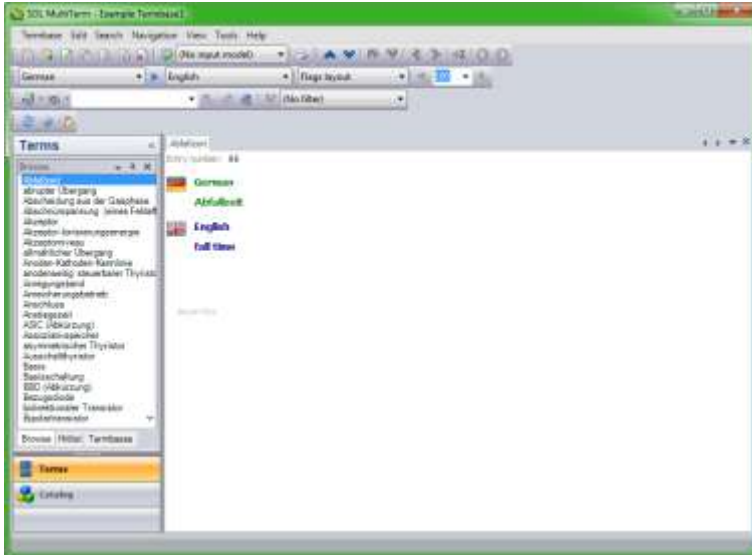


How to import a bilingual Excel glossary into MultiTerm



If you use Trados Studio, it's a good idea to learn how to use MultiTerm to manage your terminology.

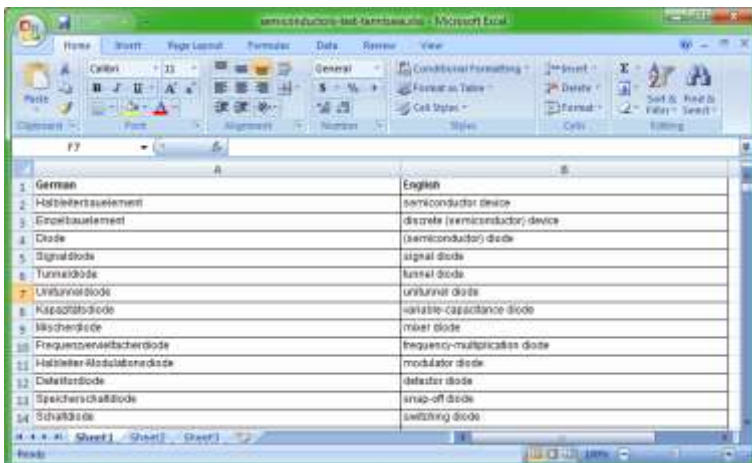
For example, you might want to use terms from a bilingual Excel glossary when you're translating in Trados Studio. Here's how to use MultiTerm to do this.

The process might seem a bit complicated and it takes a bit of time to set up your termbase initially – but once you've done it, it's very easy to use the termbase in multiple projects.

Then you can use term recognition within Studio to speed up your translations and improve your translation quality and consistency.

Before you begin

You will need a bilingual glossary in Excel format. **Make sure that you have column headings for each language.** You can also include extra columns with notes, context, etc., and these should also have **column headings**. Here's what my example Excel glossary looks like:



You will also need to [create a termbase in MultiTerm – there are instructions on how to do this here](#). You can then follow the steps below to convert and import a bilingual glossary from Excel.

In future blog posts I'll explain how to add the termbase to a project in Trados Studio, use term recognition to insert terms into your translation, and add terms to your termbase as you translate.

What applications you'll use

You'll use the **MultiTerm Convert** application to convert the Excel spreadsheet into a format that can be imported by MultiTerm. You'll then use **MultiTerm Desktop** to import the terms.

Where to find MultiTerm Convert and MultiTerm Desktop

You'll find both of these applications from the **Start** menu under All Programs / SDL / SDL MultiTerm.

Note: If you've purchased Trados Studio but can't find a folder for MultiTerm, it could be that you haven't downloaded it yet. Log on to your [SDL account](#) and download it from there.

I'll explain the steps below using MultiTerm2011 – and if you have the 2009 version, the steps are almost identical, so you'll still be able to follow them.

The steps: how to import a bilingual Excel glossary into MultiTerm

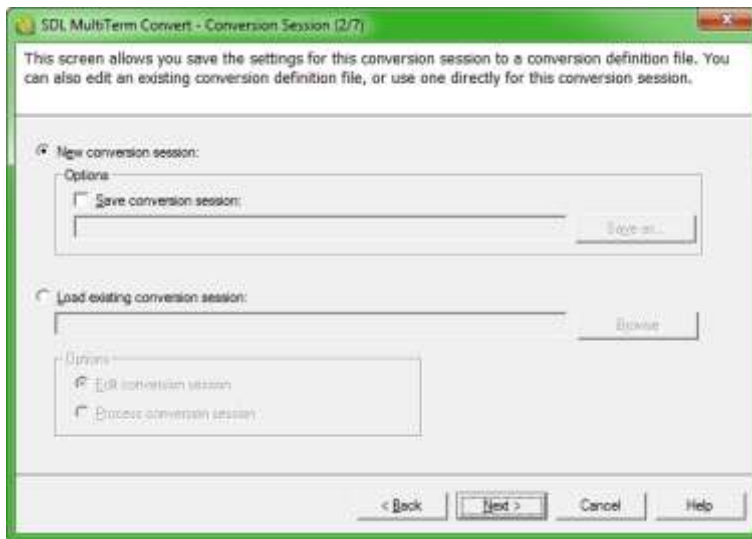
1. Part 1: Convert the glossary from Excel

Start the **MultiTerm Convert** application.



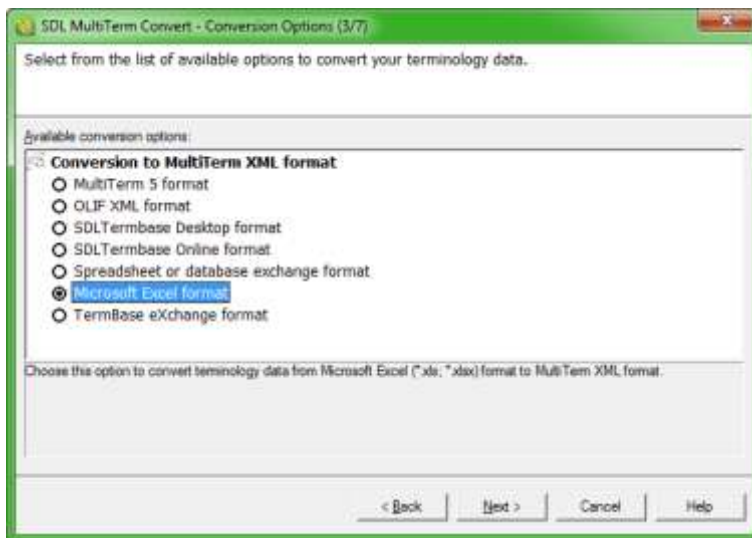
2. Click **Next**. The **Conversion Session** screen displays.

3. Make sure that **New conversion session** is selected. Click **Next**.



The **Conversion Options** screen displays.

4. Select **Microsoft Excel format** and click **Next**.



The **Specify Files** screen displays.

5. Click **Browse** and select the bilingual Excel glossary file, then click **Next**.



The **Specify Column Header** screen displays.

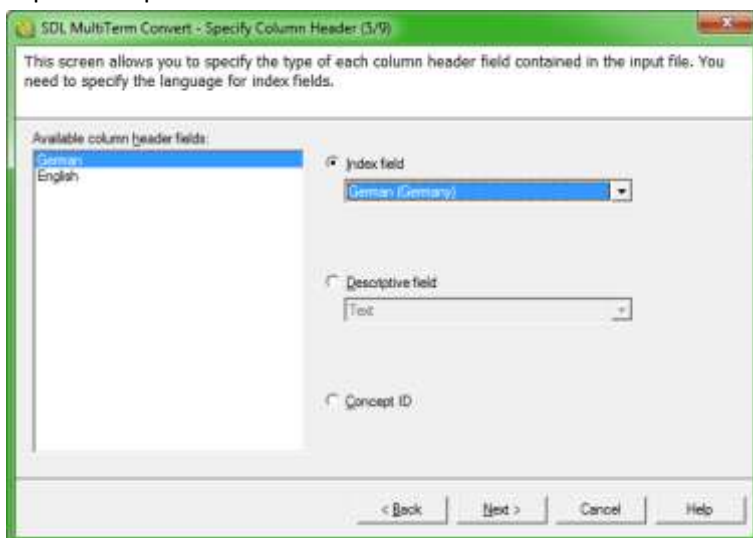
6. Now you need to tell MultiTerm Convert what kind of data the columns contain. This is the tricky part – if you get it wrong it will all turn to custard, so pay attention.

Click the first column header in the **Available column header fields** box.

If this header is one of the languages for the glossary, click **Index field** and select the appropriate language from the dropdown list. If the column header refers to additional information about the term, click **Descriptive field** and select Text, Number, etc.

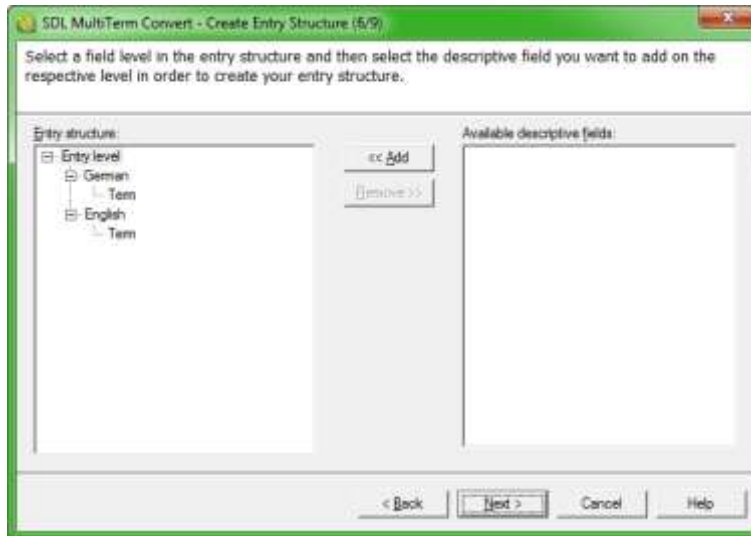
Now select the next column header in the **Available column header fields** box. Repeat the step above – i.e. if the column header is a language, click **Index field** and select the language. If it's not a language click **Descriptive field** and select Text, Number, etc.

Repeat this process for all of the column headers.



Click **Next**. The **Create Entry Structure** screen displays.

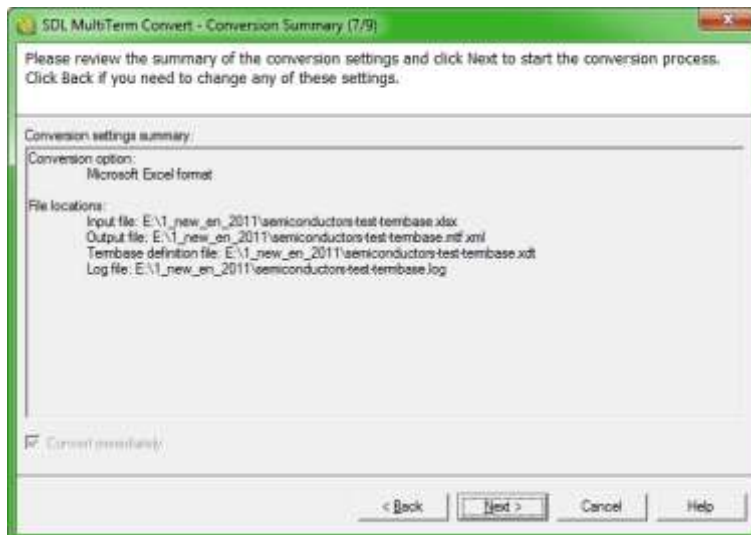
- If you don't have any descriptive fields (columns) in your glossary, the **Entry structure** box should look something like this. In this case, just click **Next**.



Alternatively, if you have any descriptive fields, they will display in the **Available descriptive fields** box on the right. Click the location on the **Entry structure** tree where you would like to place the descriptive field, then click the descriptive field and click **Add**. Do this for all descriptive fields, and click **Next**.

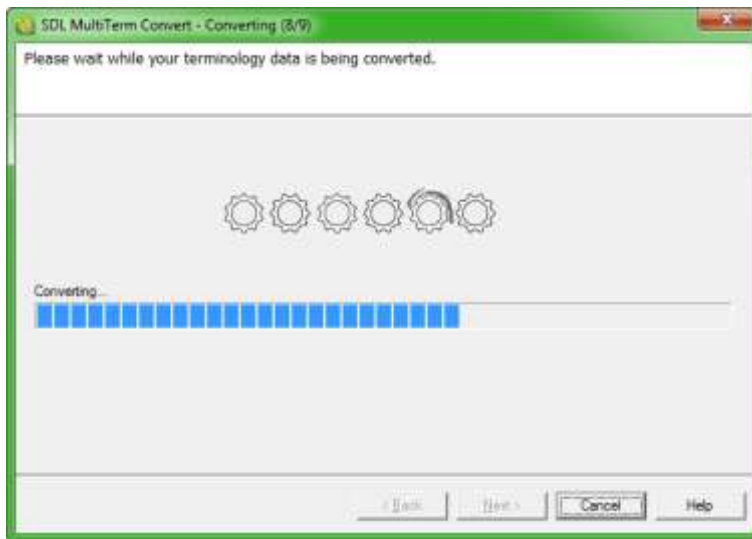
The **Conversion Summary** screen displays.

- Click **Next**.



The **Converting** screen displays.

9. MultiTerm Convert now processes the conversion.



When the conversion is finished, click **Next**. The **Conversion Complete** screen displays.

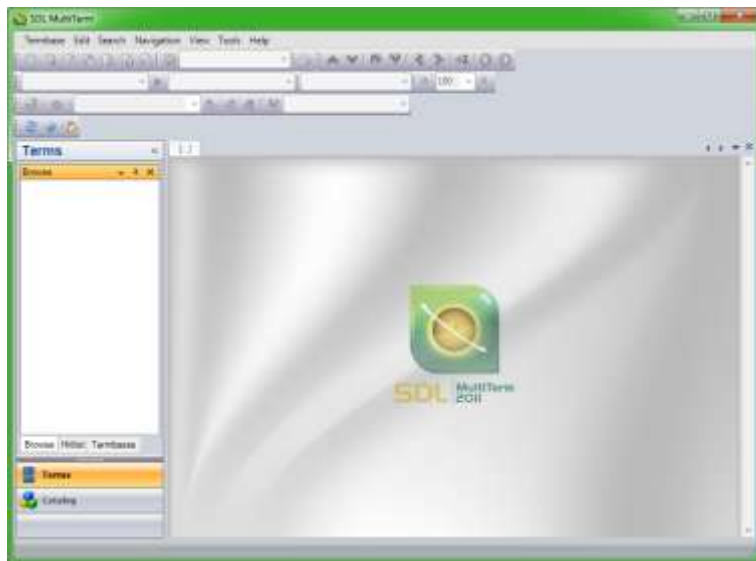
10. Click **Finish**.



You now have some new files in the same location as your Excel glossary.

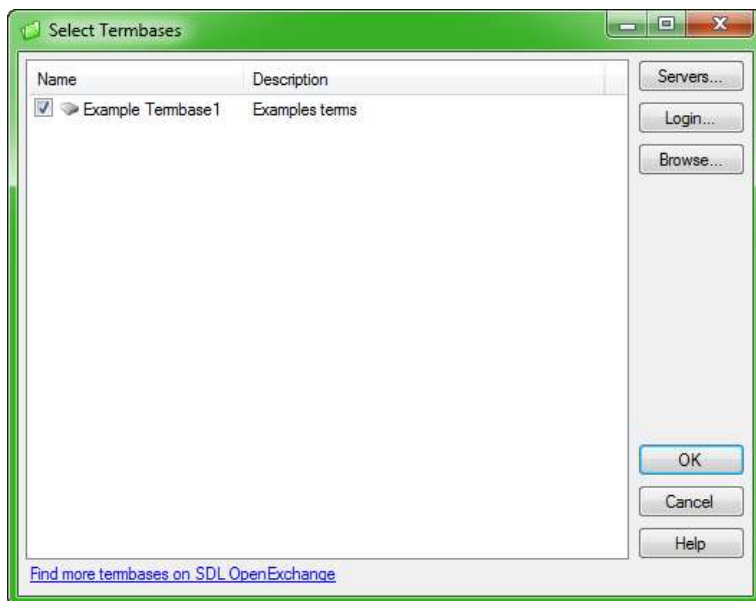
11. Part 2: Import the converted glossary into MultiTerm

Well done, you're getting there. For the second part of the process, start **MultiTerm**.



12. On the **Termbase** menu, click **Open Termbase**. The **Select Termbases** screen displays.

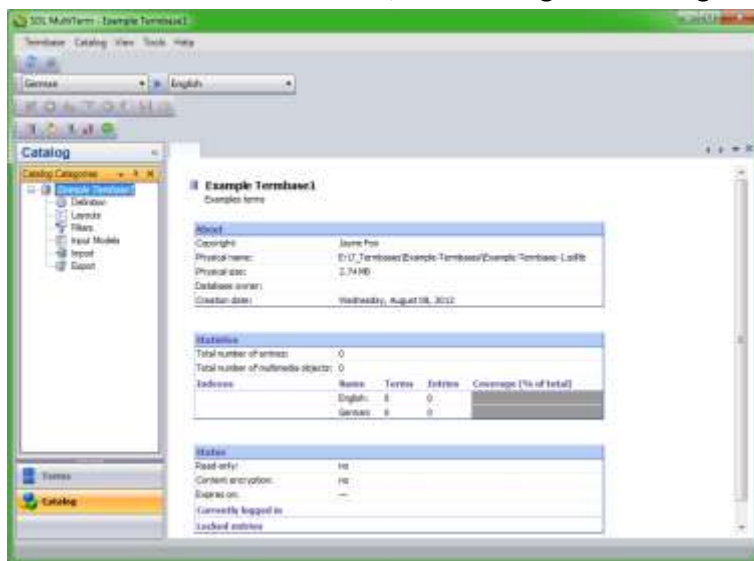
13. Find the empty [termbase you created earlier](#). You may need to click **Browse**, or it may display in the list. Check the **Name** box for the termbase and click **Ok**.



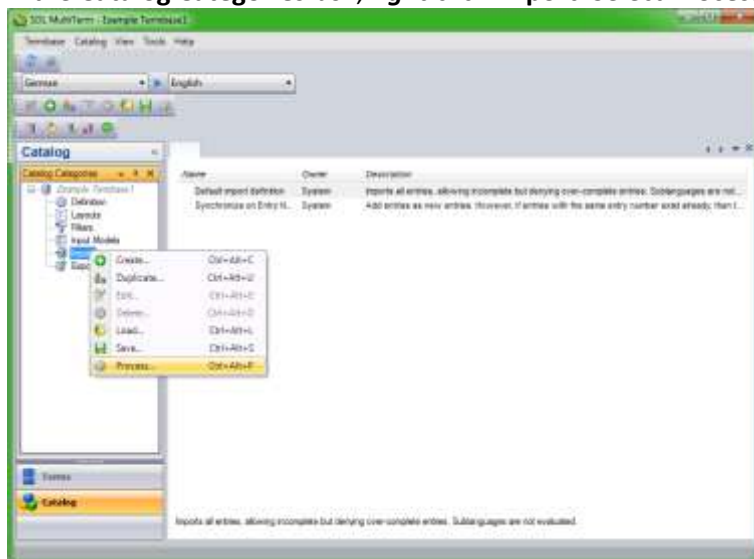
The empty termbase is now open in MultiTerm.



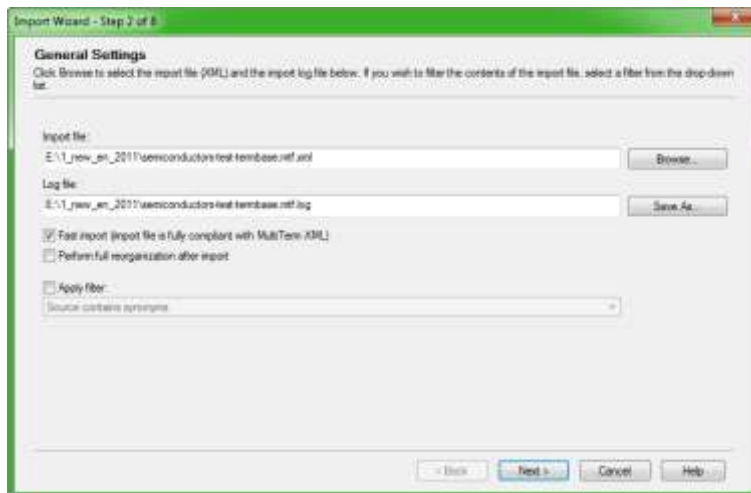
14. On the bottom left of the screen, click **Catalog**. The **Catalog Categories** box displays.



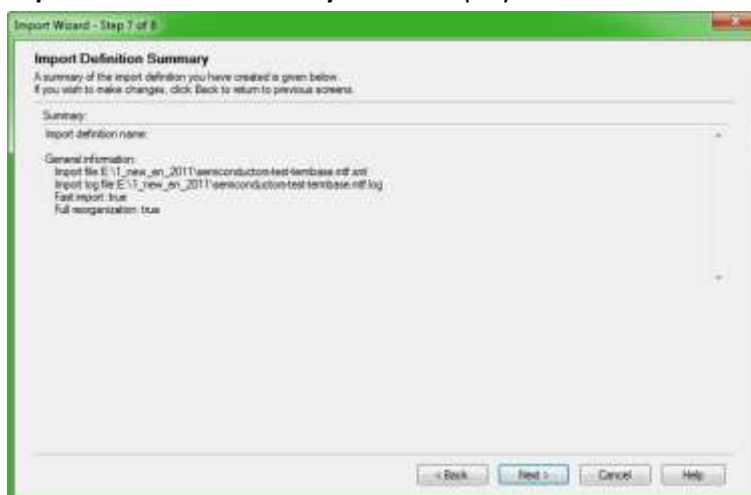
15. In the **Catalog Categories** box, **right** click **Import**. Select **Process** from the options that display.



16. The **Import Wizard** screen displays.



17. Click **Browse** and go to the folder containing the glossary files. Only the files with the extension **.mtf.xml** displays. Select this file and click **Open**. Check the **Fast import** box and click **Next**. The **Import Definition Summary** screen displays.



18. Click **Next**. The **Processing the Import** screen displays.

