

MULTITERM iX/7/2007 QUICK GUIDE

Tuomas Kostainen
tuomas@jps.net

(Note: All page numbers refer to *MultiTerm iX First Steps Guide*, March 2004 edition, available at <http://www.uv.es/laurapo/wikibase/cas/Documentos/MTiXFirstSteps.pdf>.)

NOTE: These instructions apply primarily to MultiTerm version 2007 (7.5) but they can also be used for earlier versions iX and 7 with slight modifications. Separate instructions have been provided for the other versions where needed.

1. CREATING A NEW TERMBASE

1.A. Creating a new termbase (p. 13-18)

Open *MultiTerm*, and

- select **Termbase > Create Termbase**
- choose termbase location
- run Termbase Wizard
- select a suitable termbase definition:
 - **Create a termbase definition from scratch** (recommended only for experienced users), or
 - **Use a predefined termbase template > Bilingual glossary or Multilingual termbase** (if you don't have a suitable existing definition file), or
 - **Load an existing termbase definition file** (if you want to use an existing definition file as later in 2.A.2)
- name termbase
- change Index fields info, if necessary (select the correct languages)
- change Descriptive fields info, if necessary (default values are probably OK)
- change Entry structure, if necessary (default structure is probably OK)

You now have a new empty termbase. You can add new entries into the termbase by selecting **Entry > Add** or by pressing the **F3** key, or directly from Word or TagEditor using the MultiTerm toolbar, menu or keyboard shortcuts (see 4.C. *Adding Terms Directly from MS Word or TagEditor*).

NOTE:	*.xml file	termbase data file; includes the actual terminology data.
	*.xdt file	termbase definition file; includes the structure of the termbase.

2. CONVERTING TERMINOLOGY DATA TO MULTITERM IX/7.X (XML) FORMAT

2.A. Converting Excel data

2.A.1. Converting data (p. 7-11)

Open **MultiTerm Convert**, and

- specify conversion session options (New/Save/Existing): **New conversion session > Next**
- specify conversion options (**Microsoft Excel format**) > **Next**
- specify files (Input file = your Excel file “*.xls”) > **Next**
- specify column headers & define Index fields (= languages) and Descriptive fields > **Next**
- create entry structure (add descriptive fields to their correct locations in the entry structure) > **Next**
- check that **Convert immediately** is selected > **Next**
- check how many “entries were successfully converted” > **Next > Finish**

Converted data is now ready to be imported into a MultiTerm termbase. However, first you need to create a termbase into which to import the converted data. See 2.A.2. *Creating a new termbase.*

2.A.2. Creating a new termbase (p. 13-18)

Open **MultiTerm**, and

- select **Termbase > Create Termbase**
- choose termbase location
- run Termbase Wizard
- select **Load an existing termbase definition file > Browse...**
- select the *.xdt file you created in the conversion session (2.A.1) > **Next**
- name termbase > **Next**
- verify Index fields info (use default values) > **Next**
- verify Descriptive fields info (use default values) > **Next**
- verify Entry structure (use the default structure) > **Next > Finish**

You now have a new termbase but it's empty. Next you need to import terms (your converted data) into the termbase. See 2.A.3. *Importing terms.*

2.A.3. Importing terms (p. 18-20)

- select **Termbase > Import Entries... > Process...** (*Note: DON'T select “OK”*)
- click **Browse** to select the *.xml file you created in the conversion session (2.A.1)
- select **Fast import** option (if import file is fully compliant with MultiTerm XML) > **Next**
- (name Exclusion file and click **Next** [if “Fast import” not selected])
- check how many “entries were processed” > **Next > Finish > OK**

That's it! First imported entry should now be displayed in the entry pane of MultiTerm. If you want to use your MultiTerm termbase with Trados, see *4. Using Trados Term Recognition Feature*.

2.B. Converting MultiTerm 5 data

2.B.1. Converting data (p. 7-11)

Open **MultiTerm Convert**, and

- specify conversion session options (New/Save/Existing) > **New**
- specify conversion options (source format: **MultiTerm 5 format**) > **Next**
- specify files (Input file = your MultiTerm 5 file “*.mtw”) > **Next**
- assign locales (languages) to Index fields and Descriptive fields
- (customize entry structure, if needed) > **Next**
- check that **Convert immediately** is selected > **Next**
- check how many “entries were successfully converted” > **Next** > **Finish**

Converted data is now ready to be imported into a MultiTerm termbase. However, first you need to create a termbase into which to import the converted data. Creating the termbase and importing the data is done exactly the same way as with Excel files. See *2.A.2. Creating a new termbase* and *2.A.3. Importing terms*.

2.C. Converting from spreadsheet and database exchange format (TXT or CSV file)

2.C.1. Converting data (p. 7-11)

Open **MultiTerm Convert**, and

- specify conversion session options (New/Save/Existing) > **New**
- specify conversion options (source format: **Spreadsheet and database exchange format**) > **Next**
- specify files (Input file = your data file “*.txt” or “*.csv”) > **Next**
- specify data limiters and select the number of columns; see Data Preview > **Next**
- define Index fields and Descriptive fields > **Next**
- create entry structure (add descriptive fields to their correct locations in the entry structure) > **Next**
- check that **Convert immediately** is selected > **Next**
- check how many “entries were successfully converted” > **Next** > **Finish**

Converted data is now ready to be imported into a MultiTerm termbase. However, first you need to create a termbase into which to import the converted data. Creating the termbase and importing the data is done exactly the same way as with Excel files. See *2.A.2. Creating a new termbase* and *2.A.3. Importing terms*.

3. EXCHANGING TERMBASES WITH OTHERS

3.A. Exchanging termbases using MultiTerm version 7.x

If you are using MultiTerm 7.x it's easiest to exchange termbases as *.mdb files, as follows:

3.A.1. Giving a termbase (*.mdb file) to someone else

Create a *.mdb file:

- select **Termbase > Package/Delete Termbase...**
- select the desired termbase from the list and name the new *.mdb file in **Package the termbase into this file**
- unselect the **Delete termbase permanently** option (if selected, this option would make the termbase unavailable for your own use)
- click **OK**
- give this *.mdb file

3.A.2. Receiving a termbase (*.mdb file) from someone else

If you receive a *.mdb file you need to load it in order to have the termbase available in your termbase list:

- select **Termbase > Load External Termbase**
- select the desired termbase (*.mdb file) in **Termbase location**
- name the new termbase in **Termbase name**
- click **OK**
- you are offered an option to delete the *.mdb file; answer Yes or No accordingly
- the new termbase is now available in your termbase list

3.B. Exchanging termbases using MultiTerm version iX

3.B.1. Giving a termbase (= *.xdt and *.xml files) to someone else

- create *.xdt file by selecting **Termbase > Save Termbase Definition As**
- create *.xml file by selecting **Termbase > Export Entries > Process...** (run Export Wizard)
- give these two files

3.B.2. Receiving a termbase (= *.xdt and *.xml files) from someone else

- create a new termbase by selecting **Termbase > Create Termbase**
- run Termbase Wizard
- select **Load an existing termbase definition file > Browse...**
- select the *.xdt file you received
- name termbase

You now have a new termbase but it's empty. Next you need to import terms (the *.xml file that you received) into the termbase. Import terms:

- select **Termbase > Import Entries > Process...**
- click **Browse** to select the *.xml file that you received
- select **Fast import** option (if import file is fully compliant with MultiTerm XML)
- click **Next**

As you can see, this works exactly the same way as above in 2.A.2. and 2.A.3.

4. USING TRADOS TERM RECOGNITION FEATURE (p. 27-29)

4.A Connecting MultiTerm termbase to Trados Workbench

Open *Trados Workbench*, and

- select **Options > Term recognition options...**
- select the correct MultiTerm version, Termbase location and termbase(s) > **OK**
- note that you can have several termbases open at the same time
- terminology window should be now open in Workbench (on the right); if not, check that **Options > Term Recognition** is selected

4.B. Using Term Recognition during translation

- start translating normally in Word or TagEditor; known terms (= terms that are in the selected termbases) are indicated by red overhead brackets in the source window, and the first term with its translation is shown in the Terminology window
- translations of the terms can be inserted into the target field in Word or TagEditor by clicking one of the **Get Term** buttons in the Trados toolbar, or by keyboard shortcuts (Alt+arrow)
- you can open any of the other known (red-bracketed) terms in the Terminology window by clicking the bracket, or by using the Alt+arrow keyboard command while in Workbench
- double clicking the dictionary symbol in the Terminology window opens a MultiTerm window that includes additional information about the term
- note that you can also do additional MultiTerm searches by selecting a word or a phrase in Workbench, right-clicking it and then selecting **Search in MultiTerm** or **Fuzzy Search in MultiTerm** from the context menu; this can also be done in Word or TagEditor by using the MultiTerm toolbar

4.C. Adding terms directly from MS Word or TagEditor in MultiTerm version 7.x

4.C.1. In MS Word

Open **Word**, and

- select **Select Termbase** from the MultiTerm menu in Word and select the desired termbase(s)
- verify that **Show Quick Entry Form** option is selected in the MultiTerm toolbar (or in the MultiTerm menu) – this is optional but helpful
- in Word, highlight the target term that you want to add to the termbase
- click **Set selection as target term** button in the MultiTerm toolbar (or in the MultiTerm menu, or use a keyboard shortcut)
- then highlight the respective source term in Word
- click **Add Entry** button in the MultiTerm toolbar (or in the MultiTerm menu, or use a keyboard shortcut)
- modify the entry (edit terms, add values to other fields that you can see if you click “More”) as needed in the **Submit to termbase** dialogue box that pops up if **Show Quick Entry Form** option has been selected
- when finished click **Add**
- you can also select and enter the source term first as described above and then enter the target term to the **Target index** field in the **Show Quick Entry Form** dialogue box either by typing it or copying and pasting it
- note that there are differences between MultiTerm toolbar in versions iX and 7.x

4.C.2. In TagEditor

You can also add terms directly from **TagEditor** by using the MultiTerm toolbar (“Add Term” button) in TagEditor or the context menu (right click) or the following keyboard shortcuts:

- Set as Source = Ctrl + Shift + S
- Set as Target = Ctrl + Shift + T
- Submit to MultiTerm = Ctrl + Shift + M

Note that when using TagEditor you don’t need to select the target termbase because TagEditor automatically uses the termbase that is selected as default in Workbench.

It is also possible to add terms directly from the Concordance, Maintenance or translation memory window in **Translator’s Workbench** by using the context menu (right click) or the above mentioned keyboard shortcuts.

4.C.3. In MS Word when using MultiTerm version iX (p. 35-38)

Open **Word**, and

- select **Select Termbase** from the MultiTerm menu in Word and select the desired termbase(s)
- in Word, highlight the term that you want to add to the termbase
- click **Add Entry** button in the MultiTerm toolbar (or in the MultiTerm menu)
- add translation to **Target term** field
- add content to other fields, if needed
- click **Add Entry**