

Terminology Management

Introduction

Clear communication starts with the use of accurate terminology. A terminology management system ensures consistent use of specific terms and phrases. Relevant terminology is added to the termbase, either manually or by means of a term extraction tool. Once a central glossary has been created, the authoring and translation processes will be more efficient and less error-prone.

Course Description

In this course, you will learn how you can create and use termbases to ensure the consistent use of terms and phrases. The training will focus on SDL MultiTerm® as the market-leading software, and will provide a clear overview of "best practices" in multilingual terminology management.

Training topics

- looking up terminology
- setting up a termbase
- adding, editing, deleting terms
- importing & exporting
- converting termbases from a table or spreadsheet format
- terminology extraction
- integration of the termbase in other tools
- distributing terminology