How to add a termbase in Trados Studio and use term recognition

If you translate using Trados Studio, it's very useful to know how to use MultiTerm to manage your terminology. It can help you translate faster and make the terminology in your translations more consistent.
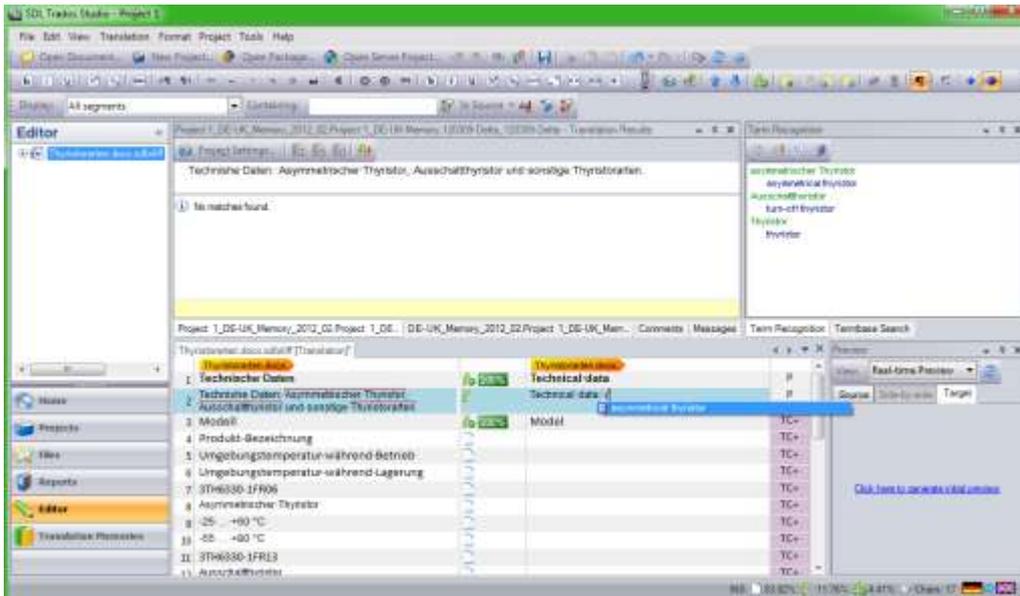
In recent posts I've explained [how to create a termbase in MultiTerm](#) and [how to import terms from an Excel glossary](#).

In this post I'll look at how to add your termbase in Trados Studio and use term recognition to insert terms into your translation.

Before you begin

You'll need a [termbase in MultiTerm](#) and an open document or project in Trados Studio.

I'll explain the steps below using Trados Studio 2011 – and if you have the 2009 version, the steps are almost identical, so you'll still be able to follow them.

How to add a termbase in Trados Studio

If you've not yet added a termbase, in the **Editor** view in Trados Studio, the **Term Recognition** window displays the "No open termbase" message.

1. To add a termbase, click the **Termbase** icon above the **Term Recognition** window.
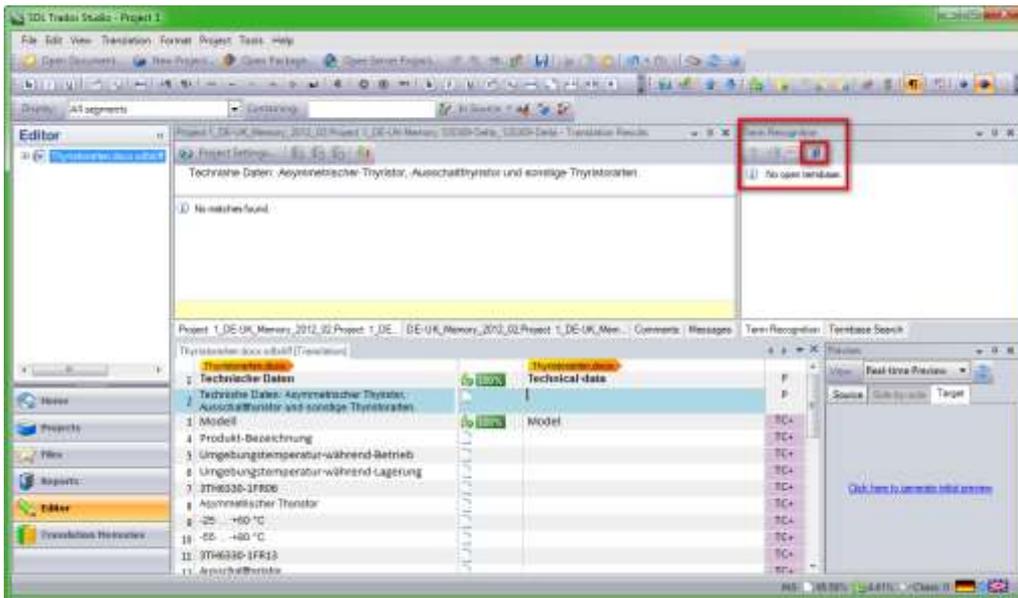
Result: The **Project Settings** dialogue box displays.
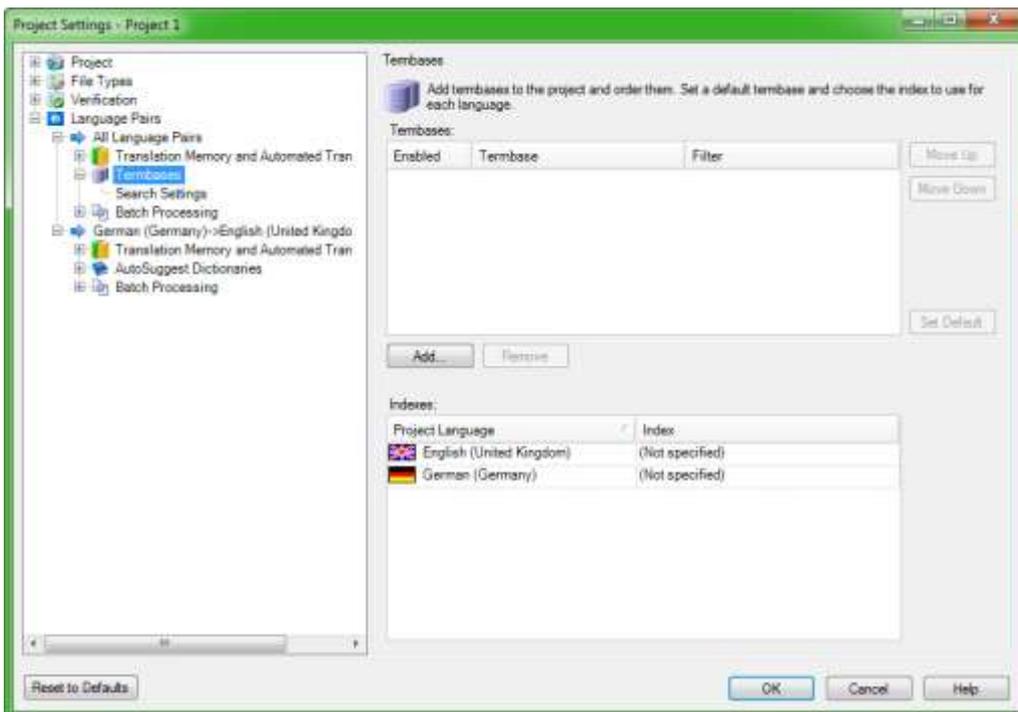
2. Click **Add** to add a termbase.

Result: The **Select Termbases** dialogue box displays.
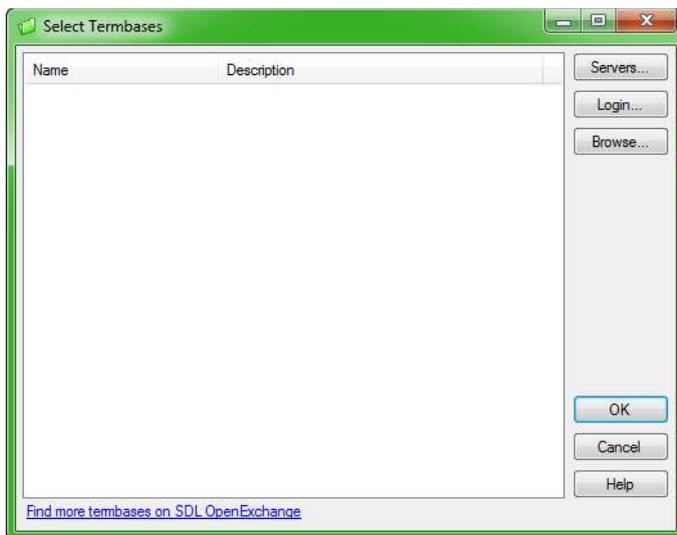
3. Click **Browse**. Select the termbase that you want to add and click **Open**.

Result: The termbase displays in the **Select Termbase** dialogue box.

Note: You can repeat the steps above to add multiple termbases.
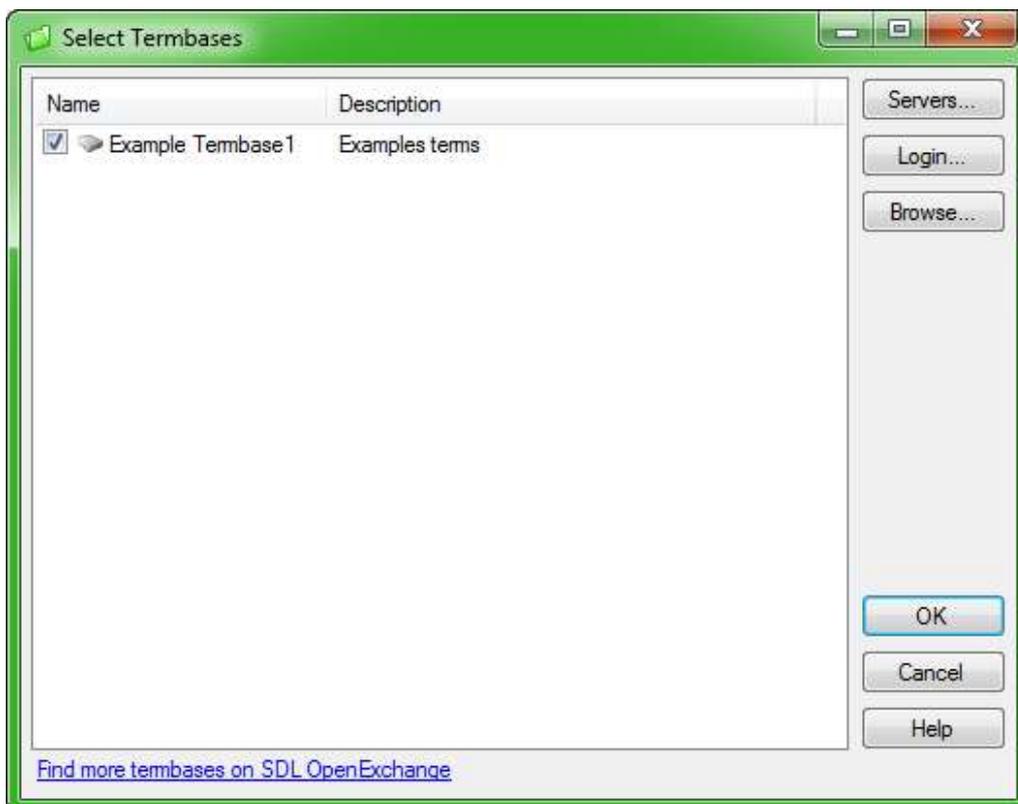
4. Click **OK**.
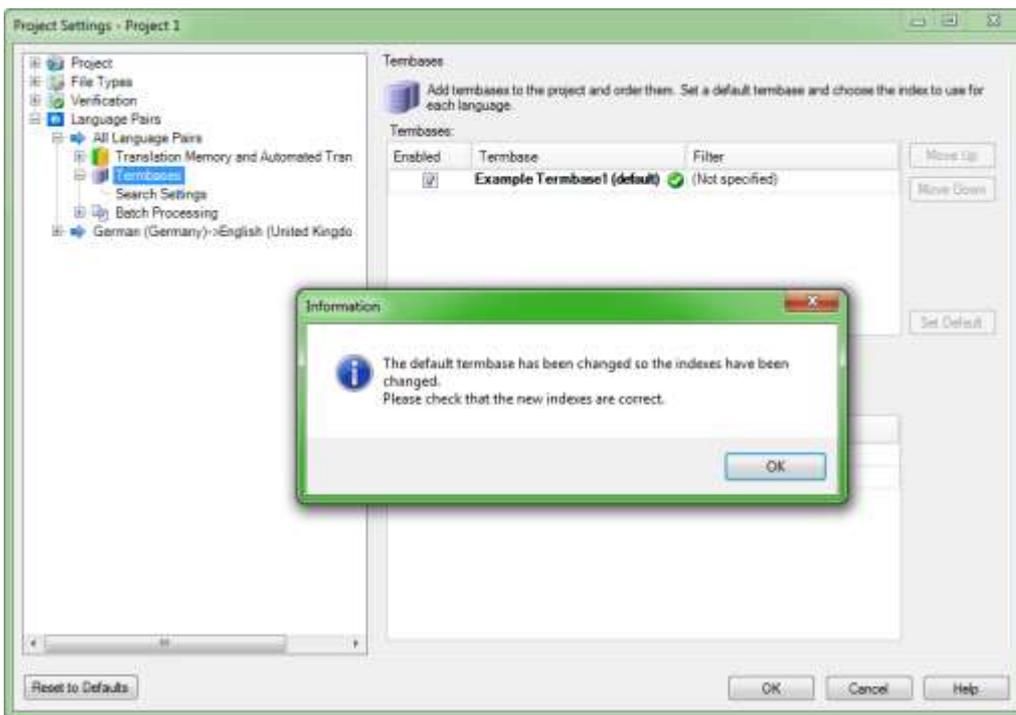
Result: The termbase displays in the **Project Settings** dialogue box in the **Termbases** window. An information message also displays.

5. Click **OK** on the **Information** dialogue box. Then click **OK** on the **Project Settings** dialogue Box.

You have now added the termbase.
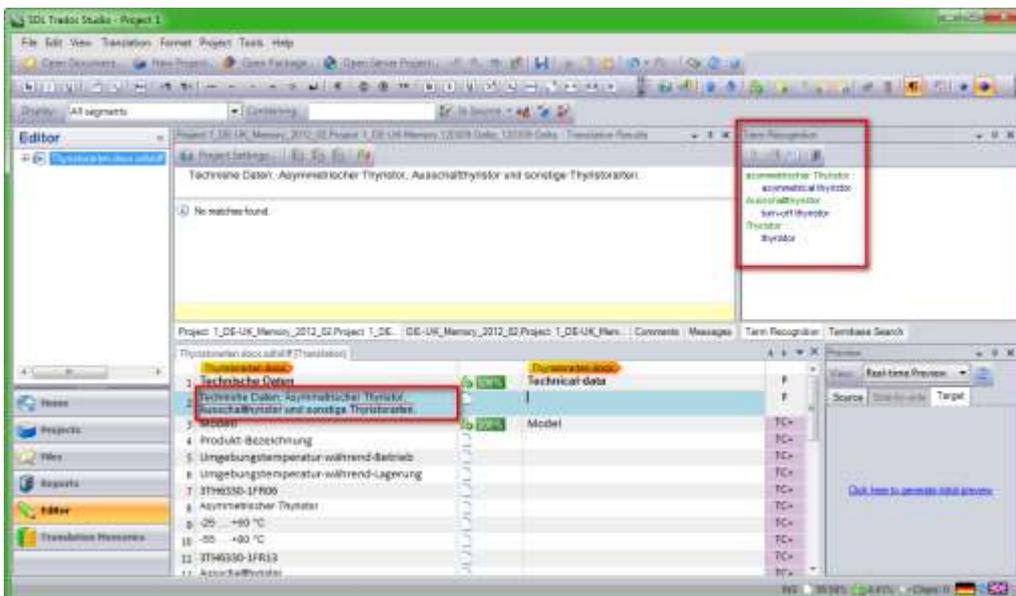
Result: The **Term Recognition** window displays any terms from the termbase that have been recognised in the active row of the source text.

If no terms have been recognised, the **Term Recognition** window displays the message: "No results available".

The terms that have been recognised are also identified by a red line in the active row.

How to use term recognition to insert terms into your translation

You can use the AutoSuggest options to set up your termbase so that the terms display in the AutoSuggest list as you type.

To do this:

1. On the **Tools** menu, click **Options**.
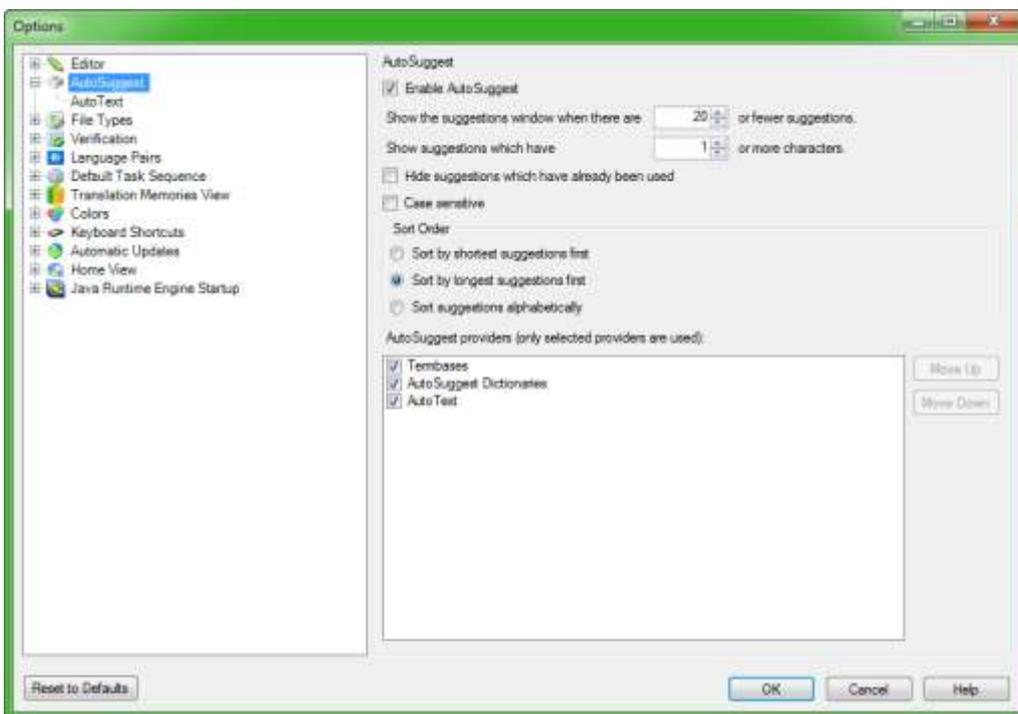
Result: The **Options** dialogue box displays.

2. In the left window, click **AutoSuggest**.

Result: The AutoSuggest options display.

3. In the bottom right window, select **Termbases** as an AutoSuggest provider. Click **OK**.
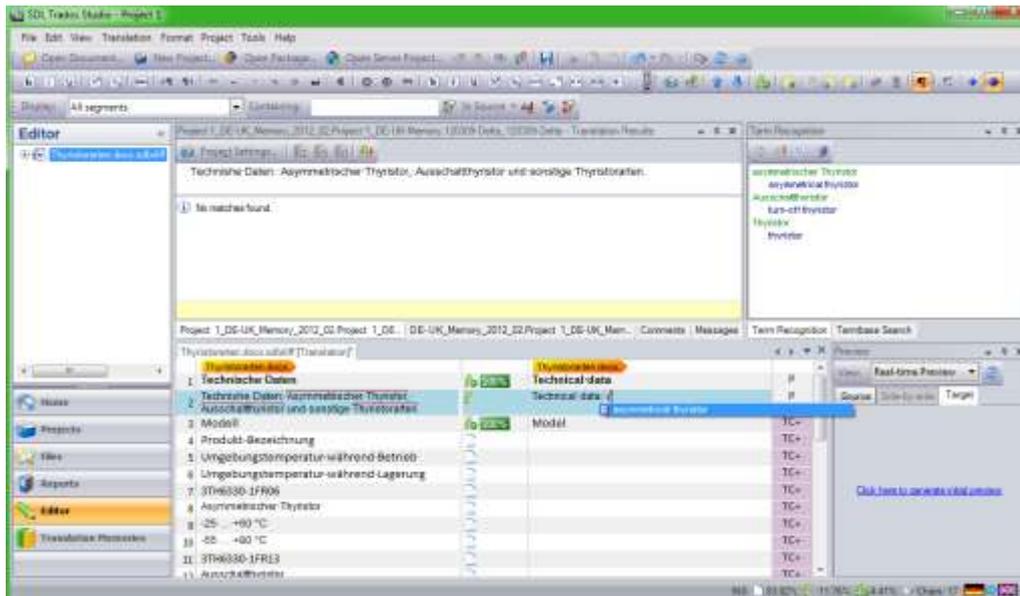
Result: You return to the **Editor** view.

Now, as you begin to type a term that has been recognised, the term displays in the AutoSuggest list.

Press **Enter** to add the term to your translation.

If more than one term displays in the list, use the up and down arrows to select the required term and press **Enter**.

Congratulations, you've added a term base and have started using term recognition! This will make your translations more consistent and can help you translate a lot faster.

What else can you do with your termbase?

While you're translating within Trados Studio, you can search your termbase and add or edit terms. You can also add multiple termbases when you're setting up a project, or to a project template. I'll explain how to do this in future blog posts.

About the author: *Jayne Fox is a* German to English translator for business and IT. *Jayne has a background in science, training, technical writing and management and has been translating professionally since 1996. You can* contact her *through her website and you can follow her on* Facebook *or* Twitter.