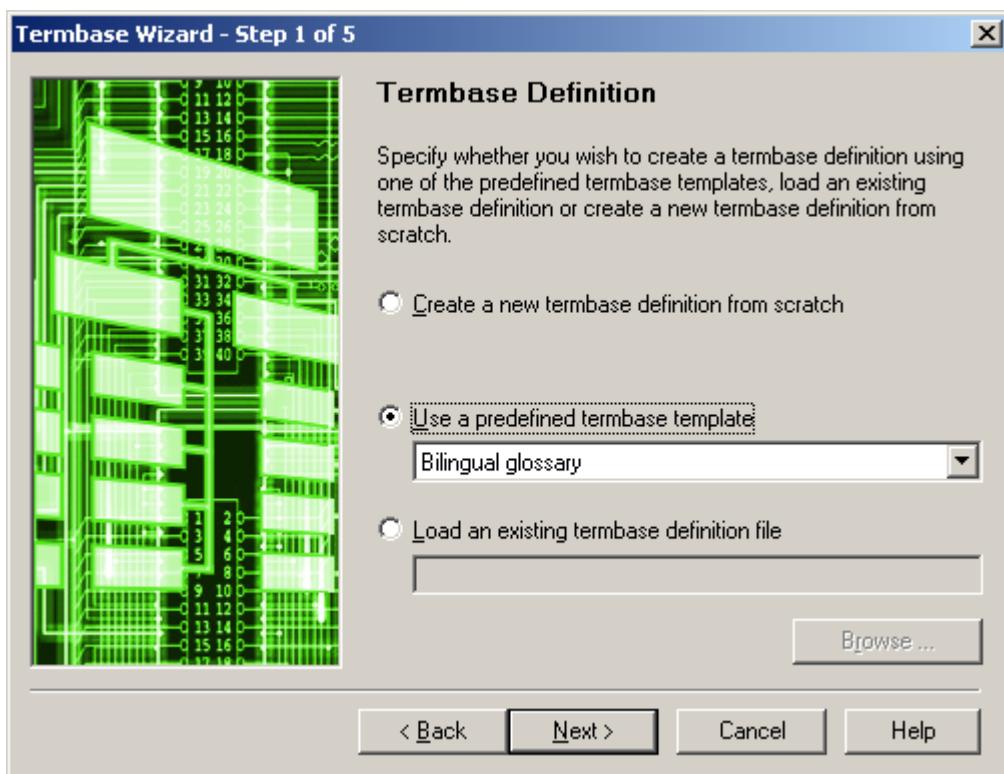


## Setting up a termbase

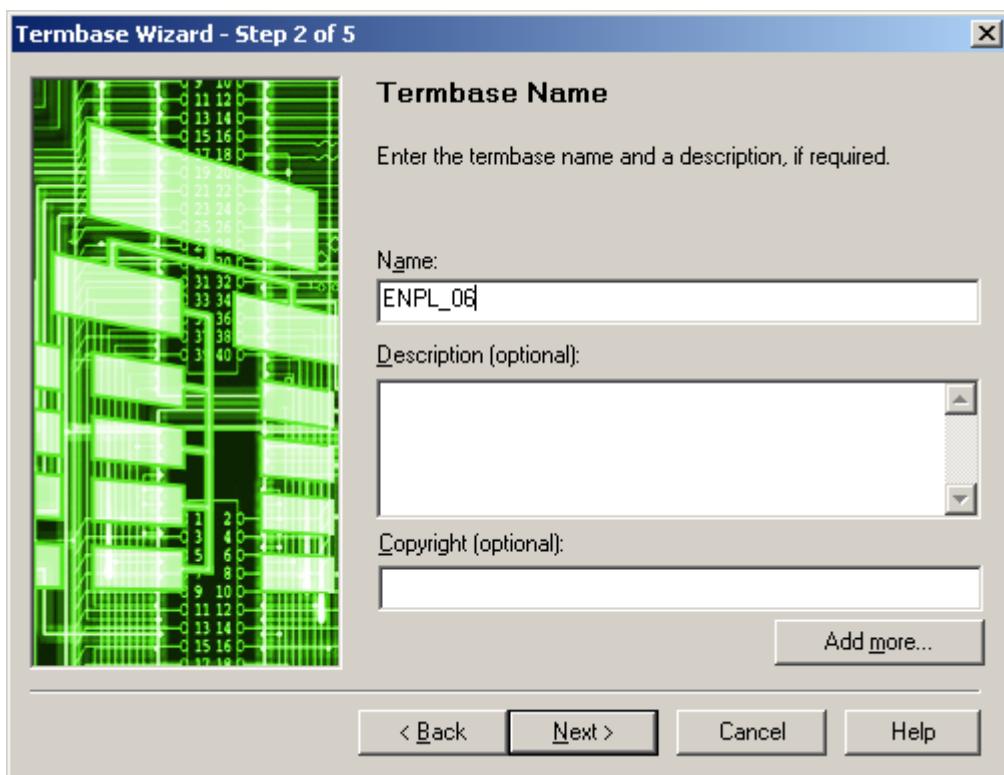
- 1.From the **Termbase** menu choose the **Create Termbase** command
2. Choose location – a folder, where the termbase will be saved.
- 3.Multiterm will display the **Termbase Wizard**



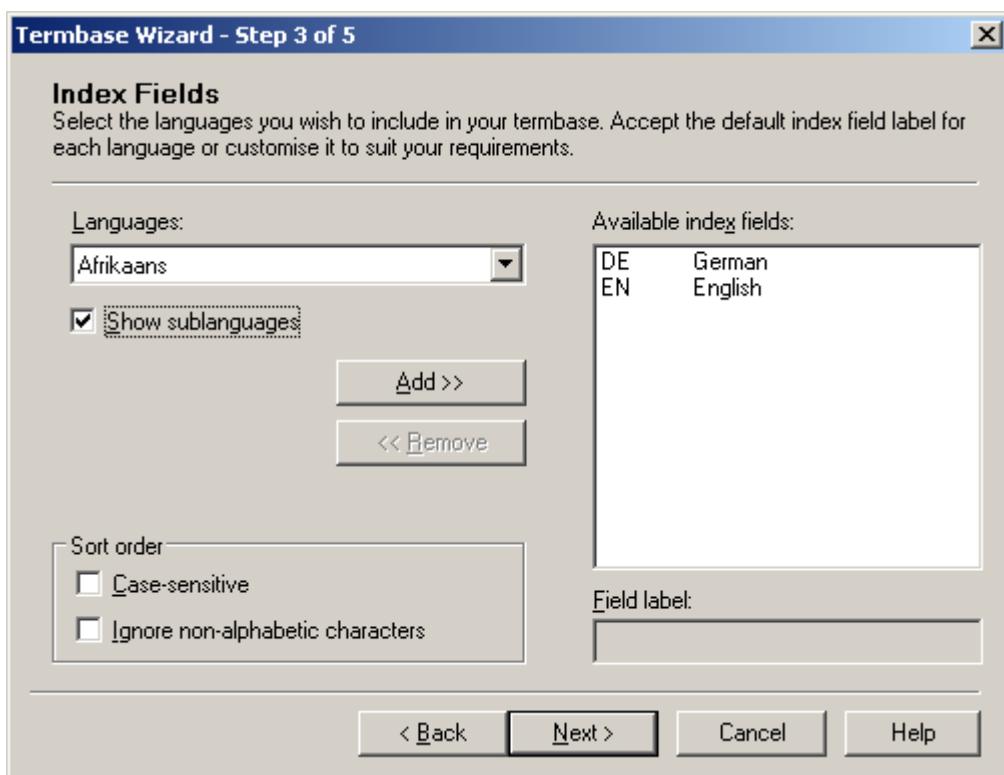
4. In step 1 of 5 choose the **Bilingual glossary** template:



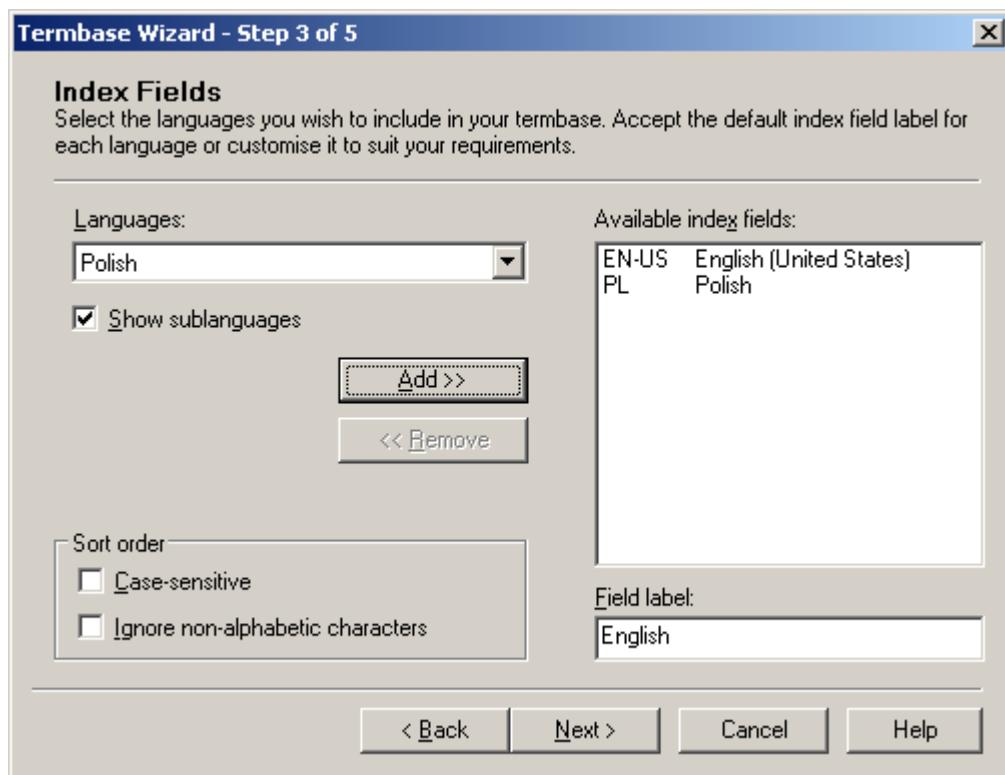
- 5.** In step 2 of 5 enter the glossary name in the **Name** field.



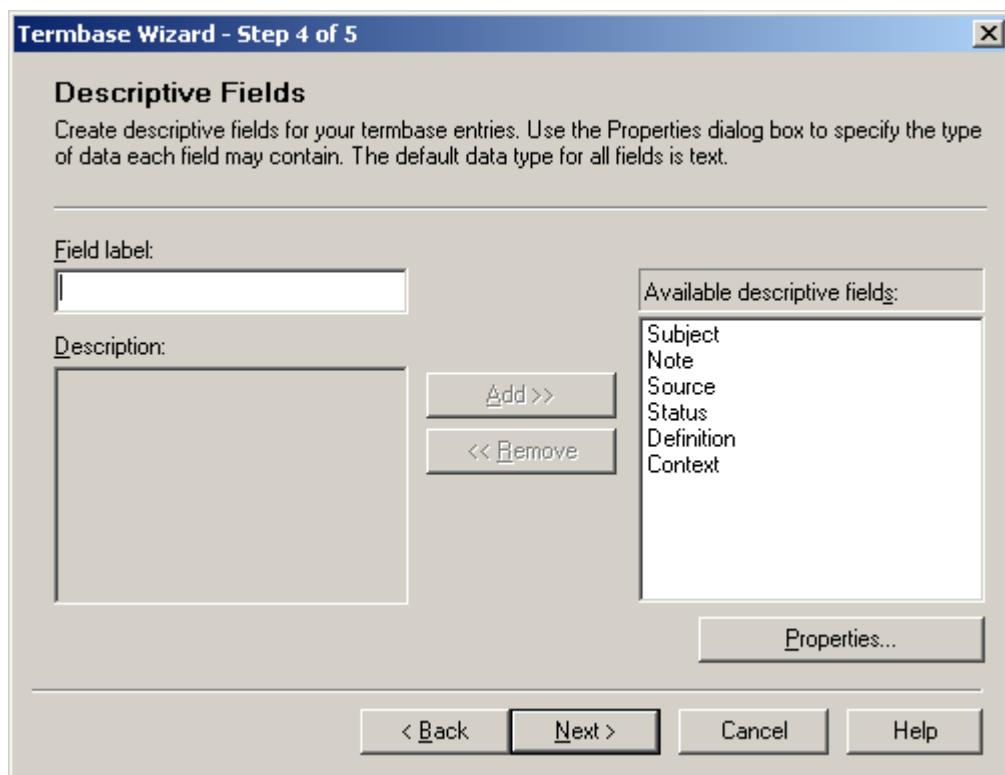
- 6.** In step 3 of 5 first tick the **Show sublanguages** checkbox.



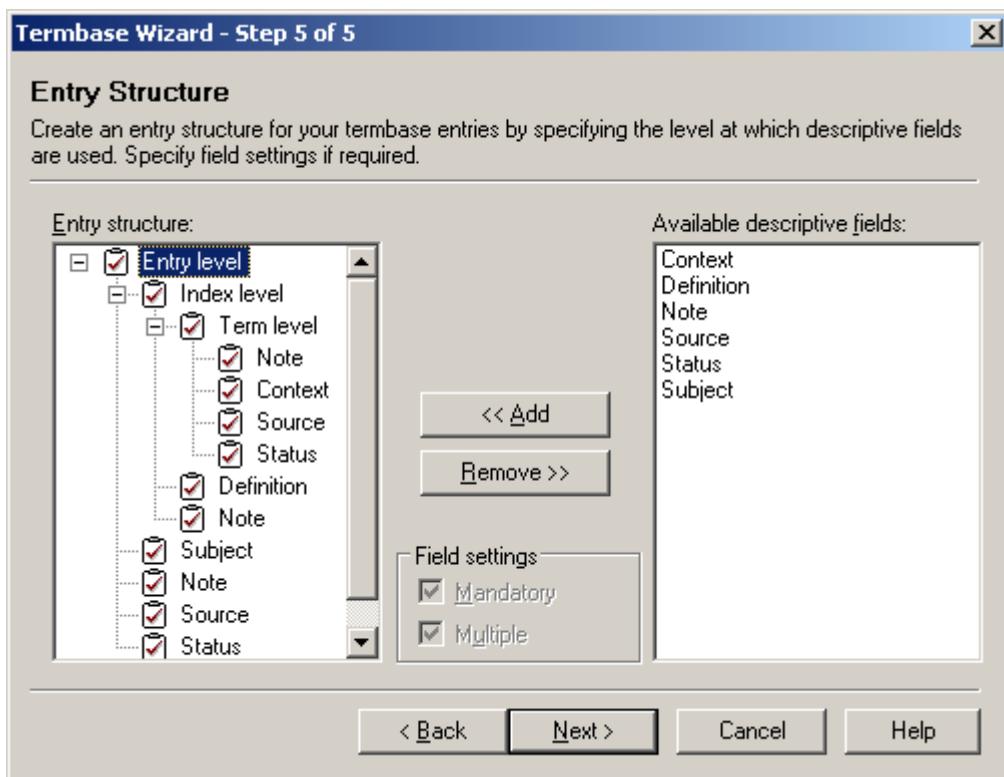
7. Use the <<Remove button to delete unwanted languages from Available index fields and choose the languages you want from the Languages list. Use the Add >> button to add a language.



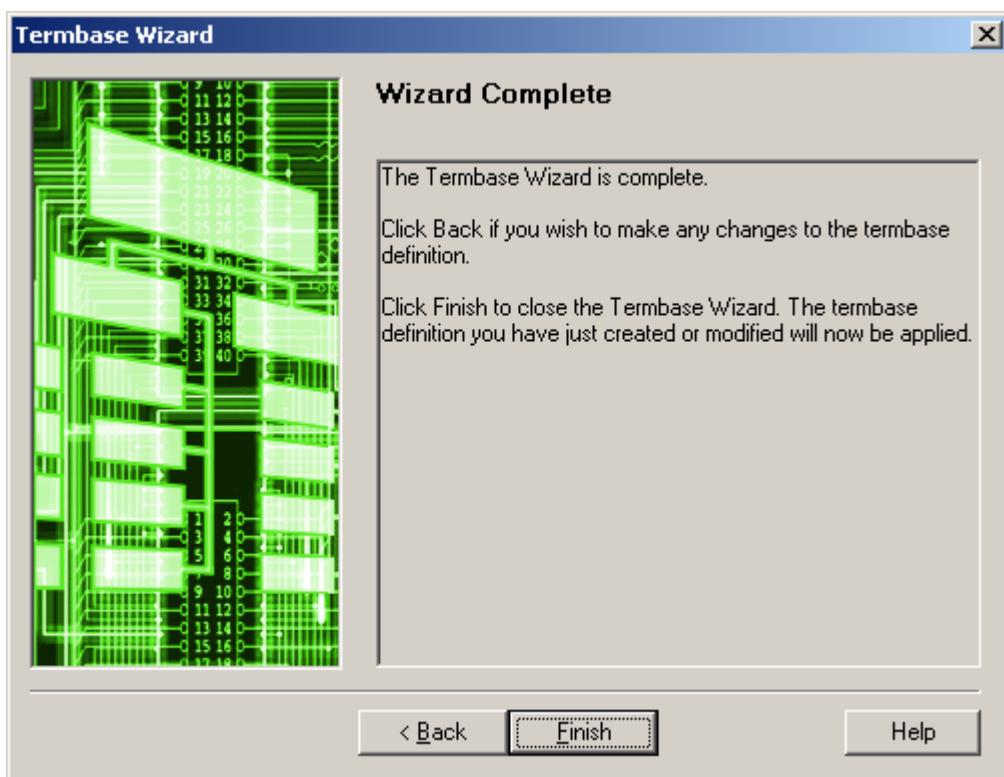
8. Skip step 4 of 5 without any changes.



**9.** Skip step 5 of 5 without any changes, too.

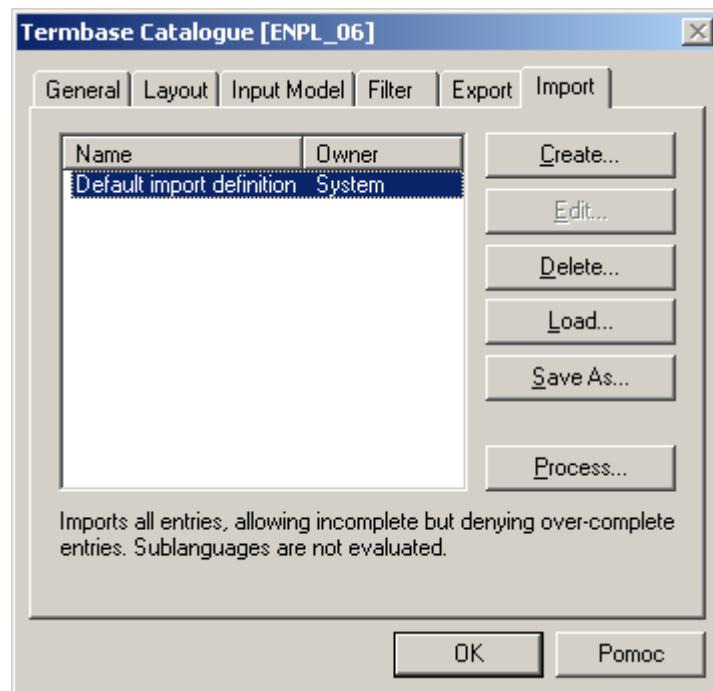


**10.** The Termbase Wizard has done its job. Click **Finish**.

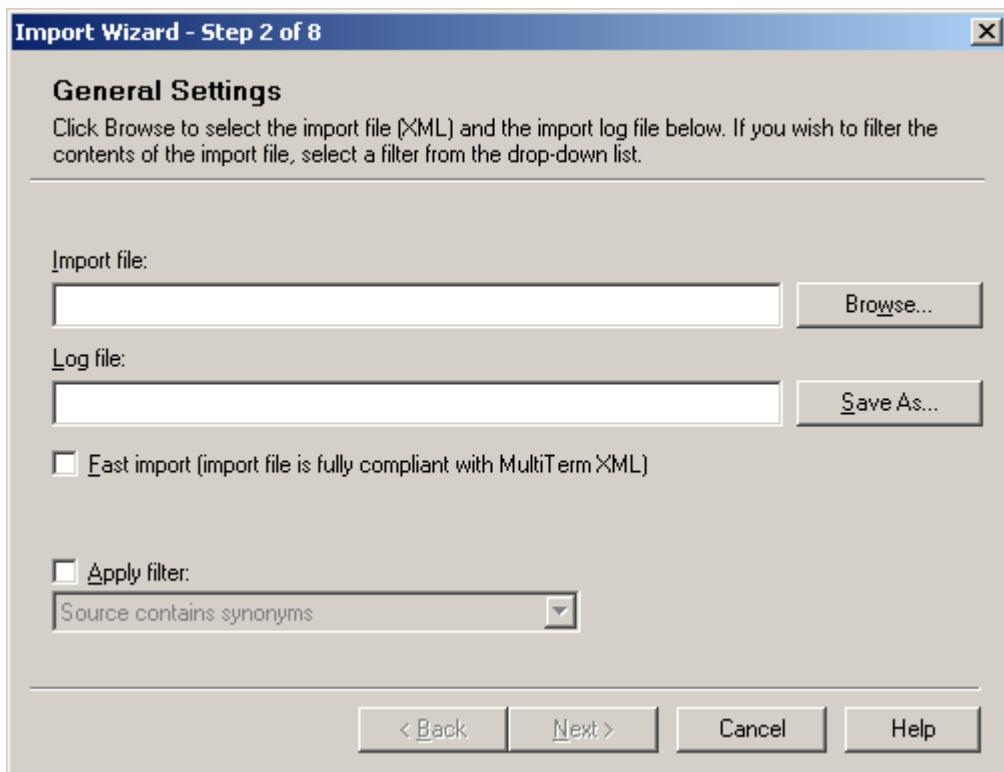


## Importing a Glossary File

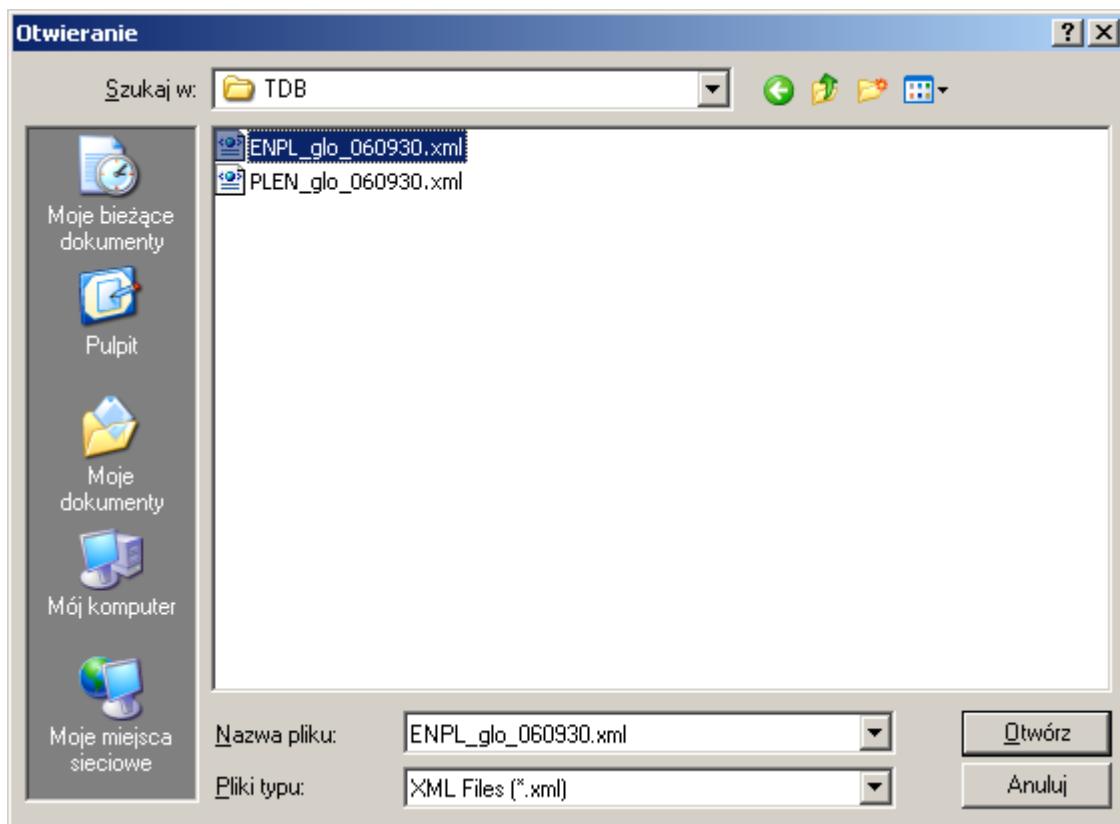
1. Choose the “**Termbase – Import Entries**” command in Multiterm.
2. Click the **Process** button:



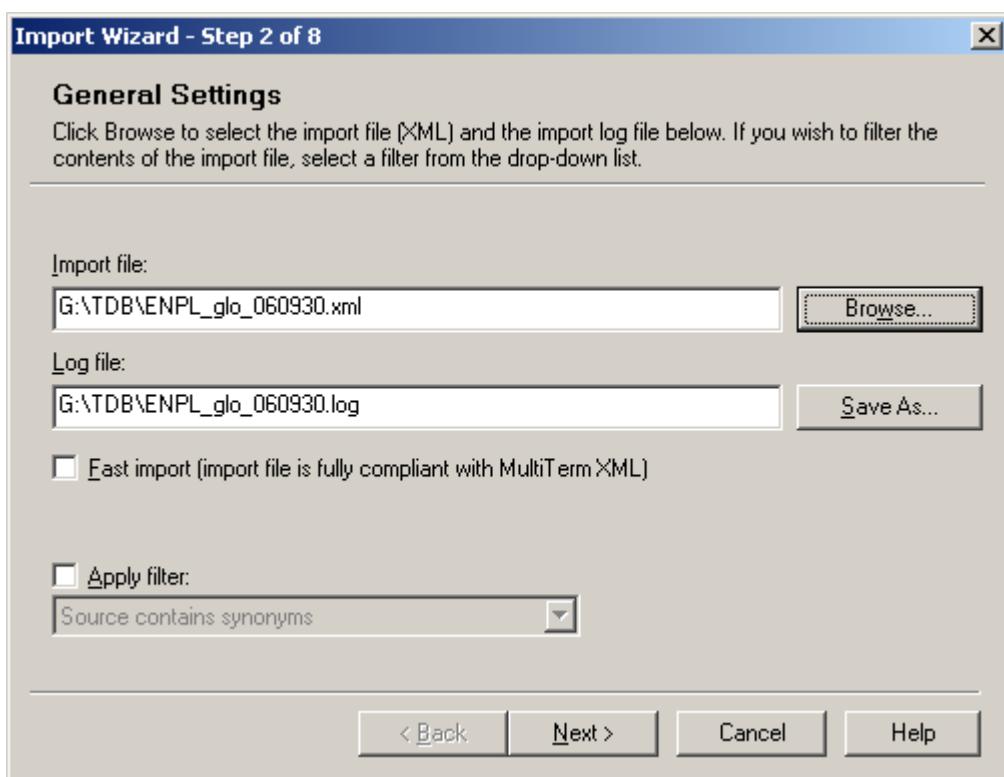
3. In step 2 of 8 of the wizard click the **Browse** button, to find your XML glossary file:



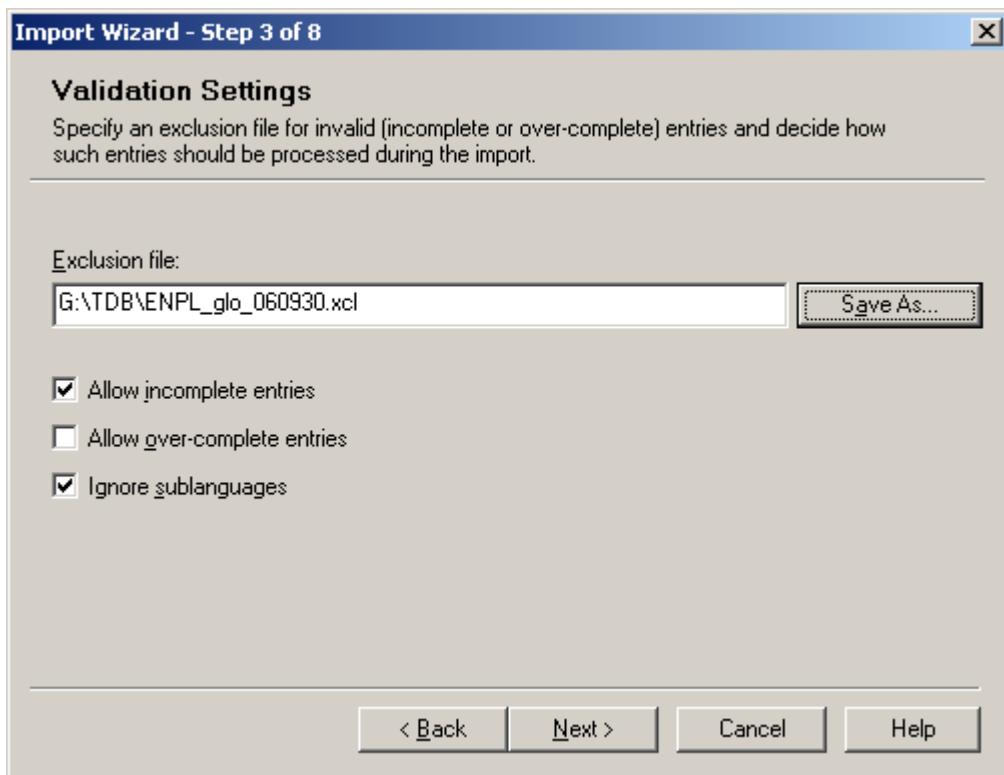
4. In the **Open** dialog box choose the right XML file and click the **Open** button.



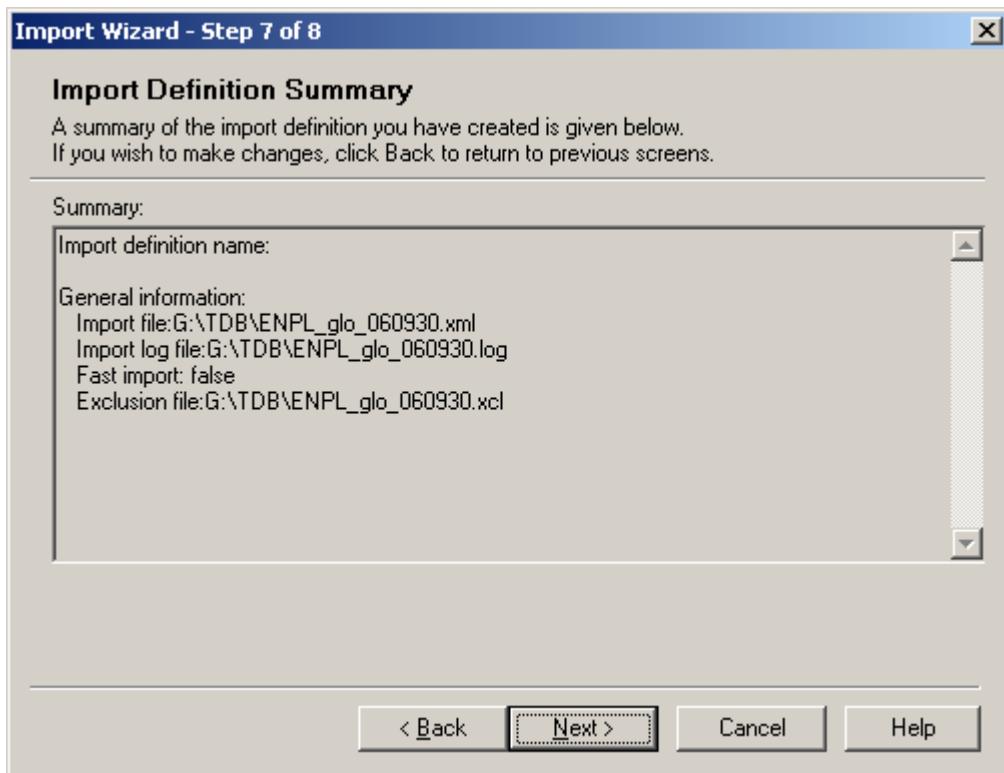
5. The wizard fields are filled in. Click the **Next** button.



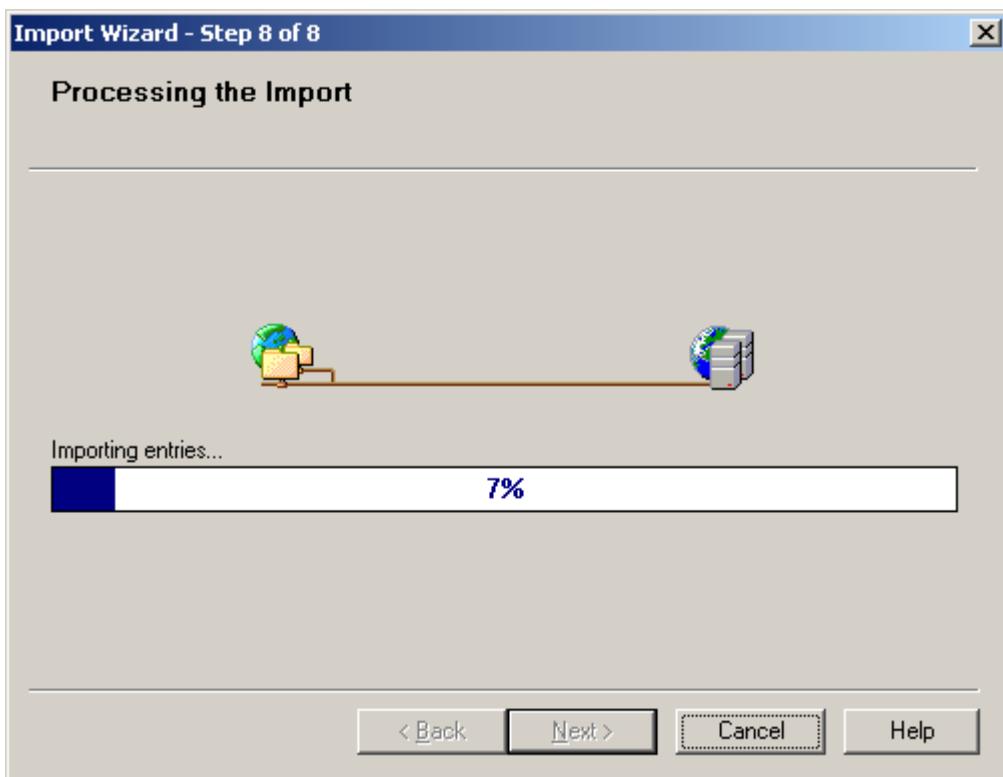
- 6.** In step 3 of 8 define the **Exclusion file**. Multiterm will use it to record glossary entries it failed to import, if any.



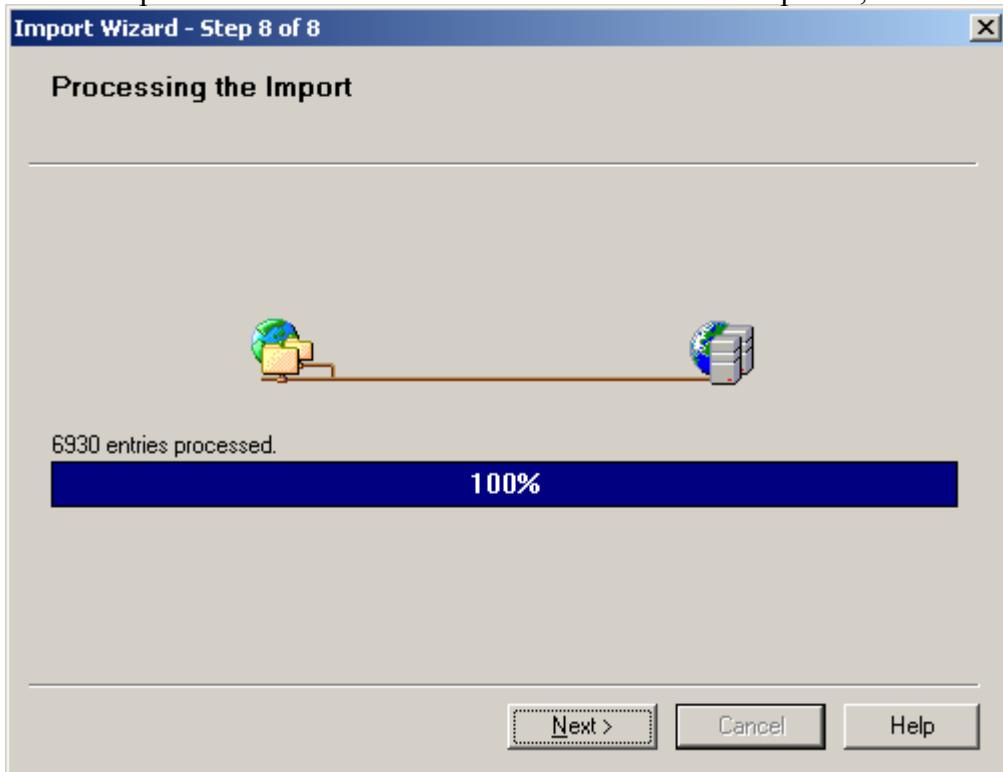
- 7.** The next step is a summary of import settings. Click **Next**.



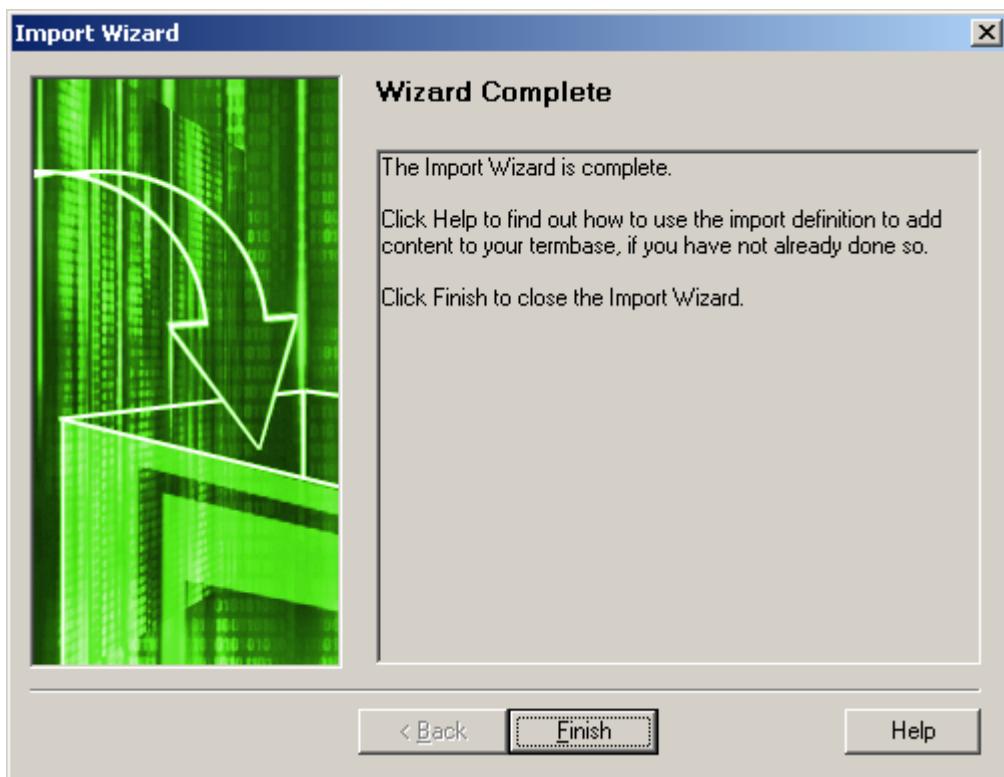
**8.** Import begins:



**9.** Import duration depends on the size of the XML file. When it is completed, click **Next**.



**10.** The wizard has done its job. Click the **Finish** button.



**11.** Click **OK** in the next dialog that displays..

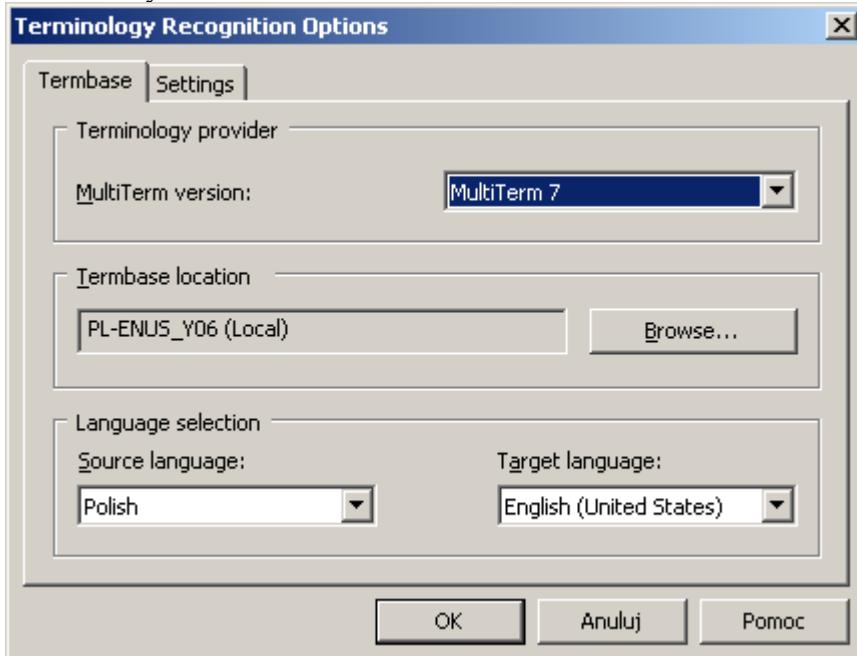
**12.** In Multiterm choose **Project – Save Project**. You will use the name under which you saved the project to open the glossary directly in Multiterm, for example, if you want to correct some entries.

## Connecting the glossary in Trados Workbench

1. First start **Workbench** and then choose **Options – Term Recognition Options**.

2. On the Termbase tab choose Multiterm 7 from **Multiterm version** list.

3. Click **Browse** to choose your termbase.



4. The **Open Termbases** dialog will be displayed.

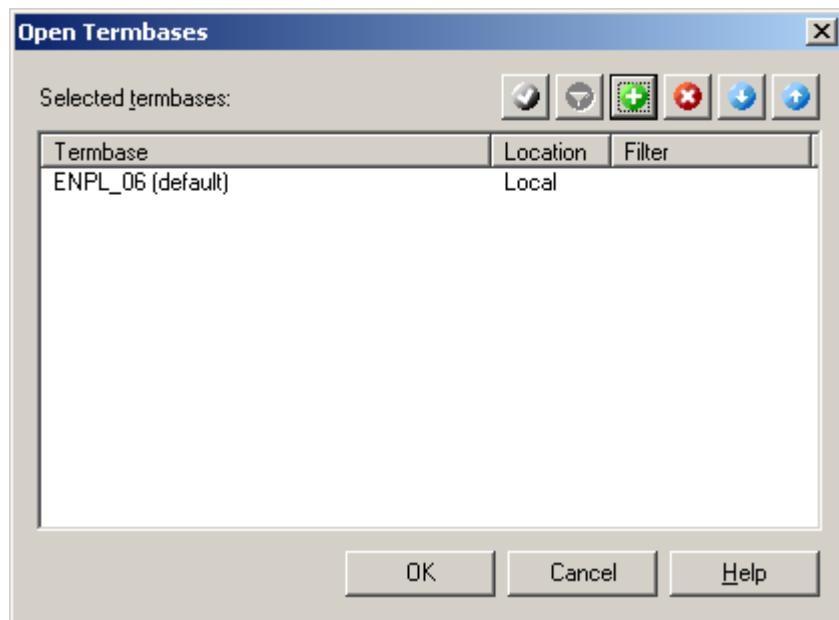


5. Click the green "+" button, to display the **Select Termbases** dialog.

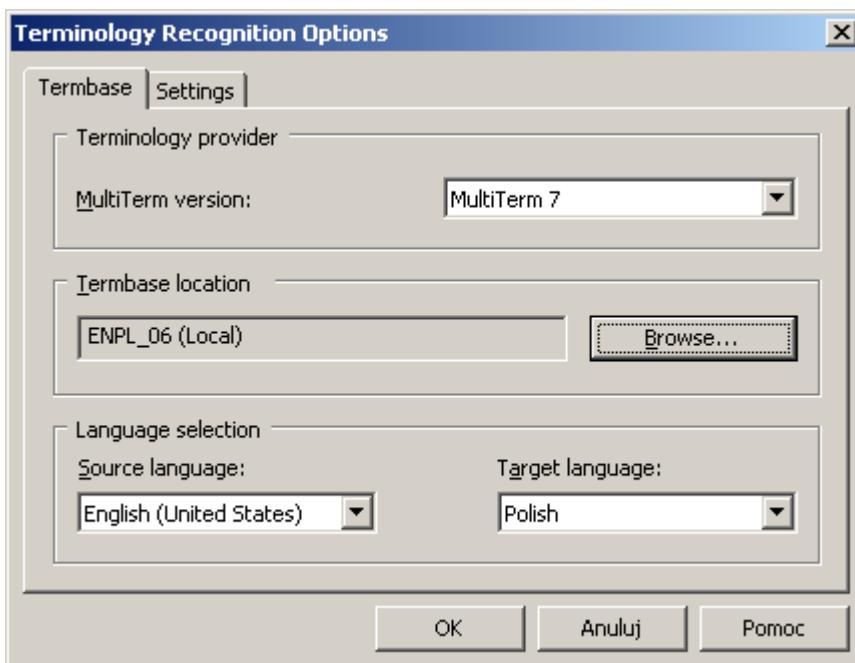
6. Choose **Local Termbases**.

7. Select the termbase you want and click **OK**.

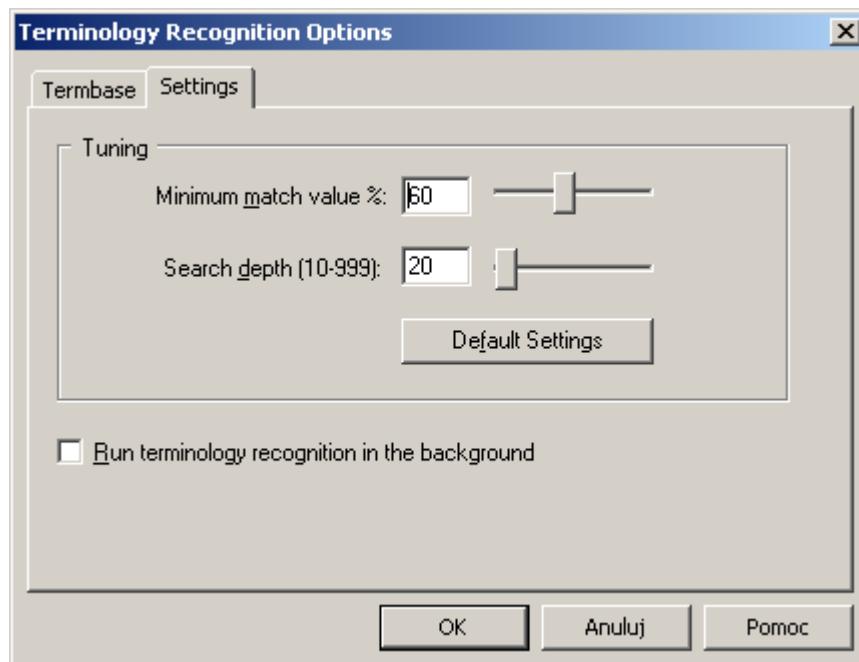
- 8.** The termbase was added to the list in **Open Termbases**. Repeat steps 5–7 to add more termbases. Click **OK**.



- 9.** The termbase name you chose will be displayed in the termbase location box.



**10.** On the **Settings** tab you can set the **Minimum match value**, to define the degree of similarity of looked up in termbase to those in your source text. If you want Workbench to find only perfect matches, set it to 100%. The lower this value, the more matches you will get.



**11.** When you have defined your settings, click **OK**. Now you can start using the glossary in **SDL Trados Translator's Workbench**.