# 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.

SDL Trados Studio - Project 1					
File Edit View Translation Fo	rmat Project Tools Help				
🕴 💋 Open Document 🦉 Nev	« Project 🧳 Open Package 😤 Open Server Project	8808	🄊 😓 🔶 🕒 🕲 🕲 🍵 🕲 🖓 😓	2	
b / u   x x   m   +	·π• −	XXXX	) 🚥 📰 🖬 🖬 📱 📜 🔂 🜏 🚷 🍙 🤜	. 🔥 😪 🕫	s 😪 i 🛲 🗉 <mark></mark>
Display: All segments	Containing:	🕼 In Source 🔹	a4 🕞 🔐		
Editor «	Project 1_DE-UK_Memory_2012_02,Project 1_DE-UK-Memory	120309-Delta_120	1309-Delta - Translation Results 🛛 🗸 🛱 🗙	Term Recognition	+ # X
Thyristorarten.docx.sdlxliff	😼 Project Settings   👩 🌀 🌀 🖓			0. 4 🗄 🇊	
	Technishe Daten: Asymmetrischer Thyristor, Auss	chaltthyristor un	d-sonstige-Thyristorarten.	asymmetrischer Th	vristor
				asymmetrical th Ausschatthyristor	yristor
	<ol> <li>No matches found.</li> </ol>			turn-off thyriste	r
				Thyristor thyristor	
	Project 1_DE-UK_Memory_2012_02.Project 1_DE DE-UK	_Memory_2012_0	2,Project 1_DE-UK_Mem   Comments   Messages	Term Recognition	Termbase Search
	Thyristorarten.docx.sdlxliff [Translation]*			↓ + + ×	Preview 👻 🕂 🗙
<	Thyristorarten.docx		Thyristorarten.docx	D	View: Real-time Preview -
	1 Technische Daten Technishe Daten: Asymmetrischer Thyristor,	100%	Technical data	P	Source Side-by-side Target
😭 Home	Ausschaltthyristor und sonstige Thyristorarten.	6	echnical-data:-a	P	Source Side-by-side Target
Projects	3 Modell	👍 100%	Model	TC+	
	4 Produkt-Bezeichnung	2		TC+	
📿 Files	5 Umgebungstemperatur-während-Betrieb	1		TC+	
Reports	6 Umgebungstemperatur-während-Lagerung 7 3TH6330-1FR06	-		TC+ TC+	Click here to generate initial preview
	Asymmetrischer-Thyristor	-		TC+	Citox here to generate initial preview
S Editor	9 -25+60.°C			TC+	
Translation Memories	10 -55·+80·°C	5		TC+	
	11 3TH6330-1FR13	5		TC+	
	12 Ausschaltthvristor	5		TC+ *	

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.



German-to-English

www.foxdocs.biz Page 1 of 6 1. To add a termbase, click the Termbase icon above the Term Recognition window.

🔯 SDL Trados Studio - Project 1					
File Edit View Translation Fo	ormat Project Tools Help				
🕴 🧔 Open Document 🧉 Ne	v Project 🔗 Open Package 🎯 Open Server Projec	ct 🐟 🇞 👁 🕵	📙   🦆 🛅 👩 • 🕅 -   🗇 🍣 🧯		
b 7 y X X M	I¶* − ¬ ο ⊷ € © ® ™	<b>b</b> X <u>U</u> X X		. 6 🕫 🤊 🖁	s 😪 🖃 🗉 🖷 🗉 🔹 🏹
Display: All segments	Containing:	💱 In Source 🔹 a	4 3 8		
Editor «	Project 1_DE-UK_Memory_2012_02,Project 1_DE-UK-Mem	nory,120309-Delta_1203	09-Delta - Translation Results 🚽 🕂 🗙	Term Recognition	* † X
Thyristorarten.docx.sdlxliff	🙀 Project Settings   🐻 🐻 🐻 🚷				
	Technishe-Daten: Asymmetrischer-Thyristor, Au	usschaltthyristor-und	·sonstige-Thyristorarten.	(i) No open term	base.
	·			<u> </u>	
	<ol> <li>No matches found.</li> </ol>				
	Project 1_DE-UK_Memory_2012_02.Project 1_DE DE-	-UK_Memory_2012_02.	Project 1_DE-UK_Mem   Comments   Messages	Term Recognition	Termbase Search
	Thyristorarten.docx.sdlxliff [Translation]			♦ ► ▼ ×	Preview 👻 🕂 🗙
۰ m ا	Thyristorarten.docx	100%	Thyristorarten.docx Technical·data	P	View: Real-time Preview 👻 🍣
A Home	Technishe-Daten: Asymmetrischer Thyristor,		1	р	Source Side-by-side Target
	<sup>2</sup> Ausschaltthyristor und sonstige Thyristorarten. 3 Modell	100%	Model	TC+	
Projects	4 Produkt-Bezeichnung	100%	Nodel	TC+	
💢 Files	5 Umgebungstemperatur-während-Betrieb	5		TC+	
Reports	6 Umgebungstemperatur-während-Lagerung	2		TC+	
	7 3TH6330-1FR06	2		TC+	Click here to generate initial preview
📎 Editor	8 Asymmetrischer-Thyristor 9 -25·+60.*C	1		TC+ TC+	
Translation Memories	9 -25 +80 °C			TC+	
	11 3TH6330-1FR13	-		TC+	
	12 Ausschaltthvristor	15		TC+ T	
				INS D 9	15.59% As 4.41% Chare: 0

Result: The Project Settings dialogue box displays.

Project Settings - Project 1				- • ×
Project	Tembases			
File Types     File Types     File Types     File Types		embases to the project and orde anguage.	er them. Set a default tembase and choose the	index to use for
ianguage Pairs ianiani All Language Pairs	Tembases:			
Generation Memory and Automated Tran	Enabled	Termbase	Filter	Move Up
E- Termbases				
Search Settings				Move Down
B - Processing ⊡ - ➡ German (Germany)->English (United Kingdo				
German (Germany) > English (Onned Hingdo				
🗄 👰 AutoSuggest Dictionaries				
⊞ ি Batch Processing				
				Set Default
	Add	Remove		
	Indexes:			1
	Project Lan		Index	
		h (United Kingdom)	(Not specified)	
	Germa	ın (Germany)	(Not specified)	
				· · · · · · · · · · · · · · · · · · ·
Reset to Defaults			OK Cancel	Help

2. Click Add to add a termbase.



German-to-English

Result: The Select Termbases dialogue box displays.

💋 Select Termbase	25	
Name	Description	Servers Login Browse
Find more tembases	on SDL OpenExchange	OK Cancel Help

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.

🧔 Select Termbases		
Name           Vame           Vame           Vame           Vame	Description Examples terms	Servers
		Browse
		ОК
		Cancel
Find more termbases on SDL O	<u>penExchange</u>	нер



German-to-English

#### 4. Click OK.

Project     Project     File Types     Verification     Language Pairs     ➡ ➡ Llanguage Pairs	Termbases Add termbases to the project and order them. S each language. Termbases:	Set a default tembase and choose th	e index to use for
Translation Memory and Automated Tran	Enabled Termbase	Filter	Move Up
Great Settings Search Settings Batch Processing Great German (Germany)->English (United Kingdo	😨 Example Termbase1 (default) 🔗	(Not specified)	Move Down
Informatio	on		
0	The default termbase has been changed so the ir changed. Please check that the new indexes are correct.	ndexes have been	Set Default
	changed.		Set Default

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.

SDL Trados Studio - Project 1		
File Edit View Translation Fo	ormat Project Tools Help	
🗧 🥑 Open Document 🧉 Nev	w Project 💣 Open Package 😭 Open Server Project o 🎨 🖘 🔊   📙   👍 🛅   🍘 • 🖄 •   🗇 🥭 🤤	
679XX	INI • • IE (© © HEX U X	- - 
Display: All segments	▼ Containing:	
Editor «		
Thyristorarten.docx.sdlxliff	💱 Project Settings 1 6 6 6 🖗	
	Technishe-Daten: Asymmetrischer Thyristor, Ausschaltthyristor und sonstige Thyristorarten.	asymmetrischer Thyristor asymmetrical thyristor
		Ausschatthyristor
	(i) No matches found.	turn-off thyristor Thyristor
		thyristor
	Project 1_DE-UK_Memory_2012_02,Project 1_DE DE-UK_Memory_2012_02,Project 1_DE-UK_Mem Comments Messages	Term Recognition Termbase Search
	Thyristorarten.docx.sdlxliff [Translation]	♦ ► ▼ X Preview ▼ ₽ X
<	Thyristorarten.docx Thyristorarten.docx	View: Real-time Preview -
	1 Technische-Daten	P P Source Side-by-side Target
💮 Home	2 Ausschalthyristor und sonstige Thyristorarten.	Source Side-by-side Target
Projects	3 Modell 🕼 100% Model	TC+
	4 Produkt-Bezeichnung	TC+
📿 Files	5 Umgebungstemperatur-während-Betrieb	TC+
Reports	5 Umgebungstemperatur-während-Betrieb     1       6 Umgebungstemperatur-während-Lagerung     1       7 3TH6330-1FR06     1       8 Asymmetrischer Thyristor     1	TC+
	7 3TH6330-1FR06	TC+ Click here to generate initial preview TC+
📎 Editor	a -25+60.*C	TC+
Translation Memories	10 -55·+80.*C	TC+
	11 3TH6330-1FR13	TC+
	12 Ausschalthyristor	TC+ *
		INS 🗋 95.59% 🛵 4.41% 🍼 Chars: 0 💻 🗘 🎇 🛒

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



www.foxdocs.biz Page 4 of 6

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**.

Options		_ <b>D</b> _ X
Editor     AutoSuggest     AutoText     AutoText     AutoText     Eife Types     Covrinceation     Translation Memories View     Colors     Automatic Updates     Automatic Updates     Automatic Updates     Java Runtime Engine Startup	AutoSuggest         Image: Show the suggestions window when there are some suggestions.         Show suggestions which have some suggestions which have some suggestions which have some some some some some some some som	Move Up Move Down
Reset to Defaults	OK Cancel	Help

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.



German-to-English TRANSLATION

File Edit View Translation	Format Project Tools Help				
🧔 Open Document 🦉 No	ew Project 🞯 Open Package 😤 Open Server Project	- A & A &	। 📕 🦆 🗿 🛅 👩 - 🗞 - 🛇 🍣 🤅	0	
b 7 y   x x,   m   i	м пк  — н к н (6   © тн   b)	XXXX		, 🖌 🔥 😵 🗧	) 🚯 🖃 🗉 🖪 🖷 👘 🚱 👘
Display: All segments	▼ Containing:	💱 In Source 🝷 a	4 🗑 🔐		
Editor «	Project 1_DE-UK_Memory_2012_02,Project 1_DE-UK-Memory.	.120309-Delta_1203	109-Delta - Translation Results 🚽 🖣 🗙	Term Recognition	<b>→</b> ₽ 3
Thyristorarten.docx.sdlxlif	Project Settings 6 6 6 8			0. 4 5 1	
In the international and the international a	Technishe-Daten: Asymmetrischer Thyristor, Auss	chaltthyristor-und	-sonstine-Thyristorarten	asymmetrischer Th	wistor
	reennine baten: / bynnietibener mynoter, / abb	onantinynotor and	benetige mynoteiarten.	asymmetrical th	
	No matches found.			Ausschalthyristor turn-off thyristo	
				Thyristor	
				thyristor	
	Project 1_DE-UK_Memory_2012_02,Project 1_DE-		Project 1_DE-UK_Mem   Comments   Messages	Term Recognition	Termbase Search
	Project 1_DE-UK_Memory_2012_02.Project 1_DEDE-UK Thyristorarten.docx.sdlxiff [Translation]*		Project 1_DE-UK_Mem   Comments   Messages	Term Recognition	
< )	Thyristorarten.docx.sdlxliff [Translation]*		Thyristorarten.docx	4 Þ 🕶 X	Preview - 4 3
< <u> </u>	Thyristorarten.docx.sdk/iff [Translation]* Thyristorarten.docx 1 Technische-Daten	_Memory_2012_02,	Thyristorarten.docx Technical·data	♦ ► ▼ ×	Preview • 4 3 View: Real-time Preview • 2
	Thyristorarten.docx.sdb/iff [Translation]* Thyristorarten.docx 1 Technische Daten , Technische Daten.'Asymmetrischer-Thyristor,		Thyristorarten docx Technical-data Technical-data:-a	4 Þ 🕶 X	Preview - 4 3
Home	Thyristorarten.docx.sdk/iff [Translation]* Thyristorarten.docx 1 Technische-Daten		Thyristorarten.docx Technical·data	♦ ► ▼ ×	Preview • 4 3 View: Real-time Preview • 2
	Thyristorarten.docx.sdlxliff [Translation]* Thyristorarten.docx. 1 Technische-Daten 2 Technische Daten: Asymmetrischer Thyristor,- 2 Ausschafthyristor und-sonstbge Thyristorarten.	<b>do 100%</b>	Thyristorarten.docx Technical-data Technical-data:-d asymmetrical thyristor	P P	Preview • 4 3 View: Real-time Preview • 2
Home	Thyristoraten.docx.stkilf [Translation] Thorebarten.docx Technishe-Daten Zechnishe-Daten Zechnishe-Daten Modell Modell 4 Produkt-Bezeichnung 5 Umgebungstemperatur-während-Betrieb	€ 100% € € 100%	Thyristorarten.docx Technical-data Technical-data:-d asymmetrical thyristor	↓ ▼ × p TC+ TC+ TC+ TC+ TC+	Preview • 4 3 View: Real-time Preview • 2
Home Projects Files	Thyristorarten.docx.sdk/iff [Translation]" Thyristorarten.docx.sdk/iff [Translation]" Technishe Daten Technishe Daten.'Asymmetrischer-Thyristor', Xusschalthyristor und sonstige Thyristorarten. 3 Modell 4 Produkt-Bezeichnung	€ 100% € € 100%	Thyristorarten.docx Technical-data Technical-data:-d asymmetrical thyristor	↓ ↓ ▼ ×	Preview • 0 2 View: Real-time Preview • 2 Source Side-by-side Target
Home	Thyristoraten docx sdkiff [Translation] Thyristoraten docx Techniske-Daten Zenniske-Daten Zensiske-Daten Techniske-Daten Zensiske-Daten Techniske-Daten	€ 100% € € 100%	Thyristorarten.docx Technical-data Technical-data:-d asymmetrical thyristor	↓ ↓ ★ × P P TC+ TC+ TC+ TC+	Preview • 4 : View: Real-time Preview • 2
Home Projects Files Reports	Thyristoraten.docx.stkilf [Translation] Thyristoraten.docx 1 Technishe-Daten 2 Technishe-Daten 2 Technishe-Daten 3 Modell 4 Produkt-Bezeichnung 5 Umgebungstemperatur-während-Betrieb 6 Umgebungstemperatur-während-Lagerung 7 3TH6330-1FR06 8 Asymmetrischer Thyristor	€ 100% € € 100%	Thyristorarten.docx Technical-data Technical-data:-d asymmetrical thyristor	↓ ↓ ▼ × P TC+ </td <td>Preview • 0 2 View: Real-time Preview • 2 Source Side-by-side Target</td>	Preview • 0 2 View: Real-time Preview • 2 Source Side-by-side Target
Home Projects Control Reports Control	Thyristoraten.docx.stkilf [Translation]           Thyristoraten.docx           1         Technishe-Daten           2         Technishe-Daten           3         Modell           4         Produkt-Bezelonung           5         Umgebungstemperatur-während-Betrieb           6         Umgebungstemperatur-während-Jagerung           7         31H6330_LFR06           8         Asymmetrischer Thyristor           9         25	€ 100% € € 100%	Thyristorarten.docx Technical-data Technical-data:-d asymmetrical thyristor	↓ ↓ ↓ × × P TC+	Preview   View: Real-time Preview   Source Side-by-side Target
Projects	Thyristoraten docz sklviff [Translation]           Thurstenten docz           1 Technisko-Daten           2 Technisko-Daten           3 Modell           4 Produkt-Bezichnung           5 Umgebungstemperatur-während-Betrieb           6 Umgebungstemperatur-während-Lagerung           7 31ft6330-1FR06           8 Asymmetrischer Thyristor           9 25+60 °C	€ 100% € € 100%	Thyristorarten.docx Technical-data Technical-data:-d asymmetrical thyristor	Image: book of the second se	Preview   View: Real-time Preview   Source Side-by-side Target
Home Projects Control Reports Control	Thyristoraten.docx.stkilf [Translation]           Thyristoraten.docx           1         Technishe-Daten           2         Technishe-Daten           3         Modell           4         Produkt-Bezelonung           5         Umgebungstemperatur-während-Betrieb           6         Umgebungstemperatur-während-Jagerung           7         31H6330_LFR06           8         Asymmetrischer Thyristor           9         25	<b>do 100%</b>	Thyristorarten.docx Technical-data Technical-data:-d asymmetrical thyristor	↓ ↓ ↓ × × P TC+	Preview   View: Real-time Preview   Source Side-by-side Target

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 BSc MITI is a German-to-English translator and native speaker of British English, specialising in technology, health care and corporate communications. Jayne is a qualified translator with first-hand experience of writing for major corporations. You can <u>contact her</u> through her website or follow her on <u>Facebook</u> or <u>Twitter</u>.



German-to-English

www.foxdocs.biz Page 6 of 6