

Procedures for publishing a new edition of Thesaurus and Glossary (Revised October 2019)

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I. New edition text

- a. Concisely list what is new and improved in this edition.**
- b. Write up short blurb for what's new web page.**
- c. Translate blurb into Spanish (From IICA).**
- d. Publish Online.**

II. Data Integrity checklist

- a. Make sure that you are in the correct MultiTes (NALT20XX.th2) and make sure that you are on English side.**
- b. Generate reports**
- c. For ORPHANS ONLY terms**
 - I. Go to Report generator**
 - II. Select Term Range : Check the box (Skip terms containing brackets “[]”)**
 - III. Term selection: Orphans only (General), Approved (By Status) and Any (Select by date)**
 - IV. Output to: Screen and Print/Export**
 - V. Save the file and correct the orphans, if any, before proceeding further on to other data integrity checks.**
- d. Preferred terms having UC, UPA, MR, USO and CS relationships**
 - I. Go to Report generator**
 - II. Select Term Range: Check the box (Skip terms containing brackets “[]”)**
 - III. Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)**
 - IV. Select by Relationship /HAVE all of the following relationships: UC, UPA, MR, USO, CS**
 - V. Output to: Screen and Print/Export**
 - VI. Save the file and correct the problems, if any, before proceeding further on to other data integrity checks.**
- e. Preferred terms missing ES, BT and SC**
 - I. Go to Report generator**
 - II. Select Term Range: Check the box (Skip terms containing brackets “[]”)**
 - III. Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)**
 - IV. Select by Relationship /DO NOT have any of these relationships: ES, BT and SC**
 - V. Output to: Screen and Print/Export**

- VI. Save the file and correct the problems, if any, before proceeding further on to other data integrity checks.**
- f. Non-preferred terms having BT, NT, RT, DF, DS, ES, TY, HL, SN, UF, UFA, UC and UP**
 - I. Go to Report generator**
 - II. Select Term Range: Check the box (Skip terms containing brackets “[]”)**
 - III. Term selection: Non-preferred terms only (General), Approved (By Status) and Any (Select by date)**
 - IV. Select by Relationship /HAVE all of the following relationships: BT, NT, RT, DF, DS, ES, TY, HL, SN, UF, UFA, UC and UP**
 - V. Output to: Screen and Print/Export**
 - VI. Save the file and correct the problems, if any, before proceeding further on to other data integrity checks.**
- g. Preferred terms having DF but not DS**
 - I. Go to Report generator**
 - II. Select Term Range: Check the box (Skip terms containing brackets “[]”)**
 - III. Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)**
 - IV. Select by Relationship /HAVE all of the following relationships: DF**
 - V. Select by Relationship /DO NOT have any of these relationships: DS**
 - VI. Output to: Screen and Print/Export**
 - VII. Save the file and correct the problems, if any, before proceeding further on to other data integrity checks.**
- h. Preferred terms having DF but no DF on Spanish side**
 - I. Go to Report generator**
 - II. Select Term Range: Check the box (Skip terms containing brackets “[]”)**

- III. Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)
- IV. Select by Relationship /HAVE all of the following relationships: DF and no ES. Report will contain only new terms having DF but not old.
- V. Output to: Screen and Print/Export
- VI. Save the file and correct the problems, if any, before proceeding further on to other data integrity checks.
- VII. For old terms having no DF, either compare old edition of NALT with this one in VIM or check the list of old terms with new DF. (see statistics section).

i. Preferred terms having SN

- I. Go to Report generator
- II. Select Term Range: Check the box (Skip terms containing brackets “[]”)
- III. Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)
- IV. Select by Relationship /HAVE all of the following relationships: SN (Check for proper content, no mixup with DF or SO etc.)
- V. Output to: Screen and Print/Export
- VI. Save the file and correct the problems, if any.
- VII. New QC step: Non-pref have USO and or donot have USO

j. (Data Integrity on Spanish Side)

I. Generate reports

a. For ORPHANS ONLY terms

- i. Go to Report generator
- ii. Select Term Range : Check the box (Skip terms containing brackets “[]”)
- iii. Term selection: Orphans only (General), Approved (By Status) and Any (Select by date)
- iv. Output to: Screen and Print/Export

- v. **Save the file and correct the orphans, if any, before proceeding further on to other data integrity checks.**

b. Preferred terms

- i. **Go to Report generator**
- ii. **Select Term Range: Check the box (Skip terms containing brackets “[]”)**
- iii. **Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)**
- iv. **Select by Relationship /HAVE all of the following relationships: UFA (report is incorrect as it includes EN), UF (report is incorrect as it includes EN), UPA, UC, USO, MR, CS and DS**
- v. **Output to: Screen and Print/Export**
- vi. **Save the file and correct the problems, if any, before proceeding further on to other data integrity checks.**

c. Preferred terms missing EN

- i. **Go to Report generator**
- ii. **Select Term Range: Check the box (Skip terms containing brackets “[]”)**
- iii. **Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)**
- iv. **Select by Relationship /DO NOT have any of these relationships: EN**
- v. **Output to: Screen and Print/Export**
- vi. **Save the file and correct the problems, if any, before proceeding further on to other data integrity checks.**

d. Non-preferred terms

- i. **Go to Report generator**

- ii. **Select Term Range: Check the box (Skip terms containing brackets “[]”)**
- iii. **Term selection: Non-preferred terms only (General), Approved (By Status) and Any (Select by date)**
- iv. **Select by Relationship /HAVE all of the following relationships: BT, NT, RT, DF, DS, EN, TY, HL, SN, UF, UFA, UP and UC**
- v. **Output to: Screen and Print/Export**
- vi. **Save the file and correct the problems, if any, before proceeding further on to other data integrity checks.**

e. Preferred terms having DF, DS

- i. **Go to Report generator**
- ii. **Select Term Range: Check the box (Skip terms containing brackets “[]”)**
- iii. **Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)**
- iv. **Select by Relationship /HAVE all of the following relationships: DF and DS**
- v. **Output to: Screen and Print/Export**
- vi. **Save the file and correct the problems, if any, before proceeding further on to other data integrity checks.**

f. Preferred terms having DF but no DF on English side

- i. **Go to Report generator**
- ii. **Select Term Range: Check the box (Skip terms containing brackets “[]”)**

- iii. **Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)**
 - 1. **Select by Relationship /HAVE all of the following relationships: DF and no EN. Can't get report.**
 - 2. **Output to: Screen and Print/Export**
 - 3. **Save the file and correct the problems, if any, before proceeding further on to other data integrity checks.**
 - 4. **For old terms having no DF, either compare old edition of NALT with this one in VIM or check the list of old terms with new definition. (see statistics section).**
 - 5. **Spanish side: Non-pref have all-USE uncheck (skip)**
 - 6. **Non-pref uncheck ES-make report EN; non-pref uncheck ES-Make report ES and compare both**
- iv. **Select by Relationship /DO NOT have any of these relationships: DF on English side (see statistics section, Compare old and this edition of NALT in VIM and make a report).**

III. Assigning RDF/URI to NAL Term Number (English side only)

- a. **Generate report on English side**
- b. **Go to Report generator**
- c. **Select Term Range : Check the box (Skip terms containing brackets "[]")**
- d. **Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)**
- e. **Display items: Select TNR**
- f. **Select by Relationship: Select Do not have any of these relationships: RDF/XML format**

- g. Output Options: Select indent relationship using “none”
- h. Output to : text file and Print/Export
- i. Save the file as text file.

Open the text file in word perfect

- 1. Open text file (ANSI Windows Text) in word perfect
- ii. Go to Find and Replace, Find [HRt]TNR and Replace with |TNR (Pipe TNR). Replace all and make a note of total number of terms replaced.

Note: Terms look like:

Zygosaccharomyces bailii|TNR: 198444

Zygosaccharomyces rouxii|TNR: 198287

- iv. Don't remove lines between terms
- v. Save the file as ANSI (Windows) Delimited Text
- vi. Open in Excel (All files, nothing changed)
 - a. Text Import Wizard Pops up
 - b. Keep as Delimited (checked)
 - c. File origin select “Windows (ANSI)
 - d. Next>
 - e. Delimiters (Tab is Ok)
 - f. Add other (|) pipe in other
 - g. Next>
 - h. In Data Preview:
 - Windows show two parts; one has terms and other has TNR numbers
 - i. Finish
- vii. In Excel , Column A has term names and column B has TNR numbers
- viii. Copy Column B to Column C
- ix. Remove TNR: from Column C
- x. Find TNR:_ (space) and replace with nothing
- xi. Column A has term names; Column B has TNR: 207690 and Column C has 207690 at this point.
- xii. Save file as “Tab delimited *txt”
- xiii. Window pops up with (RDF with three columns.txt may contain features that are not compatible with text (Tab delimited). Do you want to keep the workbook in this format? Yes
 - a. To keep this format, which leaves out any incompatible features, (click Yes?)

- b. To preserve the features, click No. Then save a copy in the latest Excel format.)
- c. To see what might be lost, click Help)
- d. Click “No”
- ix. Open the saved Excel file in word perfect as ANSI Windows Text
 - j. View (Reveal codes) or Alt + F3
Term [tab] TNR:123 [tab] 123
 - k. Replace [Hrt] with [Hrt][Hrt]
 - l. Replace [Left Tab]TNR: with [Hrt] URI:<a href=”http://lod.nal.usda.gov/nalt/
 - m. Replace [Left tab] with “http://lod.nal.usda.gov/nalt/
 - n. Replace [Hrt][Hrt} with [Hrt][Hrt]
 - i. Save file as ASCII Dos text
 - ii. Save file as URI and save as RDF (add .rdf)
 - o. Now term looks like
Zygosaccharomyces rouxii [Hrt]
URI:<a href=”http://lod.nal.usda.gov/nalt/ 198287[Left Tab] 198287[Hrt][Hrt]
 - p. Replace [Left Tab] with ">|http://lod.nal.usda.gov/nalt/

RDF: <a href=<http://lod.usda.gov/nalt/TNR.rdf>>http://lod.nal.usda.gov/nalt/TNR.rdf
 URI: <a href=<http://lod.nal.usda.gov/nalt/TNR>><http://lod.nal.usda.gov/nalt/TNR>

RDF: http://lod.nal.usda.gov/nalt/4333.rdf
 URI: http://lod.nal.usda.gov/nalt/4333

RDF
 http://lod.nal.usda.gov/nalt/TNR.rdf
 URI
 http://lod.nal.usda.gov/nalt/TNR

- IV. Create NALT and TESA xml files for MARC format from web file
 - a. Create NALT and TESA xml files and send to Ying/Chuck for MARC

Note: for generation of xml files follow steps after statistics instructions in this document (Generate xml reports for conversion into MARC files for Chuck/Ying, if the run by them on xml files shows errors, fix it and send xml reports again to them)

**A. Save NALT and TESA xml files in
S:\NAL\DOCS\thes\Chuck\20XX folder.**

- 1. On English side, web file, check term selection, approved, preferred, check skip terms containing brackets, TAB display: select ES, UF, UFA,BT,NT,RT,SN,DF,DS,TNR,SC (don't select HL/or TY) and uncheck split long relationships).**
- 2. On Spanish side, check term selection, approved, preferred, EN, UP, BT,NT,RT,SN,DF,TNR,SC) and uncheck split long relationships).**
- 3. Output to XML**
- 4. Ask IT Helpdesk (Ying, Li) to create zipped MARC format for NALT.xml and TESA.xml files and list of duplicates. If there are duplicates in the file, fix in the NALT and again create xml files**
- 5. File can be found in the
S:\NAL\DOCS\Chuck\20XX\1st run**

V. Statistics and data EN/ES balance

Note: Statistics should be done on Web file

a. Run a statistics report

Make sure that you are on English side.

- i. Run thesaurus information statistics report**
- ii. Go to Report generator**
- iii. Select Term Range: Check the box (Skip terms containing brackets “[]”)**
- iv. Term selection: Approved (By Status), Preferred term (DE) and Input date (From 20XX-12-10 to 20XX-11-?)**
- v. Output to: Text file and Print/Export**
- vi. Save the file and open in WordPerfect 10. Note the DE count.**
- vii. Similarly, get counts of Non-DE , preferred with SN, preferred with DF.**

Note: For web statistics, total count =preferred terms + non preferred terms

- b. Go to Spanish side and run statistics report for DE (Terminos pref), NonDE (Ref cruza), preferred with SN and preferred with DF and note the counts.**

Stats generated for 20XX Edition of Thesaurus, see below

English

- DE (Preferred terms) 53280
- NonDE (Non preferred terms/Lead –in terms) 45410
- preferred with SN 889
- preferred with DF 3821

Spanish

- DE Terminos pref (53280)
- NonDE Ref cruza (28,980)
- preferred with SN (517)
- preferred with DF (3695)

Note for web statistics: total count=preferred terms +non preferred terms

c. Compare Word counts to thesaurus information report.

Note: If # of DF in English does not equal # of DF in Spanish (Not done in Dec 2013 as number was equal)

d. Generate reports (English side) for DE (descriptor)

1. Go to Report generator
2. Select Term Range : Check the box (Skip terms containing brackets “[]”)
3. Term selection: Preferred only (General), Approved (By Status)
4. Select by Relations: Select DF
5. Display items: Select ES
6. Output to: comma delimited file (delimited text?)
7. Print/Export

e. Generate reports (Spanish side) for DE (descriptor)

1. Go to Report generator
2. Select Term Range : Check the box (Skip terms containing brackets “[]”)
3. Term selection: Preferred only (General), Approved (By Status)
4. Select by Relations: Select DF
5. Output to: text file
6. Print/Export
7. Create Excel file with file #1
8. Sort Spanish terms A-Z
9. Copy/Paste Spanish terms and save as text file (This represents English terms with DF)

10. Open text file just created from file #1 in VIM. Split-Diff with text file#2 and note differences in files.
11. Fix the problems (adding translations where missing)
12. Rerun orphan report
13. Rerun DE with no ES report
14. Get DF counts in English and Spanish again
15. Update statistics and use on statistics web page

VI. Generate Reports (list of replaced DE) for voyager, bibliographic conversion

Note: This is Refinement File for YING/Chuck

1. Make sure that you are in the old MultiTes (**NALT20XX.th2**) on S drive and make sure that you are on English side.
 - a. Generate reports
 - b. Go to Report generator
 - c. Select Term Range : Check the box (Skip terms containing brackets “[]”)
 - d. Term selection: Preferred only (General), Approved (By Status) and Any (Select by date)
 - e. Output to text file and save as 20XX List of descriptors in export (C:mt2007)
2. Make sure that you are in the old MultiTes (**NALT20XX.th2**) on S drive and make sure that you are on English side.
 - a. Generate reports
 - b. Go to Report generator
 - c. Select Term Range : Check the box (Skip terms containing brackets “[]”)
 - d. Term selection: Preferred only (General), Approved (By Status) and Any (Select by date)
 - e. Output to text file and save as 20XX List of descriptors
3. Compare both files in Vim Editor (Note: we are looking for Terms those are present in 2016 and not in 2017)
4. Check it with “Terms replaced between 2016 and 2017” found in S:/NAL/TSD/Indexing/Thes/2017 to make sure that we have correct list of replaced terms, and correct the wrong terms, if any.
5. Refinement list:
 - a. Open the file “list of replaced descriptors between 2016 and 2017” in notepad and replace = with 0=.

- b. Assign 0 after “=” In the beginning of non-geographical term, and assign 1 in front of geographical regions, if any

Few examples:

adult animals=0adults

Agricultural Resource Management Study=0Agricultural Resource Management Survey

Alfalfa transient streak virus=0Lucerne transient streak virus

- c. Save the file as text in notepad and save it in Chuck's folder (S:NAL/DOCS/Thes/Chuck/20XX)
- d. This file will be used for bibliographic conversion
- e. After programs run, check for errors. Check terms on the refinement list for correctness.

VII. Coding for List of replaced descriptors

1. Open list of replaced descriptors in word perfect or copy paste.
2. Find and replace; Find “=” Replace with “centre tab”
3. Copy paste in Excel (separates terms in 2 columns)
4. Copy column B into C of Excel
5. Copy column A and paste into notepad, copy from notepad and paste into wordperfect 10 and code and paste coding into column A of Excel
6. Copy column B of Excel and paste into notepad and from notepad paste into wordperfect 10 and code; paste coded terms into column B and do the same with column C of excel
7. When all three columns of Excel has terms with coding, save excel file as text tab delimited.
8. Open it in notepad and remove “ or extra tab if present by doing find and replace.

VIII. Generate xml reports for conversion into SKOS files for GARY

Note: File For GARY

Note: We can also generate SKOS files by going programs.nal.usda.gov

NALT-to-SKOS Converter

And load both xml files (EN and ES) and run conversion. It will give us one file!*

Save target as....can save the file in Q/SKOS folder.

We can also run QSKOS report

Go to <http://qskos.poolparty.biz/login>

Login through google email sujatasuri1010. Name the thesaurus (combined files ES and EN)! And upload the file *!*

Wait....It generated QC report immediately

- 1. Make sure that you are in the old MultiTes (NALT20XX.th2) on S drive and make sure that you are on English side. This is the final NALT copy of the year.**
- 2. Generate reports, Go to Report generator**
- 3. Select Term Range : Check the box (Skip terms containing brackets “[]”)**
- 4. Term selection: Preferred only (General), Approved (By Status) and Any (Select by date)**
- 5. On TAB “Display items”**
- 6. Select UF, BT, NT, RT, DF, TNR, UPD, INP, ES, SC, SN and (NO HL, TY). Note, I added UFA for QSKOS for EN.**

**Output to xml file and save as EN_NALT20XX xml file in
S/NAL/DOCS/Thes/ Gary_SKOS/ 20XX**

- 9. Make sure that you are in the old MultiTes (NALT20XX.th2) on S drive and make sure that you are on Spanish side.**
 - a. Generate reports**
 - b. Go to Report generator**
 - c. Select Term Range : Check the box (Skip terms containing brackets “[]”)**
 - d. Term selection: Preferred only (General), Approved (By Status) and Any (Select by date)**
 - e. On TAB display items,**
 - I. Select UP, BT, NT, RT, DF, TNR, UPD, INP, EN, SC, SN (Do not select TY and HL)**
 - II. Output to xml file and save as NALT20XX in
S/NAL/DOCS/Thes/Gary_SKOS/ 20XX**

IX. Create Thesaurus Web Database

The web version of the thesaurus does not contain hidden labels (HL) and typographical errors (TY) as cross references. They need to be removed from the database and not simply suppressed from display since the data will be included in the search results.

- A. Open Main Thesaurus File (NALT20XX.th2) in MultiTes, using Administrator Password.j7109irol**
 - 1. Copy the thesaurus**
 - 2. Go to File / Complete, and SAVE with new name (e.g.,NALT20XXweb.th2).**

3. Close the main file.
- B. Open new web database file, using Administrator Password.
 1. Go to Define / Relationships –
 - Delete the Codes/Reciprocals - HL/MR and CS/TY. Delete UC/UPA also. Take out ST (Semantic Type) also
 - Note: If you delete HL, MR will automatically be deleted – same with CS and TY.*
 2. There are now orphans, which have to be removed.
 3. Generate a report for orphans only.
 - a. Go to Report generator
 - b. Select Term Range : Check the box (Skip terms containing brackets “[]”)
 - c. Term selection: Orphans only (General), Approved (By Status) and Any (Select by date)
 - d. Output to: text and Print/Export
 - e. Save the file and output to text file.
 4. Using WordPerfect, edit this text file
 - a. Add FLG: X as the last line under each term. (*****Note the number of terms***)
 - b. Replace [Hrt][Hrt] with [Hrt]FLG:Y[Hrt][Hrt] ...save as ANSI windows text file.
 - d. Save as text file.
 - i. Import this file containing orphans into NALT20XXweb.th2.
 - a. Remove all terms with FLG: X
 - b. Go to Edit / Remove group of terms ...
 - c. Find terms which: are flagged as ... X
 - d. Highlight All terms manually appearing in search window, – Press Select. Clicking “select” will delete them all.

Note the number of terms and make sure it matches what you had in step 4. a.

[Note: Check terms with 5' (prime character) as they sometimes do not delete]

- e. Clean up candidates-remove
- f. Check orphans-remove and again check orphans

Note the size of the file....same as size of the file with HL/s. It is because of empty space.

Go into file with Admin password “j7109irol” and files-> advanced tools ->restructure database...use it for all web related files etc. Check restructured database again as it sometimes still has orphans. So, FLAG and remove.

This database can now be used to produce the "new terms" reports. – Section VII

- b. Backup file to S:\NAL\DPD\I&I\mtm\20XX:
- c. Go to File, restructure database
- d. Save file to S:NAL\DPD\I&I\mtm\20XX:Drive

X. Create Glossary web database (GLOS20XX.th2)

- a. In MultiTes, Open 20XXweb.th2 file

B. Create glossary report/import files using Report Generator

1. on English side

- On Tab "Select Term Range"
 - Check Skip terms containing []
- On TAB "Term Selection"
 - Check - Preferred terms only
 - Check – Approved only
- On TAB "Display Items"
 - SELECT DF, DS, UF, ES
 - uncheck split long lines into several smaller...)
- On TAB "Select by Relations"
 - Select DF (Definition)
- On TAB "Output Options"
 - For "Indent relationships using:" - SELECT None.
 - Check – Repeat label for relationships of same type
- Output to: Select Text file

Print/Export

Save file to designated folder (e.g. C:\mt2007\export)
and name it as an English glossary file (e.g. 20XX_Glossary_EN.txt)

[This will be the English Glossary File for import in Step E.]

2. on Spanish side

- a. Open 20XXweb.th2 file in multiTes on Spanish side
- b. Make sure first and last terms are correct.

- c. On TAB, term selection, check preferred terms and approved only
- d. On TAB, display items, check DF, UP, EN and uncheck split long...
- e. On TAB, select by relationship, check DF
- 5 On TAB, Output Options, select “indent relationships using” “none” and check only-Repeat label for relationships of same type
- 6 Output to text file
- 7 Save file to a designated folder and name it 20XX_Glossary_Es.txt

D. Create new Thesaurus – name it GLOS####.th2 (#### = year)

NOTE: For glossary, we need only DF,DS,UP,UF,USE,USO,EN,ES

- Change ENG code to EN
- Go to Define / Language / NEW - ES Spanish (NOTE: Copy codes, definitions from Thes web database and save as new name 20XXGLOSS.th2)

On English side:

- Go to Define / Relationships (edit out what is not added)
 - 1. New Note – DF, Definition
 - 2. New Note – DS, Definition Source

Note: edit out what is not needed

On Spanish side:

- Go to Define / Relationships
 - 1. EDIT DF – Definición
 - 2. New Equivalent, USO, Véase; UP, Usado por (Reciprocal)

E. Go to English side

- Import file from English Glossary file from B.1

F. Go to Spanish side

- Import file Spanish Glossary file from B.2

G. Go to File / Thesaurus Information

- Check if number of preferred terms equals the expected number of terms with definitions.
- Look for long terms that have been split (e.g. Código ...), or definitions that did not import correctly.

H. Check for errors with reports

- English side:

- nondescriptors without USE
- descriptors without DF

- Spanish side:

- nondescriptors without USO
- descriptors without DF

New: On Eng side (Skip terms, non-pref, have: USO: It will give list of UP's added directly to ENG pref side, so fix them by going to Spanish side and adding UP's there.

Non-pref have USO, do not have UP's.

I. Test on server (English and Spanish). Tweak ini file as needed.

XI. Get List of New Terms in Thesaurus for the Web Page

A. Make sure that you are in the correct MultiTes (NALT20XX.th2 web version) i.e., Web Thesaurus database created in VI.

a. English side, generate report

- i. Go to Report generator
- ii. Select Term Range : Check the box (Skip terms containing brackets “[]”)
- iii. Term selection: All (as we want to include DE and Non DE) (General), Approved (By Status) and From 20XX-12-10 To 20XX-12-? (Select by date)
- iv. Output to text file and Print/Export
- v. Save the file as NALT201X_EN New Terms (DE+Non-DE)

b. Spanish side, generate report

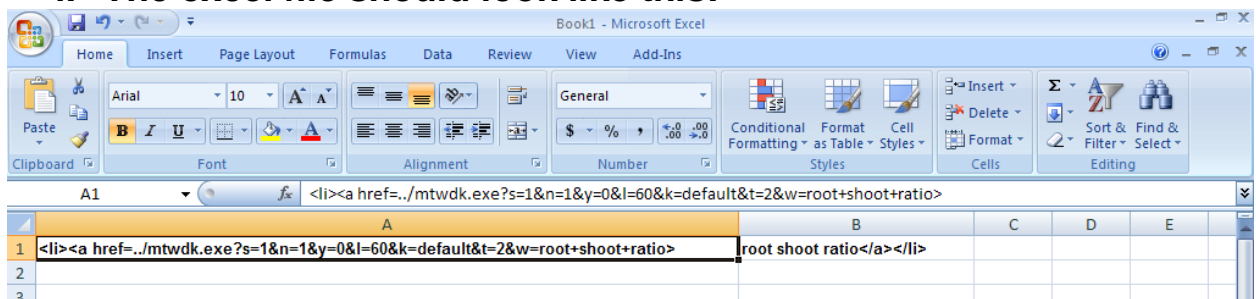
- i. Go to Report generator
- ii. Select Term Range : Check the box (Skip terms containing brackets “[]”)
- iii. Term selection: All (General), Approved (By Status) and From 20XX-12-12 To 2018-12-12 (Select by date)
- iv. Output to text file and Print/Export
- v. Save the file as NALT201X_ES New Terms.txt

B. Format the text/data in Excel, WordPerfect and Notepad to do HTML coding (same procedures are applied to both English and Spanish files)

- a. Open NALT201X_EN New Terms txt file in WordPerfect (ANSI WINDOWS text)
- b. Find and Replace extra line between terms (Find [Hrt][Hrt] and replace with [Hrt])
- c. Save as ASCII Dos Text ****

- d. Use Find and Replace, insert + (plus sign) for spaces in multi-word terms. FIND space; REPLACE with + (Note: root shoot ratio will look like root+shoot+ratio)
- e. Go to top of document and insert the following codes before each term
 - i. For English, insert the code,
[Hrt]<a href=../mtwdk.exe?s=1&n=1&y=0&l=60&k=default&t=2&w=
 - ii. For Spanish, insert the code:
[Hrt]<a href=../mtwdk.exe?s=1&n=1&y=0&l=115&k=es2007&t=2&w=
- f. Go to top of document and add > at the end of each term.
- g. Using FIND/REPLACE: FIND [Hrt] and REPLACE with >[Hrt]
- h. For English, term should appear as below:

- i. For Spanish, Spanish term will have 115 in place of 60
- j. Cut/paste this new list in column A of the Excel file.
- k. Go back to plain list of terms in Word Perfect (Version without + and codes)
 - i. Using Find /Replace, Find all [Hrt] and Replace with [Hrt] (This will place the code at the end of each term: root shoot ratio
 - ii. Copy paste this list in column B of Excel file
- l. The excel file should look like this:



	A	B	C	D	E
1		root shoot ratio			
2					
3					

- m. Save/output the Excel file as text tab delimited.
- n. In Notepad, open the tab delimited file and set all the Notepad margins at 0.5", orientation to landscape, and wrap text off
- o. Use Notepad Find/Replace to remove all TABS

- p. Highlight TAB area and Cut/Paste into Find and Replace with nothing, replace All
- q. Also check for quotations, tab etc. and remove all
 - 1. Each term should have the format as below:

```
<li><a href=../mtwdk.exe?s=1&n=1&y=0&l=60&k=default&t=2&w=root+shoot+ratio>root shoot ratio</a></li>
```

- r. Save as text file (ASCII DOS Text), which will be used for cut/paste into Dreamweaver.
- v. For Spanish, Diacritics can be changed to codes so they will always display correctly (see diacritics on web pages section). Do this in Dreamweaver as it can do the find and replace for TEXT only (not source) since it needs the diacritics in the database statement for the link to work.

XII. Generate Thesaurus TXT "download" files for public for converting it into PDF file later

A. Make sure that you are on English side of web MultiTes (NALT201X.th2 web) and you are using admin password

1. Generate report on English side
 - i. Go to Report generator
 - ii. Select Term Range : Check the box (Skip terms containing brackets “[]”)
 - iii. Term selection: All terms (General), Approved (By Status) and Any (Select by date)
 - iv. Display items: Select DF, DS, SN, UF, UFA, USA, USE, BT, NT, RT, ES, TNR (*For Spanish, select EN,TNR,USO,UP,BT,NT,RT,DF and SN*)
 - v. Output Options: Select Repeat label for relationship and select indent relationship using “none”
 - vi. Check Word-wrap notes i.e., uncheck “split long...” (Word wrap doesn’t matter in Xml)
 - vii. Output to : Text file and Print/Export
 1. Save the file as text file.
 2. Save as 20XX_NALT_EN.txt in export (This file is converted into PDF later)
 - viii. Output to : Xml file and print/Export
 1. Save the file as Xml (Do we need to include SC, TY and HL as these were included in previous instructions?)

2. This file is used for converting it into SKOS (Don/IT converted Xml file into SKOS)

2. Generate report on Spanish side

- i. Go to Report generator
- ii. Select Term Range : Check the box (Skip terms containing brackets “[]”)
- iii. Term selection: All terms (General), Approved (By Status) and Any (Select by date)
- iv. Display items: Select DF, SN, UP, USO, BT, NT, RT, EN and TNR
- v. Output Options: Select Repeat label for relationship and select indent relationship using “3 spaces”
 - i. Output to : Text file and Print/Export
 1. Save the file as text file.
 2. Save as 201X_NALT_EN.txt in export (This file is converted into PDF later)
 - ii. Output to : Xml file and print/Export, save the file as Xml (This file is used for converting it into SKOS (Don/IT converted Xml file into SKOS)

Note: For Thesaurus and Glossary (English and Spanish), 12 download files should be available for public

- i. For Glossary:
 1. One PDF file (EN and ES)
NAL_Glossary_Glosario_201X PDF.zip
 2. One Xml file (EN)
NAL_Glossary_201X.xml.zip
 3. One Xml file (ES)
NAL_Glosario_201X.xml.zip
- ii. For Thesaurus:
 1. One SKOS file (EN) Or ES combined.
NAL_Thesaurus_201X_SKOS.zip
 2. Two Word DOC files (EN and ES)
NAL_Thesaurus_201X DOC.zip
NAL_Tesauro_201XDOC.zip
 3. Two Xml files, each for EN and ES
 4. Two MARC files, each for EN and ES
 5. Two PDF files, each for EN and ES

- A. Open the unzipped text file (English or Spanish) in Microsoft Word 7
- b. Copy and paste the following

- i. **The Title Page (It can be copied from previous Edition)**
- ii. **About the Thesaurus Page**
- iii. **Definitions**
- iv. **Terms and Conditions of Use**
- v. **Availability**
- vi. **Key to abbreviation (see next page/below)**
- vii. **Update the year of Edition and term #**
- viii. **Insert headers before pagination**
- ix. **As some terms starts with diacritics, so insert Symbols and Numbers before A-Z headers using Arial, 14pt, bold**
- x. **Note the page number of where the header for the alphabet appears as this is reused for PDF bookmarks**
- xi. **Remember to be at top of page before pagination. Insert Page # at bottom (middle) of the page.**
- xii. **Title page should be # 1**
- xiii. **Save the file as 2014_NALT_EN_ES.docs (Microsoft word) and also as PDF/XPS, save and publish**
- xiv. **File will take 3-4 hours to process (Note: PDF will automatically open in Adobe reader), see below for title and other pages in English followed by Spanish**

**National Agricultural Library
Agricultural Thesaurus
201X Edition**

National Agricultural Library
Agricultural Research Service, United States Department of Agriculture
10301 Baltimore Avenue
Beltsville, MD 20705 USA
<http://www.nal.usda.gov>

Published in cooperation with:
Inter-American Institute for Cooperation on Agriculture
<http://www.iica.int>

Contact: agref@ars.usda.gov
Internet: <http://agclass.nal.usda.gov/agt.shtml> (English)

http://agclass.nal.usda.gov/agt_es.shtml (Spanish)

About the Thesaurus

The NAL Agricultural Thesaurus (NALT) was originally prepared by staff of the National Agricultural Library to meet the needs of the United States Department of Agriculture (USDA), Agricultural Research Service (ARS). The first edition was published on January 1, 2002, and is only available in digital form. The thesaurus is annually updated. (For more information, see: <http://agclass.nal.usda.gov/agt/about.shtml>).

Definitions

The definitions contained in the Glossary and NAL Agricultural Thesaurus do not constitute USDA's official use of terms and phrases for regulatory purposes, and nothing in these documents should be construed to alter or supplant any other Federal document. Official terminology may be found in the laws and regulations as published in the Congressional Record, Federal Register, and other such sources.

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- d. The NAL Agricultural Thesaurus data carry an international copyright outside of the United States, its Territories or Possessions. These terms and conditions are in effect as long as the user retains any of the NAL Agricultural Thesaurus data obtained from this site.

Availability

The data are available to all requesters, both within and outside the United States. There is no charge for obtaining the file. Files of the data are available on the thesaurus web site or by writing to Thesaurus Staff via e-mail or by mail at: National Agricultural Library, c/o Sujata Suri, Room G-09, 10301 Baltimore Ave, Beltsville, MD 20705 USA.

Key to Abbreviations (Note: place key on 3rd page or see the previous edition)

BT Broader Term
NT Narrower Term
SC Subject Category
SO Source of Term
DF Definition
DS Definition Source

UF Used For
USE Use
UFA Used For AND Type
USA Use AND Type
RT Related Term
TNR Term Number
ES Spanish Translation
For further explanation of these thesaurus relationships and notes, consult:
<http://agclass.nal.usda.gov/structure.shtml>

Tesauro Agrícola **201X Edición**

Biblioteca Nacional de Agricultura
Servicio de Investigación Agrícola, Departamento de Agricultura de EE.UU.

En colaboración con representantes del:
Instituto Interamericano de Cooperación para la Agricultura (IICA)
<http://www.iica.int>

National Agricultural Library (NAL)
Agricultural Research Service, United States Department of Agriculture
10301 Baltimore Avenue
Beltsville, MD 20705 USA
<http://www.nal.usda.gov>

Póngase en contacto con nosotros: agref@ars.usda.gov
Internet: <http://agclass.nal.usda.gov/agt.shtml> (en inglés)
http://agclass.nal.usda.gov/agt_es.shtml (en español)

Acerca del Tesauro

El Tesauro Agrícola (llamado NALT en inglés) fue preparado en primera instancia por la Biblioteca Nacional de Agricultura (NAL por sus siglas en inglés) para resolver las necesidades del Departamento de Agricultura de EE.UU. (USDA por sus siglas en inglés) y del Servicio de Investigación Agrícola (ARS por sus siglas en inglés). La primera edición de NALT fue publicada en inglés el 1 de enero de 2002 y se actualiza en su formato digital de manera anual. (Para más información: http://agclass.nal.usda.gov/agt/about_es.shtml)

Definiciones

Las definiciones comprendidas en el Glosario y el Tesauro Agrícola de NAL no constituyen el uso oficial de términos y frases usadas en el Departamento de Agricultura (USDA), para propósitos reguladores, y nada en estos documentos debe interpretarse para alterar o suplantar cualquier otro documento Federal. La terminología oficial se puede encontrar en las leyes y regulaciones publicadas en el Record del Congreso, Registro Federal, y otras fuentes similares.

Términos y Condiciones de Uso

No se requiere de ninguna licencia para obtener los datos contenidos en el Tesauro de NAL. El uso de los datos está sujeto a las siguientes restricciones, y si se obtuviera una copia de estos datos, se espera que el usuario acepte las siguientes condiciones:

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- b. Ni el gobierno de los Estados Unidos, ni ninguna de sus agencias, contratistas, sub-contratistas o empleados, dan garantía con respecto a la información contenida, expresada e implicada en la base de datos, y, además, no asumen ninguna responsabilidad legal para ninguna de las partes involucradas en el uso, o los resultados de tal uso, de ninguna parte de la base de datos.
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- d. El Tesauro de NAL cuenta con la aprobación internacional de los derechos de autor fuera de los Estados Unidos, fuera de sus Territorios o Posesiones. Estos términos y condiciones entran en vigor desde el momento en que el usuario retiene cualquier dato obtenido del Tesauro Agrícola de NAL, a través de éste sitio cibernético.

Disponibilidad

Los datos están disponibles para todos aquellos que así los soliciten, tanto en el interior como en el exterior de los Estados Unidos. No hay ninguna cuota que pagar para obtener el expediente.

Expedientes de los datos se encuentran disponibles en el sitio cibernético del Tesauro. También puede solicitarlos, enviando su correspondencia vía electrónica o postal al personal del Tesauro: National Agricultural Library, c/o Sujata Suri, Room G-09, 10301 Baltimore Ave, Beltsville, MD 20705 USA.

Clave de abreviaturas usadas en el Tesauro Agrícola

SC: Categorías de Asuntos

USO: Uso

UP: Usado por

BT: Términos Genéricos

NT: Términos Específicos

RT: Términos Relacionados

DF: Definición

SN: Nota de Alcance

EN: En inglés

TNR: Numero del Término

Para más información, consulte al página de Estructura del Tesauro

(http://agclass.nal.usda.gov/structure_es.shtml) en el sitio Web del Tesauro Agrícola

xv. Open the file in Adobe PDF (Adobe Acrobat Professional 8)

xvi. Add bookmarks

1. At the title page click on the icon for the bookmark in the left column, and a panel will open
2. Select the “new bookmark” icon and a text box will open
3. Enter “Title Page” for this bookmark (Page 1)
4. Go to the Key to abbreviations page (Page 3)
5. Select the “new bookmark” icon and a text box will open”
6. Enter “key to Abbreviations” for this bookmark
7. Use the page numbers noted earlier to move to each section of the glossary, Symbols and Numbers, A, B... and add new bookmarks to each

xvii. Update metadata in the Properties (can be copied from previous online edition)

1. Go to the File and fill in first field with Title “National Library of Agriculture 201X Edition”
2. Fill in second field with “NALT Staff”
3. Fill in subject field with “Agricultural and biological terminology”
4. Fill in fourth field with keywords “ Biological sciences, terminology, agriculture”
5. Go to additional metadata under file properties, and select public domain
6. Save the file, name of the file.....
7. Zip it and copy to server

XIII. Generate Glossary Xml and TXT “download” files for converting both (English and Spanish Glossary) into one PDF file later (Only TXT file will be converted to PDF)

A. Make sure that you are on English side of web MultiTes (GLOS20XX.th2).

Generate report on English side

- i. Go to Report generator
- ii. Select Term Range : Check the box (Skip terms containing brackets “[]”)
- iii. Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)
- iv. Display items: Select DF, DS, ES
- v. Select by Relationship: Select have DF

- vi. Output Options: Select Repeat label for relationship and select indent relationship using “none”
- vii. Output to :Xml file and Print/Export
- viii. Save the file as Xml and zip it and place on server WDK-website/downloads
- ix. Output to : Text file and Print/Export
- x. Save the file as text file.
- xi. Save as 201X_Glossary_EN.txt in export
- xii. Zip it also and place the zipped file on server WDK-website/downloads

2. Generate report on Spanish side

- i. Go to Report generator
- ii. Select Term Range : Check the box (Skip terms containing brackets “[]”)
- iii. Term selection: Preferred terms only (General), Approved (By Status) and Any (Select by date)
- iv. Display items: Select DF, EN
- v. Select by Relationship: Select Have DF
- vi. Output Options: Select Repeat label for relationship and select indent relationship using “none”
- vii. Output to :Xml file and Print/Export
- viii. Save the file as Xml and zip it and place on server WDK-website/downloads
- ix. Output to : Text file and Print/Export
- x. Save the file as text file.
- xi. Save as 201X_Glossary_ES.txt in export
- xii. Zip it also and place the zipped file on server WDK-website/downloads

B. Combine the two glossaries (English and Spanish) text files.

1. Open the combined text file in Microsoft Word

Copy and paste the following

- i. The Title Page (It can be copied from previous Edition)
- ii. About the Glossary Page
- iii. Terms and Conditions of Use
- iv. Availability
- v. Content
- vi. Key to abbreviation
- vii. Acerca del Glosario

- viii. **Términos y Condiciones de Uso**
- ix. **Disponibilidad**
- x. **índices**
- xi. **Clave de abreviaturas usadas en el Glosario (see next page/below)**
- xii. **Update the year of Edition and term #**
- xiii. **Insert headers before pagination**
- xiv. **As some terms starts with diacritics, so insert Symbols and Numbers before A-Z headers using Arial, 14pt, bold**
- xv. **Note the page number of where the header for the alphabet appears as this is reused for PDF bookmarks**
- xvi. **Remember to be at top of page before pagination. Insert Page # at bottom (middle) of the page.**
- xvii. **Title page should be # 1**
- xviii. **Save the file as 2014_Glossary_EN_ES.docx (Microsoft word) and also as PDF/XPS, save and publish**
- xix. **File will take 2-3 hours to process (Note: PDF will automatically open in Adobe reader)**

B. Open the file in Adobe PDF (Adobe Acrobat Professional 8)

1. Add bookmarks

- i. **At the title page click on the icon for the bookmark in the left column, and a panel will open**
- ii. **Select the “new bookmark” icon and a text box will open**
- iii. **Enter “Title Page” for this bookmark (Page 1)**
- iv. **Go to the Key to abbreviations page (Page 3)**
- v. **Select the “new bookmark” icon and a text box will open”**
- vi. **Enter “key to Abbreviations” for this bookmark**
- vii. **Use the page numbers noted earlier to move to each section of the glossary, Symbols and Numbers, A, B... and add new bookmarks to each**

2. Update metadata in the Properties

- i. Go to the File and fill in first field with Title “National Library of Agriculture 201X Edition”**
- ii. Fill in second field with “NALT Staff”**
- iii. Fill in subject field with “Agricultural and biological terminology”**
- iv. Fill in fourth field with keywords “ Biological sciences, terminology, agriculture”**
- v. Go to additional metadata under file properties, and select public domain**
- vi. Save the file, name of the file.....**
- vii. Zip file and copy to server**

Glossary of Agricultural Terms / Glosario de Términos Agrícolas 201X Edition / 201X Edición

A bilingual glossary derived from the NAL Agricultural Thesaurus and Tesauro Agrícola.
Un glosario bilingüe que se origina del NAL Agricultural Thesaurus y del Tesauro Agrícola.

English-Spanish / Inglés-Español

Spanish-English / Español-Inglés

National Agricultural Library (NAL)

Agricultural Research Service, United States Department of Agriculture

Biblioteca Nacional de Agricultura

Servicio de Investigación Agrícola, Departamento de Agricultura de EE.UU.

10301 Baltimore Avenue

Beltsville, MD 20705 USA

<http://www.nal.usda.gov>

Published in cooperation with representatives of the
Inter-American Institute for Cooperation on Agriculture (IICA)

<http://www.iica.int>

En colaboración con representantes del
Instituto Interamericano de Cooperación para la Agricultura

<http://www.iica.int>

Contact / Póngase en contacto con nosotros: agref@ars.usda.gov

Internet: <http://agclass.nal.usda.gov/glossary.shtml> (English / Inglés)

http://agclass.nal.usda.gov/glossary_es.shtml (Spanish / Español)

About the Glossary

The Glossary of Agricultural Terms is a collection of definitions of agricultural terms developed in conjunction with the creation of the NAL Agricultural Thesaurus. The 2014 edition contains 2,649 terms ranging across agriculture and its many ancillary subjects. Most definitions were composed

by the NAL Thesaurus Staff. Those definitions taken from government sources are indicated in the "Definition Source (DS)" field and are included in the bibliography listed on the Internet site. The definitions contained in the [Glossary](#) and [NAL Agricultural Thesaurus](#) do not constitute USDA's official use of terms and phrases for regulatory purposes, and nothing in these documents should be construed to alter or supplant any other Federal document. Official terminology may be found in the laws and regulations as published in the Congressional Record, Federal Register, and other such sources.

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- b. Neither the United States Government, nor any of its agencies, contractors, subcontractors or employees makes any warranties, expressed or implied, with respect to data contained in the database, and, furthermore, assumes no legal liability for any party's use, or the results of such use, of any part of the database.
- c. You will not assert any proprietary rights to any portion of the database, or represent the database or any part thereof to anyone as other than a United States Government database.
- d. The NAL Agricultural Thesaurus data carry an international copyright outside of the United States, its Territories or Possessions. These terms and conditions are in effect as long as the user retains any of the NAL Agricultural Thesaurus data obtained from this site.

Availability

The data are available to all requesters, both within and outside the United States. There is no charge for obtaining the file. Files of the data are available on the thesaurus web site or by writing to Thesaurus Staff [via e-mail](#) or by mail at: National Agricultural Library, c/o Sujata Suri, Room G-09, 10301 Baltimore Ave, Beltsville, MD 20705 USA.

Content

English / Spanish, p. 6-487

Spanish / English, p. 488-903

Key to Abbreviations:

DF: Definition

DS: Source of Definition

ES: Spanish translation

Acerca del Glosario

El Glosario es una colección de definiciones de términos agrícolas, desarrollado paralelamente con la creación del [Tesauro](#) promovido por de la [Biblioteca Nacional de Agricultura](#) (NAL por sus siglas en inglés). La edición del año 2009 contiene más de 2,649 definiciones para los temas de agricultura y sus asuntos complementarios.

Las definiciones comprendidas en el Glosario y el Tesauro Agrícola de NAL no constituyen el uso oficial de términos y frases usadas en el Departamento de Agricultura (USDA), para propósitos reguladores, y nada en estos documentos debe interpretarse para alterar o suplantar cualquier otro

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Índice

Inglés – Español, p. 6-487.

Español – Inglés, p. 488-903.

Clave de abreviaturas usadas en el Glosario:

DF: Definición

EN: En inglés

**National Agricultural Library
Agricultural Thesaurus
201X Edition**

National Agricultural Library

Agricultural Research Service, United States Department of Agriculture
10301 Baltimore Avenue
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<http://www.nal.usda.gov>

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Internet: <http://agclass.nal.usda.gov/agt.shtml> (English)
http://agclass.nal.usda.gov/agt_es.shtml (Spanish)

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Key to Abbreviations (Note: place key on 3rd page)

BT Broader Term

NT Narrower Term

SC Subject Category

SO Source of Term

DF Definition

DS Definition Source

UF Used For

USE Use

UFA Used For AND Type

USA Use AND Type

RT Related Term

TNR Term Number

ES Spanish Translation

For further explanation of these thesaurus relationships and notes, consult:

<http://agclass.nal.usda.gov/structure.shtml>

XIV. Glossary List of terms for the A-Z web pages

A. Make sure that you are in the correct MultiTes web (GLOSS2019 web file) and should use admin password and make sure that you are on English side. (Same procedure is applied to both EN and ES Glossaries)

1. Generate reports

a. Go to Report generator

- i. Select Term Range : Check the box (Skip terms containing brackets “[]”)**
- ii. Term selection: Preferred only (General), Approved (By Status) and Any (Select by date)**
- iii. Output to: text file**
- iv. Print/Export**
- v. Save the file and correct the orphans, if any, before proceeding further on to other data integrity checks.**

b. Format the text/data in Excel, WordPerfect and Notepad to do HTML coding. (Same procedure is applied to both English and Spanish)

c. In WordPerfect, open “glossary terms” text file(s).

d. Use Find and Replace to remove extra [Hrt] between terms.

Example: FIND [Hrt][Hrt]; REPLACE with [Hrt]

[NOTE: you might want to save this file of single spaced new terms for use in the following procedures, save as (ASci dos text?)

- e. Open an Excel spreadsheet (ANSI windows text?)**
 - 1. Highlight and Copy the list of terms in WordPerfect and paste these terms in column A and B. (Column A and Column B should be the same at this point.)**
- f. Return to the WordPerfect file containing the new terms list**
- g. Insert + (plus sign) for spaces in multi-word terms.**
 - Example: FIND space; REPLACE with +**
- h. Go to top of document and insert the following codes before each term**
- i. For English, insert the following code:**

<a href=mtwdk.exe?s=1&n=1&y=0&l=60&k=glossary&t=2&w=

- j. For Spanish, insert the following code:**

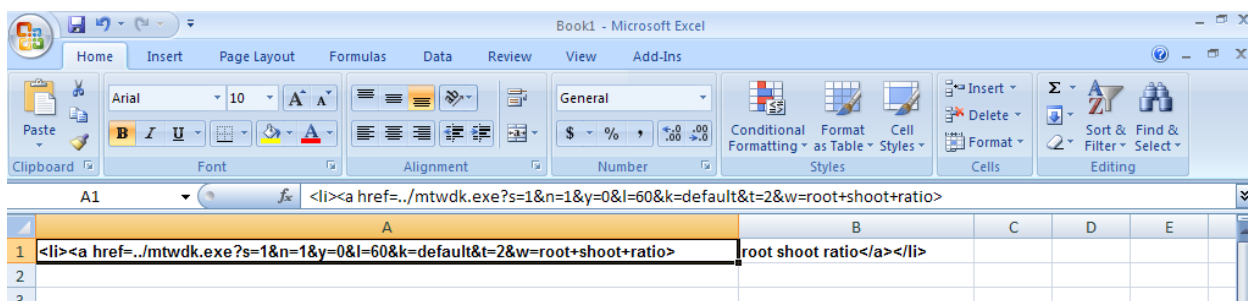
<a href=mtwdk.exe?s=1&n=1&y=0&l=115&k=glossary&t=2&w=

- k. Go to top of document and place > at the end of each term.**
- l. Using FIND/REPLACE: FIND [Hrt] and REPLACE with >[Hrt]**

When finished formatting, each term should appear as the following example:

- m. Cut/paste this new list in column A of the Excel file.**
- n. Go back to plain list of terms in WordPerfect (i.e., the version without the plus sign (+) and codes)**
- o. Using FIND/REPLACE, Find all l [Hrt] and Replace with [Hrt]. (This will place the code at the end of each term).**
 - Example: root shoot ratio**
- p. Copy/paste this new list in column B of Excel file.**

The Excel file should look like this:



- q. Save/output the Excel file as text tab delimited.
- r. In Notepad, open the text tab delimited file, take out quotations and tab, if any

(NOTE: Use Notepad for this procedure, since WordPerfect will insert soft returns that cause problems when saved as text file for cut/paste later. Also, set all the Notepad margins at 0.5", orientation to landscape, and wrap text off.)

- s. Use Notepad FIND/REPLACE to remove all TABs.
 1. Highlight tab area and cut/paste into Find
 2. In Replace do not put anything (make sure Replace is empty)
 Each term should look like as below:

`root shoot ratio`

- t. Save as text file, which will be used for cut/paste into Dreamweaver.

14. For Spanish, diacritics can be changed to codes so they will always display correctly (see diacritics on web pages section below). Do this in Dreamweaver as can do the find and replace for TEXT only (not source) since need the diacritics in the database statement for the link to work.

XV. Diacritics on Web Pages

Substitute the code for the character in the HTML so it will always display correctly (despite settings at individual browsers).
For instance, if you want to type señor you would type señor.

The numbers in parentheses are the numeric codes assigned in Unicode encoding. For instance, because ñ is number 241, señor can also be used to input señor. These numbers are also used with the Windows Alt codes listed above.

HTML Entity Codes for Spanish characters:

Capitals

Á
Á (193)

É
É (201)

Í
Í (205)

Ó
Ó (211)

Ú
Ú (218)

Ñ
Ñ (209)

Ü
Ü (220)

Lowercase

á
á (225)

é
é (233)

í
í (237)

ó
ó (243)

ú
ú (250)

ñ
ñ (241)

ü
ü (252)

Punctuation

¿
¿ (191)

¡
¡ (161)

«
« (171)

»
» (187)

‹
&lquo;

›
&rquo;

€
€

XVI. Create web pages in DreamWeaver

1.) Consult 3X5 index cards from previous year.

Make new index cards that have:

- a.) list of web page names in dne folder
- b.) list of web page names in Website folder (e.g., about, about –es, etc.)
- c.) list of download files
- d.) list of thesaurus and glossary th2 database names
- e.) statistics

2.) Systematically go through and edit each page, checking for:

- a.) edition changes
- b.) breadcrumb changes
- c.) XXXX edition headers for About section and below
- d.) statistics
- e.) What's New –
- f.) title of page in head

XVII. Go “Live” – On Server

1.) Copy all Web pages, downloads, databases, images to server (Brisket).

[See Appendices for Brisket File Structure]

[ALL files (*.shtml) are located at on the S:\Drive at:

S:\NAL\DOCS\usdaweb\Thes and S:\NAL\DOCS\usdaweb\Thes\dne]

2.) Change INI file to point to correct database files.

3.) Test searches through browser, and check for broken links.

XVIII. Appendices

a. MultiTes – Report Generator TABS:

Select Term Range

Report generator

Select by Relationship | Select by Categories | Output Options

Select Term Range | Term Selection | Display Items

Output to: Screen

Print/Export

Cancel

Load settings

Save settings

First term: (-)ssRNA viruses

Last term: Zymosarcina ventriculi

☐ Skip terms containing brackets "[]"

< Back | Next >

Term Selection

Report generator

Select by Relationship | Select by Categories | Output Options

Select Term Range | Term Selection | Display Items

Output to: Screen

Print/Export

Cancel

Load settings

Save settings

1. General

☒ All

☐ Preferred terms only

☐ Non-preferred terms only

☐ Top terms only

☐ Orphans only

☐ Terms with flag: []

2. By Status

☒ Candidate

☒ Provisional

☒ Approved

☒ Not valid

3. Select by date

☒ Any

☐ Input date

☐ Approval date

☐ Last update

☐ Not valid since

From: 2010-12-21

To: 2010-12-21

< Back | Next >

Display Items

Report generator

Select by Relationship | Select by Categories | Output Options

Select Term Range | Term Selection | Display Items

Output to: Screen

Print/Export

Cancel

Load settings

Save settings

Select items from the LEFT to display for each term. Move to the RIGHT by using the [>] button.

Items/relationships available in thesaurus

Items/relationships to INCLUDE in output

> < >> <<

☒ Word-wrap notes

< Back | Next >

Select by Relations

Report generator

Select by Relationship | Select by Categories | Output Options

Select Term Range | Term Selection | Display Items

Output to: Screen

Print/Export

Cancel

Load settings

Save settings

Available relationships

Display ONLY terms which...

HAVE all of the following relationships:

DO NOT have any of these relationships:

> <

< Back | Next >

Select by Category

Report generator

Select by Relationship | Select by Categories | Output Options

Select Term Range | Term Selection | Display Items

Output to: Screen

Print/Export

Cancel

Load settings

Save settings

1. Term must belong to at least one of the following:

Ins Del

2. Term must belong to all of the following:

Ins Del

3. Term should NOT belong to any of the following:

Ins Del

☐ Related terms must belong to same category:

< Back | Next >

Output Options

Report generator

Select by Relationship | Select by Categories | Output Options

Select Term Range | Term Selection | Display Items

Output to: Screen

Print/Export

Cancel

Load settings

Save settings

Output file name: repgen

Report title: Report generator

Indent relationships using: Tab (for plain text output)

☐ Repeat label for relationships of same type

☐ Use relationship name instead of abbreviation ("broader term" instead of "BT")

☐ Display dates using system date format

☐ Include "created by" in dates

☐ Hide category codes ("Animals" instead of "01.01. Animals")

☒ Show node labels

☒ Align codes to the right (align " ")

< Back | Next >

b. Brisket Server(199.136.16.68) File Structure:

Local disk (C:)

\mt2007

App_Data - empty

data - this contains all the th2 files

export - empty

html - empty

import – empty

WDK -----> WDKConfig.exe located here (for configuring the INI file)

Help

Templates - templates from MT "out of box"

**WebSite - put all web pages here that aren't "dne" directly
under WebSite**

2018 - old working file, redirect files for search

2019 -this is where the working file web pages go

agt - this is the PUBLIC dne

App_Data - empty folder

dne - put web pages that are "dne" here, including templates

downloads - put download files here (zip files)

FEDGLOS - Forest Service, Fed glossaries are here

images - all the image files go here

includes - all the include files go here

IRRI - Rice Thesaurus

stylesheet - stylesheets go here

c. Web Update Schema:

