



Lesson 2: Termbases

Lesson overview

Screen 1

Welcome	Screen
<p>In Module 1, we talked about why terminology is important, and learned how to create a simple terminology list in Excel. In this lesson, we're going to take things a step further, and use our terminology list to create a terminology database that we can link interactively with Trados Studio.</p>	

Screen 2

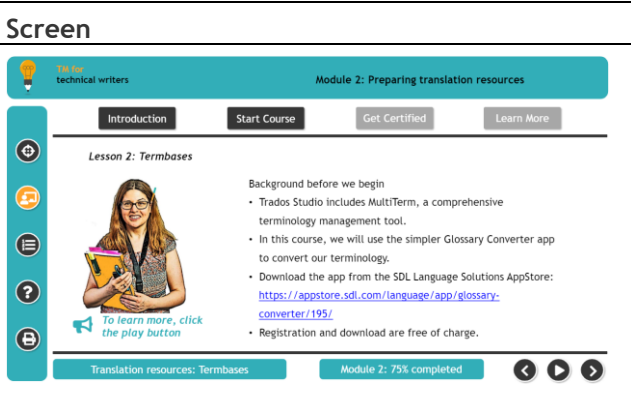
Objectives	Screen
<p>On completion of this lesson, you will be able to:</p> <ul style="list-style-type: none">• Name the terminology management tool delivered with Trados Studio• Use the SDL Language Solutions AppStore to download useful translation apps• Convert an Excel terminology list to a termbase for use with Trados Studio	



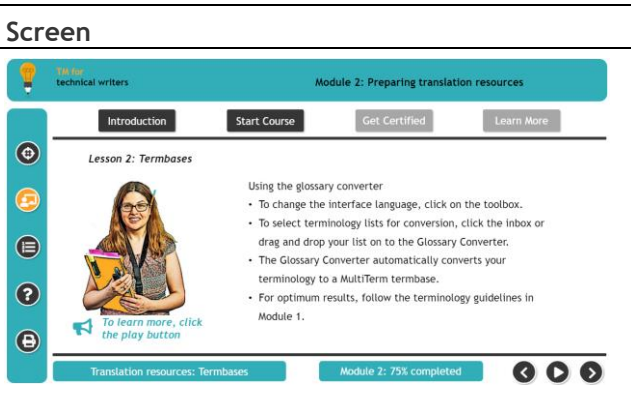


Lesson Content

Screen 1

Background before we begin	Screen
<p>Trados Studio includes a fully-fledged terminology management tool called MultiTerm. We would need a separate course though to talk about MultiTerm in detail. So instead, we will use a simple app to convert our Excel terminology list to the MultiTerm termbase format so that we can use it in Trados Studio. The SDL Language Solutions AppStore has a range of useful translation apps, most of which are free to download. The one we will be using is called Glossary Converter. If you don't already have an SDL account, you will need to register to download the app, but both registration and the app are free of charge.</p>	

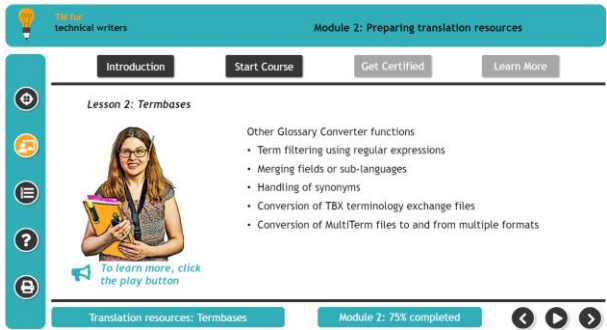
Screen 2

Using the Glossary Converter	Screen
<p>When you start the Glossary Converter, it looks like this.</p> <ul style="list-style-type: none"> • If you need to change the interface language, click on the toolbox, select your language, and click OK. • You can now select one or more terminology lists for conversion by clicking the inbox. • Or you can drag and drop your terminology list on to the Glossary Converter. • The Glossary Converter automatically converts your terminology to a MultiTerm termbase. • For best results, make sure you have followed the guidelines that we talked about in Module 1 of this course. 	

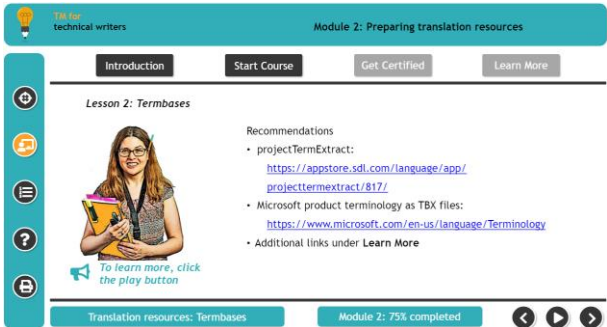




Screen 3

Additional functions	Screen
<p>As you might have noticed, the Glossary Converter also has other functions that you can use to tweak the terminology conversion process, such as term filtering using regular expressions, options to merge fields or sublanguages, and also special handling of synonyms. You can also use the Glossary Converter to convert TBX terminology exchange files from other tools to the MultiTerm format. And you can convert MultiTerm files to and from other supported file formats too. So, this tool is worth taking a closer look at.</p>	

Screen 4

Closing	Screen
<p>Another interesting app on the SDL Language Solutions AppStore is projectTermExtract. This allows you to extract potential terms from a Trados Studio project, so it's a great way to start building terminology if you haven't done so already. You can also download the Microsoft terminology collection for various languages from the Microsoft Language Portal. And if you want to know even more, I've included some resources on MultiTerm and on terminology management in the Learn More section. You can take a look at these at once you have completed this module.</p>	





Lesson Summary

Summary	Screen
<ul style="list-style-type: none">• Trados Studio includes a terminology tool called MultiTerm.• To quickly convert Excel terminology lists to the MultiTerm format, use the Glossary Converter app.• Other Glossary Converter features are term filtering using regular expressions, merging of fields or sublanguages, and special handling of synonyms.• Other apps available from the SDL Language Solutions AppStore include projectTermExtract, which allows you to extract potential terms from a Trados Studio project.	