
Course Title: **MultiTerm for Translators and Project Managers**

Learning Objectives:

This course is designed for users who want to get familiar with MultiTerm quickly and start working productively from day one.

- Introduction to basic terminology concepts
- Overview of the application
- Performing look up operations in a termbase
- Defining filters
- Creating termbases from scratch
- Converting existing glossaries in MS Excel format for use in MultiTerm
- Adding entries to the termbase
- Creating input models
- Leveraging legacy documents to fill your termbase using terminology extraction
- Accessing termbases from Trados Studio
- Exporting termbase content to tables and printable dictionaries
- Overview of MultiTerm Online

Target Audience:

This course is for:

- translators and project managers who have never used MultiTerm before and want to get started with the application to be productive from day one
- translators and project managers who are already using Trados Studio , and want to learn more on MultiTerm to enhance their translation process by leveraging terminology

Prerequisites:

Basic understanding of PCs, the Windows operating system and MS Word

Course Delivery Mode:

This course is available in the following delivery modes:

- hands-on and classroom based, delivered over 1 day
- live and web based, delivered over 3 hours

Trados Certification:

This course provides all of the knowledge attendees need to pass the MultiTerm exam

The MultiTerm™ Certification program enables individual translators and project managers to validate their knowledge and expertise in the use of Trados products. Achieving MultiTerm Certification demonstrates that you are fully prepared to work with the world's leading translation technology.

Certification in the MultiTerm product can be achieved by taking the following web based exam:

- MultiTerm

The exam questions are based on the topics covered in the corresponding MultiTerm, i.e. attendance on the course, followed by practical experience of the topics covered, will prepare attendees to take the exam.

The exam consists of 40 questions and lasts 40 minutes. Attendees take their exams by logging into their RWS Account and selecting the Education area, where their exams and corresponding training manuals can be found. Attendees will be advised on completion of their exam whether they have passed or need to retake.

Further Development:

At the end of this course attendees will have covered all of the topics necessary to significantly increase translation speeds and productivity.

Attendees should also consider attending the following courses:

- Trados Studio – Getting Started Part 1 and 2, which will help you get familiar with the product and start translating documents productively from day one
- Trados Studio – Intermediate, which will teach you to go beyond the basics for more effective handling of translation projects
- Trados Studio for Project Managers, which will help you to work productively from as a project manager day one
- Trados Studio – Advanced, which will translators and project managers to leverage advanced functionality to get the most out of the product

Further Information:

For further information on any of our courses, training delivery options and course dates, the TRADOS Certification programme or course fees please contact us at producttraining@sdl.com

TOPICS COVERED DURING THE COURSE

Introduction

- Basic concepts:
 - What is terminology?
 - What is a termbase?
 - What does concept-oriented mean?
- Scope of MultiTerm

Getting started

- Starting MultiTerm and opening a termbase
- User interface overview

Searching a termbase

- Browsing through the termbase entries
- Normal search
- Fuzzy search
- Full-text search
- Searching a termbase from any other application through the MultiTerm Widget
- Filtering in a termbase
 - Limiting your searches to a subset of the termbase entries
 - Simple and advanced filters
- Opening another termbase: multiple termbase search

Quick termbase creation

- Creating a termbase using a template
- Modifying the template by adding an extra information field (e.g. Subject)
- Converting an existing glossary from MS Excel into MultiTerm XML format
- Importing the converted glossary into the empty termbase

Creating a new termbase from scratch

- Adding languages (indexes)
- Adding information fields (descriptive fields)
- Defining the termbase structure

Adding entries to a termbase

- Adding a new entry to the termbase
- Streamlining the entry creation process through input models
- Terminology extraction: using legacy documents to fill your termbase quickly
 - Setting up a bilingual term extraction project
 - Running the term extraction
 - Checking the extraction result
 - Exporting the extraction result to your termbase

Using MultiTerm from Trados Studio

- Selecting a termbase
- Using active terminology recognition to insert terms into your translation quickly
- Searching a termbase from Trados Studio
- Adding termbase entries on the fly while translating
 - Adding the term pair
 - Adding a descriptive field (e.g. a Subject field value)
 - Saving the entry to the termbase

Exporting termbases

- Full export (for backup purposes)
- Partial export based on a filter
- Exporting to tabular format (2-column, bilingual term list)
- Exporting to a printable RTF format

Maintaining termbases

- Handling duplicate entries
- Batch-editing termbase content
- Creating a read-only copy of a termbase

MultiTerm Online – overview

- Scope of MultiTerm Online - publishing terminology to make it available to a broad audience
- Logging in to MultiTerm Online
- Searching a termbase within your Web browser

About RWS

RWS Holdings plc is the world's leading provider of technology-enabled language, content management and intellectual property services. We help our clients to connect with and bring new ideas to people globally by communicating business critical content at scale and enabling the protection and realization of their innovations.

Our vision is to help organizations interact effectively with people anywhere in the world by solving their language, content and market access challenges through our collective global intelligence, deep expertise, and smart technology.

Clients include 90 of the globe's top 100 brands, the top 10 pharmaceutical companies and approximately half of the top 20 patent filers worldwide. Our client base spans Europe, Asia Pacific, and North and South America across the technology, pharmaceutical, medical, legal, chemical, automotive, government and telecommunications sectors, which we serve from offices across five continents.

Founded in 1958, RWS is headquartered in the UK and publicly listed on AIM, the London Stock Exchange regulated market (RWS.L).

For further information, please visit: www.rws.com

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