MultiTerm

MultiTerm is a professional program for terminology management. This is possibly the best program created by Trados. It permits the management of dictionaries in a professional manner thanks to thousands of options.

Databases in MultiTerm are called termbases. Termbases have nothing to do with translation memories. Translation memories contain translation units, p.e. source segments (sentences) with their corresponding target segments, while termbases contain (glossary) terms or entries.

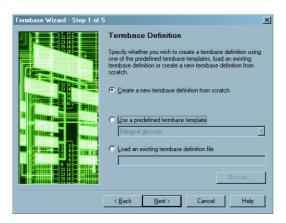
Glossaries may contain all kind of words, but I'll ask you to consider only two kinds of terms for MultiTerm: **highly technical terms** and **very often-used terms**.

In MultiTerm, it is possible to enter lots of data—terms, synonyms, context, definition, source, clients, gender, etc. _but in this beginners' manual we'll deal with the most efficient and practical glossary: only terms.

Note: Please bear in mmd that entries in MultiTerm are concept-oriented. This means each entry represents only one concept. The term "équipe" in French means both "team" or "equipment". In MultiTerm, you'll have to create two entries because these are two different concepts. The first will contain the concept "équipe/team", the second will contain "équipe/equipment".

1. Creating a termbase

Open MultiTerm: **Start-All Programs-Trados-MultiTerm.** Select **Termbase-Create Termbase**. Select a location for your termbase. The Termbase wizard appears. Click on **Next**:



Check the "Use a predefined termbase template" radio button and select "Bilingual glossary" in the dropdown list. Click on **Next**. Give a name to your termbase ("Glossary", for example) and click on **Next**. In the following window, select German in the right column and click on the **Remove** button. Do the same with English if you won't use English. Otherwise, keep English and add a new language with the left dropdown list. Select the language you need (French for our example), click on **Add**, then on **Next**.

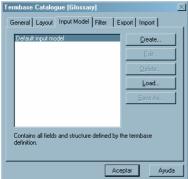
| each language or customise i Languages: | to suit your requiremen | | le index fields: | |
|---|-------------------------|----------|------------------|--|
| Afrikaans | • | DE | German | |
| Show sublanguages | | EN | English | |
| | Add >> | | | |
| Sort order | | | | |
| Case-sensitive Ignore non-alphabetic of | haracters | Field la | bel: | |

We won't use descriptive fields, so click on Next twice and then on Finish.

Now we'll have to create new entries. To facilitate the task, we'll create an Input ModeI (like a template) to easily enter new words. Please follow the process below. Again, don't try to understand; just do it!

2. Input model

In MultiTerm, press CTRL+SHIFT+M. This window pops up:



Click on **Create.** The Input Model wizard appears on the screen. Click on **Next**. Enter a name for yur input model—"Basic template", for instance. Press **Next**. In the following window, right click on the word Entry in the left column. Select your first language (English) with a double left click. Right click again on the word Entry and select French. Click on **Next**, then on **Finish**.

The following window pops up.

| Termbase Catalogue [Glossary] | × |
|---------------------------------------|---------------|
| General Layout Input Model Filter Ex | port Import |
| Default input model Basic template | Create |
| | <u>E</u> dit |
| | Delete |
| | Load |
| | Save As |
| | |
| | |
| | |
| | |
| Ace | ptar Ayuda |

Select Basic template and click on OK.

Now we've created a simple template that we'll use to enter terms in our dictionary.

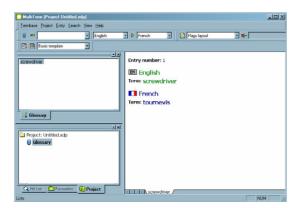
2.1 Adding new entries

To enter a new entry (a word or an expression), press F3. An empty entry appears on the right panel. Click on Term under English.

| OMultiTerm [Project Untitled.xe | dp] | | | | _O× |
|--|-------------------|-------------|--------------|-----|----------|
| <u>I</u> ermbase <u>Project</u> <u>Entry</u> <u>Search</u> | ⊻iew <u>H</u> elp | | | | |
|) 🗑 🗢 🗌 | English | French | Flags layout | • * | |
| 🔀 📓 Basic template | • | | | | |
| | | Entry level | | | E |
| | | EN English | | | |
| | | Term: | | | |
| | | French | | | |
| | | Term: | | | |
| 🛃 Glossary | | | | | |
| | | Ī | | | |
| Project: Untitled.xdp Glossary | | | | | |
| a dioson y | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 🔍 Hit List 🔯 Favourites 🚺 | Project | New Er | itry 1 | | <u>×</u> |
| Entry level->English->Term | | | | N | JM// |

Enter your first term in the white field. This field is for English, so the term must be entered in English. Type, for example, "screwdriver" and press **Enter**. Click on Term under French and write the translation of "screwdriver" ("tournevis"). Press **F10** to save the entry.

Doing so, you return to the View mode of MultiTerm:



You've created your first entry. Now you can create other entries using the same process:

- F3

- Type the term in the first language
- Enter
- Type the translation of the term in the second language
- Enter,
- FlO.

To practice, enter a few terms in your glossary:

| armature | induit armature shaft |
|---------------|-----------------------|
| arbre dinduit | armature winding |

| armrest | accoudoir |
|-----------------------------|-----------------------------------|
| armrest attaching | fixation d'accoudoir |
| power source | source d'alimentation |
| for instance | par exemple |
| Ministry of Foreign Affairs | ministére des Affaires étrangéres |

Please enter them ah since we'll need them later.

3. Searching for an entry

To search for an entry, use one of these methods:

1. Simple search: enter a letter, several letters, or a word in the first field on the left and press **Enter.**

2. Global search: use the wildcard * to search for the entry you are looking for and press **Enter.** Ex: ar* (which means a word that begins with the letters A and R and fohlowed by anything), *rma*, etc. You'll get the result in the first column on the left. Chick on the term **you** want to see.

4. Editing an entry

Once you've found the entry **you** were looking for, **you** may edit it if necessary. To edit **the entry you see on screen**, press **F2**. If you need to edit the first language term, chick on Term under Enghish, edit the entry, and press **Enter** and **F10** to save the entry. If you need to edit the target language term, chick on Term under French, edit the entry, and press **Enter** and **F10** to save the entry. If you need to edit the target language term, chick on Term under French, edit the entry, and press **Enter** and **F10** to save the entry.

Importing a glossary from Word or Excel

1. File preparation

1.2. Excel files

Open the glossary you have in Excel. Make sure that the first line of the docurnent already contains terms and not the language name. Delete the first line(s) and the unnecessary columns so that you have only one column with French words and one column with English words, like this:

| MicrosoftExcel-gloss.txt Elle Edit View Joset Format Iools Data Winds | an Male Adda DDF | Trees | question for he | -16 |
|---|--|---------------------------------------|-----------------|-----|
| | | | | |
| 😂 🖬 🧀 🔩 🕮 💁 🌹 🐰 📾 🔹 🕷 🗵 | - 21 🛍 🕐 🥐 And 🛛 - 10 - 11 Z 🗉 🗃 | · · · · · · · · · · · · · · · · · · · | (R | |
| 33. | | | | |
| | | | | |
| Alemand -> Anglais 💿 📅 🔘 🟥 😡 🔒 | | | | |
| A1 - A AC | | | | |
| A | 8 | C | D | E |
| AC | clim. | | | |
| A/C clutch | débrayage de la climatisation | | | |
| A/C compressor | compresseur du climatiseur | | | |
| A/C compressor clutch | débrayage du compresseur du climatiseur | | | |
| A/C outlets | bouches de climatisation | | | |
| A/C request signal | signal de sollicitation du climatiseur | | | |
| A/C select signal | signal de sélection du climatiseur | | | |
| A/CLNR | épurateur d'air | | | |
| A/D | analogigue/numérigue | | | |
| A/OUT | sortie d'air | | | |
| A/T | transmission automatique | | | |
| ABC | après le P.M.B. | | | |
| ABDC | après P.M.B. | | | |
| abnormal | anormal | | | |
| about midway | vers le centre | | | |
| about to | sur le point de | | | |
| above sea level | d'altitude | | | |
| acid splashes | projections d'acide | | | |
| ARS | ARS | | | |
| ABS brake pedal travel sensor negative output (TSO) | sortie négative du capteur de course de la pédale de frein ABS | | | |
| ABS brake pedal travel sensor positive output (TSE) | sortie positive du capteur de course de la pédale de frein ABS | | | |
| ABS brakes | freins ABS | | | |
| ABS pump | pompe ABS | | | |
| ABS valve | électrovanne ABS | | | |
| absolute power consumption | nuissance absorbée | | | |
| absorbent sleeve | manchon absorbeur | | | |
| absorber | amortisseur | | | |
| abuse | mésuser | | | |
| abutment | hutée | | | |
| AC | CA | | | |
| AC charging circuit | Circuit de charge en courant alternatif | | | |
| AC charging system | circuit de charge en courant alternatif | | | |
| a m ghoss/ | | | | 1 2 |
| h line line line line line line line line | III. | | | |

Now save your file as an XLS file.

1.3. Word files

Glossaries in Word files rnay present different formats. If the glossary uses columns, copy the columns into an Excel file and proceed as for Excel files. If it uses tabs, check that there's only one tab between the source words and the target ones. Save the file as "Text only". Open this TXT file from within Excel and proceed as for Excel files.

Some formats are very difficult to handle and much too time-consuming.

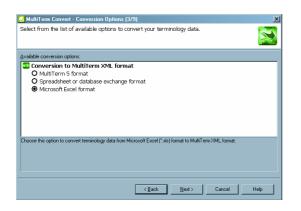
2. Importing the glossary

Step 1

To import a termbase into MultiTerm ix (or 2003, 2004), you have to convert it first to XML. To do this, open MultiTerm Convert (Start-All programs-TradosMultiTerm-MultiTerm Convert). Click on Next in the wizard.

| G MultiTerm Convert - Conversion Session (2/7) | | × |
|--|----------|-------------------|
| This screen allows you save the settings for this conversion session to a conver file. You can also edit an existing conversion definition file, or use one directly f conversion session. | | $\langle \rangle$ |
| New conversion session: Options Save conversion session: | | |
| C Load existing conversion session: | Browse | |
| Options © Edit conversion session © Brocess conversion session | | |
| < <u>B</u> ack <u>Next></u> | Cancel I | Help |

When the aboye window appears, click on **Next**. In the next window, select "Microsoft Excel format" and click on **Next**.



Click on the **Browse** button after **Input file.**

| 🚱 MultiTerm Convert - Specify Files (4/9) | × |
|---|-----------------|
| This screen allows you to specify input and output files as well as a log file for the Select the input file to be converted and MultTerm Convert creates all other files in location by default. | |
| Input file: | |
| D:\Business\Projects\Temp\Para llevar\Systran\1000 mots.xls | Browse |
| Dutput file: | |
| D:\Business\Projects\Temp\Para llevar\Systran\1000 mots.xml | Sav <u>e</u> as |
| ⊥ermbase definition file: | |
| D:\Business\Projects\Temp\Para llevar\Systran\1000 mots.xdt | Save as |
| Log file: | |
| D:\Business\Projects\Temp\Para llevar\Systran\1000 mots.log | Save as |
| | |
| | |
| < <u>B</u> ack <u>N</u> ext> Cano | el Help |

Locate the Excel file we created before. Click on Next.

In the following window, match the first column name with English and the second column name with French.

| MultiTerm Convert - Specify Column Header (5/9) This screen allows you to specify the type of each column header field contained in the input file. You need to specify the language for index fields. | × |
|--|-------|
| Available column header field: PR C (ndex field Altikaans Abarian Aba | |
| < <u>B</u> ack <u>N</u> ext > Cancel He | elp 🛛 |

Click on **Next** three times to convert the XLS file into XML. When the process is finished, click on **Next**, then on **Finish**.

Step 2

Open MultiTerm and create a new termbase this way: select **Create Termbase** in the **Termbase** menu. Tell the program where you want to store your termbase. Select 'Load an existing database definition file" and click on **Browse.** Look for the XDT file created

by MultiTerm Convert at the same time as the XML termbase (in the same folder as the XLS file).

| Termbase Wizard - Step 1 of | 5 <u>×</u> |
|-------------------------------|---|
| Termbase Wizard - Step 1 of V | 5 X 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 C greate a new termbase definition from scratch C Load an existing termbase definition file D\Business\Projects\Temp\Para llevar\Systan\1000 mot. Browse |
| | < <u>B</u> ack <u>N</u> ext> Cancel Help |

Click on Next. Give a name to yur termbase ("Glossary", for example), click on Next three times, and then click on Finish.

Step 3

Select Import entries in the Termbase menu.



Click on Process.

| mport Wizard - Step 2 of 8 | × |
|---|---|
| General Settings Click Browse to select the import file (ML) 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: | 5 |
| Browse | |
| Log rile: Save As | |
| East import (import file is fully compliant with MultiTerm XML) | |
| | |
| Apply filter: | |
| | |
| KBeck Next> Cancel Help | |

In the above window, click on **Browse** after **Import file** and Iocate the XML file created with MultiTerm Convert (it should be in the same folder as the original XLS file). Check the box **Fast Import** and click on **Next** twice.

If everything's OK, you should new have a MultiTerm database.