

A. BENEFITS OF USING ONE LARGE MEMORY AND TRANSLATION MEMORY FIELDS

A.1. Types of Translation Memory Fields

- **Text Fields** (examples: Project number, ID code)
 - values are typed in when a new translation project is started
- **Attribute Fields** (examples: Status, Domain, Client)
 - values are added in advance and then selected from a picklist when a new translation project is started

A.2. Benefits of Using Translation Memory Fields

- makes it feasible to use **one large memory** for everything
- can be used as **filter criteria** in translation memory maintenance (find & replace, export)
- can be used as **selection criteria** when searching translation memory during translation (Attribute and Text Field Differences Penalty, Concordance)

A.3. Defining Translation Memory Fields

- create by selecting **File > Setup... > Fields**
- select a field or its value, click **Add** and type new name into the **Field** input box
- when you have added all fields and their values click **OK**

A.4. Examples of Attribute Fields

Attribute field: **Domain**

Attribute values: Automotive, Computers, Software, Medical, Legal, Chemical, Business, [etc.]

Attribute field: **Client**

Attribute values: Trados, Nokia, Motor Corp., Syringe Inc., [etc.]

Attribute field: **Agency**

Attribute values: Peritus, IDEM, Luz, Crimson, [etc.]

- the Attribute field setup depends on your own preferences and the types of materials you translate

A.5. Selecting Translation Memory Fields for a Translation Project

- = defining project and filter settings
- **Settings > Project and Filter Settings...**
- select appropriate Attribute/Text fields and their values for **Project Settings AND Filter Settings**
- you can get the **Project and Filter Settings** dialog box to appear automatically every time you open Trados or a new memory by selecting **Options > Translation Memory Options > General > Show project settings** (you need to do this only once)
- remember to change your **Project and Filter Settings** if you start working on another translation project without closing TM or Trados
- also, verify your current **Project and Filter Settings** before doing an analysis or clean up

A.6. How To Combine Several Smaller Memories into One Main Memory

1. Add appropriate attribute fields to the small memories, if not already included
 - add attribute fields and their values first into the setup (**File > Setup... > Fields**) (see *topic A.3. above*)
 - add them to the TU's (**File > Maintenance... > Find and Replace... > Attribute Fields: > Attribute Picklist: > Merge > OK > Begin Search > Change**)
2. Export each small memory into a txt file
 - **File > Export...**
3. Open your main memory and import each txt file into the main memory
 - **File > Import...**
 - select **Existing translation units > Merge and New fields > Add to setup > OK**

B. MULTITERM (VERSIONS IX AND 7)

(Note: All page numbers refer to *MultiTerm First Steps Guide*, March 2004 edition)

B.1. Creating a New Termbase (p. 13-18)

Open **MultiTerm**

- select **Termbase > Create Termbase**
- 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 B.2.2.)
- 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 by selecting **MultiTerm > Add Entry**.

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

B.2. Converting Excel Data

B.2.1. Converting data (p. 7-11)

Open **MultiTerm Convert**

- 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 and Descriptive fields > **Next**
- create entry structure (add descriptive fields to their correct locations in the entry structure) > **Next**
- check how many "entries were successfully converted" > **Next > Finish**

Converted data is now ready to be imported into a MultiTerm iX termbase. However, first you need to create a termbase into which to import the converted data. See *B.2.2. Creating a new termbase*.

B.2.2. Creating a new termbase (p. 13-18)

Open **MultiTerm**

- select **Termbase > Create Termbase**
- run Termbase Wizard
- select **Load an existing termbase definition file > Browse...**
- select the *.xdt file you created in the conversion session (B.2.1) > **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**

You now have a new termbase but it's empty. Next you need to import terms (your converted data) into the termbase. See *B.2.3. Importing terms*.

B.2.3. Importing terms (p. 18-20)

- select **Termbase > Import Entries... > Process...** (*Note: NOT "OK"*)
- click **Browse** to select the *.xml file you created in the conversion session (B.2.1)
- 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 *B.4. Connecting MultiTerm Termbase to Trados Workbench*.

B.3. Exchanging Termbases with Others

B.3.1. 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

B.3.2. 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 B.2.2. and B.2.3.

B.3.3. Exchanging Termbases using MultiTerm version 7

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

Create a *.mdb file:

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

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**
- the new termbase is now available in your termbase list

B.4. Connecting MultiTerm Termbase to Trados Workbench (p. 27-29)

Open **Trados Workbench**

- select **Options > Term recognition**
- select **Options > Term recognition options...**
- select the correct MultiTerm version & Termbase location

B.5. Adding Terms Directly from MS Word (p. 35-38)

Open **Word**

- 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 index:** field
- click **Add**

C. TAGS AND PLACEABLES

Tools > Analyse... > Add [files] > Analyse > Log File > View...

Word count with and without placeables

D. SHRINKING AND EXPANDING SEGMENTS

Shrink: Alt+Ctrl+Page Up

Expand: Alt+Ctrl+Page Down

E. TM MAINTENANCE

E.1. Editing

- **Individual TU's:** right click on the TU flag and select **Edit Translation Unit**
- **Groups of TU's:** select **File > Maintenance... > Find and Replace...**

E.2. Reorganization

- **File > Properties... / File > Reorganize / File > Export/Import**

X. MISCELLANEOUS

- Reference translation memory: **Options > Translation Memory Options... > Concordance**
- Substitutions: **File > Setup... > Substitutions**
- Minimum match value: **Options > Translation Memory Options... > General**
- Segmentation rules: **File > Setup... > Segmentation Rules**