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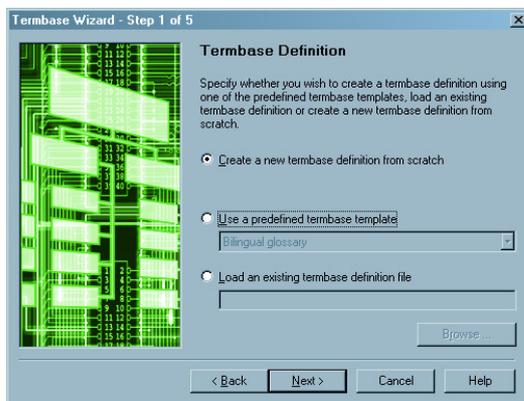
Check the "Use a predefined termbase template" radio button and select "Bilingual glossary" in the dropdown Iist. Click on **Next**. Give a name to your termbase ("Glossary", for example) and click on **Next**. In the following window, select German in the right column and click on the **Remove** button.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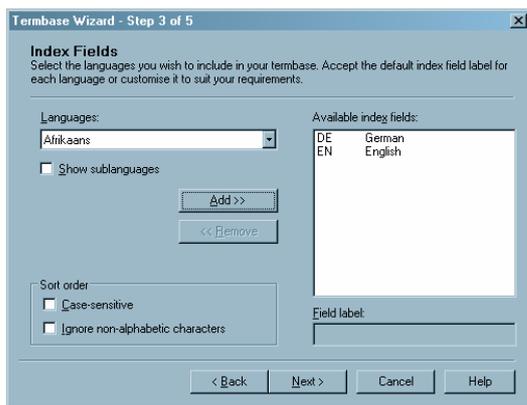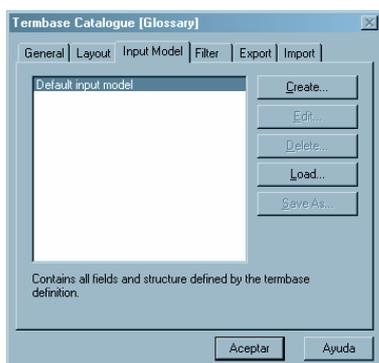
We won't use descriptive fields, so click on **Next** twice and then on **Finish**.

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 ModeI 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**.
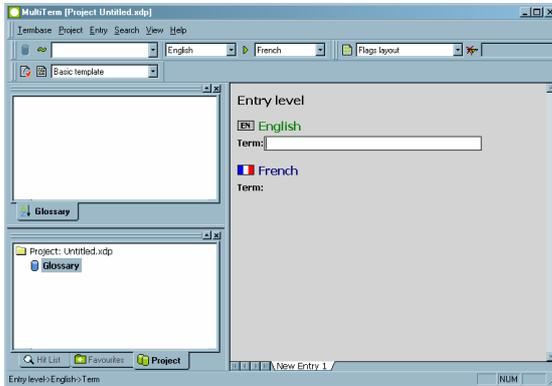
The following window pops up.
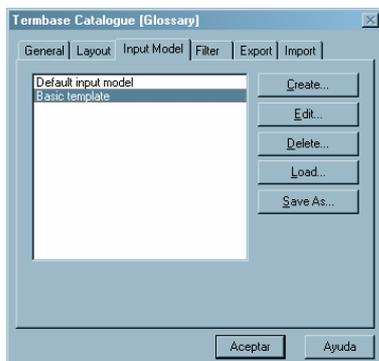
Select Basic template and click on **OK.**

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.

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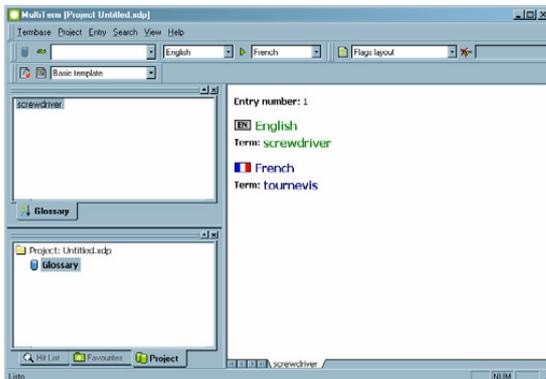
You've created your first entry. Now you can create other entries using the same process:

- **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 Ietter, several Ietters, or a word in the first field on the Ieft and press **Enter.**

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

4. Editing an entry

Once you've found the entry **you** were Iooking for, **you** may edit it ¡f 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.

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 terrns and not the language narne. Delete the first line(s) and the unnecessary colurnns so that you have only one colurnn with French words and one colurnn with English words, like this:

Now save your file as an XLS file.

1.3. Word files

Glossaries in Word files rnay present different forrnats. If the glossary uses colurnns, copy the colurnns 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.

Sorne forrnats are very difficult to handle and rnuch too tirne-consurning.

2. Importing the glossary

Step 1

To ¡mport 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.
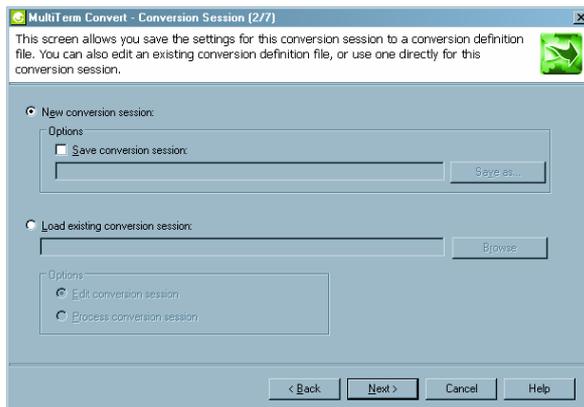
When the aboye window appears, click on **Next**. In the next window, select "Microsoft Excel format" and click on **Next**.
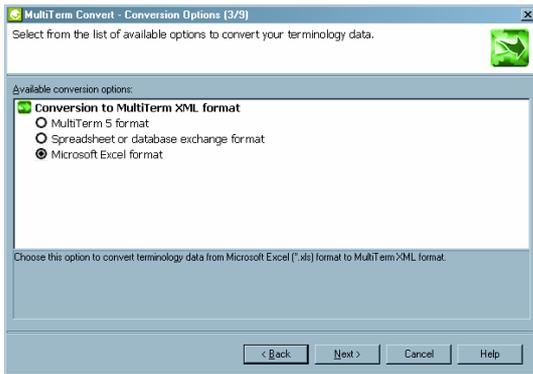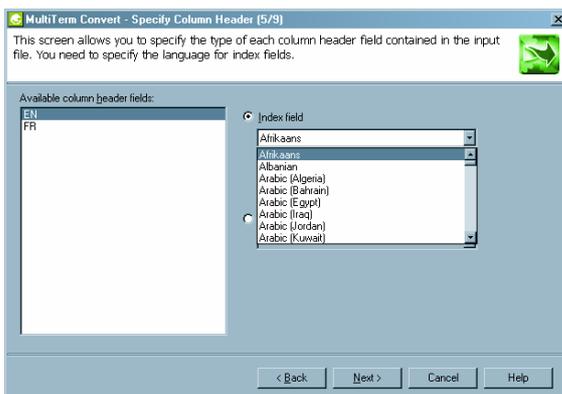
Click on the **Browse** button after **Input file.**
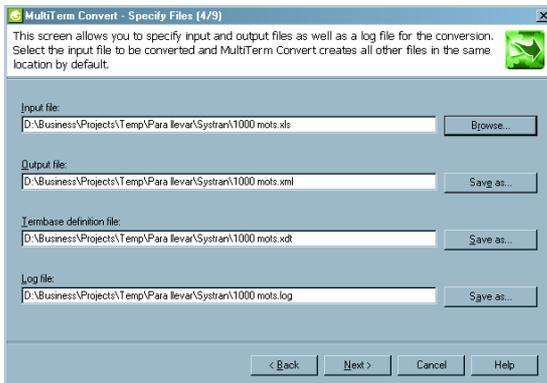
Locate the Excel file we created before. Click on **Next**.

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


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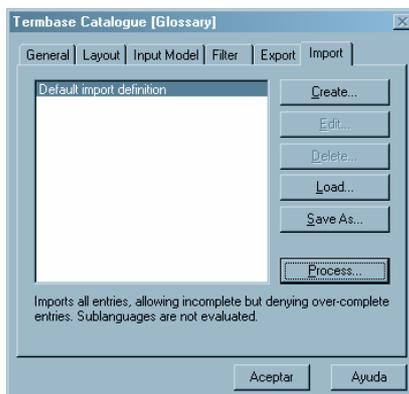
by MultiTerm Convert at the same time as the XML termbase (in the same folder as the XLS file).
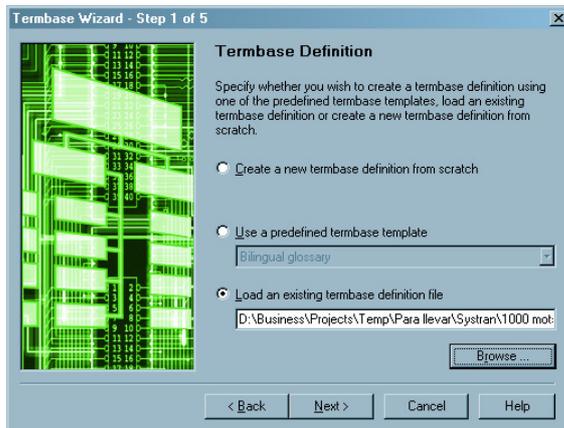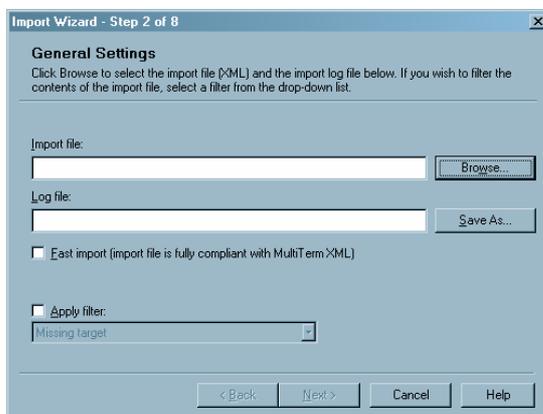

Click on **Next.** Give a name to yur termbase ("Glossary", for example), click on **Next** three times, and then click on **Finish.**

Step 3

Select **Import entries in** the **Termbase** menu.

Click on **Process.**

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 ncw have a MultiTerm database.