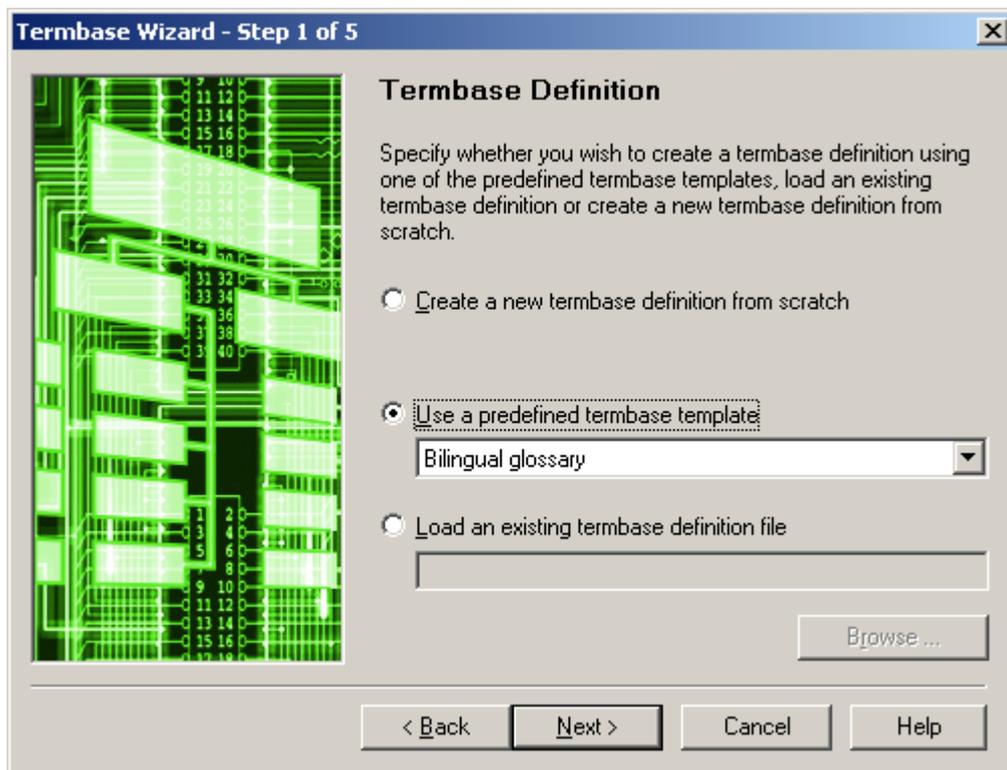


Setting up a termbase

1. From the **Termbase** menu choose the **Create Termbase** command
2. Choose location – a folder, where the termbase will be saved.
3. Multiterm will display the **Termbase Wizard**



4. In step 1 of 5 choose the **Bilingual glossary** template:



5. In step 2 of 5 enter the glossary name in the **Name** field.

Termbase Name

Enter the termbase name and a description, if required.

Name:
ENPL_06

Description (optional):

Copyright (optional):

Add more...

< Back Next > Cancel Help

6. In step 3 of 5 first tick the **Show sublanguages** checkbox.

Index Fields

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

Languages:
Afrikaans

Show sublanguages

Add >>

<< Remove

Available index fields:
DE German
EN English

Field label:

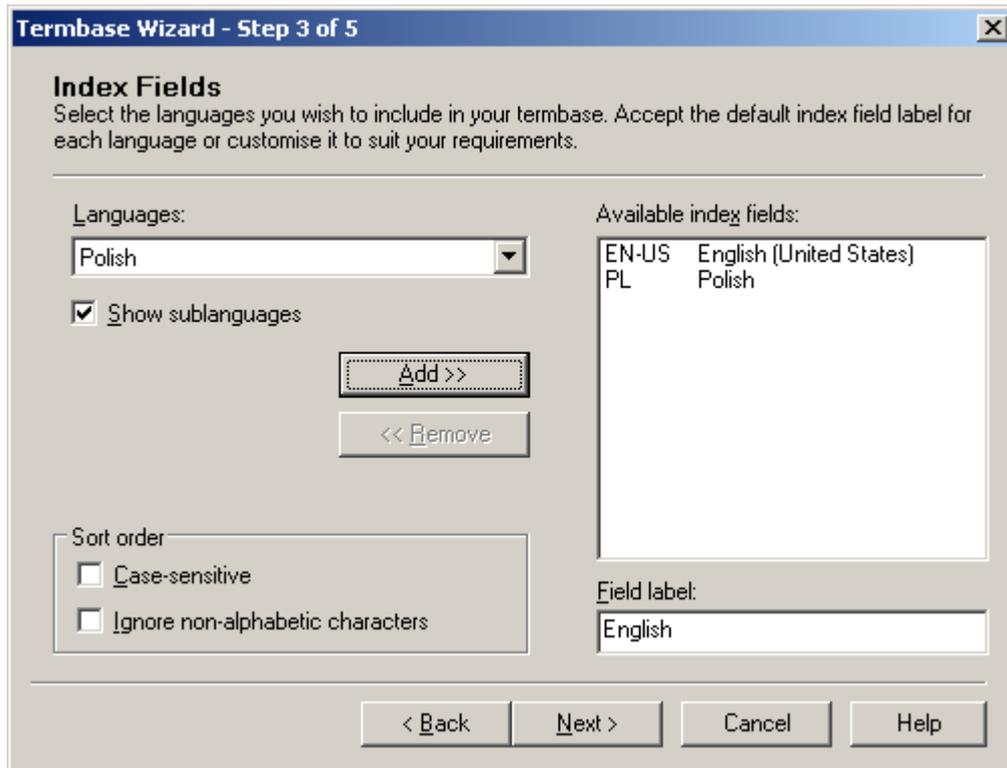
Sort order

Case-sensitive

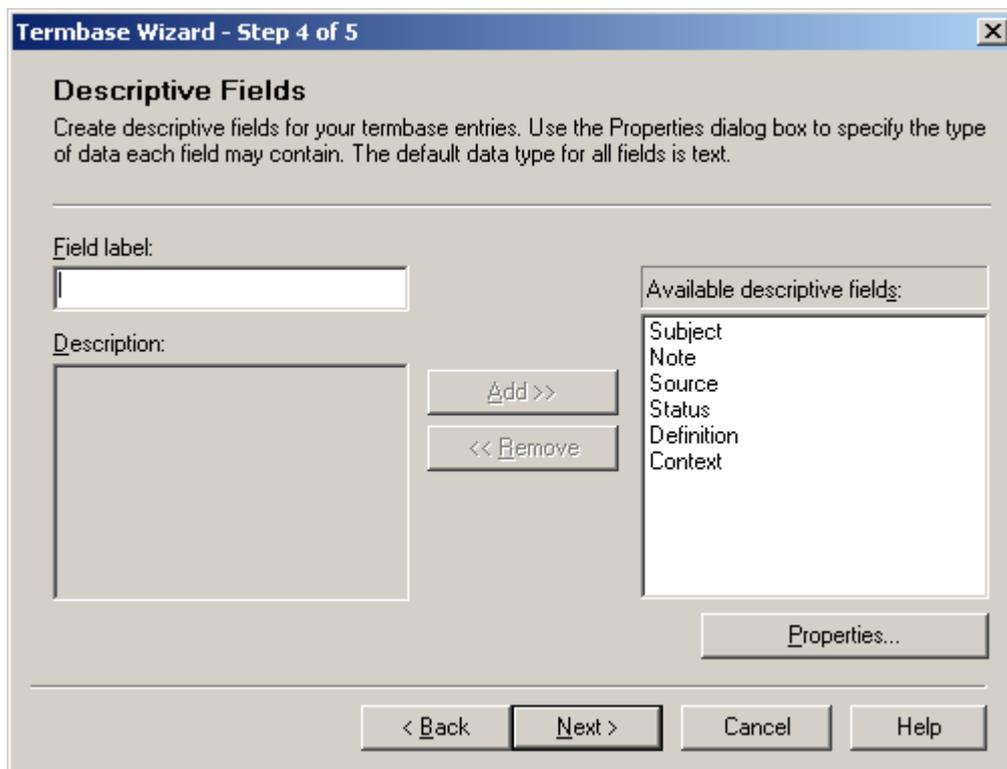
Ignore non-alphabetic characters

< Back Next > Cancel Help

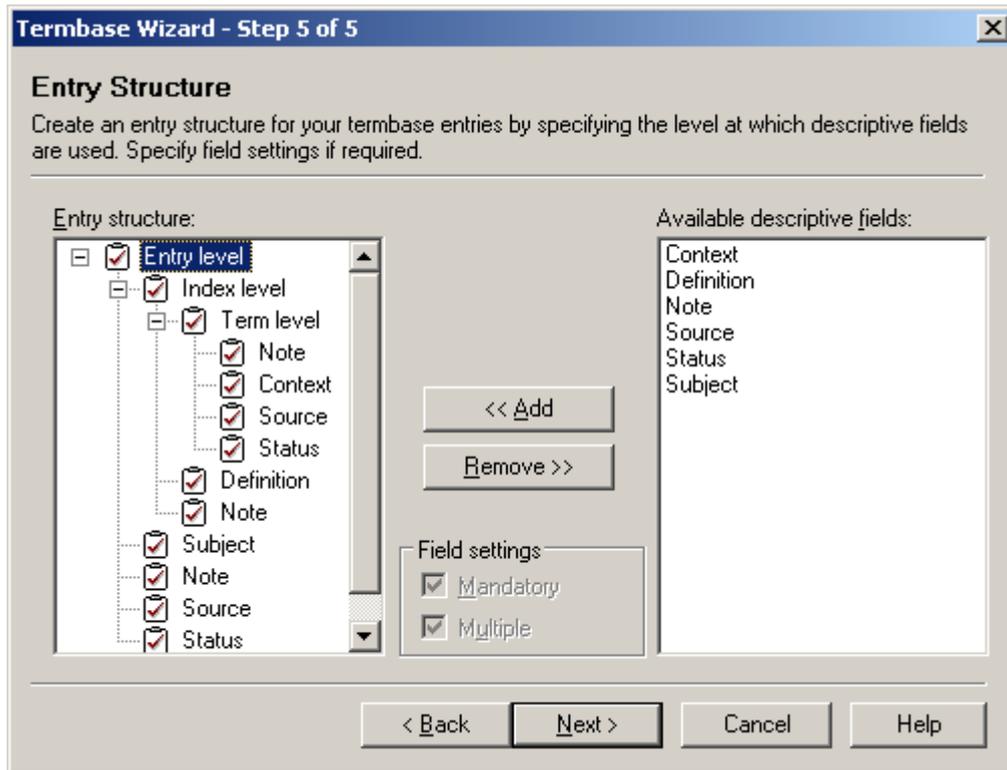
7. Use the <<Remove button to delete unwanted languages from **Available index fields** and choose the languages you want from the **Languages** list. Use the **Add >>** button to add a language.



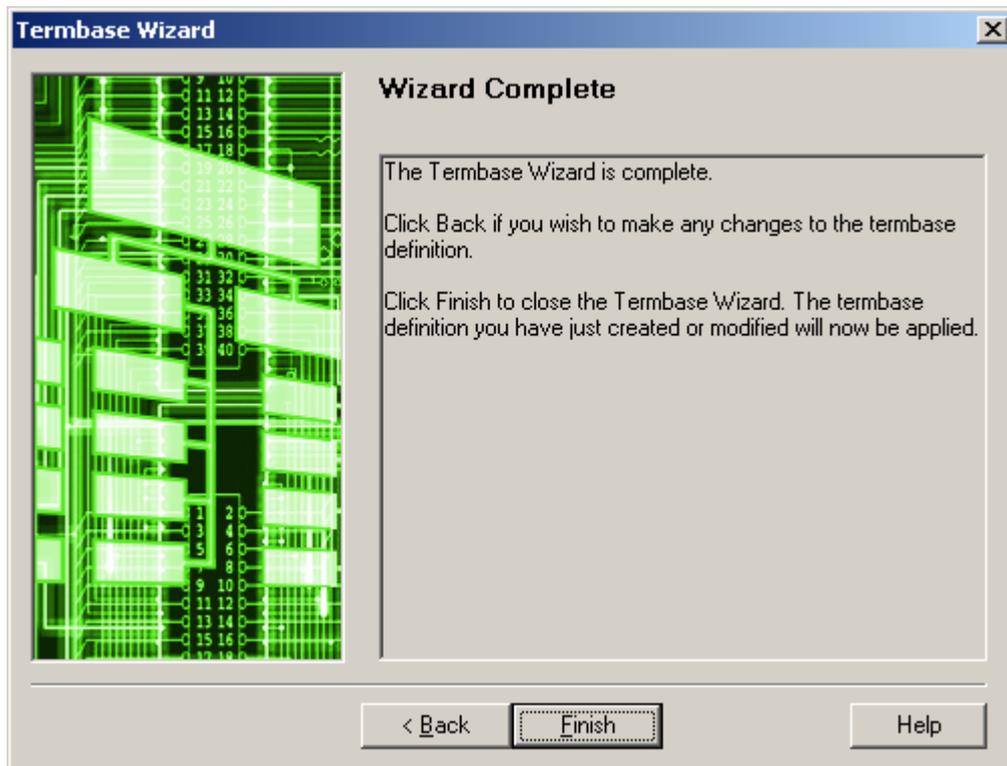
8. Skip step 4 of 5 without any changes.



9. Skip step 5 of 5 without any changes, too.

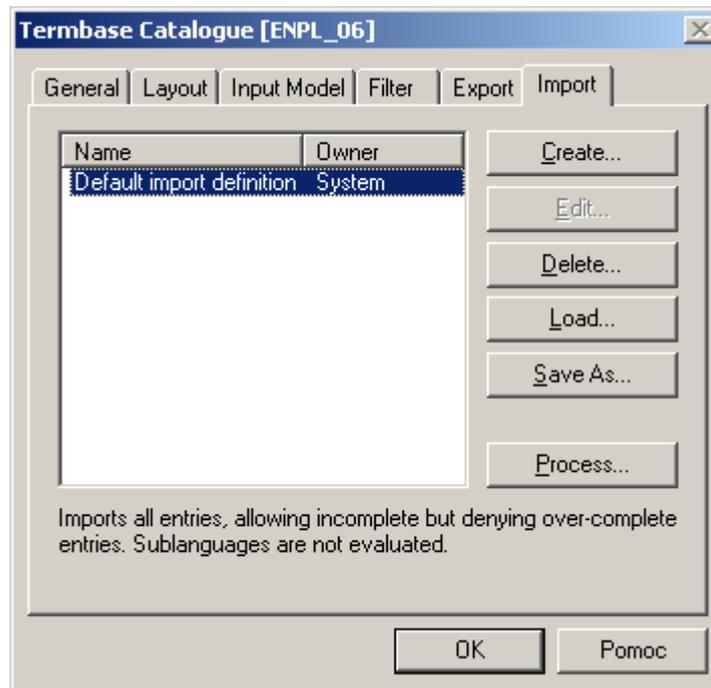


10. The Termbase Wizard has done its job. Click Finish.

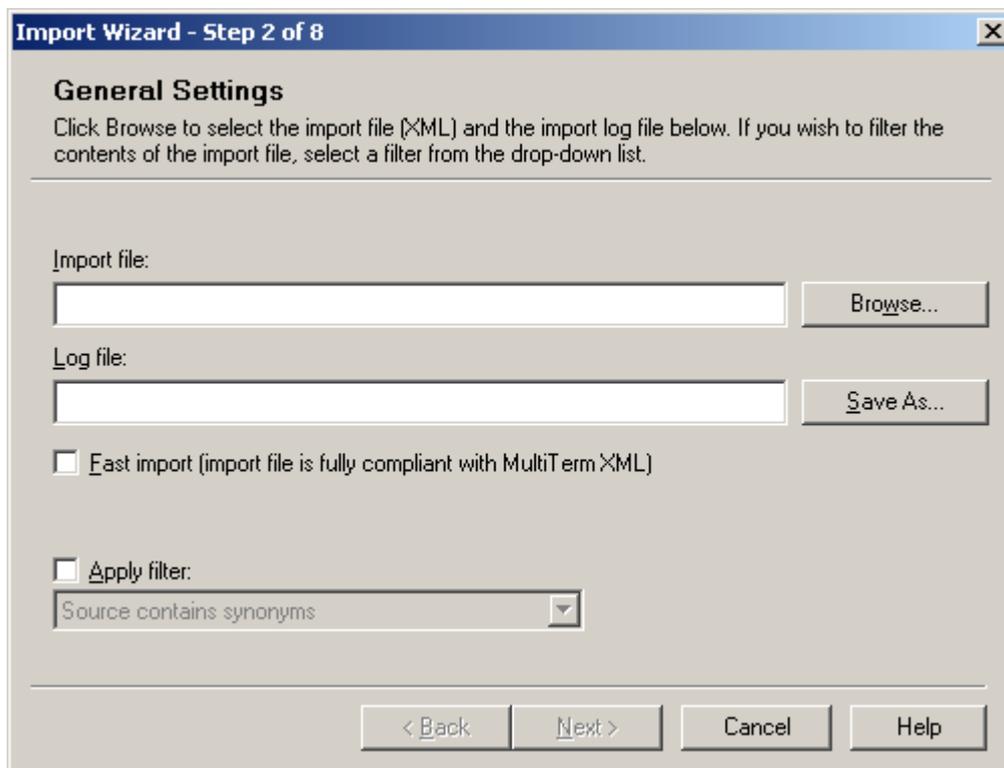


Importing a Glossary File

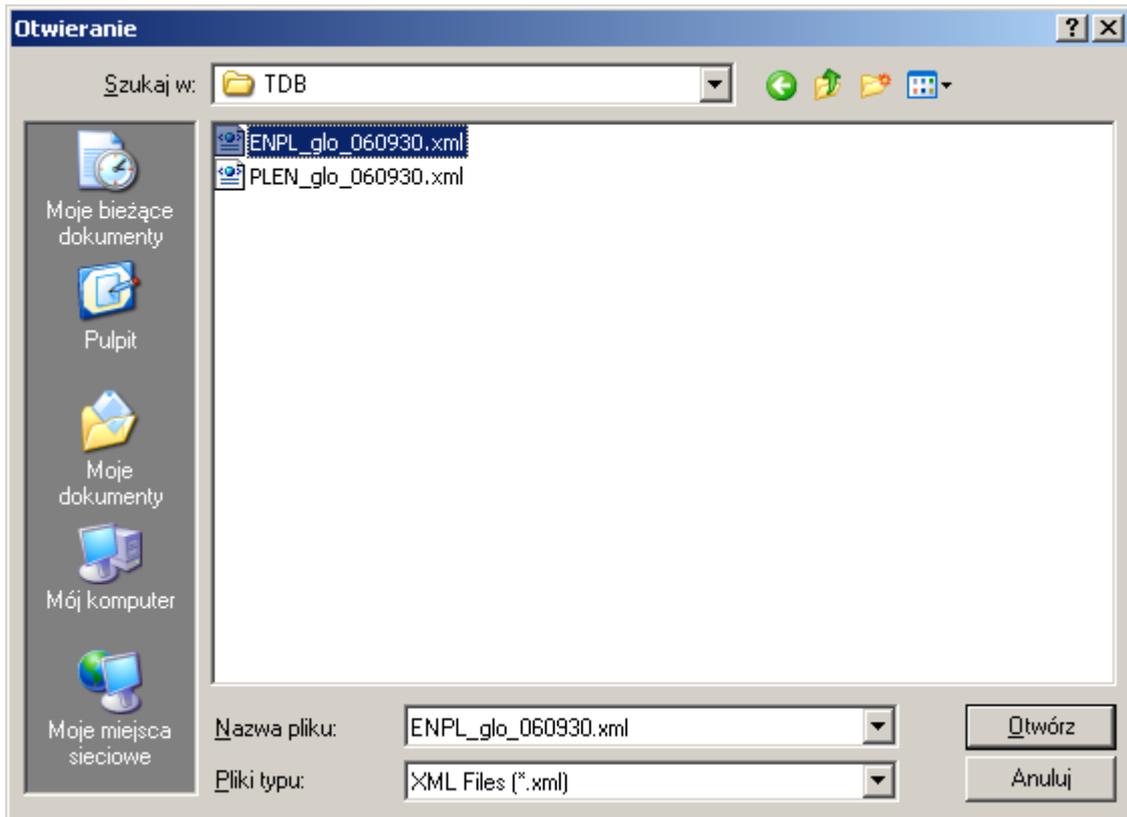
1. Choose the “**Termbase – Import Entries**” command in Multiterm.
2. Click the **Process** button:



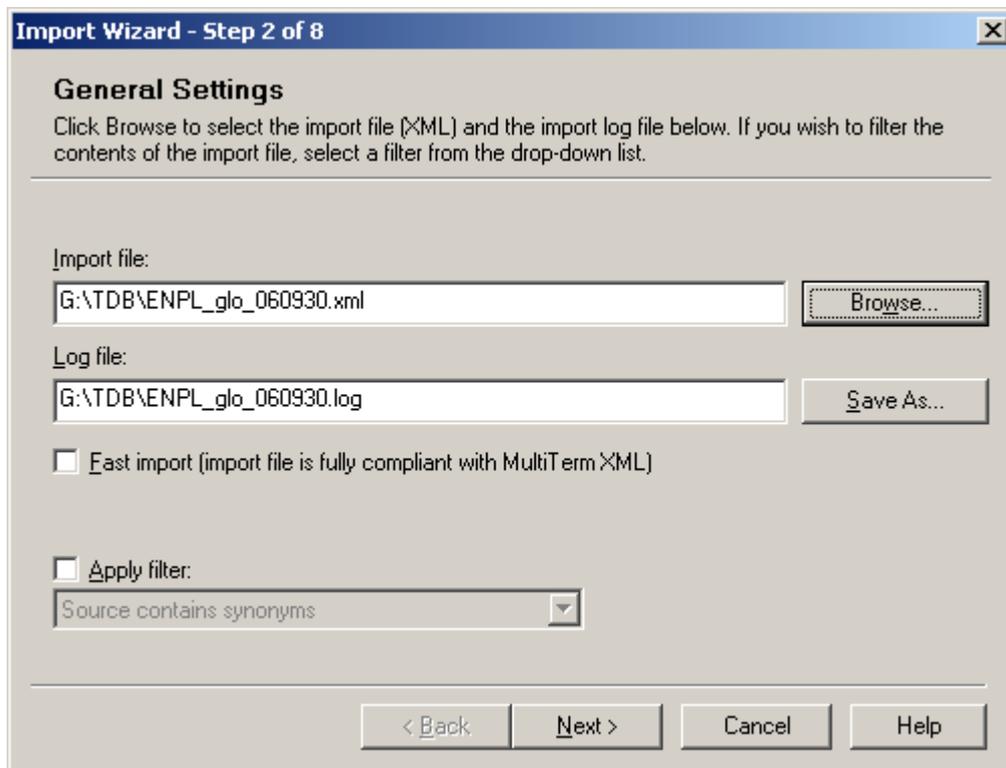
3. In step 2 of 8 of the wizard click the **Browse** button, to find your XML glossary file:



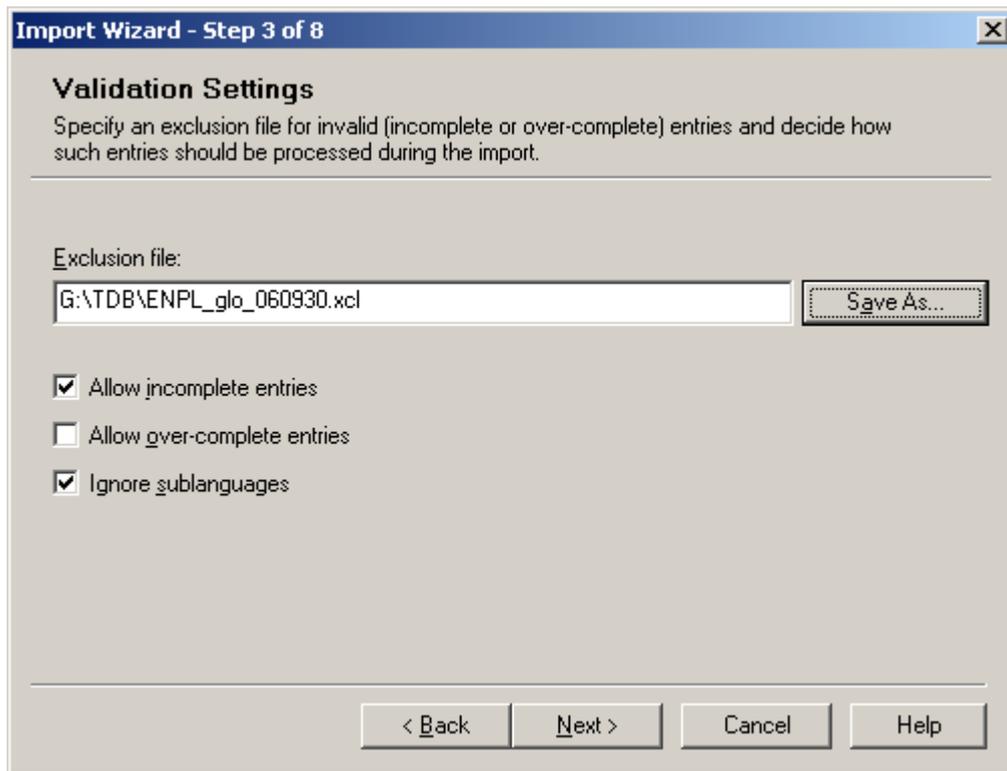
4. In the **Open** dialog box choose the right XML file and click the **Open** button.



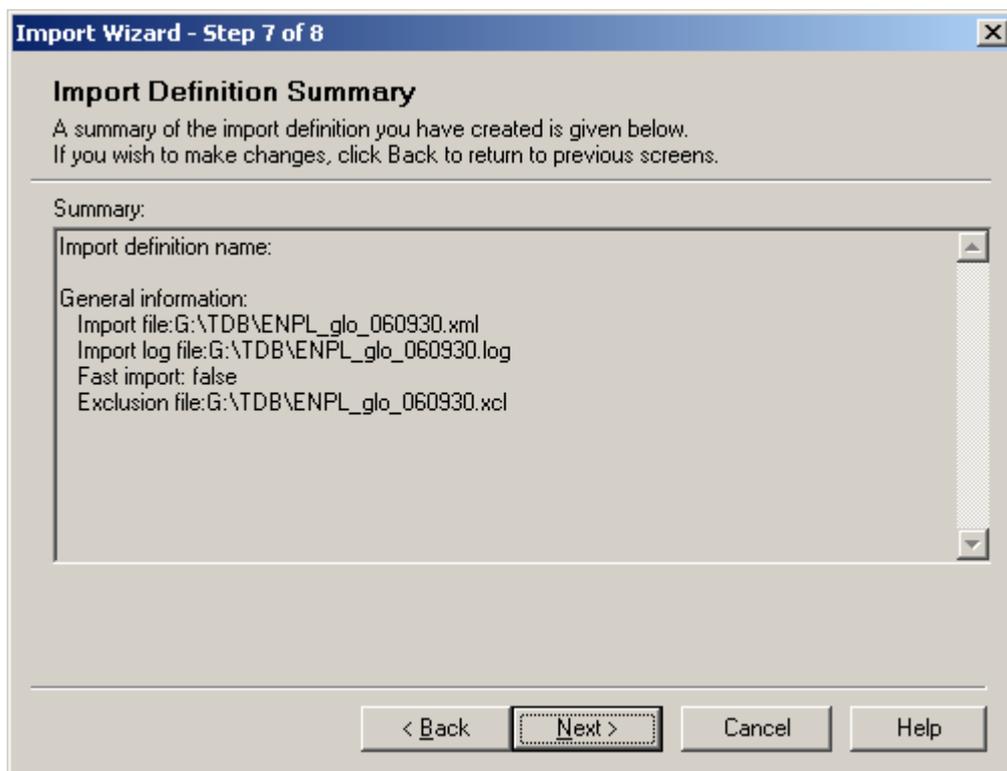
5. The wizard fields are filled in. Click the **Next** button.



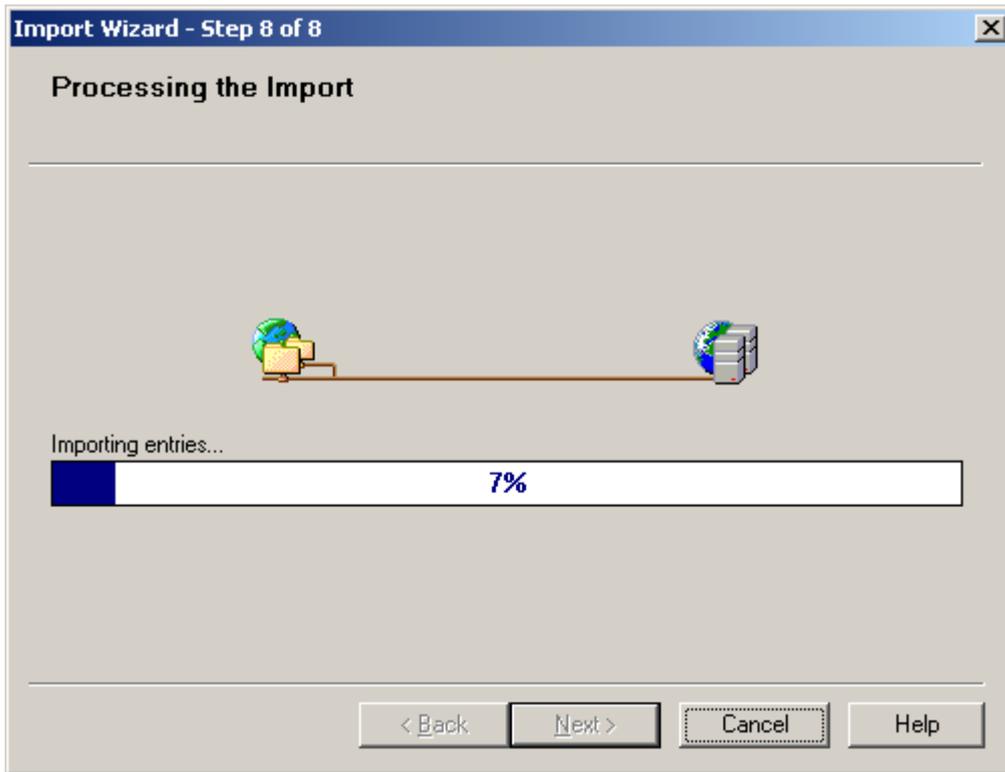
6. In step 3 of 8 define the **Exclusion file**. Multiterm will use it to record glossary entries it failed to import, if any.



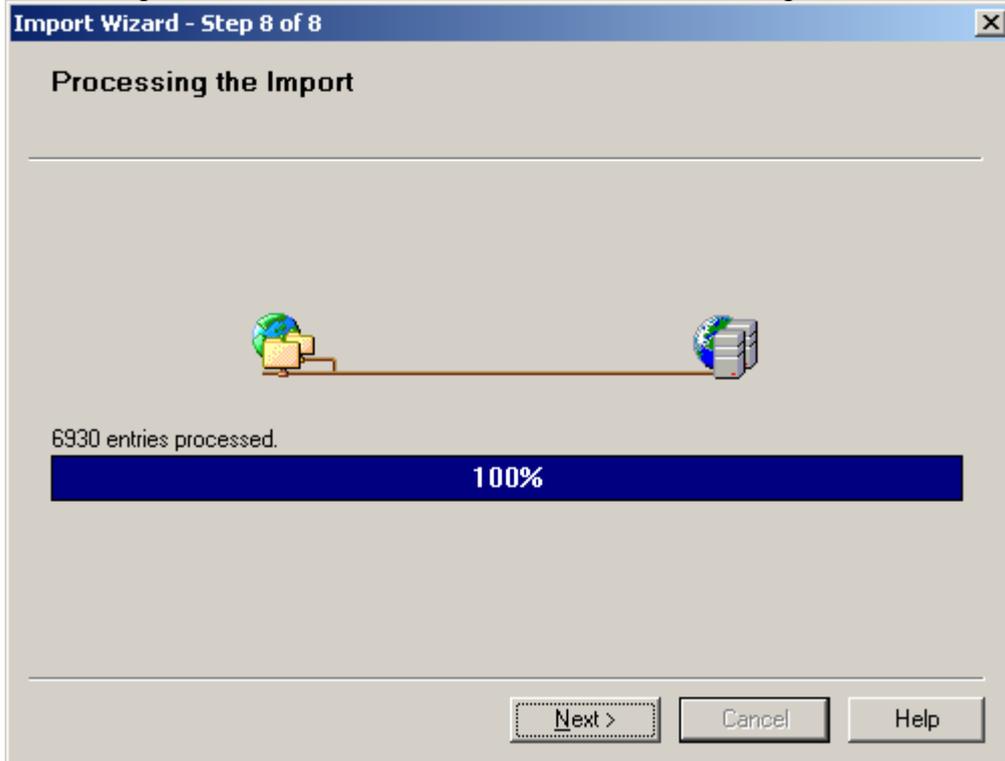
7. The next step is a summary of import settings. Click **Next**.



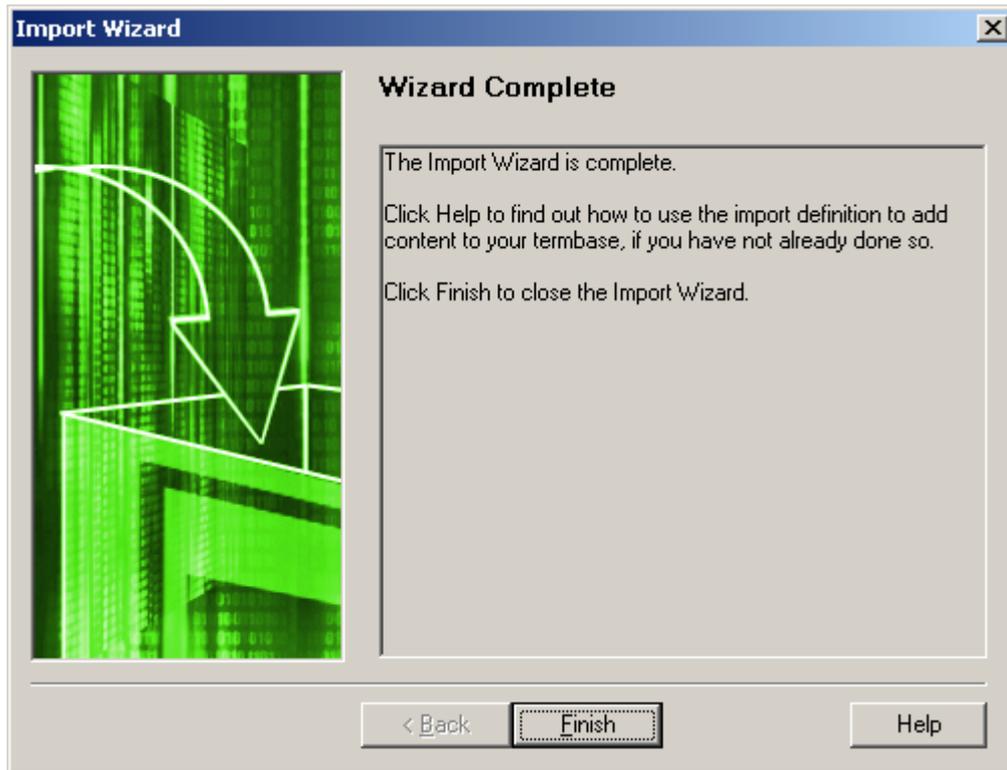
8. Import begins:



9. Import duration depends on the size of the XML file. When it is completed, click **Next**.



10. The wizard has done its job. Click the **Finish** button.

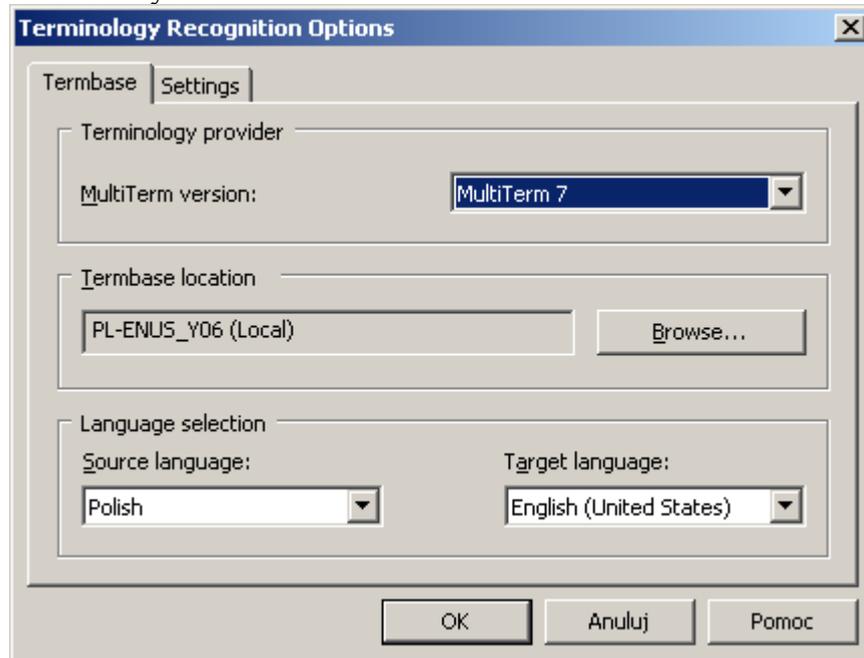


11. Click **OK** in the next dialog that displays..

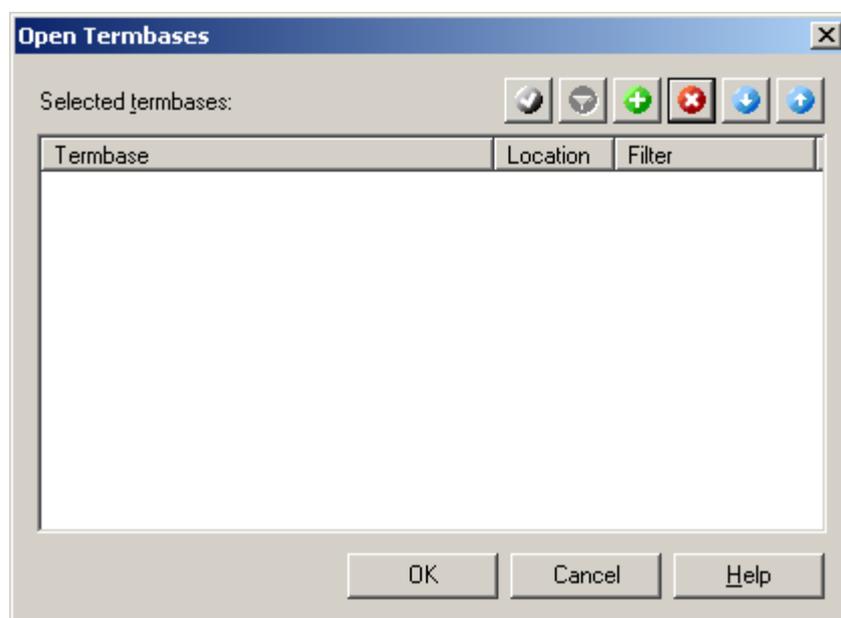
12. In Multiterm choose **Project – Save Project**. You will use the name under which you saved the project to open the glossary directly in Multiterm, for example, if you want to correct some entries.

Connecting the glossary in Trados Workbench

1. First start **Workbench** and then choose **Options – Term Recognition Options**.
2. On the Termbase tab choose Multiterm 7 from **Multiterm version** list.
3. Click **Browse** to choose your termbase.

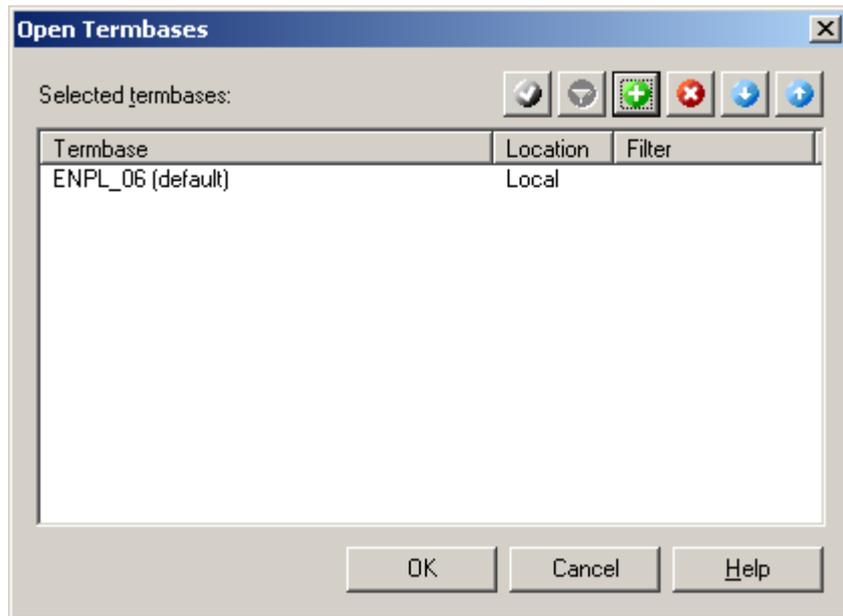


4. The **Open Termbases** dialog will be displayed.

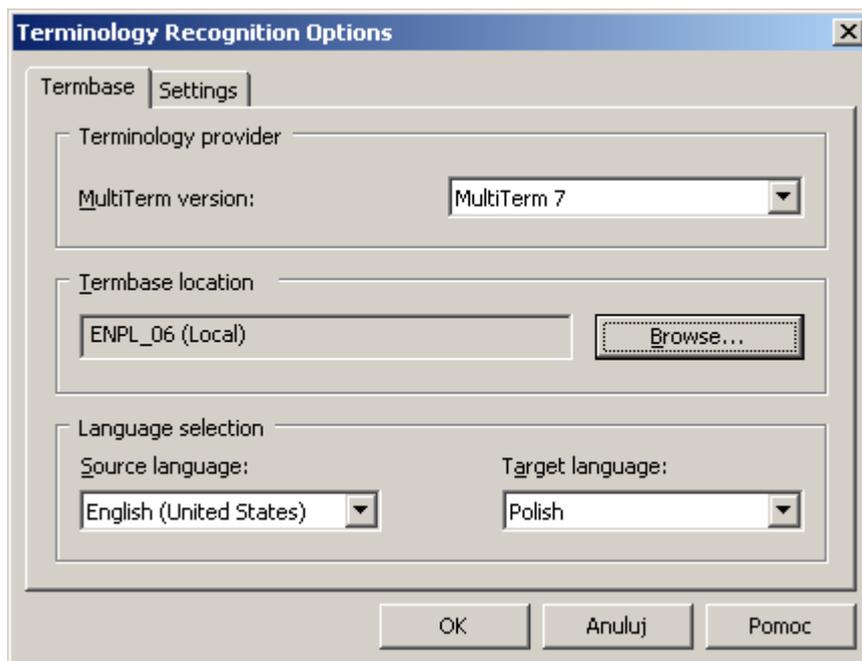


5. Click the green “+” button, to display the **Select Termbases** dialog.
6. Choose **Local Termbases**.
7. Select the termbase you want and click **OK**.

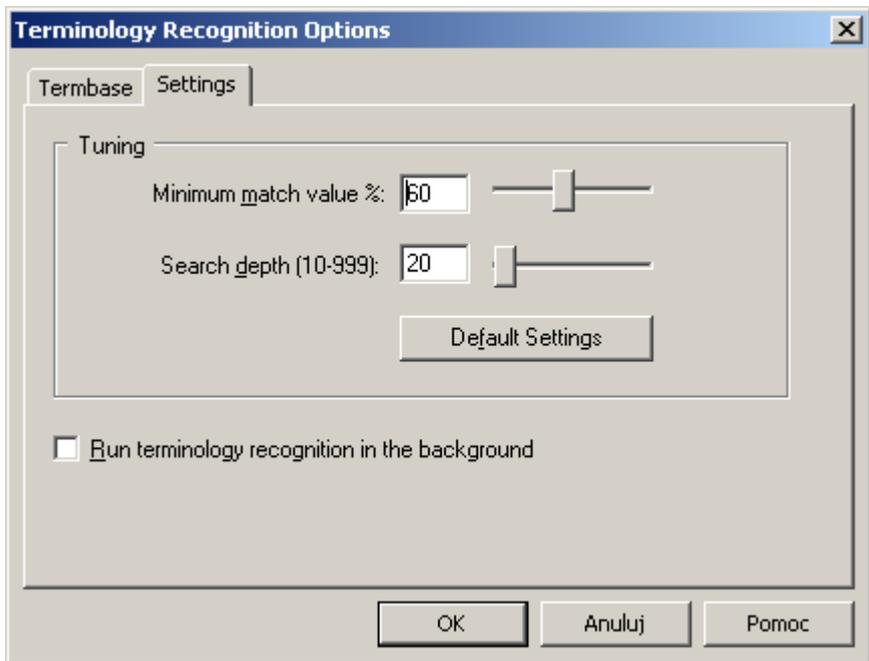
8. The termbase was added to the list in **Open Termbases**. Repeat steps 5–7 to add more termbases. Click **OK**.



9. The termbase name you chose will be displayed in the termbase location box.



10. On the **Settings** tab you can set the **Minimum match value**, to define the degree of similarity of looked up in termbase to those in your source text. If you want Workbench to find only perfect matches, set it to 100%. The lower this value, the more matches you will get.



11. When you have defined your settings, click **OK**. Now you can start using the glossary in **SDL Trados Translator's Workbench**.