TRADOS MultiTerm ’95 Plus!

User’s Guide

1995-1997

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Stuttgart, Germany

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Introduction

Thank you for choosing the leading terminology management system TRADOS MultiTerm '95 Plus! This User's Guide tells you everything you need to know about the two versions of MultiTerm, the *Professional Edition* and the *Lite Edition*. *MultiTerm Professional* is intended primarily for larger translation services, whereas *MultiTerm Lite* is designed more for the needs of freelance translators. However, since the two versions have many things in common, this manual will cover both versions, pointing out differences as necessary.

We would like to begin by giving you a brief overview of the main characteristics of MultiTerm '95 Plus so that you can get an idea of what you can expect from your new terminology management system.

- MultiTerm is a specialized database program that is particularly helpful in creating, managing, and presenting your terminology. However, you can also use MultiTerm for storing documents or addresses, since it supports the management of all kinds of textual information.

- MultiTerm is based on free-format text entries. Each entry can be up to 32,000 characters long and contain up to 500 fields. Each field can be up to 4096 characters long. MultiTerm Lite can store up to 8192 entries, while MultiTerm Professional can store an unlimited number of entries.

- One entry always corresponds to one concept, that is, one language-independent abstraction of an idea. This means that an entry contains all the terms that describe the concept, together with any additional information associated with the concept (a definition, for instance). This is why terminologists call MultiTerm "concept-oriented." As an example, for the English homonym "plane," you would create at least two entries: one for airplane, and one for the tool used to create a smooth surface on wood.

- For each concept, you can specify terms in up to 20 languages. Since the concept-oriented approach means that all terms in an entry represent a single concept, the database can be searched in any language direction. Terms are therefore stored in *index fields*, which can be optionally sorted according to a user-defined sequence. This is why MultiTerm refers to terms as index terms.

- Besides terms, MultiTerm also offers free-format *text fields* for entering additional descriptive information, for instance definitions, contexts, examples, and usage notes.

- *Attribute fields* allow classification of entire entries or of individual items in entries. For instance, you can add attributes to identify the source, subject area, or customer name particular to an entire entry, or to a term or definition. Attributes are stored in a user-defined list of possible values, which ensures the consistency of the data in the database.

- The Professional Edition of MultiTerm '95 Plus allows you to attach illustrative *graphics* to entries. All common graphic formats are supported.

- Powerful search functions let you quickly find the information you're looking for. The wildcard * can be included anywhere in the search term; even multiple wildcards within a search term are allowed. This lets you find all terms ending in *ing*, for instance. The Professional Edition goes one step further by allowing *fuzzy searches*. Fuzzy searching can find terms even if the search criterion is transposed or misspelled. For example, fuzzy searching will find the entry "Interior Ministry" even if you search for "Ministry of the Interior" or "Interir Minstry."

- The *log function* lets you press a key to make a record of terms that were not found in MultiTerm. The terms are added to a list that you can use later during terminology research.

- *Cross references* let you link entries with other entries. A mouse-click jumps to the related entry. MultiTerm keeps track of up to 10 entries to which you can return after calling a series of cross references.

- The appearance of an entry can be fully adapted to your preferences via the *layout* function. Each item in the entry can have its own format.

- The *DDE Interface* makes the data stored in MultiTerm available to other Windows applications. Special macros are provided for accessing MultiTerm from WinWord 2.0 and higher, WordPerfect 6.1, and Ami Pro 3.x. These macros allow you to highlight a term in your word processor, click a button to look up the term in MultiTerm, and click another button to paste the translation (or other information) back into your document. If you like, you can modify the predefined macros to better fit your needs, or you can use MultiTerm's DDE capabilities to develop links to other Windows applications.

- MultiTerm's *import* and *export functions* support the ever-increasing need to exchange terminological information with other applications. The powerful *filter function* lets you ensure that you import only the information that you want to add to your database, or that you export only the information the information that you want to pass on to others. The import function supports sophisticated merging of terminological data, whereas the export function lets you define the format to match the requirements of publishing programs or other databases.

- MultiTerm provides extensive *network support*. Up to 100 users or user groups can access a database. Their access can be controlled down to the entry level via eight entry classes. The auto-refresh feature keeps all users who are logged on up to date.

What's New in MultiTerm '95 Plus?

MultiTerm '95 Plus's enhancements with regard to its predecessor MultiTerm '95 can be summarised as follows:

- The program now uses standard Windows dialogs for opening and creating files, for example when saving new databases, loading export and layout definitions, and so on.
- Filters can now be saved in the same manner as export and layout definitions.
- All external definitions (export, layout, filter, and input model definitions) now have their own file name extensions.
- All dialogs now have buttons for closing or cancelling the operation.
- You can now also handle languages that need a so-called "double-byte" character set, for example Japanese, Chinese, or Korean. The number of characters in these languages largely exceeds the dimensions of conventional Windows fonts such as Arial, Times New Roman or CyrillicHlv. Usually, 255 characters "fit" into one Windows character set. Double-byte languages, however, need a much larger reservoir. If you want to manage these languages under Windows in such applications as MultiTerm, you need special character sets—so-called "**Double-Byte C**haracter **S**ets" (DBCS). These character sets go beyond the 255 character limit. You can now use these sets in MultiTerm for all field types.
- Edit mode has seen some fundamental changes: so-called "input models" now allow much greater control of creating and editing entries, and the keyboard functions have been enhanced so that creating entries is much easier and more intuitive than before.

For further information on all these enhancements, please refer to the corresponding chapters in this manual.

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System Requirements

MultiTerm runs under Windows 3.1, Windows 95, Windows NT, or Win-OS/2. In addition, under Windows 3.1, the DOS program SHARE must be loaded.

Windows is best implemented on a powerful PC. We therefore recommend as a minimum configuration a PC AT with an 80486/33 processor, 8 MB of RAM, and a fairly large VGA color monitor.

MultiTerm runs on any network that supports standard DOS calls from version 3.3 or higher (for instance, Windows NT, Novell NetWare or IBM LAN Manager).

If you want to work with double-byte character sets (DBCS), you either need a Windows add-on package such as Japanese Partner or Chinese Partner from TwinBridge or a localized Windows version such as the Japanese or Chinese version of Windows 95.

Support Hotline

If you don't find the answers you need in this User's Guide or in the online Help, Trados is glad to be of service to its direct customers

Tuesday through Thursday from 14:00 to 18:00 CET at
☎ +49 (0)711 - 1 68 77 - 20

Customers who have a Corporate Support Contract are not restricted to these hours; Trados is available to Corporate Support customers at any time during normal business hours. A Corporate Support Contract offers not only unrestricted access to the Trados hotline, but also discounts on upgrades and training. To find out more, please contact us at the number above.

Trados can also be reached via email at `support@trados.com`.

If you purchased MultiTerm through one of our distributors, please contact that distributor for information on support options.

About This User's Guide

This User's Guide has been written to help you learn to use MultiTerm in your daily work as quickly and simply as possible. Once you have learned the program's basic functions, this User's Guide will serve as a reference where you will quickly find Help when MultiTerm questions arise. The individual chapters are structured as follows. At the beginning of each chapter, we present a brief introduction to the topics that will be discussed in that chapter. The subsequent sections in the chapter give you complete step-by-step instructions on how to perform the corresponding tasks. Since most people learn better by doing, we recommend that you carry out the instructions on your PC as you read them.

Since MultiTerm is a Windows program, basic functions like selecting commands from a menu are probably already familiar to you from other programs, such as your word processor. If Windows is still new to you, please take some time to learn the basic functions with the Help of your Windows User's Guide or the Windows tutorial. Our instructions assume you have a basic knowledge of Windows.

As with most Windows programs, MultiTerm lets you perform operations using the mouse or the keyboard . These two symbols point to the corresponding parts of the instructions.

In some cases, the keyboard method is faster; in others, the mouse method. Those functions where one is clearly better than the other will be mentioned explicitly.

We enclose keys that you must press in square brackets, for example [Alt]. A plus sign + means that you should press two keys simultaneously; a comma between key names means that you should press one key, then the other. A letter in square brackets means that you should press the key for that letter. For example, [D] doesn't mean press [Shift]+[D] to crate a capital D; just type the letter **d**.

Special key combinations that abbreviate a series of commands, for instance ([Ctrl]+[O]) to open a database, are shown at the appropriate place in parentheses. You will find a summary of all available key combinations in "Appendix I: MultiTerm '95 Plus Reference."

Installing MultiTerm ’95 Plus

> **Note**
>
> To those customers upgrading from a previous version of MultiTerm to MultiTerm ’95 Plus: before you begin the installation, please read carefully the section titled “Upgrading from Earlier MultiTerm Versions to MultiTerm ’95 Plus,” starting on the next page.

An installation program installs MultiTerm ’95 Plus on your hard disk. The program files are contained in compressed files on two installation diskettes (“MultiTerm ’95 Professional Edition, Program Disk” or “MultiTerm ’95 Lite Edition, Program Disk”). These diskettes also contain sample databases to give you some ideas for designing your own databases. The final diskette, “Macros and Tools,” contains all the files that MultiTerm needs for communicating with your word processor (Microsoft Word, WordPerfect, or Ami Pro). For additional information, refer to the “Integrating MultiTerm ’95 Plus with Other Windows Applications” chapter.

The installation program can only be started under Windows. Depending on whether you are using Windows 3.1 or Windows 95, follow one of these procedures:

- Under Windows 3.1, from the Program Manager’s **File** menu, select the **Run...** menu item. The **Run** dialog appears. You are prompted for a **Command Line**. Type `a:setup` in the input field (where `a:` is the drive containing the installation diskette; if this is drive `b:` on your machine type `b:setup` instead). Now click the **OK** button or press the [Enter] key to confirm your input.

- Under Windows 95, click on the **Start** button. The **Start** menu opens; select the **Run...** menu item. The **Run** dialog appears. In the **Open** input field, type `a:setup` (where `a:` is the drive containing the installation diskette; if this is drive `b:` on your machine type `b:setup` instead). Now click the **OK** button or press the [Enter] key to confirm your input.

The installation program starts and guides you through the installation process. By default, MultiTerm ’95 Plus is installed in the `C:\TRADOS\MTWPLUS` directory/folder. We recommend accepting this default; otherwise, you will have to adjust the graphic file paths for the demo databases.

The installation program also lets you decide into which program group the MultiTerm ’95 Plus icons should be added. The default is to create a group called **Trados fine translation tools**, but you can select any group from the list. The installation program will later add the icons to the group you specify. The icons allow you to select among user interfaces in various languages. Note that these icons refer to the language of MultiTerm’s menus and Help file, not the languages of the terminological data. At press time, MultiTerm ’95 Plus could be accessed in English, German, or French.

This concludes the installation. Keep your original diskettes in a safe place.

If, after a Windows 3.1 installation, you want to use Program Manager to add your own MultiTerm icons to the MultiTerm ’95 Plus program group, be sure to specify the directory where you installed MultiTerm (`C:\TRADOS\MTWPLUS` by default) as the **Working Directory**. Under Windows 95, the same applies to creating shortcuts: specify the installation directory in the **Start in** input field. Alternatively, you can add the MultiTerm directory to the `PATH` statement in your `AUTOEXEC.BAT` file.

The installation program copies the DLL (Dynamic Link Library) files that MultiTerm needs to the Windows system directory, `C:\WINDOWS\SYSTEM` by default. At press time, the following files were copied to the Windows system directory: `TRADOS.DLL`, `ANN.DLL`, `CTPWIN.DLL`, `IMAGEMAN.DLL`,

and CTL3DV2.DLL. In addition, the TRADOS.LRC file is also copied to the Windows system directory.

In order to run MultiTerm '95 Plus under Windows 3.1, the DOS program SHARE *must* be loaded. (Windows for Workgroups 3.11 and Windows 95 automatically load this program, so you don't have to follow the procedure below if you're working with these operating systems.) The SHARE program controls multiple access requests against the same MultiTerm database. This is not only important in a network environment; it is also useful on stand-alone PCs. If SHARE is not already in your AUTOEXEC.BAT file—Microsoft Word 6.0 also uses SHARE—please add the following line to your AUTOEXEC.BAT:

```
...
LH C:\DOS\SHARE.EXE /F:9182 /L:500
...
```

If your AUTOEXEC.BAT file contains a line to automatically start Windows 3.1 (usually WIN on a line by itself), the command the loads SHARE must appear before the command that loads Windows.

Installing the Macros and Tools Diskette

For information on installing the Macros and Tools diskette, please refer to the "Integrating MultiTerm '95 Plus with Other Windows Applications" chapter.

Upgrading from Earlier MultiTerm Versions to MultiTerm '95 Plus

If you are upgrading from a previous MultiTerm version to MultiTerm '95 Plus, please read the following section *before* you install the program as described above.

> **Note**
>
> To those customers upgrading from a previous version of MultiTerm to MultiTerm '95 Plus: *under no circumstances* should you use your old MultiTerm version simultaneously with the new MultiTerm '95 Plus. That is, the old and new versions of MultiTerm should *never* be run at the same time. This could lead to unforeseen problems, since MultiTerm '95 Plus behaves differently than earlier versions when creating and editing entries. You should therefore be sure to delete your old MultiTerm version once you have verified that the new version is working properly.

Upgrading from MultiTerm '95 to MultiTerm '95 Plus

MultiTerm '95 Plus is *not* installed in the same directory as your old version (C:\MTW_95), but rather in a new directory called C:\TRADOS\MTWPLUS. This ensures among other things that nothing can happen to your old MultiTerm version or your old databases during the installation. The simplest thing is to accept the default installation directory. Once you've successfully installed MultiTerm, you can delete your old version manually by following these steps:

1. Install MultiTerm as described above, accepting the default directory C:\TRADOS\MTWPLUS.
2. Make sure that the new MultiTerm runs correctly on your computer.
3. If necessary, copy or move any MultiTerm databases you want to keep from the old C:\MTW_95 program directory to the new C:\TRADOS\MTWPLUS directory, or to any other directory you choose.

4. Depending on whether you are using Windows 3.1 or Windows 95, follow one of these procedures to delete the old MultiTerm '95 program group:

   - Under Windows 3.1, open the program group containing your old MultiTerm version and delete the old icons by selecting the **Delete** command from Program Manager's **File** menu or by pressing the [Delete] key.

   - Under Windows 95, click the **Start** button with the **right** mouse button, and choose the **Open** command from the context menu. The **Start Menu** folder opens in a new Explorer window. To open the **Programs** folder, double click its icon. This folder contains the old MultiTerm '95 program group. You can now select this group and use the mouse to drag the old icons to the Recycle Bin. Alternatively, select the **Delete** command from the **File** menu or press the [Del] key to mov the old icons to the Recycle Bin.

5. Keep your original diskettes in a safe place.

6. Now you can delete your old MultiTerm version using the File Manager (Windows 3.1) or Windows Explorer (Windows 95).

Upgrading from MultiTerm for Windows 1.06 or MultiTerm Professional 1.5

MultiTerm '95 Plus is *not* installed in the same directory as your old version (`C:\MT4WIN` or `C:\MTWPRO`), but rather in a new directory called `C:\TRADOS\MTWPLUS`. This ensures among other things that nothing can happen to your old MultiTerm version or your old databases during the installation. The simplest thing is to accept the default installation directory. Once you've successfully installed MultiTerm, you can delete your old version manually by following these steps:

1. Install MultiTerm as described above. The simplest thing is to accept the default directory `C:\TRADOS\MTWPLUS`.

2. Make sure that MultiTerm runs correctly on your computer.

3. If necessary, copy or move any MultiTerm databases you want to keep from the old program directory (`C:\MT4WIN` or `C:\MTWPRO`) to the new `C:\TRADOS\MTWPLUS` directory, or to any other directory you choose.

4. Put the original diskette from your old MultiTerm version into the `a:` or `b:` drive. Make sure that it is *not* write-protected.

5. Click on the icon labelled "Move License to Diskette." This moves the license from your hard drive back to the original diskette.

6. Depending on whether you are using Windows 3.1 or Windows 95, follow one of these procedures to delete the old MultiTerm program group:

   - Under Windows 3.1, open the program group containing your old MultiTerm version and delete the old icons by selecting the **Delete** command from Program Manager's **File** menu or by pressing the [Delete] key.

   - Under Windows 95, click the **Start** button with the **right** mouse button, and choose the **Open** command from the context menu. The **Start Menu** folder opens in a new Explorer window. To open the **Programs** folder, double click its icon. This folder contains the old MultiTerm '95 program group. You can now select this group and use the mouse to drag the old icons to the Recycle Bin. Alternatively, select the **Delete** command from the **File** menu or press the [Del] key to mov the old icons to the Recycle Bin.

7. Keep your original diskettes in a safe place.

8. You can now delete your old MultiTerm version from your hard drive.

Upgrading from MultiTerm for Windows 1.01 - 1.05

MultiTerm '95 Plus no longer requires a hardware dongle.

To make sure that nothing can happen to your old MultiTerm version and databases during the installation, MultiTerm '95 Plus is *not* installed in the same directory as your old version (`C:\MT4WIN`), but rather in a new directory called `C:\TRADOS\MTWPLUS`. The simplest thing is to accept the default installation directory. Once you've successfully installed MultiTerm '95 Plus, you can still delete your old version manually by following these steps:

1. Install MultiTerm as described above. The simplest thing is to accept the default directory `C:\TRADOS\MTWPLUS`.

2. Make sure that MultiTerm runs correctly on your computer.

3. If necessary, copy or move any MultiTerm databases you want to keep from the old `C:\MT4WIN` program directory to the new `C:\TRADOS\MTWPLUS` directory, or to any other directory you choose.

4. Delete your old MultiTerm software and save your old original diskette if you like. Please return your hardware dongle to the vendor from whom you acquired MultiTerm.

Installing MultiTerm '95 Plus on a Network

> **Note**
>
> To those customers upgrading from a previous version of MultiTerm to MultiTerm '95 Plus: If you are using a network, *under no circumstances* should you use your old MultiTerm version simultaneously with the new MultiTerm '95 Plus. The old and new versions of MultiTerm should *never* be run at the same time. This could lead to unforeseen network problems, since MultiTerm '95 Plus behaves differently than earlier versions when creating and editing entries in a network environment.
>
> You therefore need to make sure that after the installation every user who has access to centrally-stored MultiTerm databases can *only* run the new version and doesn't have an older version available "somewhere."

Installing MultiTerm on a network is the same as installing it on a local PC except that when the installation routine asks where to install the program, you must specify a network drive.

As with a local installation, the installation routine then copies the all the program files to the directory you specify as the installation directory. The only exception here are the DLL (Dynamic Link Library) files. These are program files that MultiTerm must access during execution, and they are copied to the Windows system directory (`C:\WINDOWS\SYSTEM` by default). At press time, the following files were copied to the Windows system directory: `TRADOS.DLL`, `ANN.DLL`, `CTPWIN.DLL`, `IMAGEMAN.DLL`, and `CTL3DV2.DLL`. In addition, a file named `TRADOS.LRC` file is also copied to the Windows system directory. If the Windows system directory is not kept on a network server in your organisation, but is instead found on each local PC, you have several options for preparing your network so that MultiTerm will run correctly:

- You can copy the DLLs listed above as well as the `TRADOS.LRC` file to the local Windows system directory of each user who is to have access to MultiTerm.

- If you want to spare yourself this work, you can keep the DLLs listed above and the `TRADOS.LRC` file in the MultiTerm installation directory. The installation routine copies these files to the MultiTerm installation directory as well as the Windows system directory, except with the extension `*.DL_` and `*.LR_`. So after the installation, you'll find the files `TRADOS.DL_`, `ANN.DL_`, `CTPWIN.DL_`, `IMAGEMAN.DL_`, and `TRADOS.LR_` in the MultiTerm installation directory on your network. You can rename these files—with the

exception of TRADOS.LRC—so that they have the extension *.DLL. Rename TRADOS.LR_ to TRADOS.LRC. Once you have renamed the files and made sure that MultiTerm starts correctly, you can delete the TRADOS.DLL, ANN.DLL, CTPWIN.DLL, IMAGEMAN.DLL, and TRADOS.LRC files from your Windows system directory. When creating a fuzzy index, TRADOS.DLL always looks for the TRADOS.LRC file in the current directory. If TRADOS.LRC cannot be found, you will receive an error message ("File missing/corrupted - Could not open TRADOS.LRC"). In this case, please be sure that both the TRADOS.DLL and the TRADOS.LRC files are in the same directory.

- The only exception is the CTL3DV2.DLL file. This file must be present in the local Windows system directory of each MultiTerm user so that MultiTerm can be started correctly. If Windows is started from the network, you can of course copy this file to the corresponding network directory. Please note that other applications may also use this DLL; it is very important that only one copy of this file be present on your network or on each local PC.

Assigning Network Access Rights

After installing MultiTerm, you must give all users who need to access MultiTerm *all* rights to directories containing MultiTerm databases. This is for example necessary so that the fuzzy index can be created correctly—see the "Getting Started" and "Searching for Entries" chapters. If you keep your databases in directories other than the MultiTerm installation directory, you can configure the MultiTerm installation directory as Read Only to keep it from being accidentally deleted or overwritten. If your databases are in the MultiTerm installation directory, you can still assign Read Only rights to the .EXE and .DLL files.

For more information on using MultiTerm on a network, see the chapter "Using MultiTerm '95 Plus in a Network Environment".

Getting Started

Now that you've installed MultiTerm on your computer, you will no doubt want to spend some time getting to know the program. This chapter will walk you through your first steps with MultiTerm, explaining the most important functions along the way. We recommend that you work along on your computer as you go through this chapter.

Starting MultiTerm '95 Plus

MultiTerm runs under the Windows graphical user interface. If Windows is not running, please start it.

In Program Manager (Windows 3.1) the MultiTerm program group looks like this:

Figure 1: Program Manager with the Trados Fine Translation Tools Program Group

Under Windows 95 and Windows NT 4.x, the MultiTerm program group is integrated into the Start menu as depicted below:

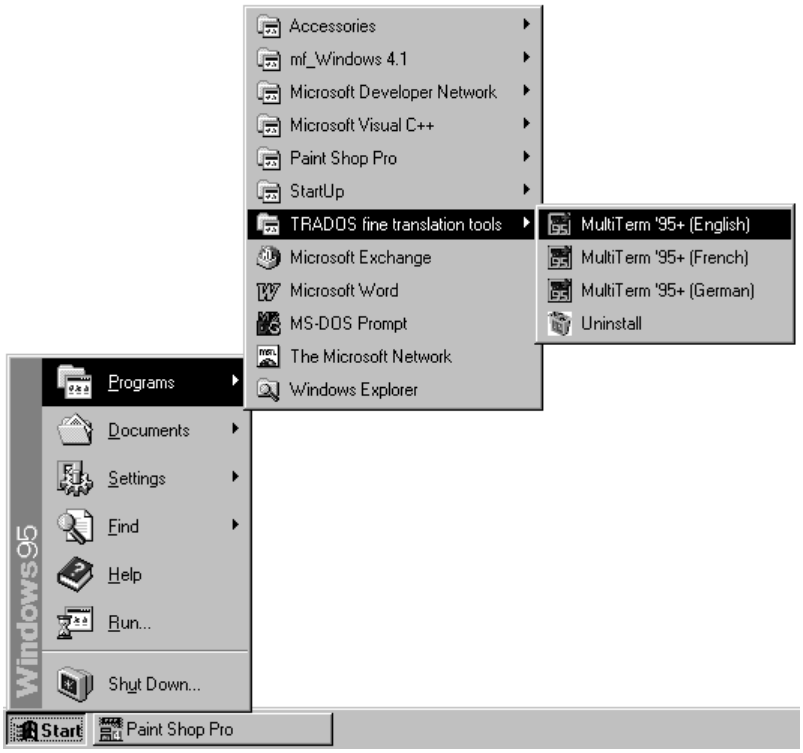


Figure 2: Start Menu with the Trados Fine Translation Tools Program Group

If you have accepted the installation default, MultiTerm's installation routine has automatically created the **Trados fine translation tools** program group with the MultiTerm '95 Plus icons in Program Manager (Windows 3.x) or the Start menu in the Programs folder (Windows 95 or NT 4.x).

Follow these steps to start MultiTerm, depending on the operating system you use:

Windows 3.1

1. Find the **Trados fine translation tools** program group in Program Manager. At press time, this program group contained three icons that allow you to select among three different user interface languages, namely English, French, and German. Note that these icons refer to the language of MultiTerm's menus and Help file, not the languages of the terminology data.

2. Move the mouse pointer to the MultiTerm icon corresponding to the user interface language you prefer, and start the program by double-clicking with the left mouse button. The MultiTerm window opens.

Windows 95, Windows NT 4.x

1. Click the **Start** button. The Start menu opens.
2. Move the mouse pointer on the **Programs** item and wait a moment. The Programs menu opens.
3. Move the mouse pointer on the **Trados fine translation tools** program group and wait a moment again. The **Trados fine translation tools** group opens. At press time, this program group contained three icons that allow you to select among three different user interface languages, namely English, French, and German. Note that these icons refer to the language of MultiTerm's menus and Help file, not the languages of the terminology data.
4. Move the mouse pointer to the MultiTerm icon corresponding to the user interface language you prefer, and start the program by clicking the icon with the left mouse button. The MultiTerm window opens.

Opening a Database

The first time you start MultiTerm, an empty window appears on your computer. To use MultiTerm, you need to either open an existing database or create a new one. To familiarize yourself with the program, we recommend opening one of the sample databases by following these steps:

1. From the **File** menu, select the **Open Database...** command ([Ctrl]+[O]) as follows:

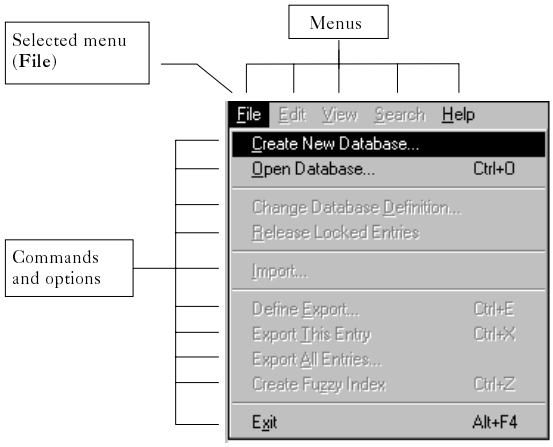


Figure 3: The File Menu

   - Move the mouse pointer to the **File** menu, and click on it with the left mouse button. The menu opens.
   - Move the mouse pointer to the **Open Database...** command, and click on it with the left mouse button.

2. The standard Windows **Open** (Windows 95, NT 4.x) or **Open File** (Windows 3.1) dialog appears.

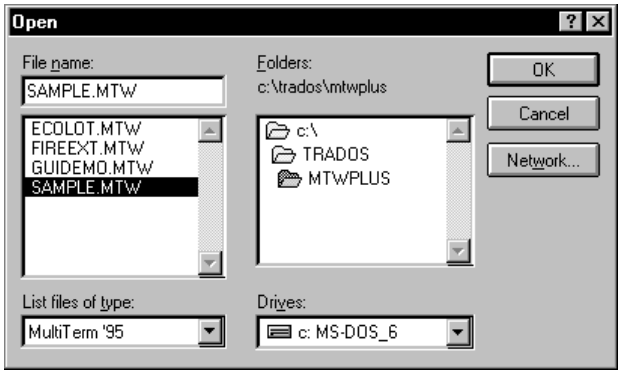


Figure 4: The Open Dialog

3. In the **File Name** list, click on the sample database `SAMPLE.MTW`, and confirm your selection by clicking on **OK**.

4. MultiTerm asks whether you want exclusive access to the database; answer **Yes**. If you are on a network, please refer to the notes in the chapter "Using MultiTerm '95 Plus in a Network Environment."

> **Note**
>
> If you have difficulty selecting menu commands or working with dialogs, please refer to your Windows User's Guide or tutorial.

MultiTerm ’95 Plus’s Screen Layout

Once you’ve started the program as described above, the MultiTerm window appears on your screen. This window is similar to windows in other Windows programs that you may have seen.

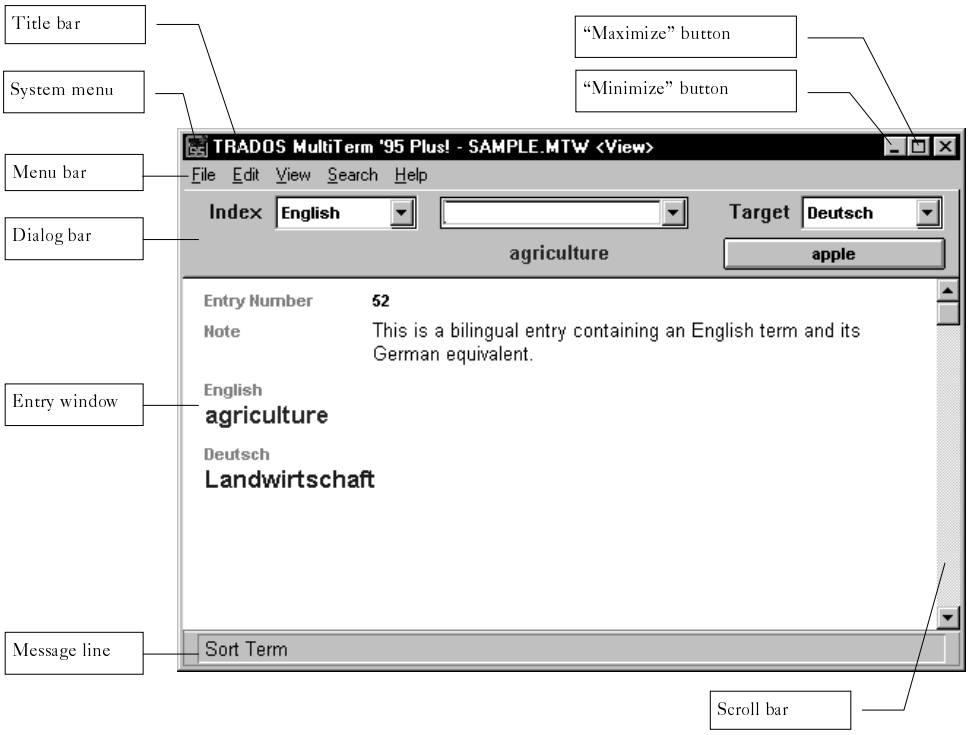


Figure 5: MultiTerm’s Screen Layout

Title Bar

The title bar shows which database you have open in MultiTerm. In addition, MultiTerm informs you in which mode you are at the moment (for example, “View” or “Edit”).

If you move your mouse pointer to the title bar and hold down the left mouse button, you can move your MultiTerm window around on the screen.

Double-clicking on the title bar maximizes the MultiTerm window to the size of your screen. Double-clicking again returns MultiTerm to its normal size.

System Menu Field

If you click on the system menu field, the so-called system menu opens from which you can Restore, Move, Size, Minimize, or Maximize the window, Close the application, or Switch To another application (the last command is only available under Windows 3.1). Double-clicking on this button will end MultiTerm.

“Minimize” Button

Clicking on this button shrinks your MultiTerm window to an icon. A double-click (Windows 3.x) or simple click (Windows 95, NT 4.x) on the icon restores MultiTerm to its previous size.

“Maximize” Button

Clicking on this button expands your MultiTerm window to cover the entire screen. When the MultiTerm window is maximized, this button becomes a Restore button; clicking the Restore button returns the MultiTerm window to its original size.

Menu Bar

The menu bar displays MultiTerm's menus. When no database is open, some menus are not accessible; their names are displayed in gray.

You select a menu by clicking on the menu with the mouse or by holding the [Alt] key and typing the letter that is underlined in the menu name.

The menu opens and you see a list of options. Once again, you can use the mouse or the keyboard to select any option displayed in black type (that is, options that are not grayed out).

Dialog Bar

The dialog bar, also called the index dialog, is the basis for your "dialog" with MultiTerm. There are two kinds of dialog bars depending on whether you are viewing or editing an entry. The two dialog bars are described in detail in the appropriate chapters of this User's Guide.

Entry Window

The actual terminological entries are displayed in the entry window. The first item in the window is always a term in the current source language and any additional information relating to this term. The next item is the term is the current target language term with any related information.

Message Line

The message line displays various notes about the contents of your database or about functions you have just performed. These messages are described in detail in the corresponding chapters of this User's Guide. To remove a message from the message line, click on the message line with the left mouse button.

Scroll Bar

To the right of the entry window is a scroll bar, which is used to move up and down in longer entries.

Clicking on the arrows at the top and bottom of the scroll bar moves the entry up or down one line at a time. You can move through long entries more quickly by "dragging" the square button in the scroll bar up or down.

With the keyboard, you can move the entry up or down one screen at a time by pressing the [Page Up] or [Page Down] buttons. The cursor keys [↑] and [↓] move the entry up or down one line at a time. Press [Ctrl]+[End] to go to the end of an entry, and [Ctrl]+[Home} to go to the beginning.

Now that you've become familiar with MultiTerm's screen layout, we would like to introduce MultiTerm's basic functions and walk you through your first use of the program. However, you should by all means feel free to explore your new program on your own.

Searching in MultiTerm ’95 Plus

Browsing the Database

You can browse through a MultiTerm database exactly as you would in a dictionary:

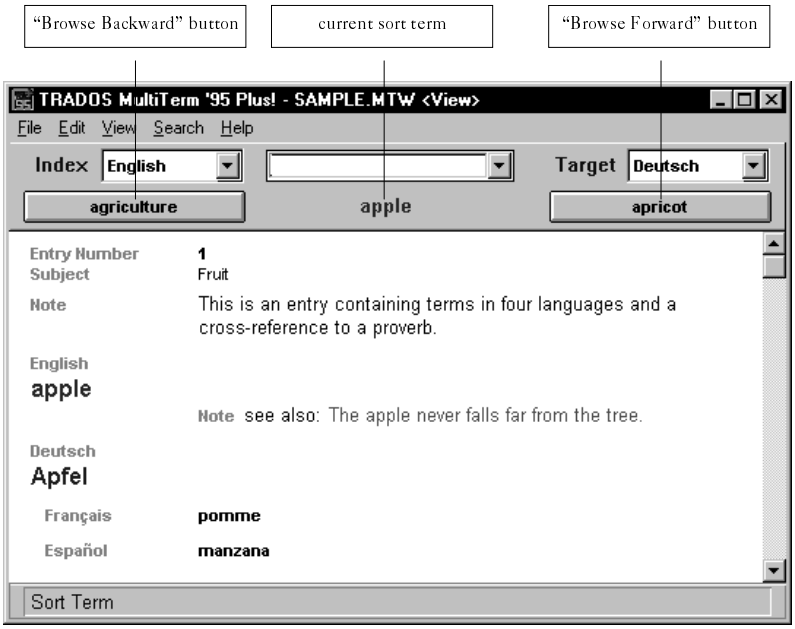


Figure 6: Buttons for Browsing

- To move to the next entry in the database, click on the “Browse Forward” button or press the [F5] function key. The “Browse Forward” button shows you the headword of the next entry.

- To move to the previous entry, click on the “Browse Backward” button or press the [F4] function key. The “Browse Backward” button shows you the headword of the previous entry.

Simple Search

Of course, you can also look up specific entries in your MultiTerm database. To do so, type the phrase to look for into the search field as follows:

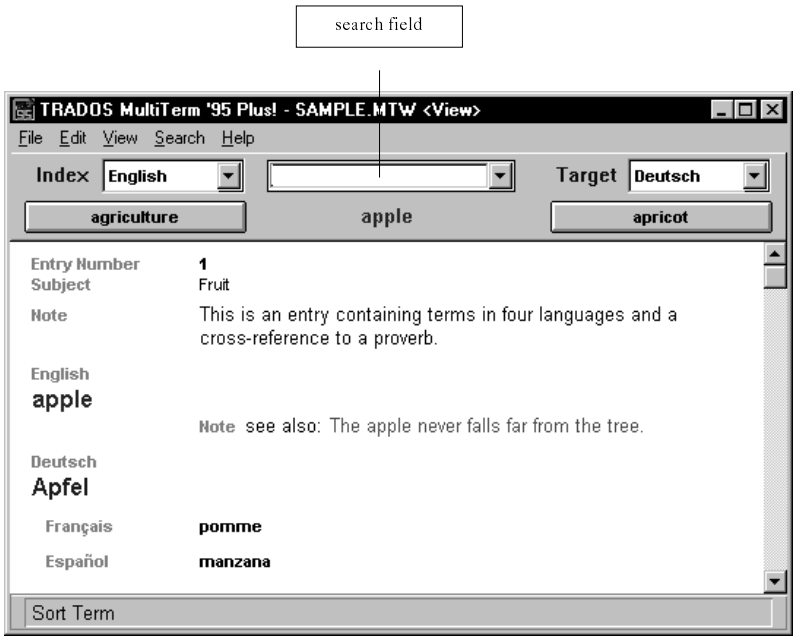


Figure 7: The Search Field

1. Click the mouse in the search field. The cursor starts to blink.

2. Type your search term into the search field and press the [Enter] key. If you are using our sample database, we suggest searching for a kind of fruit, vegetable, or grain, for instance *blackberry*, *radish*, or *wheat*. If the database contains an entry that corresponds to the search term, this entry is displayed. Otherwise, the message "Not found" appears in the message line.

When searching for a specific term, you need not type in the entire search term; typing in the first few characters of the search term is more than enough. Try your search again, this time typing *blackb*, *rad*, or *whe*, for example. As you see, MultiTerm still locates the corresponding entries.

Global Search

Sometimes you may not know exactly what you are looking for, or you don't want to type in a long search term. MultiTerm lets you use the asterisk (*) as a placeholder for any string of characters. You can put the asterisk before, after, or in the middle of individual character strings. Since the asterisk is used by many programs as a "wildcard," this kind of search is also referred to as a "wildcard search."

Let's assume you want to know what kinds of berries are included in the sample database. To find out, you can search for all entries whose headwords end in *berry* as follows:

1. Type `*berry` into the search field and confirm by pressing the [Enter] key. A so-called hit list appears showing all entries in the sample database that end in *berry*.

2. You can view the individual entries by double-clicking on the corresponding term in the hit list. The hit list remains on the screen, and the selected entry is displayed behind it. To get a better look at the entry, you can move the hit list aside by clicking on its title bar and holding down the left mouse button while you drag the hit list to the desired place on the screen.

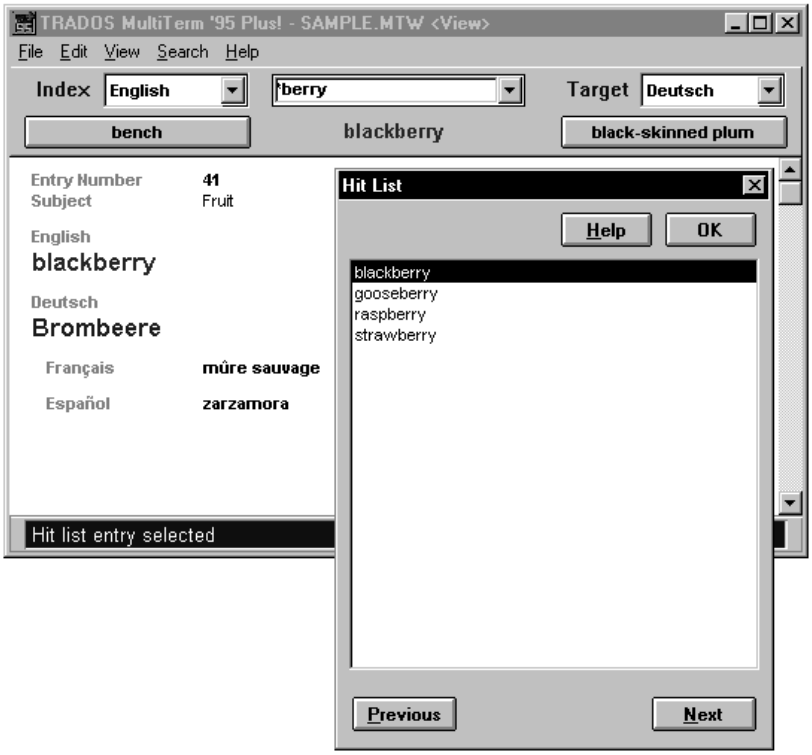


Figure 8: An Entry Selected from a Hit List

3. You can also select an entry by clicking on it once and clicking on **OK**, or by using the cursor keys to move the cursor bar to the desired term and pressing the [Enter] key. The hit list is closed.

   - If you want to re-display the hit list later, select the **Show Hit List...** command from the **Search** menu, or press the [F12] function key. The hit list from the previous wildcard search reappears, and you can select another entry.

You can use the asterisk * at multiple locations in the search string. For example, if you type `*berry*`, the hit list will show all entries that contain the word *berry*, regardless of whether *berry* appears at the beginning, in the middle, or at the end of the entries' headwords. The hit list now displays the term *strawberry milkshake* in addition to the terms found above.

As mentioned earlier, you can also use the asterisk as a placeholder between various strings. For example, you could find the term *strawberry milkshake* by typing `straw*milk*`, `*str*mi*`, or `*aw*sh*`.

Fuzzy Searching (Only in MultiTerm '95 Plus Professional Edition)

When you use a fuzzy search, you don't even need to know how to spell a portion of the search term. Fuzzy searching can find transposed or even misspelled search terms. This feature is only available in MultiTerm Professional.

The prerequisite for performing a fuzzy search is that a "fuzzy index" must have been created for the current database.

1. To create a fuzzy index for our sample database `SAMPLE.MTW`, select the **Create Fuzzy Index** command from the **File** menu, or press [Ctrl]+[Z]. After confirming the following request with **Yes**, MultiTerm reads through the current database and creates "fuzzy" images of the terms in the database. These images are stored in a separate fuzzy index outside the database. Once MultiTerm displays the message, "Fuzzy index successfully created," fuzzy searching is available.

2. To perform a fuzzy search, simply type a pound sign # before the search term. For example, try searching for *#grape bunch* or *#bunsh of prapes*. MultiTerm finds the entry for *bunch of grapes* in spite of the transposed or misspelled words.

Jumping to a Cross Reference

You can jump to cross-referenced entries with the click of a mouse, and jump back to your original entry just as quickly. Text items identified as cross-references appear in green by default. You can try out the cross-reference function right from the *bunch of grapes* entry as follows:

1. Move the mouse pointer to the green cross-reference text *grape*. As you see, the mouse pointer becomes a hand.

2. Click on the green cross-reference text. The cross-referenced entry for *grape* is displayed.

3. To return to the original *bunch of grapes* entry, click on the message line at the bottom of the MultiTerm window with the *right* mouse button.

Setting the Source and Target Languages

So far, you've always accessed the entries in the sample database via the English terms. The corresponding German terms have been displayed immediately below the English terms. Of course, MultiTerm lets you select any language present in the database as the source or target language. Each language in a MultiTerm database has an index which is stored either alphabetically or according to a user-defined sort sequence. Selecting a source language activates the corresponding index so you can access terms in a flash. Follow these steps to change the source and/or target language:

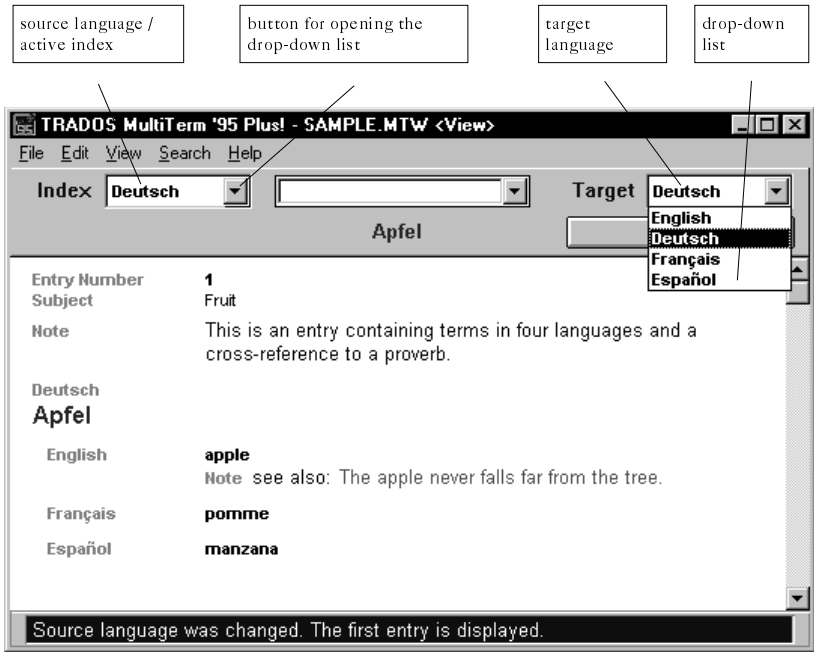


Figure 9: Fields and Buttons for Changing the Source and Target Language

1. To set the source language, click on the button containing the arrow symbol next to the **Index** field. A drop-down list opens showing the languages present in this database.

2. Click on the desired source language in the drop-down list of index fields. MultiTerm goes to the first entry in the corresponding language and dynamically reformats the entry with the new source language at the top.

3. Follow the same approach to select the target language in the **Target** field. The layout is once again dynamically reformatted. This time, the new target replaces the old target, directly below the source language. The source and target each assume special font and color characteristics.

As you saw, this method of changing the source and target languages always returns to the beginning of the new source language. You can also change the source language within an entry without returning to the beginning of the index:

Press and hold the [Shift] key, and click on a term in the current entry corresponding to the desired source language. The are two possible cases:

- If you click on a term in the currently selected target language while pressing the [Shift] key, the source and target languages are inverted. For example, let's assume that German is the source language, English is the target language, and you are on the term *Apfel*. Clicking on the English term *apple* will change the source language to English and the target language to German.

- If you click on a term in a language other than the currently selected target language while pressing the [Shift] key, the language of the term you click on becomes the new source language, and the target language remains unchanged. If you click on the Spanish term *manzana* in our sample entry, Spanish becomes the new source language, and German remains the target language.

Filtering Entries

The filter function allows you to search for entries in your database that match one or more user-defined criteria. For example, you can filter to find all the entries belonging to a certain subject area, or that were created on a certain date or within a range of dates, or that contain terminology that is preferred by one of your clients. You can combine different criteria, for example to search for all the entries that have at least one French term and belong to one or more subject areas.

To search for entries according to one or more criteria, you need to tell MultiTerm what the criteria are. To do this, you must first define a "filter" with the desired criteria; then, you must activate the filter. For example, let's assume you want to find all entries with the subject *Fruit* in our sample database. Follow these steps to define the filter:

1. From the **View** menu, select the **Define Filter...** command ([Ctrl]+[F]). The **Filter Definition** dialog appears on your screen. As you can see, the filter list is empty.

2. You therefore need first to click on the **Add...** button. Another dialog window, **Select Field or Field Group**, opens. You use this dialog to select the fields that contain the information you want to filter on. The meaning of the individual fields is explained in detail in the "Filtering Entries" chapter. For our example, only two fields are relevant: *Entry Number* in the left list and *Subject* in the right list. The field *Entry Number* is located in the header of each entry and is automatically generated by MultiTerm. It is therefore considered to be one of the "system fields." MultiTerm gives each entry its own Entry Number, so the Entry Number uniquely represents the entry. Attributes that apply to the entire entry, for example an attribute designating the subject area, are therefore assigned to the Entry Number and are called global attributes. The filter criterion we want to define, for the *Subject Fruit*, is such a global attribute.

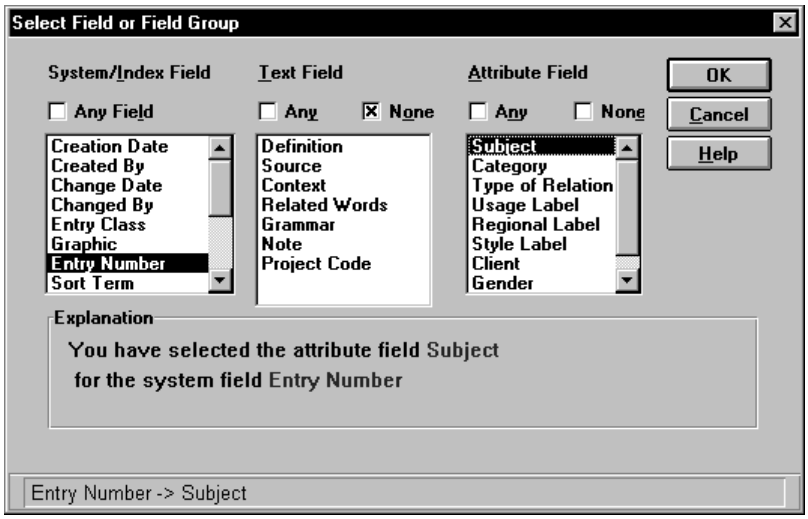


Figure 10: The Select Field or Field Group Dialog

3. Select the field *Entry Number* in the left list box and *Subject* in the right list box by clicking on them with the mouse. The **Explanation** field shows the effects of your selections. Click the **OK** button. You are returned to the **Filter Definition** dialog. So far, you've told MultiTerm that you want to filter on the *Subject* attribute, which is assigned to the field *Entry Number*. Now you must specify the actual criterion, *Fruit*.

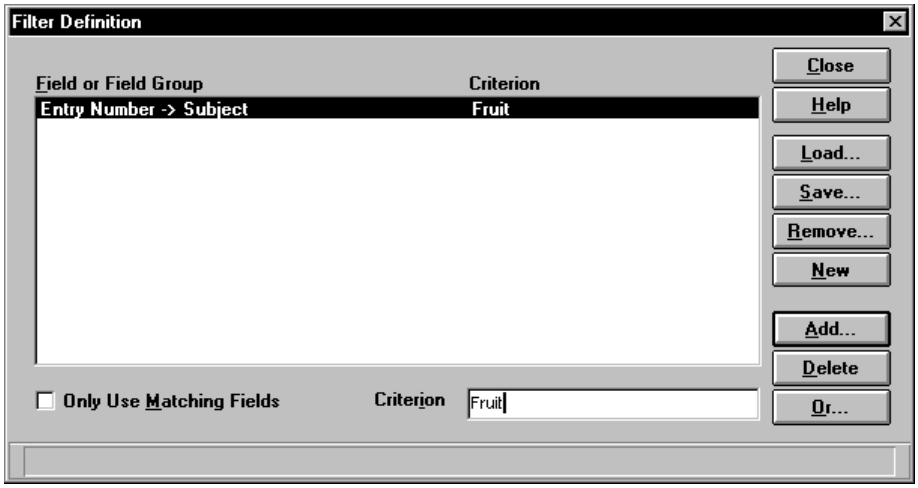


Figure 11: The Filter Definition Dialog

4. In the **Criterion** field of the **Filter Definition** dialog, type the criterion *Fruit*, and confirm your entry by clicking on **Close**. This concludes the filter definition. You've told MultiTerm to search for all entries containing the *Subject Fruit*. Now that you've defined the filter, in order for it to take effect, you must activate it.

5. To do so, from the **View** menu, select the **Filter Active** option ([Ctrl]+[A]). A check mark (✓) appears next to the **Filter Active** option, indicating that it is active. The message line displays the message "Filter is active."

6. Now, when you browse in the database, entries that don't match the filter, that is, entries whose subject is not *Fruit*, appear with a gray background. To browse among only those entries with this subject, from the **Search** menu, select the commands **Next Filtered Entry** ([Ctrl]+[F5]) or **Previous Filtered Entry** ([Ctrl]+[F4]).

   If you perform a global search now, the entries found will be restricted to those matching the filter. You can try this out by once more searching for `*berry*`, as described in the section

"Global Search" above. As you see, the hit list displays all the different types of berries in the database, but not the *strawberry milkshake* entry.

You can also display all the entries matching the *Fruit* filter at once. Simply type an asterisk * by itself in the search field, and you get a hit list of all the filtered entries.

If you want to be able to search for all the entries in the database again, you must deactivate the filter as follows.

7. Once you've finished your filtered search, select the **Filter Active** option in the **View** menu again. The check mark (✓) is removed. You can also use the key combination [Ctrl]+[A]. The filter is now deactivated; a global search will now access all entries.

MultiTerm Fields

As you saw in the **Select Field or Field Group** dialog while defining a filter, MultiTerm entries are made up of different types of fields. We want to illustrate these field types using the sample entry *brussels sprout:*

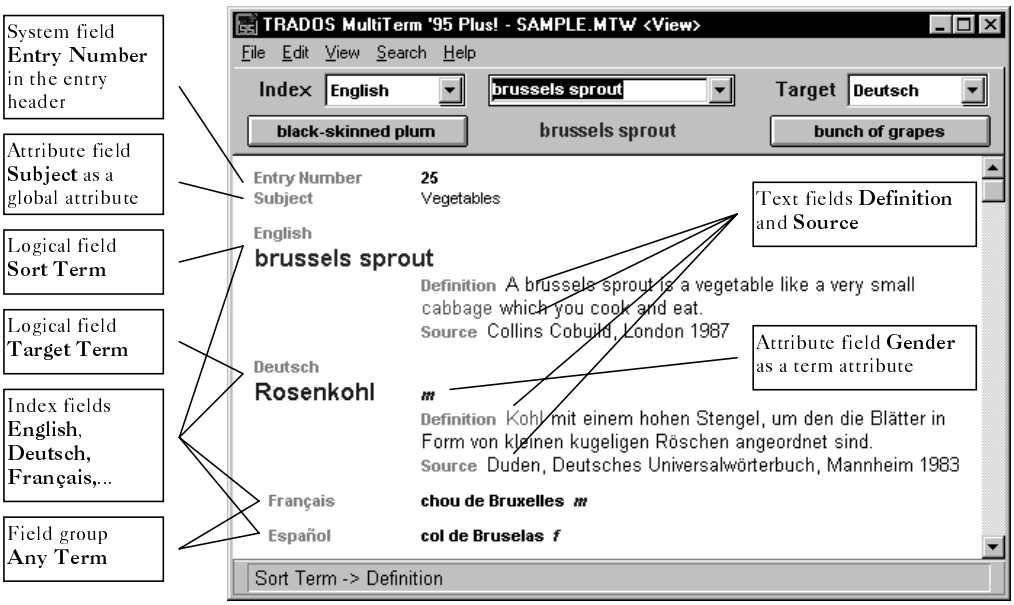


Figure 12: MultiTerm Field Types

Entry Header Fields

These fields are automatically created and maintained by MultiTerm, and are therefore called system fields. In particular, these fields are *Creation Date*, *Created By*, *Change Date*, *Changed By*, and *Entry Number*. The other two entry header fields, Graphic and Entry Class, are created and maintained by the user. In our sample entry, the only entry header field visible is *Entry Number*. All other system fields are usually hidden. However, they can be made visible at any time by changing the layout definition as described in the next section.

Index Fields

Index fields are fields that allow quick access to entries. They are therefore best suited for storing the actual terms in the database. The terms for each language are placed in a their own index, which allows sorting alphabetically or according to a user-defined sort sequence. So a separate index field is defined for each language. When you define a database, you can specify which languages you want to manage with MultiTerm and what you call them. For example, the *brussels sprout* entry contains the index fields *English*, *Deutsch*, *Français* and *Español*.

Text Fields

Text fields contain free-format information that further describes the individual entries or terms. Text fields are best suited for information like definitions, source references, or notes. Text fields that apply to an entire entry are called global text fields, while text fields that apply to individual terms are called term-level text fields. Just like index fields, you can define text fields according to your requirements. Our sample entry contains the text fields *Definition* and *Source*. Note that the same text field, *Definition*, is used at the term level beneath both English and Français.

Attribute Fields

Attribute fields allow detailed classification of terminological information. Typical attribute fields specify subject, client, language level, or gender. Attribute fields that apply to an entire entry are called global attributes, while attribute fields that apply to individual terms are called term attributes. Attributes can also apply to text fields, in which case they are called text attributes. Our sample entry contains the attribute *Subject Vegetables* which applies to the whole entry and is therefore a global attribute. The entry also contains the attribute *Gender MultiTerm*, which only applies to the German term and is therefore a term attribute. As with index and text fields, you define attribute fields when defining the database.

Logical Fields

Logical fields are fields associated with a specific function as opposed to a specific content. For example, the logical field *Sort Term* always contains the current sort term, regardless of which language is set as the source language. In our sample entry, *brussels sprout* is the current Sort Term, since the source language is set to *English*. However, if you invert the language direction, German (*Deutsch*) becomes the new source language and *Rosenkohl* the new Sort Term.

Field Groups

Finally, a Field Group refers to all the fields of a similar type. For example, the field group *Any Term* refers to all the index fields other than those referenced by Sort Term and Target Term. In our sample entry, Any Term would refer to *Français* and *Español*. As with logical fields, if you change the source or target language, the index fields referred to by Any Term will change accordingly. We will discuss additional field groups in the following sections.

Changing the Layout of the Entry Window

MultiTerm lets you format entries exactly according to your needs and preferences. For instance, you can change the font of individual fields and field groups in your entries to make them larger or smaller, bold, italic, or different colors. And, if there is some terminological information that you don't need at a certain time, you can hide individual fields or field groups so that only the field name is displayed on the screen.

Let's assume that you want to display the current sort term in a larger, italic font and in green.

1. From the **View** menu, select the **Define Layout...** command ([Ctrl]+[L]). The **Layout Definition** dialog appears on your screen.

2. In the **Field or Field Group** list field, select the logical field *Sort Term*. The current settings for character and paragraph formatting appear in the lower portion of the dialog. Separate formatting is defined in three horizontal rows, **Name**, **Hidden** and **Field**. In the **Name** row, you can define the formatting of the field name. In the **Hidden** row, you can define the formatting of the field name when the field contents are hidden. Finally, in the **Field** row, you can define the formatting of the field contents themselves.

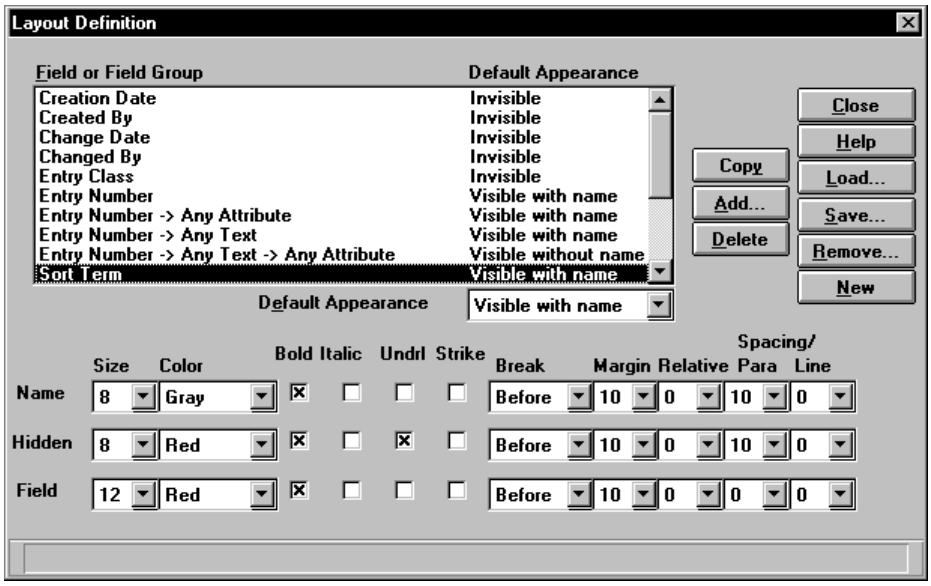


Figure 13: The Layout Definition Dialog

3. We want to change the appearance of the field contents, so in the bottom row, **Field**, set the Size to 24 and the Color to Green, and activate the Italic check box. Confirm your selections by pressing **Close**. As you see, the Sort Term is now considerably larger, and is shown in green, italic type.

Now let's assume that you want to only work with two languages, so you want to hide all languages except the currently selected source and target languages.

1. From the **View** menu, select the **Define Layout...** command ([Ctrl]+[L]) again. The **Layout Definition** dialog appears on your screen once more.

2. In the **Field or Field Group** list field, select the field group *Any Term*. As explained earlier, this field group refers to all the index fields other than those currently referenced by Sort Term and Target Term. The current settings for the field group *Any Term* appear in the lower portion of the dialog.

3. From the drop-down list **Default Appearance**, select **Hidden with name**, and press **Close**. As you see, the index fields that are not currently source or target fields are "hidden," that is, only an underlined field name is visible, but not the field contents. If you want to view a hidden field, you can open and close it at any time by clicking on the field name with the *right* mouse button.

Feel free to try changing the formatting or the Default Appearance of other fields or field groups, observing how the layout of the entries changes. You can find further information on defining layouts in the corresponding chapter of this User's Guide.

> **Note**
>
> You can return to the standard layout at any time by selecting the **New** button in the **Layout Definition** dialog and pressing **Close**.

Adding an Entry

So far, you've learned about MultiTerm's diverse search functions, seen how to filter certain entries out of a database, and tried changing the layout of entries. Now you would no doubt like to find out how you can create your own entry.

Let's assume that you want to create an entry for the term *orange*. Such an entry can be globally categorized as belonging to the subject "fruit." The first task is therefore to create a global attribute for the **Subject Fruit** as follows:

1. From the **Edit** menu, select the **Add Entry** option, or press the [F3] function key. MultiTerm changes to edit mode, and an empty window appears on your screen.

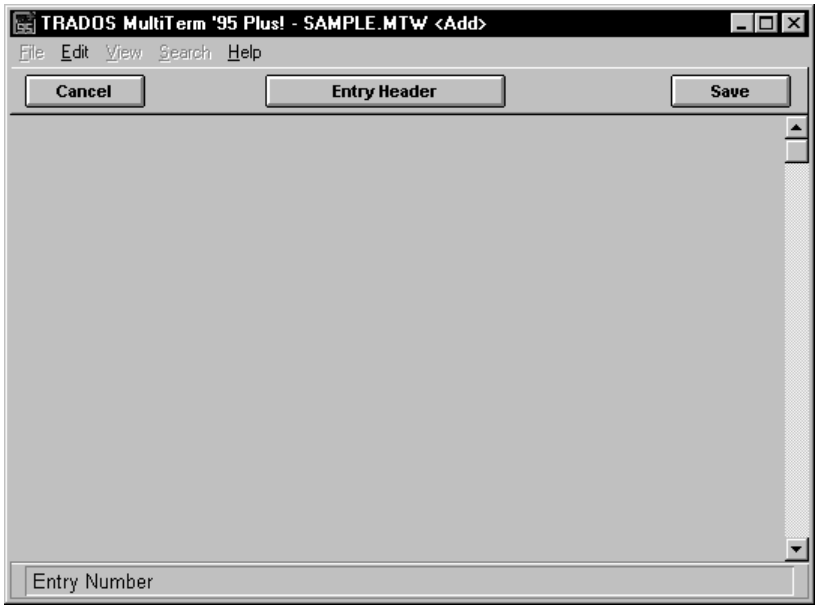


Figure 14: Empty Entry Window in Edit Mode

2. Press the [A] key for Attribute. The **Attribute Fields** dialog opens. From this dialog, you can select attribute fields and values from those defined for this database.

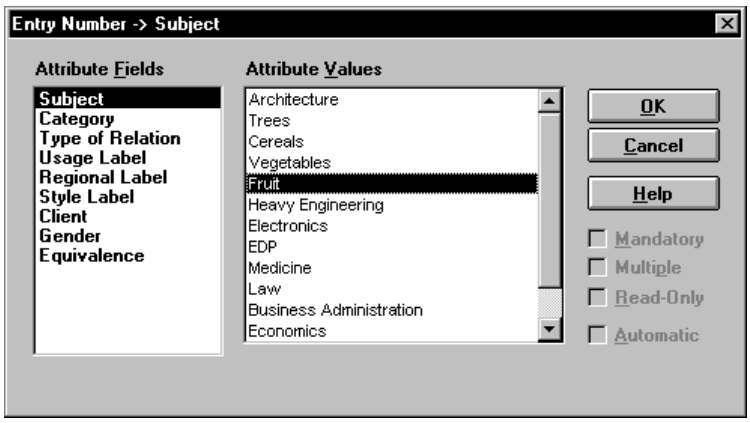


Figure 15: The *Subject* Attribute Field with Attribute Values

3. From the list of attribute fields, select *Subject*. From the list of attribute values, select *Fruit*. Confirm your selections by pressing **OK**. You have just created the global attribute *Subject Fruit*. It now appears at the top of the entry window.

Now that you have specified that the new entry's subject is fruit, follow these steps to enter the English term *orange* and the German translation *Apfelsine* in the corresponding index fields:

1. Type an [I] to enter an index field. The **Insert Index Field** dialog appears on your screen. This dialog lists the languages defined for the current database.

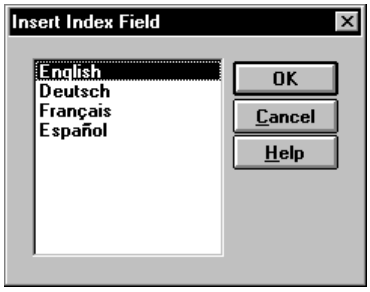


Figure 16: The Insert Index Field Dialog

2. We'll add English first. Select *English* and confirm your choice by pressing **OK**. The input field **English** opens. This is where you enter the English term.

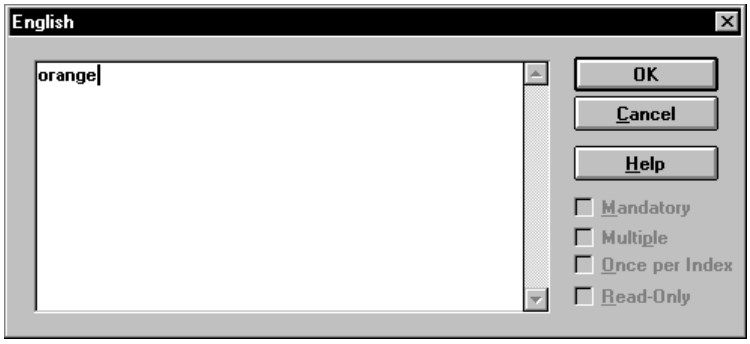


Figure 17: The English Input Field

3. Type the English term *orange* into the **English** input field, and confirm by pressing **OK**. The field *English orange* appears in your entry.

4. Now, to enter the German term *Apfelsine*, press [I] to open the **Insert Index Field** dialog again. This time, select *Deutsch*. The input field **Deutsch** appears on your screen.

5. Type *Apfelsine* and confirm by pressing **OK**. You are returned to your entry, where the term *Apfelsine* now appears.

Now, you may want to add additional information like an English and a German definition. This kind of free-format information is kept in text fields. Follow these steps to add definitions to the terms:

1. To enter an English definition, move the pointer to the field *English orange* by pressing the [→] and [←] keys to jump between fields. Of course, you can also use the mouse.

2. Type a [T] to enter a text field. The **Insert Text Field** dialog appears on your screen. From this dialog, you can select the text field you want to add, *Definition*, from those defined in this sample database.

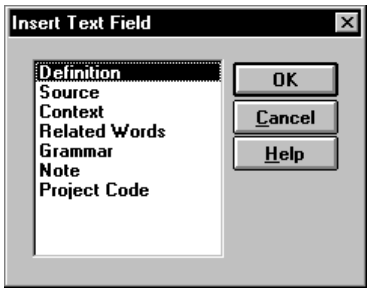


Figure 18: The Insert Text Field Dialog

> **Note**
>
> Although you want to insert the definition *after* the English term, the pointer should be *on top of* the field name *English* when you press [T]. If you position the pointer after the field, you may accidentally add the definition to the wrong term. The MultiTerm status line always tells you which field you are currently pointing to.

3. Select *Definition* from the list and confirm by pressing **OK**. The input field **English→Definition** opens.

4. Now, type in the definition (for example, *The fruit of orange trees, having a yellowish-red bitter rind and segmented juicy flesh*), and confirm by pressing **OK**. You are returned to the entry, where the *Definition* field has been inserted below the English term.

5. To add a German definition, use the [→] and [←] keys, or use the mouse, to move the pointer to the *Deutsch Apfelsine* field.

6. Type a [T] again to open the **Insert Text Field** dialog and select the field *Definition*. Confirm by pressing **OK**, and the **Deutsch→Definition** field opens.

7. Type in the definition (for example, *Rötlichgelbe, runde Zitrusfrucht mit saftreichem, wohlschmeckendem Fruchtfleish und dicker Schale*), and confirm by pressing **OK**. Your entry appears again with the new *Definition* field under the German term.

As a last item, you might like to add a gender designation to the German term *Apfelsine*. As mentioned earlier, the best way to do this is to use a so-called term attribute to further describe an individual term. Follow these steps to add the appropriate term attribute:

1. Again, use the [→] and [←] keys, or use the mouse, to move the pointer to the field *Deutsch Apfelsine*. This is the term to which you want to add the attribute.

2. Type an [A] to enter an attribute field. The **Attribute Fields** dialog opens. From this dialog, you can once again select from the attribute fields and values defined in the database.

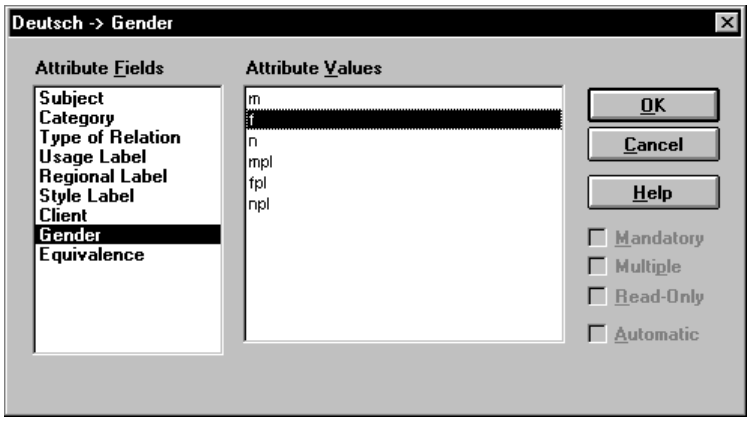


Figure 19: The *Gender* Attribute Field with Attribute Values

3. Select the *Gender* attribute field and the value *f* for "feminine." Confirm your selection by pressing **OK**. Your entry now appears as follows:

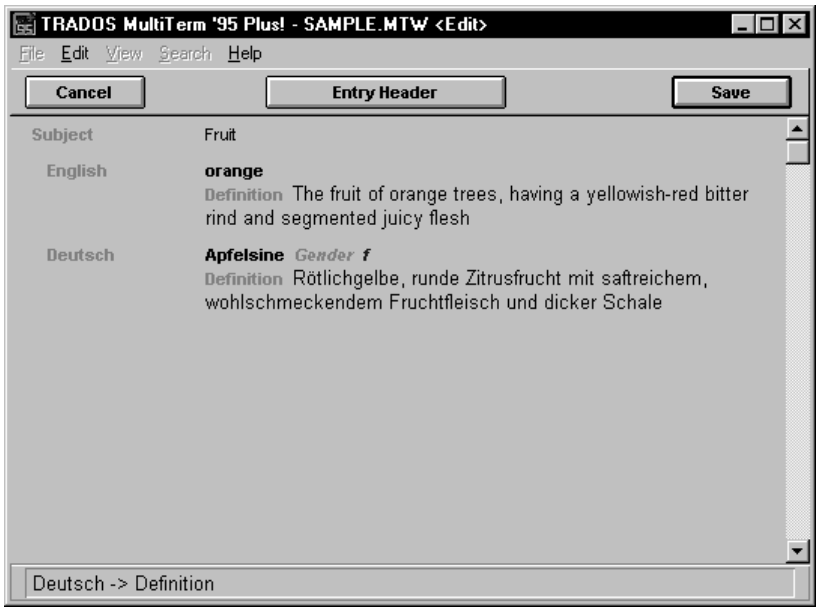


Figure 20: Your New Entry in Edit Mode

4. When you are finished with your entry, click on the **Save** button or press [S]. MultiTerm saves your entry and returns from edit mode to display mode.

> **Note**
>
> Your new entry is saved as soon as you exit edit mode with the Save command. It is not necessary to save the entire database at the end of a MultiTerm session.

As you have seen, you create entries in MultiTerm by selecting fields from lists of possible field names. These lists are not fixed; rather, they are completely user-definable. The chapter "Creating a Database" describes how to create custom lists for your own database.

Using the Online Help

When you need more information on how to do something in MultiTerm, you can access the online Help at any time by pressing the [F1] key. The online Help is context sensitive, so it automatically gives you information about the function you are using at the moment.

The online Help works exactly like the Help in other Windows applications. If you want more detailed information about using the Help function, start Help by pressing [F1], then select **How to Use Help** from the **Help** menu.

> **Note**
>
> You can also start the online Help for all those menu functions and commands that don't open a dialog. To achieve this, select the corresponding menu item with the mouse, hold down the left mouse button, and press the function key [F1].

Exiting MultiTerm '95 Plus

To exit MultiTerm '95 Plus, follow one of these procedures:

- From the **File** menu, select the **Exit** command
- Use the mouse to double-click on the minus sign (-) (Windows 3.1) or the small MultiTerm icon (Windows 95, NT 4.x) to the left of the title bar.
- Click the **X** button at the right of the title bar (only available in Windows 95 or NT 4.x)
- Press the key combination [Alt] + [F4].

If you want to close the current database and open another, you don't need to exit first; simply open the next database as described in the section "Opening a Database" earlier in this chapter. The currently open database is automatically closed.

Creating a Database

Before you can use MultiTerm '95 Plus to create, manage, and output terminology, you must first create a database. This chapter first describes what a database is, then examines the structure of the terminological entries you will store in your database. Finally, detailed instructions are given for creating your own database.

Database Structure

A database is analogous to the card index with which translators have traditionally managed their terminology. However, unlike a card index, which only allows sorting by a single criterion, MultiTerm gives you many possible ways to access your database entries. You'll find details in the chapters "Searching for Entries" and "Filtering Entries."

In order for MultiTerm to be able to quickly locate the information contained in your database, you must define a database structure. This means that you must specify which data categories your database should contain. You may have already used such categories in your card index, for example German, English, Source, Context, Definition, Subject, and so on.

Which categories you define depends on what kind of information you want to collect and manage in your database. The following instructions pertain to terminological entries, but in principle, you could use MultiTerm to store any kind of data.

MultiTerm's diverse search and filter functions make it suitable for managing all your terminology in one database. To make full use of the various search and filter options, however, it is important that you carefully and consistently classify your terminology. Depending on your own requirements, "classification" could means specifying the subject, project, and client for your entries. For example, if you consistently classify entries by translation project, you can use MultiTerm to filter out all the entries relating to one or more translation projects, and at the same time avoid having duplicate entries in different project databases.

Since the number of entries in the Lite Edition of MultiTerm '95 Plus is limited to 8192, if you are using this program, it may be necessary to work with several databases. Just how you do this is described in the section "Working with Multiple Databases" in the chapter "Searching for Entries."

The Entry Structure

To make it easier for you to define the structure of your database, we would like first of all to explain the hierarchical structure of a MultiTerm entry. To help you understand this structure better, we'll begin with a few theoretical observations about terminology.

Terminologists distinguish among the following basic elements:

Concept

A concept is an intellectual abstraction of a tangible or intangible object. For example, you have a cognitive image of a potato consisting of a set of characteristics that define the concept "potato" and under which you summarize all potatoes. Such an abstract concept is not bound to one language; however, it may be influenced by a certain cultural backdrop.

Term

A term is the linguistic description of a concept. A concept can have several terms in one language, different terms in different languages, or even the same term in different languages. For example, the term "potato" is called *Kartoffel, Erdapfel* or *Grumbeere* in German, *potato* in English, and *pomme de terre* in French. However, the term *pommes frites* (French fries) is used in both French and German.

Additional Descriptive Information

Additional descriptive information is individually formulated and provides a better understanding of a concept, a term, or of other information. Additional descriptive information can be added to the following:

- Concepts, for example general notes
- Terms, for example definitions and context notes
- Additional information, for example to specify the source of a definition

Additional Classifying Information

Additional classifying information consists of information that repeats itself and therefore allows a classification of concepts, terms, or other information. Additional classifying information can be added to the following:

- Concepts, for example subject specifications
- Terms, for example grammatical notes
- Other information, for example to specify the text type of a contextual note

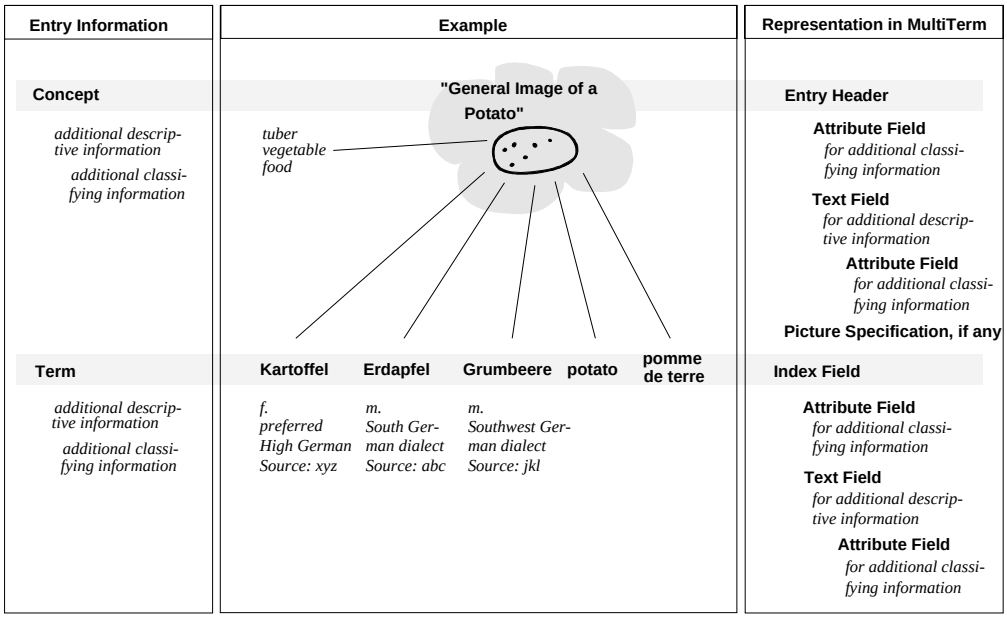


Figure 21: Hierarchical Structure of the Basic Terminological Elements and Their Representation in MultiTerm

These basic terminological elements form a hierarchical structure of information that can also be represented in MultiTerm.

The following four MultiTerm field types are available for representing this hierarchical structure:

Entry Header Fields

You create exactly one MultiTerm entry for each concept. Terminologists therefore refer to MultiTerm as concept-oriented.

If a term is used for more than one concept, that is, if the term is polysemantic, the term must be added to several entries according to its different meanings. For example, the English term *monitor* would be stored in four entries according to its meanings, "student," "observer," "TV or computer monitor," and "monitor lizard." On the one hand, this approach allows data to be searched in any language direction. On the other hand, it avoids confusion among various translations of the terms, for example the German terms *Schüler*, *Überwacher*, *Monitor*, and *Waran*.

Each entry has exactly one entry header containing the system fields *Entry Number*, *Creation Date*, *Created By*, *Change Date*, and *Changed By*. MultiTerm automatically fills these fields with the appropriate administrative information when you create or change an entry. This means you don't need to be concerned about creating and maintaining these administrative fields yourself. The entry header also contains the fields *Graphic File* and *Entry Class*, which will be explained later.

Index Fields

Index fields generally used to store terms. The terms for each language are placed in a their own index, which allows them to be sorted alphabetically or according to a user-defined sort sequence. So a separate index field is defined for each language. You can define up to 20 index fields for up to 20 languages in your database definition. It's completely up to you to choose names for these index fields. Typical field names are *German*, *English*, *French*, *Japanese* and so on.

To store synonyms, you use the corresponding index field multiple times within the same entry. The advantage of this approach is that synonyms are automatically taken into account during a search and when you change the language direction. It is therefore neither necessary nor desirable to create a separate index field for synonyms.

Text Fields

Text fields are used to store additional descriptive information about concepts and terms. Typical text fields are Note, Definition, Context, Source, and so on. However, which fields you define and what you call them is up to you. You can create up to 62 text fields per database.

Attribute Fields

Finally, attribute fields are used to store additional classifying information about concepts and terms. Associated with each attribute field is a list of possible attribute values, the so-called pick list. This guarantees consistent classification; values cannot by typed incorrectly or typed differently by different people. Typical attribute fields and values are *Subject* (Biology, Computers, Electronics, Electrical Engineering, Mechanical Engineering, Medicine, Commerce, and so on), *Gender* (m, f, n, mpl, fpl, npl), *Customer* (VW, GM, Honda, and so on), and *Language Region* (Great Britain, Ireland, Canada, Northern Germany, Austria, Switzerland, Southern Germany, USA, and so on). Depending on your needs, you can define up to 30 attribute fields per database; each pick list can contain up to 1024 characters. In addition, pick list values can be defined to allow the input of so-called "variable text." For more information, please refer to both the "Allowing Free-Format Text Input in Attribute Fields" section below, and to the "Editing Entries" chapter.

You can find further examples of index, text, and attribute fields in Appendix III. How you define your database depends entirely on how you want to use it. However, the more detailed you make your database structure, the more specific can be the information you filter out of the full database.

Creating a Database Definition

Now that you've become familiar with the hierarchical structure of a concept-oriented entry and have seen how this structure is represented in MultiTerm, we would like to show you how you can create a database structure customized to your needs.

When you want to create a new database, MultiTerm automatically copies the database definition of the currently open database as a template, which you can then change according to your needs.

This is the easiest way to create a new database definition, since you don't have to completely re-invent the database structure. Instead, you adapt an existing structure to your individual requirements by adding new fields and deleting fields you don't need. The original database from which you copied the structure remains unchanged.

Selecting a Database Definition as a Template

The best approach is therefore to look at the structures of the various sample databases, as described below, and determine which one comes closest to what you have in mind. You will also find a brief overview of the characteristics of the sample databases in Appendix II, "Sample Databases Included with MultiTerm."

Let's assume you want to look at the definition of the SAMPLE.MTW database so you can decide if you want to copy the definition. If this database is not already open, open it as follows:

1. From the **File** menu, select the **Open Database...** command ([Ctrl]+[O]). The standard Windows **Open** file dialog appears on your screen.

2. In the **Open** dialog, select the SAMPLE.MTW database from the **File Name** list and confirm your selection by pressing **OK**.

3. If MultiTerm asks whether you want exclusive access to the database, answer **Yes**.

To look at the definition of the open database, and possibly copy and change it, proceed as follows:

- From the **File** menu, select the option **Create New Database** ([Alt]+[F], [C]). The **Database Definition** dialog opens. In this dialog, you see a copy of the database definition of the previously opened database (SAMPLE.MTW in our example). This dialog contains list boxes with index, text, and attribute fields already defined. To view the pick lists for the different attributes, click on each attribute field.

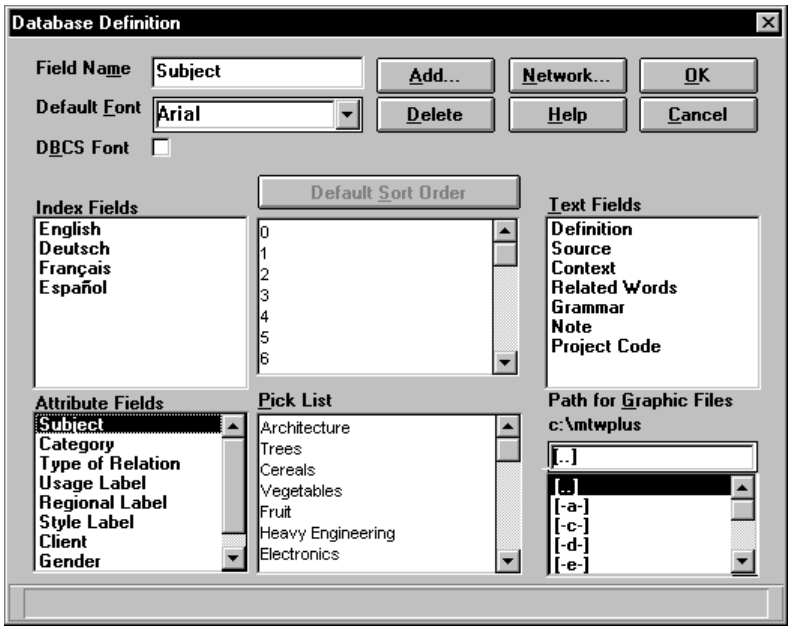


Figure 22: Database Definition Based on the Sample Database **SAMPLE.MTW**

If the current database definition bears no resemblance to what you have in mind and you would rather look at other database structures, simply abort this database definition and follow the same procedure described above to look at different databases.

- To abort the database definition, click the **Cancel** button or press the [Esc] key. You are asked if you want to abort defining the database; answer **Yes**.

Let's assume that you want to adapt a copied database to your requirements, changing some field names, deleting others, and adding some of your own. Keep the following in mind when you are defining your database:

Notes

- Within a database definition, index, text and attribute fields need only be defined once. They can then be used any number of times, even at several different locations within an entry. For example, once you've defined the field *Source*, you can use it after your index fields like *Deutsch*, *English*, or *Français*, as well as after text fields like *Definition* or *Context*. It is therefore not necessary to create separate fields like *Source Deutsch*, *Source English*, *Source Français*, *Source Definition* and so on. This is also the reason that MultiTerm does not allow you to create duplicate field names.

- Since MultiTerm automatically generates the fields *Entry Number*, *Creation Date*, *Created By*, *Change Date*, and *Changed By* in its entry header, you need not create these fields when defining your database. If, however, you would like to manage such information not only at entry level, but also at field level (for example, for each index field), please refer to the "Customising Database Definitions for Input Models" section below.

To change field names, delete entire fields, or add new fields, follow the instructions in the appropriate section below.

Changing the Names of Index, Text, and Attribute Fields

You may want to change the name of an index, text, or attribute field, for example so that the index field for Spanish is no longer called *Español* but *Spanish*. Follow these steps to change a field name:

1. Use the mouse to click on the field name that you want to change. This highlights the field name, and simultaneously causes it to appear in the input field **Field Name**.

2. Click the mouse in the input field **Field Name**. The cursor starts blinking in this field.

3. Change the field name. As you see, the field name is changed in the list box at the same time.

Deleting Unnecessary Index, Text, and Attribute Fields

Follow these steps to delete index or text fields, or to delete attribute fields together with their attribute values:

1. Use the mouse to click on the field name of the field you want to delete from your database definition.

2. Click on the **Delete** button or press the key combination [Alt]+[D].

Adding Index Fields

To add a new index field like *Italiano* or *Português* to your database definition, follow these steps:

1. In the **Index Fields** list box, click on the index field after which you want to insert the new index field. The field name is highlighted.

2. Click on the **Add** button or press the key combination [Alt]+[A]. The cursor starts blinking in the **Field Name** field.

3. In the input field **Field Name**, type the name of the new index field.

4. To define the font in which the index field will be displayed in your entries, click on the arrow to the right of the **Default Font** field. A drop-down list opens showing the available fonts.

5. From the **Default Font** drop-down list, select the desired font.

6. To specify the sequence in which the individual terms in the index field are to be sorted, you have two options: You can either use the default alphanumeric sort order for Latin-script languages, or your can change the sort order according to your own requirements.

   - To use the default sort order, simply click on the **Default Sort Order** button.
   - To change the sort order, click in the list box containing the sort sequence and change the sequence like you would any text. To insert a new line, press the key combination [Ctrl]+[Enter]. Note that all characters appearing on the same line are sorted together; in the default sort order, uppercase and lowercase letters appear on the same line, so sorting is case-insensitive. Characters omitted from the list are not considered when sorting; in the default sort order, punctuation characters are omitted and thus ignored during sorting.

Your new index field is now defined. If you want to add additional index fields, repeat the above steps.

If you want to work with languages like Greek or Russian that require special character sets, please read the instructions in the section “Defining Databases Containing Special Characters” in the “Tips & Tricks” chapter.

Adding Index Fields for Double-byte Languages

When defining your database, you can also add index fields for languages that use a so-called “double-byte” character set, such as Japanese, Chinese, or Korean. The number of characters in these languages largely exceeds the dimensions of conventional Windows fonts such as Arial, Times New Roman or CyrillicHlv. Usually, 255 characters “fit” into one Windows character set. Double-byte languages, however, need a much larger reservoir. If you want to manage these languages under

Windows in such applications as MultiTerm, you need special character sets—so-called "**D**ouble-**B**yte **C**haracter **S**ets" (DBCS). These character sets go beyond the 255 character limit.

> **Note**
>
> If you want to work with double-byte character sets (DBCS), you either need a Windows add-on package such as Japanese Partner or Chinese Partner from TwinBridge or a localized Windows version such as the Japanese version of Windows 95.

You have to tell MultiTerm which index fields use a DBCS font. To add a DBCS index field, follow these steps:

1. In the **Index Fields** list box, click on the index field after which you want to insert the new DBCS index field. The field name is highlighted.

2. Click on the **Add** button or press the key combination [Alt]+[A]. The cursor starts blinking in the **Field Name** field.

3. In the input field **Field Name**, type the name of the new index field, for example *Japanese*.

4. To define the DBCS font in which the index field will be displayed in your entries, click on the arrow to the right of the **Default Font** field. A drop-down list opens showing the available fonts.

5. From the **Default Font** drop-down list, select the desired DBCS font.

6. Check the **DBCS Font** check box. With this, you tell MultiTerm that the index field will contain terms from a DBCS language.

7. If the sort table is empty, click the **Default Sort Order** button to fill it with characters. In contrast to all other index fields, however, the sorting is irrelevant for DBCS index fields; MultiTerm automatically applies the correct (binary) sorting for these languages.

8. Repeat the steps 2–7 for all index fields that use a DBCS font.

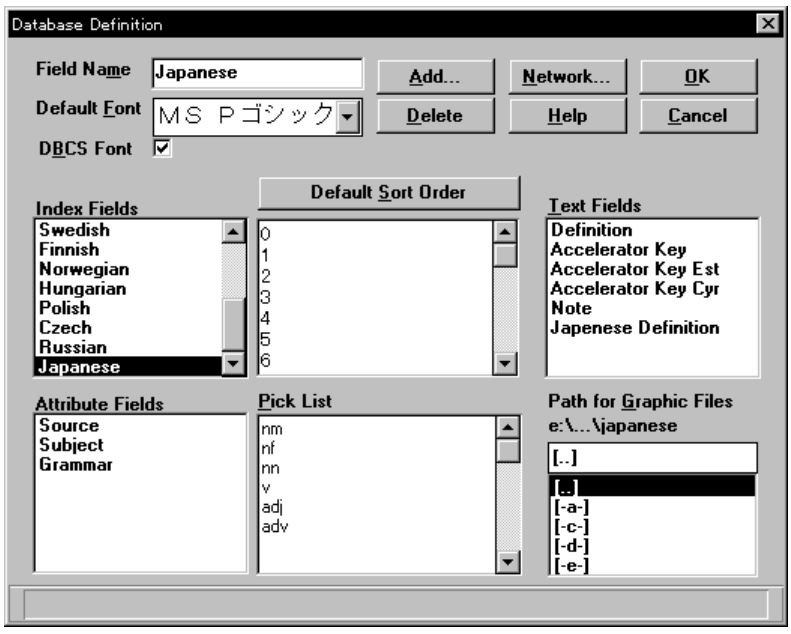


Figure 23: Adding a DBCS Index Field

Adding Text and Attribute Fields

Follow these steps to add text fields like *Explanation* or attribute fields like *Level of Equivalence* to your database definition.

1. In the **Text Field** or **Attribute Field** list box, click on the field after which you want to insert a new field. The field name is highlighted.

2. Click on the **Add** button or press the key combination [Alt]+[A]. The cursor starts blinking in the **Field Name** field.

3. In the input field **Field Name**, type the name of the new text or attribute field.

4. To define the font in which the field will be displayed in your entries, click on the arrow to the right of the **Default Font** field. A drop-down list opens showing the available fonts.

5. From the **Default Font** drop-down list, select the desired font. You can also choose fonts containing double byte character sets in order to later be able to add Japanese or Chinese text in these fields.

This concludes defining the new text or attribute field in your database. If you want to add additional text or attribute fields, repeat the steps above.

If you want to work with languages like Greek or Russian that require special character sets, and if you want to use these character sets in text or attribute fields, please read the instructions in the "Defining Databases Containing Special Characters" section in the "Tips & Tricks" chapter.

Adding, Changing, or Deleting Attribute Values in a Pick List

MultiTerm treats attribute *values* as normal text. This allows you to make additions, changes, or deletions to attribute values by simply typing in the pick list. For example, if you want to change or delete attribute values in the *Subject* attribute field, or if you want to add a new attribute value like *chemical engineering*, follow the steps below. The procedure is the same if you want to add new attribute values to a new attribute field, for example, adding *Completely Equivalent* and *Partly Equivalent* to the *Level of Equivalence* attribute field.

1. In the **Attribute Fields** list box, click on the attribute whose pick list you want to modify or create. The pick list for this attribute field with the corresponding attribute values appears in the **Pick List** list box.

2. Click in the pick list with the mouse. The cursor starts to blink. You can now move around in the pick list as in any word processing software. You can add text, or delete and change text. To create a new line, press [Ctrl]+[Enter]; to delete an empty line, press the [Del] key.

Allowing Free-Format Text Input in Attribute Fields

As already described in the section titled "The Entry Structure" above, the pick list of each attribute field can contain a maximum of 1024 characters. For example, you can add a *Subject* attribute field whose pick list contains 100 items, each consisting of 10 characters on average.

In some cases, you might want to go beyond this limit. For this reason, you can configure the pick list of each attribute field in such a way that you get an additional input field for free-format text when editing entries. You can use this input field to add descriptive information for the corresponding attribute value. Let's look at an example to clarify this functionality.

Let's assume you don't want to manage source specifications as free-format text in a dedicated text field. Instead, you want to classify the sources to ensure their consistent use across the database. That's why you decide to add a *Source List* attribute field. You fill its pick list with pre-defined source specifications as described in the previous section. This procedure is perfectly admissible but has one decisive disadvantage: if you want to add information to a source, such as the year in which it appeared or a page specification, you have to update the pick list, which will soon run out of room. In

this case it would be useful to be able to append descriptive, free-format text information, such as *p. 1234*, to a pre-defined source from the pick list, such as *Webster's 1996*.

To achieve this, you can add a colon (:) at the end of the attribute value *Webster's 1996*. Later, when adding entries, as soon as you or another user selects the attribute value *Webster's 1996:* from the pick list, MultiTerm '95 Plus automatically shows an input field called **Variable Text** where you can add the page specification, *p. 1234*.

The figure below shows the *Source List* attribute field with two sorts of attribute values. On the one hand, there are values allowing free-format text input, ending with a colon (for example, *Webster's 1996:*, *The Guardian:*). On the other hand, there are conventional attribute values that you select from the pick list as usual, without being able to add descriptive information of any kind (for example, *Invention*).

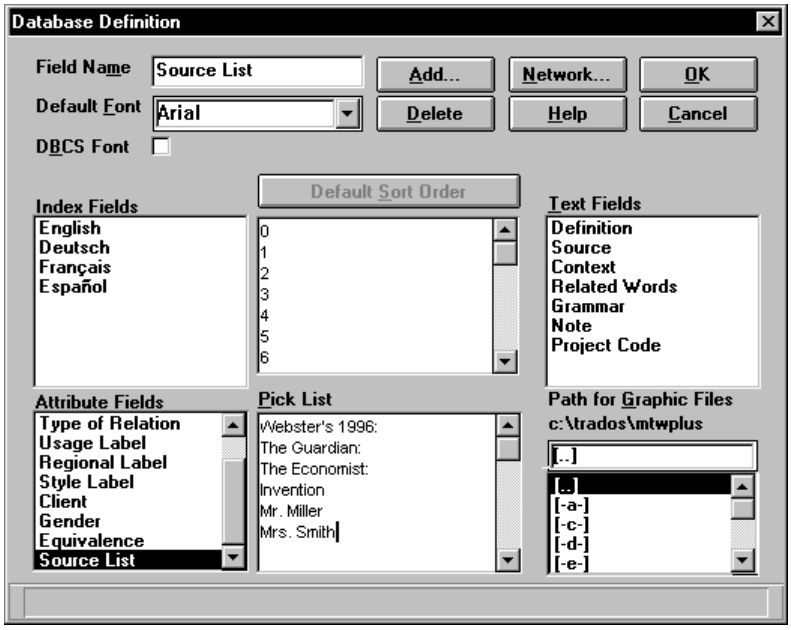


Figure 24: Attribute Values With and Without Colons

As soon as you or another user selects any attribute value ending in a colon from the *Source List* attribute field when editing entries, MultiTerm '95 Plus will automatically show the **Variable Text** input field, allowing the user to add descriptive information to the attribute value. As the user types text into this field, the free-format text information is appended to the attribute value from the pick list.

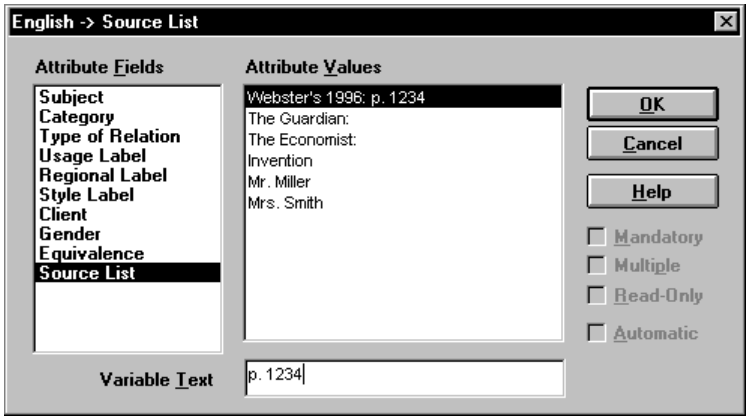


Figure 25: Free-Format Text Input in Attribute Fields

As you can see, this feature allows you to combine the primary advantage of an attribute field (the consistent use of terminological data) with the main advantage of text fields (free-format text input of any length).

How to add free-format text to attribute values is described in the "Editing Entries" chapter.

Customising Database Definitions for Input Models

In contrast to all previous MultiTerm versions, MultiTerm '95 Plus gives you the option of using so-called "automatic" attribute fields with input models. (For information on input models, see the "Input Models" section in the "Editing Entries" chapter of this document.) Automatic attributes are specially-defined attribute fields used to store administrative information in entries. These attributes have the following characteristics:

- They contain information about who added or changed something in an entry and where the change was made. This information is in addition to the system fields *Creation Date*, *Created By*, *Change Date*, and *Changed By*, which are stored at the entry level. This means that whenever necessary, you can find out where a field was last added or changed in an entry and who did it.

- Since these fields can be placed anywhere in an entry, it is now possible, for example, to find out who was the last person to change a term or definition. This was not possible with earlier MultiTerm versions, because the system fields mentioned above were only maintained at the entry level, not the field level.

- MultiTerm '95 Plus maintains and updates these fields automatically as long as they are present in the input models being used.

Of course, for MultiTerm '95 Plus to be able to use automatic attribute fields in input models and when creating and changing entries, it has to be able to recognise them as such. This means that if you want to use this new feature, you must add new attribute fields to your database definition. These attribute fields must follow certain rules as defined below:

- You can use almost any name for the attribute field names. For example, you can create fields called *Initial Date* or *Edited By*. *However, be sure not to use names that are already used by MultiTerm as system field names.* In the English version, the reserved field names are *Creation Date*, *Created By*, *Change Date*, and *Changed By*. You should also avoid field names used in the German and French versions, namely *Anlagedatum*, *Angelegt von*, *Änderungsdatum*, *Geändert von*, *Date de création*, *Créé par*, *Date de modification*, and *Modifié par*. Otherwise, you could encounter unforeseen problems when importing data into or exporting data from MultiTerm '95 Plus.
- The pick list of each automatic attribute field must contain one or more of the following attribute values. (The same abbreviations are used as in the TRADOS Translator's Workbench export format.)
    - *CrD* (stands for **Cr**eation **D**ate)
    - *CrU* (stands for **Cr**eation **U**ser)
    - *ChD* (stands for **Ch**ange **D**ate)
    - *ChU* (stands for **Ch**ange **U**ser)

In contrast to other attribute value pick lists, MultiTerm '95 Plus always uses *only one* of the values in the automatic attribute field's pick list and assigns it to the field to which the automatic attribute field is related. If you plan to assign several automatic attribute fields to a field in an input model, for example to track who change a field *and* when, you must first add a corresponding number of automatic attribute fields to the database definition.

Let's assume that you want to track all four of the administrative fields listed above for the index field *English*. This means that you must add *four* attribute fields to your database definition, for example *Initial Date*, *Initial User*, *Edit Date*, and *Edit User*. The pick list of each field should then contain only one item, namely the corresponding abbreviation from the above list (*CrD*, *CrU*, *ChD*, and *ChU*, respectively). You will find further information on this topic in the section "Using Automatic Attribute Fields in Input Models" in the "Editing Entries" chapter.

Follow these steps to add automatic attribute fields to your database definition:

1. Open the database to which you want to add automatic attribute fields, if it is not already open.

2. From the **File** menu, select the **Change Database Definition...** command. The **Database Definition** dialog appears.

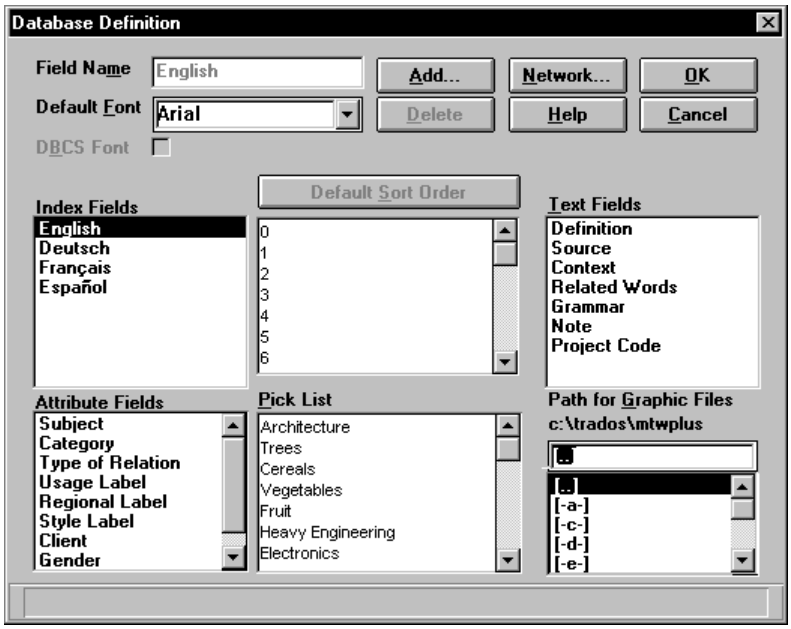


Figure 26: The Database Definition Dialog for the **SAMPLE.MTW** Database

3. In the **Attribute Fields** list box, click on the field after which you want to insert new fields. The field name is highlighted.

4. Click on the **Add** button or press the key combination [Alt]+[A]. The cursor starts blinking in the **Field Name** input field.

5. In the **Field Name** input field, type in the name you want to use for the automatic attribute field, for example *Initial Date*, *Edit User*, or *Admin Info*.

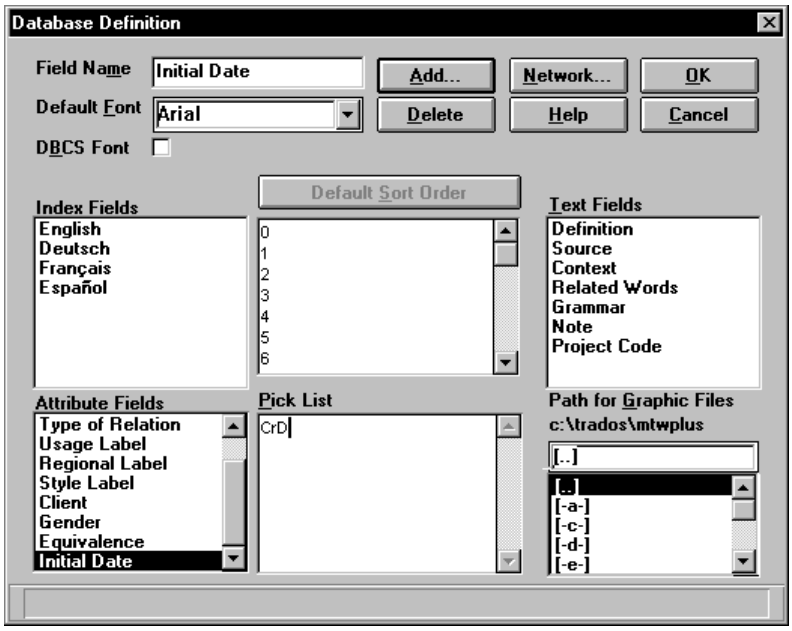


Figure 27: The Attribute Field "Initial Date" with the Pick List Value "CrD"

6. Click in the pick list for the newly created attribute field, or press the key combination [Alt]+[P] to get to the pick list. Add the desired combination of pick list values *CrD*, *CrU*, *ChD*, and *ChU*, one to a line. To add a new line to the pick list, press the key combination [Ctrl]+[Enter].

7. To define the font in which the field will be displayed in your entries, click on the arrow to the right of the **Default Font** field. A drop-down list opens showing the available fonts. From the **Default Font** drop-down list, select the desired font.

8. Repeat steps 4–7 for all automatic attribute fields that you want to use later in input models and entries. As mentioned earlier, it's up to you to decide how many automatic attribute fields you add to your database—from a minimum of one to a maximum of four. It depends entirely on how much administrative information you later want to have MultiTerm '95 Plus automatically maintain, keeping in mind that each automatic attribute can hold exactly *one* value at any given location in an entry. You will find further information and screen shots under the title "Using Automatic Attribute Fields in Input Models" in the "Input Models" section of the "Editing Entries" chapter.

Specifying the Path for Graphic Files

When working with MultiTerm Professional, you can illustrate the content of your entries with graphics.[1] To use this feature, when defining the database, you must specify the **Path for Graphic Files**, that is, the directory in which the graphics for the current database are stored. The default path is `C:\TRADOS\MTWPLUS`. You specify the names of the individual graphic files later, when creating or changing the entry. The name is part of the entry header.

MultiTerm Professional can display graphics with the following formats:

File Name	Format
`*.BMP`	Bitmap format
`*.WMF`	Windows Metafile format
`*.PCX`	Paintbrush format
`*.TIF`	Tagged Image File format
`*.EPS`	Encapsulated Postscript format
`*.PS`	Postscript format
`*.GIF`	Graphic Image File format

[1] MultiTerm Lite can only show the name of the graphic file; it cannot display the graphic itself.

> **Note**
>
> All graphics belonging to a database must be stored on the same drive and in the same directory. If you have graphics in other programs that you want to use in your MultiTerm database, you have two options. You can either copy the graphic files into the directory specified as the MultiTerm graphic file path, or you can create a common graphics directory on your computer which can be accessed by MultiTerm Professional as well as other applications.

Setting Network Options

Please refer to the chapter "Using MultiTerm '95 Plus in a Network Environment" for instructions on specifying user names and passwords in your database definition.

Specifying a Password

Even if you aren't using a network, you can use the network options to protect your database with a password. To do so, you define a password for the user *super* as described below. *Super* stands for *super user*. If you are using MultiTerm on a network, this is the user ID of the system administrator; if you are using MultiTerm stand-alone, this is your user ID. You must access the database as *super* to execute commands that only the network system administrator can execute. (Note that if you don't define a password, you are automatically logged on as *super* whenever you open the database.) Follow these steps to define a password.

1. In the **Database Definition** dialog, click on the **Network...** button. The **Network Options** dialog appears on your screen. The *super* user is already highlighted in the **User List** field.

2. Click in the input field **Password**. The cursor in this input field starts blinking.

3. Type in the desired password. The password can be up to nine characters long. Confirm your entry by pressing **Close**. You are automatically returned to the **Database Definition** dialog.

From now on when you open your database, you will be prompted for your user ID and password. Type the user ID *super* and the password you defined in the database definition. The password is not displayed on your screen. Note that the user ID and password *are* case-sensitive.

Saving or Aborting a Database Definition

> **Note**
>
> Since it is somewhat more complicated to change an existing database definition, before saving your database definition, please consider whether there are additional fields that you would like to add, change, or delete.

Once you have completed your changes, save the new database definition as follows:

1. In the **Database Definition** dialog, click on the **OK** button. The **Save As** dialog appears on your screen. You use this dialog to specify the path and database name where your new database is to be stored.

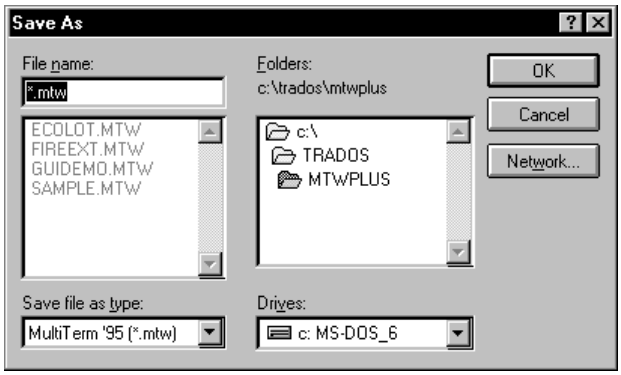


Figure 28: The Save As Dialog

2. By default, databases are stored in the MultiTerm installation directory, `C:\TRADOS\MTWPLUS`. This is the name above the **Folders** list field (or **Directories** under Windows 3.1). However, you can specify another drive and/or directory in the **Save As** dialog. If the drive you want to use is not already displayed, select the desired drive from the **Drives** list. To select a directory, start by double-clicking on the drive letter (`C:\` in our example) in the **Folders** (or **Directories**) list. All the available folders/directories on the corresponding drive are displayed. Select the desired folder/directory by double-clicking on its name. Select any subfolders desired by further double-clicking.

3. Finally, to enter the name of your new database, click in the **File Name** input field. The standard extension for MultiTerm databases, `*.MTW`, is already displayed in this field.

4. Type in a name for your new database. Your database name can be up to eight characters long and may not contain special characters. MultiTerm automatically adds the `*.MTW` extension if necessary. Confirm by clicking on **OK**. Your new database definition is now stored under this new name.

> **Note**
>
> Be careful not to enter an existing database name so that you do not inadvertently overwrite (delete) an existing database. Be particularly careful not to enter the name of the database from which you just copied the definition!

As you are working, you may decide that you would rather not define a new database after all. Or you may want to start over. In this case, you can of course abort defining the database. To do so, proceed as follows: in the **Database Definition** dialog, click on the **Cancel** button or press the [Esc] key. MultiTerm asks whether you want to cancel defining the database; answer **Yes**.

Changing a Database Definition

If you need to make extensive changes to the structure of an existing database, particularly deleting or changing existing index, text, or attribute fields, you will need to use MultiTerm's export and import functions. See the section "Global Changes" in the "Tips & Tricks" chapter for instructions.

However, you can make the following changes to your database definition without using the export and import functions:

- Add new index, text, or attribute fields
- Add, change, or delete individual attribute values
- Change the default font of individual fields
- Change network options

To make these kinds of changes, proceed as follows:

- From the **File** menu, select the **Change Database Definition...** command. The **Database Definition** dialog appears on your screen.

> **Note**
>
> You can only select the **Change Database Definition...** command if you have exclusive access to the database. When you open a database with the *super* user ID, MultiTerm asks you whether you want exclusive access to the database. Answer **Yes** if you want to change the database definition.

Adding Index, Text, or Attribute Fields

- To add index, text, or attribute fields to your database definition, follow the steps in the preceding section, "Creating a Database Definition." Note however, that new fields can only be added to the end of the field list.

Adding, Changing, or Deleting Attribute Values in a Pick List

Adding, changing, or deleting attribute values in your database definition is easily accomplished, since MultiTerm '95 Plus treats these items as normal text.

- To add, change, or delete attribute values in your database definition, follow the instructions in the preceding section, "Creating a Database Definition."

Please note, however, that attribute values that you have already used in your database remain in the individual entries even when you change or delete them in the database definition. For instructions on making global changes to attribute values that you have already used, refer to the "Global Changes" section in the "Tips & Tricks" chapter.

Changing the Default Font

Follow these steps to change the default font of an index, text, or attribute field:

1. Click on the field for which you want to change the default font. The field is highlighted.

2. Click on the arrow to the right of the **Default Font** field. A drop-down list opens showing the available fonts.

3. From the **Default Font** drop-down list, select the desired font. If the corresponding font is a double byte font, activate the **DBCS Font** check box. For further information on DBCS fonts, please see the "What's New in MultiTerm '95 Plus" section in the "Introduction" chapter or refer to the "Adding Index Fields for Double Byte Languages" section above.

Changing Network Options

You can change network options at any time. Please refer to the chapter "Using MultiTerm '95 Plus in a Network Environment."

Saving Changes or Aborting the Database Definition

- To save the changes to your database definition, click on the **OK** button. You are asked whether you want to save the changed database definition; answer **Yes**. The changed database definition is now stored.

- If you want to abort your changes without saving, click on the **Cancel** button or press the [Esc] key, and confirm the abort by answering **Yes**.

Editing Entries

Once you have created your own database definition as described in the "Creating a Database" chapter, you can start creating entries and building your terminology database.

Each of your entries can be up to 500 fields long and contain 32,000 characters, or about 16 pages. Each field can contain up to 4000 characters. However, each entry does not take up this much space on your disk; only the actual length is stored.

MultiTerm considers even an entry with only one index field to be a complete entry. If for the time being you only have one term in one language, it is completely acceptable to store only this term in an entry. You can add a term in another language or additional information later. You can use a filter to find these entries and complete them; this operation is described in the "Changing Entries" section later in this chapter.

If you are not familiar with how MultiTerm uses index, text, and attribute fields to create a hierarchical structure, please refer to the section titled "The Entry Structure" in the "Creating a Database" chapter.

> **Note**
>
> Many people will find creating and editing entries faster using the keyboard method. This chapter therefore describes both the keyboard and the mouse methods.

Creating a New Entry

To create a new entry, from the **Edit** menu, select the **Add Entry** command, or press the [F3] function key. MultiTerm changes to edit mode, and an empty window appears on your screen.

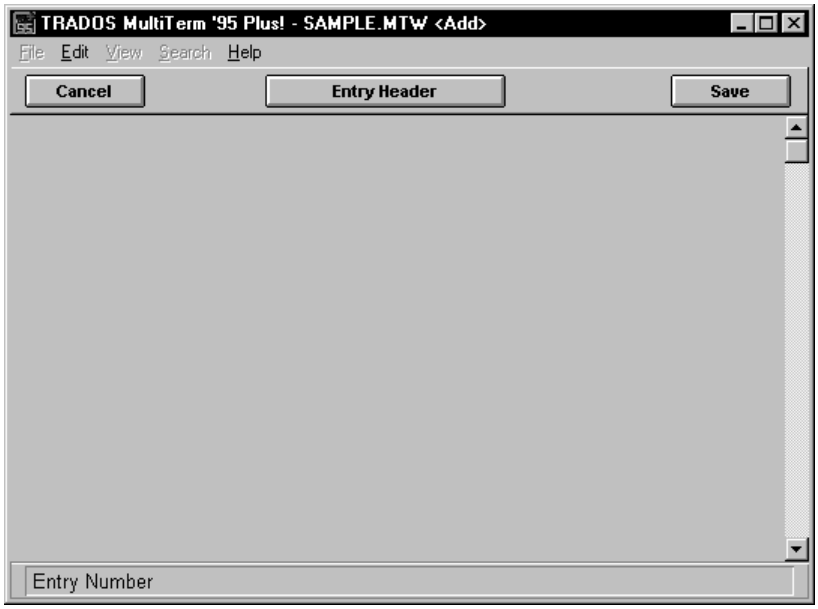


Figure 29: Empty Entry in Edit Mode

Adding an Index Field for a Term

To add terms in various languages to your entry, you add them as index fields in the various languages. Follow these steps:

Keyboard Method

1. Type an [I] to enter an index field. The **Insert Index Field** dialog appears on your screen. This dialog lists the languages (index fields) defined for the current database. The following illustration shows the index fields for the sample database SAMPLE.MTW.

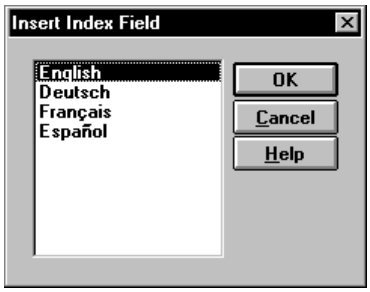


Figure 30: The Insert Index Field Dialog

2. Use the cursor keys [↓] and [↑] to select the desired field name. You can also type the first letter of the field name. Confirm your selection by pressing [Enter]. The input field opens for the language in which you want to add a term. The title bar shows you which index field you selected. The following illustration shows an input field for the language *Deutsch*.

Figure 31: The Input Field for "Deutsch"

3. Type the term into the input field, and confirm by pressing [Enter]. The new field immediately appears in your entry.

To add additional terms in the same language or in a different one, repeat the above steps.

Mouse Method

1. Press the *right* mouse button. A list of field types appears on your screen.

2. Select the **Index Field** field type. A list of the languages (index fields) defined in your database appears on your screen.

3. Double-click to select the desired language. The input field for the corresponding language opens.

4. Type in the desired term and confirm by clicking on **OK**. The new field immediately appears in your entry.

To add additional terms in the same language or different one, repeat the above steps.

Adding a Text Field for Additional Descriptive Information

If you want to add free-format information like definition or source to your entry, you enter this in the corresponding text fields. The hierarchical entry structure allows you to assign additional descriptive information to individual terms or to the entire entry. Follow these steps:

Keyboard Method

1. Move the pointer to the field to which you want to assign the additional descriptive information by pressing the [→] and [←] keys to jump from field to field. You can also use the [↓] and [↑] keys to jump directly from index field to index field.

   - If you want to make the text subordinate to a term, move the pointer to the corresponding index field. The message line shows the name of the index field where the pointer is currently located.
   - If you want to make the text global to the whole entry, move the cursor to the very top of the entry. When the pointer is at the top of the entry, the message line displays the name of the Entry Number system field.

2. Type a [T] to enter a text field. The **Insert Text Field** dialog appears on your screen. From this dialog, you can select the text field you want to add from those defined in your database. The following illustration shows the text fields for the sample database `SAMPLE.MTW`.

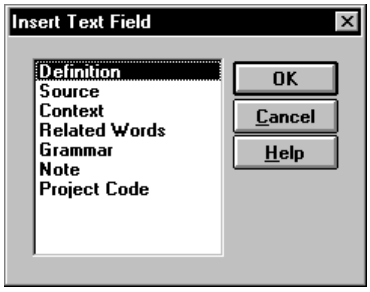


Figure 32: The Insert Text Field Dialog

3. Use the cursor keys [↓] and [↑] to select the desired text field name. You can also type the first letter of the field name. Confirm your selection by pressing [Enter]. The corresponding input field opens.

4. Type in the text you want to add. You can insert line breaks by pressing [Ctrl]+[Enter]. (If you accidentally press the [Enter] key without pressing [Ctrl], the window closes and the information you have entered so far appears on your screen. You can re-open the window by pressing [E] for edit and then pressing [Enter].)

5. Confirm your entry by pressing [Enter]. You are returned to the entry; the new text field has now been inserted.

Mouse Method

1. Use the mouse to move the pointer to the field to which you want to assign the additional descriptive information.

   - If you want to make the text subordinate to a term, move the pointer to the corresponding index field. The message line shows the name of the index field where the pointer is currently located.

- If you want to make the text global to the whole entry, move the cursor to the very top of the entry. When the pointer is at the top of the entry, the message line displays the name of the Entry Number system field.

2. Press the *right* mouse button. A list of field types appears on your screen.

3. Select the **Text Field** field type. The **Insert Text Field** dialog appears on your screen.

4. Double-click to select the desired text field. The corresponding input field opens.

5. Type in the text you want to add. You can insert line breaks by pressing [Ctrl]+[Enter]. (If you accidentally press the [Enter] key without pressing [Ctrl], the window closes and the information you have entered so far appears on your screen. You re-open the window by clicking on the text field with the left mouse button.)

6. Confirm your entry by clicking on **OK**. You are returned to the entry; the new text field has now been inserted.

Adding an Attribute Field and Value for Additional Classifying Information

If you want to add additional classifying information like subject, language level, customer, or text type to your entry, it's best to use an attribute. MultiTerm's hierarchical entry structure allows you to assign attributes to the entire entry, to an individual term, or to a text field.

- Attributes like subject that apply to an entire entry are called *global attributes*.
- Attributes specifying language level or grammatical information apply to individual terms and are called *term attributes*.
- Attributes like text type that apply to textual information are called *text attributes*.

Follow these steps to assign an attribute to an entire entry, to a term, or to a text field:

Keyboard Method

1. Move the pointer to the field to which you want to assign the attribute by pressing the [→] and [←] keys to jump from field to field. You can also use the [↓] and [↑] keys to jump directly from index field to index field.

   - If you want to create a global attribute that applies to the whole entry, move the cursor to the very top of the entry. When the pointer is at the top of the entry, the message line displays the name of the Entry Number system field.
   - If you want to make the attribute subordinate to a term, move the pointer to the corresponding index field. The message line shows the name of the field where the pointer is currently located.
   - If you want to make the attribute subordinate to a text item, move the pointer to the corresponding text field. The message line shows the name of the field where the pointer is currently located.

2. Press the [A] key for Attribute. The **Attribute Fields** dialog opens. From this dialog, you can select attribute fields and values from those defined for the current database.

3. Press the key combination [Alt] + [F] to go to the **Attribute Fields** list. Use the cursor keys [↓] and [↑] to select the desired attribute field. You can also type the first letter of the attribute field. The pick list of corresponding attribute values appears. The dialog in the following illustration is from the sample database `SAMPLE.MTW`. As you can see, the title bar shows both the name of the field to which you are assigning the attribute as well as the selected attribute field.

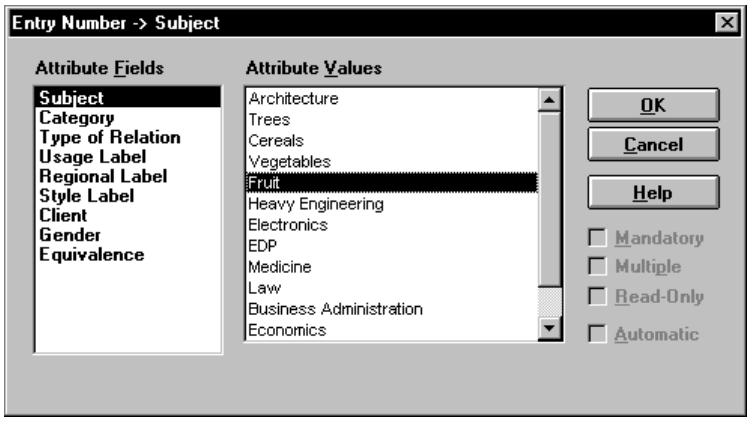


Figure 33: The *Subject* Attribute Field with Attribute Values

4. Press the key combination [Alt] + [V] to move to the pick list, and select the desired attribute value. Use the cursor keys [↓] and [↑] to select the desired attribute field. You can also type the first letter of the attribute field. The value is automatically highlighted. There are two ways to select multiple attribute values simultaneously:

   - Hold down the [Ctrl] key and click on the additional individual attribute values you want to select. (This requires use of the mouse.)
   - To select several adjacent items in a list at once, use the [↓] and [↑] keys to select the first item as described above, then hold down the [Shift] key and move the cursor keys until the last desired item is highlighted.

   If the selected attribute value ends with a colon, MultiTerm automatically opens the input field **Variable Text** as depicted below. If desired, use this input field to add descriptive information as free-format text to the attribute value. This is useful, for example, when inputting source specifications: if sources are managed via pick lists in your database, you can use the **Variable Text** input field to append such information as page numbers or date of publication to the source attribute value.

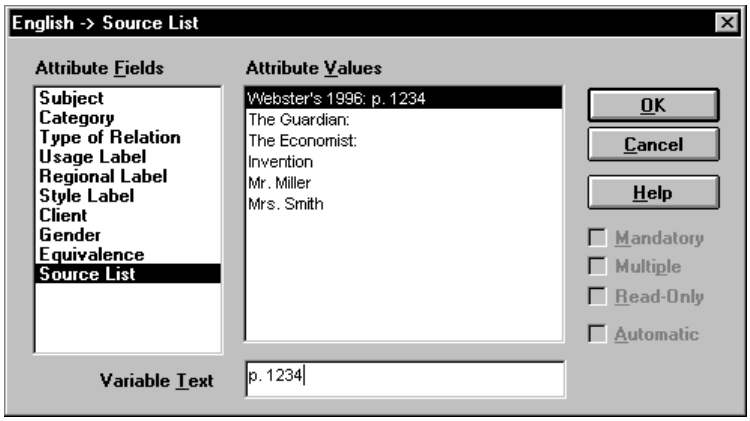


Figure 34: Free-Format Text Input in Attribute Fields

   To remove the highlight from an attribute value that you inadvertently selected, hold down the [Ctrl] key and click on the attribute value. The highlight is removed.

Finally, confirm your selections by pressing [Enter]. The new attribute appears in your entry.

Mouse Method

1. Use the mouse to move the pointer to the field to which you want to assign the attribute.

- If you want to create a global attribute that applies to the whole entry, move the cursor to the very top of the entry. When the pointer is at the top of the entry, the message line displays the name of the Entry Number system field.
- If you want to make the attribute subordinate to a term, move the pointer to the corresponding index field. The message line shows the name of the field where the pointer is currently located.
- If you want to make the attribute subordinate to a text item, move the pointer to the corresponding text field. The message line shows the name of the field where the pointer is currently located.

2. Press the *right* mouse button. A list of field types appears on your screen.

3. Select the **Attribute Field** field type. The **Attribute Fields** dialog opens. From this dialog, you can select attribute fields and values from those defined for this database.

4. Click on the desired attribute field in the list on the left. The pick list listing the corresponding attribute values appears.

5. Select the desired attribute value by clicking on it. If necessary, you can highlight several attribute values as follows:

   - Hold down the [Ctrl] key and click on the additional individual attribute values you want to select.
   - To select several adjacent items in a list at once, click on the first item, hold down the [Shift] key, and click on the last item you want to select.

   If the selected attribute value ends with a colon, MultiTerm automatically opens the input field **Variable Text** as depicted below. If desired, use this input field to add descriptive information as free-format text to the attribute value. This is useful, for example, when inputting source specifications: if sources are managed via pick lists in your database, you can use the **Variable Text** input field to add such information as page numbers, date of publication to the source attribute value itself.

   To remove the highlight from an attribute value that you inadvertently selected, hold down the [Ctrl] key and click on the attribute value. The highlight is removed. Finally, confirm your selection by clicking on **OK**. The new attribute appears in your entry.

Changing Field Contents

Follow these steps to change or add to individual fields in your entry:

Keyboard Method

1. Move the pointer to the field you want to change by pressing the [→] and [←] keys to jump from field to field. You can also use the [↓] and [↑] keys to jump directly from index field to index field.

2. Press the [Enter] key. If you selected an index or text field, the corresponding input window containing the existing text opens. If you selected an attribute field, the **Attribute Fields** dialog opens, showing the currently selected attribute values.

3. Make the desired changes and confirm by pressing [Enter]. You are returned to the entry, which now contains the changes you made.

Mouse Method

1. Click on the field that you want to change. If you selected an index or text field, the corresponding input window containing the existing text opens. If you selected an attribute field, the **Attribute Fields** dialog opens, showing the currently selected attribute values.

2. Make the desired changes and confirm by clicking on **OK**. You are returned to the entry, which now contains the changes you made.

Deleting Unnecessary Fields

Fields you no longer need can easily be deleted so that they don't unnecessarily take up disk space. Follow these steps:

Keyboard Method

1. Move the pointer to the field you want to delete by pressing the [→] and [←] keys to jump from field to field. You can also use the [↓] and [↑] keys to jump directly from index field to index field.

2. Press the [Delete] key. Answer **Yes** to the question of whether you really want to delete the field. The field and any subordinate fields are deleted.

Mouse Method

1. Move the mouse pointer to the field you want to delete.

2. Press the left mouse button. A menu appears from which you can select either **Edit Field** or **Delete Field**.

3. Select the **Delete Field** command. A submenu appears from which you can select either **Don't delete** or **Delete...**.

4. Select the **Delete...** command, and answer **Yes** to the question of whether you really want to delete the field. The field and any subordinate fields are deleted.

> **Note**
>
> MultiTerm's hierarchical entry structure offers an advantage when deleting fields. If you delete the highest-level field that you no longer need, all subordinate fields are automatically deleted. For example, if you delete an index field, all text and attribute fields that are subordinate to that index field in the hierarchy are also deleted. This means that you can delete an entire term structure in one step.

Creating Cross References

Cross references allow you to jump from one entry to another with one mouse click, to review the entry, and if desired, to return to the original entry. You can use cross references, for example, to instantly access superordinate, subordinate, or related terms, or false cognates. In order for MultiTerm to find the target entry, the cross-reference text in the originating entry must be identical to the term in the target entry.

Let's assume that your database contains entries for *brussels sprouts* and the superordinate term *cabbage*, and that you would like to add a cross reference from one entry to the other. If your *brussels sprouts* entry already has a definition in which the word *cabbage* appears, you can define the cross reference directly in the corresponding text. Otherwise, you could add a separate text field with the note *See also cabbage* and define the cross reference in this note. Follow these steps:

1. Add a new text field as described above, or if you have already created the text field with the corresponding cross-reference text, open this text field for editing.

2. This step depends on whether you would like to create a cross-reference in a text field using a conventional font or a double byte character set (DBCS) font:

- In the conventional (non-DBCS) text field, add a caret character (^) before and after the term you want to define as a cross reference. (If you are using an international keyboard layout, you may need to press a space after typing the [^] key to make it appear on its own.) The input box for our example might look like this:

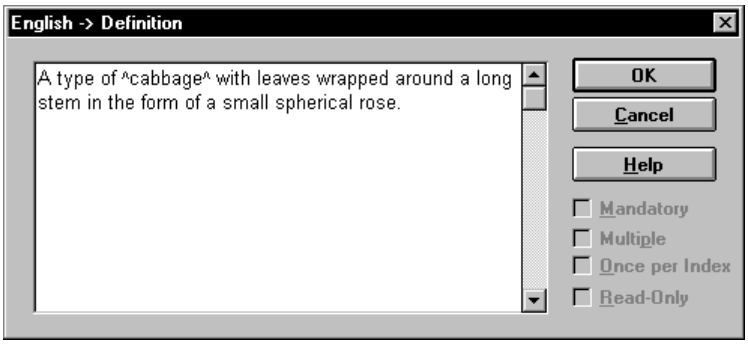


Figure 35: Input Text with Cross Reference

- If a double-byte character set font has been selected for the text field in the database definition (for such languages as Japanese, Chinese, or Korkean), add a double quotation mark (") before and after the term you want to define as a cross-reference.

3. Confirm your entry. The term defined as a cross reference is now highlighted in green in your entry. The cross reference is available as soon as you save your entry (see below for instructions on saving the entry).

Notes

- MultiTerm can only jump to a cross reference if the cross reference is identical to the index field it refers to.
- Cross references need not be limited to single words; they can also refer to multi-word terms. The only requirement is that the multi-word term exist as an index field in another entry. Otherwise, MultiTerm will not be able to make the jump.
- Cross references can jump between languages. For example, you can put a cross reference to a German term in a text field that is subordinate to an English term. To the English term *fabric*, you might add a note with a cross reference to the German word *Fabrik*: "not to be confused with ^Fabrik^."

Specifying the Entry Class

Entry classes are primarily intended for use in a network environment; they control which users or user groups have read and write rights to a given entry. Please refer to the chapter "Using MultiTerm '95 Plus in a Network Environment" for more information. However, you can also use Entry Classes to classify entries, for example according to their quality.

Follow these steps to specify the Entry Class of an entry:

1. Click on the **Entry Header** button or press the [H] key. The **Entry Header** dialog appears on your screen.

2. From the **Entry Class** drop-down list, select the desired Entry Class. If you are working on a network, only those Entry Classes to which you have write access are available.

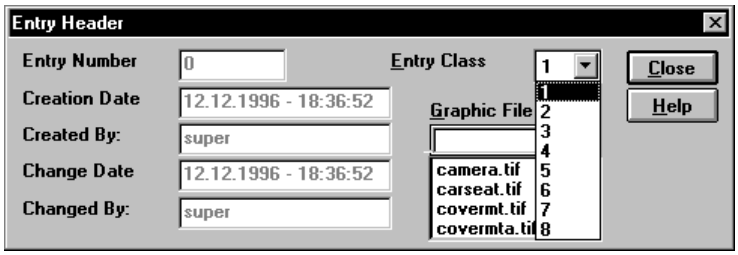


Figure 36: The Entry Header Dialog with a Drop-Down List of Available Entry Classes

3. Confirm by clicking on **Close**. The Entry Class is defined. Since the *Entry Class* system field is located in the entry header, it is not displayed in the default entry layout. Please refer to the chapter "Defining Layouts" for instructions on how to make the *Entry Class* field visible.

Attaching Graphic Files

Users of the Professional Edition of MultiTerm '95 Plus can illustrate the content of their entries with graphics. Follow these steps:

1. Click on the **Entry Header** button or press the [H] key. The **Entry Header** dialog appears on your screen.

2. Select the desired graphic from the **Graphic File** list box and confirm by pressing **Close**. The graphic immediately appears in your entry. (If you are working with the Lite Edition of MultiTerm '95 Plus, only the name of the graphic file appears in your entry.)

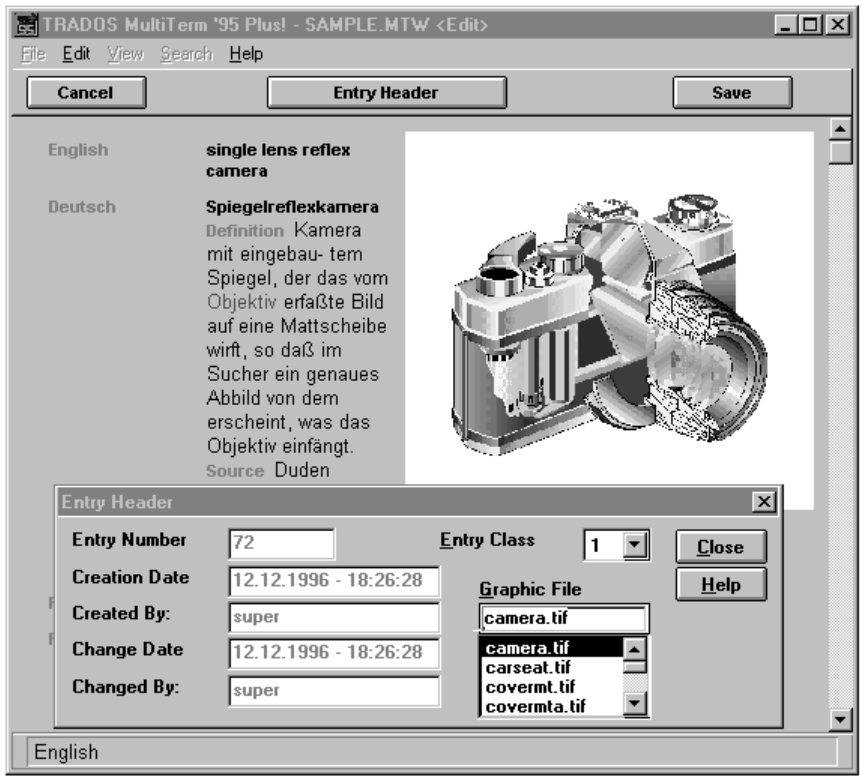


Figure 37: The Entry Header Dialog with a Graphic File. Background Shows the Entry in Edit Mode.

Keep the following rules in mind:

- MultiTerm always looks for the graphic file in the graphic directory specified in the database definition. This means that all graphic files for a database must be located on the same drive and in the same directory.
- If you specify a file name that doesn't exist, only the name will be displayed.

The Professional Edition of MultiTerm '95 Plus can display graphics with the following formats:

File Name	Format
`*.BMP`	Bitmap format
`*.WMF`	Windows Metafile format
`*.PCX`	Paintbrush format
`*.TIF`	Tagged Image File format
`*.EPS`	Encapsulated Postscript format
`*.PS`	Postscript format
`*.GIF`	Graphic Image File format

Saving the New Entry

When you are satisfied with your entry, click on the **Save** button, or type an [S] for Save, or press the [F4] function key. MultiTerm saves your entry and returns from edit mode to display mode.

The following sections describe a few "tricks" that should make editing entries easier. At the end of the chapter, you will find a detailed description of the input model function. You can use input models to simplify creating and editing entries, and especially in a network environment, to control how entries are created and edited.

Moving or Copying Field Contents

You can use the Windows clipboard to move or copy all or part of the contents of a field like Definition or Context as follows:

1. If the entry from which you want to move or copy a text passage is not already on your screen, search for the entry.

2. If you are not already in edit mode, change to edit mode by selecting the **Edit Entry** command from the **Edit** menu or by pressing the [F2] key.

3. Click on the field from which you want to move or copy a text passage and select the **Edit Field** command from the menu that appears. The corresponding input window opens showing the text that has already been entered.

4. Highlight the text that you want to copy or cut, using the same technique as in a word processor.

5. Press [Ctrl]+[C] to copy the highlighted text or [Ctrl]+[X] to cut it. (Under Windows 95 or NT 4.x, you can also click the *right* mouse button and choose the **Copy** or **Cut** command from the Context menu.) This places the highlighted text into the Windows clipboard. Click **OK** or press [Enter] to leave the input window.

6. Now click on the field where you want to insert the copied or cut text, and select the **Edit Field** command from the menu that appears. Or add a new field as usual by typing [I] for an Index field or [T] for a Text field. The corresponding input window opens.

7. Press [Ctrl]+[V] or, under Windows 95 and NT 4.x, click the *right* mouse button and choose **Paste** from the Context menu. The text you cut or copied is now inserted from the Windows clipboard into this field. Change the field contents if you like, and then confirm your input by pressing **OK** or [Enter].

8. Continue editing the entry if you want, for example to delete unneeded fields. Save the entry as usual by clicking on the **Save** button, by typing an [S] for Save, or by pressing the [F4] function key.

You can use the same procedure for copying field contents from one entry to another. To do so, simply cut or copy the text to the Windows clipboard, save the entry, and edit the entry where you want to insert or copy the text.

Copying Text from the Word Processor

Of course, you can also use the Windows clipboard to copy text from a word processor to MultiTerm.

1. Highlight the text you want to copy in your word processor and put it in the Windows clipboard using the **Copy** command from the **Edit** menu, or by pressing the [Ctrl]+[C] key combination.

2. Switch to MultiTerm and search for the entry where you want to insert the text, if the entry is not already shown on your screen.

3. If you are not already in edit mode, change to edit mode by selecting the **Edit Entry** command from the **Edit** menu or by pressing the [F2] key.

4. Now click on the field where you want to insert the copied text from the Windows clipboard, and select the **Edit Field** command from the menu that appears. Or add a new field as usual by typing [I] for an Index field or [T] for a Text field. The corresponding input window opens.

5. Press [Ctrl]+[V] or, under Windows 95 and NT 4.x, click the *right* mouse button and choose **Paste** from the Context menu. The text you copied is now inserted from the Windows clipboard into the field. Change the field contents if you like, and then confirm your input by pressing **OK** or [Enter].

6. Continue editing the entry if you want, then save the entry as usual by clicking on the **Save** button, by typing an [S] for Save, or by pressing the [F4] function key.

Copying an Entire Entry

To copy an entire entry within MultiTerm, you can use the program's internal buffer. Note that this buffer is *not* the same as the Windows clipboard. Follow these steps:

Keyboard Method

1. Search for the entry that you want to copy if it is not already displayed on your screen.

2. Press the key combination [Ctrl]+[Insert]. The currently displayed entry is copied to the buffer.

3. Add a new entry by pressing the [F3] function key, or edit the entry to be changed by pressing the [F2] function key.

4. Press the key combination [Shift]+[Insert]. The entry in the buffer is pasted into the entry currently being edited. If you want, you can now change the entry as described above.

5. Save the entry as usual.

Mouse Method

1. Search for the entry that you want to copy if it is not already displayed on your screen.

2. From the **Edit** menu, select the **Copy Entry to Buffer** command. The currently displayed entry is copied to the buffer.

3. From the **Edit** menu, select the **Add Entry** command to add a new entry, or select the **Edit Entry** command to change an existing entry.

4. From the **Edit** menu, select the **Paste Buffer into Entry** command. The entry in the buffer is pasted into the entry currently being edited. If you want, you can now change the entry as described above.

5. Save the entry as usual.

Recognising Duplicates

When you add or change index fields, MultiTerm automatically checks whether the term you enter already exists in the database. This function is called *duplicate recognition*. When MultiTerm detects a duplicate entry, a message appears on your screen. MultiTerm tells you that the term already exists and asks whether you want to abort editing the current entry and look at the other entry. The following two cases can be distinguished:

Case One: You are currently creating an entry for a homonym and are aware that this term already exists in another entry. In this case, you can ignore the message by pressing **No** and continuing to edit your entry.

Case Two: You were not aware that this term already exists in your database. You would like to look at the other entry to decide whether you should continue creating the current entry or abort it. Follow these steps:

1. Answer **Yes** to the question of whether to abort the current edit and look at the other entry. The information you have created so far is automatically stored in the so-called insert buffer. It remains available for you to use later.

2. The other entry in which the term already exists appears on your screen. The entry appears in edit mode so that you can immediately continue editing. The message "Cross reference to a homonym entry" appears in the message line.

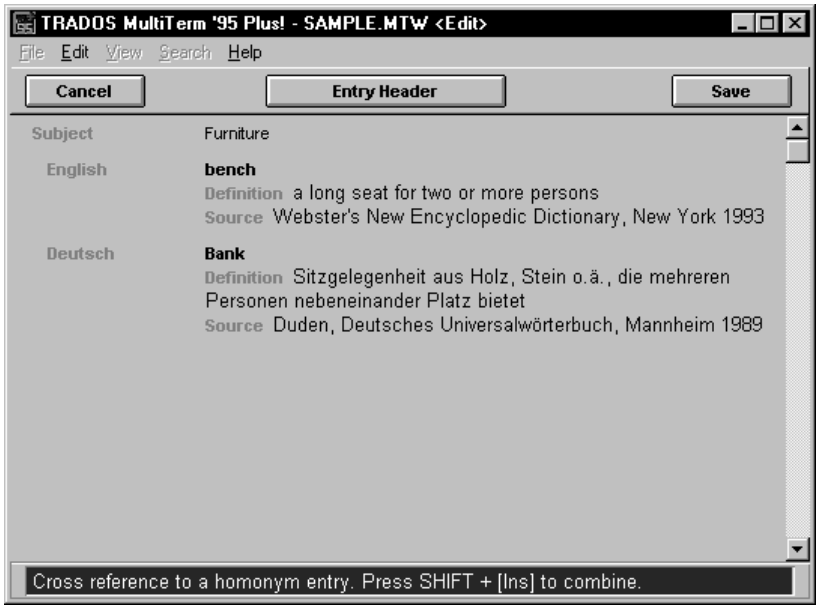


Figure 38: The German Term *Bank* as an Example of Homonym Recognition

Now you can decide whether your new entry is in fact a duplicate or whether it is really a new entry for a different concept.

Case One: You determine that an entry already exists for this concept and that this entry already contains all the desired information.

- Abort editing the current entry by clicking on the **Cancel** button or pressing the [Esc] key. You are returned to display mode.

Case Two: You determine that there is already an entry in your database for the concept, and you want to add fields that may have been created in the entry you were working on.

1. From the **Edit** menu, select the **Paste Buffer into Entry** option, or press the key combination [Shift]+[Insert]. The fields already created are added to or combined with the current entry.

2. If your entry is now complete, save it by clicking on the **Save** button, by pressing [S] for Save, or by pressing the [F4] function key.

Case Three: You determine that the term is in fact a homonym, that is, a term that is written the same way but that describes a different concept. In this case, you want to continue editing the source entry, which is still available in the input buffer.

1. Abort editing the homonym entry by clicking on the **Cancel** button or pressing the [Esc] key. You are returned to display mode.

2. Create the new entry by selecting the **Add Entry** command from the **Edit** menu or by pressing the [F3] function key. An empty entry window appears on your screen, and MultiTerm reminds you in the message line that you still have data in the insert buffer.

3. From the **Edit** menu, select the **Insert Buffer into Entry** option or press the key combination [Shift]+[Insert]. The contents of the insert buffer are inserted into the entry and you can continue editing the original entry.

4. If your entry is now complete, save it as usual by clicking on the **Save** button, by pressing [S] for Save, or by pressing the [F4] function key.

Special Linguistic Cases

How do I handle synonyms?

MultiTerm automatically stores all terms for a concept at the same level in an entry. Synonyms therefore do not need any special identification. If an entry contains multiple terms in one language, it is implicitly clear that they must be synonyms. If the various synonyms represent different language levels or regional usages, you can use attributes to classify them accordingly.

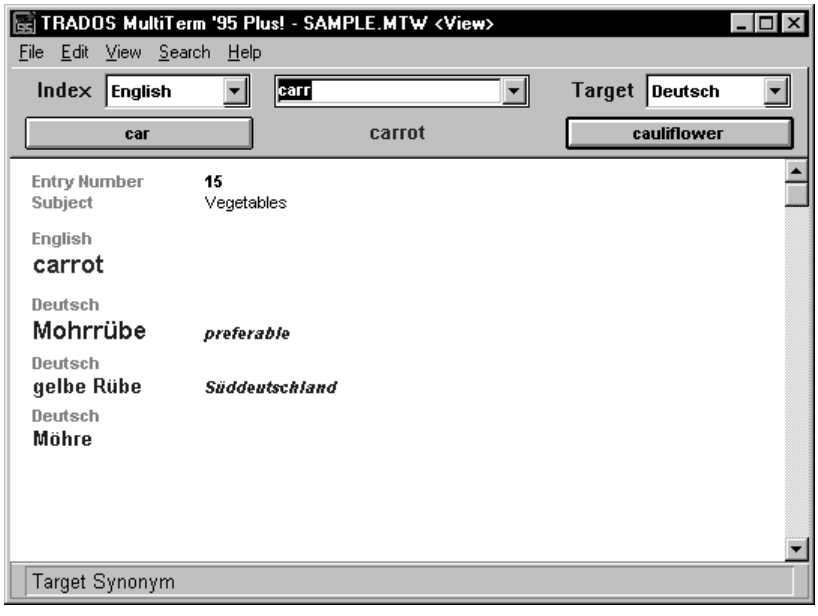


Figure 39: Example of German Synonyms

How do I specify the preferred term among the synonyms?

In MultiTerm, you can specify the preferred term among several synonyms even without using attributes. To achieve this, the only thing you have to do is make sure that you enter the preferred term as the *topmost* term in edit mode in the corresponding language. This is done by placing the mouse pointer somewhere above of the first index field of the corresponding language, if any, and then entering the desired preferred term.

By default, when searching entries, MultiTerm displays the search term as the first term in the current source language (see the "Searching for Entries" chapter). This means that when you look for a synonym, this search term—which is not necessarily the preferred term—will be located at the top of the entry. To have MultiTerm behave differently, that is, to have the program always display the topmost term of a given index first, from the **View** menu, select the **Display Fields** option and activate the **Don't Sort Synonyms** command. This causes the main source term to be located at the top of the entry even if you search for one of its synonyms. For more information on this topic, please refer to the "Changing the Sequence of Fields in Display Mode" section in the "Defining Layouts" chapter.

How do I handle multi-word terms?

Multi-word terms are terms consisting of more than one word. A typical multi-word term is for example the term *Indian corn* as a synonym for *maize*. Multi-word terms also include phraseological and idiomatic expressions, for example *The apple never falls far from the tree*, as well as linguistic constructions like *Batteries not included*. Storing multi-word terms in a database raises the question of which headword they should be stored under.

When searching for multi-word terms for idiomatic expressions in your database, it does not matter under which headword the multi-word terms are stored; MultiTerm offers several options for searching for entries based on any word or string in the term. For information on searching, refer to the sections "Global Searching" and "Fuzzy Searching" in the "Searching for Entries" chapter.

On the other hand, when creating a printed dictionary from your database, when pasting terms into a word processor, and when browsing in your database, it does make a difference which word of a multi-word term appears first in the index field. For example, the term *corn, Indian* would appear under **C** in your printed dictionary, whereas *Indian corn* would appear under **I**. When pasting a multi-word term into a word processor, you would of course like the term appear in the form in which you need it in your text, in this example *Indian corn* instead of *corn, Indian*. It is therefore worthwhile, in spite of MultiTerm's various search functions, to choose and consistently apply one of these two approaches.

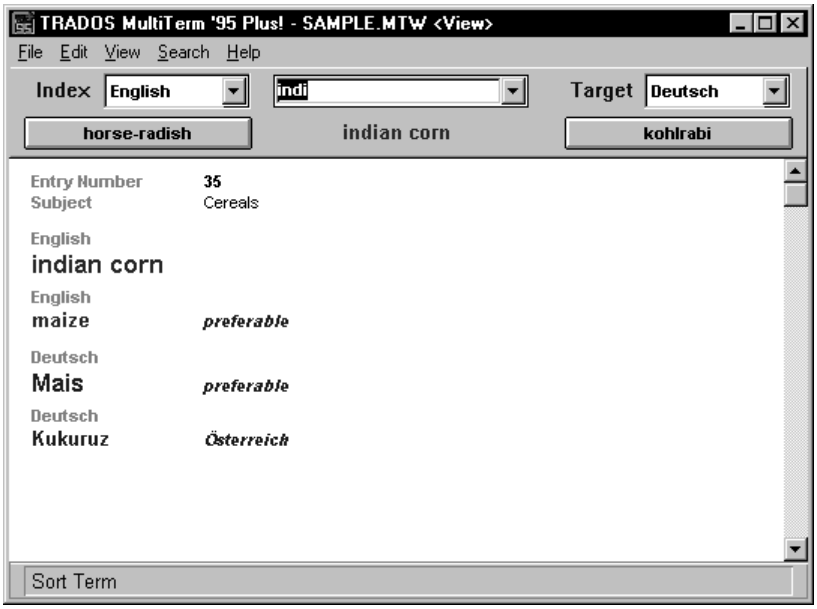


Figure 40: Example of Multi-Word Terms

How do I handle homonyms?

Homonymy occurs when a term that is spelled the same refers to more than one concept. A typical homonym is the German word *Schloß*, which refers to a lock on a door as well as to a castle.

In a regular printed dictionary, such homonyms are stored in one entry, so that for example in a German-English dictionary, the two target-language equivalents *lock* and *castle* would appear together in one entry.

MultiTerm, on the other hand, stores each concept in its own entry, which is why MultiTerm is called concept-oriented. This would mean, for example, that you would create two entries for the German word *Schloß*, one for *Schloß* in its meaning as a door lock, with the English equivalent *lock*, and one for *Schloß* in its meaning as a residence for nobility, with the English equivalent *castle*. This approach allows you to search for terms in any language direction. Note that MultiTerm's export function gives you the option of combining the homonyms under one headword when preparing a printing dictionary.

Changing Entries

If you want to add additional information to an entry that you already created, or if you want to edit or delete existing information, follow these steps to edit an entry:

1. Search for the desired entry in your database if the entry is not already displayed on your screen.

2. From the **Edit** menu, select the **Edit Entry** option, or double-click on the current search term under the search field, or press [F2]. MultiTerm changes to edit mode.

You can now edit your entry using the functions described in the section "Creating a New Entry" earlier in this chapter.

> **Note**
>
> If you are working on a network and you try to edit an entry to which you do not have write access, you will not be able to edit the entry, and you will receive the message "You do not have write authorisation for this Entry Class." For further information on access rights, refer to the chapter "Using MultiTerm '95 Plus in a Network Environment"

Searching for "Incomplete" Entries

At times you may want to systematically review your data and fill in any missing information. MultiTerm allows you to display all entries that do not yet have a term or a definition in a certain language, for example. To do this, you use MultiTerm's powerful filter function as described in the following examples. If you are not yet familiar with this feature, please refer to the chapter "Filtering Entries."

Example 1: Finding All Entries without Terms in a Certain Language

Let's assume that you want to find all the entries that do not yet have an English term. Let's further assume that you have named the English index field *English*.

1. Start a filter definition by selecting the **Define Filter...** option from the **View** menu, or by pressing [Ctrl]+[F]. The **Filter Definition** dialog appears on your screen.

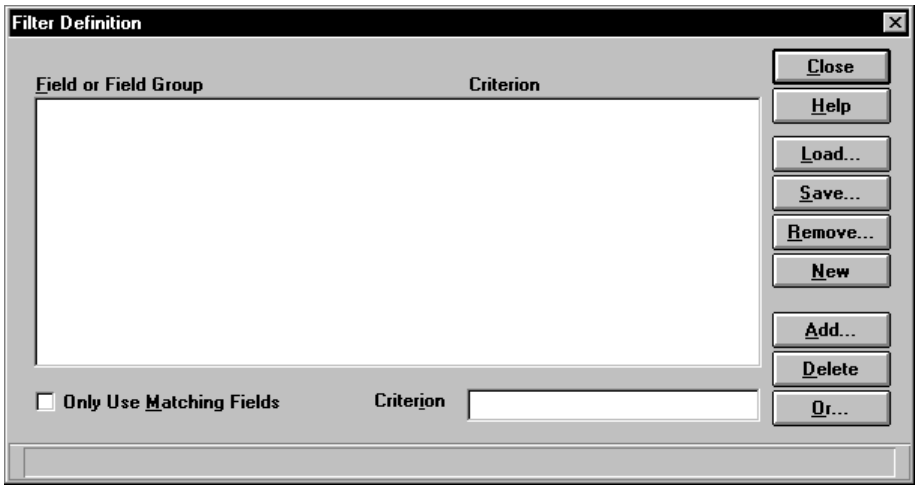


Figure 41: The Filter Definition Dialog

2. If filter definitions are already present in this dialog, delete them by clicking the **Delete** button or by pressing [Alt]+[D] until the list is empty.

3. Now, to define a new filter, click on the **Add...** button or press [Alt]+[A]. The **Select Field or Field Group** dialog appears on your screen.

4. Select *English* from the list of index fields and confirm by clicking on **OK** or pressing [Enter]. This informs MultiTerm that the filter definition applies to the index field *English*. You are returned to the **Filter Definition** dialog, where the selected field *English* appears.

5. Type in "!*" as the criterion. This tells MultiTerm to search for all entries in which the index field *English* is *not* present.

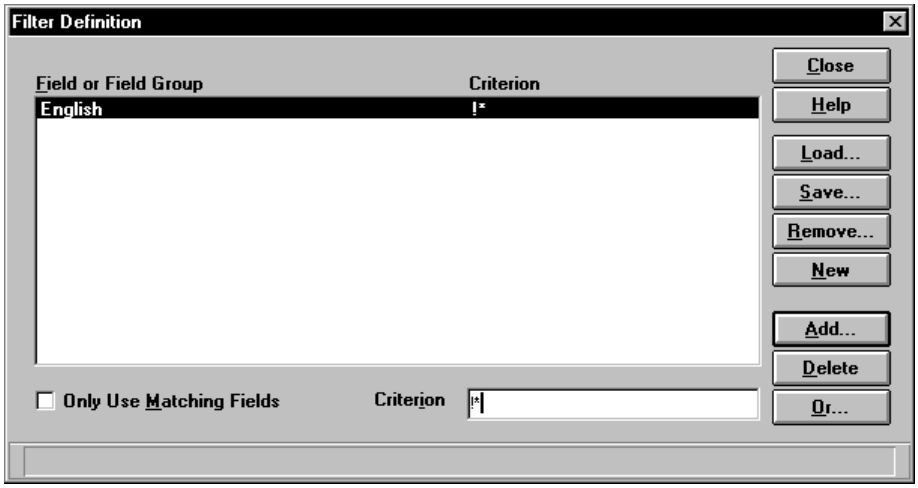


Figure 42: Completed Filter Definition

6. Confirm your filter definition by clicking on **Close** or pressing [Enter]. This concludes your filter definition.

7. Now, activate the filter by selecting the **Filter Active** option from the **View** menu or by pressing [Ctrl]+[A]. A check mark (✓) appears before the **Filter Active** option, and the message "Filter is active" appears in the message line. Entries that do not match the filter now appear with a gray background until you deactivate the filter. You can deactivate the filter by again selecting the **Filter Active** option from the **View** menu, so that the check mark before the option disappears.

8. While the filter is active, if you press [Ctrl]+[F5] to browse forwards or [Ctrl]+[F4] to browse backwards, only the entries that match the filter are displayed.

You can now edit the "incomplete" entries and add the missing English terms.

Example 2: Searching for All Entries without a Definition in a Certain Language

Let's assume that you want to find all the entries that do not yet have a definition in a certain language so that you can complete them. The following steps assume further that the language is German and that the corresponding fields in your database definition are called *Deutsch* and *Definition*:

1. Start a filter definition by selecting the **Define Filter...** option from the **View** menu, or by pressing [Ctrl]+[F]. The **Filter Definition** dialog appears on your screen.

2. If filter definitions are already present in this dialog, delete them by clicking the **Delete** button or by pressing [Alt]+[D] until the list is empty.

3. Now, to define a new filter, click on the **Add...** button or press [Alt]+[A]. The **Select Field or Field Group** dialog appears on your screen.

4. Select the field *Deutsch* from the list of index fields, and the field *Definition* from the list of text fields; confirm your selections with **OK** or [Enter]. This informs MultiTerm that your filter definition applies to the text field *Definition* for the *Deutsch* index field. You are returned to the filter definition where the field group *Deutsch→Definition* appears.

5. Type in "!*" as the criterion again. This tells MultiTerm to search for all entries containing the index field *Deutsch* but *without* the text field *Definition*.

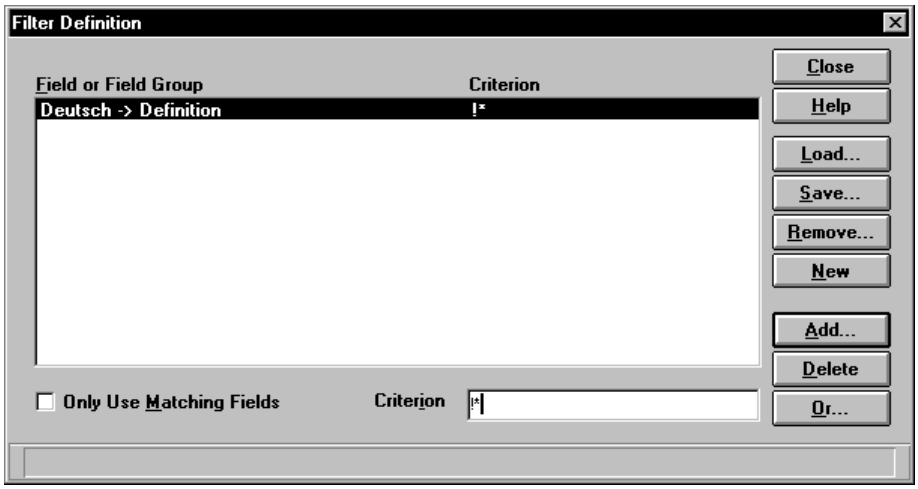


Figure 43: Completed Filter Definition

6. Confirm your filter definition by clicking on **Close** or pressing [Enter]. This concludes the filter definition.

7. Now, activate the filter by selecting the **Filter Active** option from the **View** menu or by pressing [Ctrl]+[A]. A check mark (✓) appears before the **Filter Active** option, and the message "Filter is active" appears in the message line. Entries that do not match the filter now appear with a gray background until you deactivate the filter. You can deactivate the filter by again selecting the **Filter Active** option from the **View** menu, so that the check mark before the option disappears.

8. While the filter is active, if you press [Ctrl]+[F5] to browse forwards or [Ctrl]+[F4] to browse backwards, only the entries that match the filter are displayed, that is, all entries containing the index field *Deutsch* without a definition.

Now you can edit the incomplete entries and add the missing definitions.

Deleting Entries

Finally, you can completely delete entries, for example those that have become outdated, as follows:

1. Search for the corresponding entry in your database. The entry appears on your screen.
2. From the **Edit** menu, select the **Delete Entry** option. When asked for confirmation, answer Yes.

Input Models

What are Input Models?

Input models are special entries that enable consistent and controlled yet flexible entry of terminological data. Among many things, input models allow you to do the following:

- specify one or more basic structures for all your terminological entries
- pre-define default values for fields
- determine whether, how often, and in what sequence index, text, and attribute fields may or must occur in new or changed entries
- in a network environment, determine who can edit which fields and which fields can only be read
- have MultiTerm automatically record when a field was last changed and by whom

So input models are templates that allow you to create and change entries quickly, flexibly, and yet consistently.

The following sections describe the functionality and possibilities of input models in detail.

Basic Rules for Input Models

When creating input models, a few different scenarios are possible, especially when MultiTerm is used in a network environment.

- The MultiTerm system administrator (user ID *super*) can create any input model for himself or herself and for other users. Once input models have been defined, the *super* user can choose to use them or not to use them. When MultiTerm is used stand-alone (not on a network), the user is always the system administrator, so this rule applies to stand-alone MultiTerm users as well. The system administrator therefore functions as the "architect" of input models, defining the templates that others are required to follow when creating entries.
- In a network environment, one of two cases applies to the "normal" MultiTerm user:
    - If the system administrator has already defined input models, the "normal" user must use these models. The "normal" user can also create private input models, but these must be based on pre-defined input models. Mandatory fields cannot be deleted from the private input model, and fields allowed to occur only once cannot be converted to fields allowing multiple occurrences.

- If the system administrator has not defined any input models, the "normal" user can choose whether to work with input models or not.

A further important rule is that you must include *all* fields in the input model that you may want to use later in your entries. For example, if you want all text fields to be available under every index field, when creating the input model, you must attach each text field to every index field. This is explained in more detail later in this section.

Finally, keep in mind that input models are not entry-specific. An entry created with one input model may be edited using another model, provided that

- the user has both entry-level write access (as defined using Entry Classes);
- the user has access to an input model that allows editing fields in this entry.

This allows, for example, a translator to add entries in with a Status attribute of "unreviewed" using one input model, and a terminologist to check the entry and change the Status to "approved" using another input model.

When input models are used in databases, the databases are said to be "protected" or "secured" by input models.

Creating Input Models as the MultiTerm System Administrator ("super")

As mentioned above, the system administrator (the user with the user ID *super*) can create and use any kind of input model for himself or herself as well as for all other users. This section described how to create input models, what kinds of controls are available and what they mean, and so on.

Follow these steps to create a new input model:

1. Open the database for which you want to create input models, if it is not already open.

2. From the **Edit** menu, select the **Input Models...** command ([Ctrl] + [F3]). The **Input Models** dialog appears on your screen. The first time you access this dialog, the list of input models is of course empty.

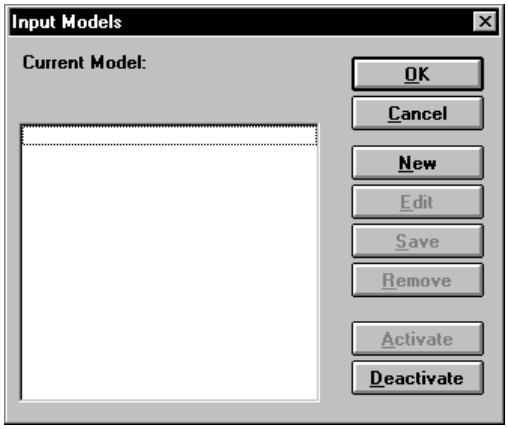


Figure 44: First Call of the Input Models Dialog

3. Now, to create a new input model, click on the **New...** button. The **Please enter a new model name** dialog appears on your screen. Type in the desired name and confirm by clicking on **OK**. The following naming conventions apply:

   - If desired, you can assign one or more input model names to each user. The name of the input model must begin with the same string as the corresponding user's ID in the **Database Definition Network Options** dialog. This ensures that the user *only* sees the input models defined specifically for him or her. For example, if you want to define input models for the user ID *Meyer*, you can specify model names *Meyer01*, *Meyer02*, *Meyer*

German-English. and *Meyer German with Definition*. For the user with ID *Johnson*, you can assign corresponding model names beginning with the string *Johnson*. These are called "personal" input models.

- If instead of personal input models, you want to define generalised input models, make sure that none of the model names coincidentally begins with a user ID specified in **Network Options** dialog. Generalised models are also called "public" input models. If only public input models are defined, all users always see all the available public input models.

- Of course, you can combine these two rules in any way you like, for example specifying personal models for some of the users and allowing the rest access to all public models.

4. Now you are asked whether you would like to search for existing models on disk first. If you are creating input models for the first time, you can answer **No** to this question. Later on we will see that input models can also be stored on disk so that they can be used with other databases as necessary.

5. You are now placed in edit mode, and the entry window appears in gray. The word "<Design>" appears in the MultiTerm title bar, along with the model name you assigned in step 3.

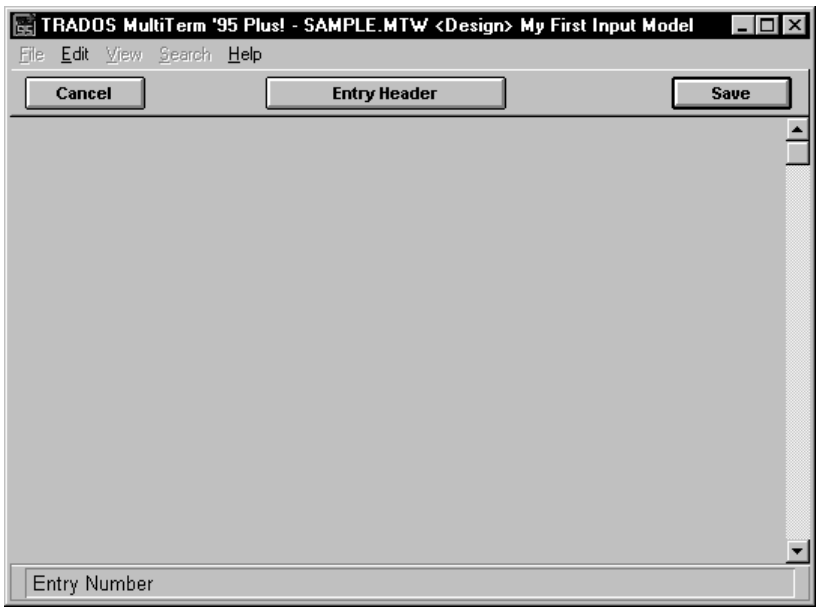


Figure 45: Empty Input Model in Edit Mode

The following sections detail how to add index, text and attribute fields, which options are available, and how to use them.

When editing input models, the same keyboard and mouse functions are available as in "normal" edit mode. You will find a list of all functions in "Appendix I: MultiTerm '95 Plus Reference."

Adding Index Fields to an Input Model

Follow these steps to add index fields to an input model for the various languages defined in your database:

Keyboard Method

1. Press the [I] key for index field, or press [Insert] and then press the [I] key to select the **Insert Index Field** command from the context menu. The **Insert Index Field** dialog appears on your screen. This dialog lists the languages available in your database along with any other index

fields you have defined. The following illustration shows the index fields for the sample database SAMPLE.MTW.

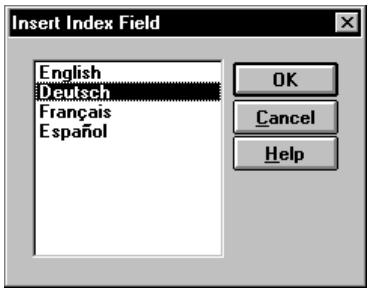


Figure 46: The Insert Index Field Dialog

2. Use the cursor keys [↓] and [↑] to select the desired field name. You can also type the first letter of the field name. Confirm your selection by pressing [Enter]. The input field for the corresponding language opens. The title bar shows you which index field you selected. The following illustration shows an input field for *Deutsch*.

Figure 47: The Input Field for *Deutsch*

3. You can now define the following characteristics for this index field in the input model:

   - If the field can appear *once* in each entry, but is not required, do not activate any check boxes.
   - If the field must appear *once and only once* in each entry, press the key combination [Alt] + [M] to activate the **Mandatory** check box.
   - If the field must appear *at least once* in each entry, press the key combinations [Alt] + [P] and [Alt] + [M] to activate the **Multiple** and **Mandatory** check boxes.
   - If the field can appear *multiple* times in each entry, but is not required, press the key combination [Alt] + [P] to activate the **Multiple** check box.
   - If the field should be available solely on a *read-only* basis and not be changeable, press the key combination [Alt] + [R] to activate the **Read-Only** check box.

   Confirm your selection as usual by pressing the [Enter] key. The corresponding index field immediately appears in the entry. If you activated one of the check boxes, a special character appears showing which characteristics you selected. You will find a list of these special characters and their meanings later in this chapter, in the section titled "Special Characters in Input Models."

To add additional index fields to your input model, repeat the steps listed above. Note that index fields that are already defined in the input model cannot be selected again.

Mouse Method

1. Press the *right* mouse button. The field type context menu appears on your screen.

2. Select the **Insert Index Field** command. A list of the languages (index fields) defined in your database appears on your screen.

3. Double-click to select the desired language. The input field for the corresponding language opens. You can now define the following characteristics for this index field in the input model:

   - If the field can appear *once* in each entry, but is not required, do not click on any check boxes.

   - If the field must appear *once and only once* in each entry, click on the **Mandatory** check box.

   - If the field must appear *at least once* in each entry, click on both the **Multiple** and **Mandatory** check boxes.

   - If the field can appear *multiple* times in each entry, but is not required, click on the **Multiple** check box.

   - If the field should be available solely on a *read-only* basis and not be changeable, click on the **Read-Only** check box.

Confirm your selection as usual by clicking on **OK**. The corresponding index field immediately appears in the entry. If you activated one of the check boxes, a special character appears showing which characteristics you selected. You will find a list of these special characters and their meanings later in this chapter, in the section titled "Special Characters in Input Models."

Adding Text Fields to an Input Model

MultiTerm's hierarchical entry structure allows you to assign text fields to individual terms (index fields) or to the entire entry. Follow these steps to add text fields to an input model:

Keyboard Method

1. Move the pointer to the field to which you want to assign the additional descriptive information by pressing the [→] and [←] keys to jump from field to field.

   - If you want to make the text field subordinate to an index field, move the pointer to the corresponding index field. The message line shows the name of the index field where the pointer is currently located.

   - If you want to make the text global to the whole entry, move the cursor to the very top of the entry. When the pointer is at the top of the entry, the message line displays the name of the Entry Number system field.

2. Press the [T] key for text field, or press [Insert] and then press the [T] key to select the **Insert Text Field** command from the context menu. The **Insert Text Field** dialog appears. Here, you can select the text field you want to add from those defined in your database. The following illustration shows the text fields for the sample database `SAMPLE.MTW`.

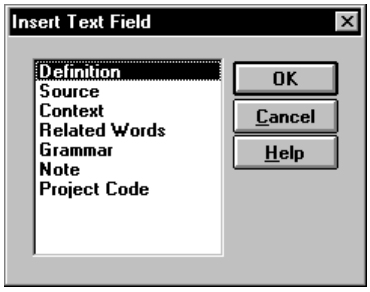


Figure 48: The Insert Text Field Dialog

3. Use the cursor keys [↓] and [↑] to select the desired text field name. You can also type the first letter of the field name. Confirm your selection by pressing [Enter]. The corresponding input field opens.

4. You can now define the following characteristics for this text field in the input model:

   - If the field can appear once in the current structure (either under the index field or the Entry Number), but is not required, do not activate any check boxes.

   - If the field must appear *once and only once* in the current structure, press the key combination [Alt] + [M] to activate the **Mandatory** check box.

   - If the field must appear *at least once* in the current structure, press the key combinations [Alt] + [P] and [Alt] + [M] to activate the **Multiple** and **Mandatory** check boxes.

   - If the field can be *optionally* selected *once* per language, press the key combination [Alt] + [O] to activate the **Once per Index** check box. This is useful, for example, if you want to specify that the text field *Definition* can only appear under one term in a language, but not under the synonyms in the same language.

   - If the field can appear *multiple* times in the current structure, but is not required, press the key combination [Alt] + [P] to activate the **Multiple** check box.

   - If the field should be available solely on a *read-only* basis and not be changeable, press the key combination [Alt] + [R] to activate the **Read-Only** check box.

   Besides these characteristics, you can also use the input model to specify default text for a text field. When you use the input model, this text automatically appears when you create a new entry. For example, in the text field *Source* attached to the *Deutsch* index field, you could specify *Duden 1995, S. xxx* as the default text; this text would then not need to be re-typed for each entry. This example is illustrated in the figure below.

5. Confirm your entry by pressing [Enter]. The corresponding text field immediately appears in the entry. If you activated one of the check boxes, a special character appears showing which characteristics you selected. You will find a list of these special characters and their meanings later in this chapter, in the section titled “Special Characters in Input Models.” If you also typed in text, this appears in the input model as well.

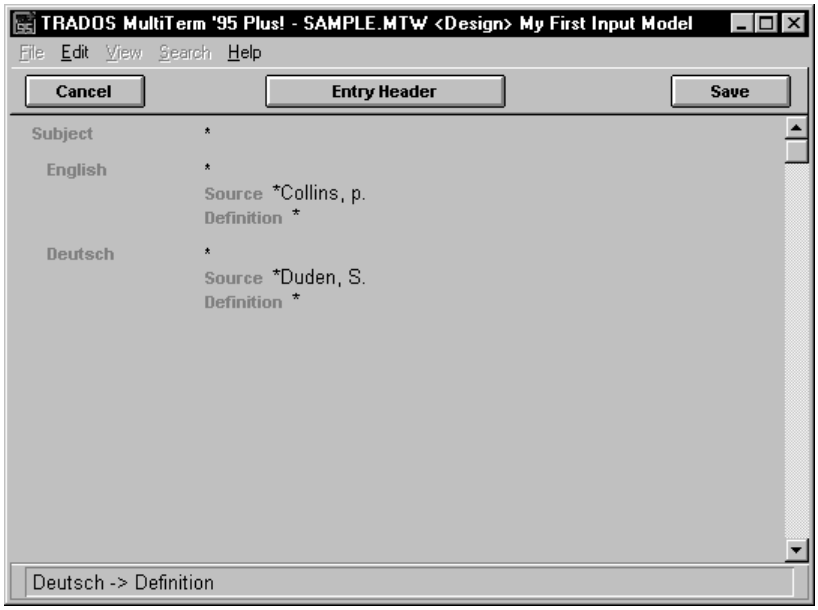


Figure 49: Input Model with Text Fields and Pre-Defined Source References

To add additional text fields to your input model, repeat the steps listed above. Note that text fields that are already defined for an index field cannot be selected again for the same index field, and text fields already defined for Entry Number cannot be selected again for Entry Number.

Mouse Method

1. Use the mouse to move the pointer to the field to which you want to assign the text field.

   - If you want to make the text field subordinate to an index field, move the pointer to the corresponding index field. The message line shows the name of the index field where the pointer is currently located.

   - If you want to make the text global to the whole entry, move the cursor to the very top of the entry. When the pointer is at the top of the entry, the message line displays the name of the Entry Number system field.

2. Press the *right* mouse button. The field type context menu appears on your screen.

3. Select the **Insert Text Field** command. The **Insert Text Field** dialog appears on your screen.

4. Double-click to select the desired text field. The corresponding input field opens. You can now define the following characteristics for this text field in the input model:

   - If the field can appear once in the current structure (either under the index field or the Entry Number), but is not required, do not click on any check boxes.

   - If the field must appear *once and only once* in the current structure, click on the **Mandatory** check box.

   - If the field must appear *at least once* in the current structure, click on both the **Multiple** and **Mandatory** check boxes.

   - If the field can be *optionally* selected *once* per language, click on the **Once per Index** check box. This is useful, for example, if you want to specify that the text field *Definition* can only appear under one term in a language, but not under the synonyms in the same language.

   - If the field can appear *multiple* times in the current structure, but is not required, click on the **Multiple** check box.

- If the field should be available solely on a *read-only* basis and not be changeable, click on the **Read-Only** check box.

Besides these characteristics, you can also use the input model to specify default text for a text field. When you use the input model, this text automatically appears when you create a new entry. For example, in the text field *Source* attached to the *Deutsch* index field, you could specify *Duden 1995, S. xxx* as the default text; this text would then not need to be re-typed for each entry. This example is illustrated in the figure above.

5. Confirm your entry by clicking on **OK**. The corresponding text field immediately appears in the entry. If you activated one of the check boxes, a special character appears showing which characteristics you selected. You will find a list of these special characters and their meanings later in this chapter, in the section titled "Special Characters in Input Models." If you also typed in text, this appears in the input model as well.

To add additional text fields to your input model, repeat the steps listed above. Note that text fields that are already defined for an index field cannot be selected again for the same index field, and text fields already defined for Entry Number cannot be selected again for Entry Number.

Adding Attribute Fields to an Input Model

MultiTerm's hierarchical entry structure allows you to assign attribute fields to the Entry Number (that is, to the entire entry), to one or more index fields, or to one or more text fields.

- Attributes like subject that apply to an entire entry are called *global attributes*.
- Attributes specifying language level or grammatical information apply to individual terms and are called *term attributes*.
- Attributes like text type that apply to text fields are called *text attributes*.

Follow these steps to assign an attribute to Entry Number, or to an index or text field, in an input model:

Keyboard Method

1. Move the pointer to the field to which you want to assign the attribute by pressing the [→] and [←] keys to jump from field to field.

   - If you want to create a global attribute that applies to the whole entry, move the cursor to the very top of the entry. When the pointer is at the top of the entry, the message line displays the name of the Entry Number system field.
   - If you want to make the attribute subordinate to a term, move the pointer to the corresponding index field. The message line shows the name of the field where the pointer is currently located.
   - If you want to make the attribute subordinate to a text item, move the pointer to the corresponding text field. The message line shows the name of the field where the pointer is currently located.

2. Type an [A] to enter an attribute field. The **Attribute Fields** dialog opens. From this dialog, you can select attribute fields and values from those defined for the current database.

3. By default, the focus (dotted border) is on the pick list of the first attribute field, as shown in the illustration below. If you want to use another attribute field, press the key combination [Alt] + [F] to move the focus to the **Attribute Fields** list. Use the cursor keys [↓] and [↑] to select the desired attribute field. You can also type the first letter of the attribute field. The pick list showing the corresponding attribute values appears. The dialog in the following illustration is from the sample database `SAMPLE.MTW`. As you can see, the title bar shows both the name of the field to which you are assigning the attribute as well as the selected attribute field.

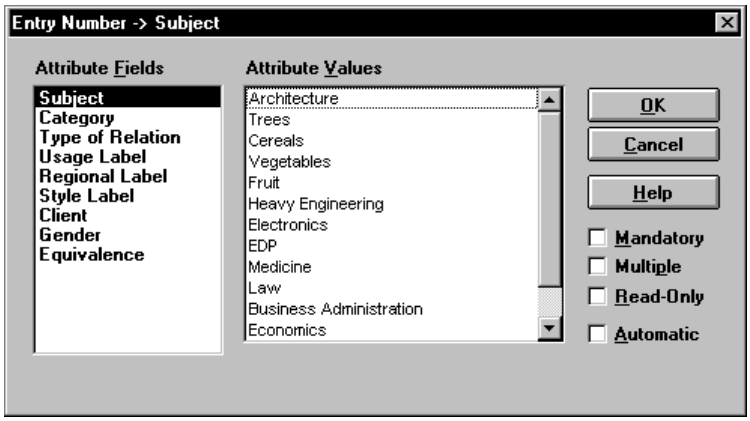


Figure 50: The *Subject* Attribute Field with Attribute Values

4. You can now define the following characteristics for this attribute field in the input model:

   - If the field can appear once in the current structure, but is not required, do not activate any check boxes.

   - If the field must appear *once and only once* in the current structure, press the key combination [Alt] + [M] to activate the **Mandatory** check box.

   - If the field must appear *at least once* in the current structure, press the key combinations [Alt] + [P] and [Alt] + [M] to activate the **Multiple** and **Mandatory** check boxes.

   - If the field can appear *multiple* times in the current structure, but is not required, press the key combination [Alt] + [P] to activate the **Multiple** check box.

   - If the field should be available solely on a *read-only* basis and not be changeable, press the key combination [Alt] + [R] to activate the **Read-Only** check box.

   - If the attribute field is a specially-defined administrative attribute field (that is, one containing one or more of the reserved pick list values CrD, CrU, ChD, or ChU), you can press the key combination [Alt] + [A] to activate the **Automatic** check box. (The reserved values are described in the section titled "Customising Database Definitions for Input Models" in the "Defining a Database" chapter.) Note that you can specify *one and only one* pick list value for MultiTerm to automatically fill in at this position. If you want to create several automatic attribute values at the same location, you must add an attribute field for each automatic value. For further information on automatic attribute fields, please refer to the section titled "Using Automatic Attribute Fields in Input Models" later in this chapter.

   In addition to these characteristics, you can also use the input model to specify that only certain attribute values should be available during data entry. For example, in the sample database `SAMPLE.MTW`, if you want to restrict the *Subject* attribute field to only allow the values *Cereals*, *Vegetables*, and *Fruit*, you can select these values from the list and optionally specify the above-mentioned options. Follow these steps if you want to only highlight a few selected items:

   - Begin by highlighting the first item, in our example *Cereals*. Hold down the [Ctrl] key and click on the other attribute values you want to highlight, in our example *Vegetables* and *Fruit*. (To select several adjacent items in a list at once, click on the first item, hold down the [Shift] key, then click on the last item you want to select.)

   - To remove the highlight from an item that you inadvertently selected, hold down the [Ctrl] key and click on the item again. The highlight is removed.

5. Confirm the attribute field, its characteristics, and any attribute values you defined by pressing [Enter] as usual. The corresponding attribute field immediately appears in the entry. If you activated one of the check boxes, a special character appears showing which characteristics you selected. You will find a list of these special characters and their meanings later in this chapter,

in the section titled "Special Characters in Input Models." If you also selected possible attribute values, they appear in the input model as well.

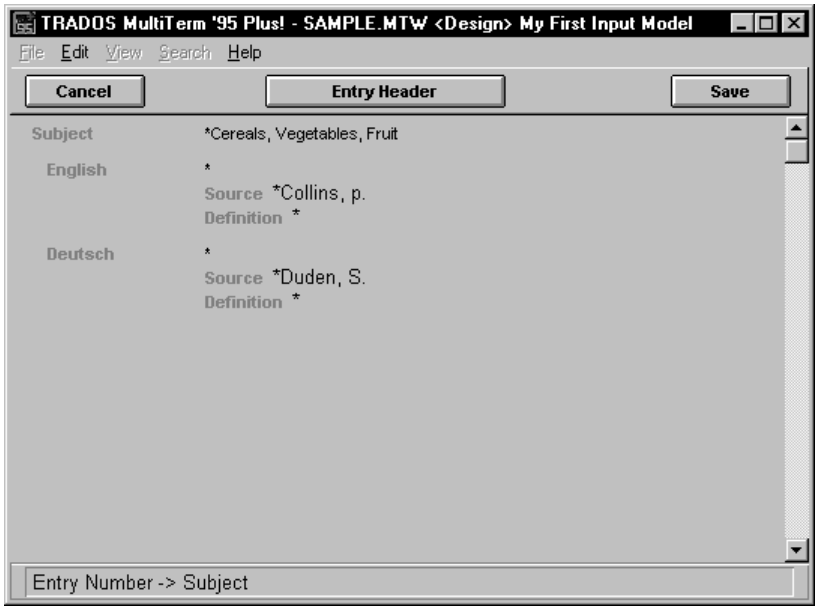


Figure 51: Input Model with the Attribute Field *Subject*, the "Multiple" Characteristic (Special Character "*"), and Pre-Defined Attribute Values

To add additional attribute fields to your input model, repeat the steps listed above. Note that attribute fields that are already defined for an index field, text field, or the Entry Number cannot be selected again for the same field.

Mouse Method

1. Move the mouse pointer to the field to which you want to assign the attribute field.

   - If you want to create a global attribute that applies to the whole entry, move the cursor to the very top of the entry. When the pointer is at the top of the entry, the message line displays the name of the Entry Number system field.

   - If you want to make the attribute subordinate to a term, move the pointer to the corresponding index field. The message line shows the name of the field where the pointer is currently located.

   - If you want to make the attribute subordinate to a text item, move the pointer to the corresponding text field. The message line shows the name of the field where the pointer is currently located.

2. Press the *right* mouse button. The field type context menu appears on your screen.

3. Select the **Insert Attribute Field** command. The **Attribute Fields** dialog appears on your screen. Click on the desired attribute field in the **Attribute Fields** list. The pick list showing the corresponding attribute values appears.

4. You can now define the following characteristics for this attribute field in the input model:

   - If the field can appear *once* in the current structure, but is not required, do not click on any check boxes.

   - If the field must appear *once and only once* in the current structure, click on the **Mandatory** check box.

- If the field must appear *at least once* in the current structure, click on both the **Multiple** and **Mandatory** check boxes.

- If the field can appear *multiple* times in the current structure, but is not required, click on the **Multiple** check box.

- If the field should be available solely on a *read-only* basis and not be changeable, click on the **Read-Only** check box.

- If the attribute field is a specially-defined administrative attribute field (that is, one containing one or more of the reserved pick list values CrD, CrU, ChD, or ChU), you can click on the **Automatic** check box. (The reserved values are described in the section titled "Customising Database Definitions for Input Models" in the "Defining a Database" chapter.) Note that you can specify *one and only one* pick list value for MultiTerm to automatically fill in at this position. If you want to create several automatic attribute values at the same location, you must add an attribute field for each automatic value. For further information on automatic attribute fields, please refer to the section titled "Using Automatic Attribute Fields in Input Models" later in this chapter.

In addition to these characteristics, you can also use the input model to specify that only certain attribute values should be available during data entry. For example, in the sample database SAMPLE.MTW, if you want to restrict the *Subject* attribute field to only allow the values *Cereals*, *Vegetables*, and *Fruit*, you can select these values from the list and optionally specify the above-mentioned options. Follow these steps if you want to only highlight a few selected items:

- Begin by highlighting the first item, in our example *Cereals*. Hold down the [Ctrl] key and click on the other attribute values you want to highlight, in our example *Vegetables* and *Fruit*. (To select several adjacent items in a list at once, click on the first item, hold down the [Shift] key, then click on the last item you want to select.)

- To remove the highlight from an item that you inadvertently selected, hold down the [Ctrl] key and click on the item again. The highlight is removed.

5. Confirm the attribute field, its characteristics, and any attribute values you defined by clicking on **OK** as usual. The corresponding attribute field immediately appears in the entry. If you activated one of the check boxes, a special character appears showing which characteristics you selected. You will find a list of these special characters and their meanings later in this chapter, in the section titled "Special Characters in Input Models." If you also selected possible attribute values, they appear in the input model as well.

To add additional attribute fields to your input model, repeat the steps listed above. Note that attribute fields that are already defined for an index field, text field, or the Entry Number cannot be selected again for the same field.

Controlling Access Rights Using Attribute Fields

In addition to the functions described above, attribute fields can be used in input models to control the access rights of the particular structure they are attached to.

What does this mean? To edit a structure containing an attribute, the active input model must contain the same attribute in the same structure. "In the same structure" means attached to the same field, whether it be the Entry Number, an index field, or a text field. In addition, the set of attribute values in the input model must be a superset of the values used in the entry; if it is not, the structure cannot be edited. Let's look at some examples to illustrate this functionality.

Example 1:

Let's assume that an entry begins with the following fields:

Entry Number	201	(system field)
Subject	Vegetables	(attribute field)
English	bean	(index field)

...

For the user to be able to start edit mode for the above entry, the active input model must have the following characteristics:

- The input model must have the *Subject* attribute field defined as a global attribute. That is, the *Subject* attribute field must be attached to Entry Number.

- The *Subject* attribute field must either be empty, which means that all pick list values can be selected, or it must at least have the value *Vegetables* selected.

If these conditions are not met, the entry cannot be edited using this input model. If the *Subject* attribute value is defined in the active input model as "read-only," the entry can be edited, but the contents of the *Subject* attribute field cannot be changed.

Example 2:

Now let's assume that an entry contains the following fields:

Deutsch	Rad	(index field)
Part of Speech	noun	(attribute field)
Gender	n	(attribute field)
Quality	good	(attribute field)
Definition:	Ein Rad ist...	(text field)

...

To be able to edit the *Deutsch* index field as well as all the attribute and text fields assigned to it, the active input model must have the following characteristics:

- The attribute fields *Part of Speech*, *Gender*, and *Quality* must be attached to the *Deutsch* index field.

- The attribute fields *Part of Speech*, *Gender*, and *Quality* in the input model must either be empty or must at least contain the values *noun*, *n*, and *good*, respectively.

If one of the at fields is missing from the input model, the *Deutsch* index field and the entire associated structure of attribute and text fields cannot be edited. A missing attribute always affects the entire structure it is missing from. Keeping with the above example, if the *Quality* attribute field is missing from the input model, the fields *Deutsch*, *Part of Speech*, *Gender* and *Definition* cannot be edited. Also, any additional text or attribute fields attached to the structure cannot be edited.

On the other hand, while a read-only attribute itself cannot be changed, the rest of the structure it is attached to can be changed, assuming this is allowed by the input model. For the above example, you might have the following scenario: if the input model contains the *Deutsch* index field and the attribute fields *Part of Speech* and *Gender* as "multiple" fields, but defines *Quality* as "read-only," the fields *Deutsch*, *Part of Speech*, and *Gender* can be edited at will, but the field *Quality* can neither be edited or deleted.

In summary it can be said that attribute fields missing from input models can be used to prevent editing of term structures. This could for example be desirable in cases where a term and its associated information are considered finished and should not be edited, but the user should still be allowed to add a new synonym in the same language.

Using Automatic Attribute Fields in Input Models

As described in earlier in the section "Customising Database Definitions for Input Models," you can use special attribute fields to have MultiTerm automatically maintain certain administrative data anywhere in your entry. This allows you to determine at any time what field was last added or changed in an entry and by whom.

The following summarises once more how attribute fields must be configured in the database definition in order for MultiTerm to use them as automatic attribute fields:

- The attribute fields can have almost any name. For example, you could name the fields *Initial Date* or *Edited By*. *However, be sure not to use names that are already used by MultiTerm as system field names*. In the English version, the reserved field names are *Creation Date*, *Created By*, *Change Date*, and *Changed By*. You should also avoid field names used in the German and French versions, namely *Anlagedatum*, *Angelegt von*, *Änderungsdatum*, *Geändert von*, *Date de création*, *Créé par*, *Date de modification*, and *Modifié par*. If you use any of these names, you could encounter unforeseen problems when importing data into or exporting data from MultiTerm '95 Plus.
- The pick list of each automatic attribute field must contain one or more of the following attribute values. (The same abbreviations are used as in the TRADOS Translator's Workbench export format.)
  - *CrD* (stands for Creation Date)
  - *CrU* (stands for Creation User)
  - *ChD* (stands for Change Date)
  - *ChU* (stands for Change User)
- In contrast to all other pick lists, when assigning an automatic attribute to a field, you can select *only one* item from the pick list. If you want to assign several automatic attribute fields to a field in an input model, you must first create just as many automatic attribute fields in the database definition. Let's assume that you want to track all four of the administrative fields listed above for the index field *English*. This means that you must add *four* attribute fields to your database definition, for example *Initial Date*, *Initial User*, *Edit Date*, and *Edit User*. The pick list of each field should then contain only one item, namely the corresponding abbreviation from the above list (*CrD*, *CrU*, *ChD*, and *ChU*, respectively).

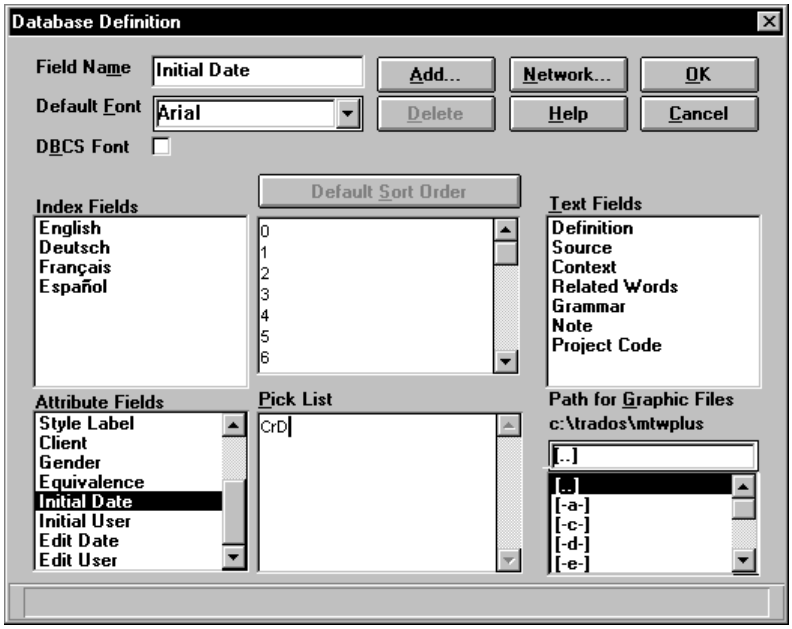


Figure 52: Database Definition with Four Automatic Attribute Fields, Each with One Pick List Value

- If on the other hand you only want to use one of these administrative fields at any given position in an entry, you only need to define a single automatic attribute field (for example with the name *Admin*) with all four possible automatic attribute values:

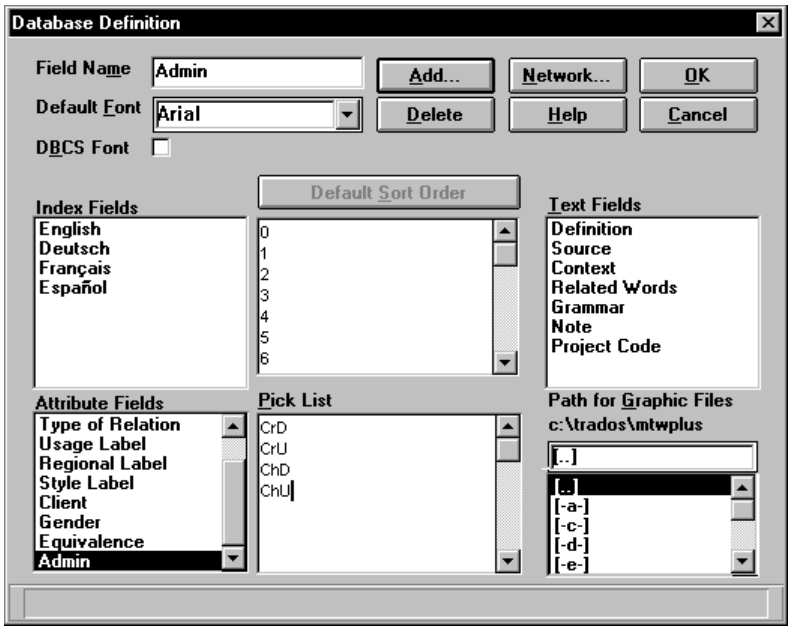


Figure 53: Database Definition with a Single Automatic Attribute Field Containing All Pick List Values

Follow these steps to position an automatic attribute field in your input model:

Keyboard Method

1. If the input model to which you want to add the automatic attribute field is not already open for editing, open it now.

2. Use the [→] and [←] keys to move the mouse pointer to the field to which you want to attach an automatic attribute field. You can place an automatic attribute field anywhere in an entry, that is, you can attach it to any index, text, or attribute field. The name of the field where the mouse pointer is currently located is displayed in the message line.

3. Type an [A] to enter an attribute field. The **Insert Attribute Field** dialog appears. Press [Alt] + [F] to go to the **Attribute Fields** list. From the **Attribute Fields** list, select one of the attribute fields that you defined with one or more automatic attribute values. The corresponding list of **Attribute Values** is displayed.

4. From the **Attribute Values** list, select the one administrative item (*CrD*, *CrU*, *ChD*, or *ChU*) that you want to assign to the current index, text, or attribute field.

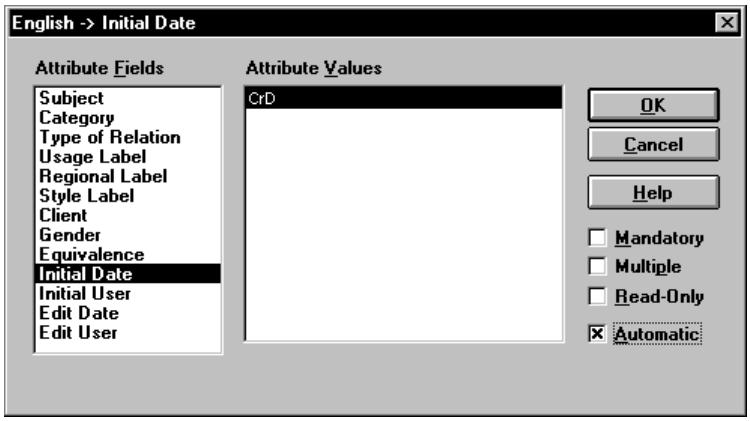


Figure 54: Assigning the Automatic Attribute Field *Initial Date* to the *English* Index Field

5. Press the key combination [Alt] + [U] to activate the **Automatic** check box, and confirm by pressing [Enter]. The automatic attribute field appears in your entry at the desired location. The special character "@" indicates that it is an automatic attribute field. You will find a list of these special characters and their meanings later in this chapter, in the section titled "Special Characters in Input Models."

6. Repeat steps 2–5 for all automatic attribute fields that you want to add to various positions in the input model.

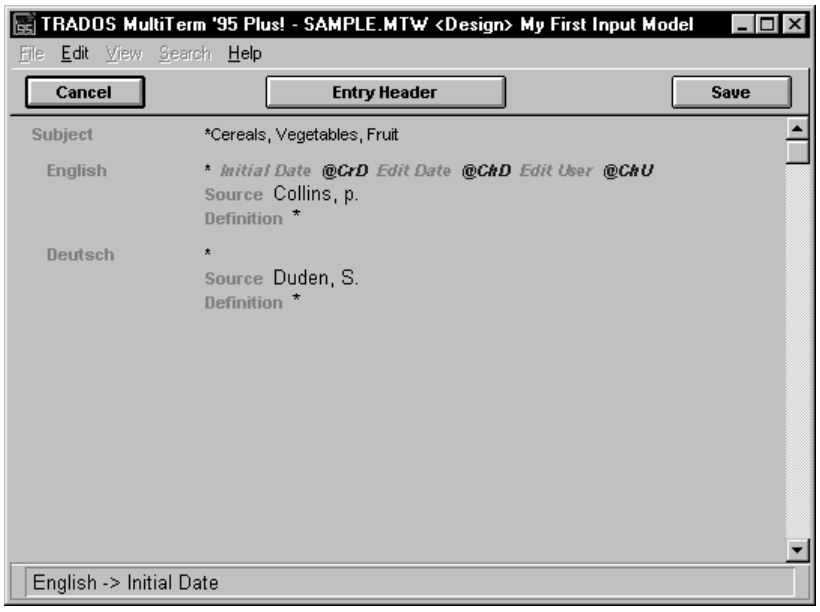


Figure 55: Input Model with the Automatic Attribute Fields *Initial Date*, *Edit Date*, and *Edit User* (Assigned to the *English* Index Field)

Changing Field Contents in an Input Model

Once you have created an input model, you can change the contents of individual fields or the field characteristics (for example, from "mandatory" to "multiple") as follows:

Keyboard Method

1. Move the pointer to the field you want to change by pressing the [→] and [←] keys to jump from field to field. You can also use the [↑] and [↓] keys to jump directly from index field to index field.

2. Press the [Enter] key to open the corresponding field. You can also press [E] (for "Edit") twice in a row. If you selected an index or text field, the corresponding input window opens. In the case of text fields, any text you already entered appears. If you selected an attribute field, the **Attribute Fields** dialog opens, showing any selected attribute values.

3. Make the desired changes and confirm by pressing [Enter]. You are returned to the input model, which now contains the changes you made.

Mouse Method

1. Click on the field that you want to change. The field edit menu opens. Select the **Edit Field** command. (You can also double-click on the field, skipping the field edit menu.) If you selected an index or text field, the corresponding input window opens. In the case of text fields, any text you already entered appears. If you selected an attribute field, the **Attribute Fields** dialog opens, showing any selected attribute values.

2. Make the desired changes and confirm by clicking on **OK**. You are returned to the input model, which now contains the changes you made.

Deleting Unnecessary Fields from an Input Model

Fields you no longer need can be easily deleted so that they don't unnecessarily take up disk space. Follow these steps:

Keyboard Method

1. Move the pointer to the field you want to delete by pressing the [→] and [←] keys to jump from field to field. You can also use the [↑] and [↓] keys to jump directly from index field to index field.

2. Press the [Delete] key. You are asked whether you really want to delete the field.

3. Press [Y] for **Yes**. The field and any subordinate fields are deleted.

Mouse Method

1. Move the mouse pointer to the field you want to delete.

2. Press the left mouse button. A menu appears from which you can select either **Edit Field** or **Delete Field**.

3. Select the **Delete Field** command. A submenu appears from which you can select either **Don't delete** or **Delete...**.

4. Select the **Delete...** command. You are asked whether you really want to delete the field.

5. Confirm by clicking on **Yes**. The field and any subordinate fields are deleted.

> **Note**
>
> MultiTerm's hierarchical entry structure offers an advantage when deleting fields. If you delete the highest-level field that you no longer need, all subordinate fields are automatically deleted. For example, if you delete an index field, all text and attribute fields that are subordinate to that index field in the hierarchy are also deleted. This means that you can delete an entire term structure in one step.

Saving a Completed Input Model

When you are satisfied with your input model, click on the **Save** button, or type an [S] for Save, or press the [F4] function key. MultiTerm saves your input model entry and returns to the **Input Model** dialog. The input model you just created remains visible in the background.

Special Characters in Input Models

The following table summarises the various option switches and their meanings:

Option	Meaning	Special Char.
Mandatory	The field must occur exactly one time in the corresponding structure.	=
Multiple	The field is optional and can occur multiple times in the corresponding structure.	*
Mandatory + Multiple	The field must occur at least one time in the corresponding structure.	+
Once per Index (text fields only)	The corresponding text field is optional. It is up to the user to add the field to the structure if desired; the field can only occur one time for each language.	?
Read-Only	The contents of the corresponding field is write-protected, that is, it cannot be changed while this input model is active.	-
No Check Boxes Selected	The corresponding field is an optional field that can occur only one time in an entry.	(empty)
Automatic (specially-configured attribute fields only)	MultiTerm automatically maintains the corresponding attribute field. It can occur one time in the corresponding structure and is write-protected.	@

Creating Input Models as a "Normal" User

As mentioned earlier, "normal" MultiTerm users on a network can be set up to use input models in one of two ways:

- If the system administrator has already defined input models, the "normal" user must use these models. The "normal" user can also create private input models, but these must be based on pre-defined input models. Mandatory fields cannot be deleted from the private input model, and fields allowed to occur only once cannot be converted to fields allowing multiple occurrences.
- If the system administrator has not defined any input models, the "normal" user can choose whether to work with input models or not.

Otherwise, creating input models is accomplished in exactly the same manner as described in the earlier section, "Creating Input Models as the MultiTerm System Administrator ('super')."

Changing Input Models

If you want to modify an input model that has already been created—to add, change, or delete index, text, or attribute fields—follow these steps to open the desired input model for editing:

1. From the **Edit** menu, select the **Input Models...** command. The **Input Models** dialog appears on your screen, listing all the input models currently available.

2. Highlight the name of the input model you want to edit and click on the **Edit** button ([Alt] + [E]). MultiTerm changes to edit mode.

You can now edit the input model using the functions described in the section "Creating Input Models as the MultiTerm System Administrator ('super')" earlier in this chapter.

> **Note**
>
> If you are working on a network and want to change an input model that you did not create yourself, you will find that you will not be able to edit it; the **Edit** button is deactivated. If you want to change an input model, please contact your MultiTerm system administrator.

Activating an Input Model

Once you have created or edited an input model, you must activate it in order to use it for creating new entries. Follow these steps:

1. If the **Input Models** dialog is not currently displayed on your screen, from the **Edit** menu, select the **Input Models...** command ([Ctrl] + [F3]). The list of input models available to you is displayed. If a model is already active, the **Input Models** dialog tells you which input model is active in the lines **Current Model:** *Name*.

2. Use the cursor keys [↓] and [↑], or the mouse, to select the desired input model and confirm by clicking on **OK**. You can also click on the **Activate** button ([Alt] + [A]) and then confirm. In this case, MultiTerm confirms your selection by displaying the message "*Name* is selected as input model" in the message line (whereby *Name* stands for the name of the selected input model).

Using an Input Model to Create an Entry

Once you have created an input model, you can use it as a template for creating all new entries. Follow these steps:

Keyboard Method

1. Press the [F3] function key to create a new entry. MultiTerm changes to edit mode, and the active input model appears automatically on your screen. In addition, the mouse pointer is automatically positioned at the first field.

2. You can now edit the entry as you would edit any entry, filling in the empty fields step by step. The following colours are intended to simplify your work:

   - Fields whose field names appear in blue are defined as "multiple" and "optional." This means that you can fill in information, but you are not required to. *Note that when you save an entry,* MultiTerm *automatically deletes optional fields that you leave empty, so there is no need to delete them manually.*
   - Fields whose names appear in red are defined as "mandatory" or "mandatory" and "multiple." You must fill in at least one instance of the field with information; if it is defined as "multiple," you can optionally create additional instances within the same structure.
   - Since fields whose names appear in red are defined as "mandatory," they cannot be deleted.
   - Fields whose names appear in gray are defined as "read-only." You cannot edit or delete them.

   Note that MultiTerm always displays in the message line the characteristics of the field you are currently editing.

3. Move the pointer to the field you want to edit by pressing the [→] and [←] keys to jump from field to field. You can also use the [↓] and [↑] keys to jump directly from index field to index field.

   - To fill in information in the fields already present in the input model, simply press the [Enter] key. The corresponding input window opens, and you can edit the field.

   - To add new blue fields (characteristics "optional" and "multiple") that are not present at the corresponding position in the input model, press [I] for index field, [T] for text field, or [A] for attribute field, and enter the information as usual. If an entry already contains a term in a certain language and you add a synonym in the same language, MultiTerm automatically inserts the entire structure of the corresponding index field at the new location in the entry. This simplifies your work, as you do not have to recreate the term structure for the synonym.

4. Once you've edited the entry to your satisfaction, save it as usual by pressing [S] for Save or by pressing [F4].

Mouse Method

1. From the **Edit** menu, select the **Add Entry** command. MultiTerm changes to edit mode, and the active input model appears automatically on your screen. In addition, the mouse pointer is automatically positioned at the first field.

2. You can now edit the entry as you would edit any entry, filling in the empty fields step by step. The following colours are intended to simplify your work:

   - Fields whose field names appear in blue are defined as "multiple" and "optional." This means that you can fill in information, but you are not required to. *Note that when you save an entry,* MultiTerm *automatically deletes optional fields that you leave empty, so there is no need to delete them manually.*

   - Fields whose names appear in red are defined as "mandatory" or "mandatory" and "multiple." You must fill in at least one instance of the field with information; if it is defined as "multiple," you can optionally create additional instances within the same structure.

   - Since fields whose names appear in red are defined as "mandatory," they cannot be deleted.

   - Fields whose names appear in gray are defined as "read-only." You cannot edit or delete them.

   Note that MultiTerm always displays in the message line the characteristics of the field you are currently editing.

3. Move the pointer to the field you want to edit.

   - To fill in information in the fields already present in the input model, click on the corresponding field. The field edit menu appears. Select the **Edit Field** command. The input window opens, and you can edit the field.

   - To add new blue fields (characteristics "optional" and "multiple") that are not present at the corresponding position in the input model, click the *right* mouse button as usual, select the desired field type, and type the desired information into the input window that opens. If an entry already contains a term in a certain language and you add a synonym in the same language, MultiTerm automatically inserts the entire structure of the corresponding index field at the new location in the entry. This simplifies your work, as you do not have to recreate the term structure for the synonym.

4. Once you've edited the entry to your satisfaction, save it as usual by clicking on the **Save** button.

> **Note**
>
> When you try to save an entry, MultiTerm checks whether the entry contains any "mandatory" fields that have not been filled in. If so, a message informs you that you must add information to these fields. In addition, to simplify your work, the mouse pointer is automatically positioned on the first mandatory field. Fill in all the mandatory fields and try again to save the entry as described above.

Automatically Pasting the Last Search Term into the Current Source Language Index Field when Adding Entries Using Input Models

Let's assume you look for the term *flat spray sprinkler* in the English index of your database. You do not find it, so you would like to add it to your database immediately. In this case, it would be useful if MultiTerm was able to automatically paste your last search term into the *English* index field once you start edit mode using your current input model.

MultiTerm offers an option whereby it can indeed paste your last search term into the current source language index field whenever you start adding an entry. To achieve this, modify the initialization file of MultiTerm '95 Plus, `MTWPLUS.INI`, found in the Windows main directory (`C:\WINDOWS` by default). You can open this file in any text editor (the Windows Notepad, for instance). Add the following two lines to make the above functionality available:

```
[Edit]
PasteSearch=1
```

If the `[Edit]` section is already present in your copy of the `MTWPLUS.INI` file, you do not need to add it. The next time you start MultiTerm, the program will automatically paste the search term into the current source language index field whenever you start edit mode with an input model.

Hiding Read-Only Indices in Edit Mode

In input models, index fields, among others, can be defined as read-only, that is, you are not allowed to change their contents or delete them. For example, if you are an English-French translator, you might be allowed to change the contents of the English or French index fields, but not those of the German and Spanish ones. When editing entries with all these index fields, you can decide whether you want to have MultiTerm display all index fields or only those that you are allowed to edit or add. You achieve this by activating or de-activating the **Hide Other Indices** option from the **Edit** menu, or by pressing [Ctrl]+[H].

In our example, if the **Hide Other Indices** option is active (a check mark appears in front of the menu item), only the index fields French and English will be displayed when editing the entry, even if the entry contains other index fields. If the **Hide Other Indices** is turned off, however, all index fields are displayed in edit mode.

Deactivating an Input Model

Follow these steps to deactivate an input model:

1. If the **Input Models** dialog is not currently displayed on your screen, from the **Edit** menu, select the **Input Models...** command ([Ctrl] + [F3]). The current model is displayed in the lines **Current Model:** ***Name*** as well as being highlighted in the list of available models.

2. To deactivate the model, first click on the **Deactivate** button. MultiTerm changes the colour of the model in the background.

3. Confirm clicking on **OK** or pressing [Enter]. MultiTerm returns to display mode. You can now create or edit entries without using input models.

> **Note**
>
> If you are working with a protected database, for example on a network, and your system administrator has defined one or more input models for you, you will not be able to deactivate input models you did not create yourself; the **Deactivate** button will be grayed out. (You can, however, activate a different private input model, thus deactivating the current model.) If you want to change or delete an input model, please contact your MultiTerm system administrator.

Saving an Input Model

You can save any input models you like as files on your hard disk so that you can reuse them with other databases as necessary. Follow these steps:

1. If the **Input Models** dialog is not currently displayed on your screen, from the **Edit** menu, select the **Input Models...** command ([Ctrl] + [F3]). The list of input models available to you is displayed.

2. Use the cursor keys [↓] and [↑], or the mouse, to select the input model you want to save, and click on the **Save...** button ([Alt] + [S]). The standard Windows **Save As** file dialog appears on your screen.

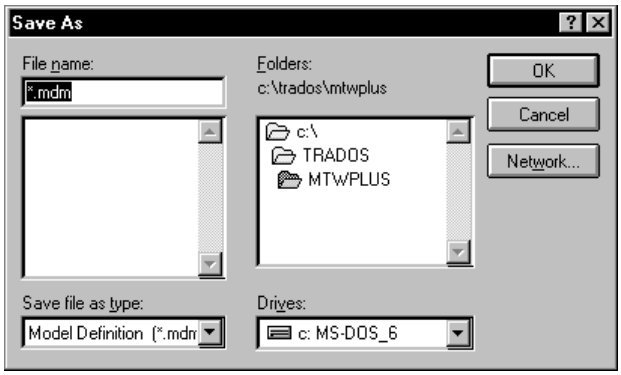


Figure 56: The Save As File Dialog for Input Models

3. In the **Save As** dialog, select the drive and directory where the input model should be saved. In the **File Name** field, type in a name for the file up to eight characters long (no special characters). By default, MultiTerm input models have the file extension `*.MDM`, as you can see in the **Save File As Type** drop-down list. We recommend that you use this default file extension. Confirm your entry by clicking on **OK**. You are returned to the **Input Models** dialog.

Deleting an Input Model

Finally, you can completely delete an input model, for example one that has become outdated, as follows:

1. From the **Edit** menu, select the **Input Models...** command. The **Input Models** dialog appears on your screen, listing all the input models currently available.

2. Use the cursor keys [↓] and [↑], or the mouse, to select the input model you want to delete, and click on the **Remove...** button ([Alt] + [R]). MultiTerm asks if you are sure; answer **Yes**. The corresponding input model is removed.

Note

If you are working with a protected database, for example on a network, and your system administrator has defined one or more input models for you, you will not be able to delete input models you did not create yourself; the **Remove** button will be grayed out. If you want to remove an input model, please contact your MultiTerm system administrator.

Searching for Entries

Once you have built up the terminology in your database, you no doubt would like to know the best way to access it. MultiTerm offers you several possibilities, including simple, global, and fuzzy searching. This chapter explains these options in detail.

Setting the Source and Target Language

Before you search for terminology in your database, you need to set the desired source and target languages if these are not already set. This is required so that MultiTerm will access the correct source language index for the term you need. If you manage terminology in multiple languages, setting the source and target languages also causes MultiTerm to display the information for these languages at the top of the entry, followed by the information for other languages.

Using the Drop-Down Lists to Set the Source and Target Languages

You can use drop-down lists to set the source and target languages as follows. When you set the source language in this manner, MultiTerm automatically goes to the first entry in the new index.

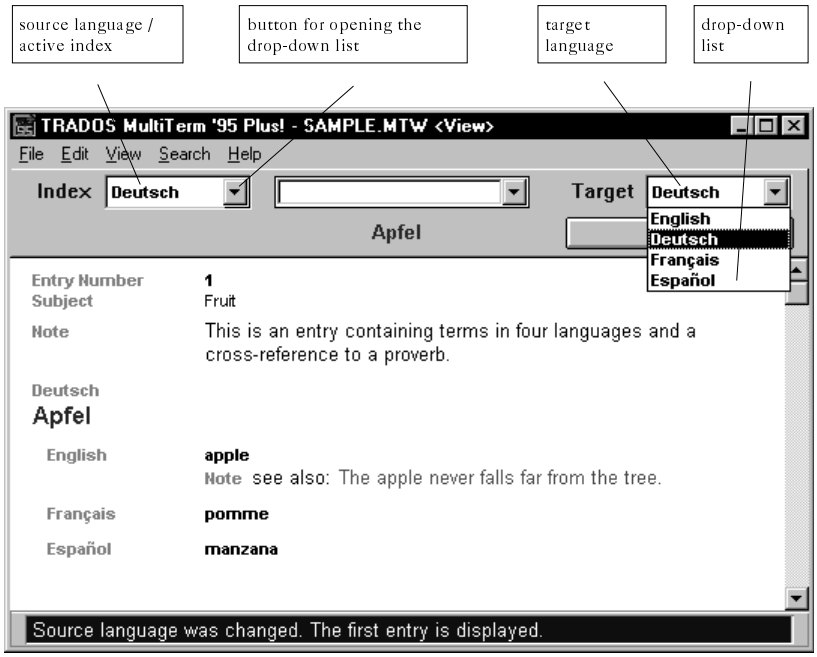


Figure 57: Fields and Buttons for Changing the Source and Target Language

1. To set the source language, click on the button with the arrow symbol next to the **Index** field. A drop-down list opens showing the languages available in this database.

2. Select the desired source language from the drop-down list by clicking on the language or typing the first character of the language. MultiTerm returns to the first entry in the alphabetical index

of the corresponding language. MultiTerm also dynamically reformats the entry according to your new source language.

3. To change the target language, click on the button with the arrow symbol next to the **Target** field. A drop-down list opens showing the languages available in this database.

4. Select the desired language as described above. MultiTerm reformats the current entry according to the new target language.

Using the Mouse to Change the Source and Target Language

When you follow the method described above to change the source and target language using the drop-down lists, MultiTerm automatically returns to the first alphabetical entry in the index of the new target language. However, if you do not want to jump to the beginning of the index, you can also change the source language of the current entry as follows:

Hold down the [Shift] key, and use the mouse to click on a term in the source language you want to select. Two cases can be distinguished:

- If while holding down the [Shift] key you click on the target term, the source and target languages are exchanged. This allows you to invert the language direction with a mouse-click.

- If while holding down the [Shift] key you click on a language other than the target language, the language you click on becomes the new source language, and the target language remains unchanged. If you would also like to change the target language, you can use the drop-down list as described in the previous section; the current entry remains on your screen.

Browsing in the Database

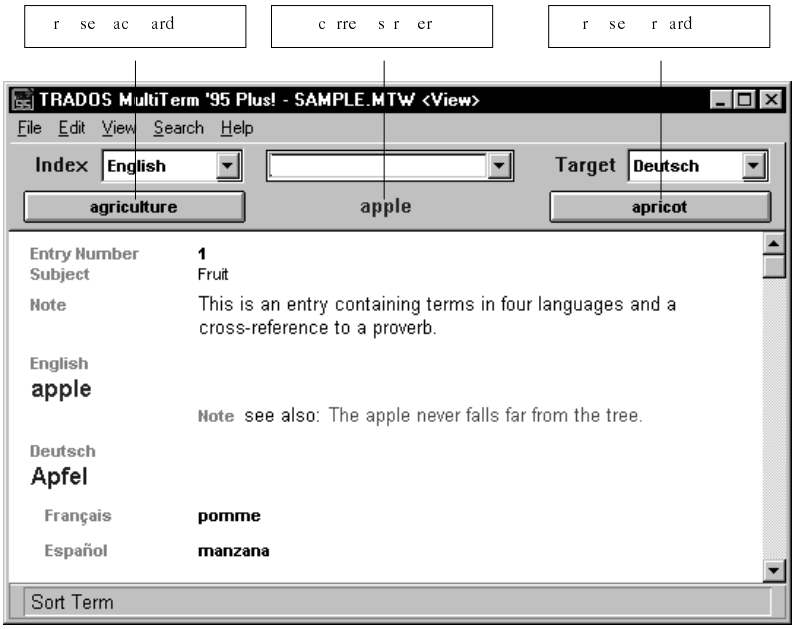


Figure 58: Buttons for Browsing

You can browse through your database just as in a normal dictionary:

- To move to the next entry in your database, click on the "Browse Forward" button, or press the [F5] function key. The "Browse Forward" button always displays the next alphabetical term.

- To move to the previous entry in the database, click on the "Browse Backward" button, or press the [F4] function key. The "Browse Backward" button always displays the previous alphabetical term.

Simple Searching

You can use a simple search to look up specific terms in your database as follows:

1. Use the mouse to click in the search field. The cursor starts blinking.

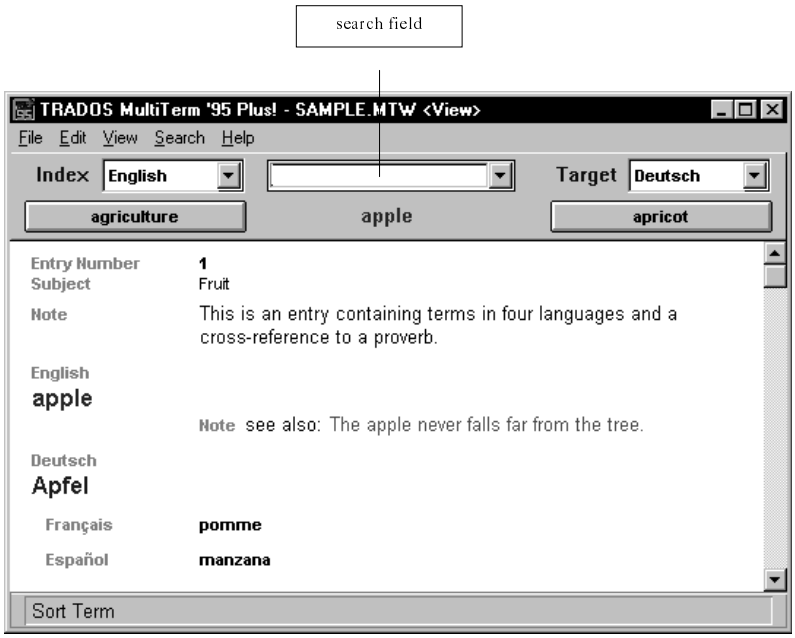


Figure 59: The Search Field

2. Type in your search term. You need not type in the entire term; it is more than adequate to type in the first few characters.

3. Press [Enter] to begin the search.

   - If the database contains an entry matching your search term, this entry appears on your screen.

   - If the same search term also appears in your "Browse Forward" button, you have a homonym in your database. If you want to look at the homonym entry, browse forward by clicking on the "Browse Forward" button or by pressing [F5].

   - If the search term is not in your database, the entry for the next alphabetical term is displayed on your screen, and the message line displays "Not found." The next section describes how you can add this search term to a list of unknown terminology using the log function.

Using the Log Function

If you do not have the time at the moment to research a term not found in your database, but you would like to add it later, you can use the log function to add the search term to a list of unknown terminology. Later, you can use this list as a basis for your terminology research.

If MultiTerm cannot find a search term, the message line reminds you that you can log the search term in the list of unknown search terms.

- To log the search term, from the **Edit** menu, select the **Log Search Term** command, or press the key combination [Ctrl]+[S]. MultiTerm appends the term that was not found to the list of unknown terminology and displays the message "Search criterion logged" in the message line.

MultiTerm stores the list of unknown terminology in a special text file with the extension of `*.MSL` ("**M**ultiTerm **S**earch **L**og"). The asterisk stands for the name of the database in which you could not find the term(s). For example, the file `SAMPLE.MSL` contains the list of terms not found in the sample database `SAMPLE.MTW`.

The list of unknown terminology contains three items separated by tabs as follows:

1. The unknown search term.
2. The index selected when the term was searched for (English, for example).
3. The user ID of the user who searched for the term ("super", for example).

A typical list might appear as follows:

souris	Français	super
Haus	Deutsch	schmidt
tree	English	müller

This file is in standard Windows text format (ANSI), so you can use any Windows text editor or word processor to edit the list and print it out.

It is recommended that you or your network system administrator print out the log of unknown search terms at regular intervals. Once you have printed the list, you should use the File Manager to either delete or rename the log file. Otherwise, since MultiTerm continues to add terms to the same file, it will be difficult to know which terms have been added to the database and which have not.

Global Searching

A global search allows you to find all entries that contain a certain character string. If you do not know exactly what you are looking for, or if you do not want to type in a long search term, MultiTerm allows you to use the asterisk (*) as a placeholder for any string of characters. You can insert the asterisk before, after, or in between individual character strings.

For example, let's assume that you would like to know what kind of beets are stored in the `SAMPLE.MTW` database. To search for all entries that end in *beet*, open the `SAMPLE.MTW` database and select English as the source language. Then follow these steps:

1. Type `*beet` into the search field and confirm by pressing [Enter]. A so-called hit list appears showing the entries that end with *beet*.

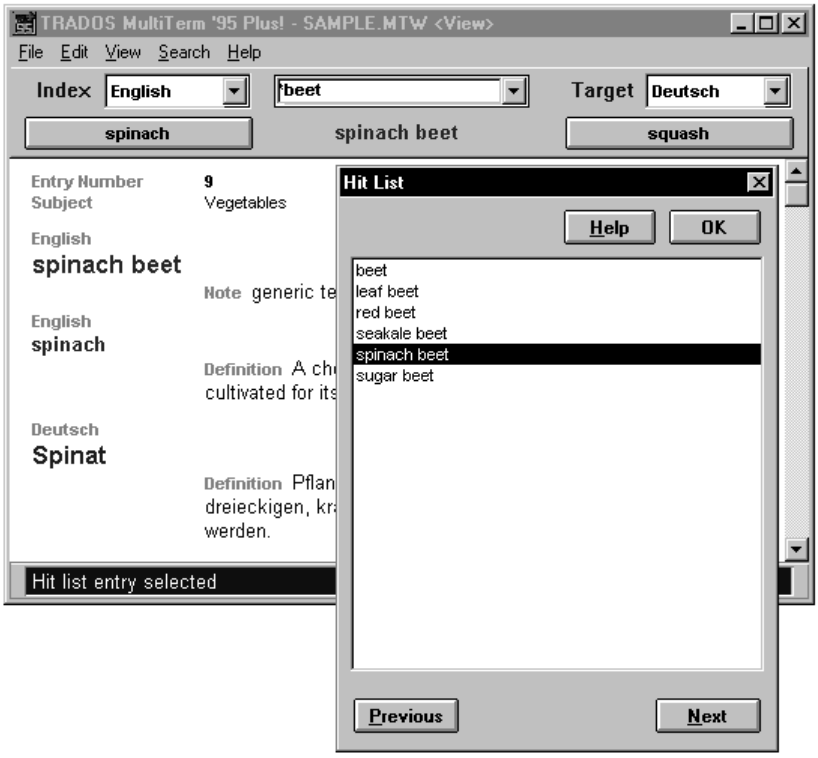


Figure 60: Hit List and an Entry Found via the Hit List

2. Look at the individual entries by double-clicking on the corresponding search term in the hit list. The hit list remains on the screen, and the selected entry is displayed behind the hit list. To see more of the entries, you can move the hit list by clicking on its title bar, holding down the left mouse button, and moving the hit list to the desired location.

3. You can also select the desired entry by clicking once on your selection and confirming it with **OK**. This hides the hit list.

4. If you want to use the hit list again later, you can recall it by selecting the **Show Hit List...** command from the **Search** menu or by pressing the [F12] function key. This allows you to select a different entry from your most recent global search.

You can also use the asterisk (*) at several locations in the string you are searching for. For example, if you enter `*beet*`, MultiTerm displays all entries that contain the string *beet*, whether it appears at the beginning, in the middle, or at the end of the search term. In this case, the hit list also shows the term *beetroot*.

A hit list can contain a maximum of **50** terms. If MultiTerm finds more than 50 matching index terms, pressing the **Next** button or [Alt]+[N] causes MultiTerm to create a new hit list starting from the last entry in the old hit list. Pressing the **Previous** button or [Alt]+[P] causes MultiTerm to create a new hit list by searching backwards from the first entry in the old hit list.

Notes

- With large databases, you may notice that MultiTerm performs global searches more quickly if you have at least one character before the first asterisk. This is because MultiTerm only has to read part of the index to complete the search. Another very good option to quickly search for entries even in large databases is the fuzzy searching feature described below.

- If you have defined a filter, a global search only displays those entries that match the filter. Please refer to the "Filtering Entries" chapter for instructions on setting a filter.

Fuzzy Searching (Only in MultiTerm '95 Plus Professional Edition)

Fuzzy searching allows you to find an entry even if you transpose or misspell the search term. Fuzzy searching is therefore particularly useful when searching for multi-word terms and compound nouns. For example, if your database contains an entry for *Federal Ministry of the Interior*, a fuzzy search will find this entry even if you enter *interior ministry* or *mnstry of te intror* as the search term. Note that this kind of search is only available in MultiTerm Professional. To make this fault-tolerant fuzzy searching possible, MultiTerm uses a so-called "neural network." By storing your database in a neural network, MultiTerm is able to find the desired entry even from an inexact or transposed search term. Follow these steps to make full use of this feature:

1. From the **File** menu, select the **Create Fuzzy Index** command, or press the [Ctrl]+[Z] key combination. MultiTerm Professional reads through your entire database and creates "fuzzy" images of all the terms in all languages. These images make up the neural network which is stored separately from your database in several files on your hard disk. For this reason, please make sure that you have enough space on your hard drive before starting this process (see the next section, "Fuzzy Index Files"). When you start the process, MultiTerm displays a message in the message line indicating that a fuzzy index is being created. This process may take some time for large databases. Please wait until MultiTerm Professional is finished; otherwise, the neural network will not be created or will be incomplete. Once the fuzzy index is complete, the message "Fuzzy index successfully created" is displayed.

2. You can now perform a fuzzy search in any language by typing a pound sign (#) before the search term and pressing [Enter]. MultiTerm Professional performs a fuzzy search and shows the matching entries in a hit list. You can select the desired entry from this hit list in the same manner as after a global search.

Assuming that you created a fuzzy index for the `SAMPLE.MTW` database as described above, a fuzzy search in English for *#black plum* finds the entry *black-skinned plum*. Fuzzy searching's fault tolerance would also find the entry *black-skinned plum* if you enter *#blak-skined plum* as the search criterion.

Please note that MultiTerm also takes the length of your search term into account when performing a fuzzy search. Thus, for example, you will not find the term *installation main control valve set* if you just look for *#set*. In this case, the search term is just too short. However, if you look for *#controll instalation*, you will find the entry, since the similarity between the search term and the actual entry is high enough—despite the spelling errors and change of word order. To sum things up, you can use the fuzzy search as a useful and very fast complement to the global search described above.

Notes

- If you are using MultiTerm Professional on a network, please note that the fuzzy index can only be created by the system manager, and only when the database was opened with exclusive access. Please refer to the chapter "Using MultiTerm '95 Plus in a Network Environment" for further information.

- The fuzzy index is a static index. This means that it is not updated every time you add an entry to your database, but rather only when you create a new fuzzy index as described above. It is therefore recommended that you keep your fuzzy index current by recreating it at regular intervals, for example after every 100 or 500 new entries. You can see how many entries are in your database at any time by selecting the **Status Information...** menu item from the **Help** menu.

Fuzzy Index Files

As mentioned above, when creating a fuzzy index, MultiTerm stores the neural network in several files in addition to your actual database file, which has the extension `*.MTW`. MultiTerm accesses these additional files when performing a fuzzy search in a given language. For this reason, fuzzy index files are created for each language or index. Two help files required by the neural network are also created.

Fuzzy index files have the same name as the database from which they were created, except with different extensions. As for the size of these additional files, you can use the following rules of thumb:

- All the files combined require approximately half as much space as the original database. Smaller databases (up to about 2 MB) require relatively larger neural networks than more comprehensive databases.

- The two Help files for the neural network are smaller and require only a fraction of the space of the original database.

You can use these estimates to make sure that you have enough space on your hard disk before creating a fuzzy index. Since MultiTerm also creates temporary files when building a fuzzy index, you should have more room on your hard disk than the fuzzy index itself will occupy. For example, if your database requires approximately 10 MB and you only have 5 MB of space left on your hard disk, MultiTerm Professional will probably be unable to build the fuzzy index. Instead, it will abort with the message "Could not create fuzzy index." In this case, you may need to use the File Manager to delete the fuzzy index files. (At press time, file extensions were `*.AAT`, `*.AAN`, `*.BAT`, `*.BAN`, `*.CAT`, and so on, as well as `*.MSX`, and `*.MTA`.)

> Caution
>
> Never delete files ending in `*.MTW`—these are your original databases!

Jumping to Cross References

MultiTerm lets you jump to cross references to other entries with one mouse-click. Text from which you can initiate a cross-reference jump appears in green in your entries. Follow these steps to access a cross-reference entry:

1. Move the pointer to the cross-reference text highlighted in green. The mouse pointer changes to a hand symbol.

2. Click on the cross-reference text. The cross-reference entry appears on your screen.

3. To return to the original entry, use the *right* mouse button to click on the message line. The original entry reappears on your screen.

> Notes
>
> - MultiTerm lets you easily jump to a whole chain of cross-references. The program remembers the last 10 cross references so that you can return to your original entry by repeatedly clicking the right mouse button on the message line.
>
> - If you accessed an inter-language cross reference, causing the source and perhaps the target language to change, the original settings are automatically restored when you return to the source entry.

For instructions on how to create cross references, refer to the section "Creating Cross References" in the "Editing Entries" chapter.

Going to Entries via an Entry Number

MultiTerm also lets you access entries via their entry number. Follow these steps:

1. Type the desired Entry Number into the search field.

2. From the **Search** menu, select the **Go to Entry Number** command, or press [Ctrl] + [G]. If MultiTerm can find an entry with the number you specified in step 1, it displays the corresponding entry on your screen; otherwise, the message "Could not find an entry with this number" is displayed in the message line.

> **Note**
>
> If the entry has no term in the current source language, MultiTerm displays a corresponding message in the message line.

Searching in Text, Attribute, and System Fields

The search functions described so far are for searching in index fields. You can also search for information in text, attribute, and system fields. These kind of searches are performed using the filter function, which is described in the next chapter, "Filtering Entries."

Working with Multiple Databases

When you need to manage large amounts of terminology with MultiTerm Lite, it may be necessary for you to work with several databases, since MultiTerm Lite can store a maximum of 8192 entries per database.

When you select the **Open Database** command from the **File** menu to open a new database, the previously opened database is automatically closed. If you want to open several databases at the same time, you must therefore start several copies of MultiTerm.

For example, to work with two databases simultaneously, you can follow these instructions to start MultiTerm a second time and open the second database:

1. First, start MultiTerm as usual, opening one of the two databases if it is not already opened.

2. To start MultiTerm a second time, follow the procedure valid for your Windows version:

   - Under Windows 3.1, hold down the [Alt] key and repeatedly press the [Tab] key until the window that appears in the middle of your screen shows the **Program Manager** application. Release the [Alt] key, and Program Manager appears on your screen.
   - Under Windows 95 or NT 4.x, click the **Start** button ([Strg] + [Esc]).

3. Again, this step depends on your Windows version:

   - Under Windows 3.x, start MultiTerm a second time by double-clicking on the MultiTerm icon in the **Trados fine translation tools** program group.
   - Under Windows 95 or NT 4.x, open the **Programs** menu and then the **Trados fine translation tools** group. Click the desired MultiTerm program icon to start the program.

4. Open the second database.

5. To switch back and forth between the two databases, move the two MultiTerm windows so that they appear next to each other, or use the [Alt]+[Tab] key combination again to switch from application to application (this is valid for all Windows versions). You will see that the name of the currently open database appears next to the application name **MultiTerm**.

Filtering Entries

MultiTerm's filter function allows you to find all the entries in a database that match a certain criterion. For example, you can find all the entries that were created after a certain date, or that belong to a certain subject area. Or you can find all the entries that do not yet have a definition, or those that do not have a term in a certain language. You can search for entries that match one criterion, or you can find those that match several criteria. MultiTerm's powerful filter function offers virtually unlimited flexibility for retrieving any portion of the data in your database.

And there is more: you can also filter out selected fields from your entries. For example, you can display only index terms with their sources, hiding all the other information in the entries; you can also output this extracted data to a file, which can then be printed.

Filtering affects the following MultiTerm operations:

- The *display* of entries on your screen.
- *Searching* for specific entries.
- *Exporting* entries.
- *Importing* entries.

As you see, the filter function serves many purposes, which is why we have given it its own chapter.

To use the filter function, you must first tell MultiTerm which criteria you want to filter on, that is, you must define a filter. Once you have defined the filter, you then activate it so you can use it in your work. Later, when you deactivate the filter, the filter definition remains intact; you can reuse the same filter any time until you delete the filter definition and set a new filter. In addition, you can save any filter definition as an internal definition in your database or as an external file for future re-use.

Defining a Filter

In this chapter, we want to begin by explaining in an abstract manner the various possibilities that a filter definition gives you. Then, using a series of examples, we will show you how to set a filter according to your own needs.

- From the **View** menu, select the **Define Filter...** command, or press the [Ctrl]+[F] key combination. The **Filter Definition** dialog appears on your screen.

The Filter Definition Dialog

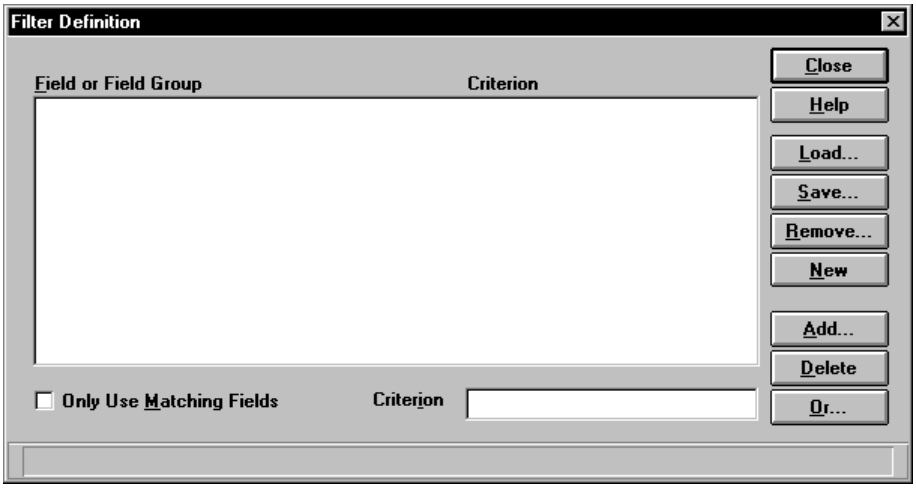


Figure 61: The Filter Definition Dialog

You use the **Filter Definition** dialog to specify the filter criteria you want to use. The following commands are available:

- By clicking on the **Delete** button ([Alt]+[D]), you can delete a field or field group with its filter criterion from your filter definition.

- By clicking on the **Add...** button ([Alt]+[A]), you can add a new field or field group to your filter definition. The **Select Field or Field Group** dialog opens for you to select a field or field group. For information on what these fields and field groups mean, refer to the next section, "The Select Field or Field Group Dialog." You then return to the **Filter Definition** dialog where you can specify the desired criterion.

- By repeatedly clicking on the **Add...** button ([Alt]+[A]), you can define additional filter criteria which are implicitly joined to the preceding criteria by a logical AND. This means that an entry must meet all the criteria to match the filter.

- By clicking on the **Or...** button ([Alt]+[O]), you start a new OR-group of fields or field groups with their filter criteria. An entry must only match one of the defined OR-groups in order to match the filter.

- By clicking on the **Add...** button ([Alt]+[A]) again, you can add additional filter criteria linked with logical ANDs to an OR-group.

- The **Criterion** input field is where you enter the criterion that your selected field or field group should match. For information on which criteria are available, refer to the section "The Criterion Input Field" later in this chapter.

- In the **Filter Definition** dialog, if you activate the **Only Use Matching Fields** check box, or select it with [Alt]+[M], only the fields that match the filter in each entry are selected. All other fields are ignored, for example, when displaying or exporting entries. If you do not click on this check box, all the fields in entries that match the filter are displayed or exported.

- Finally, you can use the **Load** ([Alt] + [L]), **Save** ([Alt] + [S]), and **Remove** ([Alt] + [R]) buttons to store and manage any number of filter definitions within the database or as external files. You will find more information on these functions in the sections entitled "Saving a Filter Definition," "Loading a Filter Definition", and "Removing Filter Definitions" below.

> **Note**
>
> A logical OR starts a new group of criteria. You can specify several OR-groups within a filter definition. MultiTerm selects those entries that match all the criteria of at least one of these OR-groups.

The Select Field or Field Group Dialog

The **Select Field or Field Group** dialog opens when you select the **Add...** or **Or...** command from the **Filter Definition** dialog. This is where you select the fields or field groups to which your filter criteria should apply.

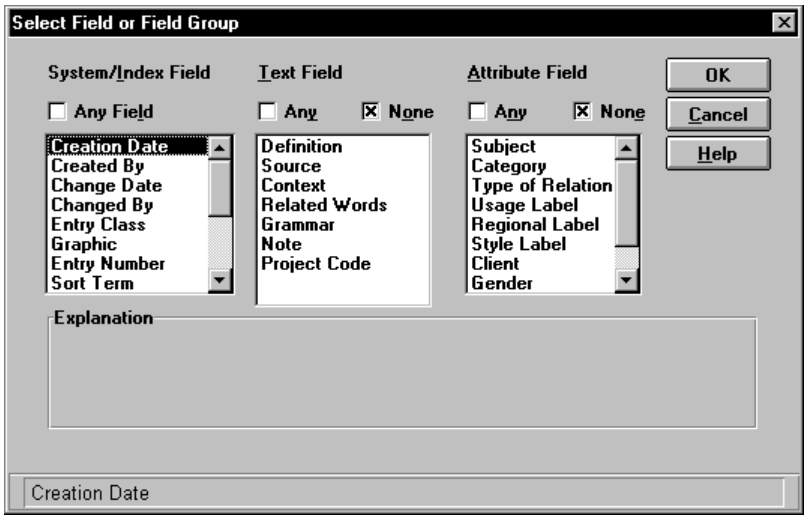


Figure 62: **The Select Field or Field Group Dialog with Index, Text, and Attribute Fields from the Sample Database**

From the **System / Index Field** list, you can select the desired system or index fields:

Creation Date	The date on which the entry was created.
Created By	The user ID of the person who created the entry.
Change Date	The date on which the entry was last changed.
Changed By	The user ID of the person who last changed the entry.
Entry Class	Used for controlling read and write access on a network. For further information, see the chapter "Using MultiTerm '95 Plus in a Network Environment."
Graphic	File name of the graphic file that is linked to the entry.
Entry Number	A unique number, automatically generated by MultiTerm, that represents the concept stored in an entry. For this reason, global attributes and text fields are assigned to this system field.
Sort Term	Search (index) term of the currently selected source language.
Synonym	Synonyms to the search term in the currently selected source language.
Target Term	First translation of the search term in the currently selected target language.

Target Synonym	Synonyms of the target term in the currently selected target language.
Language X, Y, Z	Languages that you or your system administrator define in the database definition. Selecting this field accesses all terms in the corresponding language.

The fields that appear in the **Text Field** and **Attribute Field** lists are those that you or your system administrator created when defining your database. These are the same fields that are available to you when creating an entry. For example, in the illustration for the `SAMPLE.MTW` database above, the text fields *Definition*, *Source*, *Context* and so on are available, as well as the attribute fields *Subject*, *Category*, *Type of Relation* and so on.

When selecting fields or field groups in the **Select Field or Field Group** dialog, you should keep MultiTerm's hierarchical entry structure in mind. This means working from left to right, first selecting the desired system or index field, then any desired text field, and finally any desired attribute field.

The Criterion Input Field

In the **Criterion** input field, you enter the filter criterion that should be applied to the selected field or field group. The following criteria are available:

Criterion	Explanation
*	The field must be present and may contain zero or more characters.
!	The field may *not* be empty.
!*	The field may *not* be present.
(empty)	If you leave the criterion empty, the field must also be empty to fulfill the criterion.
text	The field must contain *only* the string `text` as a single word.
text	The field must contain the string `text`. It does not matter where in the field this string appears or whether it is an independent word or only part of a word.
>	The field must contain a numerical value that is greater than the criterion. This criterion can only be used with the system fields *Creation Date*, *Change Date*, *Entry Class*, and *Entry Number*.
<	The field must contain a numerical value that is less than the criterion. This criterion can only be used with the system fields *Creation Date*, *Change Date*, *Entry Class*, and *Entry Number*.
!(other criterion)	When an exclamation point (!) precedes another criterion, it negates the following criterion. For example, the criterion `!*` means that the corresponding field may *not* be present, and the criterion `!*text*` means that the string `text` may *not* be present in the corresponding field.

> **Note**
>
> You can define up to 20 criteria for fields or field groups in your filter definition. These criteria can apply to 20 different fields or field groups, or they can be 20 criteria applying to the same field.

Filter Principles

Once you have defined and activated a filter, MultiTerm tests each entry in your database according to the following principles:

- MultiTerm begins with the first criterion and checks whether the corresponding field in the entry matches the criterion. If this is the case, the second criterion is checked.
- If a criterion is not met, MultiTerm skips the following criteria until it finds a logical OR, signaling the beginning of a new OR-group.
- Only when all the criteria in a list or all the criteria in a logical OR-group are met is the entry considered to match the filter.

Example 1: Filter for All Entries that Belong to Several Specific Subject Areas

Let's assume that you want to find all the entries in the SAMPLE.MTW database that belong to the subject area *Fruits* **or** the subject area V*egetables*. Follow these steps:

1. Start a filter definition by selecting the **Define Filter...** option from the **Display** menu, or by pressing [Ctrl]+[F]. The **Filter Definition** dialog appears on your screen.

2. If filter definitions are already present in this dialog, delete them by clicking the **New** button or by pressing [Alt]+[N].

3. Now, to define a new filter, click on the **Add...** button or press [Alt]+[A]. The **Select Field or Field Group** dialog appears on your screen.

4. As explained in the "Editing Entries" chapter, subject specifications are normally defined as global attributes since they apply to the entire concept described by the entry. This means that the *Subject* attribute is subordinate to the *Entry Number* system field, which represents the concept of the entry. In the **Select Field or Field Group** dialog, you therefore need to choose the fields *Entry Number* from the list of system/index fields and *Subject* from the list of attribute fields. The **Explanation** field as well as the message line show you that you have selected the attribute field *Subject* or the system field *Entry Number*.

5. Confirm by pressing **OK** or [Enter]. You are returned to the **Filter Definition** dialog, and the selected field *Entry Number→Subject* appears in the "Field or Field Group" list.

6. In the **Criterion** input field, type in **Fruit**. This instructs MultiTerm to only use those entries where the attribute field *Subject* with the attribute value *Fruit* is attached to the *Entry Number* field. In other words, for all further operations, use only entries pertaining to the subject *Fruit*.

7. Now, to define the second subject area as an additional filter criterion, click on the **Or...** button or press [Alt]+[O]. The **Select Field or Field Group** dialog appears again on your screen.

8. Select *Entry Number* from the list of system/index fields and *Subject* from the list of attribute fields again, and confirm by pressing **OK** or [Enter]. You are returned to the **Filter Definition** dialog, where a second selected field *Entry Number→Subject* appears.

9. Type in **Vegetables** as the criterion and confirm by clicking **Close**. This instructs MultiTerm alternatively to use all entries with the subject area *Vegetables*.

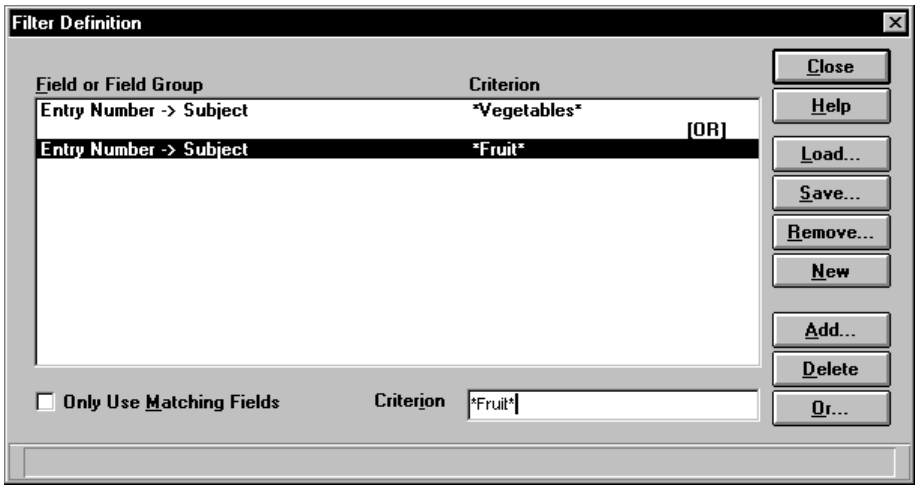


Figure 63: Completed Filter Definition

> **Note**
>
> When entering a string as a filter criterion, you should always use an asterisk before and after the string you are searching for, unless the selected field or field group should contain *this string* and *nothing else*. In the above example, if you specified *Fruit* or *Vegetables* instead of **Fruit** or **Vegetables**, any entry containing a subject in addition to *Fruit* or *Vegetables* would not be found. Thus, a subject specification of *Fruit*, *General*, or *Food*, *Vegetables* would not be found.

Example 2: Filter for All Entries that Do Not Have a Term in the Target Language

Let's assume that you want to find all entries in the SAMPLE.MTW database which have no translation in the currently selected target language for the terms in the currently selected source language:

1. Start a filter definition by selecting the **Define Filter...** option from the **Display** menu, or by pressing [Ctrl]+[F]. The **Filter Definition** dialog appears on your screen.

2. If filter definitions are already present in this dialog, delete them by clicking the **New** button or by pressing [Alt]+[N].

3. Now, to define a new filter, click on the **Add...** button or press [Alt]+[A]. The **Select Field or Field Group** dialog appears on your screen.

4. Select the *Target Term* field from the list of system/index fields and confirm by pressing **OK** or [Enter]. You are returned to the **Filter Definition** dialog where the *Target Term* field now appears in the "Field or Field Group" list.

5. Type in "!*" as the criterion and confirm by clicking **Close**. This instructs MultiTerm from now on to only consider entries in which the logical field *Target Term* is not present.

> **Note**
>
> In this example, when you change the source or target language of your database, the set of filtered entries also changes automatically. If you want to find missing terms in a specific language, please refer to the example in the "Searching for 'Incomplete' Entries" section of the "Editing Entries" chapter. There you will also find an example of how you can use a filter to find all entries that do not have a definition in a certain language.

Example 3: Filter for All Entries that Were Created after a Certain Date

Let's assume that you want to know which entries in the SAMPLE.MTW database were created after a certain date, for example 20.10.1994. (Note that MultiTerm requires that dates be specified in European format, that is, *dd.mm.yyyy*.)

1. Start a filter definition by selecting the **Define Filter...** option from the **Display** menu, or by pressing [Ctrl]+[F]. The **Filter Definition** dialog appears on your screen.

2. If filter definitions are already present in this dialog, delete them by clicking the **New** button or by pressing [Alt]+[N].

3. Now, to define a new filter, click on the **Add...** button or press [Alt]+[A]. The **Select Field or Field Group** dialog appears on your screen.

4. Select the *Creation Date* system field from the list of system/index fields and confirm by pressing **OK** or [Enter]. You are returned to the **Filter Definition** dialog where the *Creation Date* field appears in the "Field or Field Group" list.

5. Type in >20.10.1994 as the search criterion. The message line shows an example to assist you; as soon as you enter a valid value, the message line explains exactly what this value means. Confirm the filter criterion by clicking **Close**.

Example 4: Filtering for a Certain String in All Text Fields

Let's assume that you have a dim recollection of seeing the term *beta vulgaris* somewhere in the SAMPLE.MTW database, but you cannot find this term in any language using the standard search functions. In this case, you can use a filter to search for this string in *all* text fields.

1. Start a filter definition by selecting the **Define Filter...** option from the **Display** menu, or by pressing [Ctrl]+[F]. The **Filter Definition** dialog appears on your screen.

2. If filter definitions are already present in this dialog, delete them by clicking the **New** button or by pressing [Alt]+[N].

3. Now, to define a new filter, click on the **Add...** button or press [Alt]+[A]. The **Select Field or Field Group** dialog appears on your screen.

4. Text fields can be global to entire entries or subordinate to individual terms. To search for text fields that are global to entire entries, select *Entry Number* from the list of system/index fields and activate the check box **Any** above the list of text fields. Confirm by pressing **OK** or [Enter]. You are returned to the **Filter Definition** dialog where the *Entry Number→Any Text* field group appears in the "Field or Field Group" list.

5. Type in the string **beta vulgaris** as the criterion.

6. Now, to search the text fields that are subordinate to individual terms, click on the **Or...** button or press [Alt]+[O]. The **Select Field or Field Group** dialog appears again on your screen.

7. Activate the check box **Any Field** above the list of system/index fields and the check box **Any** above the list of text fields. Confirm by pressing **OK** or [Enter]. You are returned to the **Filter Definition** dialog where the *Any Term→Any Text* field group appears as an alternative (OR) item in the "Field or Field Group" list.

8. Again type in the string **beta vulgaris** as the criterion and confirm by clicking **Close** or [Enter].

Notes

- You can use this method to search for any string in any text field. However, keep in mind that this kind of search takes longer than a search in index fields, since text fields are not indexed and therefore the entries must be read in their entirety for the search.
- Whether you are looking for a specific string in one text field or in all text fields, remember to type in an asterisk (*) before and after the string. Otherwise, MultiTerm will look for a field that contains only the string and nothing else.

Using Filters

In the previous section, "Defining a Filter," you learned how to define a filter with its criteria according to your needs. We would now like to show you the many ways you can use filters in your work.

Activating the Filter

Once you have defined a filter as described above, in order to actually use it, you must first activate it as described below.

- To activate a filter, select the **Filter Active** option from the **View** menu, or press the key combination [Ctrl]+[A]. A check mark (✓) appears in front of the **Filter Active** option, and the message line displays "Filter is active." To deactivate the filter later, again select the **Filter Active** option from the **View** menu, or press [Ctrl]+[A] again. The check mark in front of the **Filter Active** option disappears, and the message line displays "Filter has been deactivated."
- You can determine the filter status at any time by selecting the **Status Information...** option from the **Help** menu ([Shift]+[F1]). The status information appears on your screen. Among other things, this information dialog shows you whether the filter is active and how many filter criteria you specified.

As soon as you have activated the filter, it is effective for the following operations:

- The *display* of entries on your screen.
- *Searching* for specific entries.
- *Exporting* entries.
- *Importing* entries.

Appearance of Entries with the Filter Activated

As soon as you activate the filter, only those entries that match the filter are displayed normally. All other entries appear with a gray background so that you can quickly see whether or not an entry matches the filter criteria.

If you activated the **Only Use Matching Fields** check box in the **Filter Definition** dialog, the only fields shown are those that explicitly match the filter criteria. All other fields are hidden. If you deactivate this check box, all fields are displayed in all entries.

> **Note**
>
> By activating the **Only Use Matching Fields** check box in the **Filter Definition** dialog (see the section "The Filter Definition Dialog" earlier in this chapter), you can instruct MultiTerm to only display the fields currently needed for your work. If at some point you nonetheless need to see the other information in the entry, simply deactivate the filter by pressing [Ctrl]+[A] to look at all the information, then reactivate the filter when you are finished by again pressing [Ctrl]+[A].

Searching with the Filter Activated

Browsing with the Filter Activated

As already mentioned, when the filter is active, only those entries that match the filter appear normally; entries that do not match the filter appear with a gray background. When browsing, to jump directly to the previous or the next filtered entry in alphabetical order, select the **Previous Filtered Entry** or the **Next Filtered Entry** command from the **Search** menu, or press the key combination [Ctrl]+[F4] or [Ctrl]+[F5].

Global Searching with the Filter Activated

When the filter is active and you perform a global search with one or more asterisks (*), only the entries matching the filter appear in the hit list. Example 1 above explains how to define a filter for the SAMPLE.MTW database to search for all entries with the subject areas *Fruit* or *Vegetables*. You can display these entries in a hit list by typing an asterisk (*) into the search field and starting the search by pressing [Enter]. In a moment, a hit list appears showing all entries for the subject areas *Fruit* or *Vegetables*.

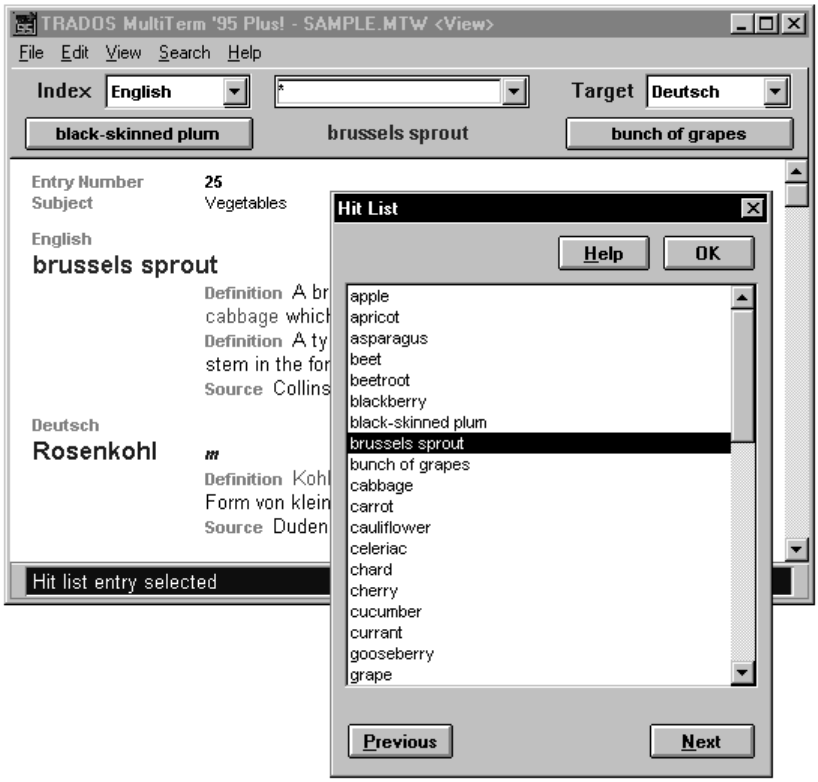


Figure 64: Global Search with the Filter Activated

> **Note**
>
> A filtered search takes longer than an indexed search since the entries must be read in their entirety to perform the search. Specifying a specific criterion in the main search field will speed up the search. For example, specifying "c*" as the search criterion in the above example with *English* as source language will immediately displays all the *Fruits* and *Vegetables* beginning with "c".

Exporting with the Filter Activated

If you perform an export when the filter is activated, only entries matching the filter are exported.

If you activated the **Only Use Matching Fields** check box in the **Filter Definition** dialog, only the fields that explicitly match the filter criteria are exported. If you did not activate this check box, all fields for all entries matching the filter criteria are exported.

Since the export function is used, among other things, for printing word lists, you can use the export function together with the filter function to compile a specialized "dictionary" customized according to your requirements.

For more information on exporting, see the chapter "Exporting Entries."

Importing with the Filter Activated

If you perform an import when the filter is activated, only entries matching the filter are imported.

If you activated the **Only Use Matching Fields** check box in the **Filter Definition** dialog, only the fields that explicitly match the filter criteria are imported. If you did not activate this check box, all fields for all entries matching the filter criteria are imported.

You can use the filter function together with the import function to copy a portion of a large database into a small database containing only the information required for a specific application.

For more information on importing, see the chapter "Importing Entries."

Saving a Filter Definition

Once you have defined a filter, it remains in effect until you change it again as described above. If you want to be able to restore the current filter definition later, even after making changes, you must save the filter definition. You can save your filter definition as a private, public, or external definition:

Private Definitions — Private definitions are stored in the database and are linked to your personal user ID.

Public Definitions — The system administrator can make a definition available to all network users. These public definitions are also stored in the database.

External Definitions — External definitions are stored outside the database in files with the extension `*.MDF` (MultiTerm Definition for Filter). This allows you to use definitions from one database in another, as long as the two databases have compatible database definitions.

Follow these steps to save your filter definition:

1. If you are not already in the **Filter Definition** dialog, from the **View** menu, select the **Define Filter...** command to open this dialog.

2. To save the current filter definition, click on the **Save...** button. The **Save Filter** dialog appears on your screen.

Figure 65: The Save Filter Dialog

- If you want to save your filter definition in the database as a private definition, type in the desired name. You can use any name you like for this name, since it does *not* represent a file name. Confirm by clicking on **OK**.
- If you are the system administrator and you want to save the filter definition as a public definition available to all network users, activate the **Public** check box and type in the desired name. You can use any name you like for this name, since it does *not* represent a file name. Confirm by clicking on **OK**.
- If you want to save your filter definition externally so that it can also be used with other databases, click on the **File...** button. The standard Windows **Save As** file dialog appears on your screen. Select the desired drive and directory from this dialog and type in the desired file name. MultiTerm automatically adds the `*.MDF` extension to the file name if necessary. Confirm by clicking on **OK**.

You are automatically returned to the **Filter Definition** dialog, and the message line displays "Filter definition successfully saved." Your filter definition has now been stored and you can access it at any time.

> **Note**
>
> In order to save definitions, you cannot be logged on without a user ID, that is, as *guest*. To save a definition for public use, you must be logged on as the system administrator with the *super* user ID. For further information, refer to the chapter "Using MultiTerm '95 Plus in a Network Environment."

Loading a Filter Definition

Once you have saved a filter definition, you can load it as follows:

1. If you are not already in the **Filter Definition** dialog, from the **View** menu, select the **Define Filter...** command to open this dialog.

2. Click on the **Load...** button. The **Load Filter** dialog appears on your screen.

   - If you want to load a private filter definition, select the desired layout by clicking on it, and confirm by clicking **OK**.

   - If you want to load a public filter definition, activate the **Public** check box. The list of available public filter definitions is displayed. Select the desired definition and confirm by clicking on **OK**.

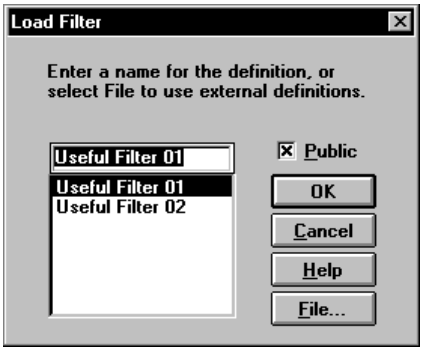


Figure 66: Public Filter Definition

   - If you want to load an external filter definition, click on the **File...** button. The standard Windows **Open** file dialog appears, from which you can load an external definition. Select the desired drive and directory from this dialog and type in the desired file name. MultiTerm automatically adds the `*.MDF` extension to the file name if necessary. Confirm by clicking on **OK**.

You are automatically returned to the **Filter Definition** dialog, and the selected filter definition is displayed. You can now make changes to it if desired. Then confirm by clicking on **Close**. To use the filter, activate it by selecting the **Filter Active** command from the **View** menu.

Removing Filter Definitions

If you no longer need an internal filter definition (that is, a private or public definition stored in the database), you can remove it at any time. Follow these steps:

1. If you are not already in the **Filter Definition** dialog, from the **View** menu, select the **Define Filter...** command to open this dialog.

2. Click on the **Remove...** button. The **Remove Filter** dialog appears on your screen.

   - If you want to remove a private filter definition, highlight it with the mouse and confirm by clicking on **OK**.

   - If you are the system administrator and you want to remove a public filter definition, activate the **Public** check box. The list of public filter definitions is displayed. Select the desired filter definition and confirm by clicking on **OK**.

3. Answer **Yes** to the question of whether you really want to delete the definition. You are automatically returned to the **Filter Definition** dialog, and the message line displays "Filter definition removed."

> **Note**
>
> In order to remove definitions, you cannot be logged on without a user ID, that is, as *guest*. To remove a public filter definition, you must be logged on as the system administrator with the *super* user ID. For further information, refer to the chapter "Using MultiTerm '95 Plus in a Network Environment."

Deleting the Filter Criteria List

If you want to completely delete the list of current filter criteria, for example to start creating a new filter, follow these steps:

1. If you are not already in the **Filter Definition** dialog, from the **View** menu, select the **Define Filter...** command to open this dialog.

2. Click on the **New** button. The list of filter criteria is deleted, and you can start defining a new filter.

> **Note**
>
> As long as you are not logged on with the *guest* user ID, MultiTerm keeps track of the last filter definition set for your user ID; this definition is automatically restored the next time you start MultiTerm. For more information on user IDs, as well as details about running MultiTerm on a network, refer to the chapter "Using MultiTerm '95 Plus in a Network Environment."

Defining Layouts

Is the font in your MultiTerm entry window too small? Would you like to highlight certain information in your entry in a different color? Or would you like to display the creation date of your entries? MultiTerm's layout definition function lets you configure the display of your entries any way you like. Follow these steps:

1. From the **View** menu, select the **Define Layout** command, or press the key combination [Ctrl]+[L]. The **Layout Definition** dialog appears on your screen. This dialog contains a list of the fields or field groups for which you can define a layout. You will learn in the appropriate sections below what these fields and field groups mean and how you can add your own fields and field groups.

2. Click on the field or field group for which you want to change the layout. The values that are currently set for the selected field or field group appear at the bottom of the dialog.

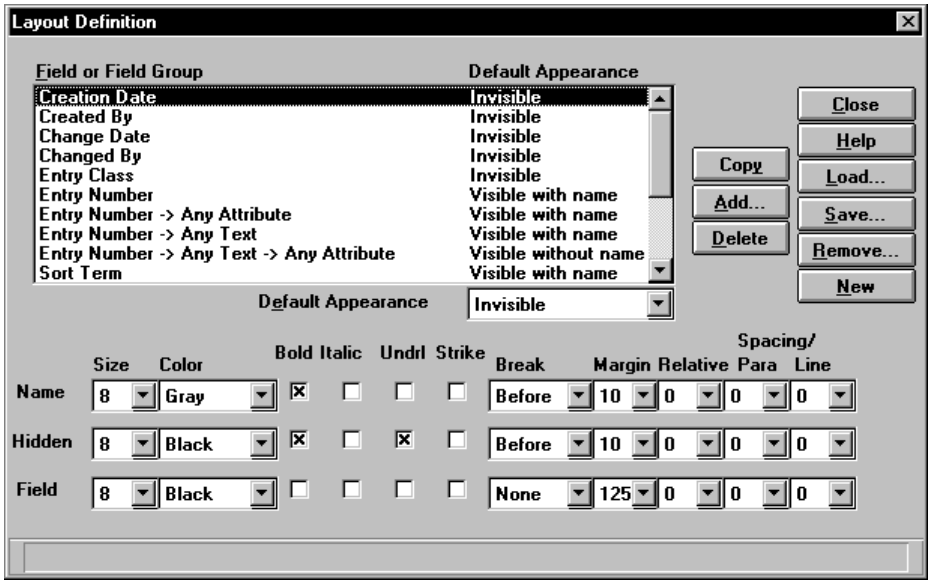


Figure 67: The Layout Definition Dialog with Layout Values for the *Creation Date* Field

3. Make the desired changes to the selected field or field group. You can change the default appearance as well as the character and paragraph formatting for several fields or field groups simultaneously. You will see later which individual layout settings can be made.

4. Confirm your changes by clicking on **Close**. You are returned to the currently displayed entry, where the layout has been changed according to the new layout definition.

> **Note**
>
> Changes to the layout do *not* influence exporting or any of the functions related to the printing of word lists and dictionaries described in the chapter "Integrating MultiTerm '95 Plus with Other Windows Applications."

Selecting a Field or Field Group

By default, you can select the following fields or field groups from the **Layout Definition** dialog in order to change their appearance in your layout:

Field or Field Group	Explanation
Creation Date	The date on which the entry was created.
Created By	The user ID of the person who created the entry.
Change Date	The date on which the entry was last changed.
Changed By	The user ID of the person who last changed the entry.
Entry Class	The Entry Class used to control read and write access on a network. See the chapter "Using MultiTerm '95 Plus in a Network Environment" for further information.
Entry Number	The unique Entry Number generated by MultiTerm that represents the concept stored in an entry. Global attribute and text fields are therefore assigned to this system field.
Entry Number → Any Attribute	All the attributes subordinate to the Entry Number, that is, all global attributes.
Entry Number → Any Text	All the text fields subordinate to the Entry Number, that is, all global text fields.
Entry Number → Any Text → Any Attribute	All the attributes subordinate to a global text field.
Sort Term	The search term in the currently selected source language.
Synonym	All synonyms of the search term in the currently selected source language.
Target Term	The translation of the search term in the currently selected target language.
Target Synonym	All synonyms of the target term in the currently selected target language.
Any Term	All index fields not currently selected as the source or target language.
Any Term → Any Attribute	All the attributes subordinate to a term, that is, all term attributes.
Any Term → Any Text	All the text fields subordinate to a term.
Any Term → Any Text → Any Attribute	All the attributes subordinate to a text field, that is, all text attributes.

Note

Keep in mind that the sequence and format of items in an entry always depends on the current source and target language. The Sort Term is always the first term in an entry, followed by its synonyms, then the Target Term and its synonyms.

Adding a Field or Field Group

The **Field or Field Group** list initially contains a list of predefined fields and field groups, but you can add your own fields and field groups to these defaults. This allows you to change the formatting or default appearance of special index, text or attribute fields that you have added to your database definition. For example, you can make all source references hidden or invisible if you only need them infrequently. Conversely, if certain attributes are particularly important to your work, you can format them in such a way that they stand out from other fields.

Follow these steps to add fields to the **Field or Field Group** list in the **Layout Definition** dialog:

1. From the **View** menu, select the **Define Layout** command to open the **Layout Definition** dialog if this dialog is not already shown on your screen.

2. Click on the **Add...** button. The **Select Field or Field Group** dialog appears on your screen. In this dialog, you can select from all the index, text, and attribute fields defined for your database. We have already seen this dialog in the "Filtering Entries" chapter.

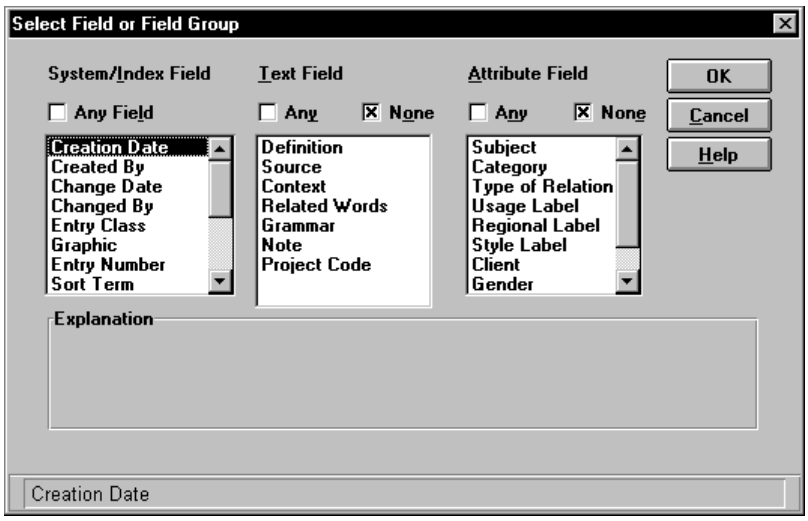


Figure 68: The Select Field or Field Group Dialog for the **SAMPLE.MTW** Database.

3. Keeping MultiTerm's hierarchical entry structure in mind, work from left to right to select the desired fields. First select the desired system or index field, then any text field, and finally any attribute field. For example, if you want to make the subject specification in SAMPLE.MTW's entry header stand out, select the *Entry Number→Subject* field by first choosing the *Entry Number* system field and then the *Subject* attribute field.

4. Confirm your selection by clicking on **OK**. The selected field appears in the **Field or Field Group** list in the **Layout Definition** dialog. You can now change the character and paragraph formatting as well as the default appearance for this field.

> **Note**
>
> The **Field or Field Group** list in the **Layout Definition** dialog can contain up to 50 fields or field groups.

Deleting a Field or Field Group

Of course, you can also delete fields or field groups that you have added to the **Field or Field Group** list when they are no longer needed. However, you cannot delete the default fields or field groups. Follow these steps to delete fields or field groups that you have added:

1. Select the field or field group that you want to delete. As in the Windows File Manager, you can highlight multiple fields simultaneously by holding down the [Ctrl] or [Shift] key while clicking on the desired fields. Holding down the [Ctrl] key lets you select several fields or field groups individually, while holding down the [Shift] key lets you select several fields or field groups that are next to each other. If you highlight too many fields, you can remove the highlighting by again holding down the [Ctrl] or [Shift] key and clicking on the corresponding fields or field groups.

2. Click on the **Delete** button. The field or fields you selected are deleted from the **Field or Field Group** list.

Changing the Default Appearance

Once you have selected one or more fields in the **Layout Definition** dialog, you can use the **Default Appearance** drop-down list to assign a new default appearance to them. The default appearance determines whether a field name and/or the field contents are visible, hidden, or invisible in display mode. (The field name and its contents are always visible in edit mode.) "Hidden" means that the field's contents are not normally displayed, but that it can be made visible by clicking with the *right* mouse button on the field's name. You can choose from the following default appearances:

Visible with name	The field name and field contents are displayed.
Visible without name	The field contents are displayed, but not the field name.
Hidden with name	The field name is displayed but not the field contents. The field's name remains displayed when you unhide the field. That is, if you unhide the field using the right mouse button, the appearance is the same as the *Visible with name* appearance.
Hidden without name	The field name is displayed but not the field contents. *Without name* here means that the field name is no longer displayed when the field is unhidden. That is, if you unhide the filed using the right mouse button, the appearance is the same as the *Visible without name* appearance.
Invisible	Neither the field name nor the field contents are displayed. This appearance cannot be changed in display mode, and is therefore useful for completely removing selected fields from view.

> **Note**
>
> The *Hidden* or *Invisible* default appearance also applies to the sub-structures of a field. For example, if the sort term is hidden, its attributes, its definitions with their attributes, and so on are also invisible, regardless of their default appearances.

Example: Making the Entry Class Visible

Let's assume that you want to use the Entry Classes in your database to assign read and write access or to classify entries according to their quality. Since the *Entry Class* system field is part of the entry header, this is not displayed in the default entry layout. Follow these steps to make this field visible:

1. From the **View** menu, select the **Define Layout** command, or press the [Ctrl]+[L] key combination to open the **Layout Definition** dialog, if you are not already in this dialog.

2. Select the *Entry Class* field by clicking on it. The current values for this field appear in the lower portion of the dialog.

3. In the **Default Appearance** drop-down list, select the *Visible with name* appearance and confirm by clicking on **Close**. The *Entry Class* field will now be displayed in the current entry.

Changing Character and Paragraph Formatting

Once you have selected a field or field group by clicking on it in the **Layout Definition** dialog, the current settings for the field or field group's character and paragraph formatting appear in the lower portion of the dialog. Three horizontal rows let you individually set the character and paragraph formatting for the field name, the field name when the field contents are hidden, as well as the field contents. In particular, the three horizontal rows have the following meanings:

Name — The character and paragraph formatting in this row determine the appearance of the field name when the field is shown with the *Visible with name* appearance.

Hidden — The character and paragraph formatting in this row determine the appearance of the field name when the field contents are hidden and only the field name is displayed.

Field — The character and paragraph formatting in this row determine the appearance of the field contents when they are visible.

You can customize the character formatting for the three horizontal rows **Name**, **Hidden**, and **Field** as follows:

Name — Determines the font size (8–24 points) of the field or field name.

Color — Determines the color of the field or field name.

Bold — Determines whether or not the field or field name should be displayed in bold type.

Italic — Determines whether or not the field or field name should be displayed in italic type.

Undrl — Determines whether or not the field or field name should be underlined.

Strike — Determines whether or not the field or field name should be struck through.

You can customize the paragraph formatting for the three horizontal rows **Name**, **Hidden**, and **Field** as follows:

Break — Determines whether or not a line break should be inserted before and/or after a field or field name.

Margin — Determines the left margin (indent) of a field or field name.

Relative — Determines the relative indent, that is, the distance from the previous field or field name, if there is no line break between the fields or field names.

Para Spacing Determines the spacing between paragraphs within a field as well as the space between this field and the previous field or field name.

Line Spacing Determines the line spacing within a field.

Copying Field Properties

Now that you have seen how to define field and field group properties in the layout definition, we want to show you how to avoid repetitive work by copying the properties you have defined for one field to other fields.

1. Highlight the field or field group from which you want to copy the properties by clicking on it with the mouse.

2. Highlight the field or field group to which you want to copy the properties by holding down the [Ctrl] or [Shift] key and clicking on the desired field or field group with the mouse. As in the Windows File Manager or Explorer, you can highlight multiple fields simultaneously by holding down the [Ctrl] or [Shift] key while clicking on the desired fields. Holding down the [Ctrl] key lets you select several fields or field groups individually, while holding down the [Shift] key lets you select several fields or field groups that are next to each other. If you highlight too many fields, you can remove the highlighting by again holding down the [Ctrl] or [Shift] key and clicking on the corresponding fields or field groups.

   As soon as you have highlighted more than one field, the message line in the **Layout Definition** dialog tells you which field will be copied from if you select the **Copy** function.

3. Click on the **Copy** button ([Alt]+[C]). This copies the properties from the first field you highlighted to all other highlighted fields.

Saving the Layout Definition

Once you have defined a layout, it remains in effect until you change it again as described above. If you want to be able to restore the current layout definition later, even after making changes, you must save the layout definition. You can save your layout definition as a private, public, or external definition:

Private Definitions Private definitions are stored in the database and are linked to your personal user ID.

Public Definitions The system administrator can make a definition available to all network users. These public definitions are also stored in the database.

External Definitions External definitions are stored outside the database in files with the extension `*.MDL` (MultiTerm Definition for Layout). This allows you to use definitions from one database in another, as long as the structures of the two databases (that is, their database definitions) are compatible.

Follow these steps to save your layout definition:

1. If you are not already in the **Layout Definition** dialog, from the **View** menu, select the **Define Layout...** command to open this dialog.

2. To save the current layout definition, click on the **Save...** button. The **Save Layout** dialog appears on your screen.

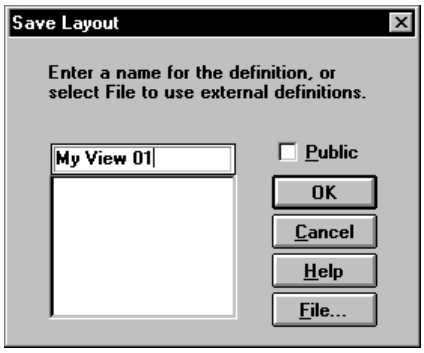


Figure 69: The Save Layout Dialog

- If you want to save your layout definition in the database as a private definition, type in the desired name. You can use any name you like for this name, since it does *not* represent a file name. Confirm by clicking on **OK**.

- If you are the system administrator and you want to save the layout definition as a public definition available to all network users, activate the **Public** check box and type in the desired name. You can use any name you like for this name, since it does *not* represent a file name. Confirm by clicking on **OK**.

- If you want to save your layout definition externally so that it can also be used with other databases, click on the **File...** button. The standard Windows **Save As** file dialog appears on your screen. Select the desired drive and directory from this dialog and type in the desired file name. MultiTerm automatically adds the `*.MDL` extension to the file name if necessary. Confirm by clicking on **OK**.

You are automatically returned to the **Layout Definition** dialog, and the message line displays "Layout definition successfully saved." Your layout definition has now been stored and you can access it at any time.

> **Note**
>
> In order to save definitions, you cannot be logged on without a user ID, that is, as *guest*. To save a definition for public use, you must be logged on as the system administrator with the *super* user ID. For further information, refer to the chapter "Using MultiTerm '95 Plus in a Network Environment."

Loading a Layout Definition

Once you have saved a layout definition, you can load it as follows:

1. If you are not already in the **Layout Definition** dialog, from the **View** menu, select the **Define Layout...** command to open this dialog.

2. Click on the **Load...** button. The **Load Layout** dialog appears on your screen.

   - If you want to load a private layout definition, select the desired layout by clicking on it, and confirm by clicking **OK**.

- If you want to load a public layout definition, activate the **Public** check box. The list of available public layout definitions is displayed. Select the desired definition and confirm by clicking on **OK**.

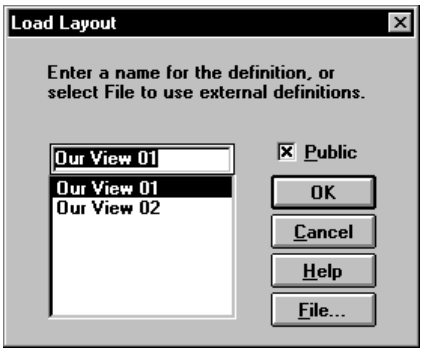


Figure 70: Public Layout Definitions

- If you want to load an external layout definition, for example, one of the predefined definitions described below, click on the **File...** button. The standard Windows **Open** file dialog appears on your screen. Select the desired drive and directory from this dialog and type in the desired file name. MultiTerm automatically adds the `*.MDL` extension to the file name if necessary. Confirm by clicking on **OK**.

You are automatically returned to the **Layout Definition** dialog, and the message line displays "Layout definition successfully loaded." If you want, you can now change the definition you just loaded. Then confirm by clicking on **Close**. You are returned to the currently displayed entry, which now appears with the new layout.

Predefined Layout Definitions

To make your work somewhat easier, we have included the following predefined layout definitions:

File Name	Explanation
TERMS.MDL	This layout only displays index terms.
HIDDEN.MDL	This layout displays text and attribute fields as hidden fields.
1-LANG.MDL	This layout displays a monolingual glossary.
2-LANG.MDL	This layout displays MultiTerm data like a bilingual dictionary.

These layout definitions are stored as external files, by default in the `C:\TRADOS\MTWPLUS` directory. Follow the instructions above to load them.

Removing Layout Definitions

If you no longer need an internal layout definition (that is, a private or public definition stored in the database), you can remove it at any time. Follow these steps:

1. If you are not already in the **Layout Definition** dialog, from the **View** menu, select the **Define Layout...** command to open this dialog.

2. Click on the **Remove...** button. The **Remove Layout** dialog appears on your screen.

   - If you want to remove a private layout definition, highlight it with the mouse and confirm by clicking on **OK**.

- If you are the system administrator and you want to remove a public layout definition, activate the **Public** check box. The list of public layout definitions is displayed. Select the desired layout definition and confirm by clicking on **OK**.

3. Answer **Yes** to the question of whether you really want to delete the definition. You are automatically returned to the **Layout Definition** dialog and the message line displays "Layout definition successfully removed."

> **Note**
>
> In order to remove definitions, you cannot be logged on without a user ID, that is, as *guest*. To remove a public layout definition, you must be logged on as the system administrator with the *super* user ID. For further information, refer to the chapter "Using MultiTerm '95 Plus in a Network Environment."

Restoring the Default Layout

Follow these steps to restore the default layout after making changes to the layout definition:

1. If you are not already in the **Layout Definition** dialog, from the **View** menu, select the **Define Layout...** command to open this dialog.

2. Click on the **New** button and confirm by clicking on **Close**. The default layout is restored.

> **Note**
>
> As long as you are not logged on with the *guest* user ID, MultiTerm keeps track of the last layout definition set for your user ID; this definition is automatically restored the next time you start MultiTerm. For more information on user IDs, as well as details about running MultiTerm on a network, refer to the chapter "Using MultiTerm '95 Plus in a Network Environment."

Changing the Sequence of Fields in Display Mode

The **Display Fields** command in the **View** menu allows you to adjust the display of index fields according to certain criteria. We will now describe the three available options: **Sort All Fields**, **Don't Sort Synonyms**, and **Don't Sort Any Field**.

Sort All Fields

You use this option to have MultiTerm display the source and target terms in the default order:

- If you look for a term that has originally been stored as a synonym, MultiTerm makes this synonym the sort term and re-formats the entry accordingly.
- The program respects any filters that you may have defined.
- The source language terms always appear at the top of the entry, with the target language terms second.

Example

If you look for the term *red beet* in the MultiTerm sample database SAMPLE.MTW, this term will be displayed as the first term ("sort term") in the entry, even if the creator of the entry has originally

stored this term as a synonym of the term *beetroot*. Thus you will always see the search term as the topmost term in the entry. In some situations, however, this might not be desirable. Let's assume that you are currently working on a translation for a British company. So you will want to be able to look for American English terms like *red beet*, but you will certainly want to see the British variant *beetroot* first, since this will be the term you'll want to use in your translation. To achieve this, choose the option **Don't Sort Synonyms** (see below).

Don't Sort Synonyms

You use this option to have MultiTerm display the source and target language terms according to their original input sequence. This means:

- MultiTerm will always display the term first that has been stored in the first index field of the current source language. As a result, the main source term will be located at the top of the entry even if you search for one of its synonyms.
- Filters you may have defined do not have any effect on the order in which the source and target language terms appear.
- Source language terms still always appear at the top of the entry, with the target language terms second.

Example

If you look for the term *red beet* in the MultiTerm sample database `SAMPLE.MTW`, and if the creator of the entry originally stored this term as a synonym of the term *beetroot*, the term *beetroot* will appear at the top of the entry, followed by *red beet*.

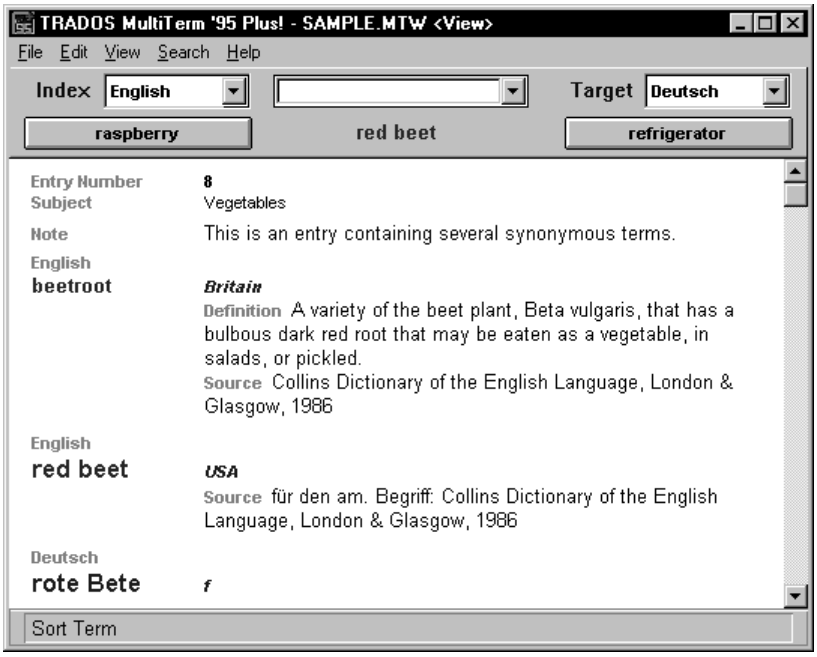


Figure 71: The Entry for *Red Beet* With the "Don't Sort Synonyms" Option Activated

Don't Sort Any Field

You use this option to have MultiTerm display all index fields according to their original input sequence. This means:

- The current language direction does not at all affect the order in which the index fields are displayed in the entry window (the source and target terms, however, are still formatted in the usual fashion).

- Filters you may have defined do not have any effect on the order in which the terms appear in the entry.

Example

If you look for the German term *Erdapfel* in the sample database SAMPLE.MTW with the option **Don't Sort Any Field** checked, this term will only be shown as the third term in the entry. However, it is still formatted in the current layout assigned to the logical field "sort term." The option **Don't Sort Any Field** is useful for those databases that are not primarily geared towards terminological, that is, language-oriented aims, but for those that store more free-structured information. MultiTerm's standard entry display, which is normally oriented towards the currently selected language direction, may be undesirable in these cases.

Exporting Entries

The export function allows you to output database information in ANSI or ASCII format (the Windows and DOS standards, respectively). In this form, your database entries require less storage space, which is an advantage if you want to back up your files or share them with colleagues. In addition, database information in this form can be opened in other application programs, for example a word processor, where the information can be edited or printed.

You can of course export your entire database, but you also have the option of exporting specific portions of your database according to your needs. You can use the filter function to specify which *entries* should be exported from your database, for example, to create an extract of all the entries for a certain subject or project. With an export definition, you can additionally specify which *fields* of the filtered entries should and should not be exported. This allows you to create a "custom dictionary" designed specifically according to your needs.

The export function also lets you customize the format of the exported data for a specific purpose. For example, you can specify that certain strings or special characters be inserted at the beginning or end of an entry, or before or after a certain field. You can specify where the administrative information from the entry header should appear. You can globally change field names, insert line breaks and tabs, and much more. You can thus prepare the entry structure of the exported entries in such a way that they can be directly imported into another database, terminology management system, or other application program, as long as the program can read ANSI or ASCII files. There are therefore no technical restrictions on the exchange of terminology, whether on data media or on paper.

Exports are always carried out in two steps. You first define which fields should be exported. Then you perform the actual export, either of the entire database, of filtered entries, or of a single entry. You will notice that the **Export This Entry** and **Export All Entries...** commands are only available after you have defined the export.

> **Note**
>
> You can also use the export function for the simple purpose of backing up your database. Specific instructions on this operation are found later in this chapter in the section "Using the Export Function to Create a Backup."

Defining an Export

> **Note**
>
> If you are using the Professional Edition of MultiTerm '95 Plus on a network, please note that the export can only be defined by the system manager, and only when the database was opened with exclusive access. Please refer to the chapter "Using MultiTerm '95 Plus in a Network Environment" for further information and exceptions to this rule.

The first part of defining an export is to specify which fields should be exported and in what form:

1. Open the database from which you want to export entries.

2. From the **File** menu, select the **Define Export...** command, or press the key combination [Ctrl]+[E]. The **Export Definition** dialog appears on your screen. As shown here, this dialog is initially empty.

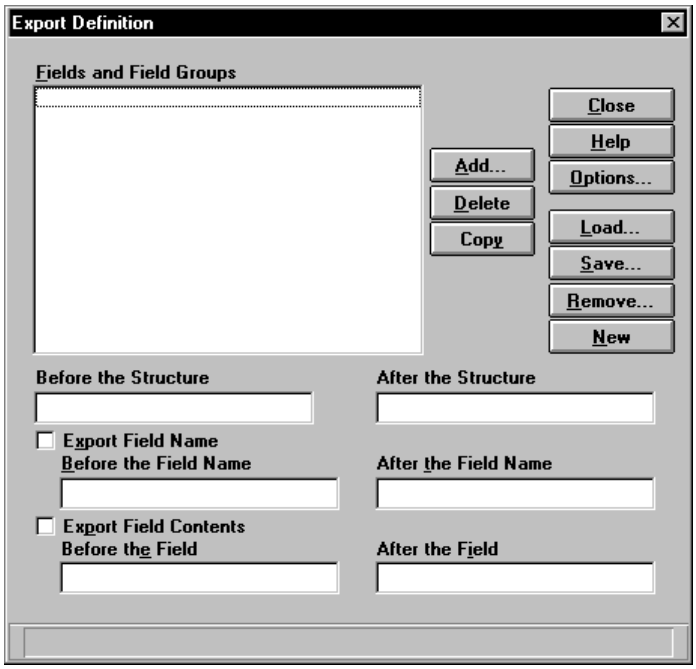


Figure 72: The Export Definition Dialog

To be able to define the export properties for the fields and field groups, you must first add the desired fields and field groups to the "Fields and Field Groups" list. The simplest approach is to first load one of the predefined export definitions as described below, and then to modify this definition according to your own requirements.

Adding All Fields and Field Groups for a Complete Export

If you want to export your database entries completely in MultiTerm text format, either for use in another application or to share with a colleague, it's best to use the predefined export definition prepared for this purpose, `BACKUP.MDX`. This is an external file and is by default located in the `C:\TRADOS\MTWPLUS` directory. Follow these steps to load this export definition:

1. Click on the **Load...** button. The **Load Export** dialog appears.

2. Now click on the **File...** button to load the desired external export definition. The standard Windows **Open** file dialog appears on your screen.

3. In the **Open** dialog, select the drive and directory where the external export definitions are located. By default, this is the `C:\TRADOS\MTWPLUS` directory. Then select the `BACKUP.MDX` file and confirm your selection by pressing **OK** or [Enter]. You are automatically returned to the **Export Definition** dialog, where the "Fields and Field Groups" list now shows all the predefined fields and field groups.

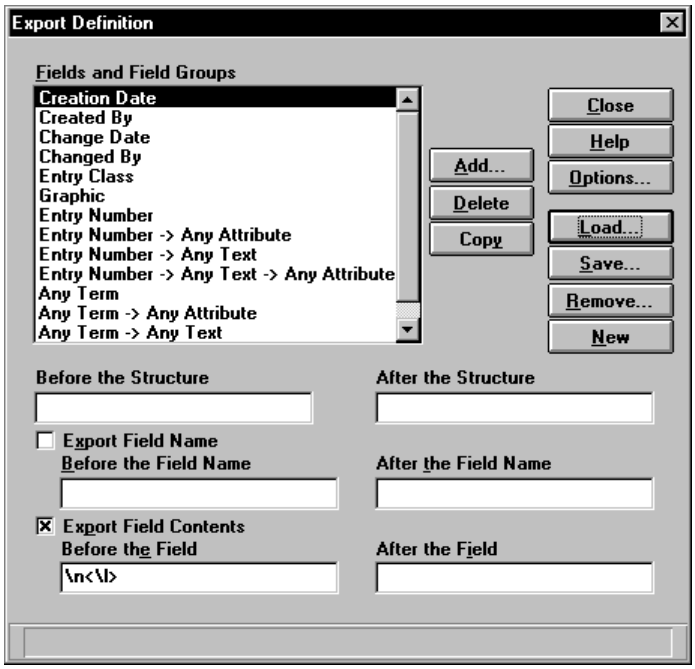


Figure 73: The Predefined Export Definition **BACKUP.MDX**

If you want to export your entries in MultiTerm text format completely and without any changes, click on Close to confirm the export definition. You can now start your export as explained in the "Performing the Export" section later in this chapter.

If you want to modify the export definition for your specific requirements, continue with the export definition as described in the following sections.

Predefined Export Definitions

Besides the predefined BACKUP.MDX export definition that you have just seen, we have created several other export definitions to simplify your work. The following files contain predefined export definitions:

File Name	Explanation
BACKUP.MDX	This definition exports all fields in MultiTerm text format. For details on MultiTerm text format, see the chapter "Importing Entries".
VENTURA.MDX	This export prepares data for creating a printed dictionary with Corel Ventura.
TEI.MDX	This definition creates an SGML export according to the suggestions of the Text Encoding Initiative.
LIST.MDX	This definition creates a simple list of terms.
RTF.MDX	This Rich Text Format export definition prepares data for sophisticated dictionary printing with word processors like Word for Windows 6.0, 7.0 or later. For further information, see the section "Creating Professional Dictionaries" later in this chapter.

These export definitions are stored as external files, by default in the C:\TRADOS\MTWPLUS directory. Follow the instructions above to load them.

Selecting Fields and Field Groups

If you do not want to export your entries unchanged, but instead prefer to select individual fields for exporting, you can modify a predefined export definition (in our case BACKUP.MDX) according to your needs as described below.

If you are already familiar with the export function, you can, of course, select the desired fields and field groups directly, without loading BACKUP.MDX. The following table gives you an overview of the default fields and field groups available in MultiTerm:

Field or Field Group	Explanation
Creation Date	The date on which the entry was created.
Created By	The user ID of the person who created the entry.
Change Date	The date on which the entry was last changed.
Changed By	The user ID of the person who last changed the entry.
Entry Class	The Entry Class used to control read and write access on a network. See the chapter "Using MultiTerm '95 Plus in a Network Environment" for further information.
Graphic	The name of the graphic file associated with an entry.
Entry Number	The unique Entry Number generated by MultiTerm that represents the concept stored in an entry. Global attribute and text fields are therefore assigned to this system field.
Entry Number → Any Attribute	All the attributes subordinate to the Entry Number, that is, all global attributes.
Entry Number → Any Text	All the text fields subordinate to the Entry Number, that is, all global text fields.
Entry Number → Any Text → Any Attribute	All the attributes subordinate to a global text field.
Sort Term	The search term in the currently selected source language.
Synonym	All synonyms of the search term in the currently selected source language.
Target Term	The translation of the search term in the currently selected target language.
Target Synonym	All synonyms of the target term in the currently selected target language.
Any Term	All index fields, including the currently selected source or target languages. However, if you add the logical fields *Sort Term*, *Sort Synonym*, *Target Term*, and *Target Synonym* to the export definition as described below, the meaning of the *Any Term* field is restricted so as to no longer include the corresponding field.
Any Term → Any Attribute	All the attributes subordinate to a term, that is, all term attributes.
Any Term → Any Text	All the text fields subordinate to a term.
Any Term → Any Text → Any Attribute	All the attributes subordinate to a text field, that is, all text attributes.

There are two ways to modify the BACKUP.MDX predefined export definition to meet your individual requirements. You can suppress fields or field groups that you do not want to export by simply deleting them from the "Fields and Field Groups" list. You can also add individual fields from your database definition to the "Fields and Field Groups" list.

- To delete fields or field groups that you do not want to export from the "Fields and Field Groups" list, highlight them, and click on the **Delete** button ([Alt]+[D]). The selected fields are removed from the "Fields and Field Groups" list. You can highlight several fields or field groups simultaneously and delete them all at once.

- To add individual fields from your database definition, click on the **Add...** button ([Alt]+[A]). The **Select Field or Field Group** dialog, which you know from the "Filtering Entries" chapter, appears on your screen. Select the fields that you want to export in the same way as when defining a filter. The selected fields are added to the "Fields and Field Groups" list.

- If you want to exclude specific fields in your database definition from the export, you must first add these fields to the "Fields and Field Groups" list as described above. You can then exclude them by deactivating the **Export Field Name** and **Export Field Contents** check boxes as described below.

Defining Field Properties

Once you have selected the desired fields and field groups for exporting, you can define their properties. You can specify separate properties for field names, field contents, or entire structures. A structure is defined as a field with all of its subordinate fields. For example, if you define the properties for the *Any Term* field, the structure encompasses all of the text and attribute fields subordinate to a term.

The following input fields and check boxes are available to you in the lower portion of the **Export Definition** dialog:

Before the Structure	Input field for a string to be output before the structure of a term or of a text field.
After the Structure	Input field for a string to be output after the last field of a structure.
Export Field Name	Check box for outputting field names.
Before the Field Name	Input field for a string to be output before a field name.
After the Field Name	Input field for a string to be output after a field name.
Export Field Contents	Check box for outputting field contents.
Before the Field	Input field for a string to be output before the actual field contents.
After the Field	Input field for a string to be output after the actual field contents.

Follow these steps to specify the properties for selected fields in your export definition, for example to add a line break after a field:

1. Highlight the field or field group for which you want to define properties in the "Fields and Field Groups" list. The currently defined properties for this field or field group appear in the corresponding input fields and check boxes. If no properties have yet been defined for a field or field group, the input fields are empty, while the check boxes are activated by default.

2. Into the corresponding input fields, type in the strings that you want to insert before or after a field name, field contents, or structure, and activate or deactivate the desired check boxes.

In addition to normal alphanumeric characters, you can use the following special characters in the input fields:

\n	Creates a line break.
\t	Creates a tab character.
\l	Is replaced with the field name of the current field.
\\	Creates a backslash character (\).

> **Note**
>
> You can also use characters that are not shown on your keyboard. To do so, press and hold the [Alt] key and on your numeric keypad type in the four-digit ANSI code of the desired character. To determine the ANSI code, it's best to use the program **Character Map** that you can find in the Windows program group **Accessories**.

Copying Field Properties

Now that you have seen how to define field and field group properties in the export definition, we want to show you how to avoid repetitive work by copying the properties you have defined for one field to other fields.

1. Highlight the field or field group from which you want to copy the properties by clicking on it with the mouse.

2. Highlight the field or field group to which you want to copy the properties by holding down the [Ctrl] or [Shift] key and clicking on the desired field or field group with the mouse. As in the Windows File Manager, you can highlight multiple fields simultaneously by holding down the [Ctrl] or [Shift] key while clicking on the desired fields. Holding down the [Ctrl] key lets you select several fields or field groups individually, while holding down the [Shift] key lets you select several fields or field groups that are next to each other. If you highlight too many fields, you can remove the highlighting by again holding down the [Ctrl] or [Shift] key and clicking on the corresponding fields or field groups.

   As soon as you have highlighted more than one field, the message line in the **Export Definition** dialog tells you which field will be copied from if you select the **Copy** function.

3. Click on the **Copy** button ([Alt]+[C]). This copies the properties from the first field you highlighted to all other highlighted fields.

Example 1: Creating an Export Definition for a Multilingual Glossary

Let's assume that you want to create a glossary that contains all terms with their definitions and source references, but not other text fields like notes or context examples. Furthermore, you do not want to export the system fields from the entry header, or any global text or attributes, but you do want to see term and text attributes. This means first of all that the following entry header fields must be suppressed: *Creation Date*, *Created By*, *Change Date*, *Changed By*, *Entry Class*, *Graphic*, *Entry Number*, *Entry Number→Any Attribute*, *Entry Number→Any Text* and *Entry Number→Any Text→Any Attribute*. Since you only want to export definitions and source references and no other text fields, the *Any Term→Any Text* Field must be suppressed since it refers to all text fields. But this means that you must explicitly add the fields in your database definition that refer to definitions and source references. We assume in the following example that you have called these text fields *Definition* and *Source*.

The simplest approach is to load and modify the predefined export definition `BACKUP.MDX` as follows:

1. Open the database from which you want to export entries if it is not already open.

2. From the **File** menu, select the **Define Export...** command, or press the key combination [Ctrl]+[E] to open the **Export Definition** dialog if it is not already open.

3. Click on the **Load...** button. The **Load Export** dialog appears.

4. Now click on the **File...** button to load an external export definition. The **Files** dialog appears on your screen.

5. In the **Files...** dialog, select the directory where the external export definitions are located. By default, this is the `C:\TRADOS\MTWPLUS` directory. Then select the `BACKUP.MDX` file and confirm your selection by pressing **OK** or [Enter]. You are automatically returned to the **Export Definition** dialog, where the "Fields and Field Groups" list now shows all the default fields and field groups.

6. Highlight the following fields: *Creation Date*, *Created By*, *Change Date*, *Changed By*, *Entry Class*, *Graphic*, *Entry Number*, *Entry Number→Any Attribute*, *Entry Number→Any Text* and *Any Term→Any Text*. As in the Windows File Manager, you can highlight individual fields by holding down the [Ctrl] key or consecutive fields by holding down the [Shift] key.

7. Click on the **Delete** button ([Alt]+[D]). The highlighted fields are deleted from the "Fields and Field Groups" list.

8. To add the desired *Any Term→Definition* field to the export definition, click on the **Add...** button ([Alt]+[A]). The **Select Field or Field Group** dialog, which you know from the "Filtering Entries" chapter, appears on your screen.

9. Select the fields that you want to export using the same technique as when defining a filter. For our example, activate the **Any Field** check box above the list of system/index fields, and highlight the *Definition* text field in the list of text fields. Confirm your selection by clicking on **OK**. You are returned to the **Export Definition** dialog, and the field *Any Term→Definition* appears in the "Fields and Field Groups" list.

10. Follow the procedure in steps 8 and 9 to add the field *Any Term→Source* to your export definition.

11. To copy the default field properties to the fields you just added, *Any Term→Definition* and *Any Term→Source*, highlight one of the predefined fields, for example, the field *Any Term→Any Attribute*, and then hold down the [Ctrl] or [Shift] key while highlighting the two new fields to which you want to copy the properties.

12. Click on the **Copy** button. The field properties are copied from the first field you selected to the fields you selected afterwards. Your export definition is complete and should appear as follows:

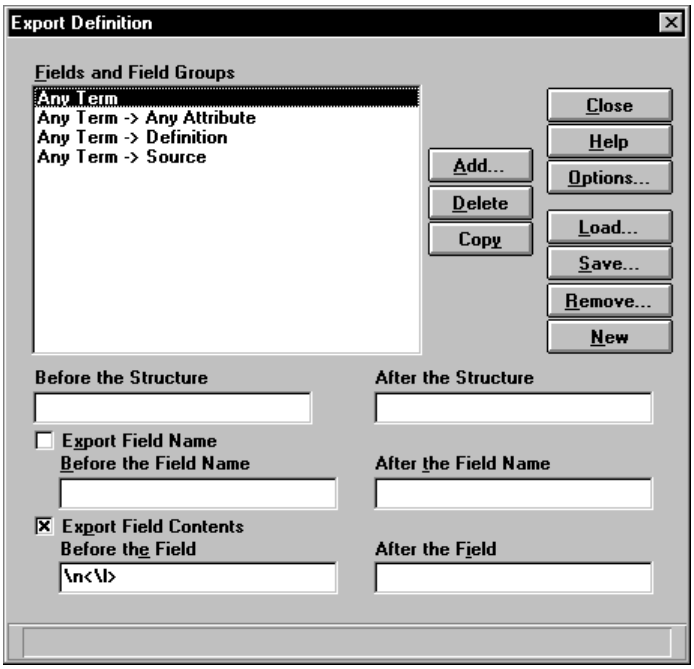


Figure 74: Export Definition for a Multilingual Glossary

For information on selecting export options that apply to the entries as a whole or to the entire database, refer to the section "Setting Export Options" later in this chapter.

If you do not want to set any additional options for your export definition, click on **Close** to confirm your export definition. You can now begin your export as explained in the "Performing the Export" section later in this chapter.

Example 2: Customising an Export Definition for Importing into Other MultiTerm Databases

If you want to export terminological data for importing into another MultiTerm database, you don't need to worry about the field and entry format as long as you use the predefined export definition `BACKUP.MDX` as the basis for your export. However, you may need to change the field names, because when importing data, MultiTerm only recognises those fields that are defined for the currently open database.

Let's assume that the index fields in the database you are exporting are called *Deutsch*, *Englisch*, and *Französisch*. However, in the database where you will later import the data, these fields are called *German*, *English*, and *French*. In this case, the index fields would not be recognised during an import; their names must therefore be changed.

Follow these steps to define the export on the basis of the predefined export definition `BACKUP.MDX` and to change the field names during the export:

1. Open the database from which you want to export entries.

2. From the **File** menu, select the **Define Export...** command, or press the key combination [Ctrl]+[E], to open the **Export Definition** dialog.

3. Click on the **Load...** button. The **Load Export** dialog appears on your screen.

4. Now click on the **File...** button to load an external export definition. The standard Windows **Open** file dialog appears on your screen.

5. In the **Open** dialog, select the drive and directory where the external export definitions are located. By default, this is the `C:\TRADOS\MTWPLUS` directory. Then select the `BACKUP.MDX` file.

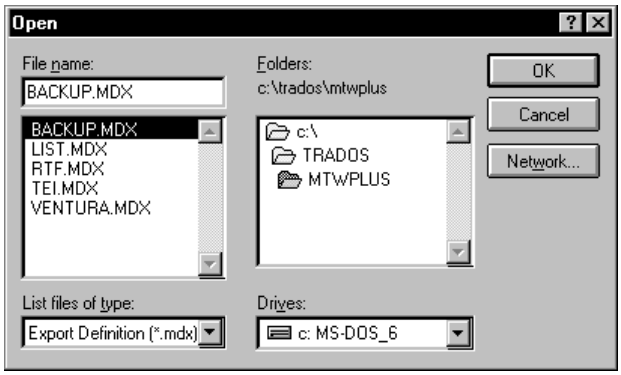


Figure 75: The Open Dialog

6. Confirm your selection by pressing **OK** or [Enter]. You are automatically returned to the **Export Definition** dialog, where the "Fields and Field Groups" list now shows all the predefined fields and field groups. This list contains the field group *Any Term* representing all languages, but the list does not contain the individually defined index fields for your database, for example, *Deutsch*. To change the name of the index field from *Deutsch* to *German*, you must therefore first of all add the index field *Deutsch* to the "Fields and Field Groups" list.

7. Click on the **Add...** button ([Alt]+[A]). The **Select Field or Field Group** dialog, which you know from the "Filtering Entries" chapter, appears on your screen.

8. Select the index field *Deutsch*, using the same technique as when defining a filter, and confirm by clicking on **OK**. You are automatically returned to the **Export Definition** dialog, and the field *Deutsch* appears in the "Fields and Field Groups" list.

9. Follow the procedure in steps 7 and 8 to add the index fields *Englisch* and *Französisch*.

10. Highlight the field group *Any Term*. The default properties for all index fields are displayed, and with *Any Term* highlighted, you will be able to copy these properties to the newly added fields. The default field properties for the *Any Term* field group appear in the lower portion of the **Export Definition** dialog. You can see that the check box for exporting the field's contents is activated and that the string `\n<\l>` is exported before the field. The `\n` stand for a line break ("new line"), and the `\l` stands for the field name ("label") of the current field, which is enclosed in angle brackets (< and >) according to the standard MultiTerm format.

11. Copy the field properties from the *Any Term* field group to the newly added fields *Deutsch*, *Englisch*, and *Französisch*. To do so, leave *Any Term* highlighted, and extend the highlight to the new fields by holding down the [Ctrl] or [Shift] key and clicking on the three new fields. Then click on the **Copy** button. The properties of the *Any Term* field group are copied to the fields *Deutsch*, *Englisch*, and *Französisch*.

12. Highlight one of the fields, for example, the field *Deutsch*, for which you want to automatically change the name during the export. In the **Before the Field** input field, replace the `\l` symbol, which stands for the name of the current field, with the new field name. That is, change `\n<\l>` to `\n<German>`.

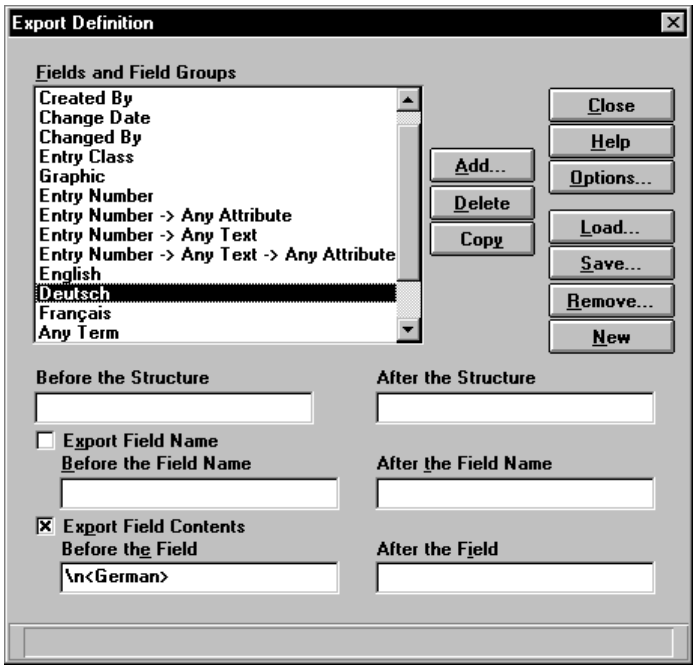


Figure 76: Export Definition for Changing Field Names

13. Follow the same approach for the field *Englisch*, changing the characters `\n<\l>` in the **Before the Field** input field to `\n<English>`, and for the field *Französisch*, changing `\n<\l>` to `\n<French>`. This causes the current field names to be automatically replaced with the new names when exporting.

You can of course use the same approach to change the field names of text and attribute fields if necessary.

For information on selecting export options that apply to the entries as a whole or to the entire database, refer to the section "Setting Export Options".

If you do not want to set any additional options for your export definition, click on **Close** to confirm your export definition. You can now start your export as explained in the "Performing the Export" section later in this chapter.

Setting Export Options

In the preceding sections, you have seen how to select fields and field groups for exporting and how to specify their export properties. This section describes how to make global settings that do not apply to individual fields and field groups, but rather to entire entries or to the entire database. To set these options, you must first open a new dialog:

- From the **Export Definition** dialog, click on the **Options...** button. The **Export Options** dialog opens.

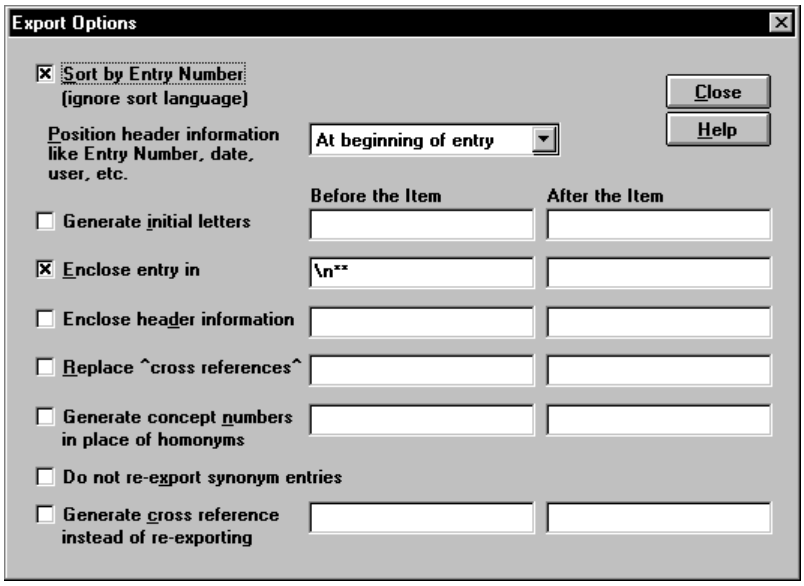


Figure 77: The Export Options Dialog

We want first to present an overview of the options available in the **Export Options** dialog, and then describe them in detail in the following sections:

Export Option	Explanation
Sort by Entry Number	Allows you to specify whether the exported entries should be sorted in order of their Entry Numbers or alphabetically according to the current source language.
Position header information	Allows you to specify where to place any selected header information, such as the fields *Creation Date*, *Created By*, *Change Date*, *Changed By*, *Entry Class*, *Graphic*, and *Entry Number*, as well as any global attributes and global text fields.
Generate initial letters	Allows you to specify whether an initial letter should be output whenever the first letter of the index term changes. Requires that entries be output sorted by index term.
Enclose entry in	Allows you to output a string before and after each entry.
Enclose header information	Allows you to output a string before and after the group of entry header fields.
Replace ^cross references^	Allows you to specify other strings in place of the default cross reference delimiters (^).
Generate concept numbers	Allows you to specify whether multiple entries with successive homonyms should be numbered or output as separate entries.
Do not re-export synonym entries	Allows you to specify whether entries containing synonyms should be output one time only, or once for each synonym. Requires that entries be output sorted by index term.
Generate cross reference instead of re-exporting	Allows you to specify that entries for which synonyms are suppressed should automatically create a cross reference back to the previously exported entry.

As with field properties, you can use the following special characters in addition to normal alphanumeric characters:

\n	Creates a line break.
\t	Creates a tab character.
\l	Is replaced with the field name of the current field.
\\	Creates a backslash character (\).

Notes

- You can also use characters that are not shown on your keyboard. To do so, press and hold the [Alt] key and on your numeric keypad type in the four-digit ANSI code of the desired character.
- The character strings before and after the item are only exported when the corresponding check box is activated.

Sort by Entry Number or the current index

The check box for sorting by Entry Number allows you to determine the sequence of the exported entries. There are two alternatives:

- If the check box is activated, entries are sorted according to their Entry Numbers, regardless of the contents of the entries. Each entry is checked against the filter exactly one time; if the entry matches the filter, it is exported.
- If the check box is deactivated, entries are exported alphabetically according to the currently selected source language index. Entries that do not have any terms in the current language are ignored. Entries that have several terms (synonyms) in the current language are checked against the filter several times, and may be exported several times, depending on other options.

When you activate the check box for sorting by Entry Number, you ensure that each entry is only exported once. This is recommended for exchanging data and for doing backups. On the other hand, sorting by index term is recommended for exporting or printing sorted word lists.

Note

The options for handling initial letters, homonyms, and synonyms are only effective when you sort alphabetically by index term.

Position header information

You use the drop-down list for positioning header information to determine where in the entries this information should be output. The following fields comprise the header information:

Creation Date
Created By
Change Date
Changed By
Entry Class
Graphic (file name without path)
Entry Number
global attributes
global text fields

If these fields are selected for exporting, they can be positioned as follows:

At beginning of entry Positions the header information at the beginning of the entry. You should use this setting for backing up or exchanging data. This setting corresponds to the sequence in which the fields are stored in the database.

After the sort term Allows you to position the header information immediately following the index term of the source language. This and the following options are particularly intended for printing data.

After the sort structure Allows you to position the header information after the last field that is subordinate to the sort term.

At the end of the entry Positions the header information after the last field of the entry, but before any string you specify for delimiting the entry.

Generate initial letters

The check box for generating initial letters allows you to export initial letters when you sort your entries alphabetically by index term. This is useful for printing dictionaries, for example. Initial letters are output according to the following rules:

- An initial letter is output before the first index term that has a different starting letter than the previous index term.
- Initial letters are determined according to the sort table in the database definition. Only those characters that are sorted differently produce initial letters. For example, if an index term begins with the letter Ä, and the letter A is sorted at the same level as Ä, MultiTerm behaves as if the term begins with A.
- Initial letters are generated as capitals.
- Initial letters are output before the entry and outside any delimiter strings defined for entries.

> **Note**
>
> As with the other options, you can specify two strings for delimiting or formatting the item. One is output before the item—here the initial letter—and the other after the item. Of course, the strings are only exported if the "Generate initial letters" check box is actually activated.

Enclose entry in

The option for delimiting entries allows you to output any string of characters before or after an entry. Note that the strings are only exported if the "Enclose entry in" check box is actually activated. The following strings could be used when exporting in MultiTerm text format or in SGML format:

\n** Used when exporting for the purpose of backing up or exchanging data in MultiTerm text format to output a line break and two asterisks before each entry.

\n<entry> An SGML export might insert this tag at the beginning of each entry.

\n</entry> An SGML export might insert this tag after each entry.

Enclose header information

The option for delimiting header information allows you to insert a character string at the beginning and at the end of the group of exported header information fields. Header information fields are listed in the "Position header information" section above. Note that the strings are only exported if the "Enclose header information" check box is actually activated.

Replace cross references

The option for replacing cross references allows you to substitute your own character strings for the default caret characters (^) normally used to delimit cross references. Note that the strings are only exported if the "Replace cross references" check box is actually activated.

- When printing dictionaries, you could add formatting instructions for italic text, or specify a small arrow `->`.

- When exporting in SGML format, you could for example specify the tags `<seealso>` and `</seealso>`.

Generate concept numbers in place of homonyms

The option of generating concept numbers instead of homonyms allows you to determine whether each homonym entry should be exported separately or whether a sequential *number* should be generated for each homonym meaning.

In a concept-oriented terminology database like MultiTerm, index terms that are spelled the same but have different meanings are kept in separate entries. This can mean that when performing an export sorted by index term, one index term may be output several times. However, this is not necessarily desirable in a printed dictionary.

When you activate the check box "Generate concept numbers in place of homonyms", MultiTerm combines homonyms into a single entry as in a dictionary, automatically inserting a sequential number for each meaning. You can also specify strings to be output before and after the number, for example to add a period and a tab after the number. Note that the strings are only exported if the "Generate concept numbers in place of homonyms" check box is actually activated.

Example 1: Multiple Output of Homonyms

plane
    Definition: winged machine that can fly
    German: Flugzeug
    ...
plane
    Definition: tool for smoothing the surface of wood
    German: Hobel
    ...

Example 2: Concept Numbers for Homonyms

plane
1. Definition: winged machine that can fly
    German: Flugzeug
    ...
2. Definition: tool for smoothing the surface of wood
    German: Hobel
    ...

Do not re-export synonym entries

If you sort entries alphabetically by index term, some entries are exported several times, namely those containing more than one index term in the current source language.

This is not necessarily desirable in a printed dictionary. The "Do not re-export synonym entries" option means that once an entry is exported (for the main term in the entry, that is, the term that has been entered into the first index field of the current source language), that entry is not re-exported for any further terms. Therefore, if the synonym comes first alphabetically, MultiTerm won't export the entry. The program will only export it once the main term is the sort term at the same time.

Generate cross-reference instead of re-exporting

If you do not output multiple entries for synonyms, you may prefer instead to create a cross reference forward or back to the main term, that is, to the term where the entry can be found. This is the purpose of the "Generate cross reference instead of re-exporting" option. You can optionally insert strings before and after the cross reference, for example to add the word *See* before the cross reference. Note that the strings are only exported if the "Generate cross reference instead of re-exporting" check box is actually activated.

Example. In this example, *flat* is the main (topmost) English term in the entry. The dictionary output appears as follows:

apartment
    See flat

flat
    Definition: a room or suite of rooms to live in
    Synonym: apartment
    Synonym: pad
    German: Wohnung

pad
    See flat

Saving the Export Definition

Once you have defined an export, it only exists for the duration of your MultiTerm session. If you want to be able to keep the export definition for later use, you must save it. You can save your export definition as a private, public, or external definition:

Private Definitions	Private definitions are stored in the database and are linked to your personal user ID.
Public Definitions	The system administrator can make a definition available to all network users. These public definitions are also stored in the database.
External Definitions	External definitions are stored outside the database in files with the extension `*.MDX` (**M**ulti**T**erm **D**efinition for Export). This allows you to use definitions from one database in another, as long as the structures of the two databases (that is, their database definitions) are compatible.

Follow these steps to save your export definition:

1. If you are not already in the **Export Definition** dialog, from the **File** menu, select the **Define Export** command to open this dialog.

2. To save the current export definition, click on the **Save...** button. The **Save Export** dialog appears on your screen.

    - If you want to save your export definition in the database as a private definition, type in the desired name. You can use any name you like for this name, since it does *not* represent a file name. Confirm by clicking on **OK**.

    - If you are the system administrator and you want to save the export definition as a public definition available to all network users, activate the **Public** check box and type in the desired name. You can use any name you like for this name, since it does *not* represent a file name. Confirm by clicking on **OK**.

Figure 78: Public Export Definitions

- If you want to save your export definition externally so that it can also be used with other databases, click on the **File...** button. The standard Windows **Save As** file dialog appears on your screen. Select the desired drive and directory from this dialog and type in the desired file name. MultiTerm automatically adds the `*.MDX` extension to the file name if necessary. Confirm by clicking on **OK**.

You are automatically returned to the **Export Definition** dialog and the message line displays "Export definition saved." Your export definition has now been stored and you can access it at any time.

> **Note**
>
> In order to save definitions, you cannot be logged on without a user ID, that is, as *guest*. To save a definition for public use, you must be logged on as the system administrator with the *super* user ID.

Loading an Export Definition

Once you have saved an export definition, you can load it as follows:

1. If you are not already in the **Export Definition** dialog, from the **File** menu, select the **Define Export** command to open this dialog.

2. Click on the **Load...** button. The **Load Export** dialog appears on your screen.

   - If you want to load a private export definition, select the desired definition by clicking on it, and confirm by clicking **OK**.
   - If you want to load a public export definition, activate the **Public** check box. The list of available public export definitions is displayed. Select the desired definition and confirm by clicking on **OK**.
   - If you want to load an external export definition, for example, one of the definitions listed in the "Predefined Export Definitions" section earlier in this chapter, click on the **File...** button. The standard Windows **Open** file dialog appears, from which you can load an external definition. Select the desired drive and directory, type in the desired file name, and confirm by clicking on **OK**.

You are automatically returned to the **Export Definition** dialog, and the message line displays "Export definition loaded." If you want, you can change the definition you just loaded according to your requirements.

Then confirm by clicking on **Close**. You are returned to the currently displayed entry. How to start the export is described in the "Performing the Export" section below.

Removing Export Definitions

If you no longer need an internal export definition (that is, a private or public definition stored in the database), you can remove it at any time. Follow these steps:

1. If you are not already in the **Export Definition** dialog, from the **File** menu, select the **Define Export** command to open this dialog.

2. Click on the **Remove...** button. The **Remove Export** dialog appears on your screen.

   - If you want to remove a private export definition, highlight it with the mouse and confirm by clicking on **OK**.
   - If you are the system administrator and you want to remove a public export definition, activate the **Public** check box. The list of public export definitions is displayed. Select the desired export definition and confirm by clicking on **OK**.

3. Answer **Yes** to the question of whether you really want to delete the definition. You are automatically returned to the **Export Definition** dialog and the message line displays "Export definition deleted."

> **Note**
>
> In order to remove definitions, you cannot be logged on without a user ID, that is, as *guest*. To remove a public export definition, you must be logged on as the system administrator with the *super* user ID. For further information, refer to the chapter "Using MultiTerm '95 Plus in a Network Environment."

Performing the Export

Once you have specified the content and format of your export in the export definition, you are ready for the next step of starting the actual export. You have three options: you can export individual entries, a filtered portion of your database, or your entire database.

Exporting the Entire Database

If you want to export your entire database, make sure that any filter that has been defined is deactivated. Otherwise, only those entries that match the filter will be exported. Follow these steps to export your entire database:

1. Look at the **View** menu to make sure that the filter is deactivated. If necessary, select the **Filter Active** option to remove the check mark (✓).

2. If you used the fields *Sort Term*, *Synonym*, *Target Term*, or *Target Synonym* in your export definition, make sure that the desired source and target languages are selected; change them if necessary.

3. From the **File** menu, select the **Export All Entries...** option. The **Export without filter** dialog opens, and the standard Windows **Save As** file dialog opens on top of it.

4. By default, MultiTerm exports your database in ANSI format, that is, the standard Windows text format. The default file extension for ANSI format files is `*.TXT`. However, if you prefer to export your database in DOS text format (ASCII), select **ASCII file (*.tx8)** from the **Save file as type** drop-down list. DOS text files are given the file extension `*.TX8`.

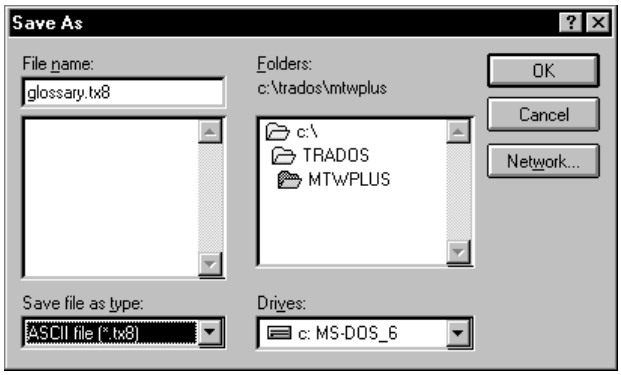


Figure 79: Selecting a File Format (Here DOS Text Format)

5. Now decide into which file your entries should be exported. You have three options: you can create a new file, overwrite an existing file, or append your database entries to an existing file.

   - To create a new file, select the desired drive and directory in the **Save As** dialog, and type in the desired name. The name can be up to eight characters long and may not contain any special characters. The `*.TXT` or `*.TX8` file extension is added automatically. Confirm by clicking on **OK**.

   - To overwrite an existing file, in the **Save As** dialog, first select the drive and directory containing the file, then click on the name of the file you want to overwrite. Confirm your selection by clicking on **OK**. You are now asked whether you want to overwrite the selected file. If in fact you do, answer **Yes**.

   - To append your database entries to an existing file, in the **Save As** dialog, first select the drive and directory containing the file, then click on the name of the file to which you want to append the entries. Confirm your selection by clicking on **OK**. MultiTerm first asks whether you want to overwrite the selected file. Be sure to answer this question with **No**. Now MultiTerm asks whether the entries should be appended to this file. Answer this question with **Yes**.

6. The **Save As** dialog is closed and the actual export begins. You can see MultiTerm go through your entries in the **Export without filter** dialog. When the export finishes, you are automatically returned to the currently displayed entry of your database. The message line tells you that the export was completed and how many entries were exported. All the data in your database is now in the exported text file.

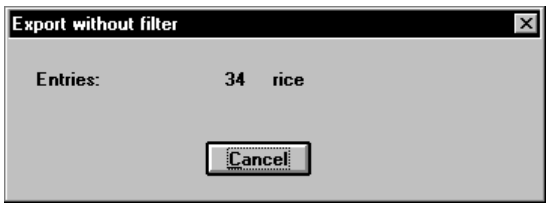


Figure 80: Progress Display in the Export without Filter Dialog

You can now use another application program to edit or print out the export file if desired.

Exporting a Filtered Subset of the Database

If you only want to export a portion of your database, MultiTerm allows you to filter for the desired entries. Follow these steps:

1. First follow the instructions in the "Filtering Entries" chapter to define a filter with the desired filter criteria. If you activate the **Only Use Matching Fields** option, only the fields that match the filter will be exported; export definitions for non-matching fields will have no effect.

2. From the **File** menu, activate the filter so that a check mark (✓) appears in front of the **Filter Active** option.

3. If you used the fields *Sort Term*, *Synonym*, *Target Term*, or *Target Synonym* in your export definition, make sure that the desired source and target languages are selected; change them if necessary.

4. From the **File** menu, select the **Export All Entries...** command. The **Export with filter** dialog opens, and the standard Windows **Save As** file dialog opens on top of it.

5. By default, MultiTerm exports your database in ANSI format, that is, the standard Windows text format. The default file extension for ANSI format files is `*.TXT`. However, if you prefer to export your database in DOS text format (ASCII), select **ASCII file (*.tx8)** from the **Save file as type** drop-down list. DOS text files are given the file extension `*.TX8`.

6. Now decide into which file your entries should be exported. You have three options: you can create a new file, overwrite an existing file, or append your database entries to an existing file.

   - To create a new file, select the desired drive and directory in the **Save As** dialog, and type in the desired name. The name can be up to eight characters long and may not contain any special characters. The `*.TXT` or `*.TX8` file extension is added automatically. Confirm by clicking on **OK**.

   - To overwrite an existing file, in the **Save As** dialog, first select the drive and directory containing the file, then click on the name of the file you want to overwrite. Confirm your selection by clicking on **OK**. You are now asked whether you want to overwrite the selected file. If in fact you do, answer **Yes**.

   - To append your database entries to an existing file, in the **Save As** dialog, first select the drive and directory containing the file, then click on the name of the file to which you want to append the entries. Confirm your selection by clicking on **OK**. MultiTerm first asks whether you want to overwrite the selected file. Be sure to answer this question with **No**. Now MultiTerm asks whether the entries should be appended to this file. Answer this question with **Yes**.

7. The **Save As** dialog is closed and the actual export begins. You can see MultiTerm going through your entries in the **Export with filter** dialog. When the export finishes, you are automatically returned to the currently displayed entry of your database. The message line tells you that the export was completed and how many entries were exported. All the entries in your database that match the filter are now in the exported text file.

You can now use another application program to edit or print out the export file if desired.

Exporting Individual Database Entries

Follow these steps to export individual entries after you have created an export definition:

1. Search for the entry that you want to export. When exporting individual entries, it does not matter whether the filter is active, except that the **Only Use Matching Fields** filter option is taken into account. If you selected the fields *Sort Term*, *Synonym*, *Target Term*, or *Target Synonym* in your export definition, make sure that you have selected the desired source and target languages.

2. From the **File** Menu, select the **Export This Entry** command, or press the key combination [Ctrl]+[X]. The **Export without filter** or **Export with filter** dialog appears on your screen, and the standard Windows **Save As** file dialog opens on top of it.

3. By default, MultiTerm exports your database in ANSI format, that is, the standard Windows text format. The default file extension for ANSI format files is `*.TXT`. However, if you prefer to export your database in DOS text format (ASCII), select **ASCII file (*.tx8)** from the **Save file as type** drop-down list. DOS text files are given the file extension `*.TX8`.

4. Now decide into which file the entry should be exported. You have three options: you can create a new file, overwrite an existing file, or append your database entries to an existing file.

   - To create a new file, select the desired drive and directory in the **Save As** dialog, and type in the desired name. The name can be up to eight characters long and may not contain any special characters. The `*.TXT` or `*.TX8` file extension is added automatically if necessary. Confirm by clicking on **OK**.

   - To overwrite an existing file, in the **Save As** dialog, first select the drive and directory containing the file, then click on the name of the file you want to overwrite. Confirm your selection by clicking on **OK**. You are now asked whether you want to overwrite the selected file. If in fact you do, answer **Yes**.

   - To append your database entries to an existing file, in the **Save As** dialog, first select the drive and directory containing the file, then click on the name of the file to which you want to append the entries. Confirm your selection by clicking on **OK**. MultiTerm first asks whether you want to overwrite the selected file. Be sure to answer this question with **No**. Now MultiTerm asks whether the entries should be appended to this file. Answer this question with **Yes**.

5. MultiTerm exports the entry. Afterwards, you are automatically returned to the currently displayed entry, and the message line shows "Current entry exported."

6. If you want to export additional entries, search for the next one so that it is currently displayed on your screen, and from the **File** menu, again select the **Export This Entry** command ([Ctrl]+[X]). MultiTerm informs you that an export file has already been selected and asks whether you want to append this entry to this file. If you want to export the individual entries to a common file, answer **Yes**. This allows you to quickly export a series of entries to a text file. However, if you want to put the entries in separate files, answer **No**. The **Export without filter** or **Export with filter** dialog appears on your screen along with the standard Windows **Save As** file dialog, where you can again specify another file, and if necessary another path, as described above. Confirm by clicking on **OK**. The entry is exported as usual, and you are automatically returned to the current entry.

You can now use another application program to open the export file and edit or print the individual entries if desired.

Using the Export Function to Create a Backup

The most secure method to create a backup of your database is to completely export the data in your database to a text file, and to save the database structure in a separate, empty database. This saves space on your data media.

MultiTerm includes a predefined export definition that you can use to completely export your data. The definition is stored as an external export definition in the `BACKUP.MDX` file, which by default is located in the `C:\TRADOS\MTWPLUS` directory. Follow these steps to load this predefined export definition:

1. Open the database for which you want to create a backup, if it is not already open.

2. From the **File** menu, select the **Define Export...** command, or press the key combination [Ctrl]+[E]. The **Export Definition** dialog appears on your screen.

3. Click on the **Load...** button. The **Load Export** dialog appears on your screen.

4. Now click on the **File...** button to load the desired external export definition. The standard Windows **Open** file dialog appears on your screen.

5. In the **Open** dialog, select the drive and directory where the external export definitions are located. By default, this is the `C:\TRADOS\MTWPLUS` directory. Then select the `BACKUP.MDX`

file. Confirm your selection by pressing **OK** or [Enter]. You are automatically returned to the **Export Definition** dialog, where the "Fields and Field Groups" list now shows all the predefined fields and field groups. Since you normally want to save all data in a backup, do not make any changes here.

6. Confirm the export definition by clicking on **Close**. You are automatically returned to the currently displayed entry in your database.

7. Since you normally want to save all entries in a backup, look at the **View** menu to make sure that the filter is *not active*. If necessary, select the **Filter Active** option to deactivate the filter and remove the check mark (✓) in front of the option.

8. To start the actual export, from the **File** menu, select the **Export All Entries...** command. The **Export without filter** dialog appears on your screen, and the standard Windows **Save As** file dialog opens on top of it. Select the desired drive and directory, and type in the desired file name. The file name can be up to eight characters long and may not contain any special characters. For example, you could name your file `BACKUP` so that you will later know immediately which file contains your database backup. MultiTerm automatically adds the `*.TXT` extension to the file name.

9. Confirm by clicking on **OK**. The export is now performed. When the export finishes, you are automatically returned to the currently displayed entry in your database. The message line tells you that the export finished successfully and how many entries were exported. All the data in your database is now in the exported text file.

To save the database structure, you need to create a new database on the basis of the database you are backing up, and then, without making any changes, save the new, empty database under a new name.

Follow these steps:

1. From the **File** menu, select the **Create New Database...** option ([Alt]+[F], [C]). The **Database Definition** dialog opens. Since you want to save the structure of your database as is, do not make any changes in this dialog.

2. Click on the **OK** button. The standard Windows **Save As** file dialog appears on your screen. Select the drive and directory (folder) where you want to save your database structure, and type in a new file name for the database structure. *Be absolutely sure to use a name that is different from the name of the current database; otherwise, the current database will be overwritten*. For example, you can name this database `STRUCT` so that you can immediately tell that this file contains the database structure of the database you backed up.

If you do not make any changes to your database structure between backup exports, you do not need to repeat these last two steps for every backup export. As long as you have an empty database with the same structure as your working database, you only need to export all entries as described in steps 1–9 above.

If you should need to restore from the backup sometime, open the empty database (`STRUCT.MTW` in our example) and import the data from the text file (`BACKUP.TXT` in our example) as described in the "Importing Entries" chapter. Of course, before importing, you can create a copy of the structure database, for example using the File Manager or Explorer, and then import the entries there. This allows you to always keep an "empty" copy of your database structure.

Creating Professional Dictionaries

MultiTerm includes a predefined export definition that allows you to create professional-looking dictionaries in "Rich Text Format" (RTF). All popular word processors can read RTF files and convert them to their own internal format. The predefined export definition, which you can of course change according to your own requirements, is saved as an external export definition in the `RTF.MDX` file. By default, this file is located in the `C:\TRADOS\MTWPLUS` directory. If you are a WordPerfect or Ami Pro user, please see the notes at the end of this section.

Before you can use this predefined export definition, one preparatory step is required. In order for the export file to be understood later as Rich Text Format, you need another file containing the "header information" required in Rich Text Format files. This file has already been prepared and is included with MultiTerm. It is also stored by default in the C:\TRADOS\MTWPLUS directory and is called MT4WIN.RTX. **Important**: for MultiTerm to be able to find and use this file during the export, the file must be copied and renamed so that it has the same name as the database, but with the file extension *.RTX.

Let's assume that you want to export the SAMPLE.MTW database in Rich Text Format and call the export file SAMDICT.RTF. In this case, you must first copy the MT4WIN.RTX file to a new file called SAMPLE.RTX, for example using the File Manager or Explorer. This allows MultiTerm to find the header information file when exporting SAMPLE.MTW.

Follow these steps to load the predefined export definition RTF.MDX and use it as the basis for exporting your entries:

1. Open the database that you want to export in Rich Text Format if it is not already open.

2. From the **File** menu, select the **Define Export...** command, or press the key combination [Ctrl]+[E]. The **Export Definition** dialog appears on your screen.

3. Click on the **Load...** button. The **Load Export** dialog appears on your screen.

4. Now click on the **File...** button to load the desired predefined export definition. The standard Windows **Open** file dialog appears on your screen.

5. In this dialog, select the drive and directory where the predefined export definitions are located. By default, this is the C:\TRADOS\MTWPLUS directory. Then select the RTF.MDX file and confirm your selection by pressing **OK** or [Enter]. You are automatically returned to the **Export Definition** dialog, where all the predefined fields and field groups are shown with formatting instructions for Rich Text Format.

6. Change the predefined export definition according to your own requirements if desired. If you need further information on RTF, you can request the current documentation from Microsoft. TRADOS also offers services in this area; please contact us if you need a bid for a custom RTF solution.

7. Confirm your export definition by clicking on **Close**. You are automatically returned to the currently displayed entry in your database.

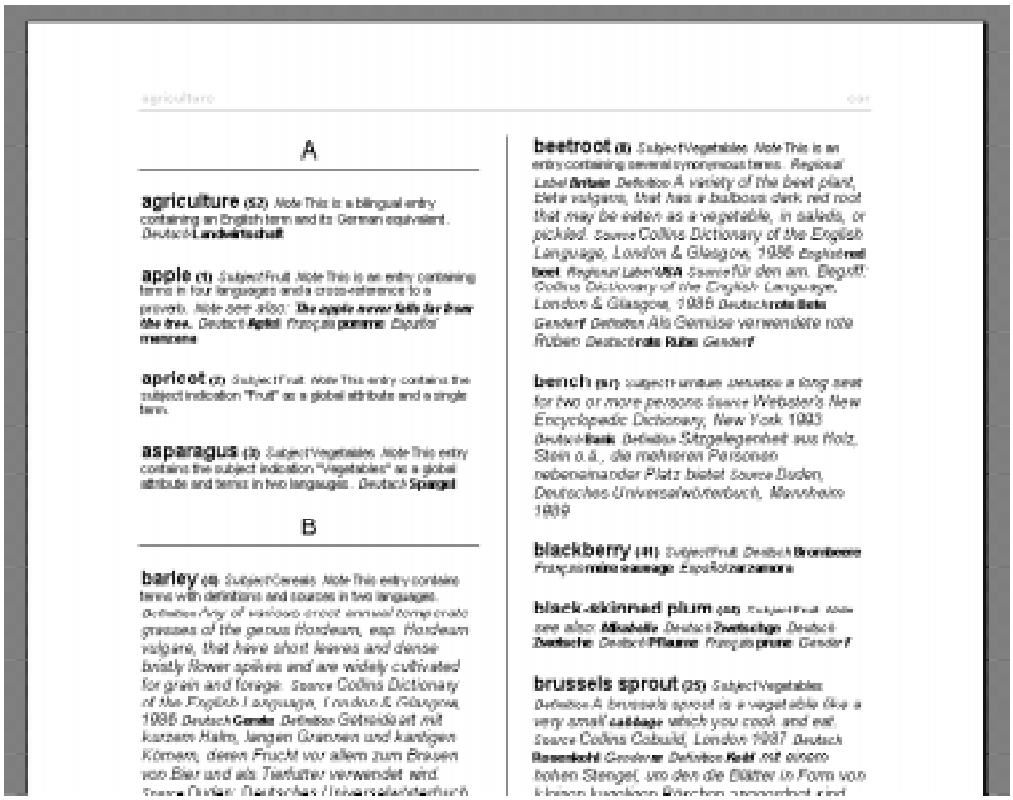
8. If desired, define a filter as described in the "Filtering Entries" chapter, and activate it so that a check mark (✓) appears in front of the **Filter Active** option in the **View** menu. Otherwise, look at the **View** menu to see if the filter is active and deactivate it if necessary so that no check mark (✓) appears in front of the **Filter Active** option.

9. To start the actual export, from the **File** menu, select the **Export All Entries...** command. (For technical reasons, you *cannot* use the **Export This Entry** command for an RTF export.) The **Export with filter** or **Export without filter** dialog appears on your screen, and the standard Windows **Save As** file dialog opens on top of it.

10. Select the desired drive and folder/directory for your export file. Then select the **RTF file (*.rtf)** entry from the **Save file as type** drop-down list. This is *very* important to ensure that the file is created correctly. Type in the desired file name. MultiTerm automatically adds the *.RTF extension to the file name if necessary.

11. Confirm by clicking on **OK**. The export is now performed. When the export finishes, you are automatically returned to the currently displayed entry in your database. The message line tells you that the export finished successfully and how many entries were exported.

You can now open the exported file in your word processor. You may need to specify Rich Text Format as the file format so that your word processor can correctly read the file.



A

agriculture (52) *Note* This is a bilingual entry containing an English term and its German equivalent. *Deutsch* **Landwirtschaft**

apple (1) *Subject* Fruit *Note* This is an entry containing terms in four languages and a cross-reference to a private. *Note see also:* **The apple never falls far from the tree.** *Deutsch* **Apfel** *Français* **pomme** *Español* **manzana**

apricot (2) *Subject* Fruit *Note* This entry contains the subject indication "Fruit" as a global attribute and a single term.

asparagus (3) *Subject* Vegetables *Note* This entry contains the subject indication "Vegetables" as a global attribute and terms in two languages. *Deutsch* **Spargel**

B

barley (4) *Subject* Cereals *Note* This entry contains terms with definitions and sources in two languages. *Definition* Any of various erect annual temperate grasses of the genus Hordeum, esp. Hordeum vulgare, that have short leaves and dense bristly flower spikes and are widely cultivated for grain and forage. *Source* Collins Dictionary of the English Language, London & Glasgow, 1986 *Deutsch* **Gerste** *Definition* Getreideart mit kurzen Halm, langen Grannen und kantigen Körnern, deren Frucht vor allem zum Brauen von Bier und als Tierfutter verwendet wird. *Source* Duden, Deutsches Universalwörterbuch

beetroot (5) *Subject* Vegetables *Note* This is an entry containing several synonymous terms. *Regional Label* **Britain** *Definition* A variety of the beet plant, *Beta vulgaris*, that has a bulbous dark red root that may be eaten as a vegetable, in salads, or pickled. *Source* Collins Dictionary of the English Language, London & Glasgow, 1986 *English* **red beet** *Regional Label* **USA** *Source* Für den am. Begriff: Collins Dictionary of the English Language, London & Glasgow, 1986 *Deutsch* **rote Beete** *Gesetzt* Gemüse Als Gemüse verwendete rote Rübenart *Deutsch* **Rote Rübe** *Gesetzt*

bench (6) *Subject* Furniture *Definition* A long seat for two or more persons *Source* Webster's New Encyclopedic Dictionary, New York 1993 *Deutsch* **Bank** *Definition* Sitzgelegenheit aus Holz, Stein o.ä., die mehreren Personen nebeneinander Platz bietet *Source* Duden, Deutsches Universalwörterbuch, Mannheim 1989

blackberry (10) *Subject* Fruit *Deutsch* **Brombeere** *Français* **mûre sauvage** *Español* **zarzamora**

black-skinned plum (29) *Subject* Fruit *Note see also:* **Mirabelle** *Deutsch* **Zwetschge** *Deutsch* **Zwetsche** *Deutsch* **Pflaume** *Français* **prune** *Gender* **f**

brussels sprout (25) *Subject* Vegetables *Definition* A brussels sprout is a vegetable like a very small **cabbage** which you cook and eat. *Source* Collins Cobuild, London 1987 *Deutsch* **Rosenkohl** *Gender* **m** *Definition* **Kohl** mit einem hohen Stengel, um den die Blätter in Form von

Figure 81: Example of a Dictionary Created by MultiTerm in Rich Text Format

Notes for WordPerfect and Ami Pro Users

Unfortunately, WordPerfect and Ami Pro can only handle a fraction of the RTF formats offered by Microsoft Word. This means that you cannot simply use the `RTF.MDX` (export definition) and `MTW4WIN.RTX` (RTF header) files described above with these programs. Instead, you will need to use the "slimmed down" versions of these files, which are included on the "Macros and Tools" diskette included with MultiTerm. In particular, these files are as follows:

- WordPerfect: `WPRTF.MDX` (export definition) and `WPRTF.RTX` (RTF header), in the `\WPWIN` directory.
- Ami Pro: `APRTF.MDX` (export definition) and `APRTF.RTX` (RTF header), in the `\AMIPRO` directory.

Copy the appropriate files to your MultiTerm installation directory (`C:\TRADOS\MTWPLUS` by default), and use them instead of the `RTF.MDX` and `MT4WIN.RTX` files mentioned above. Also note that both of these word processors can take some time to open RTF files (Ami Pro is approximately four times slower and WordPerfect is approximately 30 times slower than Microsoft Word). In any case, it is recommended that Microsoft Word be used for creating professional-looking dictionaries whenever possible.

Importing Entries

MultiTerm '95 Plus's import function is the flip side of the export function described in the previous chapter. This part of the program allows you to import data from another application program, for example your word processor. You can add any number of new entries, or you can make specific modifications to existing entries. Of course this can only work properly when you prepare the file to be imported ("the import file") in such a manner that MultiTerm can "understand" it.

Let's first look at the general prerequisites for performing a successful import into a MultiTerm database, and then work through some concrete examples of how to prepare and perform an import:

- The import file must be in ANSI or ASCII format. ANSI is the default Windows text format; ASCII is the standard DOS text format.
- The entries to be imported must follow the conventions of the "MultiTerm text format." This format will be explained in detail in this chapter.
- The hierarchical structure of MultiTerm entries must also be reflected in the import file so that the new entries are consistent with the existing entries. We will briefly review the structure of a MultiTerm entry in this chapter. For further information, see the section titled "The Entry Structure" in the "Creating a Database" chapter.
- The field names that you specified in the MultiTerm database definition must exactly match the field names used in the import file.
- If the database into which you want to import entries is protected by a password, you must be the system manager and have the database open exclusively. For instructions on opening a database exclusively, see the chapter "Using MultiTerm '95 Plus in a Network Environment."

Preparing a File for Importing into MultiTerm

The conditions listed above for a successful import are explained in detail in the following sections.

Adapting Entries to MultiTerm Text Format

To import entries from a file created in another application into your MultiTerm database, you must first make the entries conform to MultiTerm text format. We will therefore first of all explain exactly what MultiTerm text format looks like. The principle is simple:

- The individual entries in an import file are separated from one another by two asterisks (**) on one line.
- Each field in an entry, for example a term, definition, or gender specification, appears on a separate line. The field contents are preceded by the field name in angle brackets.

This means that the import file must appear as follows for MultiTerm to be able to understand it:

```
**¶
<Field Name>Field Contents¶
<Field Name>Field Contents¶
...
<Field Name>Field Contents¶
**¶
```

```
<Field Name>Field Contents¶
<Field Name>Field Contents¶
...
<Field Name>Field Contents¶
**¶
etc.
```

The following is an example of an entry in MultiTerm text format exported from the SAMPLE.MTW database. We created this example by exporting the database using the predefined BACKUP.MDX export definition described in detail in the previous chapter. For simplicity's sake, we did not export any system fields except the Entry Number. The result of the export appears as follows:

```
**
<Entry Number>58¶
<Subject>Fruit¶
<English>quince¶
<Definition>The acid tasting fruit of the ^quince tree^, much used
in preserves.¶
<Source>The Collins Dictionary of the English Language,
London & Glasgow 1986¶
<Deutsch>Quitte
<Gender>f¶
<Definition>Frucht des ^Quittenbaum^s¶
<Source>Duden, Deutsches Universalwörterbuch, Mannheim 1989¶
```

Conforming Entries to the MultiTerm Entry Structure

In order for imported entries to be consistent with the entries in the MultiTerm database, you must conform the structure of the entries being imported to the MultiTerm entry structure. Here we will briefly review MultiTerm's hierarchical entry structure and explain the meaning of the sequence of fields in an entry. For more information, see particularly the section titled "The Entry Structure" in the "Creating a Database" chapter, as well as the "Editing Entries" chapter:

- **Entry Header:** The entry header contains system fields for general administrative information like Creation Date and Entry Class. If these fields are missing from your import file, MultiTerm will generate them automatically during the import. The example above contains the *Entry Number* system field.

- **Global Attributes:** Global attributes contain classifying information that applies to the entire entry and therefore appears directly below the Entry Number and before the terms in the various languages. The example above contains the global attribute *Subject* with the contents *Fruit*. Of course, a global attribute is not required in order for MultiTerm to be able to import an entry. However, if you want to import subject specifications, for example, they should appear at the beginning of each entry being imported.

- **Global Text Fields:** Global text fields contain free-format text that applies to the entire entry and therefore, like global attributes, appear before the actual terms. The example above does not contain any global text fields.

- **Index Fields:** Index fields contain the terms in the various languages. The example above contains the index fields *English* and *Deutsch*. The names of these fields depend on your individual database definition.

- **Term Attributes:** Term attributes contain classifying information about individual terms. In the example above, the specification *<Gender>f* is a term attribute for the German term *Quitte*.

- **Text Fields:** Text fields contain additional free-format information about individual terms. The example above contains two text fields, *Definition* and *Source*, used for both the English and the German terms. Of course, the same applies here as with other fields: text fields are not required below each term; they can even be completely omitted.

- **Text Attributes:** Text attributes contain classifying information about the individual text field to which they apply. The example above does not contain any text attributes.

When preparing an import file, keep in mind that MultiTerm can only read it correctly when the following conditions are met at the entry and file level:

- Your import file may not use more than 20 different index fields for a maximum of 20 different languages.
- Your import file may not use more than 62 different text fields.
- Your import file may not use more than 30 different attribute fields.
- Each entry may contain exactly one entry header with system fields like *Creation Date* or *Entry Class*.
- All non-system fields may occur multiple times in one entry. For example, the index fields <*English*> and <*Deutsch*> may be used any number of times to represent synonyms.
- An entry may contain no more than 32,000 characters in a maximum of 500 fields.

When reading entries from an ANSI or ASCII file into a database, MultiTerm uses the implicit hierarchy described above to order the fields in each entry. Text fields and attribute fields that appear at the beginning of the import entry are interpreted as global attributes and global text fields. Text fields and attribute fields that follow an index field are assigned to that index field. This means that your import file must contain information in the correct sequence so that MultiTerm can correctly recreate the structure of the entries. We would like to illustrate this concept with an example.

Let's assume that you want to import a text file that also contains subject specifications. As explained earlier, this kind of information is best contained in an attribute field. Since subject specifications normally apply to the entire entry, this attribute field should be attached to the Entry Number, which MultiTerm uses to represent the entry and which is automatically created during the import if necessary. That is, a subject specification is a classical global attribute. Let us further assume that a typical entry from your import file appears as follows:

```
**
<English>strawberry
<Subject>Fruit
<Deutsch>Erdbeere
**
<English>car
<Subject>Mechanical Engineering
<Deutsch>Auto
...
```

In this example, the subject specification does not appear at the beginning of the entry, that is, immediately following the two asterisks, but rather after the field *English*. This means that MultiTerm would not import it as a global attribute, but rather, subordinate to the *English* field as a term attribute. To import the above entries as desired, the subject specifications would have to appear immediately after the line containing the two asterisks.

Conforming Field Names to the Database Definition

As a final step in preparing a file for importing, you must conform the field names in the import file to the field names in the database into which you are importing the file. As described in the "Creating a Database" chapter, field names are individually specified in the database definition. If you want to import a file into an existing database, you must adapt the field names in the import file to match the field names in the database definition. If, on the other hand, you want to create a new database on the basis of the import file, you must specify the corresponding field names in a new database definition as described in the "Creating a Database" chapter.

One exception are the system fields that MultiTerm automatically generates: *Creation Date*, *Created By*, *Change Date*, *Changed By*, *Entry Class*, and *Entry Number*. If your import file includes administrative data that you would like to put in one of these system fields, you must conform the field name in the import file to the corresponding MultiTerm field name. For example, MultiTerm could not recognize a field named *Changed On*; this field must be called *Change Date*.

To illustrate this with an example, let's assume that you want to import a text file into an existing database. In the definition of the MultiTerm database into which you want to import the text, you have defined the index field *Français*. However, in the text file, you've used the field name *French*. In this case, MultiTerm will not be able to correctly import the text file, since there is no way for it to "know" that these are actually the same field. MultiTerm would not recognize the French terms since the field name in the database is different from the field name in the import file. In this case, the field name and its contents would be interpreted as a continuation of the text in the most recent correct field. After the import, a sample entry would appear as follows:

car
Source The Collins Dictionary of the English Language, London & Glasgow 1986
<French>bagnole
Automobil *long form*
Source Duden, Deutsches Universalwörterbuch, Mannheim 1989
<French>voiture
...

In this example, MultiTerm ignored the fields in the import file with the field name <*French*> and simply attached them as normal text to the preceding *Source* fields. To avoid this kind of situation, you must ensure that the field names in the database definition are one hundred percent identical to the field names in the import file. *Note that field names are case-sensitive.*

Example: Conforming a Word List to the MultiTerm Text Format

We would now like to use a simple example to show you how you can adapt an existing file to conform to the MultiTerm text format described above. Let's assume that you have thus far managed your terminology as word lists in your word processor. The word list has the following format:

```
¶
book                →    Buch·[ODB]¶
card·index·box      →    Karteikasten·[ODB]¶
wastepaper·basket   →    Papierkorb·[ODB]¶
desk                →    Schreibtisch·[ODB]¶
dictionary          →    Wörterbuch·[Martha]¶
```

So the word list consists of English terms and their German translations separated into two columns by a tab character (→). Each German translation is followed by a space (·) and the source of the translation in square brackets. A paragraph mark (¶) follows each word pair.

Each line in the above word list therefore theoretically corresponds to one entry in a MultiTerm database. However, the file cannot be imported as is, since it is not in MultiTerm text format.

We would therefore like to show you how you can convert the above word list so that it can be imported. Follow these steps:

1. If you have not yet defined a database into which you can import the above word list, you should do so now. Since the word list has three different data categories, you must define at least three corresponding fields in your database, for example the index fields *English* and *German*, as well as a text field *Source*.

2. To import the word list, you must convert it to the MultiTerm text format. The goal is to change the word list so that it looks like the following:

```
**¶
<English>Term¶
<German>Term¶
<Source>Text¶
**¶
<English>Term¶
<German>Term¶
<Source>Text¶
**¶
```

You can carry out this conversion in most word processors by clever use of the **Replace...** command in the **Edit** menu. Let's look at how such a conversion might be accomplished.

3. As a first step, you could replace the carriage return (¶) at the end of each line with the string ¶**¶<English>. This has two effects: each line in your list will be interpreted by MultiTerm as a separate entry, and each item in the left column of your table will be assigned to the *English* index field, which we added to the database above. If you are not yet familiar with searching for and replacing special characters, please refer to your word processor's documentation or online Help. Once you have completed the replace, you will see the following intermediate results:

```
**¶
<English>book          →     Buch·[ODB]¶
**¶
<English>card·index·box→     Karteikasten·[ODB]¶
...
```

4. The tab character (→) separates the left column with the English terms from the right column with the German translations. If you now replace the tab character with the string ¶<German>, the German term will be on a line by itself and will be assigned to the *German* index field. The results of this second replace look like this:

```
**¶
<English>book¶
<German>Buch·[ODB]¶
**¶
<English>card·index·box¶
<German>Karteikasten·[ODB]¶
...
```

5. Now you can replace the space and left square bracket (" [") with the string ¶<Source>. This causes the source reference to appear on a line by itself and to be assigned to the *Source* text field, just as the MultiTerm text format requires. The results look like this:

```
**¶
<English>book¶
<German>Buch¶
<Source>ODB]¶
**¶
<English>card·index·box¶
<German>Karteikasten¶
<Source>ODB]¶
...
```

6. Finally, you can replace the closing square bracket ("]") with nothing, effectively deleting this character from your text. The MultiTerm text format is now complete: each item from your word list now appears in a separate paragraph as a field name in angle brackets followed by the corresponding field contents. So your text now looks like this:

```
**¶
<English>book¶
<German>Buch¶
<Source>ODB¶
**¶
<English>card·index·box¶
<German>Karteikasten¶
<Source>ODB¶
...
```

7. Save this file as ANSI text, often called Windows text or "Text Only", with the *.TXT file extension. This ensures that MultiTerm can read your text file correctly.

> **Note**
>
> The key to successful data conversion is consistent formatting of the original document. A missing carriage return or an extra tab character can cause the data to be incorrectly converted and imported. It is therefore recommended that you review your data for inconsistencies before and after the conversion.

Now that you have converted your word list, you are ready to import it into MultiTerm.

Setting the Import Options

The prerequisite for performing an import is that the import file must be in MultiTerm text format. This was explained in detail in the previous section. In order to start an import in MultiTerm, the database into which you want to import the text file must be opened exclusively by the system administrator; otherwise, the **Import...** command will be grayed out in the **File** menu. How to open a database exclusively is described in the chapter "Using MultiTerm '95 Plus in a Network Environment." You also have the option, before starting the import, of setting a filter to control the import. You can set a filter using the **Define Filter...** and **Filter Active** commands in the **View** menu. The "Filtering Entries" chapter includes several detailed examples of filters.

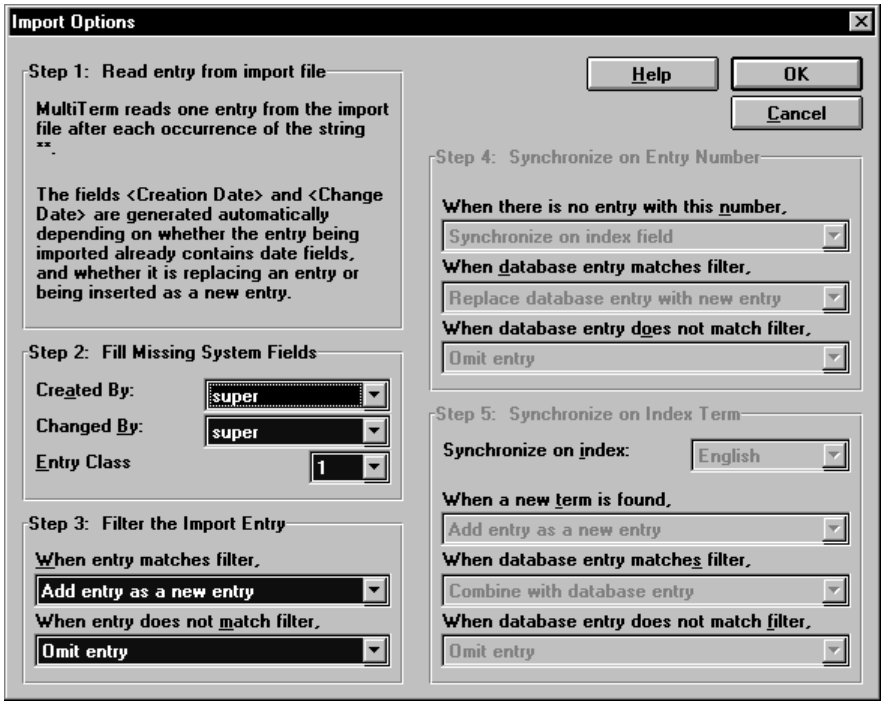


Figure 82: The Import Options Dialog

> **Note**
>
> Before starting the actual import, we recommend that you make a backup copy of the database into which you are importing. Then, if the import does not yield the desired results, you can always revert to the original database and try again. The text file you are importing is not changed by MultiTerm, so you do not need to make a backup copy of it.

Once you have made all the necessary preparations, you are ready to begin. Select the **Import...** command from the **File** menu. The **Import Options** dialog appears.

Let's go through this dialog step by step. You see that MultiTerm performs up to five steps, labeled "Step 1" to "Step 5", during an import. Let's use an entry from the import file we created in the last section as an example to illustrate Steps 1 and 2:

```
**¶
<English>book¶
<German>Buch¶
<Source>ODB¶
```

As you can see, this entry has no entry header containing administrative information; the entry contains only terms and a source reference. **Step 1** of MultiTerm's import function therefore automatically creates the system fields *Creation Date* and *Change Date*, since these fields are missing from the entry being imported. Today's date is used for both dates. If this administrative data were preset in the import file, MultiTerm would of course use the imported dates instead.

Step 2 adds the system fields *Created By*, *Changed By*, and *Entry Class*, which are also missing from the above example. While only the system administrator can perform an import, the entries being imported may well come from another colleague. The second step of the import therefore lets you specify any valid user ID and Entry Class for the entries being imported. For more information on these system fields, see the chapter "Using MultiTerm '95 Plus in a Network Environment." To change a value, open the corresponding drop-down list and select the desired user ID or Entry Class. If the fields *Created By*, *Changed By*, and *Entry Class* are already present in the entry being imported, they are used as is, unless a filter is set that prevents this.

> **Note**
>
> If you have not yet defined any network options for your database, only the *super* user ID is available for automatic filling of the *Created By* and *Changed By* fields.

Step 3 lets you specify exactly what happens to the individual entries during the import. You determine the following:

- Whether all the entries in the import file should be imported.
- Whether the entries in the import file should be filtered so that they are not added to your database unexamined.
- Whether the entries being imported should be "synchronized" with existing database entries in **Step 4** or **Step 5**. Synchronized entries can be combined, or existing entries can be replaced with entries from the import file.

We will explain just how the different import options work together using four concrete case studies. Each case begins with a discussion of a typical set of requirements that might occur before an import. The import options to meet these requirements are then specified. We assume in all cases that you have already made the settings required by Steps 1 and 2 of the **Import Options** dialog, as described above. After the case studies, we present an overview of the individual import options and their meanings.

Case 1: Import All Entries without Filtering

Let's assume that you have just created a new database in MultiTerm. In this case, you may want to import the file into this new database without a detailed examination of the entries being imported.

Follow these simple steps to completely import a file into your database:

1. Open the database into which you want to import the entries if it is not already open.
2. Look at the **Filter Active** option in the **View** menu to determine whether the filter is active. If necessary, deactivate the filter so that no check mark (✓) appears in front of this option.

3. From the **File** menu, select the **Import...** command. The **Import** options dialog appears on your screen. As you see, MultiTerm divides the import into as many as five steps. Steps 1 and 2 were described above; in our case, only Step 3 is relevant. From the "When entry matches filter" drop-down list in Step 3, select the **Add entry as a new entry** option. Since you just deactivated the filter, all import entries are considered to match the filter, so this will import all entries into your database. Confirm this setting and leave the **Import Options** dialog by clicking on **OK**.

4. Now refer to the "Starting the Import" section later in this chapter.

Case 2: Importing Filtered Entries

Let's assume that you have created a new database, but that you only want to import those entries from your import file that are relevant to your work. You do not want to import information that you will not need into your new database.

If you do not want to import all the fields contained in your import file into your database, you can use a filter to control which fields are imported and which are not. You can also use a filter to specify that only entries from a specific subject area be imported into your database. Similarly, a filter definition can also exclude entries from certain subject areas or certain projects from being imported into your database.

Follow these steps to perform an import using a filter:

1. Open the database into which you want to import the entries if it is not already open.

2. Define the filter you want to use. If you are not yet familiar with MultiTerm's filter function, refer to the "Filtering Entries" chapter. If you only want to import certain fields from the import file, make sure that you activate the **Only Use Matching Fields** check box in the filter definition.

3. Remember to activate the filter by selecting the **Filter Active** command from the **View** menu ([Ctrl]+[A]). When the filter is active, a check mark (✓) appears in front of this option, and a corresponding message is displayed in the message line.

   If your filter includes the logical fields *Sort Term*, *Synonym*, *Target Term*, or *Target Synonym*, make sure that you have set the desired source and target languages before performing the import.

4. Now select the **Import...** command from the **File** menu. The **Import Options** dialog appears on your screen.

5. As you see, MultiTerm divides the import into as many as five steps. Steps 1 and 2 were described above; in our case, only Step 3 is relevant. In Step 3, from the "When entry matches filter" drop-down list, select the **Add entry as a new entry** option, and from the "When entry does not match filter" drop-down list, select the **Omit entry** option. This means that all entries matching the filter will be imported into your database, and all non-matching entries will be excluded. Confirm this setting and leave the **Import Options** dialog by clicking on **OK**.

6. Now refer to the "Starting the Import" section later in this chapter.

> **Note**
>
> You can combine setting a filter with other import options. To do so, in Step 3 of the **Import Options** dialog, you would select one of the settings that will now be described in detail.

Case 3: Synchronizing on Index Term

Let's assume that you have a fairly comprehensive database that you want to modify with an import. Since terms in your database may also be in the import file, you would like to check the entries being imported before they are added to your database. MultiTerm gives you an option for this purpose that

lets you "synchronize" entries based on a language that you select. What does this mean? MultiTerm can check each entry in your import file to determine whether the terms being imported are already present in the database for the language you select. If so, MultiTerm automatically performs a duplicate handling routine to prevent any duplicate entries from getting into your database.

With this kind of an import, you can specify exactly what MultiTerm should do when it finds a term in the import file that already exists in your database. We will explain the options available below. You can also specify what MultiTerm should do with entries that contain no duplicates, that is, that contain only new terms.

Let's illustrate this on the basis of a concrete example. You want to import a terminology database on the subject of agricultural crops into your database. Your database already contains entries on this subject. There is therefore a high probability that both your database and the import file already contain the English term *potato*.

If you import all entries without any checking, after the import, you will wind up with two entries in your database for the term *potato*. However, as explained in the "Creating a Database" chapter, MultiTerm is a concept-oriented database; there should be only one entry in your database for each concept. You therefore need to avoid this duplication of entries.

For exactly this reason, MultiTerm offers you the option of "synchronizing on an index field" when importing. "Synchronizing" here means that two entries containing the same term can be combined (merged). It may be that the entry being imported for *potato* contains valuable terminological information that the entry in the database does not contain. Once combined, all this information will appear in one entry. MultiTerm simply orients itself on the term *potato* and adds all new information from the entry being imported to the existing database entry. Information that is identical in both entries, for example the term *potato*, remains unchanged, that is, it is not duplicated. This way, no information is lost, which could happen if you were to filter out (not import) entries for which a term already exists in your database. Also, after the import, all the information for one concept appears in one entry; undesired duplicates are avoided.

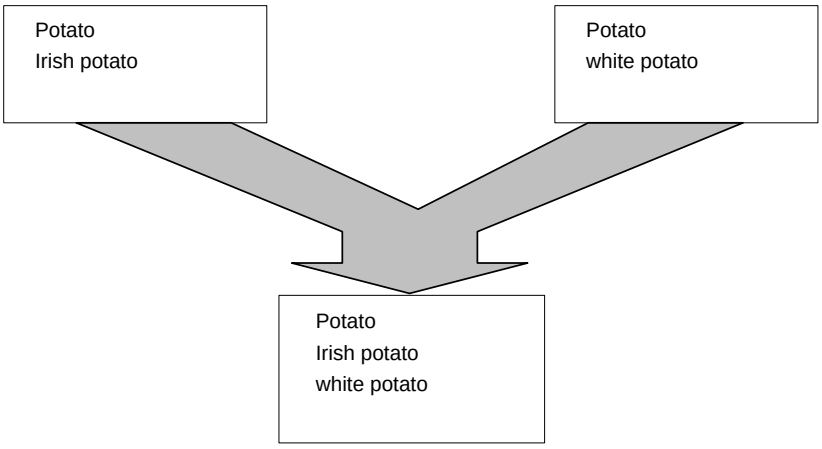


Figure 83: Synchronizing Two Entries on Index Term

This figure illustrates the process we just described. Let's assume that your database entry contains the terms *potato* and *Irish potato* as synonyms for a single concept. The entry being imported contains the terms *potato* and *white potato*. These are synonyms of the same language-independent concept. It is therefore desirable that both these entries be combined during the import rather than creating two separate entries that duplicate each other.

Follow these steps to combine database and import entries:

1. Open the database into which you want to import the entries if it is not already open.

2. From the **File** menu, select the **Import...** command. The **Import Options** dialog appears on your screen. From the "When entry matches filter" drop-down list in Step 3, select the **Synchronize on index field** command. If you set a filter—see Case 2 above—select the option

you want from the "When entry does not match filter" drop-down list. The various options are summarized in the overview later in this chapter. If no filter is set, every entry matches the filter.

3. Once you select the **Synchronize on index field** command in Step 3, the options under "Step 5: Synchronize on index term" become active. This is where you select the language that MultiTerm should use as the basis for its duplicate recognition. Select the desired language from the **Synchronize on index** drop-down list. Then, in the "When database entry matches filter" drop-down list, select the **Combine with database entry** option. Now, when MultiTerm finds a duplicate in an import entry, it will combine this entry as desired with the corresponding database entry. The options in the other drop-down lists, "When a new term is found" and "When database entry does not match filter", are described in the overview later in this chapter. Finally, confirm your settings for the import by clicking on **OK** to leave the **Import Options** dialog.

4. Now refer to the "Starting the Import" section later in this chapter.

Case 4: Synchronizing on Entry Number

Let's assume that you work at the headquarters of a large multinational company that is constantly creating new terms for new products, functions, and parts. You compile the terms in your mother tongue in a MultiTerm database, and export the new entries with their Entry Numbers at regular intervals. (To export only new entries, you filter on Creation Date as described in the "Filtering Entries" chapter.) You then send this export file to your company's branches in other countries with the request that your colleagues there add the corresponding terms, definitions and other important information in the local language.

After a while, your colleagues send back the edited export files. You can now update your existing monolingual database with the information that you have received from your foreign offices in the various languages. To do so, when importing, you synchronize the entries on Entry Number, since you originally exported your entries with this system field and can therefore let MultiTerm use it as a basis for synchronization. The result is a multilingual dictionary that is a collection of some of your company's most valuable knowledge.

You can use the following approach to coordinate your company's terminological efforts at multiple locations:

1. At regular intervals, perhaps once a month, export all entries that have been added to your database by filtering on Creation Date as described in the "Filtering Entries" chapter. Use the predefined export definition `BACKUP.MDX` for the export as described in the "Exporting Entries" chapter. Using the `BACKUP.MDX` export definition ensures two things:

   - Your colleagues will be able to easily import the entries into their databases.
   - You automatically export the *Entry Number* system field which will later be used as the basis for combining the entries from your branch offices with your own entries.

2. Send the exported data to your branch offices, asking them to translate the terms and perhaps add definitions in their local language. When finished, they should also export the file using the predefined export definition `BACKUP.MDX` and send it back to you.

3. If your colleagues followed your instructions, the entries that they returned to you will contain the *Entry Number* system field which you can now use for synchronizing the import into your database. The entries should also contain translations and definitions in the corresponding languages.

4. Import these files into your existing database. To do so, open the database into which you want to import the entries if it is not already open.

5. Check whether a filter is activated by looking at the **Filter Active** option in the **View** menu. If necessary, deactivate the filter so that no check mark (✓) appears in front of this option.

6. From the **File** menu, select the **Import...** command. In the **Import Options** dialog, from the "When entry matches filter" drop-down list in Step 3, select the **Synchronize on Entry**

Number option. This activates the options under "Step 4: Synchronize on Entry Number". Here, from the "When database entry matches filter" drop-down list, select the **Combine with database entry** command. The other drop-down lists have no effect in our example.

7. Now refer to the "Starting the import" section later in this chapter.

Follow this procedure for the files from all the branch offices, and you will have a multilingual database that efficiently represents a collection of your company's most valuable terminological knowledge.

Notes

- This approach only works when your branch offices do not add any new entries with new Entry Numbers to this database. If this cannot be ensured, it may be better to synchronize on index term (see Case 3) or to use a combination of both approaches.
- The last three cases, "Importing Filtered Entries," "Synchronizing on Index Term," and "Synchronizing on Entry Number," can be combined with all their options in any way. A summary of the individual options appears in the next section.

An Overview of Import Conditions and Options

You no doubt would like to know what the various import conditions (for example, "When entry matches filter") and options (for example, "Combine with database entry" or "Omit entry") mean. In the **Import Options** dialog shown earlier in this chapter, the individual steps are divided into groups and appear inside a border. As has already been hinted at, starting with Step 3, each of the import options represents a switch that determines which further options are available after this step. If you want to synchronize on the Entry Number or on index term, you must therefore specify this in the third step. When synchronizing on Entry Number, both Steps 4 and 5 of the dialog become active. When synchronizing on an index term, only Step 5 becomes active. Try it out: in Step 3, click on the various options in the "When entry matches filter" drop-down list and notice which options activate Step 4 and/or Step 5.

The following table explains what the individual conditions and options mean. Note that the table first lists all the *conditions* from Steps 3 through 5 of the import dialog, that is, all the items beginning with *When*. Then we explain the *options* from the drop-down lists that appear under the corresponding conditions.

Conditions	... and what they mean
When entry matches filter	First possibility: you defined and activated a filter before the import. The following options apply to all entries in the import file that fulfill the filter criteria. Second possibility: you did not set a filter. In this case, MultiTerm treats all the entries being imported as if they match the filter.
When entry does not match filter	You defined and activated a filter. The following options apply to all entries in the import file that do *not* fulfill the filter criteria. If you did not define and activate a filter, this condition has no effect.
When there is no entry with this number (under "Step 4: Synchronize on Entry Number")	The Entry Number in the entry being imported is not in the database being updated, or the entry being imported does not contain an Entry Number field. The entry being imported could therefore not be synchronized on Entry Number. This condition only appears in Step 4 of the Import Options dialog, so it can only be selected when you try to synchronize on Entry Number.
When database entry matches filter (under "Step 4: Synchronize on Entry Number")	The entry being imported was successfully synchronized on Entry Number, and the *database* entry fulfills the previously defined filter criteria. If you did not define and activate a filter, MultiTerm treats all entries that it can successfully synchronize on Entry Number as if they match the filter.
When the database entry does not match filter (under "Step 4: Synchronize on Entry Number")	The entry being imported was successfully synchronized on Entry Number, but the *database* entry does *not* fulfill the previously defined filter criteria. If you did not define and activate a filter, this condition has no effect.

Conditions	... and what they mean
Synchronize on index (under "Step 5: Synchronize on index Term")	This is where you select the index field (language) that should be used as the basis for synchronizing terms between the database and the import file. This setting is only available if you selected the "Synchronize on index field" option in Step 3 and/or Step 4.
When a new term is found (under "Step 5: Synchronize on index Term")	Based on the selected index, no term in a certain language in the entry being imported was found in the corresponding index in the database. The entry being imported could therefore not be synchronized on index term. This condition only appears in Step 5 of the Import Options dialog, so it can only be selected when you try to synchronize on index term.
When database entry matches filter (under "Step 5: Synchronize on Index Term')	The entry being imported was successfully synchronized on an index term, and the *database* entry fulfills the previously defined filter criteria. If you did not define and activate a filter, MultiTerm treats all entries that it can successfully synchronize on an index term as if they match the filter.
When the database entry does not match filter (under "Step 5: Synchronize on Index Term")	The entry being imported was successfully synchronized on an index term, but the *database* entry does *not* fulfill the previously defined filter criteria. If you did not define and activate a filter, this condition has no effect.
Options	**... and what they mean**
Synchronize on Entry Number	If the Entry Number of an entry being imported is also in use as the Entry Number of a database entry, the two entries can be combined, or the database entry can be replaced by the entry being imported. See "Case 4: Synchronizing on Entry Number" above, and the last two options described in this table.
Synchronize on index field	If a term in the entry being imported also exists in the index of a certain language in the database, the two entries with the same term can be combined, or the database entry can be replaced by the entry being imported. See "Case 3: Synchronizing on Index Term" above, and the last tow options described in this table.
Add entry as a new entry	If this option is selected, MultiTerm adds the entry from the import file to the database.
Omit entry	If this option is selected, MultiTerm does *not* add the entry from the import file to the database; the entry is simply ignored.
Write entry to the export file	If this option is selected, MultiTerm does not import the entry. Instead, it is written unaltered to a special export file. The export file has the file extension `*.MTX` and is described in the section titled "The Export File" later in this chapter.
Combine with database entry	If this option is selected, MultiTerm adds to the database entry any fields from the import file that are not yet present in the database entry. The Entry Number remains unchanged. A graphic is only added if none was yet present in the database entry. The fields Creation Date and Created By remain unchanged. The fields Change Date, Changed By, and Entry Class are copied from the entry being imported or are generated according to the values specified in "Step 2: Fill Missing System Fields".
Replace database entry with new entry	If this option is selected, the database entry is completely replaced by the entry being imported. Only the Entry Number remains unchanged.

Starting the Import

Once you have selected the desired import options, you are ready to begin the actual import. To do so, from the **Import Options** dialog, click on **OK**. Two dialogs appear on your screen. One tells you whether you have set a filter or not; the other asks you to specify the name of the file to be imported.

- The first dialog is called **Import without filter** if you have not defined and activated a filter; otherwise, it is called **Import with filter** (see "Case 1" and "Case 2" above). This gives you another chance to check whether a filter should be set for the import. If necessary, you can abort the import with the **Cancel** button, thus closing the **Open** file and **Import without filter** or **Import with filter** dialogs, and then activate or deactivate the filter as desired.

- Now determine whether the import file is in ANSI (Windows text) or ASCII (DOS text) format. If the file is in ANSI format, you must select the **ANSI file (*.txt)** option from the **List files of type** drop-down list. If the file is in ASCII (DOS text) format, select the **ASCII file (*.tx8)** option from the **List files of type** drop-down list, and MultiTerm will by default show all files with the `*.TX8` extension. If you choose the incorrect format here, language-specific special characters like umlauts or accented characters contained in the imported entries will not be displayed properly in MultiTerm.

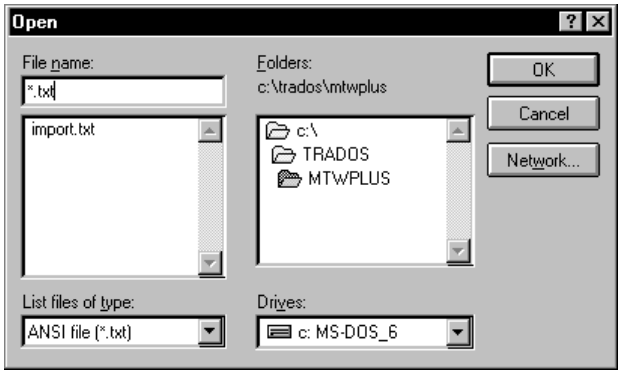


Figure 84: File Type Options for Windows (= ANSI) Text Files

- Now you can select the desired drive and directory and the desired file name and confirm by clicking on **OK**. MultiTerm asks you whether you want it to create a log of actions taken during the import. If you want a log of the import, answer **Yes**; otherwise answer **No**. The following section describes the contents of this log file.

MultiTerm starts the import and displays a count of the entries being imported. When the import finishes, you are returned to display mode, where MultiTerm shows you the first entry in alphabetical order in the current source language.

Creating a Log of Import Actions

MultiTerm gives you the option of creating a log that provides detailed information about what happened to the import entries as well as to the database during the import. This log file is in the same directory and has the same file name as the import file, but with the file extension `*.MTL` (**M**ulti**T**erm **L**og). If you want MultiTerm to create a log file, simply answer **Yes** to the corresponding question when starting the import.

If the import file is called `MYTERMS.TXT`, for example, then after the import, you will find the log file in the same directory under the name `MYTERMS.MTL`. This file tells you which settings you made before the import, and then what happened to the individual entries during the import. If the results of the import are not exactly what you expected, the log file may help you to determine what happened to any information or entries that you cannot find.

The Export File

If you selected the **Write entry to the export file** option for one or more of the import conditions, entries from the import file that meet these condition(s) are not imported, but rather are written to the so-called "export file." These entries are copied unchanged from the import file to the export file. That is, no system fields are added to the entry header, and no fields are filtered out.

The export file has the same file name as the import file, but with the file extension *.MTX (**M**ulti**T**erm e**X**port). In the previous example, the entries not imported from the MYTERMS.TXT import file would be saved in a file named MYTERMS.MTX.

Note

This export file is not to be confused with files created by the export function, which have file extensions of *.TXT or *.TX8.

Tips & Tricks

In this chapter, we want to give you a few ideas about how to get the most out of the possibilities that MultiTerm offers you. In particular, we want to show you the following:

- How to make global changes to your database. The examples include globally deleting fields with their contents from your database, globally adding constant fields to certain entries of your database, and changing field names in an existing database.
- How to specify parameters for database name, user ID, and password when starting MultiTerm.
- How to work with special characters in MultiTerm so that you can manage terminology in languages containing non-Latin characters.

Global Changes

We consider global changes to be changes that affect the *entire* database. For example, such a global change would be to delete a field that you no longer need, together with its contents, from the entire database. Another example would be if you would like to add a constant field to selected entries in your database, perhaps inserting a subject specification after the entries have been created. Or you might want to globally change the field name or field contents of a certain field.

All of these operations can be accomplished by combining the filter, export, and import functions that you have already seen in preceding chapters. You use the filter function to select all the entries that you want to change or all the fields that you want to delete. The export function allows you to add fields and change field names. Finally, the import function allows you to combine entries and to fill in missing system fields.

We recommended in all cases that you make a backup copy of your original database before making any global changes. If for some reason the global changes do not give the desired results, it is often easier to start over with the unchanged database than to try to reverse undesired changes.

We will now use a few examples to show you how to make global changes. We assume that you are a fairly experienced MultiTerm user, in particular that you are familiar with the filter, export, and import functions. For information on these functions, see the corresponding chapters: "Filtering Entries," "Exporting Entries," and "Importing Entries."

Example 1: Globally Deleting Fields from a Database

If you want to delete fields from your database definition and select the **Change Database Definition...** option from the **File** menu, you will find that index, text, and attribute fields can be added at any time, but not deleted. MultiTerm does not allow you to delete field names from the database definition because otherwise the field contents would still be present in your entries, but MultiTerm would no longer be able to associate the contents with field names. To ensure that fields are only deleted when their corresponding field contents are also deleted, you must perform an export in which you suppress the fields that you want to remove from your database. Afterwards, you re-import the entries, replacing the existing entries with the entries in which the fields were suppressed. We will now use an example to illustrate this procedure step-by-step.

Let's assume that you want to delete the text field *Note* from your database. Follow these steps:

1. From the **View** menu, use the **Define Filter...** command to set a filter that matches all entries from which you want to delete the *Note* field. In our case, the filter definition should appear as follows:

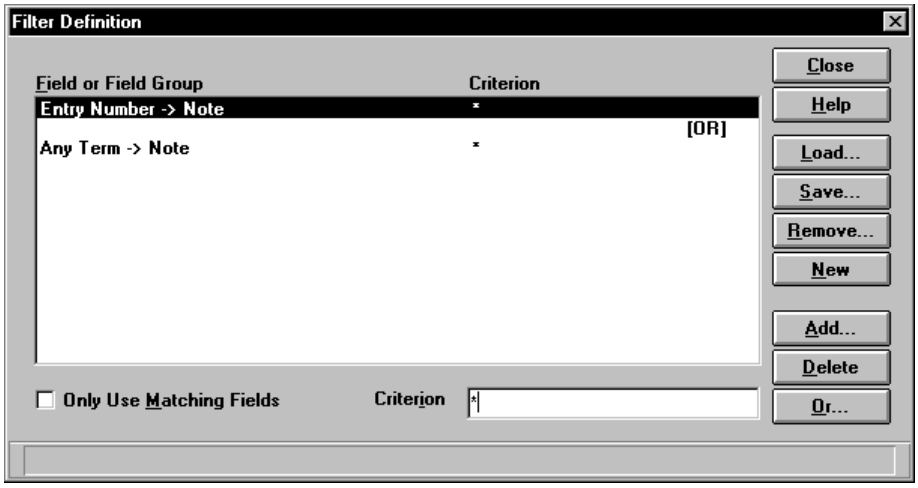


Figure 85: Filter Definition for Step 1

This filter matches all entries that contain the text field *Note* either as header information or subordinate to any term. Make sure that you have *not* activated the **Only Use Matching Fields** filter option, and confirm your filter definition by clicking on **Close**.

2. If the filter is not yet active, activate it so that a check mark (✓) appears in front of the **Filter Active** option.

3. To define the export, select the **Define Export...** command from the **File** menu. The **Export Definition** dialog opens. You want to export the filtered entries in MultiTerm text format so that you can easily re-import them later. To do so, load the predefined export definition `BACKUP.MDX` as described in the "Exporting Entries" chapter.

   To prevent MultiTerm from exporting the *Note* field, this field must first be added to the export definition so that it can then be suppressed. This means that the export definition must contain the following fields in addition to the default fields:

```
Entry Number -> Note
Entry Number -> Note -> Any Attribute
...
Any Term -> Note
Any Term -> Note -> Any Attribute
```

   You can add these fields as usual from the **Select Field or Field Group** dialog, which you reach via the **Add...** button in the **Export Definition** dialog.

   In the above example, we also included the field type *Any Attribute* so that any attribute fields are subordinate to a *Note* field will also be omitted during the export.

   Now, turn off the **Export Field Name** and **Export Field Contents** options for these four fields by deactivating the corresponding check boxes in the **Export Definition** dialog. Then, confirm your export definition by clicking on **Close**.

4. Start the export by selecting the **Export All Entries...** command from the **File** menu. This opens the **Export with filter** and **Save As** dialogs. Specify a file name for the export file as usual. This file will contain all filtered entries; each entry will contain all fields except the *Note* field and its attributes.

5. After the export completes, deactivate the filter so that there is no longer a check mark (✓) in front of the **Filter Active** option in the **View** menu. The import in the next step assumes that the filter always matches.

6. Re-import the text file. From the **File** menu, select the **Import...** command. The **Import Options** dialog appears on your screen. In Step 3 of this dialog, under the "When entry matches filter" condition, select the **Synchronize on entry number** import option. This gives you access to Step 4 of the dialog.

7. In Step 4, under the "When database entry matches filter" condition, select the **Replace database entry with new entry** import option. This causes the entries from the import file, which no longer contain the *Note* field, to overwrite the database entries which do still contain this field. Under the other two import conditions, "When there is no entry with this number" and "When database entry does not match filter", select the **Omit entry** option.

8. Start the import by first clicking on **OK** to confirm the settings you made in the **Import Options** dialog, then selecting the previously created export file as the import file, and then once again clicking on **OK**. MultiTerm now starts the import and replaces all the database entries that have the *Note* field with entries from the import file that no longer contain this field.

> **Note**
>
> The approach outlined in this example quickly deletes all occurrences of a field from your database, but it does not change the database definition. If you want to remove the field from the database definition as well, you must first export *all* database entries (without a filter), suppressing any fields you want to delete. Then, create a new database based on the existing database but deleting fields from the definition as desired. Finally, re-import the export file into the new, empty database. See also the similar Example 3 later in this chapter.

Example 2: Globally Adding Fields to a Database

You can add a new field to a database definition at any time as described in the "Changing a Database Definition" section of "Creating a Database" chapter. This field is then available when creating new entries. However, if you want to add a field to a series of entries that already have been created, you can use the following procedure.

Let's assume that during a certain time frame you only created terminology for a specific customer and you would now like to add a corresponding attribute field. The basic approach is this: use a filter to select all the entries to which the field should be added. Use the export function to add the field to these entries. Re-import the entries, combining the modified entries with the original entries. Combining the entries will add the new fields to the original entries as desired. Follow these steps:

1. From the **View** menu, select the **Define Filter...** command. Set a filter that matches all the entries to which you want to add the field. In our case, the filter definition might appear as follows:

```
Entry Number -> Customer          !*XYZ Inc*
Change Date                       >21.11.1994
```

   This tells MultiTerm to look for all entries that do *not* have a customer of *XYZ Inc* as a global attribute and that were changed after 21 November 1994. Of course, you can make the filter more specific if necessary.

   Ensure that the **Only Use Matching Fields** filter option is *not* activated and confirm your filter definition by clicking on **Close**.

2. If the filter is not yet active, activate it so that a check mark (✓) appears in front of the **Filter Active** option of the **View** menu.

3. Define the export by selecting the **Define Export...** command from the **File** menu. The **Export Definition** dialog opens. Click on the **New** button to get an empty export list.

4. Add the *Entry Number* system field to the "Fields and Field Groups" list. First click on the **Add...** button to get to the **Select Field or Field Group** dialog, then select the *Entry Number* field from the list of system/index fields and confirm your selection by clicking on **OK**. You are returned to the **Export Definition** dialog and the following field appears in the "Fields and Field Groups" list:

   ```
   Entry Number
   ```

   For this field, turn off the **Export Field Name** option and turn on the **Export Field Contents** option by clicking on the corresponding check boxes. Under the **Export Field Contents** option, type the following string into the **Before the Field** input field:

   ```
   \n<\l>
   ```

   This causes a line break (`\n` = new line) and the field name in angle brackets (`\l` = label) to be output in front of the *Entry Number* field. Type in the following string in the **After the Field** input field:

   ```
   \n<Customer>XYZ Inc
   ```

   This causes a line break (`\n` = new line) after the Entry Number, and also generates the field that we want to add, with its contents.

5. Now click on the **Options...** button. The **Export Options** dialog appears on your screen. Activate the **Sort by Entry Number** check box if it is not already activated. This causes MultiTerm to export all the entries that match the filter without regard to the currently selected source language. Now activate the **Enclose entry in** check box and type the following string into the **Before the Item** input field:

   ```
   \n**
   ```

   This ensures that the import function will later be able to determine where a new entry begins. Leave the **Export Options** by clicking on **Close**. You are returned to the **Export Definition** dialog. Confirm your export definition by clicking on **Close**.

6. Start the export by selecting the **Export All Entries...** command from the **File** menu. This opens the **Export with filter** and **Save As** dialogs. Specify a file name for the export file as usual. This file will contain the entry numbers and customer attributes of all entries that match the filter. The file might look something like this:

   ```
   <Entry Number>12
   <Customer>XYZ Inc
   **
   <Entry Number>267
   <Customer>XYZ Inc
   **
   <Entry Number>399
   <Customer>XYZ Inc
   **
   ```

7. After the export completes, deactivate the filter so that there is no longer a check mark (✓) in front of the **Filter Active** option in the **View** menu. The import in the next step assumes that the filter always matches.

8. Re-import the text file. From the **File** menu, select the **Import...** command. The **Import Options** dialog appears on your screen. In Step 3 of this dialog, under the "When entry matches filter" condition, select the **Synchronize on entry number** import option. This gives you access to Step 4 of the dialog.

9. In Step 4, under the "When database entry matches filter" condition, select the **Combine with database entry** import option. This ensures that the imported entries will be combined with those entries in the database that have the same Entry Number. The desired *Customer* field will automatically be added under the Entry Number. Under the two other import conditions,

"When there is no entry with this number" and "When database entry does not match filter", select the **Omit entry** option.

10. Start the import by first clicking on **OK** to confirm the settings you made in the **Import Options** dialog, then selecting the previously created export file as the import file, and then once again clicking on **OK**. MultiTerm starts the import and adds the *Customer* field containing *XYZ Inc* to all the entries that were changed after 21 November 1994 and that do not yet have this *Customer* field.

Example 3: Changing Field Names in an Existing Database

Let's assume that you have just added the first entries to your database. You frequently used the text field *CON*, which you added to your database definition to hold the context examples for the various terms. However, in a conversation with your supervisor, it becomes clear that this field name does not contribute to the transparency of your data. You also plan to exchange data with colleagues who have called this field *Context* in their database definitions and prefer not to change it. So you want to rename your *CON* text field to *Context*. You first try to do so by selecting the **Change Database Definition...** command from the **File** menu, but here you can only change the default font for the *CON* field. The **Field Name** input field is blocked, so you cannot specify a new name.

To be able to change the field's name, several steps are required. You must first export all the entries you have created so far, then use a word processor on the export file to rename the field <*CON*> to <*Context*>, and finally import the text file into a new database in which you have defined the text field with its new name. Follow these steps:

1. Load the existing database if it is not already open.

2. If a filter is set, deactivate it so that no check mark (✓) appears in front of the **Filter Active** option in the **View** menu. No filter may be active because in the following steps we want to export all entries.

3. Define an export by selecting the **Define Export...** command from the **File** menu. The **Export Definition** dialog opens. From this dialog, load the `BACKUP.MDX` predefined export definition as described in the "Exporting Entries" chapter. This predefined export definition completely exports all entries in MultiTerm text format so that they can later be re-imported without difficulty.

4. Confirm the export definition without making any changes by clicking on **Close**. From the **File** menu, select the **Export All Entries...** command. This opens the **Export without filter** and **Save As** dialogs. Specify a file name for the export file as usual. This file will contain all the entries from your database in MultiTerm text format. After the export, you are returned to MultiTerm's display mode, and the program tells you in the message line how many entries were exported.

5. Now create a new database in which you include the *Context* text field instead of the *CON* text field. From the **File** menu, select the **Create New Database...** command. The **Database Definition** dialog opens. The configuration of your existing database is automatically copied as the basis for the new database. You can now click on the *CON* field name in the list of text fields, and then change the name in the **Field Name** input field to *Context*.

6. Once you have made this change, confirm your new database definition by clicking on **OK**. The **Save As** dialog appears for you to specify a file name for your new database. Choose a name that is up to eight characters long and contains no special characters, and be careful that you do not (yet) overwrite your existing database. Now click on the **OK** button. The dialog is closed, and your new database appears with an empty entry. This concludes our work in MultiTerm for now, but we will need it again later, so it is best to leave it active with your new database.

7. Now you must edit the export file you just created. To do so, start your word processor. From its **File** menu, select the **Open...** command. Before loading the file, be sure to select "Windows Text" as the file type, often called "ANSI Text", "Text Only", or "Text Files", and be sure to look for files with the extension `*.TXT`. You will find the text file in the directory (Windows 95/NT 4.x: folder) where your old database was stored.

8. Once the text file is loaded, you can replace all occurrences of the string <CON> with the string <Context>. From your word processor's **Edit** menu, select the **Replace...** or **Search and Replace...** command. The corresponding dialog opens. Type in <CON> as the text to be searched for and <Context> as the text to be replaced with. Select the **Replace All** option. Your word processor now goes through the text file, replacing all <CON> field names with <Context>.

9. Review two or three of the entries to make sure that the desired replacements occurred. If so, save the file as "Windows Text" (or "ANSI Text" or "Text Only"), leave your word processor, and switch back to MultiTerm.

10. Your new, empty database should still be open in MultiTerm. You now import the edited text file into this database. From the **File** menu, select the **Import...** command. The **Import Options** dialog appears on your screen. In Step 3, under the conditions "When entry matches filter" and "When entry does not match filter", select the **Add entry as a new entry** option. This ensures that all entries from your edited text file will be read into your new MultiTerm database. Confirm the import options by clicking on **OK**. The **Import without filter** and **Open** dialogs appear on your screen.

11. In the **Open** dialog, click on the directory/folder where your edited text file is located, click on its file name, and click on **OK** to confirm your selection. The edited entries are read into your database, and MultiTerm shows you how many entries are imported. This number should be the same as the number of entries exported earlier.

12. Make sure that your new database contains the desired changes, that is, that the *Context* field now appears wherever the *CON* field used to be. If so, you can use the File Manager or Explorer to delete your old database and, if desired, rename the new database to the original name.

Example 4: Globally Changing System Field Values

In this section, we want to show you how to make global changes to system field values. The basic approach is to export the desired entries, suppressing the corresponding system field. The entries are then re-imported and new values are inserted by Step 2 of the import options, **Fill Missing System Fields**.

For example, let's assume that you want to change all entries in Entry Class 7 to Entry Class 6, thus releasing entries from the Entry Class you have designated as "review status" to the one designated as "general access." Follow these steps:

1. From the **View** menu, select the **Define Filter...** command. Set a filter that matches all the entries in which you want to change the Entry Class. In our example, the completed filter definition would appear as follows:

   ```
   Entry Class          7
   ```

   This filter matches all entries that have an Entry Class of 7. If necessary, you can further refine this filter to specify a certain time frame, subject area, or project.

   Make sure that the **Only Use Matching Fields** filter option is *not* activated, and confirm your filter definition by clicking on **Close**.

2. If the filter is not yet active, activate it so that a check mark (✓) appears in front of the **Filter Active** option in the **View** menu.

3. Define an export by selecting the **Define Export...** command from the **File** menu. The **Export Definition** dialog opens. From this dialog, load the BACKUP.MDX predefined export definition as described in the "Exporting Entries" chapter. This predefined export definition completely exports all entries in MultiTerm text format so that they can later be re-imported without difficulty.

4. Delete the *Entry Class* field from the default list of fields and field groups so that it will not be exported. To do so, highlight the *Entry Class* field and click on the **Delete** button.

5. Export all the entries to a text file. Click on **Close** to leave the **Export Definition** dialog, and select the **Export All Entries...** command from he **File** menu. This opens the **Export with filter** and **Save As** dialogs. Give the export file a file name and start the export as usual. This file will contain all filtered entries with all fields except for Entry Class. After the export, you are returned to MultiTerm's display mode, and the program tells you in the message line how many entries were exported.

6. After the export completes, deactivate the filter so that there is no check mark (✓) in front of the **Filter Active** option in the **View** menu. The import in the next step assumes that the filter always matches.

7. Re-import the export file you just created. From the **File** menu, select the **Import...** command. The **Import Options** dialog appears on your screen.

8. In Step 2 of the import options, **Fill Missing System Fields**, select the new Entry Class, in our example Entry Class 6, from the corresponding drop-down list.

9. In Step 3 of the import options, under the "When entry matches filter" condition, select the **Synchronize on entry number** import option. You now have access to Step 4 of the dialog.

10. In Step 4, under the "When database entry matches filter" condition, select the **Replace database entry with new entry** import option. To be safe, under all other conditions, select the **Omit entry** import option.

11. Now start the import. Confirm your settings in the **Import Options** dialog by clicking on **OK**. Then select the file name of the previously created export file as the import file. MultiTerm imports the file, inserting an Entry Class of 6 into all entries that formerly had an Entry Class of 7.

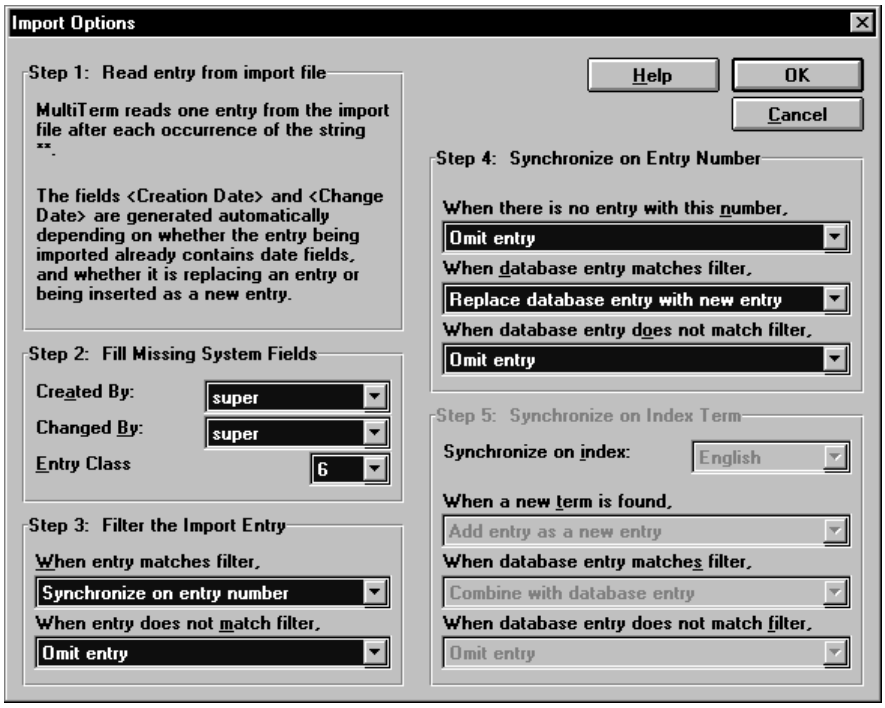


Figure 86: The Import Options for Example 4

Using Parameters When Starting MultiTerm '95 Plus

Once you have become familiar with MultiTerm, it is very likely that you will want to access the same databases repeatedly. MultiTerm automatically simplifies this by remembering the name of the previously opened database as well as the previous window position in an .INI file.

Nonetheless, especially with password-protected databases, it may seem tedious to have to tell MultiTerm who you are and what your password is every time you start the program.

To automate this task, MultiTerm allows you to specify parameters when loading the program. The following three types of parameters are available:

Database Name The complete name of the database to be opened, including the drive name and path.

User ID The user ID under which you want to log on.

Password The password for this user ID.

All parameters are optional. For example, you can omit the password so that no one else using your PC can access the database with your privileges.

> **Note**
>
> If you omit the password and the database is password-protected, you will be prompted for a password when you start the program.

When you open the database as the system administrator, you are normally asked whether you want exclusive access to the database. However, when opening the database via parameters, it is assumed that you want to open the database exclusively. If exclusive access is not available, MultiTerm assumes that you still want to open the database in normal multi-user mode.

There are two alternatives for starting MultiTerm with parameters. Each of these alternatives depend on the Windows version you are using, that is, Windows 3.1 on the one hand or Windows 95/NT 4.x on the other. Follow the steps for your Windows version.

Defining MultiTerm Startup Parameters under Windows 3.1

The first alternative is to create a separate icon in a program group for the desired database, following these steps:

1. In Program Manager, select the program group where you want the new icon to go.

2. In the Program Manger's **File** menu, select the **New...** menu item. The **New Program Object** dialog appears on your screen.

3. Select the **Program Item** option here, and confirm by clicking **OK**. The **Program Item Properties** dialog appears. Fill it in as follows:

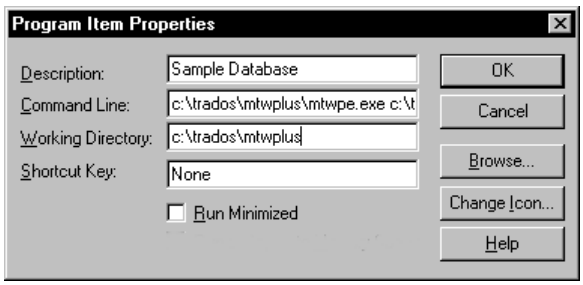


Figure 87: Program Item Properties for Starting MultiTerm with Parameters

The entire contents of the **Command Line** input field are not visible due to their length. The full command line appears as follows:

```
C:\TRADOS\MTWPLUS\MTWPE.EXE C:\TRADOS\MTWPLUS\SAMPLE.MTW super,piano
```

This example loads the `SAMPLE.MTW` database included with MultiTerm from the `C:\TRADOS\MTWPLUS` default directory, automatically logging on with a user ID of *super* and a password of *piano*.

Note that there is a comma between the user ID and password arguments. This delimiter is required because both the user ID and the password can contain multiple words. Without the comma, MultiTerm would not be able to determine with certainty what is the user ID and what is the password.

The second option is to use the **Associate...** command in the File Manager's **File** menu. Follow these steps:

1. Start File Manager, if it's not running already.

2. Select a directory where a MultiTerm database (`*.MTW` extension) is located. By default, MultiTerm sample databases are located in the `C:\TRADOS\MTWPLUS` directory. When you see a file name with the `*.MTW` extension, highlight its file name.

3. From the **File** menu, select **Associate**. The **Associate** dialog opens. Since the `MTW` extension has never been associated with any program, the **Associate With** drop-down list shows "(None)."

4. Now you can specify that all files with the `*.MTW` extension belong to MultiTerm. To achieve this, click the **Browse...** button. The **Browse** dialog opens.

5. In the **Browse** dialog, select the directory where MultiTerm's program files are installed (`C:\TRADOS\MTWPLUS` by default), and double-click the MultiTerm executable file of your choice. At press time, three different language versions of MultiTerm were available: `MTWPE.EXE` for the English version, `MTWPG.EXE` for German, and `MTWPF.EXE` for French.

6. Once you have double-clicked the desired MultiTerm executable, all files with the `*.MTW` file extension open with MultiTerm once you double-click their file name. The only disadvantage with this method is that you cannot specify a user name and password since this association applies to all MultiTerm databases.

Defining MultiTerm Startup Parameters under Windows 95 or NT 4.x

The first alternative is to create a separate icon in any folder for the desired database, following these steps:

1. Using the Explorer, select the folder where you want the new icon to go.

2. Click the *right* mouse button somewhere on a white spot inside the folder; do not click any icon the folder may contain. Windows will open a popup menu.

3. Select the **New...** menu item from the popup menu, and **Shortcut** from the submenu that opens. The **Create Shortcut** dialog appears on your screen.

4. Fill in the **Command Line** input field as follows:

Figure 88: Program Item Properties for Starting MultiTerm with Parameters

The entire contents of the **Command Line** input field are not visible due to their length. The full command line appears as follows:

```
C:\TRADOS\MTWPLUS\MTWPE.EXE C:\TRADOS\MTWPLUS\SAMPLE.MTW super,piano
```

This example loads the `SAMPLE.MTW` database included with MultiTerm from the `C:\TRADOS\MTWPLUS` default directory, automatically logging on with a user ID of *super* and a password of *piano*.

Note that there is a comma between the user ID and password arguments. This delimiter is required because both the user ID and the password can contain multiple words. Without the comma, MultiTerm would not be able to determine with certainty what is the user ID and what is the password.

5. Click **Next** to confirm your command line. Windows now asks you to select a name for the new shortcut. Enter any name here, for instance **Sample Database**, and click **Finish** to confirm. The **Create Shortcut** dialog closes, and your new shortcut appears in the specified folder.

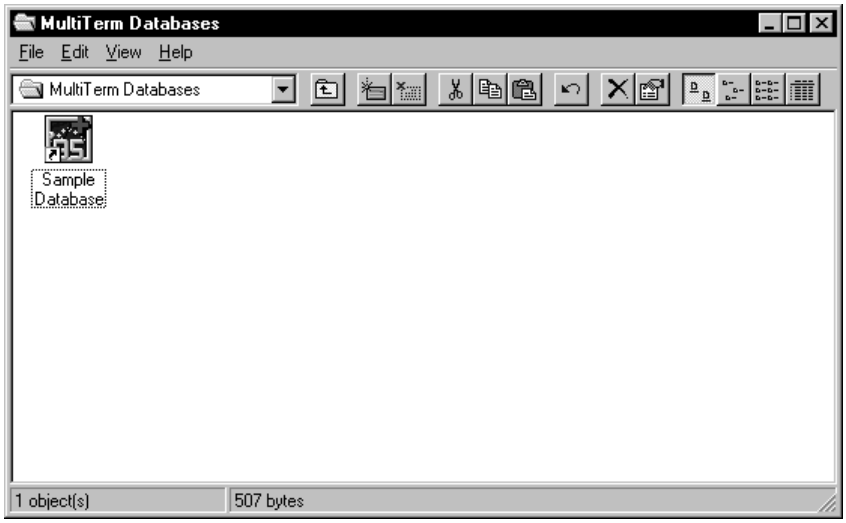


Figure 89: Finished Shortcut Definition

The second option is to define a new file type in the Windows Explorer for `*.MTW` files. Follow these steps:

1. Start the Windows Explorer, if it's not running already.

2. Select a folder where a MultiTerm database (`*.MTW` extension) is located. By default, MultiTerm sample databases are located in the `C:\TRADOS\MTWPLUS` folder. When you see a file name with the `*.MTW` extension, double-click its file name. Since Windows does not yet "know" this file type, it opens the **Open With** dialog.

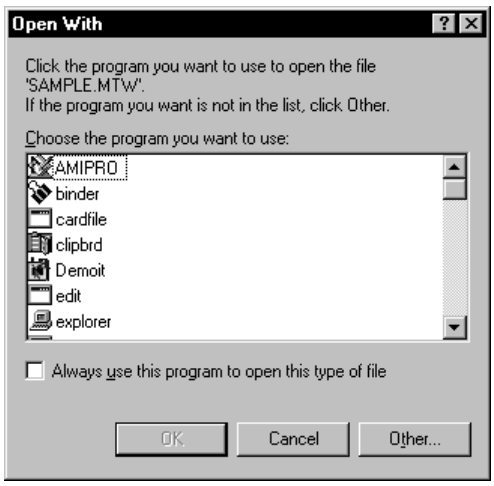


Figure 90: The Open With Dialog

3. In this dialog, you are asked to specify the program you want to use to open the specified file with the `*.MTW` extension. Since MultiTerm is not in the list of program files, click the **Other...** button to locate it yourself. The **Open With...** dialog opens.

4. In the **Open With...** dialog, select the directory where MultiTerm's program files are installed (`C:\TRADOS\MTWPLUS` by default), and double-click the MultiTerm executable file of your choice. At press time, three different language versions of MultiTerm were available: `MTWPE.EXE` for the English version, `MTWPG.EXE` for German, and `MTWPF.EXE` for French.

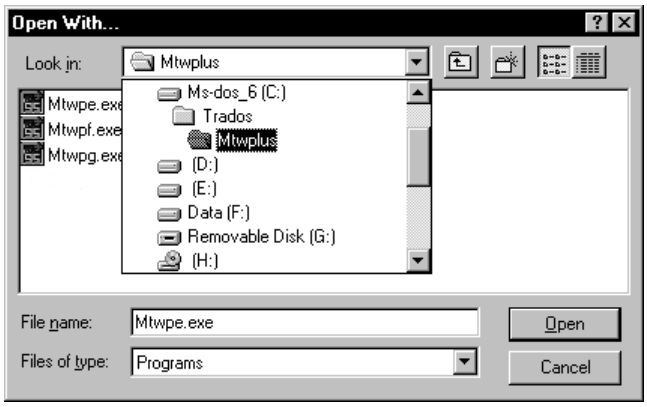


Figure 91: Locating MultiTerm's Program Files

5. Once you have double-clicked the desired MultiTerm executable, you are returned to the original **Open With** dialog, where the item `Mtwpe` (or any other MultiTerm language version you may have chosen under step 4) has been added to the list of program files. Make sure that the **Always use this program to open the file** check box is activated, and click **OK** to confirm your settings.

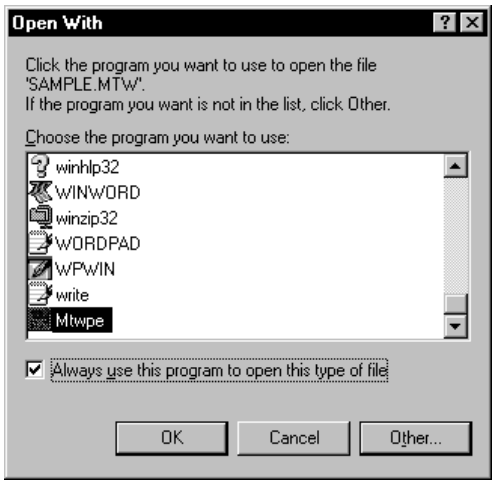


Figure 92: Finished File Type Association

6. From now on, all files with the `*.MTW` file extension open with MultiTerm once you double-click their file name in Explorer. The only disadvantage with this method is that you cannot specify a user name and password since this association applies to all MultiTerm databases.

Defining Databases Containing Special Characters

> **Note**
>
> If you would like to work with languages like Japanese or Chinese that require a so-called double-byte character set, please follow the instructions in the "Adding Index Fields for Double Byte Languages" section of the "Creating a Database" chapter.

As long as *all* the characters required by the languages in your database are contained in *one* character set, for example a character set containing both Greek and Latin characters, you can specify this single character set as the default font for all the fields in your database definition. You can change between languages as usual by pressing a particular key or key combination. (How you change languages depends on the keyboard driver and software that you use with your special character set.)

Matters become more complicated when the characters are *not* all contained in one character set. This is for example the case if you want to work with Russian, German, and French. You then must specify at least two fields in your database definition for the two different characters sets. For example, you could specify *Definition* for the Latin character set languages and *Russian Definition* for the Cyrillic character set language.

The sort order for the Western European languages is predefined. However, in order for characters in other languages to appear in the correct alphabetic sequence, you must define the sort order yourself in the database definition. We assume in the following example that you are creating a database on the basis of an existing database as described in the "Creating a Database" chapter. Follow these steps to add an index field with a non-standard sort order to this database:

1. From the **File** menu, select the **Create New Database...** option.

2. In the **Index Fields** list box, click on the index field after which you want to add the new index field with the non-standard sort order. The field name is highlighted.

3. Click on the **Add** button or press the key combination [Alt]+[A]. The cursor starts blinking in the **Field Name** input field.

4. In the **Field Name** input field, type in the name of the new index field, for example *Russian*.

5. To specify the font that will be used for displaying this index field in your entries, click on the arrow to the right of the **Default Font** field. A drop-down list opens showing the available fonts.

6. From the **Default Font** drop-down list, select a character set containing the desired special characters, for example, *CyrillicHlv* for Russian.

7. If you want to use the default sort order as the basis for your own sort sequence, click on the **Default Sort Order** button.

8. Click in the sort table with the mouse. The cursor starts blinking, and you can now enter your own sort sequence. Please keep the following rules in mind:

   - The sort sequence is determined by the sequence of lines in the table, that is, everything on the first line is sorted to the beginning, and the characters on the last line are sorted to the end of the index.
   - All the characters in one line are sorted at the same level, so upper- and lowercase letters and accented characters are normally placed on the same line. For example, in the default sort order, the characters aAäÄàÀáÁ all appear on the same line.
   - All characters not appearing in the table are ignored for sort purposes.
   - Since one character cannot be sorted at different places, each character may occur only once in the table. The editing field checks each character as you enter it; if the character already exists at another position, it is removed from the other position.
   - Press the key combination [Ctrl]+[Enter] to insert a new line.

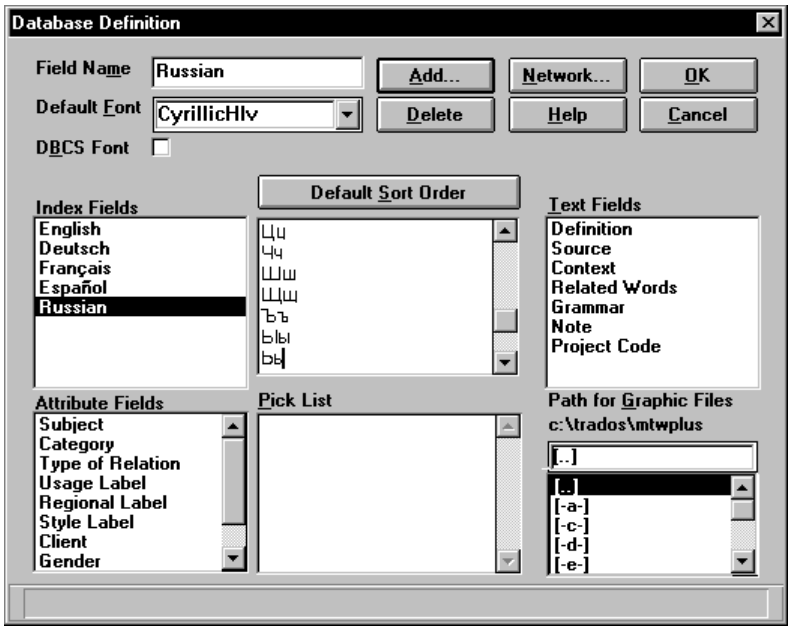


Figure 93: Database Definition Using the CyrillicHlv Character Set and a Special Sort Order for Russian

When you have finished specifying the sort sequence, continue your database definition as described in the "Creating a New Database" chapter. Conclude the definition by clicking on **OK**.

Notes

- When you are changing the definition of an existing database and an old index field is currently highlighted, the sort table can only be displayed, not changed. Sort tables can only be defined for new fields.

- If you accidentally enter a character into the sort table a second time, it is deleted from its first position since a character can only occur once in an alphabetic sequence. You should therefore double-check your sort sequence before confirming the database definition with **OK**.

Integrating MultiTerm ’95 Plus with Other Windows Applications

In many cases, you will want to use MultiTerm ’95 Plus together with another Windows application. MultiTerm allows you to do this by providing a very flexible DDE interface. DDE stands for Dynamic Data Exchange and is a Windows standard for exchanging data among Windows applications. In practice, the DDE interface allows you to access MultiTerm data from other Windows applications without MultiTerm even being visible on your screen.

Since you usually need terminology when writing or translating text, you will most often want to use MultiTerm together with a word processor. We have therefore created DDE macros for the most popular Windows word processors, namely Word for Windows (also called “WinWord”), Ami Pro 3.x, and WordPerfect 6.1. These macros are designed to make the integration between MultiTerm and your word processor as user-friendly as possible. You can use the macros, for example, to search for terms that appear in your word processor and to paste their translations with a mouse click, or you can create a professional-looking dictionary from your MultiTerm data. Of course, you can also change and enhance the predefined DDE macros according to your own requirements. The possibilities are limitless!

At press time, many desktop publishing applications (FrameMaker, PageMaker, and so on) did not support DDE. But even if you work with such applications, MultiTerm allows you to quickly locate and transfer data. In this chapter, we first explain how to install the DDE interfaces to WinWord 2.0-7.0, Ami Pro 3.x and WordPerfect 6.1. Then we show you how to best use the DDE functions. The use of the DDE interface is very similar among all of these programs. We will point out any differences at the appropriate place. The last section of this chapter explains how you can use MultiTerm’s open architecture even if your program does not support data exchange via DDE.

Installing the DDE Interface for WinWord 2.0-7.0

All the files that WinWord needs for communicating with MultiTerm via the DDE interface are contained on the “Macros & Tools” diskette included with MultiTerm. There are three subdirectories on this diskette: `WINWORD`, `AMIPRO`, and `WPWIN`.

For you as a WinWord user, only the `WINWORD` directory is relevant. This directory contains the following files:

1. **`MT4WIN20.DOT`** - Document template for WinWord 2.0; Dialog language: English
2. **`MT4WIN_D.DOT`** - Document template for WinWord 6.0/7.0; Dialog language: German
3. **`MT4WIN_E.DOT`** - Document template for WinWord 6.0/7.0; Dialog language: English
4. **`MT4WIN_F.DOT`** - Document template for WinWord 6.0/7.0; Dialog language: French

To make the **WinWord 2.0** document template available in WinWord 2.0, you must copy the `MT4WIN20.DOT` file into the WinWord 2.0 program directory (`C:\WINWORD` by default). To make the **WinWord 6.0/7.0** document template available in WinWord 6.0/7.0, you must copy the corresponding document template file to the WinWord 6.0/7.0 template directory (`C:\WINWORD\TEMPLATE` or `C:\MSOFFICE\TEMPLATES` by default).

Using the Document Template in Word for Windows 2.0

If you want to create a new document using the `MT4WIN20.DOT` document template, follow these steps to activate the template:

1. Start WinWord 2.0. From the **File** menu, select the **New...** command. The **New** dialog appears on your screen.

2. If you copied the `MT4WIN20.DOT` file into the WinWord directory as described above, you can now select the **Mt4win20** item from the **Use Template** list and confirm by clicking on **OK**. Word now displays the MultiTerm button bar described in the "Using the DDE Interface" section later in this chapter.

On the other hand, if you want to translate an existing document and still have access to the `MT4WIN20.DOT` document template, follow these steps:

1. After starting WinWord and loading your document, select the **Document Template...** command from the **File** menu. The **Document Template** dialog appears on your screen.

2. If you copied the `MT4WIN20.DOT` file to the WinWord directory as described above, you can now select the **Mt4win20** item from the **Attach Document To** list and confirm by clicking on **OK**. Word now displays the MultiTerm button bar described in the "Using the DDE Interface" section later in this chapter.

Using the Document Template in Word for Windows 6.0/7.0

Word for Windows 6.0/7.0 includes improvements to document template management. Once you have copied the file `MT4WIN_E.DOT` (or `MT4WIN_D.DOT` or `MT4WIN_F.DOT`) to WinWord 6.0/7.0's `TEMPLATE` directory, we recommend that you attach the document template in WinWord as follows:

1. Start WinWord and select the **Document Template...** menu item from the WinWord **File** menu. The **Document Template** dialog pictured below appears on your screen. As the dialog shows, WinWord 6.0 lets you attach document templates as **Global Templates and Add-ins**. We recommend that you attach the document template delivered with MultiTerm as such a global template as described in the following steps.

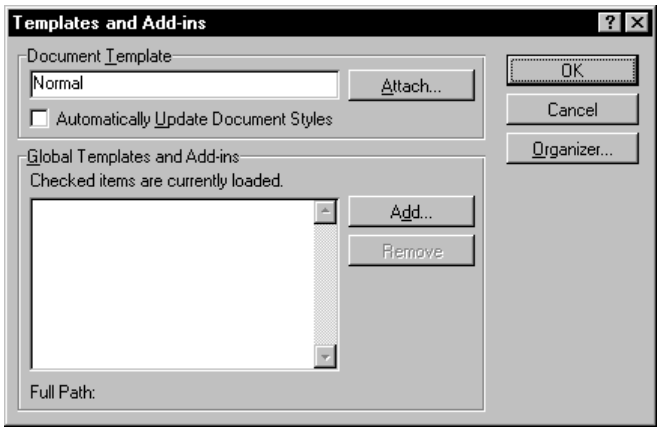


Figure 94: The Templates and Add-ins Dialog in Word for Windows 7.0

2. Click on the **Add...** button in this dialog. A list of all available document templates appears, by default those stored in the `C:\WINWORD\TEMPLATE` or `C:\MSOFFICE\TEMPLATES` directory.

3. If you copied the MultiTerm document template `MT4WIN_E.DOT` (or `MT4WIN_D.DOT` or `MT4WIN_F.DOT`) into this directory as described above, you can now select it from the list. Click on the desired document template in the list and confirm by clicking on **OK**.

4. You now return to the dialog pictured above, and WinWord automatically adds the selected document template to the list of **Global Templates and Add-ins** and activates its check box. In the future, when you start WinWord, you need only open this dialog and activate the check box next to the desired document template. Leave this dialog by clicking on **OK**.

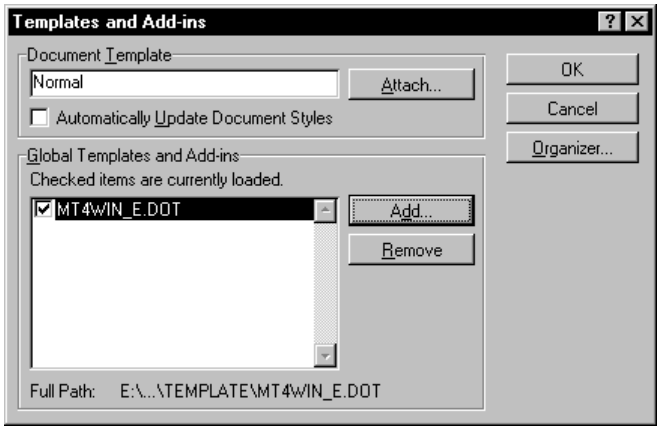


Figure 95: MT4WIN_E.DOT has been Added

5. A new toolbar should now appear in addition to those already activated. The new toolbar contains a magnifying glass, a smiling face, and various arrows. If this toolbar is not shown, you need to activate it. To do so, from the **View** menu, select the **Toolbars...** menu item and activate the **MultiTerm for Windows** check box. The MultiTerm toolbar appears. The MultiTerm buttons and all other functions are explained in the "Using the DDE Interface" section later in this chapter.

> **Note**
>
> If you want the MultiTerm template to be active whenever you start WinWord, you can copy the `MT4WIN_E.DOT` file to WinWord's startup directory (`C:\WINWORD\STARTUP` or `C:\MSOFFICE\WINWORD\STARTUP` by default). In this case, the template is automatically attached as a global template, so you do not need to attach it manually as described in steps 1–4 above. You can deactivate the template temporarily by selecting **Templates...** from the **File** menu and clearing the check box next to **MT4WIN_E.DOT**. To permanently deactivate the template, delete the `MT4WIN_E.DOT` file from the startup directory and re-start WinWord.

Installing the DDE Interface for WordPerfect 6.1

All the files that WordPerfect 6.1 needs to communicate with MultiTerm via the DDE interface are contained on the "Macros & Tools" diskette included with MultiTerm. There are three directories on this diskette: `WINWORD`, `AMIPRO`, and `WPWIN`. The directory that is relevant for WordPerfect 6.1 is called `WPWIN`. This directory contains the following files:

1. `MT4WIN_D.WPT` - Document template containing the German-language version of the DDE interface.

2. `MT4WIN_E.WPT` - Document template containing the English-language version of the DDE interface.

3. `MT4WIN_F.WPT` - Document template containing the French-language version of the DDE interface.

The `MT4WIN_E.WPT` template, as well as the other two templates, make a new toolbar available in WordPerfect. You can use this toolbar to call several MultiTerm functions directly from WordPerfect.

In addition, several new menu items are created. The new toolbar and menu items are described in detail later in this chapter.

Follow these steps to install the DDE interface:

1. Copy the `MT4WIN_E.WPT` template—and/or the other two templates—from the `WPWIN` directory on the diskette to the `TEMPLATE` directory of your WordPerfect installation (`\WPWIN\TEMPLATE` by default).

2. Start WordPerfect. To enable the interface with MultiTerm, we will install the above template as an "additional objects template." To achieve this, from WordPerfect's **Edit** menu, choose **Preferences...**. The **Preferences** dialog appears.

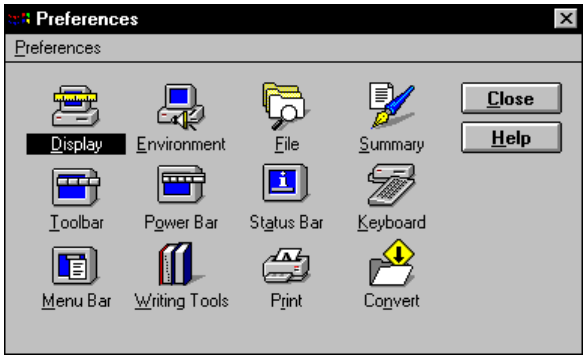


Figure 96: The Preferences Dialog in WordPerfect 6.1

3. This dialog is used to change various settings in WordPerfect. We will use it to install all MultiTerm-relevant objects, that is, the MultiTerm button bar and menu items. To first of all specify the MultiTerm template `MT4WIN_E.WPT` as additional objects template, double-click the **File** icon. The **File Preferences** dialog appears. For our purposes, select the **Templates** radio button as shown.

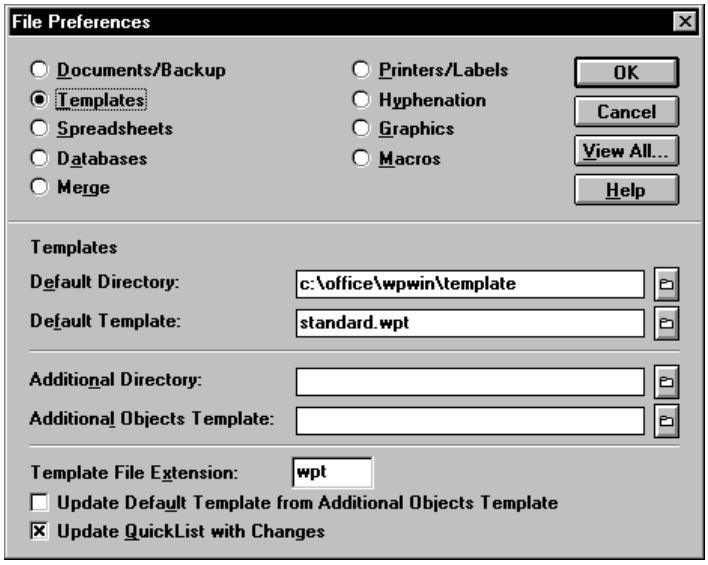


Figure 97: The File Preferences Dialog in WordPerfect 6.1

4. In the **Additional Objects Template** input field, specify the path and filename of the `MT4WIN_E.WPT` template. It's easiest to use the button to the right of the input field to achieve this. After specifying the path and filename, your screen could for example look like this:

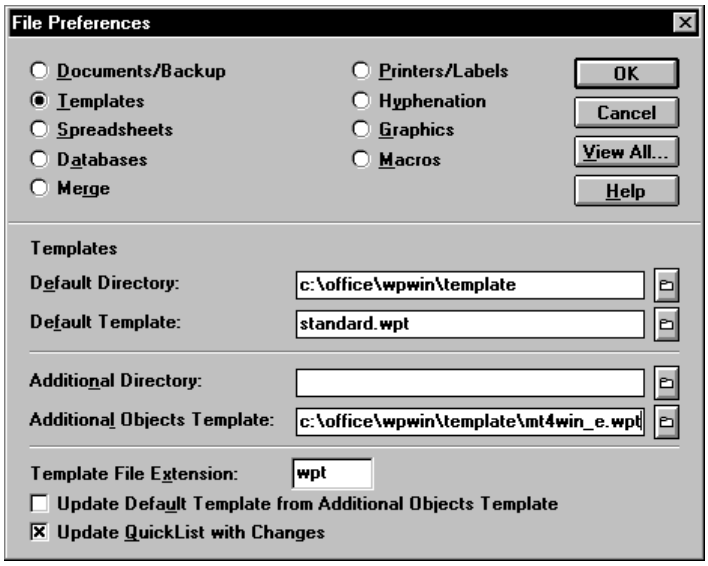


Figure 98: Specifying **MT4WIN_E.WPT** as Additional Objects Template

5. Click **OK** to confirm these settings. You return to the **Preferences** dialog. In the next steps, we will specify the special button bar and menu settings needed for interaction with MultiTerm.

6. To specify the toolbar, double-click the **Toolbar** icon. The **Toolbar Preferences** dialog appears. Select the item **MultiTerm for Windows** from the list of available toolbars.

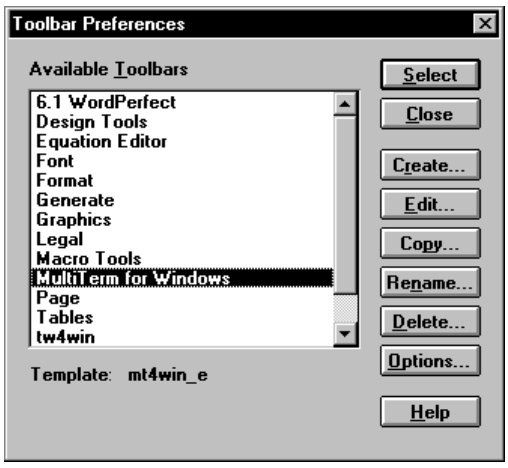


Figure 99: The Toolbar Preferences Dialog in WordPerfect 6.1

7. Click **Select** to confirm your choice. You return to the **Preferences** dialog. Now double-click the **Menu Bar** icon. The **Menu Bar Preferences** dialog appears. Again, select the item **MultiTerm for Windows** from the list of available menu bars.

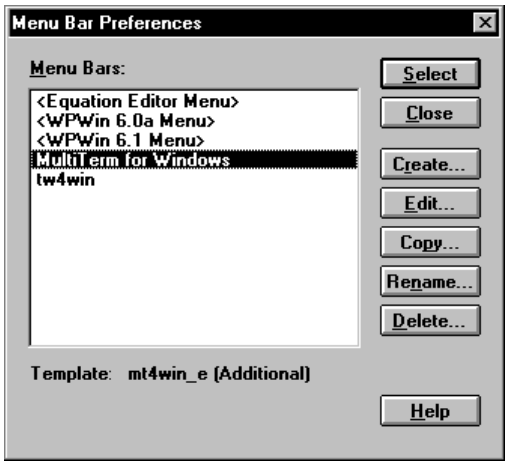


Figure 100: The Menu Bar Preferences Dialog

8. Again, click **Select** to confirm. You return to the **Preferences** dialog. If you now click **Close**, you accept all the new settings and return to WordPerfect's standard document screen. A new button bar should appear. Also, the Insert and View menus should now include MultiTerm specific commands. These functions are described in the "Using the DDE Interface" section later in this chapter.

You can also instruct WordPerfect to use the MultiTerm interface as the default template, not as additional objects template. To do so, follow these two steps:

1. After starting WordPerfect, select the **Preferences...** menu item from the **Edit** menu. Then double-click on the **File** icon. The **File Preferences** dialog opens where you can adjust various defaults. For our purposes, select the **Templates** radio button as shown.

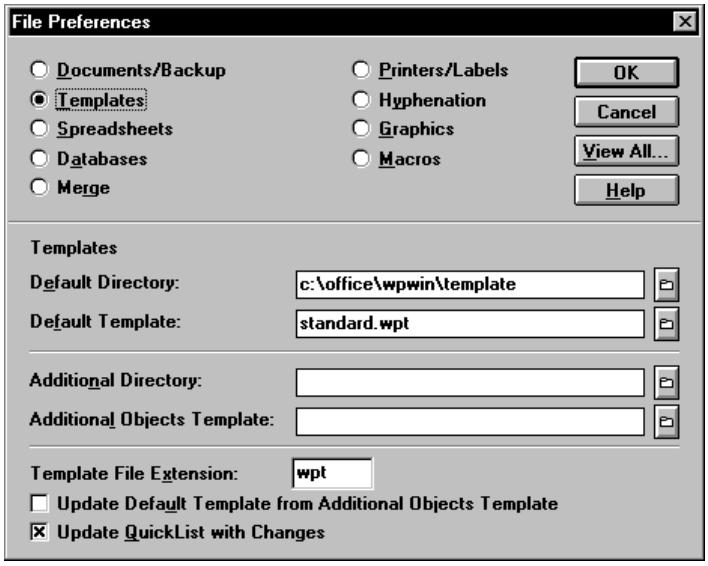


Figure 101: The File Preferences Dialog in WordPerfect 6.1

2. In the **Default Template** input field, type in `MT4WIN_E.WPT`. This instructs WordPerfect from now on to automatically load the MultiTerm template whenever you start WordPerfect or create a new document.

This completes the installation of the interface. The functions that the DDE interface offers you are described in the "Using the DDE Interface" section later in this chapter.

Temporarily De-Activating the MultiTerm Button Bar and/or Menu Items

If you would like to temporarily de-activate the special MultiTerm button bar and/or menu items at a later stage, you can do so simply by clicking with the **right** mouse button inside the desired bar, and choose another bar of your choice. You can re-activate the MultiTerm bars (all labelled **MultiTerm for Windows**) in the same way. This functionality is available at any time, always allowing you to switch between different working environments in WordPerfect, according to your needs.

Important General Notes on WordPerfect 6.1

After comprehensive testing, it has unfortunately been determined that even WordPerfect 6.1 is not completely stable. In particular, the macro language and its implementation are still problematic. This means that some of the more complex MultiTerm functions described below, especially MultiTerm Print, sometimes abort with an error message. This is caused not by an error in the macro itself, but rather by problems in WordPerfect 6.1.

We very much hope that future versions of WordPerfect will work more smoothly even with MultiTerm's more complex macros. There are no problems with day-to-day functions like "Lookup" or "Paste".

Installing the DDE Interface for Ami Pro 3.x

All the files that Ami Pro 3.0/3.1 needs for communicating with MultiTerm via the DDE interface are located on the "Macros & Tools" diskette included with MultiTerm. This directory contains three subdirectories: `AMIPRO`, `WINWORD`, and `WPWIN61`. The directory that is relevant for Ami Pro users is called `AMIPRO`. This directory has two subdirectories, `ENGLISH` and `GERMAN`. The `ENGLISH` directory contains the interface for the English-language version of Ami Pro, and the `GERMAN` directory contains the directory for the German-language Ami Pro. The following instructions are for installing the macros for the English Ami Pro, but they apply analogously to the German version as well.

The `AMIPRO\ENGLISH` directory contains the following subdirectories:

`MACROS`: This directory contains the macro files that the TRADOS developers created for exchanging data between MultiTerm and Ami Pro 3.0/3.1.

`ICONS`: This directory contains the SmartIcon bar as well as the SmartIcons themselves that Ami Pro uses to communicate with MultiTerm.

Follow these steps to enable the interface to Ami Pro:

1. Copy all the files from the `MACROS` directory on the diskette to Ami Pro's `MACROS` subdirectory on your hard drive (`C:\AMIPRO\MACROS` by default.)

2. Copy all the files from the `ICONS` directory on the diskette to Ami Pro's `ICONS` subdirectory on your hard drive (`C:\AMIPRO\ICONS` by default.)

3. When you start MultiTerm and Ami Pro, a new SmartIcon bar appears in addition to your existing SmartIcon bar. The new SmartIcon bar is called "MultiTerm" and can be selected via the SmartIcon symbol () in the status line at the lower right.

This concludes the installation of the interface. The functions available from the DDE interface are described in the next section, "Using the DDE Interface."

Using the DDE Interface

Buttons in Your Word Processor's Icon Bar

Once you have installed the DDE interface as described above and have started your word processor, you will find the following new buttons in your word processor's icon bar:

Figure 102: Toolbar in Word for Windows

Figure 103: SmartIcons in AmiPro 3.x

Figure 104: Toolbar in WordPerfect 6.1

Below are descriptions of the individual buttons, followed by an example of how you might use them in your day-to-day work. Note that MultiTerm must be running for these buttons to have an effect.

Look Up a Term ("Lookup")

This button gives you two options for looking up a term in the current MultiTerm database. Follow these steps:

Case 1: You want to look up a term that is already in your document.

1. Highlight the term.

2. Click on the button to start the search. If the term is found in the current database, it appears with its translation in your word processor's status line. If the term is not found, the next alphabetical entry appears.

Case 2: You want to look up a term without highlighting it in your document.

1. With no text highlighted, click on the button. The **Search in TRADOS MultiTerm** dialog appears on your screen.

2. Type in the term you want to look up and confirm by clicking on **OK**. If the term is found in the current database, it appears with its translation in your word processor's status line. If the term is not found, the next alphabetical entry appears.

Tips and Notes

- You can also use the Lookup function to start a global (*) or fuzzy (#) search. In WinWord 6.0 or later, to start a fuzzy search, simply activate the **Fuzzy Search** check box in the **Search in TRADOS MultiTerm** dialog. In other word processors, type the "#" before the search criterion. In all cases, after the fuzzy or global search, MultiTerm displays a hit list of matching terms as soon as the search is finished. For more information on global and fuzzy searching, refer to the chapters "Getting Started" and "Searching for Entries."

- After a fuzzy search from within Word 6.0 or higher, the hit list is displayed *in* Word itself, rather than in MultiTerm. This allows you to stay within Word even after a fuzzy search.

- In Word 6.0 or higher, the **MultiTerm Lookup** function does not only display the target term but also its synonyms, if any, in the status bar. All synonyms are separated by a semicolon (;). If a homonym is found, a corresponding message ("Homonym found") is displayed in the status bar. To browse all homonyms, use the "Next Entry" button described below.

Display Previous Entry ("PrevEntry")

This button allows you to browse backward to the previous alphabetical entry in the MultiTerm database. Proceed as follows:

- Click on the button to browse to the previous entry. The preceding term in alphabetical sequence and the term's translation appear in the status line.

Display Next Entry ("NextEntry")

This button allows you to browse forward to the next alphabetical entry in the MultiTerm database. Proceed as follows:

- Click on the button to browse to the next entry. The next term in alphabetical sequence and the term's translation appear in the status line.

Paste ("Paste")

This button allows you to paste the current field from your MultiTerm database into your document. This function is particularly useful when you have looked up a term using the button and then want to paste the translation. Proceed as follows.

- Click on the button. The contents of the current field are pasted into the document at the cursor location. If text is highlighted in your document, the highlighted text is replaced by the paste. This allows you, for example, to highlight a term, look it up with the button, and then automatically replace the term with its translation by clicking on .

Tips and Notes

- In WinWord 6.0 or higher, if there are several target synonyms for the term you last looked up, the program opens the **Select Target Term** dialog. Here you can decide which synonym you want to paste. Alternatively, you can directly activate the MultiTerm window by clicking the **Popup...** button.

- You can use the button to copy the contents of any field, for example an entire definition or context note, into your document. To browse to the other fields in the entry, use the and buttons described later in this section. The status line shows the corresponding field. As soon as the field you want appears, you can paste it into your document as described above.

Show Current Field ("ShowCurField")

This button allows you to display the current field in the MultiTerm database in your word processor's status line. This is useful, for example, if the most recently displayed word pair is no longer visible in the status line and you want to review the translation again. Proceed as follows:

- Click on the button. The contents of the current field are displayed in your word processor's status line.

> **Note**
>
> If you activated or restarted MultiTerm since the last time you looked up a term, you must look up a term again so MultiTerm can reposition its internal field pointer. The status line displays a message indicating that MultiTerm has been activated in the meantime.

Show Previous Field ("ShowPrevField")

This button allows you to move up one field in the current MultiTerm entry and display the field in your word processor's status line. Proceed as follows:

- Click on the button. Your word processor's status line displays the previous field in the current entry.

> **Note**
>
> If you are already at the beginning of the entry, a corresponding message appears in the message line.

Show Next Field ("ShowNextField")

This button allows you to move down one field in the current MultiTerm entry and display the field in your word processor's status line. Proceed as follows:

- Click on the button. Your word processor's status line displays the next field in the current entry.

> **Note**
>
> If you are already at the end of the entry, a corresponding message appears in the message line.

Call MultiTerm ("Popup")

This button allows you make MultiTerm the foreground application under Windows. Proceed as follows:

- Click on the button whenever you want to look at the MultiTerm window. This can be useful, for example, if you want to see additional information on a translation you have found.

Show Default Status Line (Only in Ami Pro 3.x)

Every time you search or browse for MultiTerm information from Ami Pro, the MultiTerm message stays in Ami Pro's status line until you start a new search or start some other operation that overwrites the status line. This means that Ami Pro's default status line remains hidden. If you want to make the default status line visible again, for example to select another paragraph format or font size, simply click on the button. This restores Ami Pro's default status line.

Example of Using the Buttons

Let's assume that you are translating a text from English to German, and that you have already set the appropriate language direction in the `SAMPLE.MTW` database. You now want to translate the sentence *I dreamt about a big juicy strawberry milkshake last night* into German. However, you don't know the German translation for *strawberry milkshake*, so you want to look up this term from within your word processor and then paste the German translation into your document. Follow these steps, depending on the word processor version you use:

Ami Pro, WordPerfect, or WinWord 2.0

1. Highlight the term *strawberry milkshake* in your document.

2. Click on the button. The status line of your word processor displays the message "[English] strawberry milkshake -> [Deutsch] Erdbeer-Milchmixgetränk."

3. If you want to make sure that there are no homonyms, that is, that there are no further English terms spelled the same way, you can click on the button to browse forward to the next entry in the MultiTerm database.

4. Once you have seen that there is only one entry in the current database for *strawberry milkshake*, browse back to that entry by clicking on the button.

5. To check whether there are perhaps synonyms to the German term, you can click on the button to move down in the entry looking for any synonyms. Click on the button when you want to move back up to the first term.

6. Once you have selected the translation you want to use, click on the button. The source language term, *strawberry milkshake*, which is still highlighted in your document, is now overwritten by the translation you selected. Since the translation's is copied from the database, you may need adjust the font to match the surrounding text. For information on defining the default font in the database, see the section "Changing a Database Definition" in the "Creating a Database" chapter.

Word 6.0 or Higher

1. Highlight the term *strawberry milkshake* in your document.

2. Click on the button. Since Word additionally displays target synonyms, the message reads "[English] strawberry milkshake -> [Deutsch] Erdbeer-Milchmixgetränk; Erdbeer-Milchshake."

3. Click on the button. Since Word has found two target language synonyms under step 2, it opens the **Select Target Term** dialog, giving you the option to choose between the two translations *Erdbeer-Milchmixgetränk* and *Erdbeer-Milchshake*. Once you highlight the translation you want to use and confirm by clicking **Insert**, the source language term, *strawberry milkshake*, which is still highlighted in your document, is replaced by the translation you selected.

Using DDE to Copy Larger Amounts of Data into Your Word Processor

Creating Word Lists, Glossaries, and Dictionaries

MultiTerm's comprehensive and easy-to-use DDE interface allows you to simply select a menu item to copy all or part of your database into your word processor and automatically apply special formatting. You can choose from bilingual word lists, monolingual glossaries, and even professional dictionary printouts. These functions allow you to transform your database into professional-looking documents. Of course, you can use your word processor's formatting capabilities to further enhance the documents' appearance before sharing the documents with others. If you are familiar with macro programming in your word processor, you can also modify these macros according to your own requirements. For a description of the DDE commands available with MultiTerm, see the next chapter, "DDE Interface Reference."

These functions are found in your word processor's **Insert** menu (or the **Tools** menu in Ami Pro), and in the **Table** menu.

> **Note for Ami Pro Users**
>
> Before you can use these commands, you must first click once on the button ("Install MultiTerm Menu Items") in the MultiTerm SmartIcon bar. This adds these three commands to the corresponding menus in Ami Pro. A message appears telling you that the menus have been changed.

The following commands are found in these menus:

MultiTerm Table Inserts a three-column table into the current document. The table includes source-language terms, their synonyms (if any), and target-language equivalents. At press time, in Word 6.0 or higher, you could also choose a two-column table layout. In this case, source terms and synonyms all go in the left column.

MultiTerm Glossary Inserts a monolingual glossary into the current document. The glossary consists of the source-language terms and any corresponding text fields.

MultiTerm Print... Inserts a complete dictionary with all corresponding information into your document. You can specify what the dictionary should look like (one to three columns) and whether or not it should include global attributes and text fields (like subject specifications found under the Entry Number). This function is only available from the **Insert** menu.

MultiTerm Print Entry This function, at press time only available in Word 6.0 or higher, inserts the current MultiTerm entry in a "WYSIWYG" (what-you-see-is-what-you-get) manner into your document. All fields are included, starting from the Entry Number system field.

As with the other commands, you can invoke all of these functions from within your word processor. Keep in mind that the functions use the language direction currently defined in MultiTerm and that they respect any filter that is set. This means, for example, that if you have *English* set as the source language and *Deutsch* as the target language, and a filter activated on the *Subject Fruit* (as described in the "Filtering Entries" chapter), **MultiTerm Table** creates a table containing all the English terms, their synonyms, and their German translations for this subject area.

If you want to interrupt the creation of a table or dictionary, simply press the [Esc] key. The function is aborted, and the portion of the table or dictionary created so far appears on your screen.

Tips and Notes

- We recommend that you execute the functions described above while your word processor is set to normal view, not page layout view. This speeds up the execution. In WinWord, select **Normal** from the **View** menu. In WordPerfect, the command is called **Draft**, and is also in the **View** menu. In Ami Pro, normal view is selected via the **Draft Mode** command in the **View** menu.

- Another very interesting option for creating professional dictionaries from MultiTerm data is described in the "Creating Professional Dictionaries" section in the "Exporting Entries" chapter. This approach uses MultiTerm's flexible export function to create a Rich Text Format (RTF) file, which can be read by all popular word processing programs. Since direct exporting is faster and more flexible than DDE, this approach is recommended for larger databases.

Using DDE to Import the Current Entry or All Entries into Your Word Processor

In addition to the functions described above, your word processor's **Insert** menu includes two additional commands for importing individual entries or all database entries in MultiTerm text format. MultiTerm text format is described in detail in the chapters "Importing Entries" and "Exporting Entries." The two commands have the following functions:

Import Current Entry The **Import Current Entry** command inserts all data from the current MultiTerm entry into your word processor in MultiTerm text format. It has the same effect as if you were to export an entry from MultiTerm using the predefined export definition `BACKUP.MDX`. See the "Exporting Entries" chapter for more information.

Import All Entries The **Import All Entries** command works like the **Import Current Entry** command except that it imports *all* MultiTerm entries found *in the current index* into your word processor. This also creates a document

that is compatible with MultiTerm's backup text format. If a filter is set, **Import All Entries** takes it into account, so you can use this function to extract portions of your database. Caution: since this import is based on the currently selected source language and not on the Entry Number, it does *not* perform a complete backup of all your MultiTerm data. For instructions on backing up your data, see the section "Using the Export Function to Create a Backup" in the "Exporting Entries" chapter.

The **Import Current Entry** and **Import All Entries** commands can be used, for example, to quickly create a list of all the entries created today, without having to use MultiTerm's export function.

Carrying On a Dialog with MultiTerm

You can "try out" the DDE commands listed above, and most others, by selecting the **MultiTerm Dialog...** command from the **View** menu. The following dialog appears:

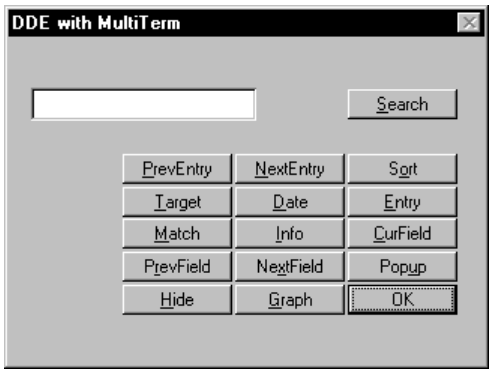


Figure 105: The DDE with MultiTerm Dialog

As you can see, this dialog lets you type in a search term and start a search, but it also lets you execute all the other commands, for example browsing from entry to entry or moving from field to field. MultiTerm's answer appears in its own dialog box, where you can click on **OK** to return to the above dialog. To close the above dialog and return to your word processor, click on the **OK** button.

Copying Fields from MultiTerm to Other Applications

If your application does not support Dynamic Data Exchange as described above (at press time, this included several desktop publishing applications like FrameMaker and PageMaker), you can still quickly copy the contents of MultiTerm fields into your application. MultiTerm helps by providing special features for copying fields to the clipboard and for instructing MultiTerm to remain in the foreground. Of course, foreground operation and pasting via the clipboard can also be used with the word processors described in the previous section. This is particularly worth considering if you use Word for Windows 2.0 or higher, since MultiTerm can paste directly into this application.

Follow these steps to copy data from MultiTerm into your application:

1. As a preparatory step, we recommend that you arrange your application's program window and MultiTerm's window in such a way that both applications are visible on your screen. For example, you can move the MultiTerm window to the lower right corner so that you can see most of the document window in the other application. You can use the target application in full-screen mode as usual.

2. Activate the MultiTerm window and select the **Pin on Top** command from the **View** menu. This instructs MultiTerm to remain visible on your screen even when you switch back to your target application.

3. Now search for the information in MultiTerm that you want to copy into your target application. In most cases, this will be the translation of a term, but you can also use the same technique to copy any other field, for example a definition or context note, into your target application. If you are not yet familiar with searching in MultiTerm, please refer to the "Searching for Entries" chapter. Note that you can copy a search criterion from your application, usually by highlighting it and pressing [Ctrl]+[C], and paste it into MultiTerm's search field by pressing [Ctrl]+[V].

4. Once the entry containing the information you want is on your screen, move the mouse cursor to the field that you want to copy into your target application. A reminder:as long as no message is currently displayed, MultiTerm always tells you in the message line the name of the field to which the mouse cursor is pointing.

5. Double-click on the field you want to copy. MultiTerm copies the field's contents to the Windows clipboard and confirms the copy with a corresponding message in the message line ("The current field has been copied to the clipboard").

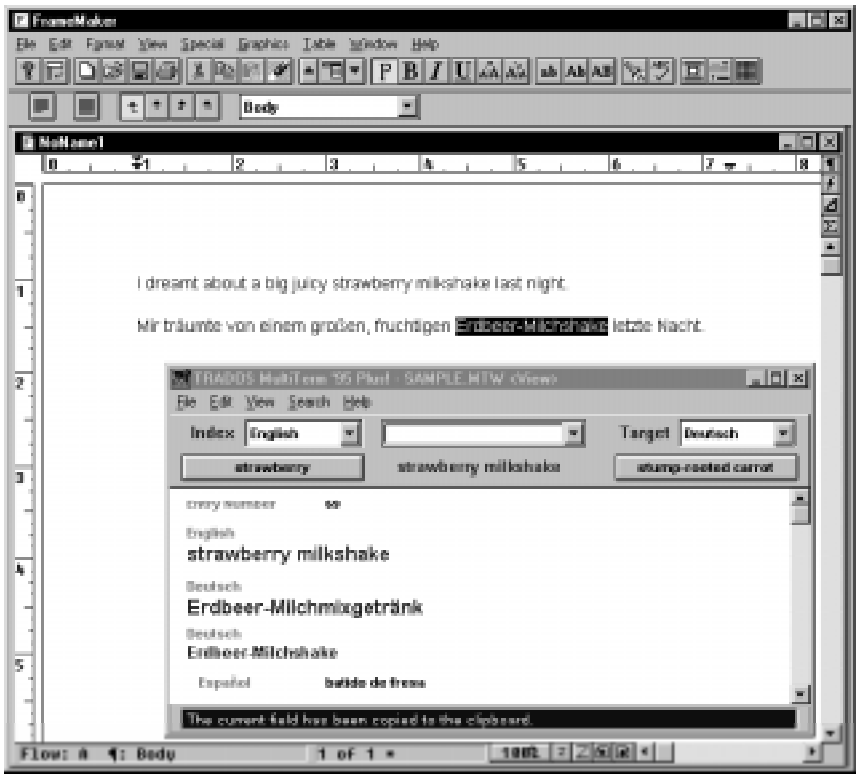


Figure 106: MultiTerm on Top of Another Application

6. Now switch to the target application and move the cursor to the position where you want to paste the field you just copied from MultiTerm to the clipboard.

7. Select the **Insert** command from your target application's **Edit** menu, or press the key combination [Ctrl]+[V] or [Shift]+[Ins]. The desired field contents appear in your application at the current cursor position.

This approach lets you easily switch back and forth between your application and MultiTerm and copy any fields you need from MultiTerm to your application.

"Double-Clicking" to Paste into Word for Windows 2.0 or Higher

If you use Word for Windows 2.0 or higher, double-clicking on a MultiTerm field can not only copy the field to the clipboard; it can also immediately paste the field into your WinWord document at the cursor position. This means that you can skip steps 6 and 7 of the previous instructions. If you are using the English (or, incidentally, Japanese) version of Word for Windows, this function works without any change to the program. However, if you are using non-English version of Word, double-

clicking causes the message "WordBasic Error 124: Unknown Command, Subroutine, or Function." Don't worry; your WinWord is not broken—it just needs to be adapted to recognize the double-click. This can be accomplished in a few short steps, described below.

When you do a double-click on a MultiTerm field, MultiTerm copies the contents of the field into the Windows clipboard as described above. At the same time, MultiTerm checks whether Word for Windows is running. If so, MultiTerm sends an additional command to Word, the "EditPaste" command. That is, MultiTerm tells WinWord to immediately paste the current field contents at the current cursor position. However, in non-English versions of WinWord, the command is not called "EditPaste", but has rather been localized into the corresponding language. This is why the above error message appears when you double-click on a field in a MultiTerm database entry. A minor modification is required to "force" non-English versions of WinWord to understand the "EditPaste" command. Follow these steps:

1. In WinWord, select the **Macro...** command from the **Tools** menu. The **Macro** dialog appears on your screen.

2. From the **Macros Available In** drop-down list, select the **Normal.dot (Global Template)** item.

3. In the **Macro Name** input field, type in the name of the command that MultiTerm sends to WinWord when it wants to paste the contents of a field, namely "EditPaste". Your screen should now appear as follows:

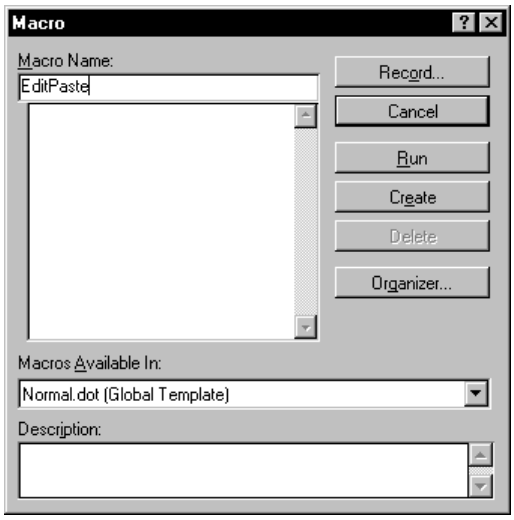


Figure 107: The Macro Dialog in Word for Windows

4. Click on the **Create** button. WinWord now opens a special document window used for creating macros. Don't worry—you can't do any harm here! The cursor is blinking between the `Sub MAIN` and `End Sub` lines. If you are using the German version of WinWord, simply type in the string "BearbeitenEinfügen".[2] The following text will be visible in your window:

```
Sub MAIN
BearbeitenEinfügen
End Sub
```

Be sure to read the text under "Tip for Users of Word 6.0 or Higher" below for a useful additional command in this macro text.

5. Select the **Close** command from the **File** menu. Be sure to answer **Yes** to the question of whether the changes to "Global:EditPaste" should be saved.

[2] In the French version, the command is "ÉditionInsérer," in the Spanish version, its "EdiciónPegar." For other localized versions of WinWord, please look for the corresponding macro command in the Help for WordBasic.

Your copy of WinWord has now "learned" how to interpret the MultiTerm command "EditPaste" and will therefore be able to correctly insert the desired field contents at the current cursor position.

Tip for Users of Word 6.0 or Higher

In most cases, you may want to not only paste the field contents but to directly activate Word's program window after the insertion. To achieve this, add the following line to the above macro after the `BearbeitenEinfügen` line, depending on the localized version you use[3]:

English Word:	`AppActivate "Microsoft Word", 1`
German Word:	`AnwAktivieren "Microsoft Word", 1`
French Word:	`AppActiver "Microsoft Word", 1`
Spanish Word:	`ApActivar "Microsoft Word", 1`

With this instruction, after double-clicking on the desired field in MultiTerm, the Word window will be activated after the insertion of the current field contents. This allows you to go on typing your text without having to switch back manually.

Deactivating the Automatic Pasting of Field Contents into WinWord

In some cases, it may be desirable to deactivate the automatic pasting of field contents into Word temporarily or permanently. To achieve this, you can modify the initialization file of MultiTerm '95 Plus, `MTWPLUS.INI`, found in the main Windows directory (`C:\WINDOWS` by default). You can open this file in any text editor (the Windows Notepad, for instance). Add the following two lines to prevent MultiTerm from pasting field contents into your Word document after the double-click:

```
[Winword]
EditPaste=0
```

If the `[Winword]` section is already present in your copy of the `MTWPLUS.INI` file, you do not need to add it. The next time you start MultiTerm, it will no longer paste any field contents to your Word document. It will, however, still transfer the contents to the Windows clipboard.

[3] Although users of the English version of Word do not need to write a macro just to paste from Word, they will need to write an EditPaste macro to achieve this paste-and-activate behavior. The macro should contain the `EditPaste` command and the `AppActivate` command.

DDE Interface Reference

The previous chapter explained MultiTerm's DDE interface from an end-user perspective. In this chapter, we will look at the programming side of the DDE interface. As mentioned earlier, DDE stands for Dynamic Data Exchange. Dynamic Data Exchange between two Windows applications takes place via a standard interface that Windows makes available. The interface is basically a protocol, a type of agreement on the vocabulary that programs can use to communicate with each other. In addition, the interface determines the "etiquette" of the communication: how a conversation is started, who can be asked what questions, when they can be answered, and how the conversation is ended—almost like in real life.

There are two participants in a DDE conversation: the *client* who wants to "buy" something (in this case, data), and the *server* who can supply the item.

MultiTerm always takes the role of server in a DDE conversation. This simplifies using the DDE interface, since there is only one party who is asking questions (for example, your word processor) and one who is answering (MultiTerm). Of course, it also means that data can only be exchanged in one direction, toward the client.

The DDE interface allows another application, for example Word for Windows, to access and copy all the fields in all the entries of a MultiTerm database without MultiTerm even being visible on the screen. This functionality was explained in detail in the last chapter. In this chapter, we'll describe the interface from MultiTerm's point of view, thus giving you the information you need to create your own macros for accessing MultiTerm from your word processor or another application. We will begin be describing the general framework of a DDE conversation, and then go into the individual DDE commands offered by MultiTerm.

Structure of a DDE Conversation

In this section, we will describe the basic structure of a DDE conversation. The examples are in WordBasic, the programming language included in Word for Windows version 2.0 and, in greatly expanded form, in version 6.0 or higher. The syntax in other word processing programs and in the new Microsoft programming language for Office 97, that is, Visual Basic for Applications (VBA), may be somewhat different, but if they support DDE, corresponding commands should be available. If you have never recorded or programmed macros in your word processor, we recommend that you study the Word for Windows Help section entitled "Programming with Microsoft Word" before working through the following material.

As already mentioned, MultiTerm always acts as the server in a DDE conversation. This means that the client (the other application) must perform the following steps:

1. Begin the conversation:

   ```
   hWnd = DDEInitiate("MT4WIN","mt_init")
   ```

   This example is a program line in WordBasic with the following meaning: WinWord sends a message to MultiTerm that it wants to start a conversation. If MultiTerm is ready for a conversation, it answers with the "telephone number" (channel number) `hWnd`, via which the two programs can then communicate.

2. Ask questions:

   ```
   mtw$ = DDERequest$(hWnd,Topic$)
   ```

   This example is a program line in WordBasic with the following meaning: WinWord "calls the number" `hWnd` and asks MultiTerm for information about `Topic$`. MultiTerm puts its answer in the string variable `mtw$`. The client can ask as many questions as it wants as long as the line (channel) to MultiTerm is open. The topics that are available are described in the next section, "DDE Commands."

3. End the conversation:

   ```
   DDETerminate hWnd
   ```

   This example is a program line in WordBasic with the following meaning: WinWord calls MultiTerm at the number `hWnd` and informs MultiTerm that it is ending the conversation.

Every DDE conversation must have this structure. Among other things, it allows the memory temporarily reserved for the exchanged data to be released. These three WordBasic commands are the only ones you will need to conduct a DDE conversation with MultiTerm. You can then take the information that MultiTerm returns to you, for example a term's translation or its definition, and manipulate it with the other commands in your macro language.

> **Note**
>
> A DDE conversation with MultiTerm is only possible when MultiTerm is loaded, a database is open, and MultiTerm is in display mode.

DDE Commands

MultiTerm accepts DDE commands in the form of so-called topics. Except for `mt_init`, all commands are issued by the client using the `DDERequest$` function. MultiTerm supports the following topics:

Topic	Explanation
mt_init	Begins a DDE conversation with MultiTerm.
mt_popup	Puts the MultiTerm window in the foreground.
mt_hide	Hides the MultiTerm window in the background.
mt_open#filename	Opens a MultiTerm database via the DDE interface.
mt_getfilename	Returns the name of the current database as a file name.
Search Term	Starts a search in the current source language index.
mt_prev_entry	Browses backwards to the previous entry.
mt_next_entry	Browses forwards to the next entry.
mt_match_entry	Checks whether the current entry matches the filter.
mt_sort	Returns the sort term of the current entry.
mt_target	Returns the target term of the current entry.
mt_date	Returns the Creation Date of the current entry.
mt_graph_name	Returns the Graphic file name.
mt_entry	Returns the current Entry Number as a string.
mt_cur_field	Returns the contents of the current field.
mt_prev_field	Returns the contents of the previous field.
mt_next_field	Returns the contents of the next field.
mt_field_info	Returns information on the current field.
mt_getindexname	Returns the name of the currently selected source language (index) as text.
mt_gettargetname	Returns the name of the currently selected target language as text.
mt_getindex	Determines the currently selected source language (index), but does not return the name as text. Instead, a number is returned corresponding to the language's position in the list of index fields defined for this database.
mt_gettarget	Determines the currently selected target language, but does not return the name as text. Instead, a number is returned corresponding to the language's position in the list of index fields defined for this database.
mt_setindex#number	Sets the MultiTerm index to the desired language. This function's parameter value must be a number between 1 and 20 that specifies the language's position in the list of index fields defined for this database.
mt_settarget#number	Sets the target language in MultiTerm to the desired language. This function's parameter must be a number between 1 and 20 that specifies the language's position in the list of index fields defined for this database.
mt_hitlist_off	Turns off MultiTerm's hit list so that it does *not* come to the foreground after a global or fuzzy search, which would make MultiTerm the active application.
mt_hitlist_done	Checks whether a hit list search is finished yet. The function returns `mt_ok` if the search is finished.
mt_hitlist_get	Returns the last hit list as a string with the hits separated by paragraph marks (`Chr$ (13)`).
mt_hitlist_on	Turns on the visible hit list again so that MultiTerm will display the hit list after the next global or fuzzy search. Displaying the hit list also makes MultiTerm the active application.

The commands are described briefly on the following pages and illustrated with WordBasic examples. For more extensive examples, use your macro editor to look at the macros described in the previous chapter, "Integrating MultiTerm '95 Plus with Other Windows Applications."

Tips

- To process all the entries in a database, use a search term of "0" (zero) to go to the first entry in alphabetical sequence, then use `mt_next_entry` to go to succeeding entries until `mt_next_entry` returns `mt_no`.
- To process all the fields in an entry, use `mt_date` to set the internal field pointer to the first field in the entry (Creation Date), then use `mt_next_field` to go through the fields until `mt_next_field` returns `mt_no`. (If you want to skip the header fields, start at `mt_entry` instead of `mt_date`.) Use `mt_field_info` to retrieve information on the current field.

mt_init

Description: The topic mt_init is the only one sent with the DDEInitiate function. This command starts a DDE conversation and must precede all other commands.

Syntax: `hWnd=DDEInitiate("MT4WIN","mt_init")`

Parameter	Explanation
`MT4WIN`	This identifies MultiTerm as the name of the application for this DDE session.
`mt_init`	The topic is the initialization of a channel.
`hWnd`	The numeric value returned is the channel number that will be used for the conversation. It corresponds to the MultiTerm window. This number is required for all remaining commands.

Result: If MultiTerm is loaded, a database is open, and MultiTerm is in display mode, the command tells the client to what window it should direct future questions. The value returned must be greater than 0. A value of 0 indicates that MultiTerm is not ready for a DDE conversation.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      mtw$ = DDERequest$(hWnd,...)          'Tell me ...
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_popup

Description: This topic is sent with the `DDERequest$` command. It places the MultiTerm window in the foreground. If MultiTerm was minimized to an icon, it is expanded to its previous size.

Syntax: `mtw$=DDERequest$(hWnd,"mt_popup")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_popup`	MultiTerm should place the window in the foreground.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm places the open window in the foreground, displays the current entry, and returns the string `mt_ok`.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      mtw$ = DDERequest$(hWnd,"mt_popup")   'Show yourself!
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_hide

Description: This topic is sent with the `DDERequest$` command. It places the MultiTerm window in the background and minimizes it to an icon.

Syntax: `mtw$=DDERequest$(hWnd,"mt_hide")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_hide`	MultiTerm should minimize the window and place it in the background.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm places the window in the background and returns the string `mt_ok`.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      mtw$ = DDERequest$(hWnd,"mt_hide")    'Hide yourself!
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_open#filename

Description: This topic is sent with the `DDERequest$` command. It allows you to tell MultiTerm to open an existing database.

Syntax: `mtw$=DDERequest$(hWnd,"mt_open#filename")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_open`	MultiTerm should open a database.
`#filename`	The file name of the file, including the path.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm opens the database named in `filename` and returns the string `mt_ok`.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If MultiTerm answers
      'Load the sample database
      mtw$ = DDERequest$(hWnd,"mt_open#c:\trados\mtwplus\SAMPLE.MTW")
      If mtw$ = "mt_ok" Then                'If it worked
            Print "It worked!"             'Output a success message
      Else                                  'Otherwise
            Print "Database not found!"
      EndIf
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_getfilename

Description: This topic is sent with the `DDERequest$` command. It allows you to ask MultiTerm the name of the currently open database.

Syntax: `mtw$=DDERequest$(hWnd,"mt_getfilename")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_getfilename`	MultiTerm should return the name of the current database, including the path.
`mtw$`	The returned string reports the result of the command, that is, the file name of the database including the path.

Result: MultiTerm returns the file name of the database including the path in the `mtw$` string variable.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If MultiTerm answers
      'Determine the name of the current database
      mtw$ = DDERequest$(hWnd,"mt_getfilename")
      Print "Database name:  " + mtw$       'Output the file name
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

Search Term

Description: A topic that does not begin with `mt_` is interpreted as a search term. These topics are sent with the `DDERequest$` function, and the function returns the source-language term of the entry it finds. If the search term contains one or more wildcard characters (*), or if the search term begins with a pound sign (#), MultiTerm instead initiates a global or fuzzy search, respectively. If you want to prevent the hit list from appearing and MultiTerm from becoming the active application—that is, if you only want to use the hit list internally in your macro—you can use the `mt_hitlist` commands described later in this section.

Syntax: `mtw$=DDERequest$(hWnd,"SearchTerm")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`SearchTerm`	MultiTerm should find the entry for this search term.
`mtw$`	The returned string reports the result of the command.

Result: For a simple search, MultiTerm finds the entry and returns the sort term in the `mtw$` string variable. For global and fuzzy searches, MultiTerm collects the matching entries in its hit list and displays the hit list when the search is complete. If you want to prevent MultiTerm from answering, and if you perhaps want to use the hit list only internally in your macro, you can use the `mt_hitlist` commands described later in this section.

Return Value	Explanation
`Field contents`	MultiTerm found an entry. The sort (index) term is returned as a string.
`mt_ok`	A global search was started. While MultiTerm searches in the background, the macro can continue working.
`mt_access_denied`	An entry was found, but you do not have read rights for its Entry Class.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      mtw$ = DDERequest$(hWnd,"*ing")       'Search for terms ending in -ing
      Print mtw$                            'The result is mt_ok
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
EndIf
```

mt_prev_entry

Description: This topic is sent with the `DDERequest$` function. It browses backwards in the current index to the previous entry.

Syntax: `mtw$=DDERequest$(hWnd,"mt_prev_entry")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_prev_entry`	MultiTerm should browse backwards to the previous entry.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm browses backwards one entry and places the return value in the `mtw$` string variable.

Return Value	Explanation
`Term`	MultiTerm was able to browse backwards. The sort term of the entry is returned as

	a string. The internal field pointer is on the sort term.
mt_access_ denied	MultiTerm was able to browse, but you do not have read rights for the Entry Class of the entry it browsed to.
mt_no	MultiTerm is at the beginning of the index and therefore cannot browse backwards.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      'Browse backwards
      mtw$ = DDERequest$(hWnd,"mt_prev_entry")
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_next_entry

Description: This topic is sent with the `DDERequest$` function. It browses forwards in the current index to the next entry in alphabetical sequence.

Syntax: `mtw$=DDERequest$(hWnd,"mt_next_entry")`

Parameter	Explanation
hWnd	The channel number used for communicating with MultiTerm.
mt_next_entry	MultiTerm should browse forwards to the next entry.
mtw$	The returned string reports the result of the command.

Result: MultiTerm browses forwards one entry and places the return value in the `mtw$` string variable.

Return Value	Explanation
Term	MultiTerm was able to browse forwards. The sort term of the entry is returned as a string. The internal field pointer is on the sort term.
mt_access_ denied	MultiTerm was able to browse, but you do not have read rights for the Entry Class of the entry it browsed to.
mt_no	MultiTerm is at the end of the index and therefore cannot browse forwards.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      'Browse forwards
      mtw$ = DDERequest$(hWnd,"mt_next_entry")
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_match_entry

Description: This topic is sent with the `DDERequest$` function. It checks whether the current entry matches the filter.

Syntax: `mtw$=DDERequest$(hWnd,"mt_match_entry")`

Parameter	Explanation
hWnd	The channel number used for communicating with MultiTerm.
mt_match_entry	MultiTerm should say whether the entry matches the filter.
mtw$	The returned string reports the result of the command.

Result: MultiTerm checks whether the entry matches the filter and places the return value in the `mtw$` string variable.

Return Value	Explanation
mt_ok	The entry matches the defined filter criteria, or the filter is not active.
mt_no	The entry does not match the currently defined filter criteria.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      'Does the entry match the current filter?
      mtw$ = DDERequest$(hWnd,"mt_match_entry")
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_sort

Description: This topic is sent with the `DDERequest$` function. It returns the current sort term, that is, the search term in the currently selected source language.

Syntax: `mtw$=DDERequest$(hWnd,"mt_sort")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`Mt_sort`	MultiTerm should return the sort term.
`Mtw$`	The returned string reports the result of the command.

Result: MultiTerm places the internal field pointer on the sort term and returns the result in the `mtw$` string variable.

Return Value	Explanation
`Term`	Everything is okay. The entry contains a term in the current source language; the term is stored in `mtw$`.
`Mt_access_denied`	You do not have read rights for the current Entry Class.
`Mt_no`	The entry does not contain a sort term. This can happen when you access entries via Entry Number.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      mtw$ = DDERequest$(hWnd,"mt_sort")    'Get the sort term
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_target

Description: This topic is sent with the `DDERequest$` function. It returns the current target term, that is, the first term in the currently selected target language.

Syntax: `mtw$=DDERequest$(hWnd,"mt_target")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`Mt_target`	MultiTerm should return the target term.
`Mtw$`	The returned string reports the result of the command.

Result: MultiTerm places the internal field pointer on the target term and returns the result in the `mtw$` string variable.

Return Value	Explanation
`Term`	Everything is okay. The entry contains a term in the current target language; the term is stored in `mtw$`.
`mt_access_denied`	You do not have read rights for the current Entry Class.
`mt_no`	The entry does not have a target term, that is, there is no term in the currently selected target language.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      mtw$ = DDERequest$(hWnd,"mt_target")  'Get the target term
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"       'Output an error message
End If
```

mt_date

Description: This topic is sent with the `DDERequest$` command. It returns a string containing the Creation Date of the current entry.

Syntax: `mtw$=DDERequest$(hWnd,"mt_date")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_date`	MultiTerm should return the Creation Date.
`mtw$`	The returned string reports the result of the command, that is, the Creation Date of the current entry.

Result: MultiTerm places the internal field pointer on the *Creation Date* field, which is the first field in each entry, and returns the result in the `mtw$` string variable.

Return Value	Explanation
`Creation Date`	The Creation Date is returned in the format DD.MM.YYYY - HH:MM:SS.
`mt_access_ denied`	You do not have read rights for the current Entry Class.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      mtw$ = DDERequest$(hWnd,"mt_date")    'Get the Creation Date
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"       'Output an error message
End If
```

mt_graph_name

Description: This topic is sent with the `DDERequest$` command. It returns the full file name, including drive and path, of the current graphic file.

Syntax: `mtw$=DDERequest$(hWnd,"mt_graph_name")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_graph_name`	MultiTerm should return the graphic file name.
`mtw$`	The returned string reports the result of the command, that is, the name of the graphic file of the current entry.

Result: MultiTerm places the internal field pointer on the *Graphic* field and returns the result in the `mtw$` string variable.

Return Value	Explanation
`Graphic file`	The graphic file name is returned with the path name, for example `c:\data\pictures\photo.tif`.
`mt_access_ denied`	You do not have read rights for the current Entry Class.
`mt_no`	There is no graphic file linked to the current entry.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      'Get the name of the graphic
      mtw$ = DDERequest$(hWnd,"mt_graph_name")
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_entry

Description: This topic is sent with the `DDERequest$` command. It returns a string containing the Entry Number of the current entry.

Syntax: `mtw$=DDERequest$(hWnd,"mt_entry")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_entry`	MultiTerm should return the Entry Number.
`mtw$`	The returned string reports the result of the command, that is, the Entry Number of the current entry.

Result: MultiTerm places the internal field pointer on the *Entry Number* field and returns the result in the `mtw$` string variable. Entry Number is the last field in the entry header and immediately precedes any global attributes and/or global text fields.

Return Value	Explanation
`Entry Number`	The current Entry Number is returned as a string.
`mt_access_ denied`	You do not have read rights for the current Entry Class.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      mtw$ = DDERequest$(hWnd,"mt_entry")   'Get the Entry Number
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_cur_field

Description: This topic is sent with the `DDERequest$` command. It returns the contents of the current field, that is, the field pointed to by MultiTerm's internal field pointer.

Syntax: `mtw$=DDERequest$(hWnd,"mt_cur_field")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_cur_field`	MultiTerm should return the contents of the current field.
`mtw$`	The returned string reports the result of the command, that is, the contents of the current field.

Result: MultiTerm returns the contents of the field pointed to by the field pointer as a string in the `mtw$` string variable.

Return Value	Explanation
`Field contents`	The contents of the current field are returned as a string.
`mt_read`	MultiTerm has been directly activated in the meantime; the internal field pointer is no longer current. In this case, first position the internal pointer with one of the other topics, for example `mt_date`, `mt_entry`, or `mt_sort`, and then return the corresponding result.
`mt_access_ denied`	You do not have read rights for the current Entry Class.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      'Retrieve the contents of the current field
      mtw$ = DDERequest$(hWnd,"mt_cur_field")
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_prev_field

Description: This topic is sent with the `DDERequest$` command. It returns the contents of the previous field.

Syntax: `mtw$=DDERequest$(hWnd,"mt_prev_field")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_prev_field`	MultiTerm should return the contents of the previous field.
`mtw$`	The returned string reports the result of the command, that is, the contents of the previous field.

Result: MultiTerm moves up one field in the current entry, positions its internal field pointer there, and returns the contents of the field in the `mtw$` string variable.

Return Value	Explanation
`Field contents`	The contents of the previous field are returned as a string.
`mt_read`	MultiTerm has been directly activated in the meantime; the internal field pointer is no longer current. In this case, first position the internal pointer with one of the other topics, for example `mt_date`, `mt_entry`, or `mt_sort`, and then return the corresponding result.
`mt_access_ denied`	You do not have read rights for the current Entry Class.
`mt_no`	There is no previous field. The field pointer already points to the first field in the entry, *Creation Date*.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      'Retrieve the contents of the previous field
      mtw$ = DDERequest$(hWnd,"mt_prev_field")
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_next_field

Description: This topic is sent with the `DDERequest$` command. It returns the contents of the next field.

Syntax: `mtw$=DDERequest$(hWnd,"mt_next_field")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_next_field`	MultiTerm should return the contents of the next field.
`mtw$`	The returned string reports the result of the command, that is, the contents of the next field.

Result: MultiTerm moves down one field in the current entry, positions its internal field pointer there, and returns the contents of the field in the `mtw$` string variable.

Return Value	Explanation
`Field contents`	The contents of the next field are returned as a string.
`mt_read`	MultiTerm has been directly activated in the meantime; the internal field pointer is no longer current. In this case, first position the internal pointer with one of the other topics, for example `mt_date`, `mt_entry`, or `mt_sort`, and then return the corresponding result.

mt_access_ denied	You do not have read rights for the current Entry Class.
mt_no	There is no next field. The field pointer is already on the last field in the entry.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      'Retrieve the contents of the next field
      mtw$ = DDERequest$(hWnd,"mt_next_field")
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_field_info

Description: This topic is sent with the `DDERequest$` command. It returns information on the current field, in particular the field type, default font, and field name.

Syntax: `mtw$=DDERequest$(hWnd,"mt_field_info")`

Parameter	Explanation
hWnd	The channel number used for communicating with MultiTerm.
mt_field_info	MultiTerm should return additional information on the current field.
mtw$	The returned string reports the result of the command.

Result: MultiTerm returns additional information on the field pointed to by the field pointer in the `mtw$` string variable.

Return Value	Explanation
Field info	The field information on the current field is returned as a string in the format `type:font:field name`.
mt_read	MultiTerm has been directly activated in the meantime; the internal field pointer is no longer current. In this case, first position the internal pointer with one of the other topics, for example `mt_date`, `mt_entry`, or `mt_sort`, and then return the corresponding result.
mt_access_ denied	You do not have read rights for the current Entry Class.

The values for font and field name depend on your Windows installation and the database definition; they are self-explanatory. The values returned for field type have the following meaning:

Type	Explanation
H	Header field - The current field belongs to the entry header. This includes all fields from *Creation Date* to *Entry Number*.
S	Sort term and synonyms - The field is a term in the currently selected source language.
T	Target term and synonyms - The field is a term in the currently selected target language.
I	Index term - The field is a term in a language other than the currently selected source and target languages.
D	Description - The field is a text field. (We would have preferred to use the letter "T", but it is already in use.)
A	Attribute field - The field is an attribute field.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      'Get the current field info
      mtw$ = DDERequest$(hWnd,"mt_field_info")
      Print mtw$                            'Display the result
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_getindexname

Description: This topic is sent with the `DDERequest$` command. It returns the name of the currently selected source language.

Syntax: `mtw$=DDERequest$(hWnd,"mt_getindexname")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_getindexname`	MultiTerm should return the name of the currently selected source language.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm returns the name of the currently selected source language as a text string in the `mtw$` string variable.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If MultiTerm answers
      'Determine the name of the source language
      mtw$ = DDERequest$(hWnd,"mt_getindexname")
      Print "Current source language:  " + mtw$    'Display the result
DDETerminate hWnd                           'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_gettargetname

Description: This topic is sent with the `DDERequest$` command. It returns the name of the currently selected target language.

Syntax: `mtw$=DDERequest$(hWnd,"mt_gettargetname")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_gettarget-name`	MultiTerm should return the name of the currently selected target language.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm returns the name of the currently selected target language as a text string in the `mtw$` string variable.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If MultiTerm answers
      'Determine the name of the target language
      mtw$ = DDERequest$(hWnd,"mt_gettargetname")
      Print "Current target language:  " + mtw$    'Display the result
DDETerminate hWnd                           'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_getindex

Description: This topic is sent with the `DDERequest$` command. It determines the currently selected source language (index), but does not return the name as text. Instead, a number is returned corresponding to the language's position in the list of index fields defined for this database.

Syntax: `mtw$=DDERequest$(hWnd,"mt_getindex")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_getindex`	MultiTerm should return a number corresponding to the position of the current source language in the list of index fields.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm returns the position of the currently selected source language in the list of index fields in the `mtw$` string variable. The value is a number between 1 and 20.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If MultiTerm answers
      'Determine the position number of the current source language
      mtw$ = DDERequest$(hWnd,"mt_getindex")
      'Display the result
      Print "Current source language:  " + mtw$
DDETerminate hWnd                           'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_gettarget

Description: This topic is sent with the `DDERequest$` command. It determines the currently selected target language, but does not return the name as text. Instead, a number is returned corresponding to the language's position in the list of index fields defined for this database.

Syntax: `mtw$=DDERequest$(hWnd,"mt_gettarget")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_gettarget`	MultiTerm should return a number corresponding to the position of the current target language in the list of index fields.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm returns the position of the currently selected target language in the list of index fields in the `mtw$` string variable. The value is a number between 1 and 20.

Example:

```
hWnd = DDEInitiate("MT4WIN","mt_init")      'Hello MultiTerm
If hWnd > 0 Then                            'If MultiTerm answers
      'Determine the position number of the current target language
      mtw$ = DDERequest$(hWnd,"mt_gettarget")
      Print "Current target language:  " + mtw$    'Display the result
DDETerminate hWnd                           'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_setindex#number

Description: This topic is sent with the `DDERequest$` command. It sets the MultiTerm index to the desired language. This function's parameter value must be a number between 1 and 20 that specifies the language's position in the list of index fields defined for this database.

Syntax: `mtw$=DDERequest$(hWnd,"mt_setindex#number")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_setindex`	MultiTerm should set the index to the position number that you specify in `#number`.
`#number`	The number specifying the position of the language in the list of index fields defined for this database. The number must be between 1 and 20.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm sets the index to the number specified, thus setting the source language to the desired language.

Return Value	Explanation
`mt_ok`	Everything is fine. MultiTerm was able to set the index to the desired new source language.
`mt_no`	Something didn't work. MultiTerm could not set the new index because the value specified in `#number` is invalid. This happens, for instance, when your database only has 3 languages and you try to set the index to number 4.

Example:

```
hWnd = DDEInitiate("MT4WIN", "mt_init")     'Hello MultiTerm
If hWnd > 0 Then                            'If MultiTerm answers
      'Set the index to language number 1 on the list of index fields
      mtw$ = DDERequest$(hWnd, "mt_setindex#1")
      'Determine the name of the new source language
      name$ = DDERequest$(hWnd, "mt_getindexname")
      'Display the result
      Print "It worked. New source language:  " + name$
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_settarget#number

Description: This topic is sent with the `DDERequest$` command. It sets the target language in MultiTerm to the desired language. This function's parameter value must be a number between 1 and 20 that specifies the language's position in the list of index fields defined for this database.

Syntax: `mtw$=DDERequest$(hWnd,"mt_settarget#number")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_settarget`	MultiTerm should set the target language to the position number that you specify in `#number`.
`#number`	The number specifying the position of the language in the list of index fields defined for this database. The number must be between 1 and 20.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm sets the target language to the number specified, thus setting the target language to the desired language.

Return Value	Explanation
`mt_ok`	Everything is fine. MultiTerm was able to set the target language as desired.
`mt_no`	Something didn't work. MultiTerm could not set the new target language because the value specified in `#number` is invalid. This happens, for instance, when your database only has 3 languages and you try to set the target language to number 4.

Example:

```
hWnd = DDEInitiate("MT4WIN", "mt_init")     'Hello MultiTerm
If hWnd > 0 Then                            'If MultiTerm answers
      Set the target language to language number 2 on the list of index fields
      mtw$ = DDERequest$(hWnd, "mt_settarget#2")
      'Determine the name of the new target language
      name$ = DDERequest$(hWnd, "mt_gettargetname")
      'Display the result
      Print "It worked. New target language:  " + name$
      DDETerminate hWnd                     'And good-bye
Else                                        'Otherwise
      Print "MultiTerm not responding"      'Output an error message
End If
```

mt_hitlist_off

Description: This topic is sent with the `DDERequest$` command. It turns off MultiTerm's hit list so that it does not come to the foreground after a global or fuzzy search, which would make MultiTerm the active application. This command is usually used in combination with the other hit list commands. See the example under `mt_hitlist_on`.

Syntax: `mtw$=DDERequest$(hWnd,"mt_hitlist_off")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_hitlist_off`	MultiTerm should deactivate its external hit list.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm hides the hit list. This means that no hit list will be displayed after the next global or fuzzy search, and MultiTerm will not become the active application.

Return Value	Explanation
mt_ok	Everything is fine. MultiTerm was able to deactivate the hit list.

Example:

An example of all the hit list commands appears under the `mt_hitlist_on` command.

mt_hitlist_done

Description: This topic is sent with the `DDERequest$` command. It checks whether a hit list search is finished yet. If so, it returns the value `mt_ok` to the client. This command is particularly useful in a program loop that repeats until the hit list search is finished. This command is usually used in combination with the other hit list commands. See the example under `mt_hitlist_on`.

Syntax: `mtw$=DDERequest$(hWnd,"mt_hitlist_done")`

Parameter	Explanation
hWnd	The channel number used for communicating with MultiTerm.
mt_hitlist_done	MultiTerm should check whether the hit list search is finished.
mtw$	The returned string reports the result of the command.

Result: MultiTerm checks whether the current hit list search is finished yet. If so, it returns the string `mt_ok` to the client; if not, it returns `mt_no`.

Return Value	Explanation
mt_ok	Everything is fine. The hit list search is finished. MultiTerm is ready again.
mt_no	MultiTerm is still processing the hit list search.

Example:

An example of all the hit list commands appears under the `mt_hitlist_on` command.

mt_hitlist_get

Description: This topic is sent with the `DDERequest$` command. It returns the result of the last hit list search (that is, global or fuzzy search) as a string to the client. The individual hits are separated by paragraph marks. This command is usually used in combination with the other hit list commands. See the example under `mt_hitlist_on`.

Syntax: `mtw$=DDERequest$(hWnd,"mt_hitlist_get")`

Parameter	Explanation
hWnd	The channel number used for communicating with MultiTerm.
mt_hitlist_get	MultiTerm should return the result of the hit list search as a string to the client.
mtw$	The returned string reports the result of the command.

Result: MultiTerm returns the contents of the hit list as a string to your application, where you can manipulate it as desired. The individual hits in the list are separated by paragraph marks.

Return Value	Explanation
Hit list contents	The result of the last hit list search is returned in the `mtw$` string variable.
mt_no	The hit list is empty. This means that no global or fuzzy search has been performed since MultiTerm was started, or that no matching entries were found by the last global or fuzzy search.

Example:

An example of all the hit list commands appears under the `mt_hitlist_on` command.

mt_hitlist_on

Description: This topic is sent with the `DDERequest$` command. It reactivates MultiTerm's external hit list. This means that MultiTerm will display the hit list after the next global or fuzzy search. Displaying the hit list also makes MultiTerm the active application. This command is usually used in combination with the other hit list commands. See the example below.

Syntax: `mtw$=DDERequest$(hWnd,"mt_hitlist_on")`

Parameter	Explanation
`hWnd`	The channel number used for communicating with MultiTerm.
`mt_hitlist_on`	MultiTerm should reactive its external hit list.
`mtw$`	The returned string reports the result of the command.

Result: MultiTerm reactivates its external hit list. This means that after the next global or fuzzy search, the hit list will be displayed as usual and MultiTerm will become the active application.

Return Value	Explanation
`mt_ok`	Everything is fine. MultiTerm was able to reactivate the hit list.

Example:

```
hWnd = DDEInitiate("MT4WIN", "mt_init")     'Hello MultiTerm
If hWnd > 0 Then                            'If it worked
      'Deactivate the external hit list
      hidehitlist$ = DDERequest$(hWnd, "mt_hitlist_off")
      'Search for everything beginning with the letter a
      terms$ = DDERequest$(hWnd, "a*")
      'Don't interrupt the hit list search
      While DDERequest$(hWnd, "mt_hitlist_done") <> "mt_ok"
      Wend
      'And what is the result of the search?
      result$ = DDERequest$(hWnd, "mt_hitlist_get")
      'Insert the results at the cursor position
      Insert result$
      'Reactivate the external hit list for future searches
      showhitlist$ = DDERequest$(hWnd, "mt_hitlist_on")
      DDETerminate hWnd
Else                                        'Otherwise
      Print "MultiTerm not responding"     'Output an error message
EndIf
```

Using MultiTerm ’95 Plus in a Network Environment

In this chapter, we want to explain the use of the Professional Edition of MultiTerm ’95 Plus on a LAN (**L**ocal **A**rea **N**etwork). MultiTerm’s support for network operation is exemplary in that it allows several users to read the same entry simultaneously. Edit access for adding new entries or changing existing entries is controlled by a locking mechanism. This means that only one user at a time can edit an existing entry. If another user tries to change the same entry at the same time, a message appears indicating that this is not possible at the moment. If you have assigned user IDs, MultiTerm also tells you which user is currently editing the entry. Once the user completes the edit, the autorefresh feature immediately updates all users on the network. This means that if an entry appearing on a user’s screen is changed by another user, the changed version automatically appears on this user’s screen along with a message that user XYZ just changed the entry.

MultiTerm allows you to protect your database from unauthorized access through the use of passwords. You can use passwords to assign individual read and write access rights for up to eight Entry Classes. This allows you to ensure, for example, that certain entries are only edited by qualified users and that sensitive terminology cannot be accessed by all users. Users must specify passwords each time a database is opened; of course, the password is not displayed as the user types it in.

In addition, the MultiTerm system administrator can create so-called “input models” for himself or herself and for other users. Input models are special entries that enable consistent and controlled yet flexible entry of terminological data. On a network, the system administrator therefore functions as the “architect” of input models, defining the templates that others are required to follow when creating entries. Among other things, input models let you

- specify one or more basic structures for all your terminological entries
- pre-define default values for fields
- determine whether, how often, and in what sequence index, text, and attribute fields may or must occur in new or changed entries
- determine who can edit which fields and which fields can only be read
- have MultiTerm automatically record when a field was last changed and by whom

It goes without saying that this functionality is especially useful on a network. Since input models are closely related to the edit mode of MultiTerm, input models are not further described in this chapter; please refer to the detailed description in the “Input Models” section of the “Editing Entries” chapter.

Since user IDs are stored in the database definition, it is possible to associate filter and layout definitions with user IDs so that each user can fashion filters and layouts according to individual preferences. At the same time, it is also possible for the system administrator to create several predefined layout definitions and to make them available to all users as so-called “public” layout definitions. For further information, refer to the “Defining Layouts” chapter. Finally, the user ID also allows MultiTerm to automatically register in the entry header which user created and last changed each entry.

This chapter begins by explaining your functions as the system administrator, in particular how to create user IDs in your database definition, and how to assign passwords and read and write access. The chapter concludes with an explanation of how working on a network affects “normal” users and guests.

> **Note**
>
> MultiTerm Lite is designed as a single-user system and does not support network access. MultiTerm Lite users who require network functionality can upgrade to the Professional Edition of MultiTerm '95 Plus; no data conversion is required.

Network Use and the System Administrator

Your user ID as the system administrator is *super*. This stands for *super-user* and is simply another term for system administrator.

Opening the Database in Exclusive Mode

You must open the database in exclusive mode to perform the following system administrator functions:

- Changing the database definition.
- Creating a fuzzy index.
- Releasing locked entries.
- Exporting data.
- Importing data.

> **Note**
>
> Exporting data is also possible in non-exclusive, that is, shared mode. However, during exports in shared mode, it is neither possible to add new entries nor to change existing entries. For information on how to make export operations in shared mode possible, see the instructions under "Allowing Export in Shared Mode" in the "Tuning the Network Performance of MultiTerm '95 Plus" section later in this chapter.

To have a database open in exclusive mode means that you are the only one who has the database open. You can only open the database in exclusive mode when no one else is currently using it. Also, no other user can access the database as long as you, the system administrator, have the database open in exclusive mode.

Until you add passwords and perhaps additional users to the database definition, any user can open the database as the system administrator in exclusive mode. This is because MultiTerm assumes that a database that is not password-protected is being opened by the system administrator.

Once you have assigned passwords, only you as the system administrator can open the database exclusively and change the database definition, create a fuzzy index, release locked entries, export data, or import data.

Follow these steps to open a database in exclusive mode:

1. From the **File** menu, select the **Open Database...** command. If you have already assigned passwords, the **Password** dialog appears.

2. In the **Password** dialog, type in the user ID *super* and your password, and confirm by clicking on **Close**. MultiTerm asks whether you want exclusive access to the database. (If you have not yet assigned passwords, this question appears as soon as you select the **Open Database** command.) Answer this question with **Yes**. If no one else is using the database, the database opens and you have exclusive access. If someone else has the database open, a message appears telling you that the database could not be opened exclusively and that you will therefore only have shared access to the database.

Figure 108: Exclusive Access is Currently Unavailable.

Planning Network Options and Specifying Them in the Database Definition

Planning Network Options

Before you as the system administrator specify the network options, there are several things to be considered. First, you should clarify whether the database needs to be protected at all. If not, then only the predefined users *guest* and *super* are registered; you do not have to assign passwords for these users. However, if you decide to protect your database, follow these steps:

1. Create a list of users, noting all the users who want to access the database. Divide the list into groups of users who should receive the same access rights, and assign passwords (up to 9 characters). It is recommended that you assign a different password to each user.

2. Determine how many Entry Classes are required. You can use Entry Classes to assign different read and write access to users or user groups. The most difficult task is to determine how many Entry Classes are required. To simplify this task, we would like to give you and example of assigning Entry Classes and distributing read and write privileges:

Example of Assigning Entry Classes

Let's assume that your organization has the following user groups:

- Documentation Department - This is where the documentation for new products is written. In the process, new technical terms are created, for example new product names, part names, and so on. This is where the experts who can explain the meaning and source of individual technical terms are located.

- Translation Department - This is where texts are translated from and to various languages. In the process, translators come across technical terms for which translations or at least explanations already exist. They may also encounter new technical terminology for which they make translation suggestions.

- Terminology Department - This department collects technical terms, enters definitions, and verifies, edits, and completes suggestions from other departments. It releases vetted entries for general use.

- Other Departments - Other departments, for example, marketing, sales, public relations, and customer service, all have a need for terminology and additional explanatory information.

In this case, the simplest classification would be strictly hierarchical and could look like this:

Entries in class 1	could be read by all departments and edited by the documentation, translation, and terminology departments. The access rights for Entry Class 1 would therefore be assigned as follows:
Read access	• all users
Write access	• documentation department users • translation department users • terminology department users
Entries in class 2	could be read by all departments but only edited by the translation or terminology department. The access rights for Entry Class 2 would therefore be assigned as follows:
Read access	• all users
Write access	• translation department users • terminology department users
Entries in class 3	could be read by all departments but edited solely by the terminology department. The access rights for Entry Class 3 would therefore be assigned as follows:
Read access	• all users
Write access	• terminology department users

However, in some circumstances, it may make sense to restrict the access even more. Assuming the entries should be available to the general public only after the terminology department has checked and blessed them, the classification would look like this:

Entries in class 1	could be read and edited by the documentation, translation, and terminology departments. The access rights for Entry Class 1 would therefore be assigned as follows:
Read access	• documentation department users • translation department users • terminology department users
Write access	• documentation department users • translation department users • terminology department users
Entries in class 2	could be read by the documentation, translation, and terminology departments, but only edited by the translation and terminology departments. The access rights for Entry Class 2 would therefore be assigned as follows:
Read access	• documentation department users • translation department users • terminology department users
Write access	• translation department users • terminology department users

Entries in class 3	could be read by all departments but edited solely by the terminology department. The access rights for Entry Class 3 would therefore be assigned as follows:
Read access	• all users
Write access	• terminology department users

In addition, it is also conceivable that you may want to assign private Entry Classes for particularly sensitive areas. For example, to protect the terminology of a research project that his still highly classified, the research department could be assigned its own Entry Class to which only the research department has access:

Entries in class 4	could only be read and edited by the research department. The access rights for Entry Class 4 would therefore be assigned as follows:
Read access	• research department
Write access	• research department

It is up to you to determine exactly how to distribute the read and write access rights and how many Entry Classes you will need to meet your organization's unique requirements. You have up to 8 Entry Classes to work with. See "Appendix IV: Entry Class Grid" for a chart to help you plan your Entry Class assignments.

Specifying Network Options

Once you have completed the preparations described above, creating a user list and assigning access rights to Entry Classes, follow these steps to specify them in the database definition:

1. Open the database in exclusive made as described earlier in this chapter.

2. From the **File** menu, select the **Create New Database...** command if you want to create a new database definition or the **Change Database Definition...** command if you want to specify or change network options for an existing database. You can update the network options for an existing database at any time.

3. Click on the **Network...** button near the top of the **Database Definition** dialog. The **Network Options** dialog appears on your screen. The middle of this dialog contains a user list. This list always includes the users *guest* and *super*.

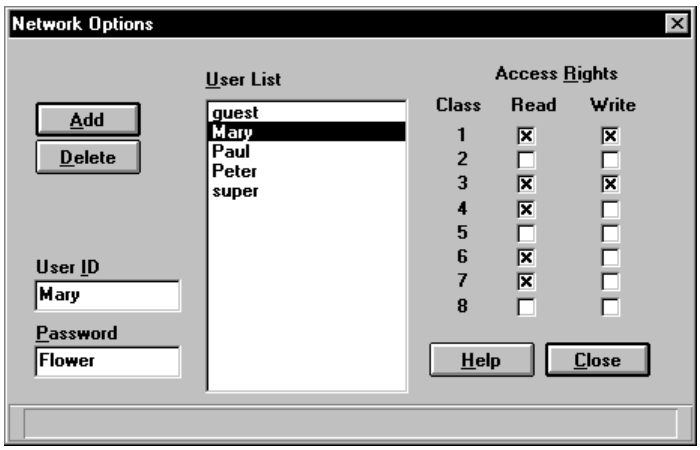


Figure 109: The Network Options Dialog

4. To add a new user to the user list, click on the **Add** button. The cursor starts blinking in the **User ID** input field.

5. Type the desired user ID into the **User ID** input field. The user ID can be up to 19 characters long. Since this user ID will later appear in the *Created By* and *Changed By* system fields to document who worked on an entry, the user ID should be as meaningful as possible. Confirm your input by pressing [Enter]. The cursor starts blinking in the **Password** input field.

6. Type the desired password for this user into the **Password** input field. It can be up to 9 characters long.

7. On the right side of the dialog, activate or deactivate the check boxes to give this user read and/or write access to the various Entry Classes. Assigning write access to an Entry Class automatically includes read access.

8. To add another user to the user list, highlight the user before which you want to insert a new user ID. By default, the new user is assigned the same rights as the highlighted user. Click again on the **Add** button and type in a user ID and password for the new user as described above. Change the access rights if they are different from those of the previous user.

9. To change the password of an existing user, highlight the corresponding user ID in the user list. The password appears in the **Password** input field. Click in the **Password** input field and make the desired changes.

10. To change the read and write access of an existing user, highlight the corresponding user ID. You can highlight several user IDs simultaneously if you want to change the read and write access for a group of users. However, the IDs *super* and *guest* cannot be highlighted as part of a group. Now make the desired changes to the read and write access.

11. To delete an existing user ID and password from the user list, thus removing its read and write access, click on the desired user ID to highlight it in the user list, and then click on the **Delete** button.

12. Once you have input all the user IDs and passwords, confirm your input by clicking on **Close**. If you have not yet entered a password for the user ID *super*, or for any user ID except *guest*, you are now asked to do so. Otherwise, you are automatically returned to the **Database Definition** dialog. You can make additional changes here if you want. When you are finished, again click on **OK** and answer **Yes** to the question of whether the database definition should be saved.

Notes

- The user IDs *guest* and *super* cannot be deleted.
- The access rights of the system administrator, *super*, cannot be changed. The user ID *super* always has all access rights.
- Only read access can be activated or deactivated for the user ID *guest*. Write access can never be assigned to *guest*.
- To protect your database even from unauthorized reading, either assign a password to the user ID *guest* or deactivate *guest*'s read access to all Entry Classes.

User List

This list shows all registered users. The following applies to the user list:

- The list contains at least the users *guest* and *super*.
- You can add a maximum of 100 user IDs per database to the user list.

- You can highlight several users simultaneously to modify access rights for the highlighted group. However, changes to the password and user ID only apply to the first user in the group. The highlighted group cannot include the users *guest* or *super*.

User ID

Keep the following rules in mind when you want to add a new user ID or change an existing user ID:

- User IDs must always be unique, that is, a user ID may appear only once in the user list.
- The user ID can be up to 19 characters long.
- The user IDs *guest* and *super* cannot be changed.
- Since user IDs are used among other things in the *Created By* and *Changed By* fields for documenting who worked on entries, we recommend using a meaningful ID, for example the user's first and/or last name.
- User IDs are also meaningful when it comes to input models. Input models whose name start with the same letters as an existing User ID are reserved for that user only. For more information, please refer to the "Creating Input Models as the MultiTerm System Administrator ('super')" section in the "Input Models" chapter.

Password

Please keep the following rules in mind when assigning passwords:

- If only the user IDs *guest* and *super* are defined for this database, the passwords for these two user IDs are optional. If no passwords are specified, the database is not password-protected. All users can open the database for reading and writing, including making changes.
- If users other than *guest* and *super* are registered, a password must be assigned to each user, except that no password is required for the user *guest*. If no password is assigned to the user *guest*, all users can open the database with read access as *guest*.
- Passwords can be up to 9 characters long.

Access Rights

The read and write access that you specify in the database definition determines who can read and edit which entries. The Entry Class is stored in each entry for this purpose. To be able to add new entries, the user must have write access to at least one Entry Class. Keep the following points in mind when assigning access rights:

- When assigning access rights for users, up to 8 Entry Classes are available; for each user, you can assign separate read and/or write access to each Entry Class.
- Write access to an Entry Class automatically includes read access.
- You can highlight several users and then assign access rights for the highlighted group.
- The access rights of the system administrator, *super*, cannot be changed. The user ID *super* always has all access rights.
- Only read access can be activated or deactivated for the user ID *guest*. You cannot assign write access to *guest*. To fully protect your database, either assign a password to the user ID *guest* or deactivate its read access to all Entry Classes.

Releasing Locked Entries

As the system administrator, you can release entries that were not saved in an orderly manner and are therefore still marked as locked.

Since several users can work on a database simultaneously, a locking mechanism ensures that only one user at a time can edit an entry. Whenever an entry is edited, an entry lock is set for this entry. When

edit mode is ended normally, the entry lock is released. However, sometimes a lock is not released, for example, when the user turns off the computer while an entry is in edit mode, or if another program aborts and hangs the system. In order to be able to edit these entries again, their entry locks must be released. Follow these steps:

1. Open the database in exclusive mode as described earlier in this chapter.

2. From the **File** menu, select the **Release Locked Entries** command. If there were entries to release in your database, a corresponding message appears in the message line. Otherwise, you receive the message "There were no locked entries to release."

> **Note**
>
> The **Release Locked Entries** command in the **File** menu is only available when you as the system administrator have the database open in exclusive mode.

Creating a Fuzzy Index

The fuzzy index is the basis for fuzzy searching. It is, however, a static index; it is not updated every time you add an entry to your database, but rather only when you create a new fuzzy index. As the system administrator, you should therefore recreate the fuzzy index at regular intervals so that it remains up to date. Follow these steps:

1. Open the database in exclusive mode as described earlier in this chapter.

2. From the **File** menu, select the **Create Fuzzy Index** command, or press the [Ctrl]+[Z] key combination. MultiTerm Professional reads through your entire database and creates "fuzzy" images of all the terms in all languages. These images make up the neural network which is stored separately from your database in several files on your hard disk. For this reason, please make sure that you have enough space on your hard drive before starting this process. When you start the process, MultiTerm displays a message in the message line indicating that a fuzzy index is being created. This process may take some time for large databases. Please wait until MultiTerm Professional is finished; otherwise, the neural network will not be created or will be incomplete. Once the fuzzy index is complete, the message "Fuzzy index successfully created" is displayed.

For information on the size of fuzzy index files, see the "Fuzzy Searching" section in the "Searching for Entries" chapter.

> **Note**
>
> The **Create Fuzzy Index** command in the **File** menu is only available when you as the system administrator have the database open in exclusive mode.

"Normal" Users on the Network

For "normal" users, the system administrator assigns a user ID and password as described earlier in this chapter. When opening a database on the network, you are therefore asked to specify your user ID and your password. Note that in the **Password** dialog, you can use the [Tab] key to move from the **User ID** input field to the **Password** field.

As a "normal" network user, you have access to all terminological functions. Depending on your read and write access, you can view and change existing entries as well as create new entries. However, you cannot change the database definition, release locked entries, create a fuzzy index, export data, or import data. Only the system administrator can perform these functions.

A special mechanism prevents more than one user from editing the same entry simultaneously. It may happen that you want to change an entry that another user already has open in edit mode. When this occurs, you receive a message telling you which user is currently editing the entry. Simply try making your change again later. If you are looking at an entry on your screen that another user just changed, the changed entry automatically appears on your screen, and the message line tells you that the entry was changed by user XYZ. If you are looking at an entry on your screen and another user deletes the entry, the entry disappears from your screen, and the message line tells you that the entry was deleted by user XYZ. So MultiTerm always keeps your view of the database up to date. This function is called autorefresh.

Any filter you set, as well as your current layout definition, are stored in the database with your user ID. This means that you can adjust these settings according to your own preferences and that you will not have to reset them every time you start MultiTerm.

Guests on the Network

If you want to open a password-protected database on a network, you are asked for your user ID and your password.

If you do not have a user ID, type in *guest* as the user ID and the *guest* password if one has been given to you. Confirm by clicking on **OK**. You can now search for and browse through the terminology in the database that the system administrator has made accessible to guests. However, you cannot add or change entries.

Tuning the Network Performance of MultiTerm '95 Plus

The information contained in this section is useful for larger network environments. It has been included to help technical personnel modify the network performance of MultiTerm '95 Plus via its INI file, `MTWPLUS.INI`, located in the Windows directory of each MultiTerm user (`C:\WINDOWS` by default). Before taking a look at the available items in the `MTWPLUS.INI` file, however, let's describe how MultiTerm '95 Plus uses locking mechanisms to manage multi-user access to one and the same database.

Locking

In order to enhance the security and integrity of index and record (entry) data in a multi-user or single-user multiple-instances operation, MultiTerm uses the following locking mechanisms:

Login to Database

When logging in to a database, MultiTerm needs to check whether the user can access the database in "exclusive," "shared," or "read-only" mode. This is done by opening the lock file (`*.lok`) and leaving the file open as long as the respective database is in use. Thus, as long as the lock file is in use by someone, the system administrator cannot open the database in exclusive mode. The database itself, that is, the file with the `*.mtw` extension, remains closed as long as it is not needed for reading or writing of any kind.

Write Locking

During write operations in the database, MultiTerm requires an exclusive lock. This is achieved by opening the database file in "exclusive" mode for the short period of writing, then closing the file again. Experience with previous MultiTerm versions has shown that accessing the file in sharable mode, then leaving it open until session end, and performing traditional operating system locks, increases the risk of data corruption in some operating system environments (especially where flushing buffers is a time-critical issue).

Read Locking

During read operations, MultiTerm opens the database file for reading, then performs a search or gets a data record, and closes the file again. During read locks other users may read as well. Writing, however, is not possible while others read. This is why read locks are kept as short as possible, and global (maybe filtered) searches are interrupted to let other users perform write operations. In order to control the time slices, that is, to optimize performance for each single user and the overall accessibility of MultiTerm '95 Plus databases, there are three parameters that you can configure separately for each workstation. All of them can be modified in the `MTWPLUS.INI` file. Please refer to the "Creating and Modifying INI File Settings for Network Use" section below for details.

Edit Locking

When a user edits an entry, MultiTerm adds a key to a designated index, containing the entry number plus the user name. This action requires a quick write lock. During the edit session itself, however, no further write locks are needed. When adding index terms, MultiTerm requires read locks to search for homonyms (see the "Recognising Duplicates" section in the "Editing Entries" chapter for details). When saving the entry or cancelling edit mode, a further write lock is needed to change the index and data record or at least remove the edit lock from that entry.

Allowing Export in Shared Mode

As mentioned at the beginning of this chapter, the system administrator needs exclusive access to a database in order to be able to export data. This is the default setting. However, this might not be desirable in some cases, for example, if you would like all users or a certain group of users to be able to create professional-looking dictionaries via the RTF export function whenever they would like to. This is why you can add the following line to the `MTWPLUS.INI` file to allow several users to do export operations even if the database is open in shared, and not exclusive, mode:

```
ExclusiveExport = 0
```

This line must be added to the `[Network]` section of the `MTWPLUS.INI` file. If this section is not yet present, you must add it to the `MTWPLUS.INI` file as well. Now, if a user starts MultiTerm with this setting in his or her `MTWPLUS.INI` file, MultiTerm will activate the **Define Export...** menu item of the **File** menu, thus allowing the user to export all entries or a filtered subset of entries.

Notes

- Since the `ExclusiveExport` option can be set in the `MTWPLUS.INI` file on each individual user's workstation, you can limit the export functionality to a restricted group of users.
- During exports in shared mode, database access is limited to read-only, that is, no update operations can be done (adding new entries, changing existing entries). This is to ensure the integrity of the database. A warning message will be displayed before the export is actually started via the **Export This Entry** or, more significantly, the **Export All Entries** command of the **File** menu.

Creating and Modifying INI File Settings for Network Use

Now that you have seen how MultiTerm '95 Plus works in multi-user mode, let's describe the entries in the `MTWPLUS.INI` file that are relevant for tuning the network performance of the program and for allowing users to export data in shared mode.

The following table lists each relevant item, its meaning, and its default value. Note that all entries are read-only, that is, MultiTerm does not write any of them into the `INI` file on exiting the program. As a consequence, they have to be entered manually.

`[Network]`	Section name in `MTWPLUS.INI` file. If this section name is not yet present, add it to the `INI` file for the network-specific entries to take effect.
`LockRetries =`	Specifies how often MultiTerm tries a specific lock (read or write) before it prompts the user with a time-out message. Depending on the network and workstation performance, this value may be adjusted (probably lowered, if running on a slow or many-users network). The default value is 500.
`AllowLocks =`	Specifies how many index keys are scanned in global searches before an interrupt is forced. This interrupt allows other users to write to the database. The default value is 10.
`AllowTime =`	Specifies how much time is given to each interrupt before MultiTerm tries to regain a read-lock. Note that this value is not measured in seconds, but rather in number of Windows Messages to be "peeked" and "dispatched" in between. The default value is 500.
`AutoRefresh =`	Specifies how often MultiTerm will check whether the current entry has been changed by other users. The interval is given in seconds between each lookup. The default value is 30. Reducing this value will increase network traffic. Setting it to 0 will disable the AutoRefresh feature entirely.
`ExclusiveExport = 0`	Specifies whether exports can be done even if the database is open in shared, and not exclusive, mode. For more details, see the "Allowing Export in Shared Mode" section above.

Appendix I: MultiTerm ’95 Plus Reference

MultiTerm ’95 Plus in Display Mode

Keyboard Functions

[F2]	Starts edit mode to edit the currently displayed entry.
[F3]	Adds a new entry. If an input model is active, the input model is pasted into the new entry.
[F4]	Browses backwards to the previous entry.
[F5]	Browses forwards to the next entry.
[F12]	Re-displays the most recent hit list.
[Ctrl] + [F4]	Browses backwards to the previous entry that matches the filter, if a filter is set.
[Ctrl] + [F5]	Browses forwards to the next entry that matches the filter, if a filter is set.
[Page Up] and [Page Down]	Browses up and down in the current entry one page at a time.
[↑] and [↓]	Browses up and down in the current entry one line at a time.
[Ctrl] + [Home]	Jumps to the beginning of the entry.
[Ctrl] + [End]	Jumps to the end of the entry.
[Tab] and [Shift] + [Tab]	Moves back and forth between the index (source language) field, the search field, and the target language field.
[Ctrl] + [↑] and [Ctrl] + [↓]	In the index and target language fields, allows changing the source and target languages. In the search field, allows access to previous search arguments.
[Ctrl] + [F]	Opens the **Filter Definition** dialog where you can specify a filtered search based on certain search criteria.
[Ctrl] + [A]	Activates or deactivates a previously defined filter.
[Ctrl] + [G]	Interprets the search term as an Entry Number and goes to this entry.
[Ctrl] + [L]	Opens the **Layout Definition** dialog for changing the appearance of displayed entries.
[Ctrl] + [S]	Logs the current search term, adding it to the list of not-found search terms (file name = database name + `*.msl`)
[Ctrl] + [E]	Opens the **Export Definition** dialog.
[Ctrl] + [P]	**P**ins the MultiTerm window in the foreground on top of all other applications, or deactivates this state.
[Ctrl] + [X]	Exports the currently displayed entry to a text file.
[Ctrl] + [Z]	Creates a fuzzy index for the current database.
[Ctrl] + [Insert]	Copies the current entry into the entry buffer. From there, it can be pasted into other entries in edit mode (see “MultiTerm '95 Plus in Edit Mode” below).
[Ctrl] + [F3]	Opens the **Input Models** dialog from which you can activate, deactivate, and edit input models.

Mouse Functions

General Mouse Pointer Movements	Note: Mouse pointer movements are only effective when no (red) message is currently displayed in the message line. Clicking on a message with the mouse will make the message go away.
Field Names	The message line always shows the name of the field on which the mouse pointer is located. This is particularly helpful when the layout definition specifies that this field name not be displayed.
Hidden	If the field or graphic under the mouse pointer is hidden (that is, only shown with its name), a corresponding message appears in the message line.
Cross Reference	When the mouse pointer is on a cross reference (green text), a corresponding message appears and the mouse pointer is shown as a hand.
Graphic	Gives the status of the graphic and how you can change its appearance.
Left Mouse Button	
Hold the [Shift] key and click on an index field	If the mouse pointer is on an index field other than the source language, MultiTerm makes this the new source language. If the language clicked on was the target language, the source language now becomes the target language; otherwise, the target language remains unchanged.
Click on a cross reference	If the mouse pointer is on a cross reference, MultiTerm searches for and displays the referenced entry. MultiTerm remembers the old entry and allows returning from up to 10 cross references.
Click on a graphic	Toggles the display of the graphic from original size to full size and back. This allows expanding small graphics to see them in greater detail.
Click on the message line	Removes the current message from the message line.
Double-click on any field	Copies the contents of the currently displayed field to the Windows clipboard. From there, it can be pasted into another Windows application, usually a word processor. If Word for Windows is running, double-clicking on a field also pastes it into Word.
Double-click on the current search term	Starts edit mode to edit the currently displayed entry.
Right Mouse Button	
Click on any field	If the mouse pointer is on a field, MultiTerm toggles the field between hidden and visible display. If you hide an index field, all associated attributes and text fields are also hidden.
Click on a graphic	Toggles between normal and hidden display of the graphic. That is, the graphic can easily be hidden or re-displayed via the right mouse button.
Click on the message line	Jumps back to the source of a cross reference. MultiTerm can "remember" up to 10 cross references.

MultiTerm '95 Plus in Edit Mode

Keyboard Functions

[Page Up] and [Page Down]	Browses up and down in the current entry one page at a time.
[←] and [→]	Moves back and forth among the various fields (index, text, and attribute fields).
[↑] and [↓]	Moves back and forth among the various index fields.
[Ctrl] + [Home]	Scrolls to the beginning of the entry.
[Ctrl] + [End]	Scrolls to the end of the entry.
[Ctrl] + [Insert]	Copies the current entry into the entry buffer. From there, it can later be pasted into a new entry.
[Ctrl] + [H]	When using an input model, hides indices other than the indices you are allowed to edit according to the currently active input model.
[Shift] + [Ins]	Pastes an entry from the entry buffer into the entry currently being edited.
[Ins]	Displays a menu from which the user can select whether to insert an index, text, or attribute field at the current position.
[Del]	Deletes the current field after confirmation.
[Enter]	Pressing [Enter] allows editing the current field.
[i]	Allows inserting an index (language) field.
[t]	Allows "attaching" a text field (definition, context, and so on) to the current field, or to the Entry Number at the top of the entry.
[a]	Allows "attaching" an attribute field to the current field or to the Entry Number at the top of the entry.
[e]	Pressing [e] twice in a row allows editing the current field.
[d]	Pressing [d] once causes MultiTerm to ask the user whether the corresponding field should be edited or deleted. Pressing [d] three times in a row immediately deletes the current field and any associated text and attribute fields.
[h]	Opens a dialog box for viewing/editing the entry header.
[s] or [F4]	Saves the current entry and returns to display mode.
[Esc]	Aborts edit mode without saving any changes to the entry.

Mouse Functions

General Mouse Pointer Movements	Note: Mouse pointer movements are only effective when no (red) message is currently displayed in the message line. Clicking on a message with the mouse will make the message go away.
Field Names	The message line always shows the name of the field on which the mouse pointer is located. This is particularly helpful when the layout definition specifies that this field name not be displayed.
Graphic	Gives the status of the graphic and how you can change its appearance.
Left Mouse Button	
Click on any field	Opens a menu for editing or deleting the current field (corresponds to [e] on the keyboard). Double-clicking on the field immediately opens the field for editing.
Click on a graphic	Toggles the display of the graphic from original size to full size and back. This allows expanding small graphics to see them in greater detail.
Click on the message line	Removes the current message from the message line.
Right Mouse Button	
Click on any field or in an empty entry	Displays a menu for inserting an index, text, or attribute field. You then select the desired field type with the left mouse button, or press [Esc] to abort inserting a field.
Click on a graphic	Toggles between normal and hidden display of the graphic. That is, the graphic can easily be hidden or re-displayed via the right mouse button.

Appendix II: Sample Databases Included with MultiTerm

This appendix briefly describes the sample databases included with MultiTerm. We recommend that you take some time to study these databases yourself by simply browsing around and searching in the various languages. The purpose of the sample databases is to give you suggestions and ideas for your own databases.

> **Note**
>
> The composition and appearance of the sample databases is subject to change.

SAMPLE.MTW

This database contains the examples referred to in this User's Guide. If you select *English* as the source language and *Deutsch* as the target language and simply browse through the database, you will see that the entries become increasingly complex. The database begins with simple word pairs and entries with short text fields, and leads to a highly complex entry for the English term *car*. The terminologically interesting entries for *beetroot* and *chard* are also worth detailed study. Also notice the many uses of text and attribute fields for effective management of all kinds of additional terminological information.

GUIDEMO.MTW

This database contains an extract of Microsoft Corporation terminology on the topic of Graphical User Interfaces. The database is interesting for two reasons: it contains terms in no fewer than 11 languages, and several graphics are used to illustrate the concepts of the corresponding entries. The English and some German terms contain definitions, and the German, French, Spanish, and Italian terms include a gender specification to illustrate the use of term attributes.

FIREEXT.MTW

This sample database represents a terminological project on the topic of fire extinguishers. It was created as part of a thesis written for the Department of Translation, Interpretation, and Related Linguistic Sciences at the University of Saarland, Saarbrücken, Germany. We are very grateful to Frau Katrin Ohse who kindly made this database available to us. This English-German/German-English database has several special characteristics:

- Highly complex entries with carefully researched and differentiated terminology.
- A notation system that illustrates how hierarchical relationships in terminology systems can be represented in MultiTerm. (Tip: Select the *Notation* field as the source language and browse through the database.)

- Very flexible use of text fields.
- Source abbreviations as cross references, illustrating how MultiTerm can be used as a source management system.

ECOLOT.MTW

This empty database can be used as a reference for input models. It contains four input models as used at the European Commission. For more information on input models, please refer to the "Input Models" section in the "Editing Entries" chapter.

Appendix III: Examples of Index, Text, and Attribute Fields

Index Fields:

German
English
French
Notation
(up to 20 index fields)

Text fields:

Context
Definition
Explanation
Formula
Grammar
Note
Pronunciation
Related Terms
Source
(up to 62 text fields)

Attribute Fields:

Subject

- Biology
- Botany
- Business Management
- Economics
- Electrical Engineering
- Electronic Data Processing
- Electronics
- Mechanical Engineering
- Medicine
- Motor Vehicles

(here 153 of a maximum of 1024 characters)

Term Category

- Abbreviation
- International Term
- Short Form
- Long Form
- Lexeme
- Orthographic Variant
- Phraseologism

Related Terms

- Antonym
- Parallel
- Quasi-Synonym
- Superordinate
- Subordinate

Customer

- GM
- Honda
- VW

Project

- 1
- 2
- 3
- Order 4711
- Order 5399
- Internal

Usage Status

- Archaic
- Avoid
- Neologism
- Preferred
- Prescribed by Law
- Recommended
- Seldom
- Standardized
- Unacceptable
- Widespread

Language Level

- Colloquial
- Poetic
- Scholarly
- Slang
- Sophisticated
- Technical Jargon
- Vulgar

Text Category

- Catalog
- Expert Opinion
- Instructions
- Marketing Material
- Package Insert
- Repair Manual
- Scientific Report
- Technical Report

Language Area

- Africa
- Austria
- Canada
- France
- Great Britain
- Ireland
- Latin America
- Mexico
- Northern Germany
- South America
- Southern Germany
- Spain
- Switzerland
- USA

Author

- Dickens
- Dostoyevski
- Pascal
- Twain

Equivalence

- Complete
- Inclusion
- Partial

Quality

- 01
- 02
- 03
- 04
- 05
- 06

Appendix IV: Entry Class Grid

	Entry Class 1		Entry Class 2		Entry Class 3		Entry Class 4		Entry Class 5		Entry Class 6		Entry Class 7		Entry Class 8	
User	*Read*	*Write*	*Read*	*Write*	*Read*	*Write*	*Read*	*Write*	*Read*	*Write*	*Read*	*Write*	*Read*	*Write*	*Read*	*Write*
guest																
super	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Appendix V: Summary of MTWPLUS.INI File Settings

The following table lists the sections (enclosed in square brackets "[" and "]") and entries in the MTWPLUS.INI file, their meaning, and their default values. All entries in italic characters are read-only, that is, MultiTerm does not write any of them on exiting the program. These read-only values must be manually entered in the MTWPLUS.INI file.

Section Name or Option	Meaning
[Database]	Section name in MTWPLUS.INI file.
Name = C:\..\...	MultiTerm keeps track of the last database used in this entry.
CreateFrom = X:\...\...	A file name in this section will force MultiTerm to copy the setup of the specified database file instead of the current database when a user selects the "**Create New Database...**" command from the **File** menu.
[Window]	Section name in MTWPLUS.INI file.
X= Y= W= H=	MultiTerm keeps track of the last screen position of its program window before exit. It restores the window position and size when started the next time. Note that MultiTerm does *not* change these values if its program window is minimized or maximized on exit.
[Winword]	Section name in MTWPLUS.INI file.
EditPaste = 0	Disables the function calling Winword's "EditPaste" command after double-clicking on a field in a MultiTerm entry. For further information, refer to the "'Double-Clicking' to Paste into Word for Windows 2.0 or Higher" section in the "Integrating MultiTerm '95 Plus with Other Windows Applications" chapter.
[Edit]	Section name in MTWPLUS.INI file.
PasteSearch = 1	When using input models, this setting causes MultiTerm to paste the last search term into the index field of the current source language as soon as the user selects the **Add Entry** command from the **Edit** menu. The active input model must contain an item for the current index field.
[Network]	Section name in MTWPLUS.INI file.
LockRetries =	Specifies how often MultiTerm tries a specific lock (read or write) before it prompts the user with a time-out message. Depending on the network and workstation performance, this value may be adjusted (probably lowered, if running in a slow or many-users network). The default value is 500.
AllowLocks =	Specifies how many index keys are scanned in global searches before an interrupt is forced. This interrupt allows other users to write to the database. The default value is 10.
AllowTime =	Specifies how much time is given to each interrupt before MultiTerm tries to regain a read-lock. Note that this value is not measured in seconds, but rather in number of Windows Messages to be "peeked" and "dispatched" in between. The default value is 500.
AutoRefresh =	Specifies how often MultiTerm will check whether the current entry has been changed by other users. The interval is given in seconds between each lookup. The default value is 30. Reducing this value will increase network traffic. Setting it to 0 will disable the AutoRefresh feature entirely.
ExclusiveExport = 0	Specifies whether exports can be done even if the database is open in shared, and not exclusive, mode. For more details, see the "Allowing Export in Shared Mode" section in the "Using MultiTerm '95 Plus in a Network Environment" chapter.

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