

Terminology & Termbase

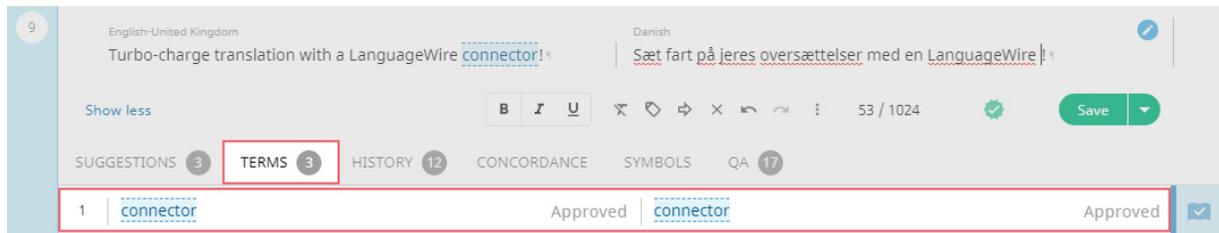


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Terminology in Smart Editor

Smart Editor detects and highlights available customer-specific terminology in each source segment. You can see the corresponding translation under the TERMS tab.



Term statuses

Terms can have three different statuses:

Approved terms have been approved by the customer and therefore have priority.

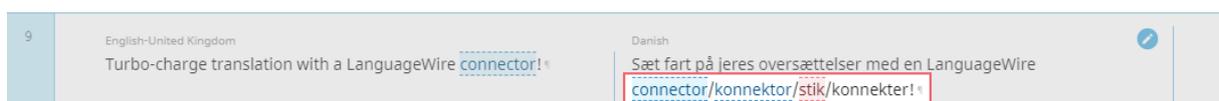
Non-approved terms have been suggested by another language expert. They have not been approved by the customer (yet) and should therefore be used with caution.

Forbidden terms should not be used.

1	connector	Approved	connector	Approved	✓
2	connector	Approved	konnektor	Not approved	✓
	connector	Approved	stik	Forbidden	✗

Live terminology check

Whenever you translate and save a segment, Smart Editor detects whether you have used the approved terminology or not. In this screenshot you can see how terms are highlighted.



If you use the approved term, Smart Editor highlights it in blue. If you use a term that does not appear in the customer Termbase, it will not be highlighted. Forbidden terms are highlighted in red.

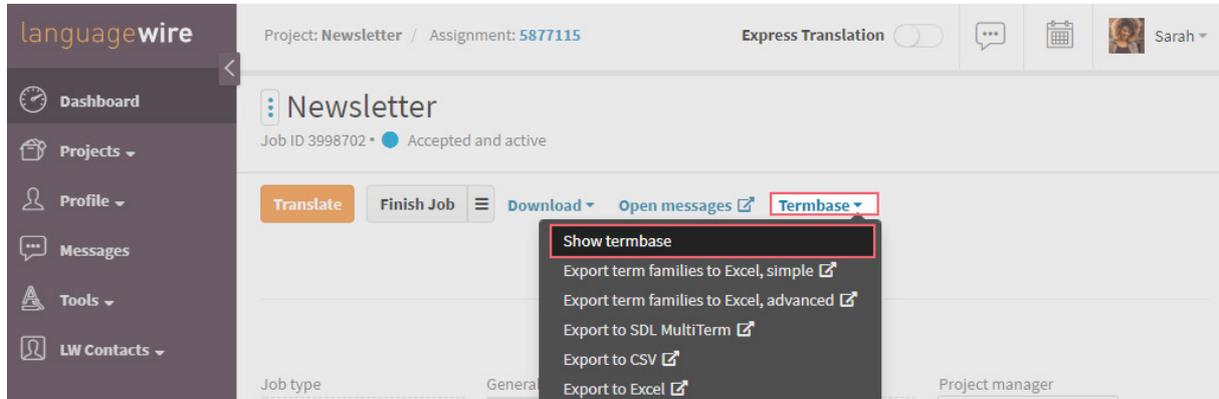
IMPORTANT!

If you notice a mistake in the terminology or you disagree with the approved terminology, please contact the Project Manager via Messages.

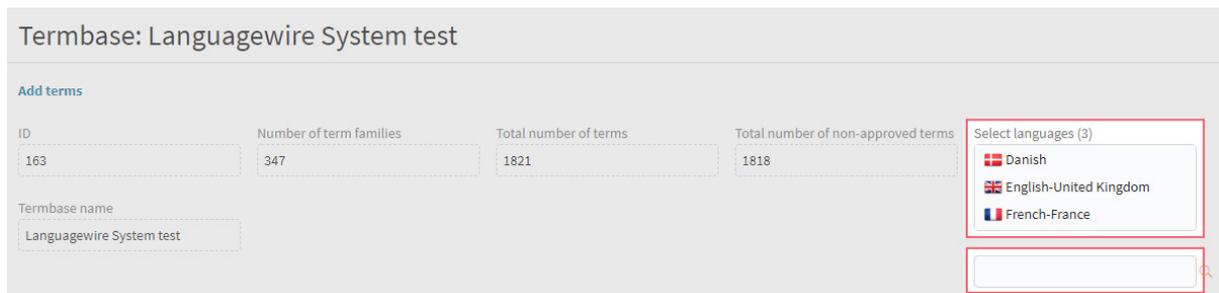
Terminology in LanguageWire

Searching a client's Termbase

If needed, you can search a client's Termbase. You can access their Termbase through the job page by clicking **Termbase** and then **Show Termbase**.



In the Termbase, you can select the relevant languages and search for a (source) term.



Once the search results (if any) are displayed, see the translation of the term by clicking on the **Term Family ID**.



The available translation (if any) is then shown.

Value	Language ↑	Usage	Approved	Notes	Creation Date ?
mechanical timer	English-United Kingdom	Use	<input type="checkbox"/>		Fri 20 Sep'19 13:15
minuteur mécanique	French-France	Use	<input type="checkbox"/>		Fri 20 Sep'19 13:15

Add terms to the Termbase

On some accounts you can add your own suggestions to a customer's Termbase. These terms will automatically be made available to the customer for approval.

This option is not enabled on all customers, as some of them have a controlled terminology process. However, you are always welcome to send your suggestions or feedback to Project Managers via Messages. They will forward your suggestions to the customer and the relevant terminology team.

Good to know:

As soon as you add a term to the Termbase, it will be instantly available when you translate in Smart Editor. This can be very handy for larger jobs where consistency is hard to maintain.

Preliminary recommendations when adding terms

- Make sure the term does not already exist in the Termbase.
- Use lower case letters (unless it is e.g. a name) and singular/masculine/infinitive form.
- Doublecheck for typos
- Include any relevant information for other language experts in the note field.

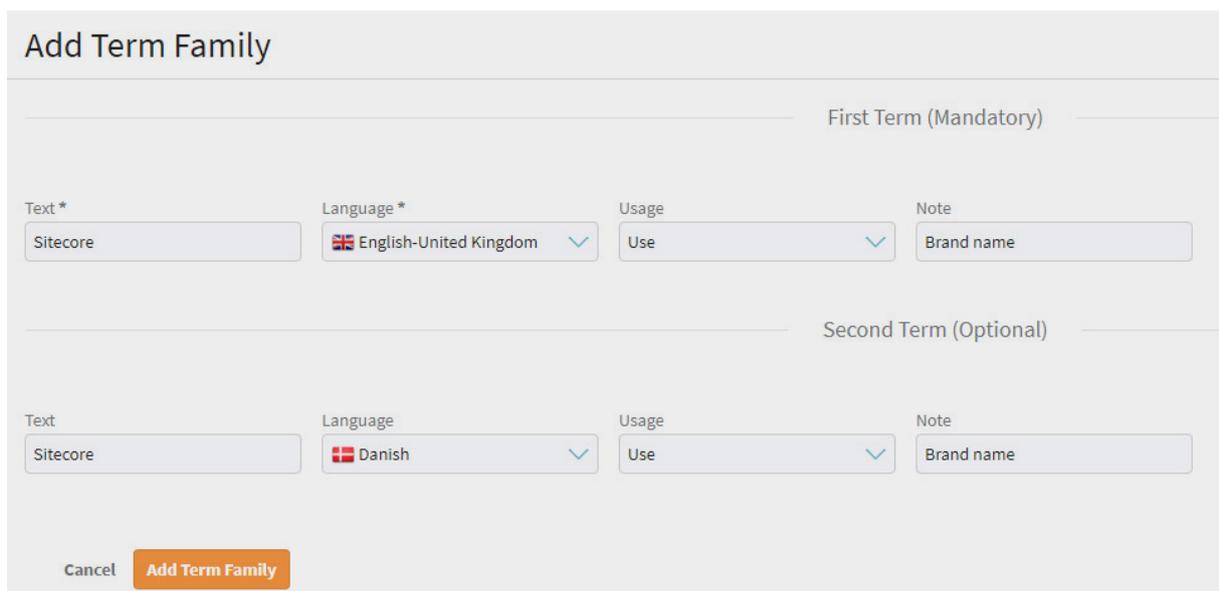
Add a new term family

Adding a new term family is relevant when a term is brand new and you want to add both source and target terms.

Start by clicking **Add Term Family**.



Fill in the requested fields. Then confirm by clicking **Add Term Family**.

A screenshot of the 'Add Term Family' form. The form has a title 'Add Term Family' at the top. It is divided into two sections: 'First Term (Mandatory)' and 'Second Term (Optional)'. Each section contains four input fields: 'Text*', 'Language*', 'Usage', and 'Note'. In the 'First Term' section, 'Text*' contains 'Sitecore', 'Language*' is set to 'English-United Kingdom', 'Usage' is 'Use', and 'Note' is 'Brand name'. In the 'Second Term' section, 'Text' contains 'Sitecore', 'Language' is set to 'Danish', 'Usage' is 'Use', and 'Note' is 'Brand name'. At the bottom of the form, there are two buttons: 'Cancel' and 'Add Term Family'.

You can also delete unapproved term families. In the **Term Families** overview, click on the three dots and then select **Delete Term Family**.

Term Family ID	Danish	English-United Ki	French-France
4372124	Sitecore+	Sitecore+	+
	connector <i>konn...</i>	connector +	+

Add a term to an existing term family

You can also add a target term to an existing term family. First you must search for the source term.

Add terms

ID: 163 Number of term families: 347 Total number of terms: 1821 Total number of non-approved terms: 1818

Termbase name: LanguageWire System test

Select languages (3): Danish, English-United Kingdom, French-France

Search: Sitecore

Click on the **Term Family ID**.

Terms

Filters: Clear all Edit

Value: Sitecore Language: Danish, English-United Kingdom, French-France

Export

Value	Language	Usage	Approved	Note	Term Family ID
Sitecore	Danish				
Sitecore	Danish	Use	<input type="checkbox"/>	Brand name	4372124
Sitecore	English-United Kingdom	Use	<input type="checkbox"/>	Brand name	4372124

Once the term family ID is displayed, click **Add Term**.

Term Family: 4372124

Terms (2) Show in filter

Add Term

Value	Language ↑	Usage	Approved	Notes
Sitecore	Danish	Use	<input type="checkbox"/>	Brand name
Sitecore	English-United Kingdom	Use	<input type="checkbox"/>	Brand name

You can now add a term in the language of your choice.

Add Term

Text * Language * Usage * Note

You can also delete a non-approved term. In the **Term Families** overview, click on the three dots and then **Delete Term**.



Add terms when finishing a job

Note:
This option is only available for offline work.

When delivering an offline job, you also have the possibility to add terms when uploading the translation and the TMX file. The terms added there will automatically be added to the Termbase for future projects.

Add Terms

English-United Kingdom Danish

Export terminology for offline work

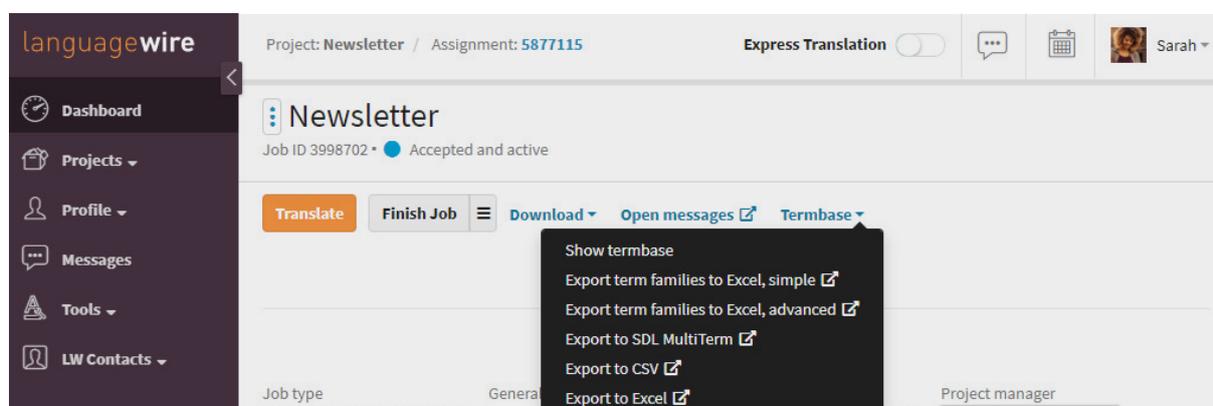
Preliminary recommendations

When working offline, make sure to always check whether there is a Termbase available and to download it for use in your chosen system.

Exception: When you download an SDL Trados Studio project package from Smart Editor, the available terminology is automatically included in the package.

Export options

On the job page, several export options are available when clicking Termbase.



- **Export term families to Excel, simple:** This option generates an Excel file containing only source and target terms, without attributes. Forbidden terms are excluded, but you won't have approval and usage information or notes.
- **Export term families to Excel, advanced (recommended):** This option generates a full export for the relevant languages, containing all attributes including forbidden terms.
- **Export to SDL MultiTerm (recommended):** This option generates an XML file and a term definition file, which you can easily import into a MultiTerm database.
- **Export to CSV:** This option generates a full export in comma-separated format.
- **Export to Excel:** This option generates an Excel file in which all terms are located in the same column, regardless of the language.