



# Terminology Management and Terminology Management Systems:

## Working with MultiTerm iX

### II. Creating a new terminology database in MultiTerm iX

#### 1. Prerequisites

In order to do the following exercise you need to have *SDL TRADOS MultiTerm iX* or *SDL TRADOS MultiTerm 7* installed on your computer.

#### 2. Outline of this exercise sheet

To illustrate the steps of this exercise sheet we have included several screen shots. For the purposes of taking the screen shots *MultiTerm iX* was used. However you can use this handout whilst working with *MultiTerm 7*, as although the layout has slightly changed, the steps and processes remain more or less the same.

On completion of these exercises, you should be able to:

- Create a new terminology database (TDB) in *MultiTerm iX*
- Use the *Creation Wizard*
- Define entry structure, index, text and pick-list fields, interdependence between fields (e.g. definition/source)

#### 3. Preparing your working environment

Before starting to work with *MultiTerm iX*, prepare your working environment by creating the directory structure you will need to save your new database. It is recommendable to create a separate folder for your termbase and a logical and well-organized folder structure, so that later on you can easily find your files again. An example of a working folder structure is: **My Documents/Terminology\_Management/Termbases**.

1. For the purposes of the present exercise create a sub-folder called **TDB** in the **Termbases** folder to save the *MultiTerm iX* terminology database that you will create.

#### 4. Creating a new TDB

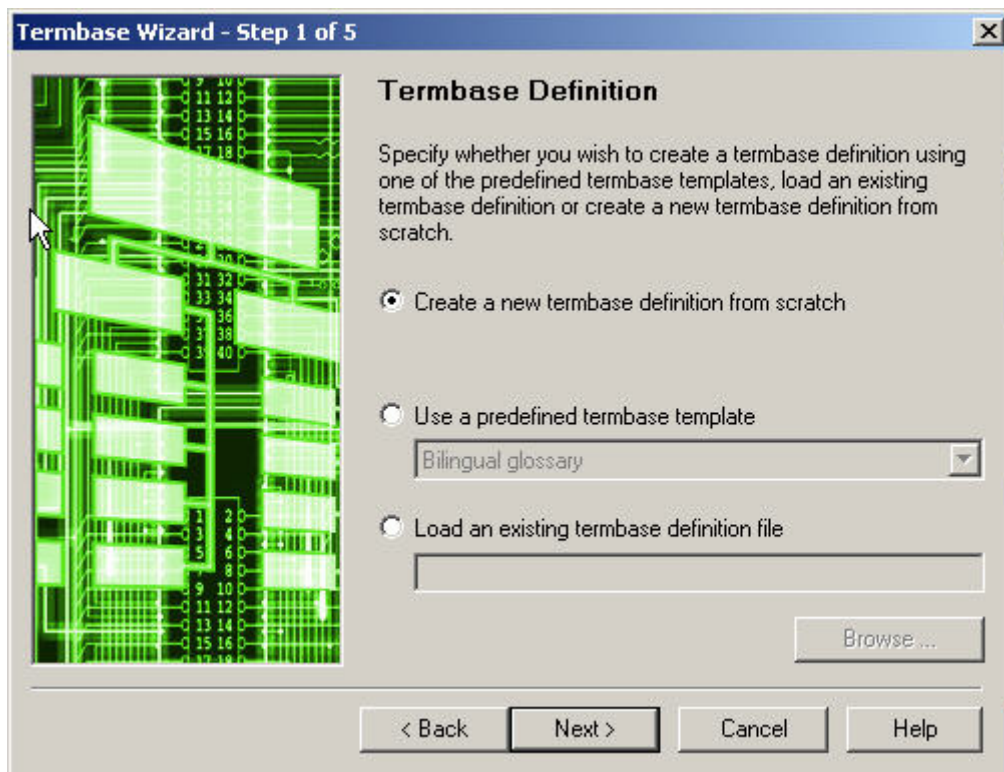
- In *MultiTerm iX*, in the **Termbase** menu choose the **Create termbase** option



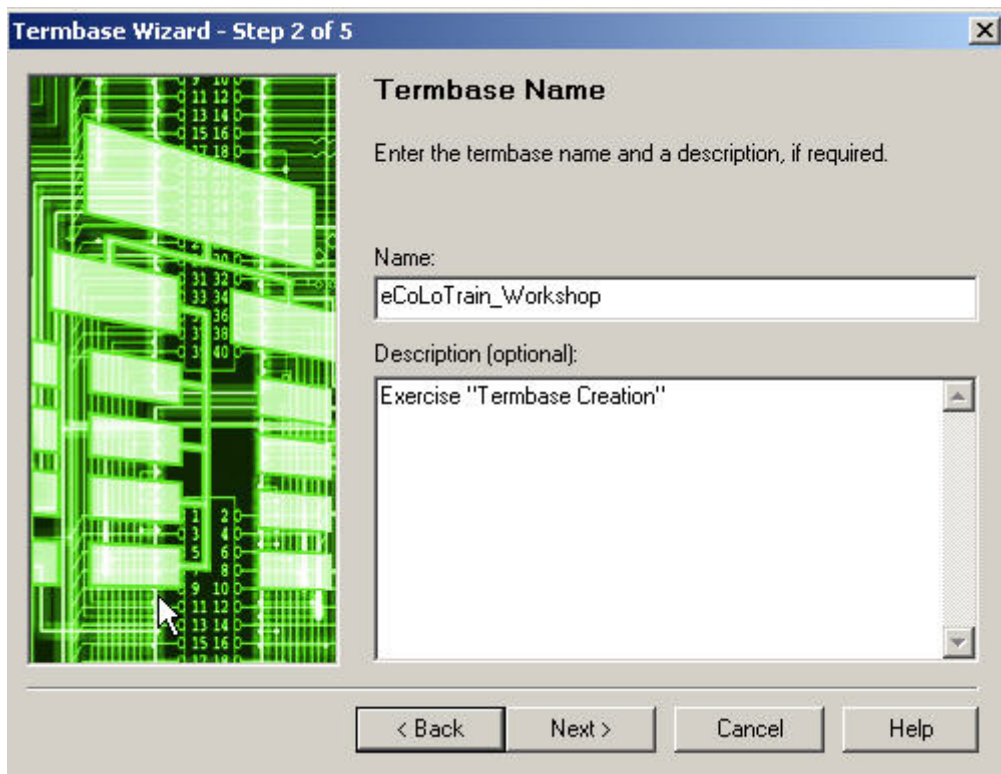
- Next, you will be asked to choose a location for the new database. Select your newly-created folder **TDB** and click **OK**.
- The *Termbase Wizard* opens and guides you through all the necessary steps for creating a new database – i.e. defining the languages, the data categories and the entry structure.



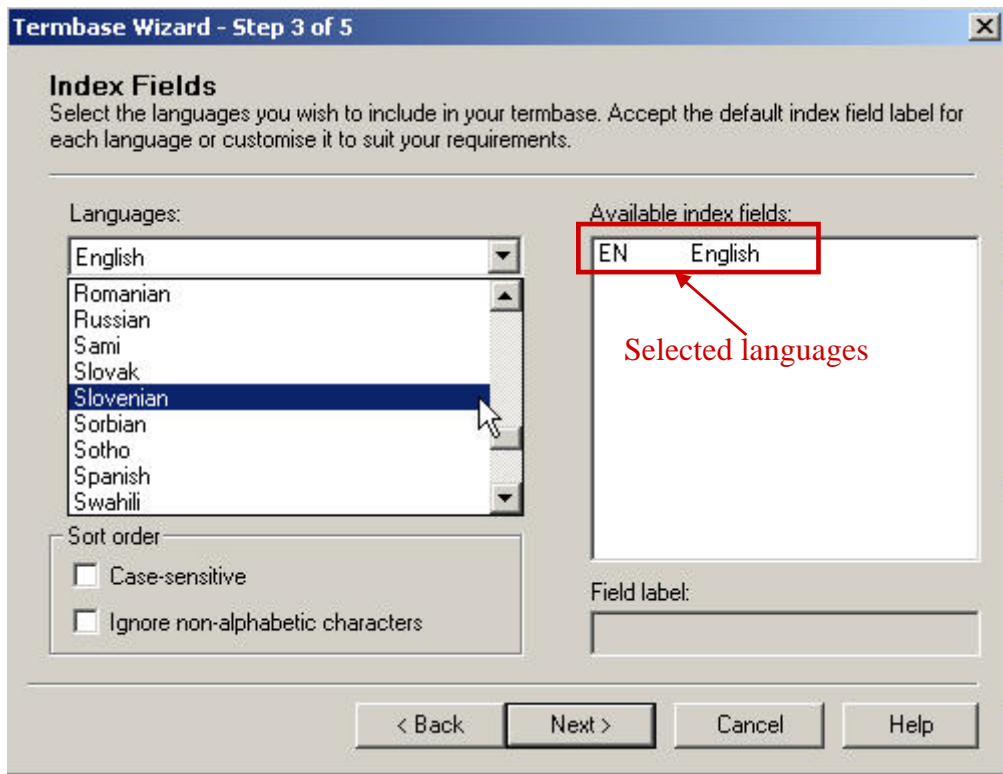
- After clicking **Next**, the *Termbase Wizard* asks if you want to create a new database based upon an existing database definition. Since we want to learn how to create a new terminology database from scratch, we choose the option **Create a new termbase definition from scratch**. Click **Next** to continue.



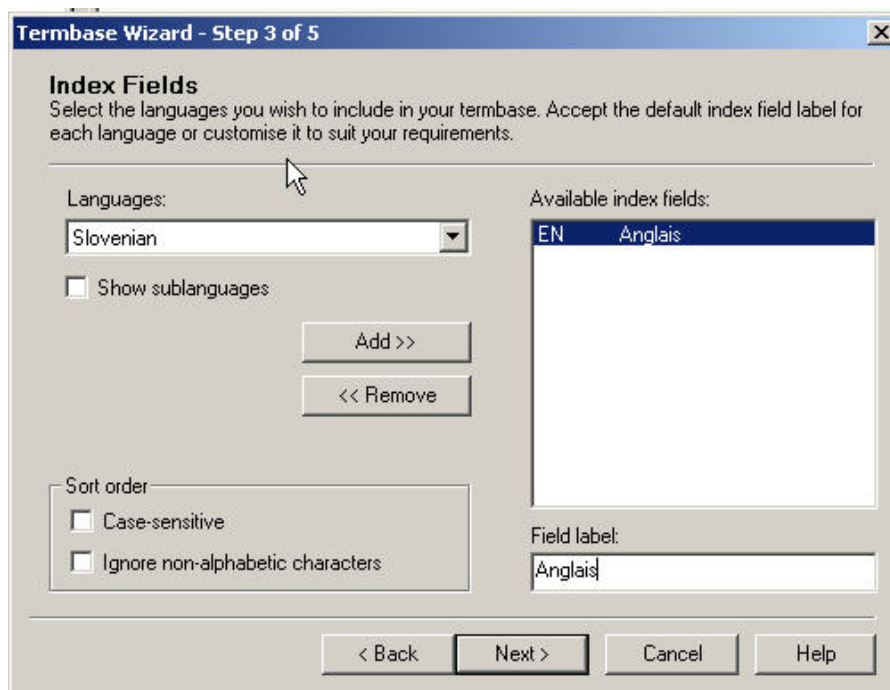
- In the next step, you will be asked to give your termbase a name and an optional description.



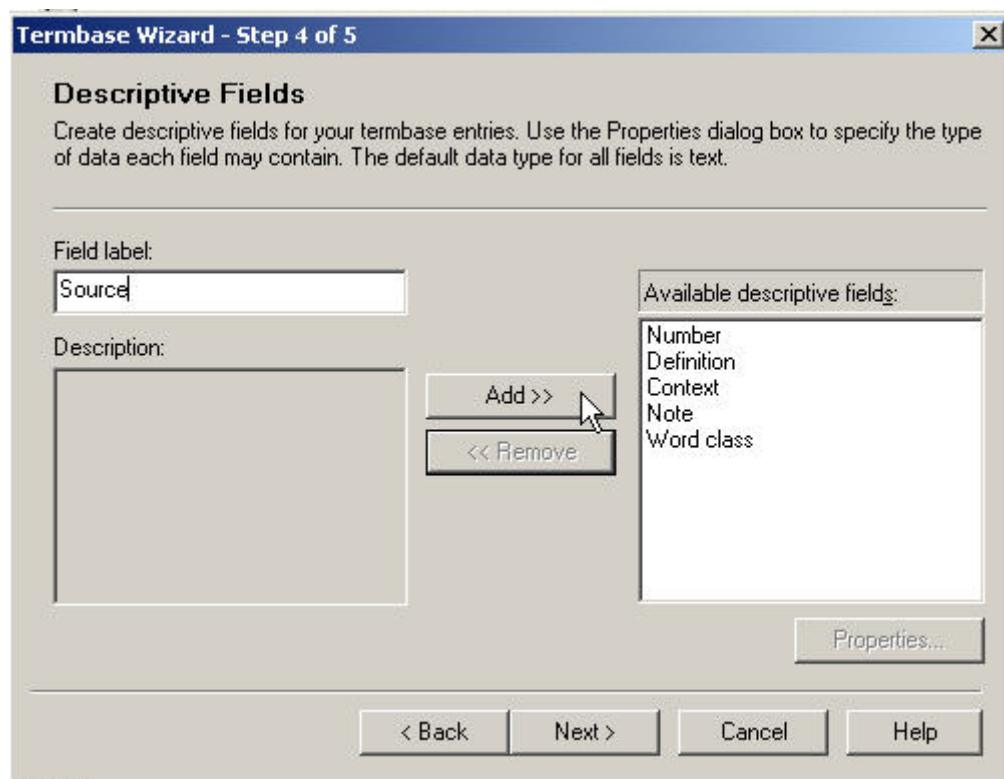
- Define the languages you want to have in your database. In *MultiTerm iX*, language fields are considered *index fields* – that is in the database definition a level pertaining to the *entry level*. *MultiTerm iX* uses the information in these *index fields* to "index" the entries, and then retrieve terms that match certain criteria. To select the languages, click on the arrow in the **Languages field**, select the languages by clicking on it once and click on **Add**. The selected languages will appear in the right pane of the *Wizard* window with their ISO code, which cannot be modified. We encourage you to only include English and a second language that can be German (DE), French (FR), Italian (IT), Romanian (RO), Slovenian (SL) or Estonian (ET).



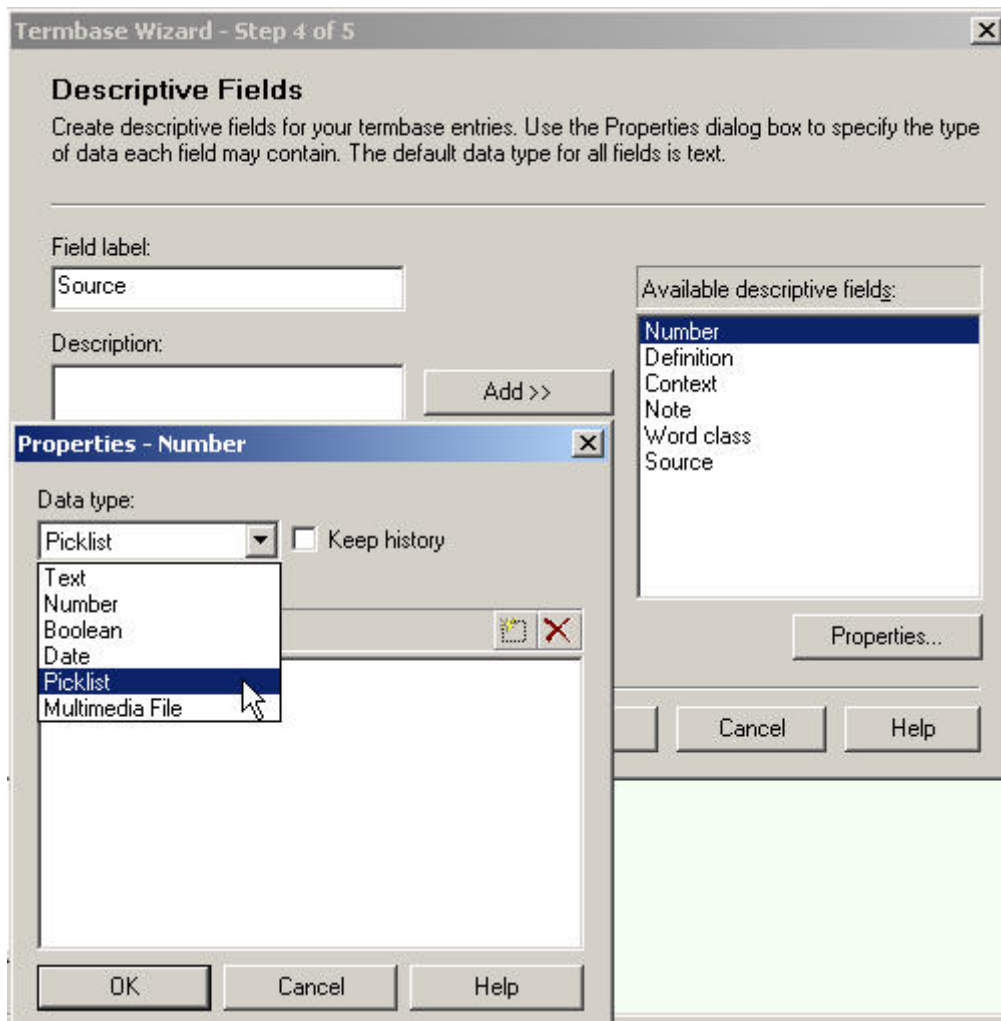
- To change the name of the language index field (for example to write them in a different language), click on the language in the **Index Field** pane of the *Wizard* and edit the language name in the **Field label** field. For the purposes of our exercises, please leave all languages in English. Click on **Next** to continue. **NOTE:** A consistent termbase definition is especially important if you want to import terminology in it later on. To do so, you have to avoid even the slightest discrepancy between the termbase definition that you are creating and the file containing the terminology that you want to import or the import process will fail.



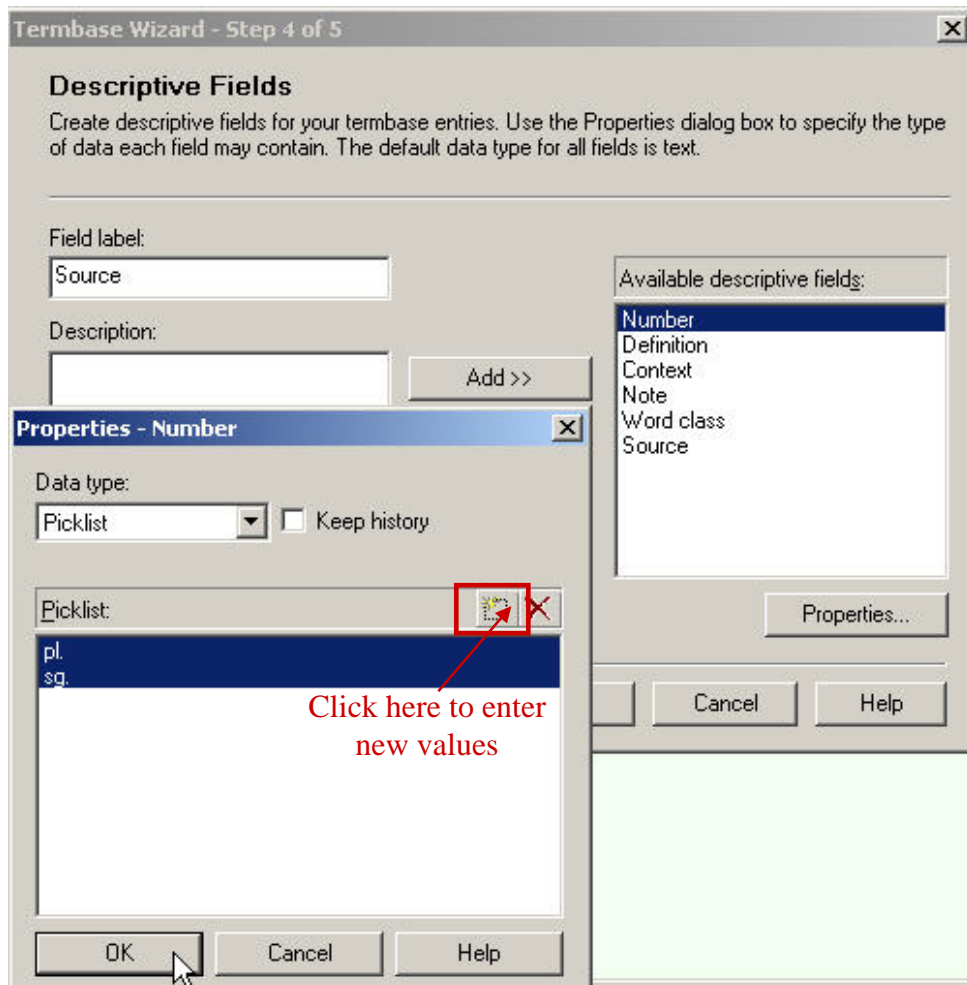
- You will then be asked to define the *Descriptive Fields* (or data categories) that will contain information regarding the entry, the term, etc. For this, enter the name of the categories in the **Field label** field and click on **Add**. Click **Next** to continue. Feel free to define all the categories you want to have in your database. Just remember that once the database is created, you cannot and should not delete the created categories. You can, however, add new categories. Here are some examples of data categories:



- Once you have added all desired fields, you need to define their properties, that is, if they are going to be entered as text, a list of values, etc. Select the first field in the **Available descriptive fields** pane and click on the **Properties** button. A dialog box will open where you can select the properties of each field by clicking on the arrow of the field **Data type** and selecting an item from the list, e.g. text, picklist, etc.



- The selected field in our example **Number** should have as property a *picklist* where the values *pl.* (for plural) and *sg.* (for singular) are going to be predefined. Having completed the definition of the descriptive fields, click on **Next**.



- Next you will have to define the entry structure. For this, *MultiTerm iX* offers three structure levels where you can save different types of information according to their references.

a) The **Entry level** includes fields containing information referring to the whole entry, that is to say to the concept, e.g. *specialisation area*, *definition*, etc. In the example below, there are two fields related to the entry level: *entry number* and *subject*.

Entry level

Entry number: 17  
Subject: General Windows

**English**

**Component Object Model**

Type Full form  
Definition The Component Object Model (COM) is a technology that combines the benefits of object-oriented programming with binary reuse, language independence, versionability, self-registration, and ease of licensing.  
Source MSDN, Peggy Goodwin

**COM**

Type Acronym  
Definition see Component Object Model

**German**

**COM**

Definition Das COM (Component Object Model) ist eine Technologie, die die Vorteile der objektorientierten Programmierung mit der Verwendung des binären Zahlensystems, Sprach- und Versionsunabhängigkeit, Selbstregistrierung und Vereinfachung der Lizenzvergabe kombiniert.



- b) The **Index level** (or *language level*) includes all data relevant for all information in a particular language, e.g. *definition*, *note*, etc. In our example the fields contained in the *index level* are the two terms: *Component Object Model* and *COM*.

English

**Component Object Model**

Type Full form

Definition The Component Object Model (COM) is a technology that combines the benefits of object-oriented programming with binary reuse, language independence, versionability, self-registration, and ease of licensing.

Source MSDN, Peggy Goodwin

**COM**

Type Acronym

Definition see Component Object Model

c) Finally, the **Term level** contains data referring to the term, such as *number*, *word class*, *context*, also *definition* (because it can also vary according to the language), etc. The fields on the term level can also have sub-fields, e.g. *source* as sub-field of the field *definition*. In our example there are three fields pertaining to the term level (*type*, *definition* and *source*) and there are no sub-fields.

**Component Object Model**

Type Full form

Definition The Component Object Model (COM) is a technology that combines the benefits of object-oriented programming with binary reuse, language independence, versionability, self-registration, and ease of licensing.

Source MSDN, Peggy Goodwin

On the left-hand side of the Wizard you will see first the three levels: the *entry level*, the *index level* and the *term level*. On the right-hand side of the Wizard you will see the fields you defined in the previous step. These fields must be organized on different levels. After defining the level fields of your entries, click **Next** to continue:

**Termbase Wizard - Step 5 of 5**

**Entry Structure**

Create an entry structure for your termbase entries by specifying the level at which descriptive fields are used. Specify field settings if required.

Entry structure:

- Entry level
  - Index level
    - Definition
    - Note
    - Term level
      - Word class
      - Source
      - Context
      - Definition
        - Context

Available descriptive fields:

- Context
- Definition
- Note
- Number
- Source
- Word class

Field settings:

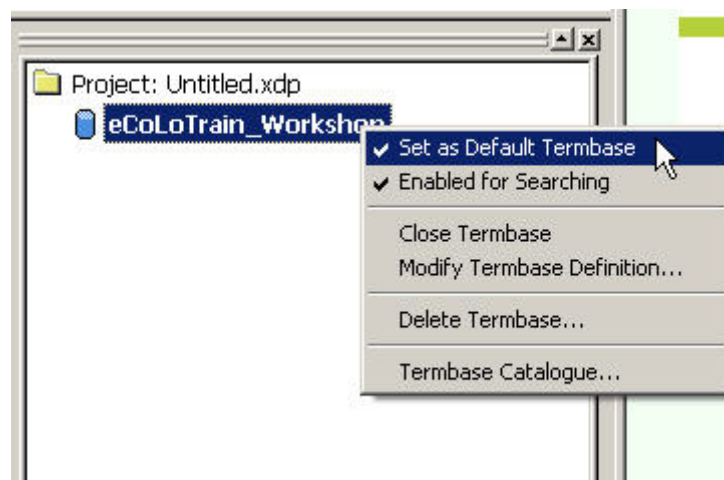
- Mandatory
- Multiple

<< Add

Remove >>

< Back    Next >    Cancel    Help

- Now that the *Termbase Wizard* is complete you are almost through. Click on **Finish** and your database will be created. On the left-hand side in the project pane you will now see the name of the newly-created termbase eCoLoTrain\_Workshop. Right-click on it and select the **Set as Default Termbase** option from the menu. NOTE: If this option is not available (it is greyed out) you might have forgotten to save an entry you were editing.



The icon for the termbase will become blue, which means that it has become the default termbase, i.e. the termbase which can be both searched for terms and be populated with new entries.

- You are now ready to start populating your empty database! Good luck!