MultiTerm 2011
For Translators and Project Managers
Training Course
Learning objectives

- Terminology management with SDL MultiTerm 2011
  - Basic terminology concepts
  - Components and their interaction

- How to…
  - Search, edit, delete termbase entries
  - Define filters
  - Create termbases from scratch
  - Convert existing glossaries for use in SDL MultiTerm
  - Work with input models
  - Extract terminology
  - Access termbases from SDL Trados Studio
  - Export termbase content to tables and printable dictionaries
Agenda

- Training outline
- Terminology work – Basic principles
- SDL MultiTerm 2011 – Technologies overview
- Training presentation
- Questions and answers
Training outline
Training outline

- **Introduction**
  - Basic concepts
  - Scope of SDL MultiTerm

- **The SDL MultiTerm 2011 Environment**
  - Starting SDL MultiTerm and opening a termbase
  - User interface overview

- **Searching a termbase**
  - Browsing, Normal search, Fuzzy search, Full-text search
  - Using filters

- **Creating a termbase using a template**
  - Modifying the template by adding an extra information field (e.g. Subject)
  - Converting an existing glossary from MS Excel into SDL MultiTerm XML format
  - Importing the converted glossary into the empty termbase
Training outline

Creating a new termbase from scratch
- Adding languages (indexes)
- Adding information fields (descriptive fields)
- Defining the termbase structure

Adding entries to a termbase
- Adding a new entry to the termbase
- Streamlining the entry creation process through input models
- Terminology extraction: using legacy documents to fill your termbase quickly

Using SDL MultiTerm from SDL Trados Studio
- Using active terminology recognition to insert terms into your translation quickly
- Searching a termbase from SDL Trados Studio
- Adding termbase entries on the fly while translating
Exporting termbases

- Full export (for backup purposes)
- Partial export based on a filter
- Exporting to tabular format (2-column, bilingual term list)
- Exporting to a printable RTF format

SDL MultiTerm Online - overview

- Scope of SDL MultiTerm Online - publishing terminology to make it available to a broad audience
- Logging in to SDL MultiTerm Online
- Searching a termbase within your Web browser
Terminology work –
Basic principles
What is Terminology?

- **Collection of terms**
  - with a special meaning belonging to a subject field, product, company…

- **Activity**
  - i.e. the set of practices and methods used for the collection, description and presentation of terms

- **Theory**
  - i.e. the set of premises, arguments and conclusions required for explaining the relationships between concepts and terms which are fundamental for a coherent activity of collecting, describing and presenting terms
Why Terminology?

Not everybody is a specialist and knows the terminology of a subject field, product or customer

- Existing terminology needs to be accessible to all technical writers and translators in order to be used consistently
- New terminology does not exist in source or target language and needs to be created by technical writers and translators

Terminology improves the **productivity** of technical writers and translators
Terminology consistency is one parameter for measuring **quality**
Consequences of inconsistent terminology

- Process delays
- Hold-ups in internal / external communication
- Misunderstandings / fault reactions
- Customer dissatisfaction
- Employee dissatisfaction
- Delayed market launch

Changing an unmanaged term in a software product, documentation and translation memory is a tedious, time-consuming and expensive work.
Who needs Terminology?

Different departments in a company can benefit from terminology work.

- Technical documentation
- Translation
- Standardization
- Terms
- Terminology
- Marketing Communications
- Software Localization
What is a Termbase (TB)?

- Multilingual database
  - terms
  - synonyms
  - additional information (status, notes)
  - multimedia objects (image, video, audio)
  - cross-references to terms, entry numbers, hyperlinks

**Supports virtually any language**

**Freely definable structure**

**Integrates to MS Word / SDL Trados Studio / SDL Passolo / SDL AuthorAssistant**
Term-oriented vs. Concept-oriented

**Term-oriented**
- Term A
  - Concept A
  - Concept B
  - Concept C
- Mouse
  - 1 term
  - 2 different meanings

**Concept-oriented**
- Concept A
  - Term A
  - Term B
  - Term C
- Mouse
  - EN: mouse
  - EN: rodent
  - DE: Maus
  - 1 meaning
  - different terms

Concept-oriented approach is the basis for multilingual terminology work
Term-oriented vs. Concept-oriented

**Term-oriented**
- DE: Bank
- EN: Bench

1 term, 2 different meanings

**Concept-oriented**
- EN: bank
- DE: Bank
- DE: Geldinstitut
- EN: bench
- DE: Bank
- DE: Sitzmöbel

1 meaning, different terms

Language direction can easily be switched
SDL MultiTerm 2011 – Technologies overview
SDL MultiTerm 2011 – Applications overview

SDL MultiTerm 2011

• Terminology management
  SDL MultiTerm
  – Desktop
  – Convert
  – Extract*
  – Widget
  – Administrator*

  – Interface to MS Word, SDL Trados Studio, SDL Passolo

SDL OpenExchange Apps

• Extensions
  – Excelling MultiTerm
    Interface between Microsoft Excel and SDL MultiTerm
  – Publishing MultiTerm
    Convert termbase content to PDF or XML

More apps available for download!
## SDL MultiTerm 2011 - Components

### Desktop Client
- Create termbases
- Modify termbases and termbase content
- Stand-alone or connection to MultiTerm Server

### Convert
- Convert terminology data (MTW, XLS, TBX, OLIF, TXT, CSV) to MultiTerm XML format
- Import converted terminology to MultiTerm
- Stand-alone application

### Extract & Phrasefinder
- Extract terminology data from different document formats
- Export extracted terminology data to termbases

### Widget
- Search terms in any language and from any application
- Use of own terminology or online resources

### Administrator
- Manage users
- Set up and administrate termbases in a multi-user setup
- Define access rights to shared termbases
- System information, usage statistics, license and installation details
Adding content to a Termbase

Adding and editing terminology manually with MultiTerm Desktop

Using SDL Passolo

Converting glossaries (XLS,…) with MultiTerm Convert

Terminologist

Translator

Reviewer

Author

Adding terminology while translating from SDL Trados Studio 2011

Term extraction with MultiTerm Extract or PhraseFinder

Adding terminology while reviewing in SDL Trados Studio 2011

Adding and editing terminology manually with MultiTerm Desktop

Working with a termbase increases consistency in source documents and translations.
Integrated, fully customizable user interface. You can maximize, minimize, move windows to a second screen…
Hierarchical entry structure:

- **Entry level**
  - contains entry number, system fields, and any descriptive fields that apply to the entry (concept) as a whole.

- **Index level**
  - contains index (or language) fields with terms as content, and any descriptive fields that apply to the index as a whole.

- **Term level**
  - contains any descriptive fields that apply to a given term, synonyms, abbreviations,...
Termbase objects

Data format and storage

**Layout definition (XDL)**
- Display of termbase entry fields
- Display of term data

**Input model definition (XDM)**
- Form for entering data into termbase entries

**Termbase definition (XDT)**
- Display of termbase entry fields
- Allowed fields and structure
- Indexes = languages, data fields,…
- One termbase definition per termbase

**Filter definition (XDF)**
- Display of termbase entry fields
- Restrict display of term data by criteria

**Entries (XML)**
- Terms
- Additional data

**Export definition (XDX)**
- Predefined and customize
- Export data in external applications

**Import definition (XDI)**
- Import content from legacy data
Termbase definition (XDT)

- Specifies the number and type of fields that a termbase entry may contain
- Specifies the entry structure that entries must conform to. The entry structure specifies:
  - The number and type of fields that may exist at each level in the entry.
  - Field settings, such as whether fields are mandatory or multiple at a given level.
  - The hierarchical structure of fields at each level, that is, whether fields are nested or not. The MultiTerm termbase model supports unlimited nesting of descriptive fields.
- The termbase definition is created in the Termbase Wizard as an integral part of termbase creation.
Filter – defines a subset of termbase data for search, import or export purposes.

Layout – style sheet that defines how entries are displayed in MultiTerm and MultiTerm Online.

Input model – acts as a template for creating and editing termbase entries. The input model can also be used to control access to certain fields.

Import definition – defines the parameters of the import operation. The import definition is also required to process the import.

Export definition – defines the parameters of the export operation. The export definition is also required to process the export.
Training presentation
Managing terminology with SDL MultiTerm 2011 Server
Managing Terminology with SDL MultiTerm Server

Term extraction with MultiTerm Extract or PhraseFinder

Add terminology while translating from SDL Trados Studio 2011

Add terminology while reviewing in SDL Trados Studio 2011

Add and edit terminology manually with MultiTerm Desktop

Converting glossaries (XLS,…) with MultiTerm Convert

Translators and reviewers immediately see new terms added by other users. No manual data exchange / updating required.
Managing Terminology with SDL MultiTerm Online

Terminology can be searched and edited via a web browser. No software needs to be installed!
Additional information

Processes
Searching MultiTerm Termbases

Normal search
- Finds a specific term or terms beginning with a particular character or series of characters. Excluded from this type of search are termbase entries that have no term for the selected source language.

Full Text search
- Searches on all text fields in all termbase entries in all languages. If the value is present anywhere in an entry, the first term in the entry is displayed as a search result.
- Multimedia fields are not searched.

Fuzzy search
- Finds terms that are identical or similar to the search value.
- The results are sorted with best matches shown at the top of the results list.
- The search value must contain at least three characters.
- You cannot use wildcard characters.
- Termbase entries that have no term for the selected source language are not included.

Duplicate term
- Searches for identical terms for the same language.
- This search is performed on the default termbase only.

Ad-hoc Entries
- Searches for termbase entries that were added to SDL MultiTerm from other applications.
- These entries are often incomplete.
Working with Filters

- Restrict search to entries that match one or more specific criteria, e.g.
  - Status = X
  - Modified by Y
  - Created on Z

- You can use either predefined filters or customized filters defined by yourself
  - Define filter via Catalogue View
  - Select filter in Terms View
  - Search

**Simple filter**

One filter rule

**Advanced filter**

- Multiple filter rules
- Joined together using AND and OR
Searching from other applications (SDL MultiTerm Widget)

- Application that runs in background
- Can be called from 3rd party apps e.g. MS Office

1. Start SDL MultiTerm Widget
2. Select termbases
3. Highlight search term
4. Press Ctrl+Alt+F8
5. Close Widget
Creating Termbases

SDL MultiTerm

Specify Termbase definition
- Create new termbase definition
- Use
  - predefined termbase template
  - existing termbase definition
  - existing termbase

Add general information
- Name
- Description
- Copyright

Add fields
- Index fields = languages
- Descriptive fields
  - Status, Note, Context, Source...
  - Type: Text, Picklist, Multimedia

Specify entry structure
- Entry level
- Index level
- Term level

What information is needed in addition to source and target term? Add as little fields as possible and as many as necessary...

Which field describes the concept (entry level)? Which field relates to the whole language (index level) and which one to a specific term (term level)?

The predefined termbase templates can be adjusted and extended during termbase creation.
The setup of a termbase can be stored as definition file in XDT.
Extracting Terminology

SDL MultiTerm Extract

Monolingual
- Project name
- Termbase
- Language(s)
- Documents
- Learning termbase
- Settings
- Stopword list

Bilingual (TMX, TXT, TTX)
- Statistical vs. linguistic terminology extraction

SDL MultiTerm Extract:
- Statistical extraction / Supports all languages
SDL PhraseFinder:
- Linguistic extraction / Supports English, French, German, Italian, Spanish, Dutch and Portuguese
Importing Glossaries

SDL MultiTerm Convert

- CSV, TXT, XLS/X, TBX
- Convert
- Map imported information to termbase structure
- Convert

SDL MultiTerm

- Create termbase
  - Based on termbase definition (XDT)
- Import terms
  - Into existing or new termbase
- SDLTB

When importing into existing glossaries: Make sure that column headers in the glossary to be converted match the field names defined in the MultiTerm termbase!
Input models are custom forms for editing / adding entries in order to facilitate / harmonize terminology work.

You can either select a default input model or create a new customized input models via catalogue view.

- Adding general information
- Adding entry-level fields
- Adding index fields (languages)
- Adding description fields
- Save
- Select input model in Terms View
- New terms

Input models can be saved as XDI files and shared with other translators.

To create a new input model: **Catalogue View > Input models**
Exporting Termbases

Export definitions:
- Via catalogue view
- Create new export definition
- Select existing export definition
- Process

Export is done in the catalogue view.
Accessing Termbases from SDL Trados Studio 2011

- **Search terms during translation and review**
  - Automatic terminology recognition
  - Supports multiple termbases
  - Insert term translations into target segment

- **Add new terms on-the-fly**
  - Only to the default termbase

Add termbases via Project Settings > All Language Pairs > Termbases. SDL MultiTerm does not need to be installed to access tembases during translation.
Translating single files (open document)

A single file project is automatically created (.sdlproj) in the location of your source files.
Preparing a Translation Project in SDL Trados Studio 2011

Pre-production & file preparation
- Convert to supported file format
- Check formatting
- Hide text

Project creation
- Project information
- Languages
- Files
  - Source files
  - Reference files
  - Localizable files
- Merge files
- Translation Memories
  - Termbases
  - AutoSuggest dictionaries
  - QA settings

Project preparation
- Convert to translatable format
- Copy to target languages
- Analyze
- Pre-translate
- Create project
- Translation Memory
- Apply PerfectMatch
- Read reports
- Prepare quote
- Schedule project

Task assignment
- Package creation
- Via email or FTP

Don’t forget to add a termbase and to define the terminology verification settings for your project.
Outlook and conclusion
Terminology work

What is the best moment to collect terminology?

Who should collect terminology?

What is the best way to collect terminology?

What is the best way to approve terminology?

Terminologist

Terminology management should be planned and integrated into the workflow
When to collect Terminology?

**During product development**
Ideal situation: clear source language term right from the start
Problem: often missing resources/specific qualifications
→ Manual terminology collection

**During source text creation (documentation/marketing)**
Ideal situation: automatic integration of the terminology database
→ authoring assistance
Controlling of existing texts
Interface to terminology database
→ Semi-automatic terminology collection

**Before/during/after translation**
Before translation: inevitable for large translation projects
During translation: interface between TM system and terminology database
After translation: manual or semi-automatic bilingual term extraction of TM data
→ Semi-automatic/automatic terminology collection

→ As early as possible
Benefits of Terminology work

- Time-to-market
- Number of wrong orders
- Number of support demands
- Time for terminological tasks

- Communication between departments and customers

- Productivity
- Quality (consistent usage of Corporate Language)
- Employees' motivation

- Costs
- Time
- Nerves!
Questions?

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