



Terminology Management and Terminology Management Systems: Working with *MultiTerm iX*

I. Populating an existing Terminology Database

1. Prerequisites

In order to do the following exercise you need to have *SDL TRADOS MultiTerm iX* or *SDL TRADOS MultiTerm 7* and *Microsoft Office Word* 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 been slightly changed, the steps and processes remain more or less the same.

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

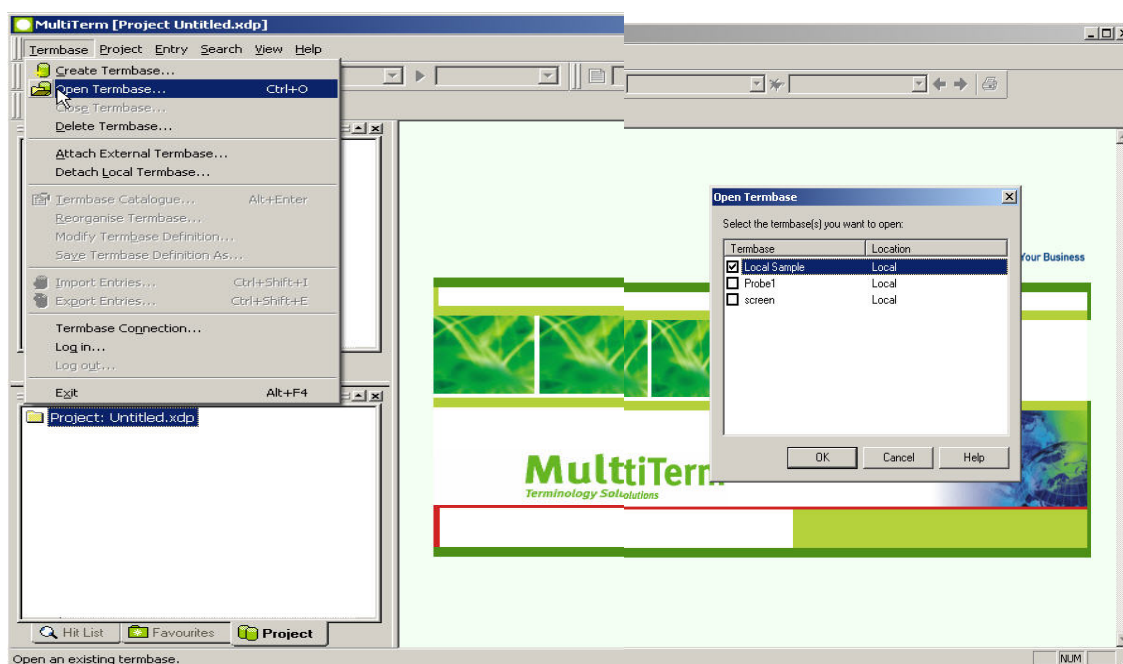
- Open an existing local terminology database (TDB) in *MultiTerm iX*
- Populate the existing TDB with terms and related information (definitions, synonyms, etc.) from a given text

3. Preparing your working environment

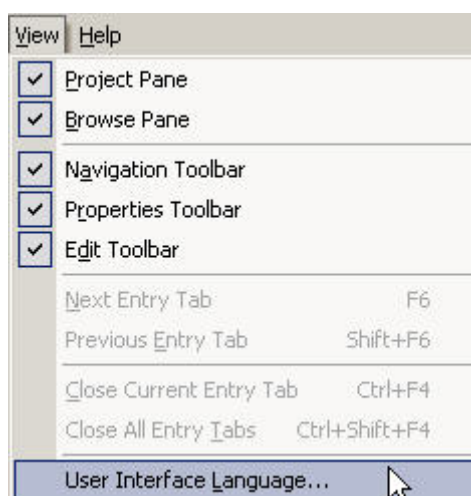
Before starting work in *MultiTerm iX*, prepare your working environment by downloading from our eCoLoTrain web page the zipped folder called **Populating**. There you will find a *.doc file called “**ICT.doc**” which contains a text with terminological information that you will need to enter in a local *MultiTerm* terminology database.

4. Opening an existing *MultiTerm iX* database

To start, open *MultiTerm iX* and then the *Local Sample* termbase which comes as example database with the *MultiTerm iX* application.




In case you want to change the interface language of *MultiTerm iX*, go to the **View** menu and select the **User interface language** option. A dialog box will open where you can choose the language you want to set as default.



5. Setting the language direction, searching terms and editing existing entries in *MultiTerm iX* databases

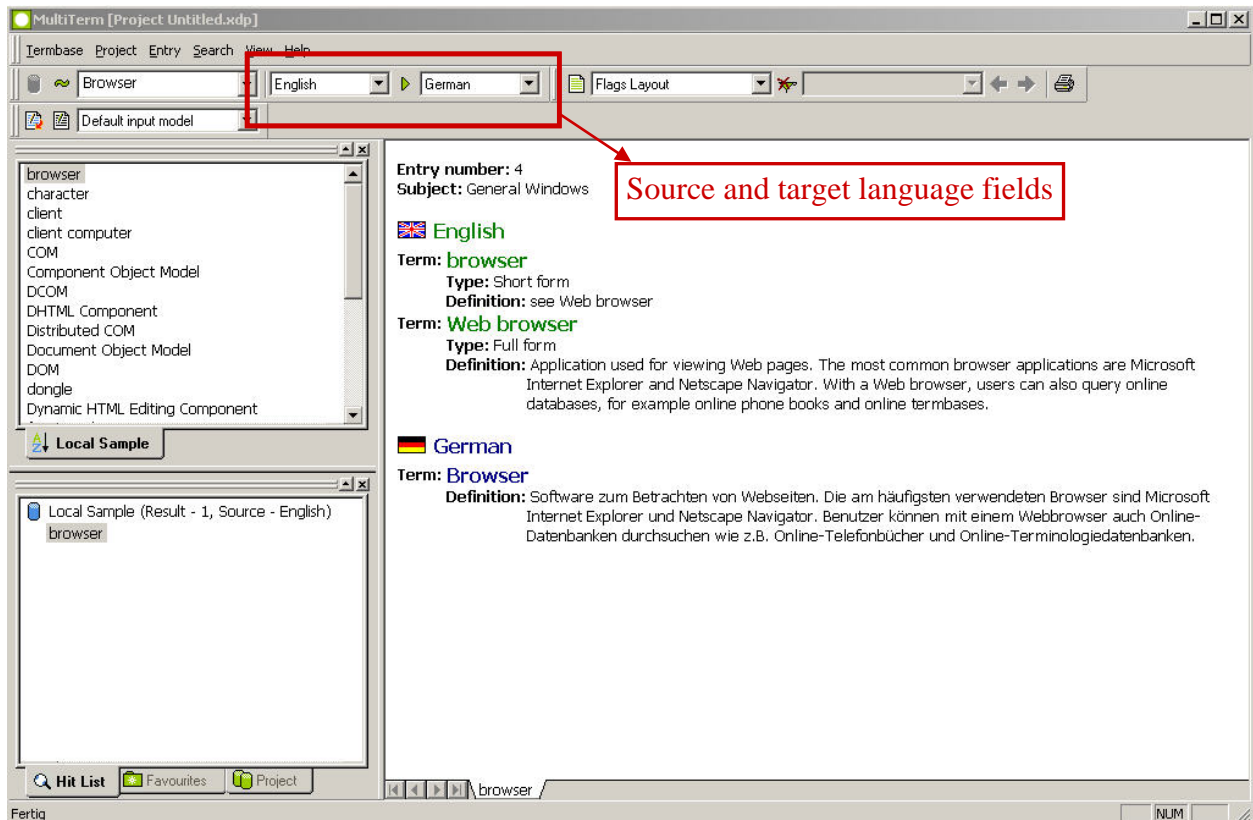
5.1 Setting the language direction

By clicking on the down arrow in the source and target language fields you can open a pick list of database-defined languages and select a new source and target language. In doing so, you can change the language direction of the database for viewing entries and searching terms.

Between the input and the output language fields there is a green arrow  that allows the language direction to be changed. If you try clicking on it you will see that the entry pane changes, too. *MultiTerm* automatically switches to the first entry in the source language which

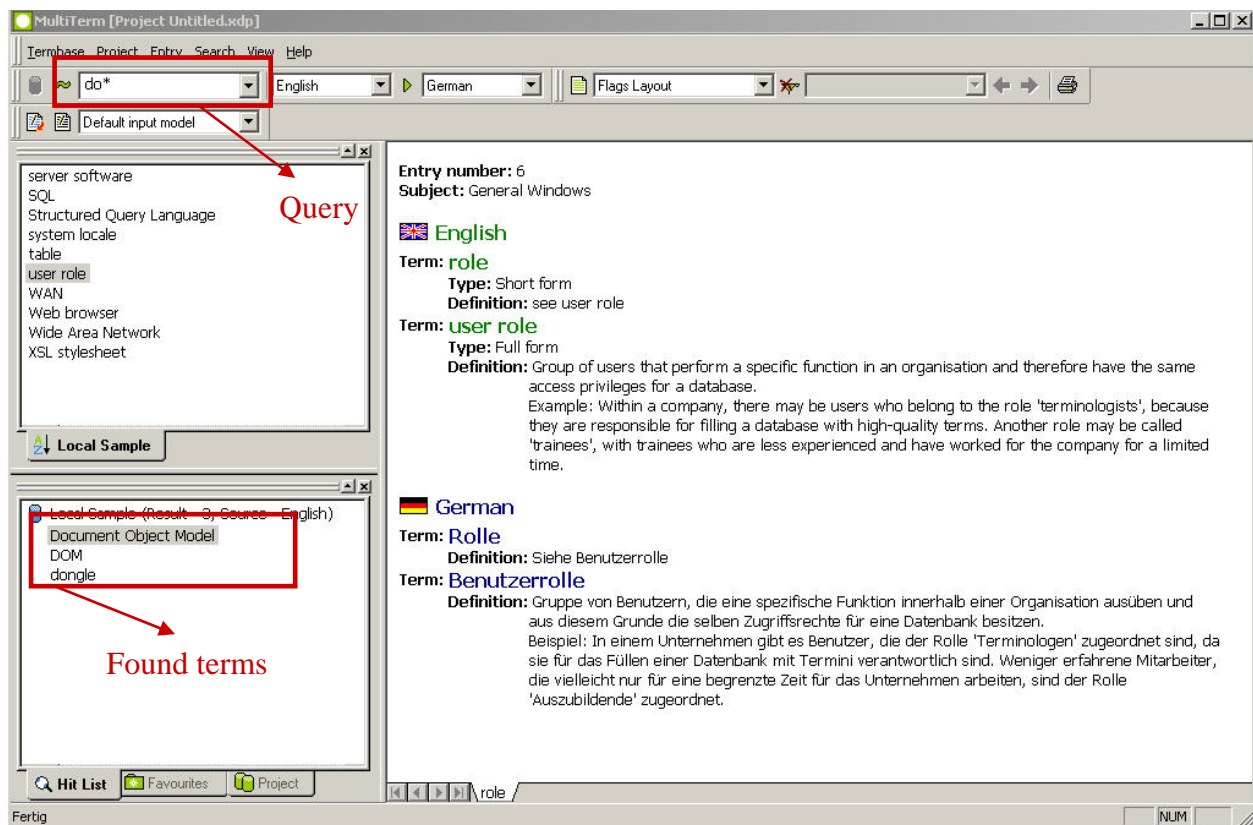
is displayed as the first language on the screen. The second language displayed is the target language and then the entries in any other languages.

The language direction is important for searching, since you can only look up English terms if the language set as source language is *English*.



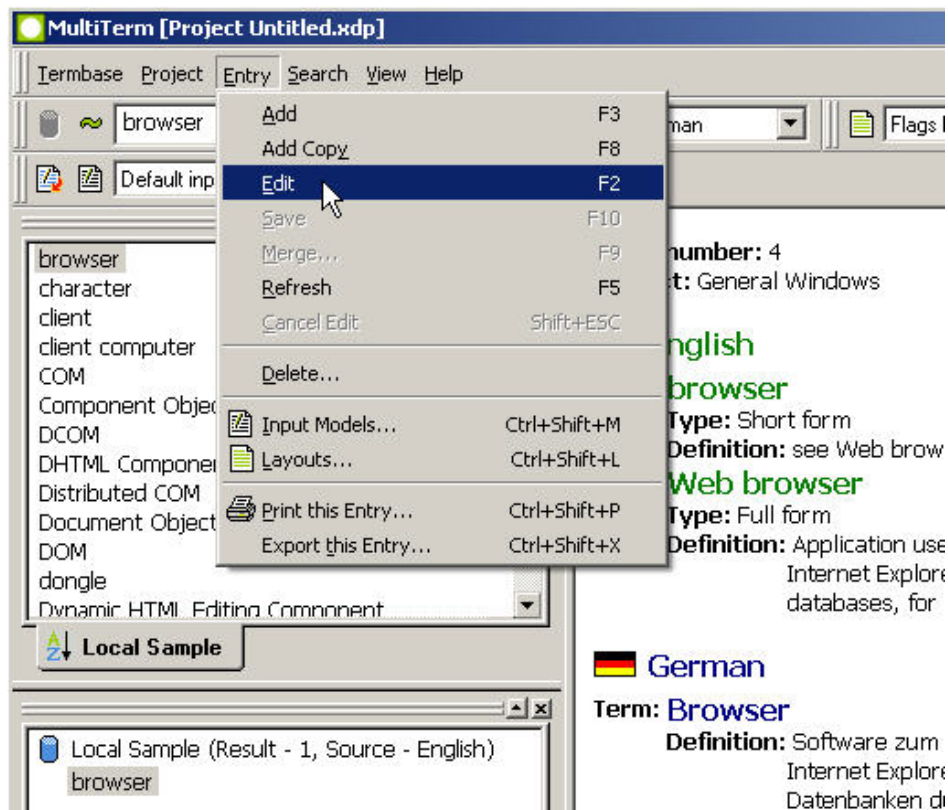
5.2 Searching terms

You can search for a term in the database by entering a term in the search field. It is important to set the language in which you want to carry out your search as source language. For example, if you want to search for the term “browser”, you type it in the search field and press the **Enter** key. *MultiTerm* will then show in the entry pane the corresponding term and its information. In case you want to carry out a more complex search – such as, for example, look for all terms beginning with the letters *do* – you can use the wildcard (*), which stands for any character string. The wildcard can be also used to search terms containing a specific character string – e.g. **do** for all terms containing the syllable *do* or **le* for all terms ending in *le*.

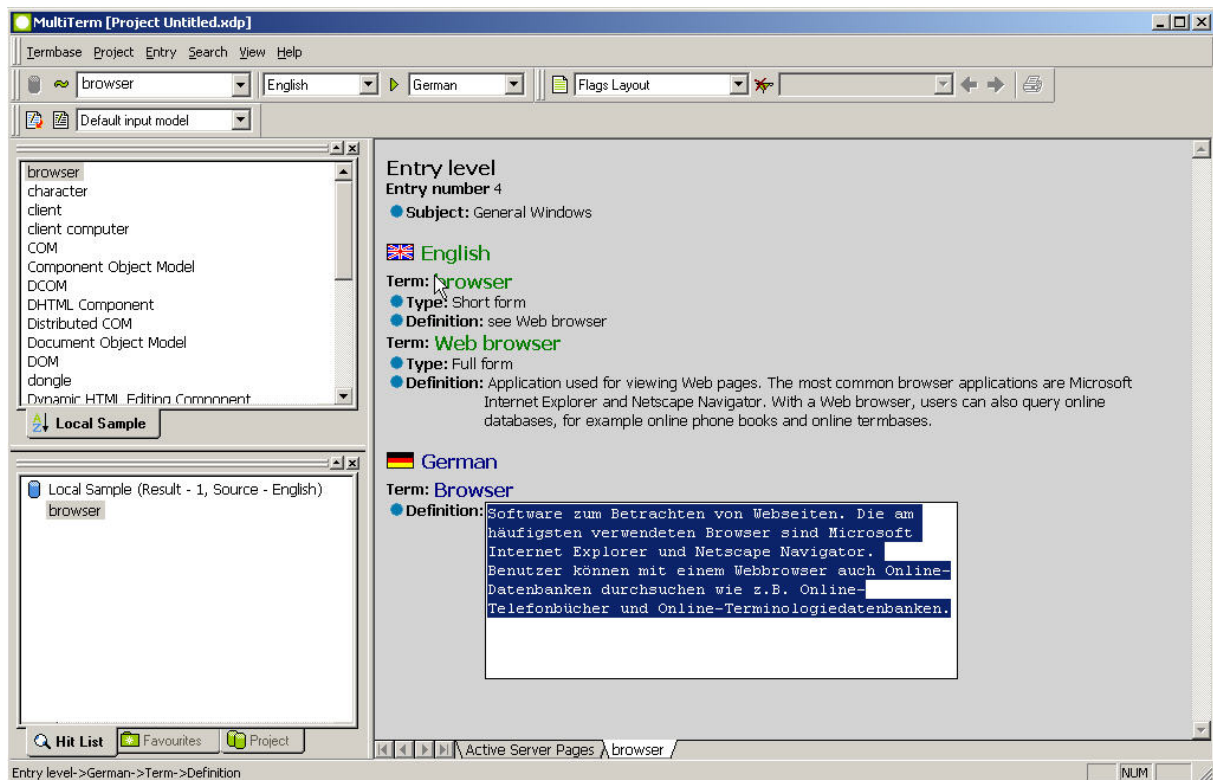


5.3 Editing existing entries

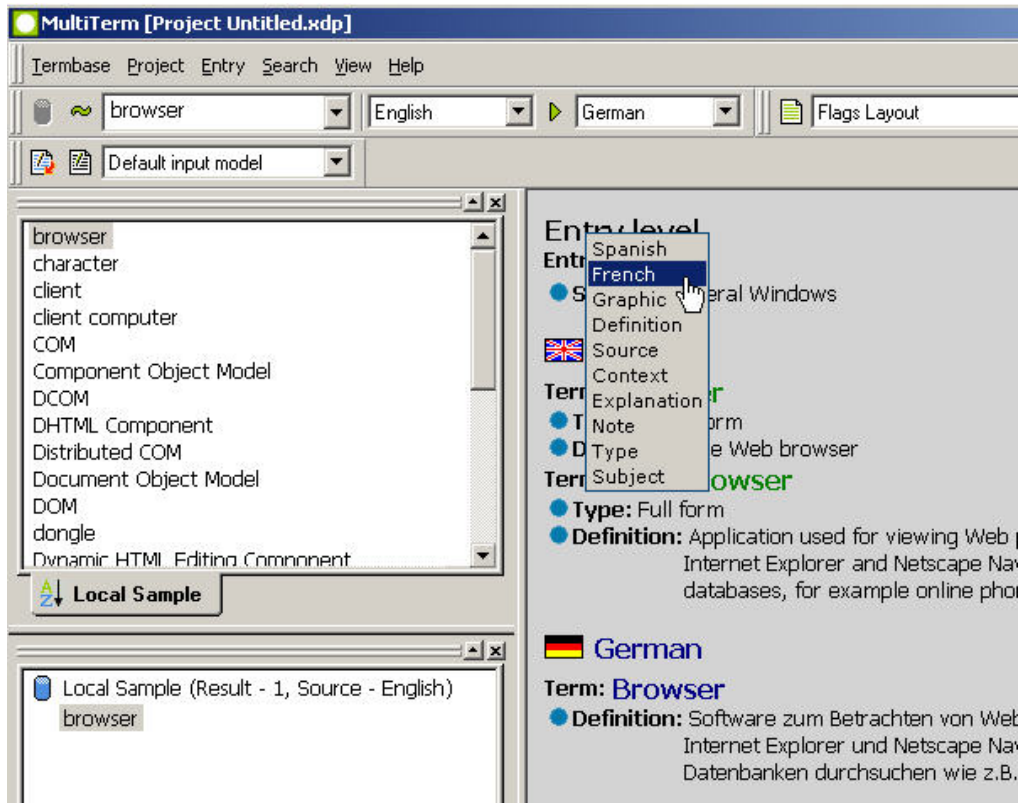
If you want to modify an existing entry – for example, to add its translation into another language, a synonym or additional terminological information – you need to change from the *view mode* to the *edit mode* in *MultiTerm*. To do this, go to the **Entry** menu and click on **Edit**, or press the **F2** key.



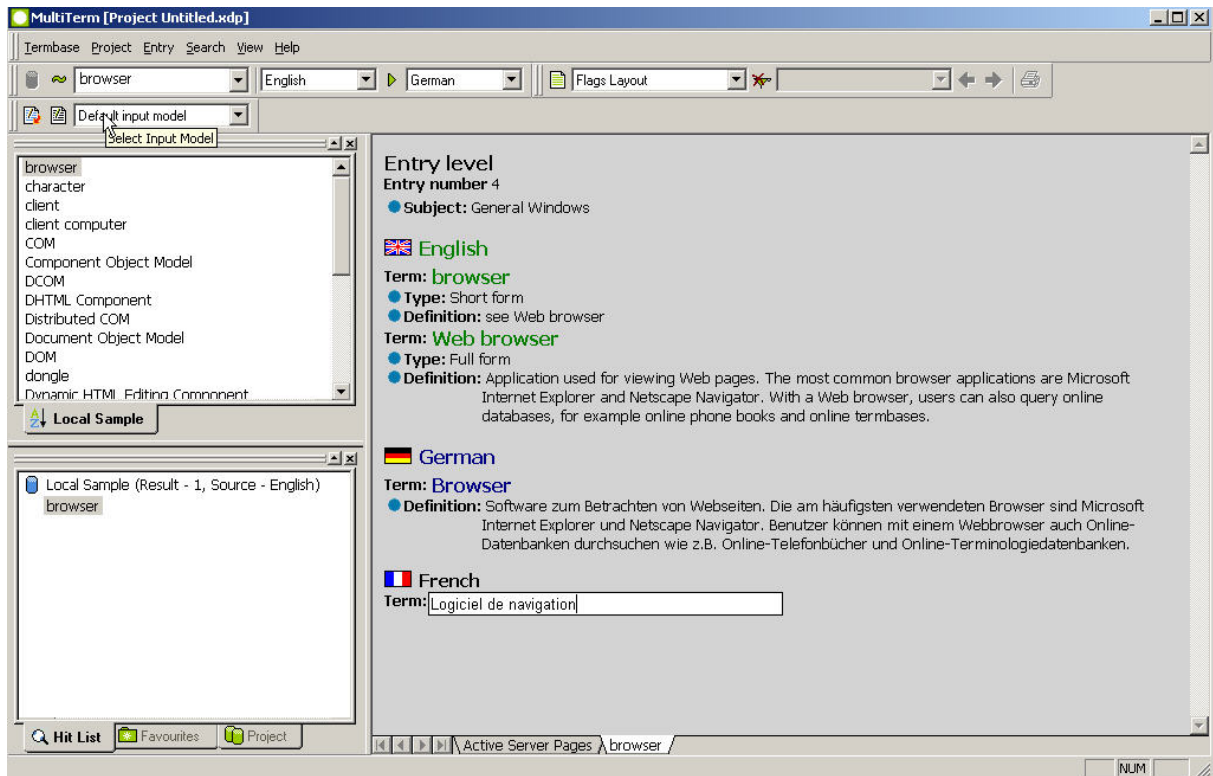
The entry will be shown on a grey background, characteristic of the edit mode. By left-clicking with the mouse on the name of a data field (e.g. *Term*, *Definition*) the corresponding field opens to be edited.



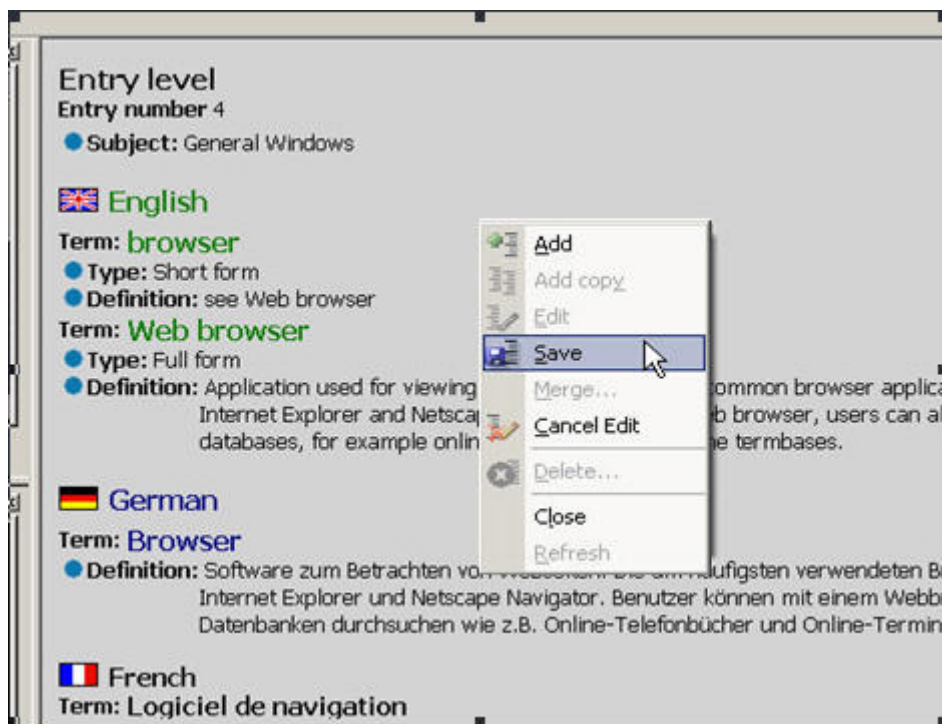
By right-clicking the title (field name) you can open a list containing sub-fields. You can then choose the sub-field you want to add and press the **Enter** key to close the field. For example, if you want to add an equivalent for the term *browser* in French, you need to first create the language field **French**. To do this, right-click on the **Entry level**, point on **French** and press the **Enter** key.



Once the language field **French** is created, left-click on **Term**. A field will open for you to enter the equivalent term in French. Finally, press the **Enter** key when you are ready.



To save all your changes and go back to the *view mode*, right-click with the mouse anywhere on the entry pane and select from the context menu the option **Save**. **WARNING**: Unless you have pressed **Enter** or clicked outside the textbox after typing, clicking **Save** will not save the last textbox you typed in.



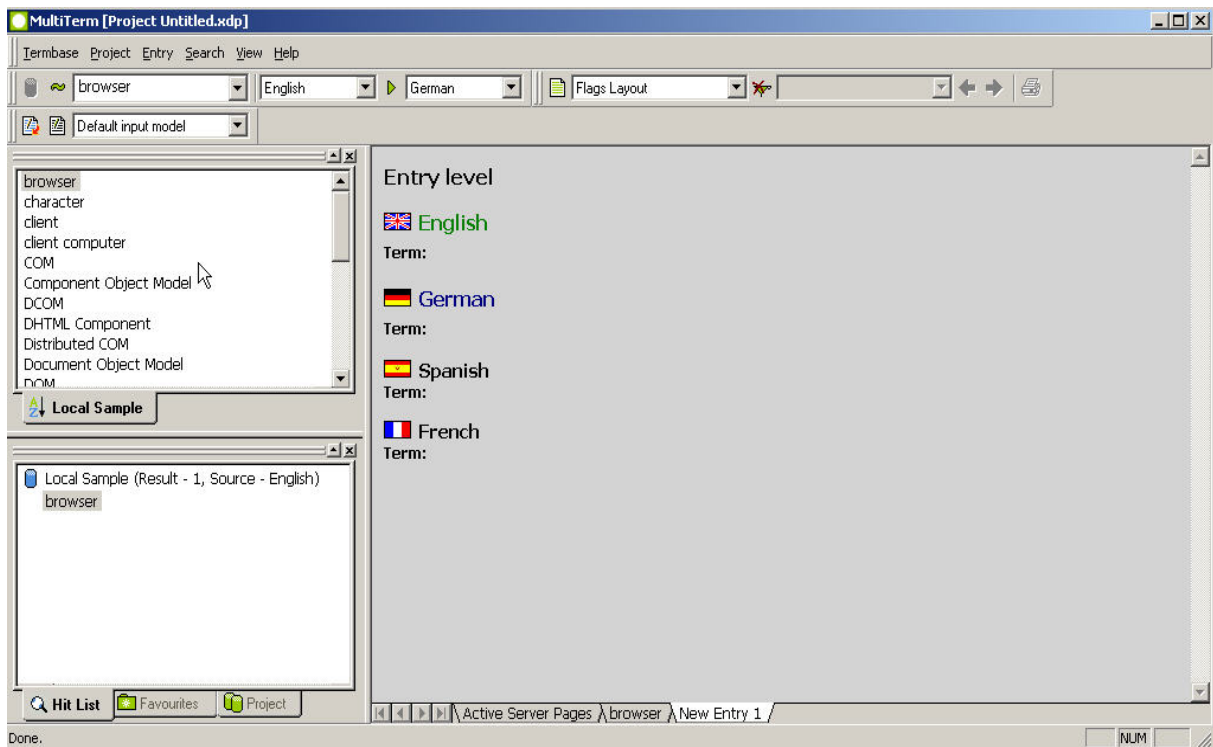
MultiTerm will then switch to view mode and show the entry with all changes made.




6. Entering terms in databases

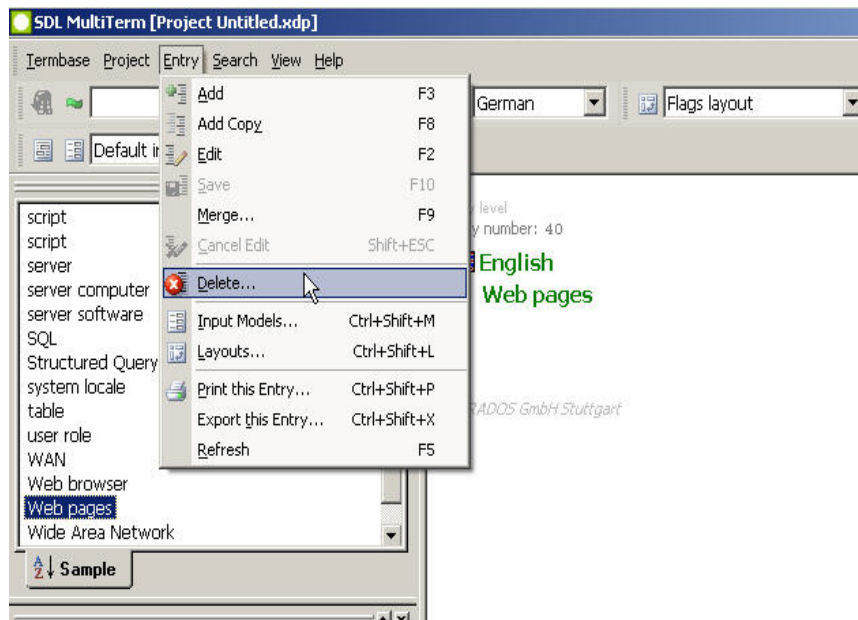
In order to populate the database:


1. Open the file "ICT.doc"
2. Read the text and think about possible terms that later you would like to use to create new entries in the database
3. To create new entries for the terms:
 - Go to the **Entry** menu and click on **Add** or press the **F3** key. *MultiTerm* switches to the edit mode and shows the existing languages available in the database.

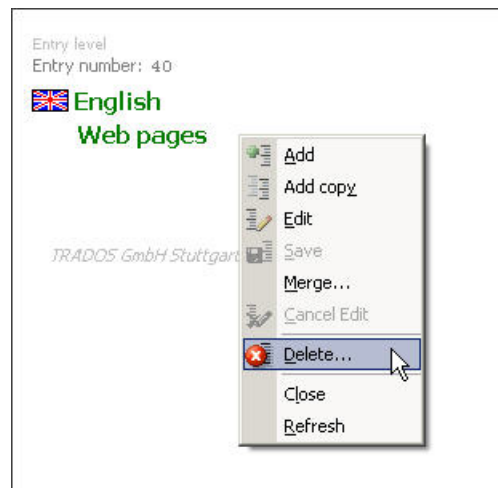


If you made a mistake and you want to delete the whole entry:

- Select the entry you want to delete in the left-hand navigation pane, go to the **Entry** menu and click **Delete** .



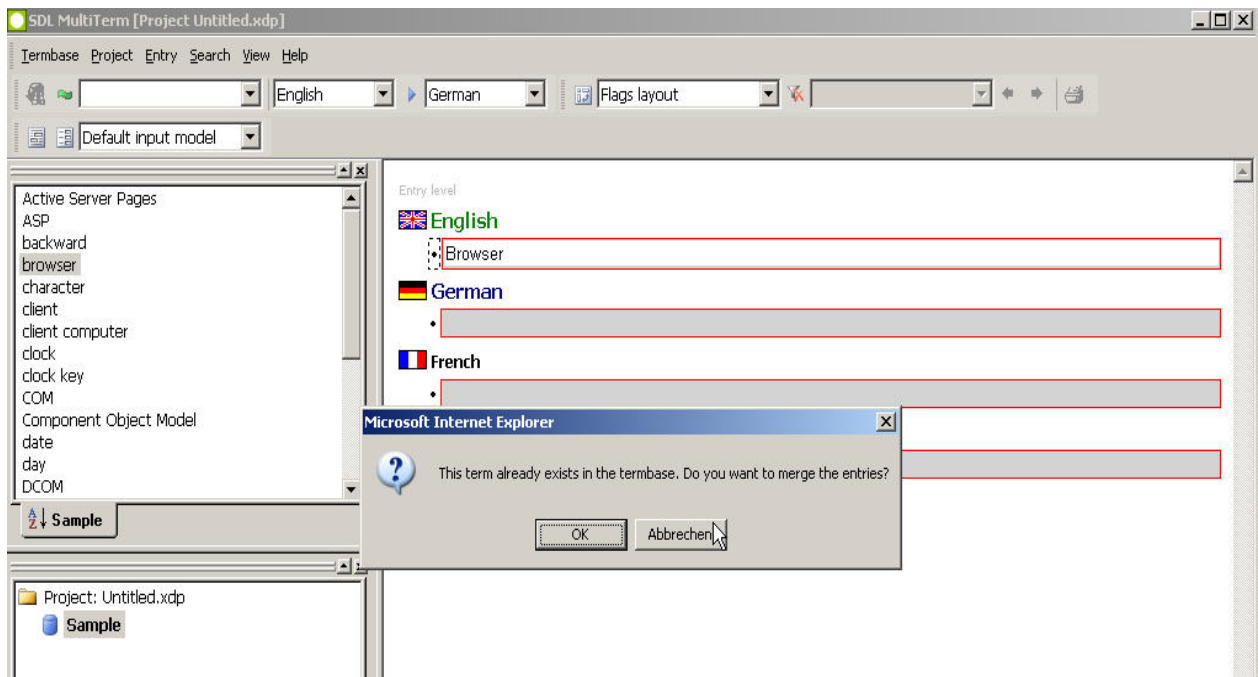
- or in the view mode right-click with your mouse and select the **Delete**  option from the context menu that appears.



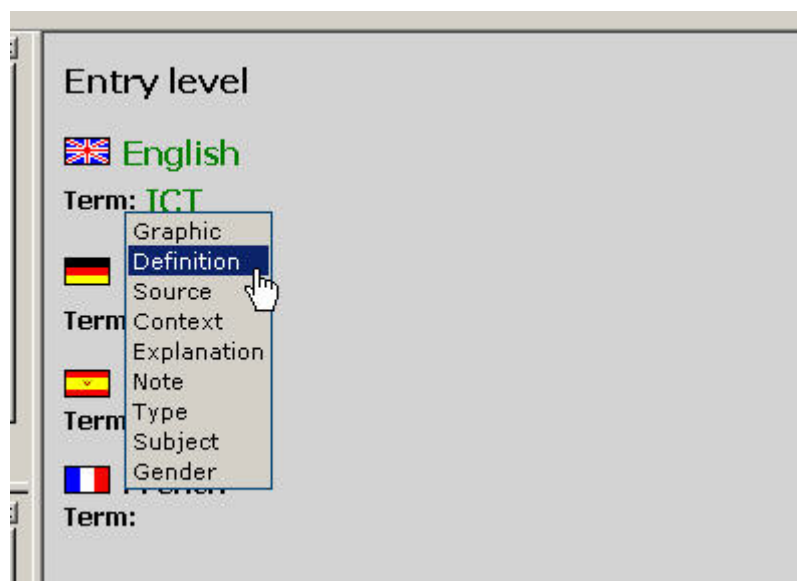
- By clicking on the field **Term** in one language an entry field opens where you can type in or paste the new term – if e.g. you have copied it before. For example, enter the term *ICT* in the English entry field and press the **Enter** key.



Sometimes you cannot remember if you have already entered a specific term in your database. If you type it anyway and try to save it, *MultiTerm* will tell you that the term already exists and will ask you if you want to merge the entries – e.g. when there are synonyms. If you do not want to merge the entries, click **Cancel**.



- When you have identified equivalents in the other languages, enter them too. If you want to include grammar information, definitions, contexts, etc. right-click on the term field of the particular language you are working with and choose the field you want from the list that opens.



- Once the new field has been created, click on the field name in order to enter appropriate information. Edit the entry as explained in section 4.3 **Editing existing entries**.