

Introduction to SDL TRADOS MultiTerm 7

Introduction

Correct and consistent use of terminology is the most important part of a translation. As more and more companies realise that they need to invest more into terminology work, translators and project managers need to be able to build useful terminology databases out of legacy material.

Setting up a terminology database with SDL TRADOS MultiTerm requires a good understanding of the goal to be achieved as well as a thorough discussion on the presentation of the contents – the terms.

Course/module Description

The students will learn what possibilities SDL TRADOS MultiTerm 7 offers for terminologists, translators and project managers (creating the structure of a termbase, adding new entries from an Excel list, printing a company dictionary, checking terms after translation).

Training topics

1. Introduction to the MultiTerm user interface
2. Searching and filtering for specific information
3. Creating a new termbase
4. Creating new entries manually, by input model, by import from an Excel list
5. Exporting terminology to Word (pre-defined export definitions) and other formats (customisable export definitions)
6. Using MultiTerm during translation (searching for terms / adding new terms)