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:

Termbase Wizard - Step 1 of 5		×
	Termbase Definition Specify whether you wish to create a termbase definition using one of the predefined termbase templates, load an existing termbase definition or create a new termbase definition from scratch.	
	Use a predefined termbase template Bilingual glossary Load an existing termbase definition file Browse	- -
	< <u>B</u> ack <u>N</u> ext > Cancel Help	

Termbase Wizard - Step 2 of 5		×
	Termbase Name Enter the termbase name and a description, if required.	
	Name:	
	ENPL_06	
	Description (optional):	_
		<u> </u>
		-
	Lopyright (optional):	-
	Add more	
	< <u>B</u> ack <u>N</u> ext > Cancel Help	

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

Languages:		Availab	ole inde <u>x</u> fields:	
Afrikaans	•	DE EN	German English	
	<u>A</u> dd >> << <u>R</u> emove			
Sort order	abaraatara	<u>F</u> ield la	bel:	

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.

Termbase Wizard - Step 3 of 5	×
Index Fields Select the languages you wish to include in your te each language or customise it to suit your requirem	rmbase. Accept the default index field label for ents.
Languages:	Available inde <u>x</u> fields:
Polish	EN-US English (United States)
Show sublanguages	
<u>A</u> dd >>	
<< <u>R</u> emove	
⊂ Sort order	
Case-sensitive	, Field label:
Ignore non-alphabetic characters	English
< <u>B</u> ack	Next > Cancel Help

8. Skip step 4 of 5 without any changes.

Termbase Wizard - Step 4 of 5		×
Descriptive Fields Create descriptive fields for your term of data each field may contain. The o	base entries. Use the Pro Jefault data type for all fie	operties dialog box to specify the type Ids is text.
<u>F</u> ield label:		Available descriptive fields:
<u>D</u> escription:	<u>A</u> dd >> << <u>R</u> emove	Subject Note Source Status Definition Context
,		Properties
	< <u>B</u> ack <u>N</u> ext >	Cancel Help

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

Cermbase Wizard - Step 5 of 5 Entry Structure Create an entry structure for your ten are used. Specify field settings if requ	mbase entries by specifying t uired.	he level at which descriptive fields	×
Entry structure:	<< <u>A</u> dd <u>R</u> emove >> Field settings ✓ <u>M</u> andatory ✓ Multiple	Available descriptive fields: Context Definition Note Source Status Subject	
[< <u>B</u> ack <u>N</u> ext>	Cancel Help	

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

Termbase Wizard	×
	Wizard Complete The Termbase Wizard is complete.
	Click Back if you wish to make any changes to the termbase definition. Click Finish to close the Termbase Wizard. The termbase definition you have just created or modified will now be applied.
	< <u>B</u> ack <u>Einish</u> Help

Importing a Glossary File

- **1.** Choose the "**Termbase Import Entries**" command in Multiterm.
- **2.** Click the **Process** button:

Termbase Catalogu	e [ENPL_06]	×
General Layout Ir	nput Model Filter Ex	(port Import
Name	Owner	<u>C</u> reate
Derault Import der	inition System	<u>E</u> dit
		Delete
		Load
		Save As
		Process
Imports all entries, a entries. Sublanguag	allowing incomplete but d ges are not evaluated.	enying over-complete
	0	K Pomoc

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

Import Wizard - Step 2 of 8	×
General Settings 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.	
Import file:	
Browse	
Log file:	
Save As	
East import filmport file is fully compliant with MultiTerm XML)	
Apply filter:	
Source contains synonyms	
	_
< Back Next > Cancel Help	

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

Otwieranie					? ×
<u>S</u> zukaj w:	🗁 TDB		•	G 🔌 📂 🖽-	
Moje bieżące dokumenty	PLEN_glo_060	1930.xml 1930.xml			
Pulpit					
Moje dokumenty					
Mój komputer					
Moje miejsca sieciowe	<u>N</u> azwa pliku:	ENPL_glo_060930.x	ml	•	<u>O</u> twórz
	<u>P</u> liki typu:	XML Files (*.xml)		•	Anuluj

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

nport Wizard - Step 2 of 8	
General Settings	
Click Browse to select the import file (XML) and the import log file below. If you wish to fi contents of the import file, select a filter from the drop-down list.	ilter the
Import file:	
G:\TDB\ENPL_glo_060930.xml	o <u>w</u> se
Log file:	
G:\TDB\ENPL_glo_060930.log Sar	ve As
East import (import file is fully compliant with MultiTerm XML)	
Apply filter:	
Source contains synonyms	
< Back Next > Cancel	Help

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

Import Wizard - Step 3 of 8	×				
Validation Settings Specify an exclusion file for invalid (incomplete or over-complete) entries and decide how such entries should be processed during the import.					
Exclusion file: G:\TDB\ENPL_glo_060930.xcl					
 Allow incomplete entries Allow over-complete entries Ignore sublanguages 					
< <u>B</u> ack <u>N</u> ext > Cancel Help					

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

port Wizard - Step 7 of 8	2
Import Definition Summary	
A summary of the import definition you have created is given below. If you wish to make changes, click Back to return to previous screens.	
Summary:	
Import definition name:	<u></u>
Import file:G:\TDB\ENPL_glo_060930.xml Import log file:G:\TDB\ENPL_glo_060930.log Fast import: false Exclusion file:G:\TDB\ENPL_glo_060930.xcl	Ţ
< <u>B</u> ack <u>Next></u> Cancel	Help

8. Import begins:

Import Wizard - Step 8 of 8		×
Processing the Impo	ort	
2		E
	1	
Importing entries		
	7%	
	< <u>B</u> ack <u>N</u> ext >	Cancel Help
Importing entries	7% < <u>B</u> ack <u>N</u> ext >	Cancel Help

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

Import wizard - Step 8 of 8	2
Processing the Import	
r roccooling are import	
~	2
the second se	
6930 entries processed	
	100%
	10070

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

Import Wizard		×
Import Wizard	Wizard Complete The Import Wizard is complete. Click Help to find out how to use the import definition to add content to your termbase, if you have not already done so. Click Finish to close the Import Wizard.	×
	< Back Einish Help	

- **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.

Terminology Recognition Optic	ons	×
Termbase Settings		_
Terminology provider		
<u>M</u> ultiTerm version:	MultiTerm 7	
Iermbase location		
PL-ENUS_Y06 (Local)	Browse	
Language selection		
Source language:	T <u>a</u> rget language:	
Polish	English (United States)	
	OK Anuluj Pomoc	

4. The Open Termbases dialog will be displayed.

Open Termbases				×
Selected termbases:		90	00	3 3
Termbase		Location	Filter	
	OK	Cance		<u>H</u> elp

- **5.** Click the green "+" buttin, 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**.

0	pen Termbases				×
	Selected termbases:		90	3	3 3
	Termbase		Location	Filter	
	ENPL_06 (default)		Local		
		ОК	Cance	<u>ا</u>	<u>H</u> elp

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

Terminology Recognition Options	×
Termbase Settings	,
Terminology provider	
<u>M</u> ultiTerm version:	MultiTerm 7
_ <u>T</u> ermbase location	
ENPL_06 (Local)	<u>B</u> rowse
Language selection	
Source language:	T <u>a</u> rget language:
English (United States)	Polish
	OK Anuluj Pomoc

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.

Terminology Recognition Options	×			
Termbase Settings				
Tuning				
Search <u>d</u> epth (10-999): 20				
De <u>f</u> ault Settings				
Run terminology recognition in the background				
OK Anuluj Pomoc				

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