the new field label to open the editing box.
 - c Type the field content, in this example, `A list of commands or options that appear in the user interface`. Press **Enter** to close the editing box. The new field content is displayed in the entry pane.

→ NOTE

In MultiTerm iX, you can add descriptive fields at entry, index and term level. Right-click on the parent field to which you want to add new fields in order to display the list of available fields. MultiTerm iX also supports unlimited nesting of descriptive fields.

- 5 Continue adding fields and field content in this way until the entry is complete.
- 6 From the **Entry** menu, choose **Save**. The new entry is saved to the termbase and displayed in the entry pane.



ⓘ FOR MORE INFORMATION

For more detailed information about creating new termbase entries and including cross-references, see the *MultiTerm User Guide* or the online help for MultiTerm.

Editing an Existing Entry

To edit an existing termbase entry:

- 1 In MultiTerm, carry out a search to find the entry that you want to edit. Click on the relevant term in the **Hit List** to open the corresponding entry in the entry pane.

- 2 From the **Entry** menu, choose **Edit**. The background of the entry pane changes colour to indicate that you are in edit mode.
- 3 To add new fields to the termbase entry, follow the instructions in step 4 of the previous section.
- 4 To edit an existing field, click on the field label to open the editing box. Modify the field content as required and press **Enter** to close the editing box.

**TIP**

To cancel a field edit while the editing box is still open, press **Esc**. To cancel the edit of an entire entry, choose **Cancel Edit** from the **Entry** menu.

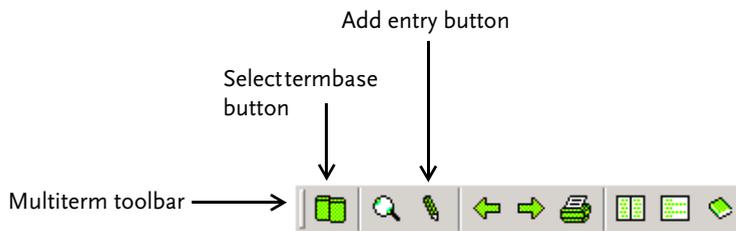
- 5 Continue adding and modifying field content in this way until you have finished editing the entry.
- 6 From the **Entry** menu, choose **Save**. The changes you have made are saved to the termbase and the modified entry is displayed in the entry pane.

Deleting an Entry

To delete a termbase entry, locate the entry in MultiTerm and choose **Delete** from the **Entry** menu. MultiTerm removes the entry from the termbase.

QUICKLY ADDING NEW TERMS FROM WORD

In this section, we show you how to add new terms to a local MultiTerm iX termbase while working in Microsoft Word. This is done using the MultiTerm toolbar in Word.

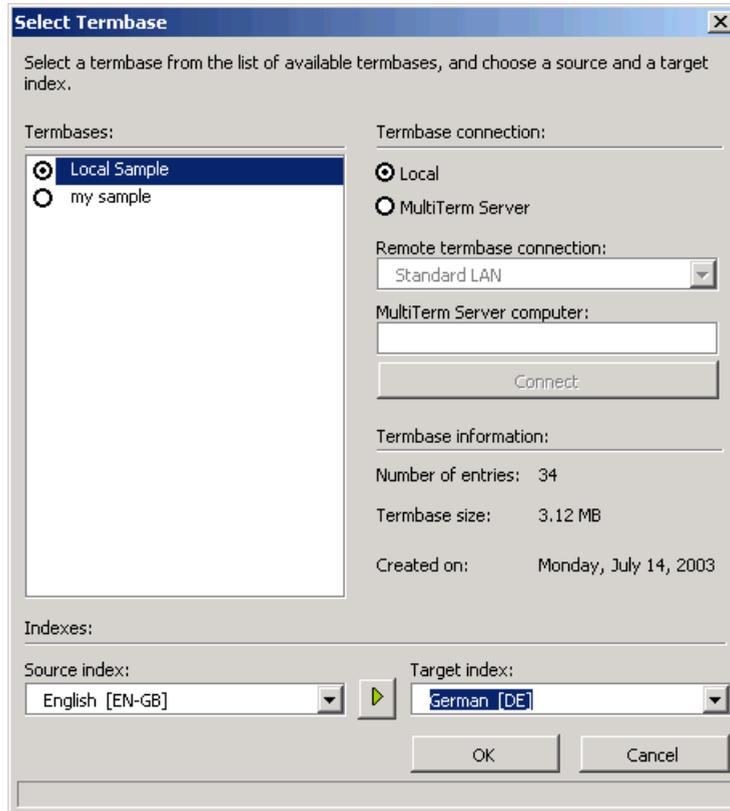


Before you start, open the Word document with which you want to work. Use the MultiTerm toolbar to select the MultiTerm iX termbase to which terms will be added. Termbase settings remain active until you close the Word document.

To select a MultiTerm iX termbase:

- 1 In Word, click the select termbase button  in the MultiTerm toolbar. The **Select Termbase** dialog box is displayed.
- 2 Under **Termbase connection**, specify whether you want to connect to a local or a remote termbase:
 - Select **Local** if you want to add terms to a local termbase.
 - Select **MultiTerm Server** if you want to connect to MultiTerm Server and add terms to a remote termbase. To connect to MultiTerm Server, you must have the necessary login details.

In this example, select **Local**.
- 3 Under **Termbases**, select a termbase from the list.
- 4 Under **Indexes**, select the source and target languages for the selected termbase.



- 5 Click **OK** to confirm your termbase settings and to return to Word. A connection to the selected termbase is established.

To add a new term to the termbase from Word:

- 1 In Word, select the word(s) that you want to add to the termbase. The selected term will form the basis of your new termbase entry.
- 2 Click the **Add Entry** button  in the MultiTerm toolbar to open the **MultiTerm Quick Entry** dialog box.
- 3 The selected term is displayed in the **Source index** box. Enter the translation in the **Target index** box (optional).
- 4 Use the **Field label** and **Field content** boxes to add descriptive data to the new termbase entry. The **Field label** drop-down list contains the range of picklist fields that exist at entry level in the selected termbase (optional).

MultiTerm Quick Entry to Termbase: Local Sample

Source index: English [EN-GB] Target index: German [DE]

Source term: Dialog box Target term: Dialogfeld

Select a field label and field content to add a picklist field to the entry level of this new termbase entry.

Field label: Subject Field content: General Windows

Add Entry Cancel

5 Click **Add Entry** to confirm the new termbase entry and to return to Word.

MultiTerm flags all entries that are added to the termbase using the **MultiTerm Quick Entry** dialog box in Word. To review these entries and add further index and descriptive fields, go to **Search > Search for Incomplete Entries**.

CONCLUSION

In this guide, we have covered the basic features in MultiTerm. You have seen how to create, populate and search termbases and how to create and edit termbase data. You have also seen how to use MultiTerm iX for term recognition during translation with Translator's Workbench.

For more detailed information about all aspects of terminology management with MultiTerm iX and related applications, see the *MultiTerm User Guide* on the product CD. The *MultiTerm User Guide* also installs to the following directory by default:

C:\Program Files\Trados\MultiTerm\Doc



TIP

To access the latest documentation for MultiTerm iX and other TRADOS products, go to the download pages at the following locations:

- ❑ Freelance users – www.translationzone.com
- ❑ Other users – www.trados.com.