

TERMBASES AND TERM RECOGNITION – THE NEXT BEST THING IN TRADOS STUDIO

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Abstract: Surprisingly many Trados Studio users do not use termbases and Studio's automatic term recognition feature during translation. This is unfortunate because the use of term recognition and termbases can speed up translation work and improve consistency and translation quality. This presentation shows step by step how termbases can be easily created either from scratch or by converting from Word or Excel format and how the termbases can then be used and updated with Trados Studio. No previous termbase experience necessary! Instructions on how to use Glossary Converter and Glossary Plugin OpenExchange apps are also included.

NOTE: These instructions apply to Trados Studio versions 2011, 2014 and 2015 unless otherwise mentioned. All hyperlinks to the online Studio Help are for the 2015 version. The most up-to-date handout is available at http://www.finntranslations.com/?page_id=31.

A. AUTOSUGGEST

1. Sources of suggestions

- Termbases
- Translation memory and automated translation
- AutoSuggest dictionaries
- AutoText

2. Settings

- Go to **Files [Tools in Studio 2011] > Options > [AutoSuggest](#)** (see Figures 1 and 2 below)

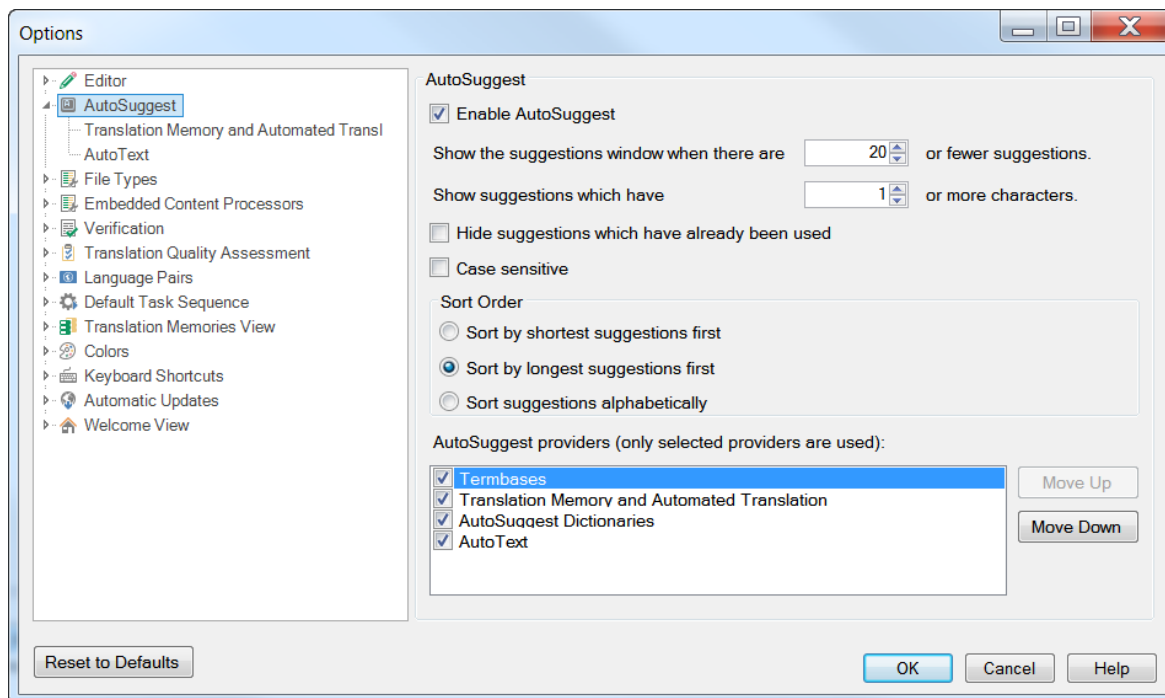


Figure 1: General AutoSuggest settings

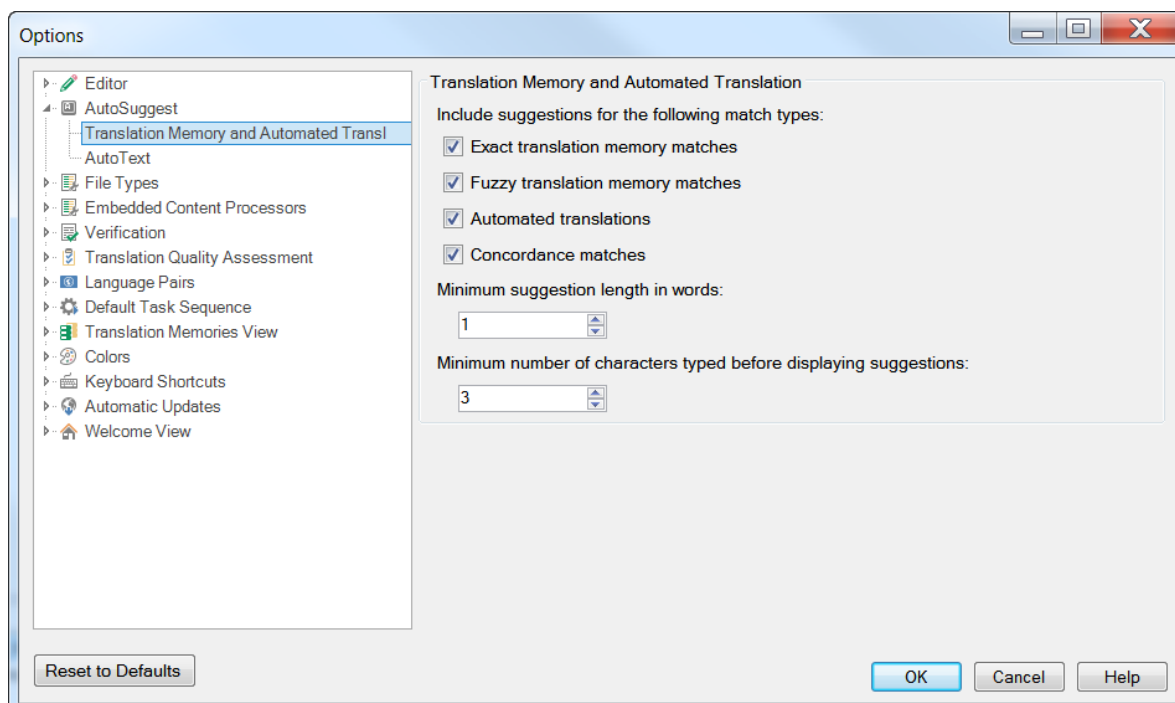


Figure 2: AutoSuggest settings for [Translation Memory and Automated Translation](#) (only in Studio 2015)

B. Term Recognition

1. Creating termbases

- From scratch using MultiTerm
- Converting from Excel format using Glossary Converter (free OpenExchange app)
- Converting from Excel format using MultiTerm Convert

2. Converting from Excel format using Glossary Converter

Using the [Glossary Converter](#) app and Excel files is usually the easiest way to convert existing terminology data into MultiTerm format.

Step 1. Prepare the Excel file

Prepare your glossary file in Excel so that each column has a header (such as the name of the language) on the first row and the source and target term fields include only terms/phrases and no explanations, alternative endings or other information. All the other information can be placed in separate columns, which should then be labeled accordingly. Synonyms can be listed in the same cell but should be separated by a pipe character (|) (see cell A7 below). All the data has to be on the first worksheet of the file and there should be no empty columns between the columns that contain the data.

	A	B	C	D	E	F
1	English	Notes	Sample species	Finnish	Esimerkkilaji	Notes
2	butterfly	2 pairs of wings	monarch	perhonen	monarkki	
3	fly	1 pair of wings	housefly	kärpänen	huonekärpänen	
4	mite	not an insect	dust mite	punkki	pölypunkki	
5	spider	not an insect, 8 legs	black widow	hämähäkki	mustaleski	
6	beetle	2 pairs of wings	tiger beetle	kovakuoriainen	hietakiitäjäinen	
7	ladybird ladybug			leppäkerttu		
8	ant	about 10,000 species in the world	common red ant	muurahainen	kekomuurahainen	
9	aphid	pear-shaped body	black bean aphid	kirva	juurikaskirva	
10	bumble bee	large hairy social bee	common carder bee	kimalainen	peltokimalainen	
11						

Figure 3: A properly structured sample glossary in Excel format. This glossary includes 9 terms (rows 2 - 10) and 6 fields (A - F). The field names are on the first row.

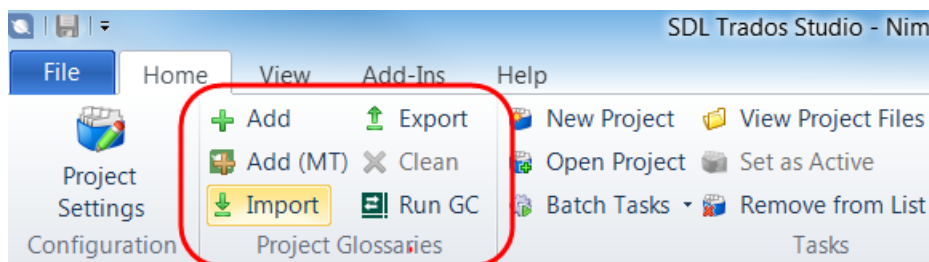
Step 2. Convert the Excel file

This is as simple as dragging and dropping the Excel file to the Glossary Converter icon on your desktop. For additional instructions about Glossary Converter settings, see this [online Help](#) and this [video](#).

3. Termbase use during translation

- Select termbases either during project creation or afterwards from the **Editor** view by selecting the [Project Termbase Settings](#) button in the **Term Recognition** window. You may use one or several termbases at the same time.
- Term Recognition is an automatic function and the results (hits) are shown in the **Term Recognition** window (upper right corner by default). Term translations are entered into translation using the AutoSuggest feature by typing the first letter(s) of the translated term, or by using the **Insert term translation** button (in the **Term Recognition** window). Note that the AutoSuggest feature is case sensitive by default. To change this, go to **File [Tools in Studio 2011] > Options > AutoSuggest** and remove the check mark from the **Case sensitive** check box (see Figure 1).
- Further details about the active term can be viewed by clicking the **View term details** button. It opens the **Termbase Viewer** on the left.
- [Adding new terms to the termbase](#): Select source term and the matching target term in the Editor, right-click one of the terms and select **Add New Term**. This opens the **Termbase Viewer** with the new term pair ready for editing. You may edit it, if needed, and then accept it by clicking the **Save this Entry** button in the **Termbase Viewer** (or by pressing **Ctrl + F12**). This new term is now included in the default termbase. Alternatively, you can add new terms without having to deal with the Termbase Viewer window by selecting the **Quick Add New Term** option instead.

4. Glossary Plugin



An additional plugin that integrates into the Home ribbon of Studio and allows you to:

- Add new, empty termbases
- Add new, empty termbases using MultiTerm
- Import glossaries
- Export project termbases
- Clean up unused termbases
- Start Glossary Converter

For detailed instructions, see the Glossary Plugin [Online Help](#).