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MADCAP LINGO 11 r3

# Termbases

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MadCap Software  
9171 Towne Center Drive, Suite 335  
San Diego, California 92122  
858-320-0387  
[www.madcapsoftware.com](http://www.madcapsoftware.com)

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# CONTENTS

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- CHAPTER 1
  - Introduction ..... 5
  
- CHAPTER 2
  - Process for Termbases ..... 8
    - Installing SQL ..... 9
    - Creating Termbases ..... 10
    - Adding Termbases ..... 13
    - Choosing a Termbase ..... 15
    - Adding Concepts and Terms to Termbases ..... 18
    - Editing Termbases ..... 25
    - Inserting Terms From a Termbase ..... 37
  
- CHAPTER 3
  - Other Information for Termbases ..... 38
    - Multiple Termbases ..... 39
    - Filter and Concept/Language Grid ..... 40
    - Term and Language Information ..... 44
    - Concept Information ..... 47
    - Terms–Add in Batch ..... 48
    - Termbase eXchange ..... 49

CHAPTER 4	
Other Activities for Termbases .....	50
Exporting Termbase Files .....	51
Importing Termbase Files .....	52
Ranking Termbases .....	55
Removing or Deleting Termbases .....	58
APPENDIX	
PDFs .....	59
Cheat Sheets .....	59
User Guides .....	59

# Introduction

A termbase is a concept-oriented database that makes translation work easier and quicker by letting you create, manage, and reuse multilingual terminology from a single storage area. This system automatically displays previously translated words from your termbase during the translation process, thus improving the reliability of translations.

The screenshot shows the Termbase Editor interface. At the top, there is a 'Filter' input field and two circular icons. Below this is a table with columns for 'English (United States)', 'español', 'English', 'Italian', 'français', and 'German'. The table contains several rows of terms, with the third row highlighted. Below the table, there are two main panels. The left panel shows a detailed view of a term, including a list of terms in different languages, a localized definition, usage, and context. The right panel shows concept information, including the subject, source, description, grammar, and part of speech. Callouts point to various features: 'Filter and Concept/Language List' points to the filter and icons; 'Each row in the list is considered a concept (may consist of multiple terms in different languages)' points to the table; 'Term/Language Information (unique for each language and term)' points to the left panel; 'Concept Information (shared for entire concept)' points to the right panel; and 'Use the dividers to increase or decrease how much of a section' points to the vertical dividers in the left panel.

	English (United States)	español	English	Italian	français	German
1	roses	rosas				
2		coche	car			
3		Motocicleta Moto	Motorcycle Motorbike	motocicletta motociclo		
4		bicicletas	bikes			
5					courriel	

English español Italian +

Motocicleta  
Moto

Localized Definition:  
Un vehículo de motor similar a una bicicleta, pero general más  
... dos

Usage: Admitted

Context  
Motocicleta

Subject: Bikes  
Source: Wikipedia  
Description: A motor vehicle similar to a bicycle but usually larger and heavier, chiefly for one rider but sometimes having two saddles or an attached sidecar for passengers.  
Grammar: Part of Speech: Noun  
External Reference  
Image  
Related Concept

## Process


1. "Installing SQL" on page 9
2. "Creating Termbases" on page 10 or "Adding Termbases" on page 13
3. "Choosing a Termbase" on page 15
4. "Adding Concepts and Terms to Termbases" on page 18 and "Editing Termbases" on page 25
5. "Inserting Terms From a Termbase" on page 37


## Other Information


- "Multiple Termbases" on page 39
- "Filter and Concept/Language Grid" on page 40
- "Term and Language Information" on page 44
- "Concept Information" on page 47
- "Terms—Add in Batch" on page 48
- "Termbase eXchange" on page 49

## Other Activities

- "Exporting Termbase Files" on page 51
- "Importing Termbase Files" on page 52
- "Ranking Termbases" on page 55
- "Removing or Deleting Termbases" on page 58

 **IMPORTANT** Please note that some languages contain multiple dialects. Projects and TM databases must be mapped with the same language designations in order to be used together.

 **IMPORTANT** If you are using source control, do not include your local termbase (.litdb3) and translation memory (.db) files in your project folder. These files do not function correctly when used with source control, and can cause conflicts. Instead, you should use a server termbase or translation memory. This will allow other users to have access to the terms in the database while avoiding possible conflicts.

 **NOTE** When would you use a termbase, and when would you use TM? The two are related, but not the same thing. TM is used for quickly applying previously translated segments. Termbases are really an extra tool for making sure you are using the correct term in a translation (i.e., context). That's why termbases let you provide additional info about each term. Also, TM is necessary in order to use a termbase and apply its suggestions, but a termbase is not necessary in order to use TM.

# Process for Termbases

Certain tasks must be completed in order when using this feature.

**This chapter discusses the following:**

- Installing SQL ..... 9
- Creating Termbases ..... 10
- Adding Termbases ..... 13
- Choosing a Termbase ..... 15
- Adding Concepts and Terms to Termbases ..... 18
- Editing Termbases ..... 25
- Inserting Terms From a Termbase ..... 37



# I Installing SQL

You must have SQL installed to take advantage of server translation memory (TM) and termbases in Lingo. SQLite and SQL Express are the types of SQL supported.

## SQLite (Local)

SQLite is a self-contained relational database system that is in the public domain. In Lingo, SQLite is intended for local TM databases and termbases, not those that reside on an external server.

SQLite is easier and faster, just not quite as robust as SQL Express.

SQLite is automatically installed during the process of installing Lingo. For more information about this database system, see [www.sqlite.org](http://www.sqlite.org).

By default, the location for SQLite databases is in “Documents\Lingo Translation Memories” on your computer. However, you can choose a different location if you like.

## SQL Server Express (Server)

SQL Server Express is designed to be used on a server with Lingo. To download and install the latest version of SQL Server Express, go to <http://www.microsoft.com/downloads/>.

When installing SQL Server Express, it is recommended that you accept the default settings as you move through the installation wizard. If you want to explore any of the alternative options, please refer to the documentation provided with Microsoft SQL Server Express.


# I Creating Termbases

You can create as many termbases as you need. For example, you might use one termbase for Client A, a different termbase for Client B, and yet another for Client C. When you create a termbase, it can be used in any of your Lingo projects.

Creating a termbase is different from adding a termbase (see "Adding Termbases" on page 13). Whereas creating a termbase generates a new, empty termbase, adding a termbase takes an existing termbase on your computer or server and adds it to the list of available termbases so that you can associate it with your Lingo project.

## How to Create a Termbase

1. Select the **Resources** ribbon. In the **Termbase** section, select **Create Termbase**.
2. From the submenu, select one of the following:
  - **Local** Select this option if you want to use SQLite for a local termbase. This option opens a simple dialog that lets you give the new database a name and choose where to store it. By default, the location for SQLite databases is in Documents\Lingo Termbases on your computer. However, you can choose a different location if you like.
  - **Server** Select this option if you want to use SQL Server Express for a termbase to be stored on a server. This opens a dialog with fields for the name, server, and security information related to the database.

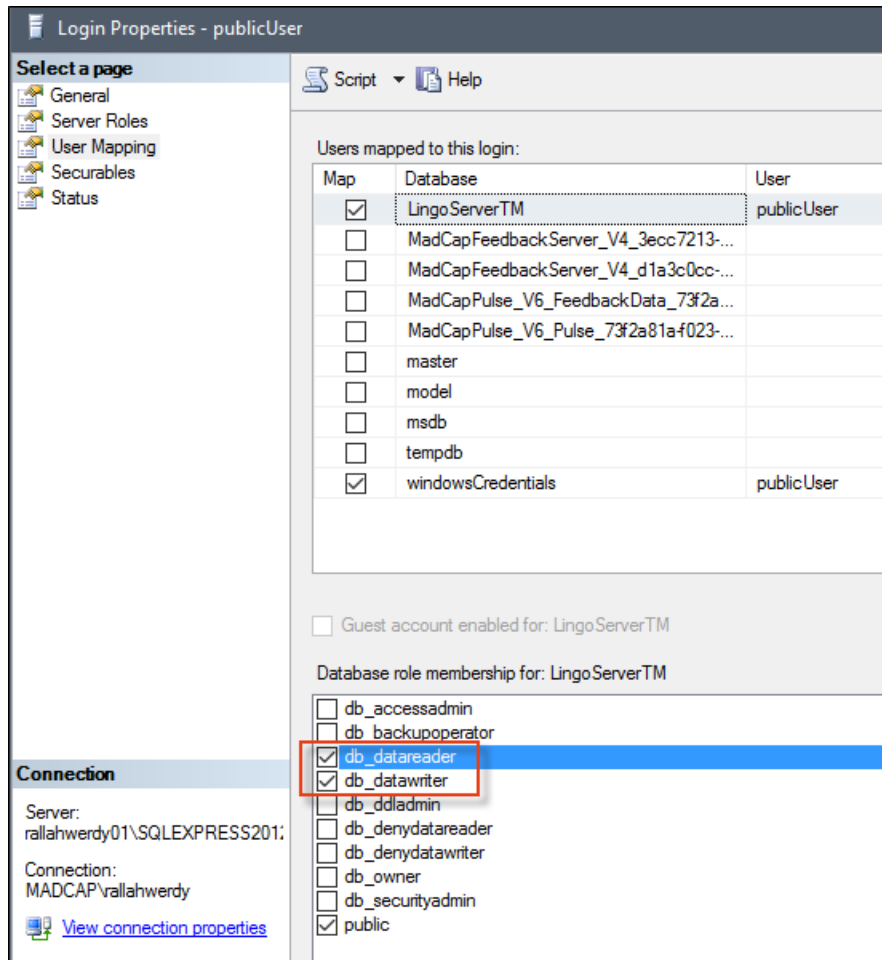
 **NOTE** If you do not already have SQL Server Express installed and you try to install a server termbase or server translation memory, Lingo will prompt you to install SQL Server Express 2012. This version of SQL Server Express is supported on Windows 7, Windows Server 2008 R2, and Windows Server 2008 Service Pack 2,. However, it is *not* supported on Windows 8. If necessary, you can manually install another version of SQL.

To download and install the latest version of SQL Server Express, go to:

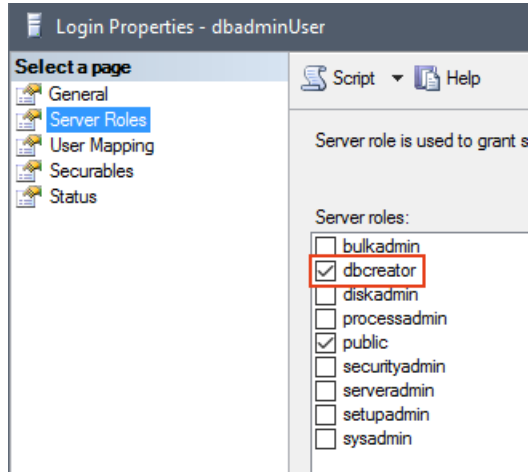
<http://www.microsoft.com/downloads/>


**NOTE** In order to create a server translation memory or termbase, you must have both db\_datareader and db\_datawriter roles, or you must have the dbcreator role. This is set in your SQL management tool.

In the following user mapping image, the user has both db\_datareader and db\_datawriter selected:



 In the following server role image, the user has dbcreator selected:



For a server termbase, in the **Name of new database** field, type a name for the termbase. Next to the **Database server** field, click . The Connect to SQL Server dialog opens, displaying a list of usable servers after Lingo scans your network. In the **Connection timeout** field, you can adjust the number of seconds to allow a connection to the server to be successful. In the **Authentication** section, you can use Windows Integrated Security (the default), or you can enter a specific user name and password for the server (if necessary). If you elect to use Windows Integrated Security, leave the user name and password fields blank. Otherwise, if your server requires specific credentials, enter them in the fields provided.

3. After completing the fields in the appropriate dialog, click **OK**.


# I Adding Termbases

Adding a termbase is different from creating a termbase (see "Creating Termbases" on page 10). Whereas creating a termbase generates a new, empty termbase, adding a termbase takes a termbase that already exists on your computer, network, or server and adds it to the list of available termbases in Lingo so that you can associate it with your Lingo project. This is useful if you had removed a termbase from the list of available termbases, but and need to use it again.

## How to Add a Termbase


1. Select the **Resources** ribbon. In the **Termbase** section, select **Choose Termbase**.

The Manage Termbases dialog opens.

2. In the local toolbar, click  **Add**.

3. From the submenu, select one of the following:

- **Local** Select this option if you want to select a termbase that resides on your computer or network. Next to the Select existing Termbase field, click **Browse**. A dialog opens where you can locate the termbase. Click **Open**.
- **Server** Select this option if you want to use a termbase that resides on your SQL Server. This opens a dialog with fields for the name, server, and security information related to the database.

 **NOTE** If you do not already have SQL Server Express installed and you try to install a server termbase or server translation memory, Lingo will prompt you to install SQL Server Express 2012. This version of SQL Server Express is supported on Windows 7, Windows Server 2008 R2, and Windows Server 2008 Service Pack 2,. However, it is *not* supported on Windows 8. If necessary, you can manually install another version of SQL.

To download and install the latest version of SQL Server Express, go to:

<http://www.microsoft.com/downloads/>

For a server termbase, locate the termbase you want to use on the server. Next to the **Termbase server** field, click **Browse**. The Select Database dialog opens, displaying a list of usable servers after Lingo scans your network. On the right side of the dialog, available databases display. Select the database you want to use, then click **OK**. The name of the database appears in the **Termbase name** field. In the **Authentication** section, you can use Windows Integrated Security (the default), or you can enter a specific user name and password for the server (if necessary). If you elect to use Windows Integrated Security, leave the user name and password fields blank. Otherwise, if your server requires specific credentials, enter them in the fields provided. If you want to create a new server termbase instead of using an existing termbase, click **Create New Server Termbase**. See "Creating Termbases" on page 10.

4. After completing the fields in the appropriate dialog, click **OK**.
5. (Optional) If you want to select a termbase from the list of termbases already added to Lingo, select the **Use** check box next to the termbase you want to add to your project.
6. (Optional) Select a rank for each enabled termbase. From the **Rank** drop-down, select a numeric value for each enabled termabase, where **1** is the preferred termbase. You do not have to select a value; unranked termbases will take lowest priority.



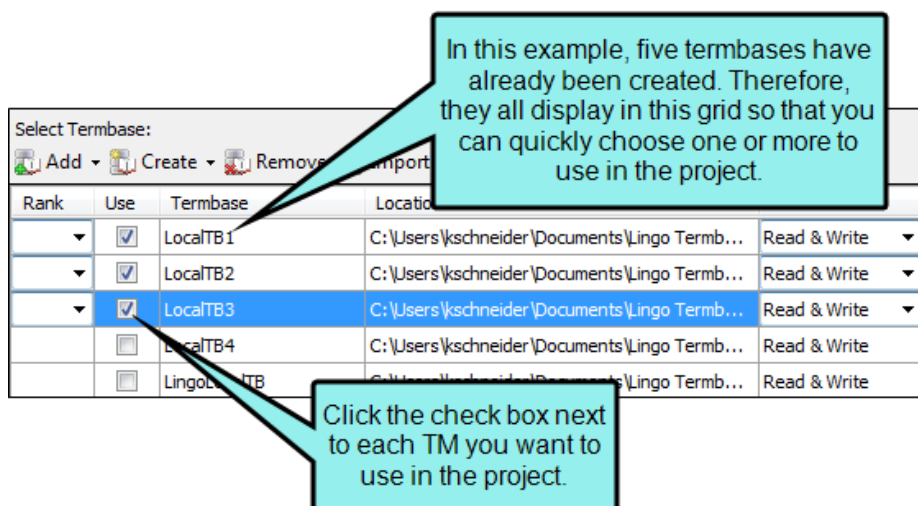
**NOTE** You can only rank enabled termbases. The Rank drop-down is disabled if a termbase is not selected for the project.

# Choosing a Termbase


You need to choose which termbases you want to use for a particular project. You can choose one or more termbases per project.

## How to Choose a Termbase

1. Make sure you have created at least one termbase (see "Creating Termbases" on page 10) and added it (if necessary) so that it is available for selection in the project (see "Adding Termbases" on page 13).
2. Select the **Resources** ribbon. In the **Termbases** section select **Choose Termbase**.  
The Manage Termbases dialog opens.
3. Next to each termbase in the grid that you want to associate with the project, click **Use**.







- (Optional) Select a rank for each enabled termbase. From the **Rank** drop-down, select a numeric value for each enabled termabase, where **1** is the preferred termbase. You do not have to select a value; unranked termbases will take lowest priority. See "Ranking Termbases" on page 55.

 **NOTE** You can only rank enabled termbases. The **Rank** drop-down is disabled if a termbase is not selected for the project.

- (Optional) In the grid listing termbases, there is a drop-down field to specify the access rights for each database. There are options for Read & Write, as well as for Read Only. By default all termbases are set to Read & Write, which means they can be altered once they are loaded into the Lingo project. However, you can change any of the termbases to Read Only access if you want. In order to switch to Read Only access, the Use check box must first be selected for that termbase.

### ☆ EXAMPLE

You are connecting your new Lingo project to four different termbases, like this:

Select Termbase:				
 Add ▾  Create ▾  Remove  Import...				
Rank	Use	Termbase	Location	Access
▾	<input checked="" type="checkbox"/>	LocalTB1	C:\Users\kschneider\Documents\Lingo Termb...	Read & Write ▾
▾	<input checked="" type="checkbox"/>	LocalTB2	C:\Users\kschneider\Documents\Lingo Termb...	Read & Write ▾
▾	<input checked="" type="checkbox"/>	LocalTB3	C:\Users\kschneider\Documents\Lingo Termb...	Read & Write ▾
▾	<input checked="" type="checkbox"/>	LocalTB4	C:\Users\kschneider\Documents\Lingo Termb...	Read & Write ▾

You want to see terms and definitions from all of the termbases. However, when you add new terms to the termbase, let's say you only want to upload them to the termbase called "LocalTB4." Therefore, even though the Lingo project will be connected to all four termbases, three of them should be set as Read Only, and LocalTB4 should be set to Read & Write.



☆

Rank	Use	Termbase	Location	Access
▼	<input checked="" type="checkbox"/>	LocalTB1	C:\Users\kschneider\Documents\Lingo Termb...	Read Only
▼	<input checked="" type="checkbox"/>	LocalTB2	C:\Users\kschneider\Documents\Lingo Termb...	Read Only
▼	<input checked="" type="checkbox"/>	LocalTB3	C:\Users\kschneider\Documents\Lingo Termb...	Read Only
▼	<input checked="" type="checkbox"/>	LocalTB4	C:\Users\kschneider\Documents\Lingo Termb...	Read & Write

These three termbases are set to Read Only.

This is the termbase that you want to receive new terms. Therefore, it is set to Read & Write.

 **NOTE** You can only specify access rights for enabled termbases. The **Access** drop-down is disabled if a termbase is not selected for the project.

6. Click **OK**.

 **NOTE** You can also choose a termbase when creating a new project.


# I Adding Concepts and Terms to Termbases

After you associate a termbase with your project, you can add translated concepts and terms to it. A concept is a group of related terms in different languages. You can do this in various ways.


## Quick Add Terms Method

You can add many different terms at the same time to a termbase. For example, you might need to add a list of corporate terms from an email. In addition to quickly add lots of different terms, you do not need to have any files open for translation at the same time. When you do this, the terms are added as new concept rows in the Termbase Editor.

## How to Add Concepts and Terms via the Quick Terms Method

1. Select **View > Termbase**.
2. In the local toolbar, click . The Batch Add Terms to Termbases dialog opens.
3. In the **Language 1** field, select the first language.
4. In the **Language 2** field, select a second language.
5. In the first row click in the **Original** cell and type the term in the first language and press **ENTER** on your keyboard.
6. In the first row click in the **Translation** cell and type the term in the second language and press **ENTER** on your keyboard.
7. In the next row repeat steps 5 and 6. Do this until you've added all the terms you need.
8. Click **OK**. The concepts and terms are added to any termbases that are associated with the project. The next time you reopen the Termbase Editor, you will see the concept rows you added, and you can add variations of those terms and additional details for them.





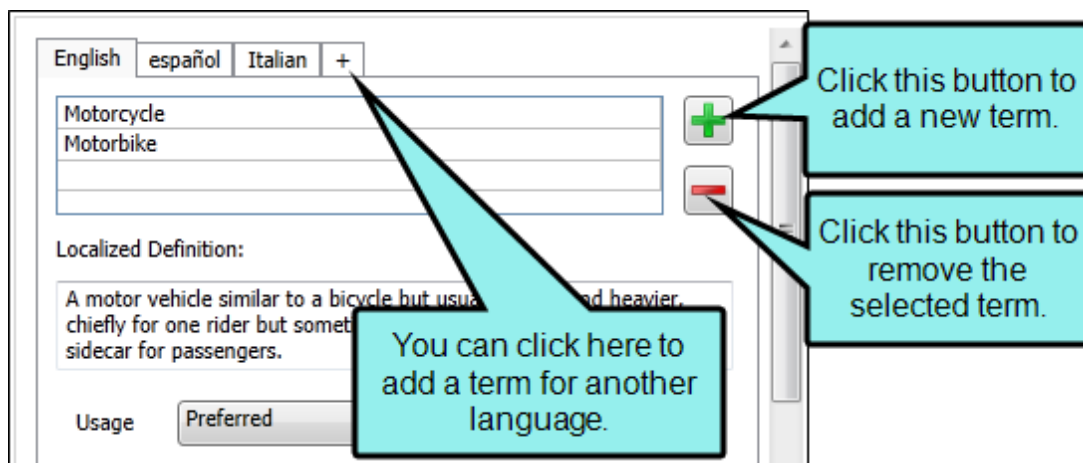
**NOTE** You can also use the "Quick Add Terms" option by clicking  in the local toolbar of the Termbase Editor.

# Termbase Editor Method

In the Termbase Editor you can add one concept row at a time to a termbase. The advantage of this method is that, for each concept row you enter, you can also add variations of the term and more detailed information (e.g., source, definition, related term, context sentence, usage). In addition, you do not need to have any files open for translation at the same time.

## How to Add Concepts and Terms via the Termbase Editor

1. Select the **Resources** ribbon. In the **Termbase** section, select **Edit Termbase**.
2. From the submenu, select the termbase you want to edit.
3. In the local toolbar, click . The Add Term to Termbase dialog opens.
4. In the top field, select a language and type the term.
5. In the next field, select a second language and type the term.
6. Click **OK**. The new concept row is added to the grid in the editor.
7. In the lower-left area of the Termbase Editor, you can click the plus tab to add the term in another language. You can also click  to add variations of the term.




8. Click  to save your work.

# Translation Editor Method

In the Translation Editor you can add either one term at a time or multiple terms at once to a termbase. The advantage of this method is that you can quickly add terms as you are translating segments for a file. When you do this, the terms are added as new concept rows in the Termbase Editor.

## How to Add Terms via the Translation Editor

1. Open a file.
2. In the Translation Editor, highlight a term in a segment (source or target) that you want to add to the termbase.
3. Do one of the following:
  - Right-click in the field and select **Add New Term**.OR
  - In the local toolbar click .

The Add Term to Termbase dialog opens. The term that you highlighted is also highlighted in the corresponding field in this dialog.

4. In the other field, highlight or type the corresponding term.
5. (Optional) If you want to add metadata to the term, click **Advanced**. The Add Term to Termbase dialog expands to display additional drop-downs and fields where you can add additional information to the term.

To return to the basic editor, click **Basic**.

**Part of Speech** You can click in this drop-down and select the part of speech for the term in each row.

☆ **EXAMPLE**  
Adjective, verb, noun, and so on.

---

**Term Type** You can click in this drop-down and select an option to describe what type of term it is.

☆ **EXAMPLE**  
Abbreviation, phrase, variant, and so on.

---

**Gender** You can click in this drop-down and select the appropriate gender for the term in each row.

☆ **EXAMPLE**  
Feminine, masculine, neuter.

---

**Usage** You can click in this drop-down and select an option that lets you recommend the use of the term or prevent its incorrect use.

☆ **EXAMPLE**  
Not recommended, preferred, obsolete, and so on.

**Location**

You can click in this drop-down and select a user interface location where someone would see the term.

 **EXAMPLE**

Check box, menu item, tab, and so on.

---

**Geographical**

You can enter the geographical area where the term is used.

 **EXAMPLE**

You might enter "North America" or "Africa."

---

**Project**

If you are working on multiple projects for a client, you can enter the appropriate one in this field. Each project might have many unique terms associated with it. By default, this field displays the name of the Lingo project.

 **EXAMPLE**

You might enter "Spanish Translation Project" or "Project for Marketing Department."

---

**Source**

You can enter the source of the term.

 **EXAMPLE**

Let's say you are working for a client and one of the employees is named Bob Smith. If Bob told you to use this particular term, you might enter his name in this field.

**Customer** If this term is used by specific customer, you can add the name of that customer.

☆ **EXAMPLE**

You might enter "Harley Davidson."

---


**Definition** Enter a definition for the term.

☆ **EXAMPLE**

If the term is "motorcycle," you might enter "A motor vehicle similar to a bicycle but usually larger and heavier, chiefly for one rider but sometimes having two saddles or an attached sidecar for passengers."

---

**Metadata Applies To...** Select whether you want to apply the metadata to the source and target term (default), only the target term, or only the source term.

6. Click **OK**. The new concept row is added to the grid in the Termbase Editor.
7. Click  to save your work.



# Editing Termbases

You can edit the words in a termbase. Not only that, but you can also add much more detailed information about each term (e.g., source, description, related term, context sentence, usage). That way, whenever you are using the termbase to perform translation work, you can refer to this extra information if necessary.

## How to Edit a Termbase

1. Select the **Resources** ribbon. In the **Termbase** section, select **Edit Termbase**.
2. From the submenu, select the termbase you want to edit. The Termbase Editor opens. The editor is split into multiple sections.

The screenshot shows the Termbase Editor interface. At the top, there is a 'Filter:' input field and a 'Filter and Concept/Language List' callout. Below this is a table with columns for 'English (United States)', 'español', 'English', 'Italian', 'français', and 'German'. The table contains rows of terms and their translations. A callout points to the table, stating 'Each row in the list is considered a concept (may consist of multiple terms in different languages)'. Below the table, there are tabs for 'English', 'español', and 'Italian'. A callout points to these tabs, stating 'Term/Language Information (unique for each language and term)'. The main editing area is split into two sections. The left section shows 'Motocicleta' and 'Moto' with a 'Localized Definition' and 'Usage' dropdown. A callout points to the vertical dividers, stating 'Use the dividers to increase or decrease how much of a section'. The right section shows 'Subject: Bikes', 'Source: Wikipedia', and a 'Description'. A callout points to this section, stating 'Concept Information (shared for entire concept)'. Below the description are sections for 'Grammar', 'Part of Speech' (set to 'Noun'), 'External Reference', 'Image', and 'Related Concept'.

	English (United States)	español	English	Italian	français	German
1	roses	rosas				
2		coche	car			
3		Motocicleta Moto	Motorcycle Motorbike	motocicletta motociclo		
4		bicicletas bicycles				
5					courriel	

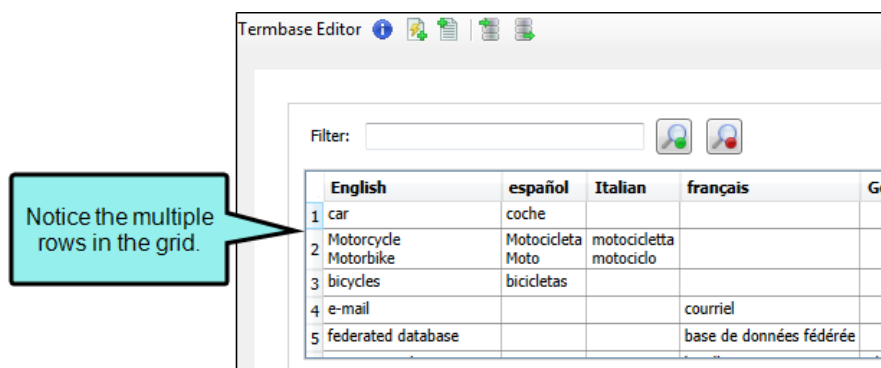
- Use the different sections to add and edit concepts (i.e., rows in the grid), terms, and as much information about each that you want.

## FILTER

When you use the Filter field, the list shortens accordingly to show only the terms that match the search criteria.


### ☆ EXAMPLE

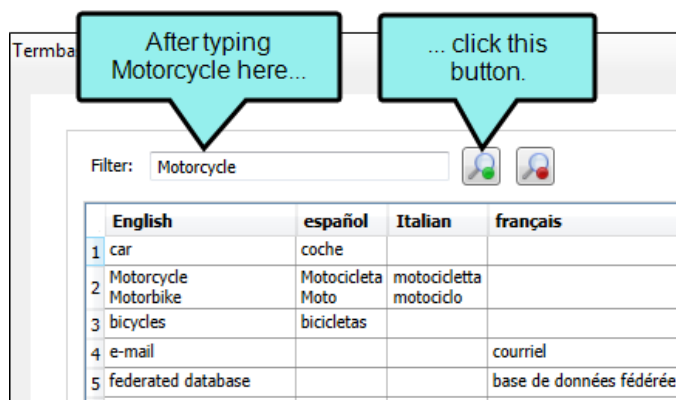
Lets say you have a termbase that looks like this:



Notice the multiple rows in the grid.

	English	español	Italian	français	Ge
1	car	coche			
2	Motorcycle Motorbike	Motocicleta Moto	motocicletta motociclo		
3	bicycles	bicicletas			
4	e-mail			courriel	
5	federated database			base de données fédérée	

You want to see only the rows containing the word "Motorcycle." So you type that term into the **Filter** field and click .

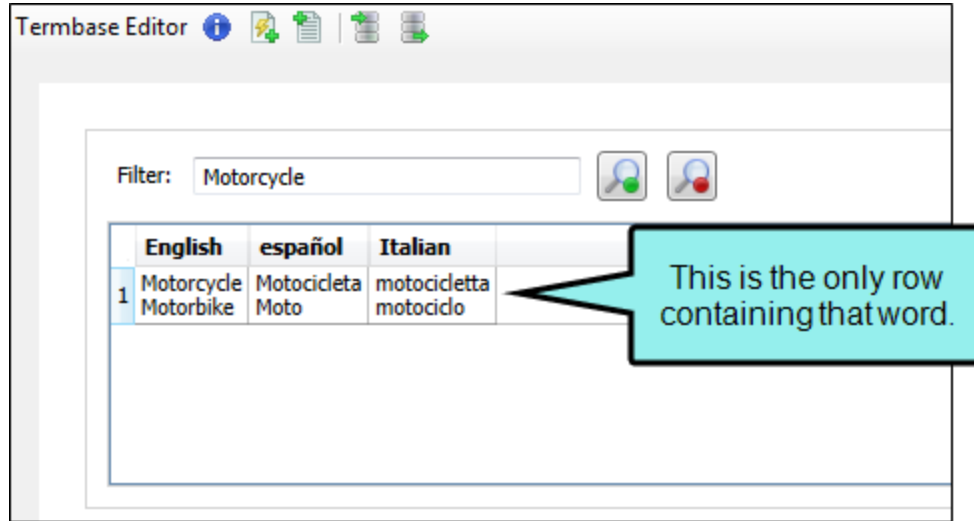



After typing Motorcycle here...

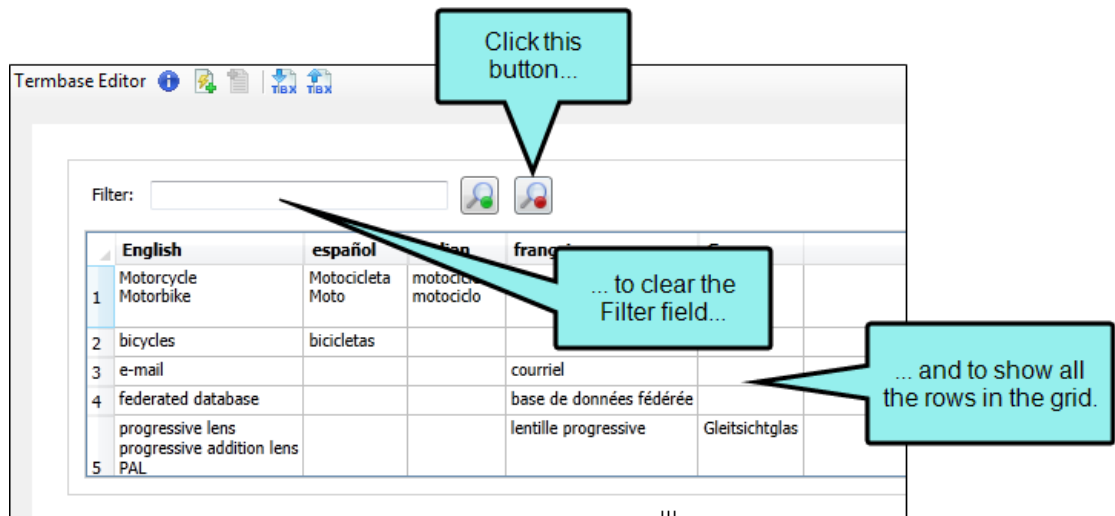
... click this button.

	English	español	Italian	français	Ge
1	car	coche			
2	Motorcycle Motorbike	Motocicleta Moto	motocicletta motociclo		
3	bicycles	bicicletas			
4	e-mail			courriel	
5	federated database			base de données fédérée	

☆ The grid changes to show only the row that contains that word.



When you are finished, you click  to empty the Filter field and return the grid to its previous list.



## CONCEPT/LANGUAGE GRID

The grid shows all of the terms and their corresponding languages in the termbase.

Each cell may contain multiple terms. And the entire row of terms and languages is called a "concept."

Each time you add a term in a new language, a column is created for that language.

	English	español	Italian	français	German
1	car	coche			
2	Motorcycle Motorbike	Motocicleta Moto	motocicletta motociclo		
3	bicycles	bicicletas			
4	e-mail			courriel	
5	federated database			base de données fédérée	
	progressive lens			lentille progressive	Gleitsichtglas
6	progressive addition lens PAL progressive power lens graduated lens				

Each row in the grid is considered a concept. It may consist of multiple terms in different languages.



**NOTE** The idea of a concept in a termbase should not be confused with the concept files that you may import from Flare project.

## TERM AND LANGUAGE INFORMATION

The lower-left corner of the Termbase Editor displays information about the terms from the selected row in the grid above.

The screenshot shows the Termbase Editor interface. At the top, there is a filter input field. Below it is a grid of terms with columns for English, español, Italian, français, German, and English. The grid contains the following data:

	English	español	Italian	français	German	English
1	car	coche				
2	Motorcycle Motorbike	Motocicleta Moto	motocicletta motociclo			
3	bicycles	bicicletas				
4	e-mail			courriel		
	database			base de données fédérée		
	ve lens			lentille progressive	Gleitsichtglas	
	ve addition lens					
	ve power lens					
	d lens					
	ted operation					

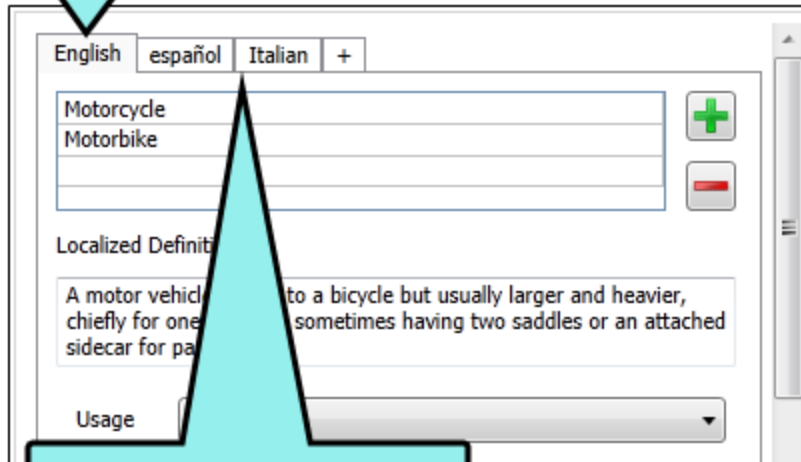
A callout box points to the second row of the grid, stating: "This concept (i.e., row of terms) is selected in the grid. Therefore, the sections and fields in the bottom part of the editor are populated accordingly."

Another callout box points to the detailed view area, stating: "Term/language information (unique for each language and term)".



The detailed view area is divided into two main sections. The left section shows the selected term "Motorcycle" and "Motorbike" in a list, with a localized definition: "A motor vehicle similar to a bicycle but usually larger and heavier, chiefly for one rider but sometimes having two saddles or an attached sidecar for passengers." Below this is a "Usage" dropdown menu set to "Preferred" and a "Context" field. The right section shows a "Subject" field with "Bikes", a "Source" field with "Wikipedia", and a "Description" field with the text: "A motor vehicle similar to a bicycle but usually larger and heavier, chiefly for one rider but sometimes having two saddles or an attached sidecar for passengers." Below these are several expandable sections: "Grammar" (with a "Part of Speech" dropdown set to "Noun"), "External Reference", "Image", and "Related Concept".

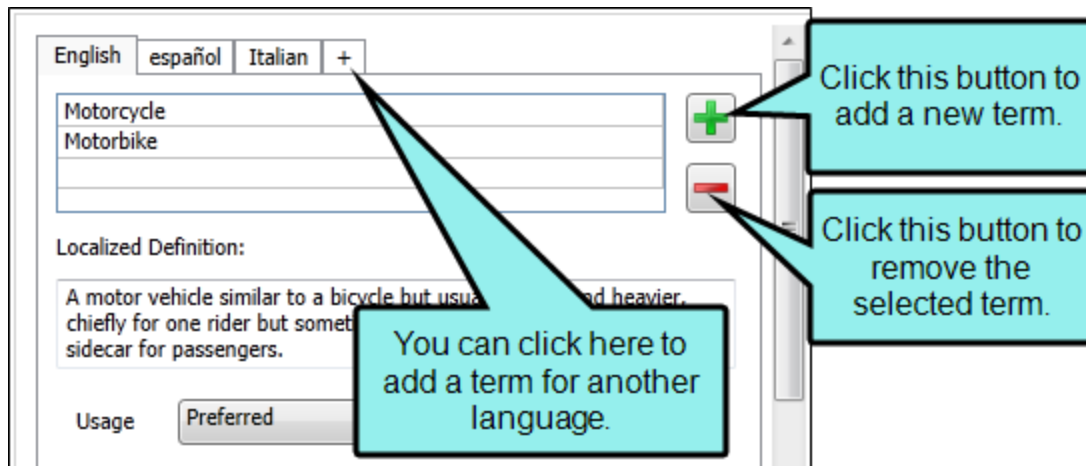
There is a tab for each language with the term. The information in that tab is unique to that term in that language.

In this example, the English tab is selected. Therefore, the fields in this section are all related to that language.



You can click one of the other tabs to see different information for the terms in those languages.

You can add a new term by clicking . You can remove a term by selecting it and clicking . And you can add a term in a new language by clicking the plus tab.



### Localized Definition

You can enter the definition of the term for the specified language.

### Usage

You can click in this drop-down and select an option that lets you recommend the use of the term or prevent its incorrect use.

☆ **EXAMPLE**

Not recommended, preferred, obsolete, and so on.

### Context

You can enter an example sentence of the term.

☆ **EXAMPLE**

If the term is "motorcycle," you might enter "My motorcycle is very fast."

## Grammar

You can indicate grammar information for the term.

### GENDER

You can click in this drop-down and select the appropriate gender for the term in each row.

☆ **EXAMPLE**

Feminine, masculine, neuter.

### TYPE

You can click in this drop-down and select an option to describe what type of term it is.

☆ **EXAMPLE**

Abbreviation, phrase, variant, and so on.

### LOCATION

You can click in this drop-down and select a user interface location where someone would see the term.

☆ **EXAMPLE**

Check box, menu item, tab, and so on.



**Customer**

If this term is used by specific customer, you can add the name of that customer.

 **EXAMPLE**

You might enter "Harley Davidson."

---

**Project**

If you are working on multiple projects for a client, you can enter the appropriate one in this field. Each project might have many unique terms associated with it.

---

**Term Source**

You can enter the source of the term.

 **EXAMPLE**

Let's say you are working for a client and one of the employees is named Bob Smith. If Bob told you to use this particular term, you might enter his name in this field.

---

**Geographical**

You can enter the geographical area where the term is used.

 **EXAMPLE**

You might enter "North America" or "Africa."

## CONCEPT INFORMATION

The lower-right corner of the Termbase Editor displays information (i.e., row of terms) selected in the grid above. The information in that tab is shared for all terms and languages in that concept.

The screenshot shows the Termbase Editor interface. At the top, there is a filter field and a grid of terms. The grid has columns for English, español, Italian, français, and German. The second row is selected, showing 'Motorcycle' and 'Motorbike' in English, 'Motocicleta Moto' in Spanish, and 'motocicletta motociclo' in Italian. Below the grid, there is a detailed view for the selected concept. This view includes a list of terms in different languages, a localized definition, usage, context, and a detailed information panel. The information panel is highlighted with a red box and contains the following fields: Subject (Bikes), Source (Wikipedia), Description (A motor vehicle similar to a bicycle but usually larger and heavier, chiefly for one rider but sometimes having two saddles or an attached sidecar for passengers.), Grammar (expanded), Part of Speech (Noun), External Reference, Image, and Related Concept.

	English	español	Italian	français	German
1	car	coche			
2	Motorcycle Motorbike	Motocicleta Moto	motocicletta motociclo		
3	bicycles	bicicletas			
4	e-mail			courriel	
5	federated database			base de données fédérée	
	progressive lens progressive addition lens			lenille progressive	Gleitsichtglas
6	PAL progressive power lens graduated lens				
7	unscheduled operation				

**Subject** Bikes  
**Source** Wikipedia  
**Description** A motor vehicle similar to a bicycle but usually larger and heavier, chiefly for one rider but sometimes having two saddles or an attached sidecar for passengers.  
**Grammar**  
**Part of Speech** Noun  
**External Reference**  
**Image**  
**Related Concept**

### Subject

Enter the subject of the concept (term).

#### ☆ EXAMPLE

If the term is "motorcycle," the subject might be something like "Vehicles," or something else related to motorcycles.

**Source**

Enter the source of the term.

 **EXAMPLE**

The source could be a dictionary, Wikipedia, a project name, a manual, or something else.

**Description**

Enter a definition for the term.

 **EXAMPLE**

If the term is "motorcycle," you might enter "A motor vehicle similar to a bicycle but usually larger and heavier, chiefly for one rider but sometimes having two saddles or an attached sidecar for passengers."

**Grammar**

You can indicate grammar information for the concept.

**PART OF SPEECH**

You can click in this drop-down and select the part of speech for the term in each row.

 **EXAMPLE**

Adjective, verb, noun, and so on.

**External Reference**

You can specify an external file with more information about the term (e.g., a website containing an online termbase). In the first field, you can enter the display text (e.g., you might enter "click here," which is used to display the online termbase). In the second field, you can enter the path to the external file (e.g., <http://www.mycompanywebsite.com/myonlinetermbase.htm>).

**Image**

You can load an image file related to the term. In the first field, you can enter the display text (e.g., you might enter "click here," which is used to display the image). You can click the Browse button to select the path to the image file (e.g., <http://www.mycompanywebsite.com/motorcycle.jpeg>).

---

**Related Concept**

You can select another concept in the Termbase that is related to the current one.

☆ **EXAMPLE**

If the term is "motorcycle," you might select "engine," "motor," "transportation," and so on.


4. Click  to save your work.


# I Inserting Terms From a Termbase

After you create a termbase and add terms to it, you can insert those terms into your translation content. You can do this by double-clicking the translated term in the Termbase window pane.

## How to Insert Terms From a Termbase

1. Make sure you have created a termbase and added terms to it. See "Creating Termbases" on page 10 and "Adding Concepts and Terms to Termbases" on page 18.
2. Select **View > Termbase**.  
The Termbase window pane opens.
3. Open a file to translate content.
4. In the Translation Editor, click on a segment you want to translate or highlight a word in a segment. If any words in that segment are also found in a termbase, they are displayed in the Termbase window pane, with their corresponding translations.

 **NOTE** When you use a ranked termbase, terms from the highest-ranked termbase are given priority in the Termbase window pane. You can still view terms from other termbases in the top half of the pane.

5. In the Termbase window pane, double-click the translated term. The translated term replaces the highlighted word in the editor.
6. After the segment is completely translated, press **ENTER** on your keyboard. The translation is confirmed and focus moves to the next cell. After a segment is translated and confirmed, a check mark appears in the **Status** column.
7. Click  to save your work.

# Other Information for Termbases

In addition to the primary concepts, there is some additional information that might help you when working with this feature.

**This chapter discusses the following:**

- Multiple Termbases ..... 39
- Filter and Concept/Language Grid ..... 40
- Term and Language Information ..... 44
- Concept Information ..... 47
- Terms—Add in Batch ..... 48
- Termbase eXchange ..... 49

# I Multiple Termbases

You can have different termbases for different customers.

## ☆ EXAMPLE

You are creating a new project and have already created a few TM databases previously. In the Start New Project wizard, you might see something like this:

In this example, five termbases have already been created. Therefore, they all display in this grid so that you can quickly choose one or more to use in the project.

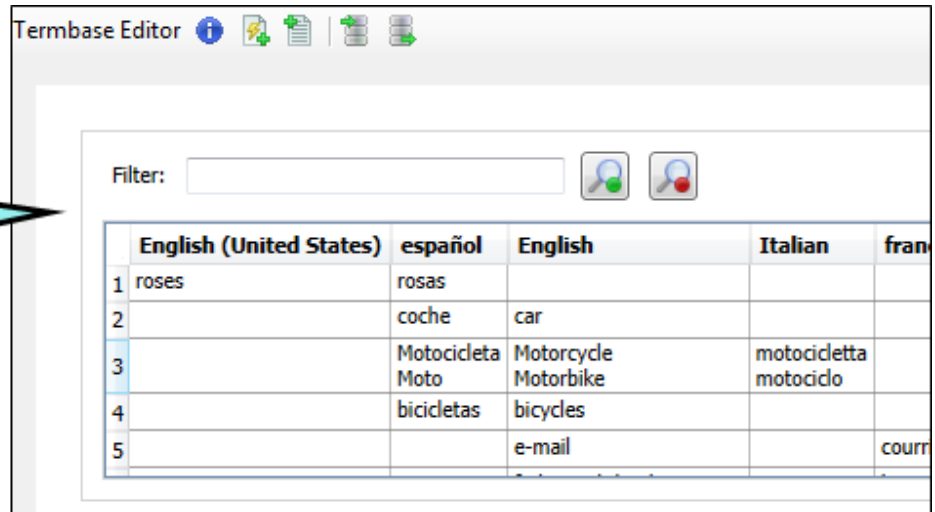
Rank	Use	Termbase	Location	Permissions
▼	<input checked="" type="checkbox"/>	LocalTB1	C:\Users\kschneider\Documents\Lingo Termb...	Read & Write ▼
▼	<input checked="" type="checkbox"/>	LocalTB2	C:\Users\kschneider\Documents\Lingo Termb...	Read & Write ▼
▼	<input checked="" type="checkbox"/>	LocalTB3	C:\Users\kschneider\Documents\Lingo Termb...	Read & Write ▼
	<input type="checkbox"/>	LocalTB4	C:\Users\kschneider\Documents\Lingo Termb...	Read & Write
	<input type="checkbox"/>	Lingoterm TB	C:\Users\kschneider\Documents\Lingo Termb...	Read & Write

Click the check box next to each TM you want to use in the project.

# Filter and Concept/Language Grid

The top section of the Termbase Editor contains a filter and a grid listing the terms in each language.

Filter and  
concept/language  
grid



The screenshot shows the Termbase Editor window with a filter field and a grid of terms. The filter field is empty and has two search icons to its right. The grid has five columns: English (United States), español, English, Italian, and fran. The rows are numbered 1 to 5.

	English (United States)	español	English	Italian	fran
1	roses	rosas			
2		coche	car		
3		Motocicleta Moto	Motorcycle Motorbike	motocidetta motocido	
4		bicicletas	bicycles		
5			e-mail		courr

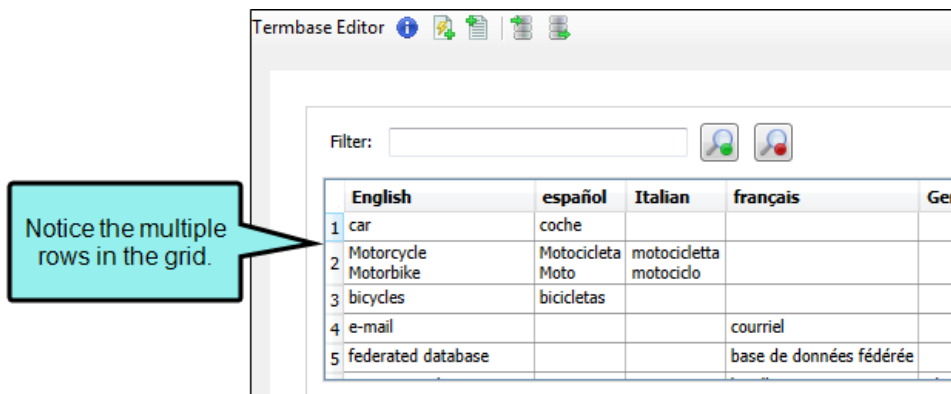


# Filter

When you use the Filter field, the list shortens accordingly to show only the terms that match the search criteria.


## ☆ EXAMPLE

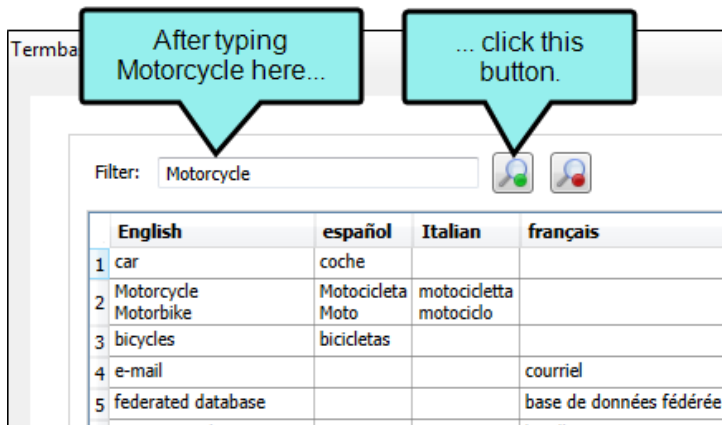
Lets say you have a termbase that looks like this:



Notice the multiple rows in the grid.

	English	español	Italian	français	Ge
1	car	coche			
2	Motorcycle Motorbike	Motocicleta Moto	motocicletta motociclo		
3	bicycles	bicicletas			
4	e-mail			courriel	
5	federated database			base de données fédérée	

You want to see only the rows containing the word "Motorcycle." So you type that term into the **Filter** field and click .

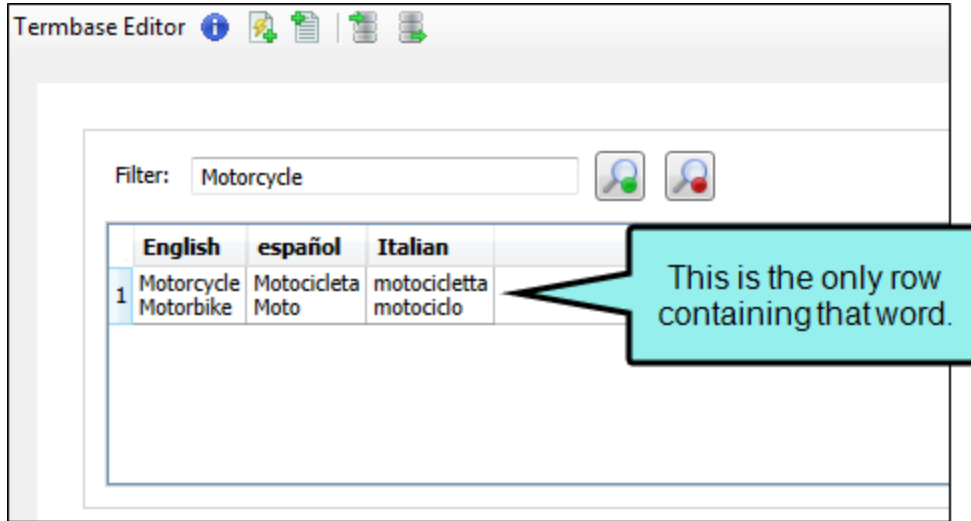



After typing Motorcycle here...

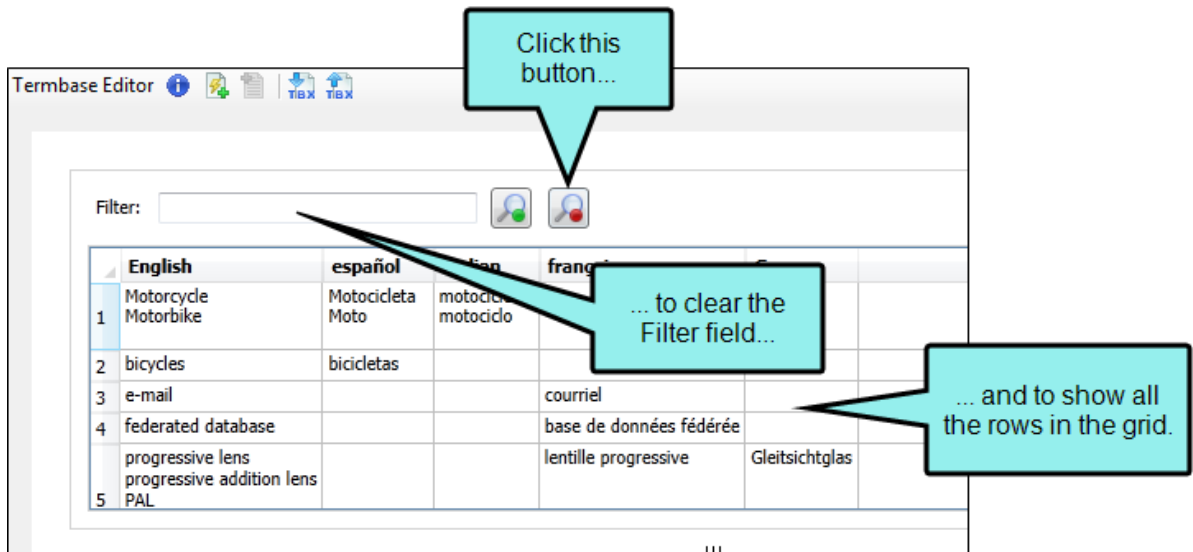
... click this button.

	English	español	Italian	français	Ge
1	car	coche			
2	Motorcycle Motorbike	Motocicleta Moto	motocicletta motociclo		
3	bicycles	bicicletas			
4	e-mail			courriel	
5	federated database			base de données fédérée	

☆ The grid changes to show only the row that contains that word.



When you are finished, you click  to empty the Filter field and return the grid to its previous list.



# Concept/Language Grid

The grid shows all of the terms and their corresponding languages in the termbase.

Each cell may contain multiple terms. And the entire row of terms and languages is called a "concept."


Termbase Editor

Filter:

	English	español	Italian	français	German
1	car	coche			
2	Motorcycle Motorbike	Motocicleta Moto	motocicletta motociclo		
3	bicycles	bicicletas			
4	e-mail			courriel	
5	federated database			base de données fédérée	
	progressive lens progressive addition lens			lentille progressive	Gleitsichtglas
6	PAL progressive power lens graduated lens				

Each time you add a term in a new language, a column is created for that language.

Each row in the grid is considered a concept. It may consist of multiple terms in different languages.

 **NOTE** The idea of a concept in a termbase should not be confused with the concept files that you may import from Flare project.

# I Term and Language Information

The lower-left corner of the Termbase Editor displays information about the terms from the selected row in the grid above.

The screenshot shows the Termbase Editor interface. At the top, there is a filter box and a grid of terms. The grid has columns for English, español, Italian, français, German, and English. The second row is selected, showing 'Motorcycle' and 'Motorbike' in the first column, 'Motocicleta' and 'Moto' in the second, and 'motocicletta' and 'motociclo' in the third. Below the grid, the detailed view for the selected term is shown. It includes a list of terms for the selected language (English), a localized definition, usage, and context. The right side of the editor shows fields for Subject (Bikes), Source (Wikipedia), Description, Grammar (Part of Speech: Noun), External Reference, Image, and Related Concept.

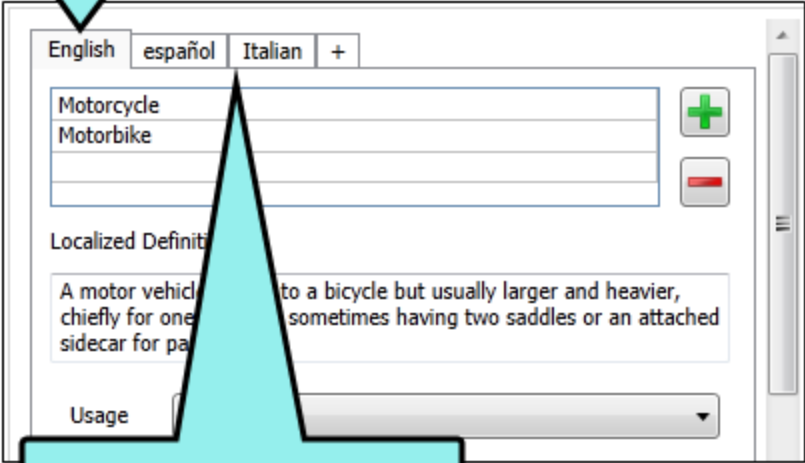
	English	español	Italian	français	German	English
1	car	coche				
2	Motorcycle Motorbike	Motocicleta Moto	motocicletta motociclo			
3	bicycles	bicicletas				
4	e-mail			courriel		
	database			base de données fédérée		
	ve lens			lentille progressive	Gleitsichtglas	
	ve addition lens					
	ve power lens					
	l lens					
	led operation					

Term/language information (unique for each language and term)



This concept (i.e., row of terms) is selected in the grid. Therefore, the sections and fields in the bottom part of the editor are populated accordingly.

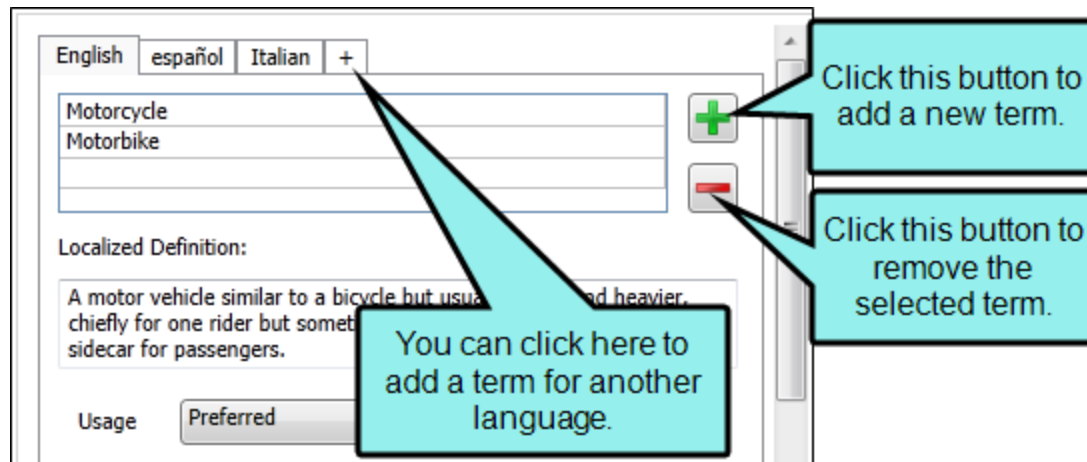
There is a tab for each language with the term. The information in that tab is unique to that term in that language.

In this example, the English tab is selected. Therefore, the fields in this section are all related to that language.



You can click one of the other tabs to see different information for the terms in those languages.

You can add a new term by clicking . You can remove a term by selecting it and clicking . And you can add a term in a new language by clicking the plus tab.



The screenshot shows a user interface for managing terms. At the top, there are language tabs: "English", "español", "Italian", and a plus sign "+". Below the tabs is a list of terms: "Motorcycle" and "Motorbike". To the right of the list are two buttons: a green plus sign "+" and a red minus sign "-". Below the list is a section titled "Localized Definition:" with a text area containing the definition: "A motor vehicle similar to a bicycle but usually heavier, chiefly for one rider but sometimes with a sidecar for passengers." At the bottom, there is a "Usage" section with a "Preferred" button. Three callout boxes with black borders and light blue backgrounds provide instructions: one points to the plus sign in the language tabs, another points to the green plus button, and a third points to the red minus button.

English español Italian +

Motorcycle  
Motorbike

Localized Definition:  
A motor vehicle similar to a bicycle but usually heavier, chiefly for one rider but sometimes with a sidecar for passengers.

Usage Preferred

Click this button to add a new term.

Click this button to remove the selected term.

You can click here to add a term for another language.

# Concept Information

The lower-right corner of the Termbase Editor displays information about the concept (i.e., row of terms) selected in the grid above. The information in that tab is shared for all terms and languages in that concept.

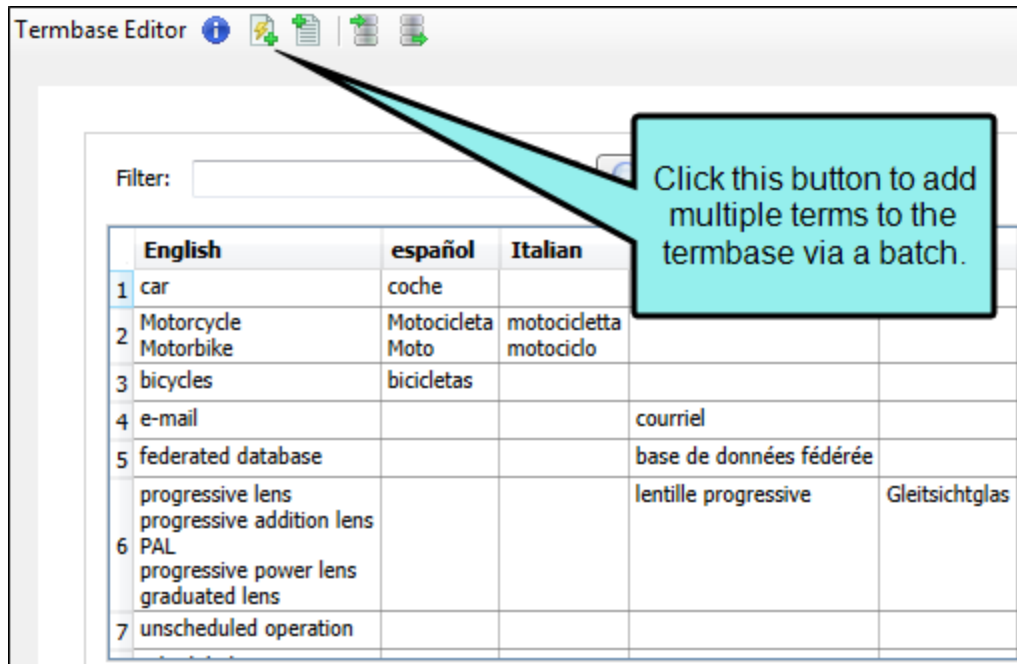
The screenshot shows the Termbase Editor interface. At the top, there is a filter input field. Below it is a grid of terms with columns for English, español, Italian, français, and German. The second row is selected, showing 'Motorcycle' in English, 'Motocicleta' in Spanish, and 'motocicletta' in Italian. A callout box points to this row, stating: "This concept (i.e., row of terms) is selected in the grid. Therefore, the sections and fields in the bottom part of the editor are populated accordingly."

Below the grid, there is a detailed view for the selected concept. The language tabs are set to English, español, and Italian. The subject is 'Bikes', the source is 'Wikipedia', and the description is "A motor vehicle similar to a bicycle but usually larger and heavier, chiefly for one rider but sometimes having two saddles or an attached sidecar for passengers." The part of speech is set to 'Noun'. Other sections like Grammar, External Reference, Image, and Related Concept are visible but collapsed. A callout box points to this panel, stating: "Concept information (shared for all terms and languages in the concept)".

	English	español	Italian	français	German
1	car	coche			
2	Motorcycle Motorbike	Motocicleta Moto	motocicletta motociclo		
3	bicycles	bicicletas			
4	e-mail			courriel	
5	federated database			base de données fédérée	
	progressive lens			lentille progressive	Gleichsichtglas
	progressive addition lens				
6	PAL				
	progressive power lens				
	graduated lens				
7	unscheduled operation				

# I Terms—Add in Batch

You can use a button in the local toolbar to add multiple terms to a termbase via a batch. For example, you might need to add a list of corporate terms from an email. The quickest way to do this is to use the Batch Add Terms to Termbase dialog to enter all of those words and their translations in the target language. See "Adding Concepts and Terms to Termbases" on page 18.





# I Termbase eXchange

You can import and export TermBase eXchange (TBX) files. Approved by the Localization Industry Standards Association (LISA) and the International Organization for Standardization (ISO), TBX is an open, XML-based international standard used for exchanging structured terminological data. One difference between a TBX file and a Translation Memory eXchange (TMX) file is that a TBX file handles multiple languages, whereas a TMX file handles only two languages. See "Importing Termbase Files" on page 52 and "Exporting Termbase Files" on page 51.

 **NOTE** Lingo supports TBX-Basic files (not the Full version).

# Other Activities for Termbases

In addition to the main activities, there are some other tasks you might perform regarding this feature.


**This chapter discusses the following:**

- Exporting Termbase Files .....51
- Importing Termbase Files .....52
- Ranking Termbases .....55
- Removing or Deleting Termbases .....58

# I Exporting Termbase Files

If you have created a termbase in Lingo, you can export it to a TermBase eXchange (TBX) file. Approved by the Localization Industry Standards Association (LISA) and the International Organization for Standardization (ISO), TBX is an open, XML-based international standard used for exchanging structured terminological data. One difference between a TBX file and a Translation Memory eXchange (TMX) file is that a TBX file handles multiple languages, whereas a TMX file handles only two languages.

## How to Export a Termbase

1. Select **Resources > Export Termbase**.
2. From the **Termbase to export** drop-down, select the termbase you want to export.
3. Next to the **TBX File** field, click .
4. Locate an existing TBX file you want to overwrite, or enter a name for a new TBX file.
5. Click **Save**.
6. Click **Start Export**.




**NOTE** Lingo supports TBX-Basic files (not the Full version).

# I Importing Termbase Files

If you have created a termbase in Lingo, you can import terms into it. You can import terms from TermBase eXchange (TBX), comma-separated value (CSV), or Microsoft Excel (XLS or XLSX) files.

- **TBX** Approved by the Localization Industry Standards Association (LISA) and the International Organization for Standardization (ISO), TBX is an open, XML-based international standard used for exchanging structured terminological data. One difference between a TBX file and a Translation Memory eXchange (TMX) file is that a TBX file handles multiple languages, whereas a TMX file handles only two languages.
- **CSV** CSV is a plain text file format that uses line breaks to separate characters. It is supported by common applications such as Microsoft Excel. While a TermBase eXchange (TBX) file is the standard for compiling termbases, you can use a program like Excel to build and maintain your termbase, and then import it to Lingo using CSV.
- **XLS or XLSX** XLS and XLSX are spreadsheet files supported by Microsoft Excel. While a TermBase eXchange (TBX) file is the standard for compiling termbases, you can use a program like Excel to build and maintain your termbase, and then import it to Lingo using XLS or XLSX.

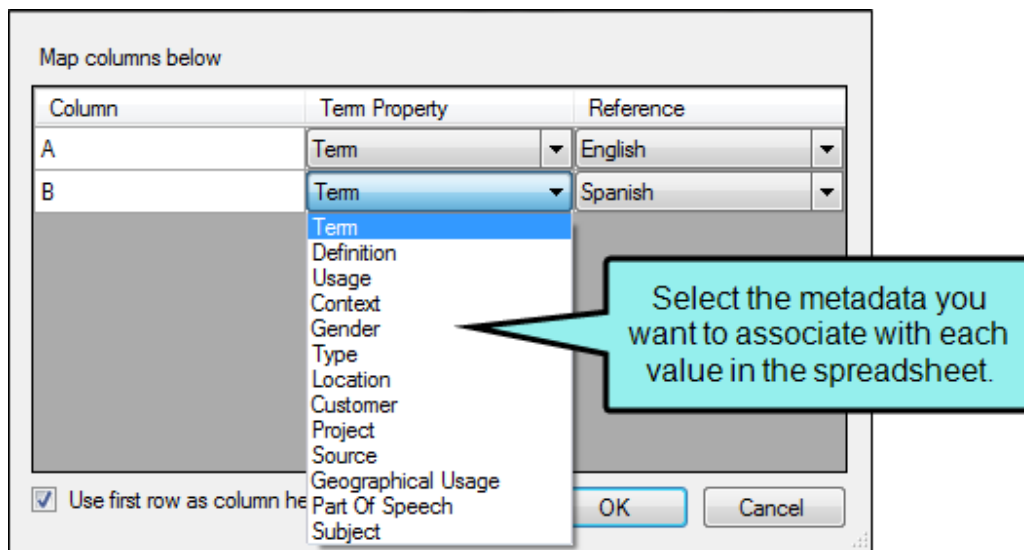
## How to Import a Termbase

1. Select **Resources > Import Termbase**.
2. Next to the **Termbase File** field, click .
3. Select the file and click **Open**.
4. From the **Destination Termbase** drop-down, select the termbase to which you want to import the fields in the TBX, CSV, or Excel file.
5. Click **Start Import**.

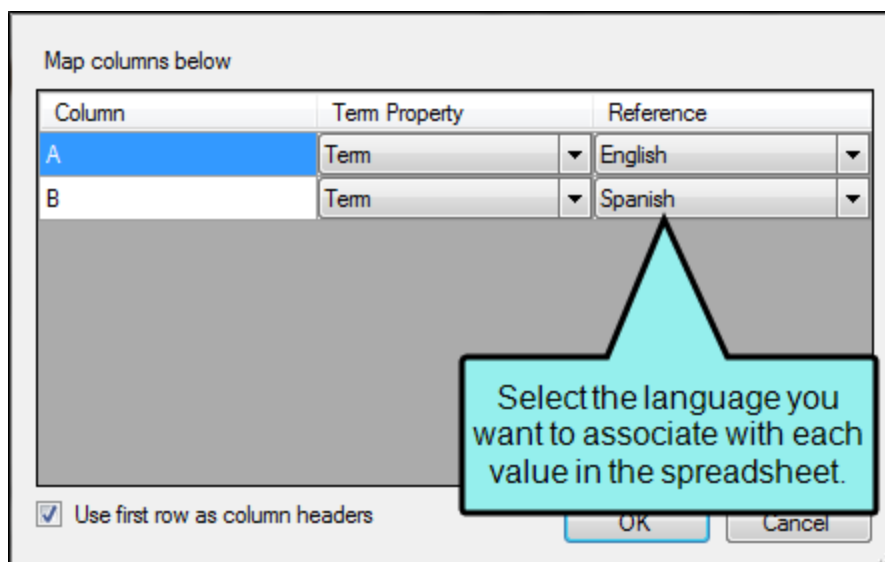
If you are importing a CSV or Excel file, the Column Mapping dialog opens.

# How to Set Column Maps

1. From the **Term Property** drop-down, select the metadata you want to assign to the values in each column.




2. From the **Reference** drop-down, select the language to associate with each column.



3. (Optional) If you want to use the first row of the spreadsheet as headers in your termbase, select **Use first row as column headers**.
4. Click **OK**.

## What's Noteworthy?

 **NOTE** Lingo supports TBX-Basic files (not the Full version).


# I Ranking Termbases

If you use multiple termbases, you can assign them rankings to specify which database should take priority in termbase suggestions. You can set these priority rankings when creating a new project or by using the Manage Termbases dialog (**Resources > Choose Termbase**).

When you use a ranked termbase, terms from the highest-ranked termbase are given priority in the Termbase window pane. You can still view terms from other termbases in the top half of the pane.

## How to Rank a Termbase

1. Make sure you have created at least one termbase. See "Creating Termbases" on page 10.
2. Select the **Resources** ribbon. In the Translation Memory section select **Choose Termbase**.  
The Manage Termbases dialog opens.
3. Next to each termbase in the grid that you want to associate with the project, click **Use**.
4. From the **Rank** drop-down, select a numeric ranking for each enabled termbase, where **1** is the preferred termbase. You do not have to select a value; unranked termbases will take lowest priority.

 **NOTE** You can only rank enabled termbases. The **Rank** drop-down is disabled if a termbase is not selected for the project.

 **NOTE** You cannot assign the same rank to more than one termbase.

5. Click **OK**.

☆ EXAMPLE

You can rank each enabled termbase.

Termbases that are not used are not ranked.

Rank	Use	Termbase	Location	Access
	<input type="checkbox"/>	LingoLocal	C:\Users\kschneider\Documents\Lingo Temb...	Read & Wr
3	<input checked="" type="checkbox"/>	MyTermbase	C:\Users\kschneider\Documents\Lingo Temb...	Read & Wr
	<input type="checkbox"/>	CSV	C:\Users\kschneider\Documents\Lingo Temb...	Read & Wr
2	<input checked="" type="checkbox"/>	LingoLocal6	C:\Users\kschneider\Documents\Lingo Temb...	Read & Wr
	<input type="checkbox"/>	LingoLocal1	C:\Users\kschneider\Documents\Lingo Temb...	Read & Wr
1	<input checked="" type="checkbox"/>	Motorcycle	C:\Users\kschneider\Documents\Lingo Temb...	Read & Wr

The "Motorcycle" termbase has the highest ranking.

OK Cancel



- ☆ The results from the highest-ranked termbase are given priority in the Termbase window pane.

There are three different termbase results for the word "motorcycle."

The term that appears in the lower half of the Termbase pane is from the highest-ranked termbase.

You can see all of the available terms at the top of the pane. Hover over a term to see which termbase it is from.

Source	Term
Motorcycle	Motocicleta
Motorcycle	moto
motorcycle	motor

**Subject:** Bikes  
**Source:** Wikipedia


**en Motorcycle**  
**Context:** Motorcycle  
**Part of Speech:** Noun  
**Type:** FullForm  
**Location:** Menu item  
**Gender:** Feminine  
**Usage:** Preferred  
**Customer:** Harley Davidson  
**Geographical:** South West U  
**Project:** HD-Bikes-EN  
**Term Source:** Manufacturing Process manual v2  
**Definition:** A motor vehicle similar to a bicycle but us

**es Motocicleta**  
**Context:** Motocicleta

# I Removing or Deleting Termbases

If you are no longer using a termbase, you can remove it.

If you no longer need a termbase or the data in the termbase, you can delete it.

 **IMPORTANT** Be careful when deleting a termbase. Deleting a termbase permanently removes the termbase from the list and deletes all data from the termbase file.

If you want to keep the data in your termbase file, you should instead *remove* the termbase, which only hides it from the list in your project. You can add the termbase—and its data—back to Lingo later if you need to use it again.

## How to Remove a Termbase

1. Select the **Resources** ribbon. In the **Termbase** section, select **Choose Termbase**.
2. Select the termbase that you want to remove.
3. Click **Remove**.

## How to Delete a Termbase

1. Select the **Resources** ribbon. In the **Termbase** section, select **Choose Termbase**.
2. Select the termbase that you want to delete.
3. Click **Delete**.

# PDFs

The following PDFs are available for download from the online Help.

## I Cheat Sheets

*Shortcuts Cheat Sheet*

## I User Guides

*Alignment Guide*

*Getting Started Guide*

*Key Features Guide*

*Source Control Guide: Git*

*Source Control Guide: Perforce Helix Core*

*Source Control Guide: Subversion*

*Source Control Guide: Team Foundation Server*

*Termbases Guide*

*Touring the Workspace Guide*

*Translation Guide*

*What's New Guide*