

Termbase instructions for external translators

Studio 2019

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Getting the termbases

If available in IATE or on any specific EP platform/website, the relevant termbase files can be downloaded and copied in the respective project folder.

Using the termbases

Activating the term recognition function

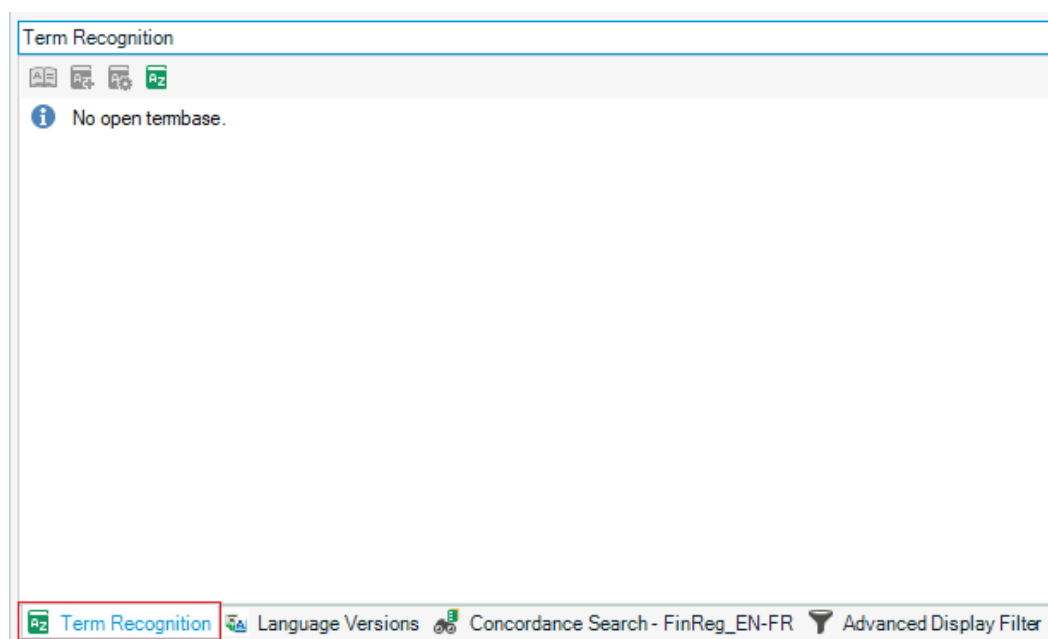
In Studio, open the project, select the **View** tab and click on **Term Recognition**.



A window opens, where the **term recognition results** will be displayed.

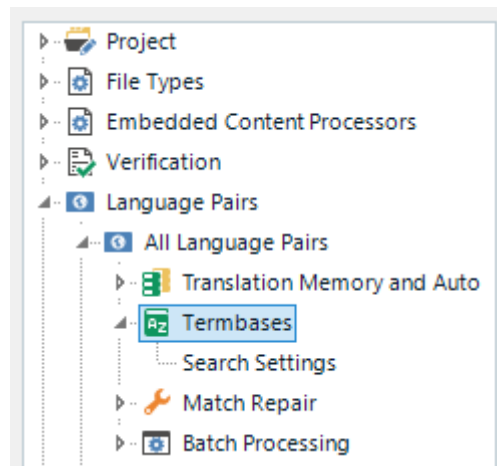
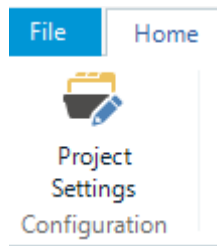
As with other windows in Studio, you can adjust its size and stack it onto another window.

It will be in the same place the next time Studio is opened.

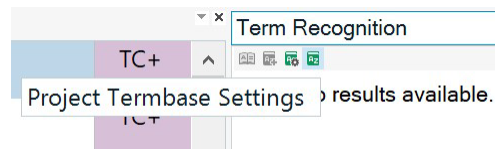


Adding a termbase to a project

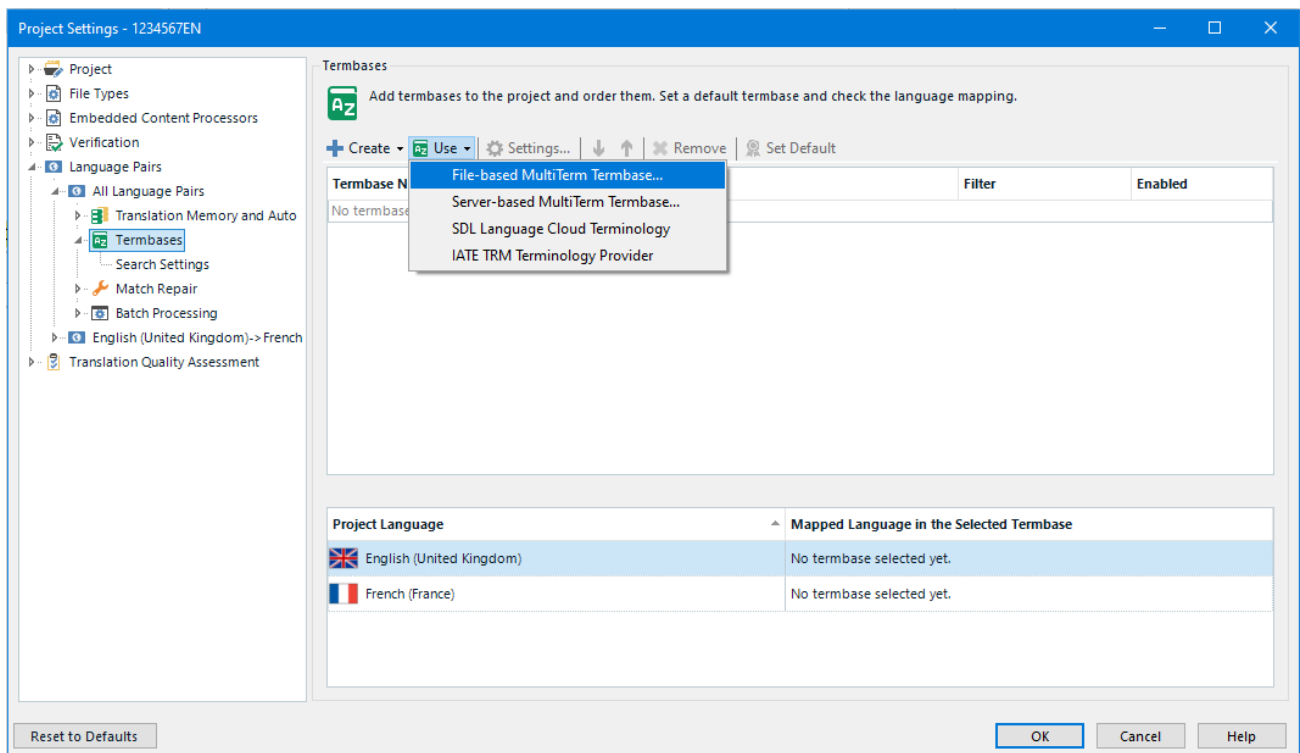
1. In Studio, open the project, then go to **Project Settings** and click on **Termbases** (Language Pairs > All Language Pairs > Termbases).



Alternatively, click the **green icon** on the **Term Recognition window** (the last on the right - Project Termbase Settings) to go straight to the Termbases section.



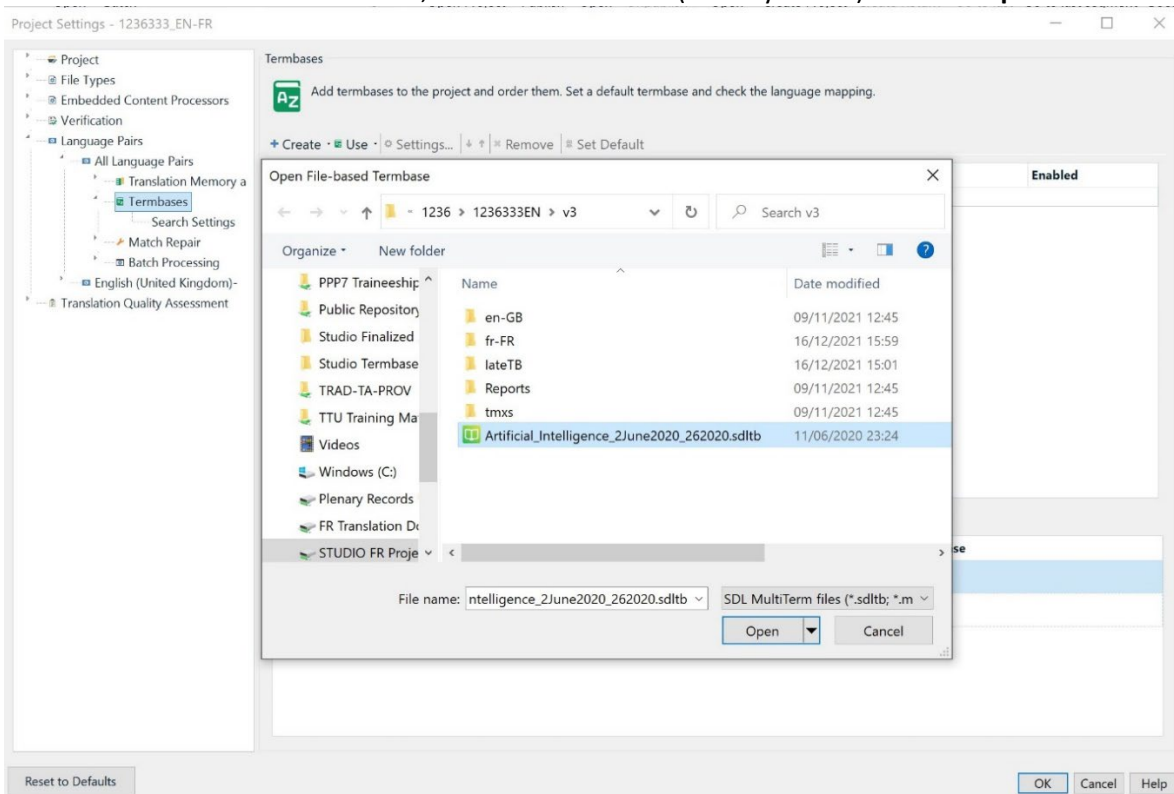
2. Click on **Use > File-based MultiTerm Termbase**



TERMBASE INSTRUCTIONS

3. Browse to the folder where the **termbase** is saved. Select the termbase and click **Open**.
(Use > File-based MultiTerm Termbase > Browse > Select + Open)

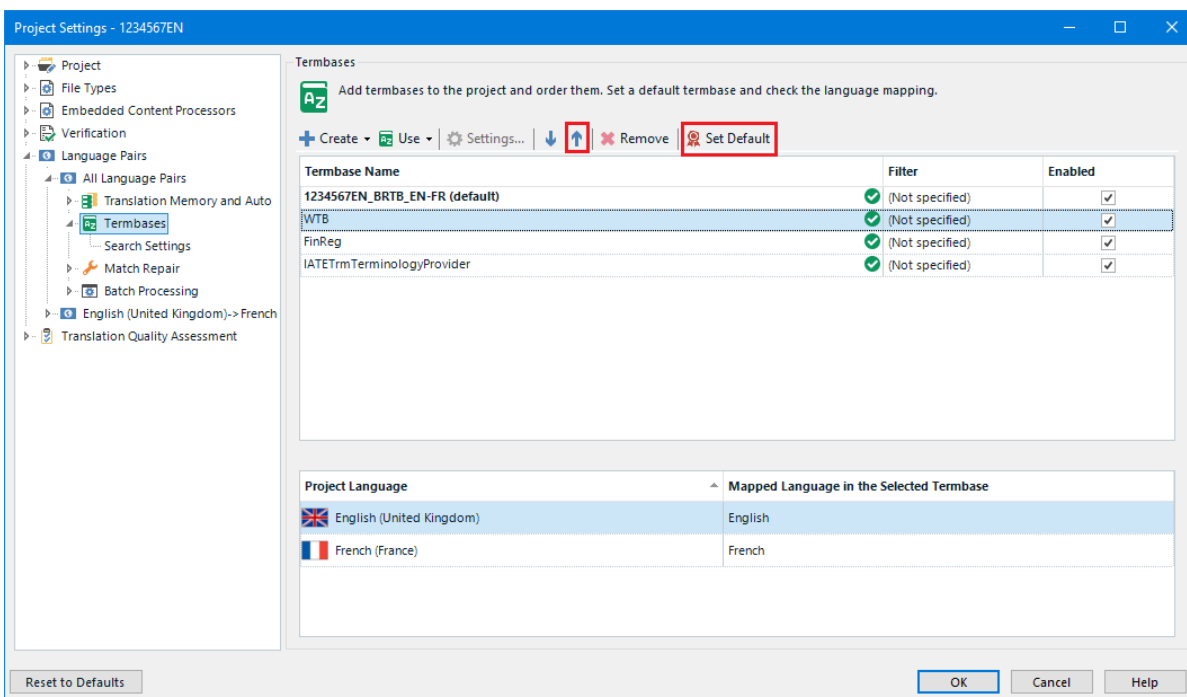
If there is more than one termbase, select all termbases (Ctrl key + click) and click **Open**.



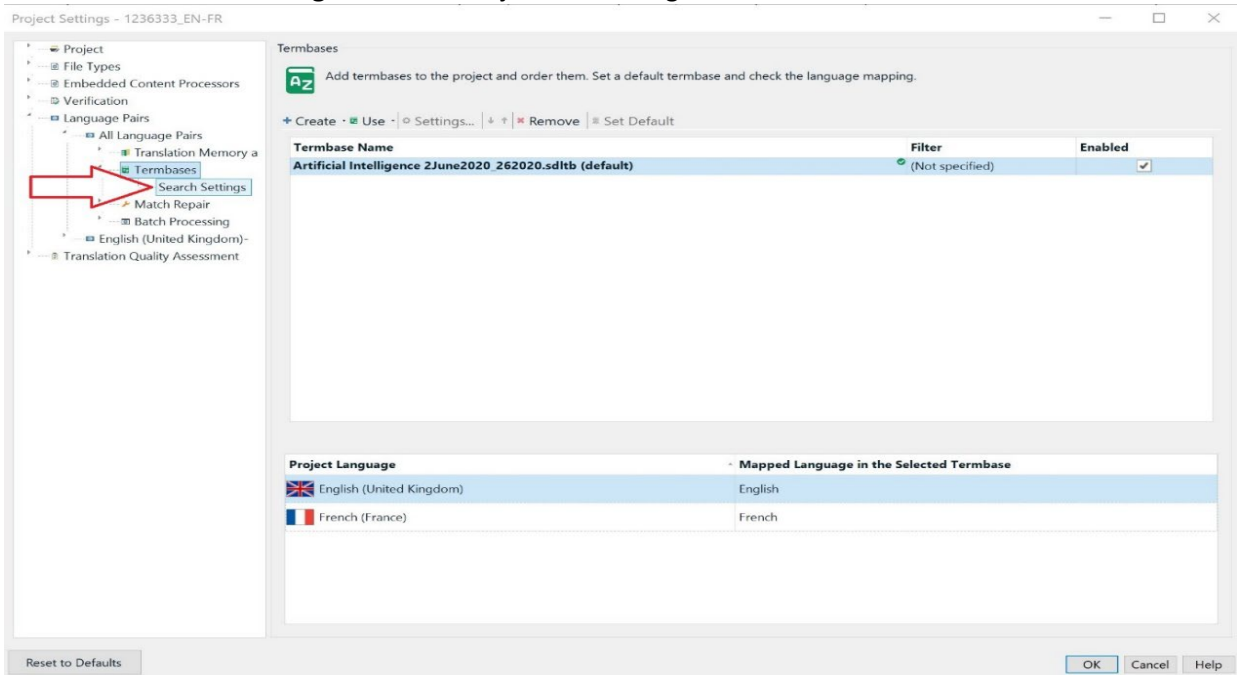
Note that the first termbase attached to the project will be automatically set as **Default**.

To change it, click the desired termbase, then click **Set Default**.

Alternatively, click the desired termbase and move it to the first position by clicking the **arrow up**.



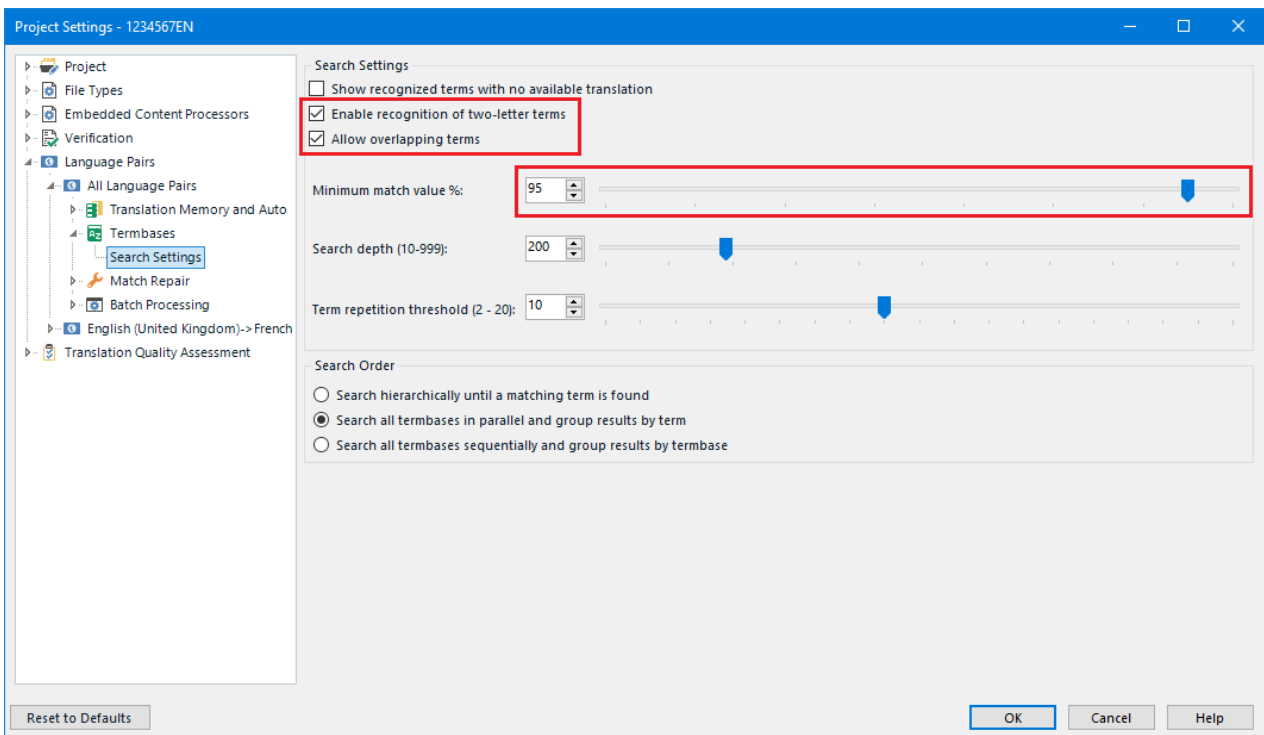
4. Go to the **Search Settings** menu and adjust the settings.



These changes have to be made the first time you add a termbase to the project, since they apply only to that specific project:

- enable the recognition of two-letter terms
- allow overlapping terms
- increase the minimum match value to 95%

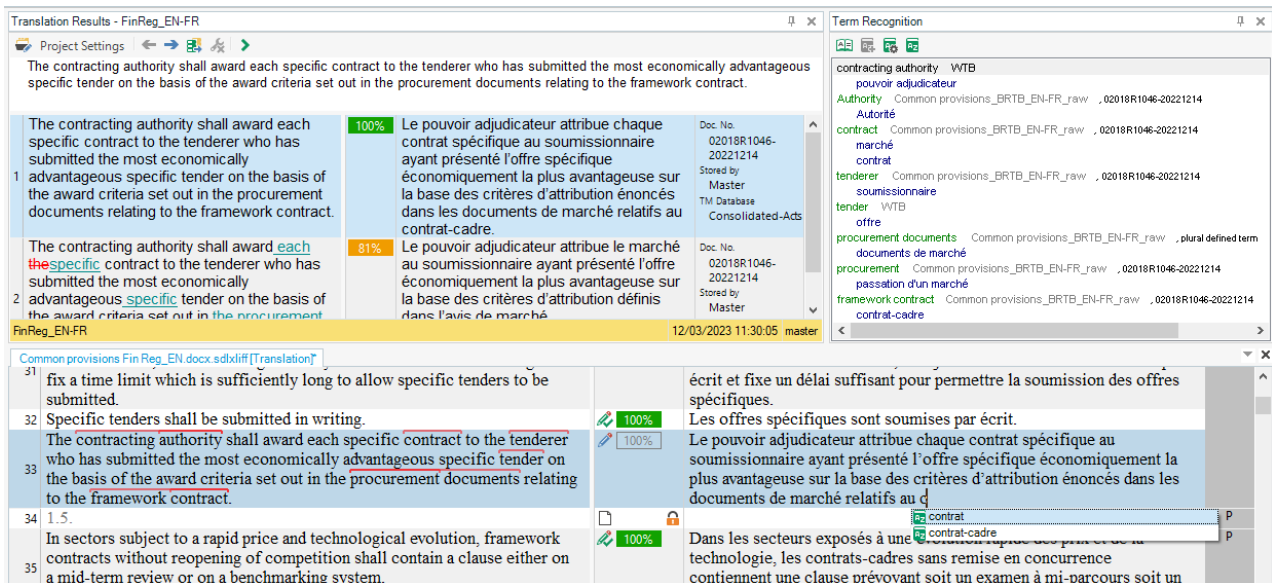
Click on **OK** to **save the settings and close the window**.



TERMBASE INSTRUCTIONS

5. Now that there is a termbase attached to the project, the terms on the termbase are **recognized and marked** with a **red** line above them on the active segment.

When you type the first letter of the translation for an identified term the complete word or phrase is suggested, which you can accept by pressing **Enter** (works the same way as Autosuggest).



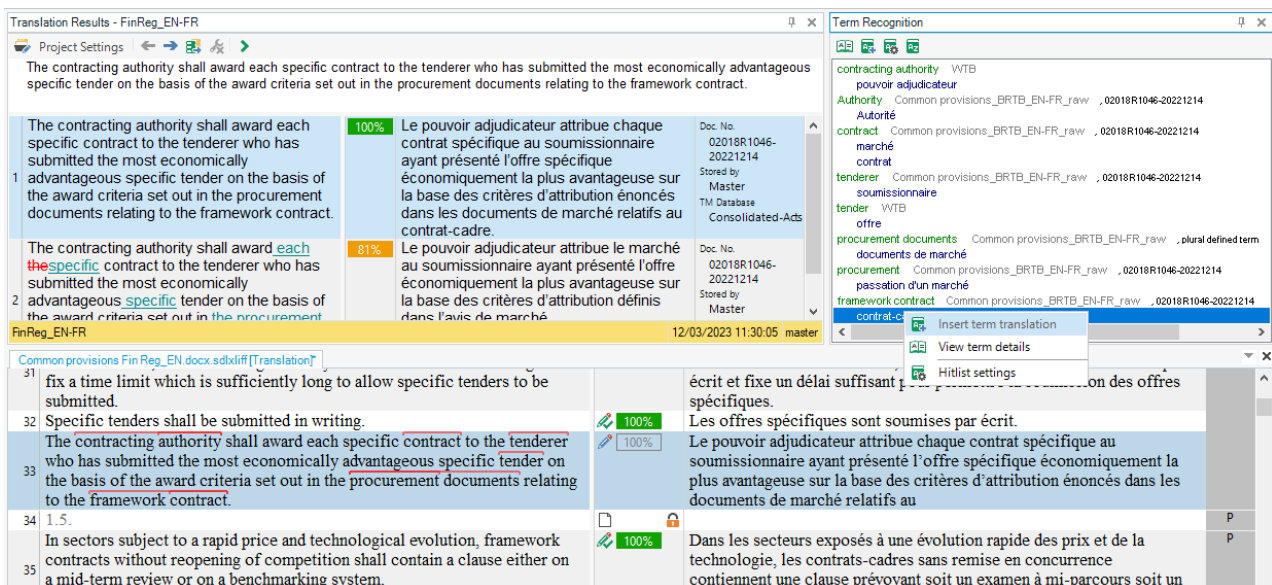
The screenshot shows the 'Translation Results - FinReg_EN-FR' window. The main table displays segments with their source text, target text, and a progress bar. The 'Term Recognition' window is open on the right, showing a list of terms and their corresponding translations. The 'contracting authority' term is highlighted in the list.

Segment	Source Text	Target Text	Progress
1	The contracting authority shall award each specific contract to the tenderer who has submitted the most economically advantageous specific tender on the basis of the award criteria set out in the procurement documents relating to the framework contract.	Le pouvoir adjudicateur attribue chaque contrat spécifique au soumissionnaire ayant présenté l'offre spécifique économiquement la plus avantageuse sur la base des critères d'attribution énoncés dans les documents de marché relatifs au contrat-cadre.	100%
2	The contracting authority shall award each specific contract to the tenderer who has submitted the most economically advantageous specific tender on the basis of the award criteria set out in the procurement documents relating to the framework contract.	Le pouvoir adjudicateur attribue le marché au soumissionnaire ayant présenté l'offre économiquement la plus avantageuse sur la base des critères d'attribution définis dans l'avis de marché.	81%

The 'Term Recognition' window shows the following terms and translations:

- contracting authority: pouvoir adjudicateur
- Authority: Autorité
- contract: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- market: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- tenderer: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- offer: Common provisions_BRTB_EN-FR_raw , plural defined term
- procurement documents: Common provisions_BRTB_EN-FR_raw , plural defined term
- procurement: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- passation d'un marché: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- framework contract: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- contract-cadre: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214

Alternatively, you can go to the **Term Recognition** window, right-click on the target term and choose **Insert term translation**.



The screenshot shows the 'Translation Results - FinReg_EN-FR' window. The main table displays segments with their source text, target text, and a progress bar. The 'Term Recognition' window is open on the right, showing a list of terms and their corresponding translations. The 'contract-cadre' term is highlighted in the list, and the 'Insert term translation' option is visible in the right-click context menu.

Segment	Source Text	Target Text	Progress
31	fix a time limit which is sufficiently long to allow specific tenders to be submitted.	écrit et fixe un délai suffisant pour permettre la soumission des offres spécifiques.	100%
32	Specific tenders shall be submitted in writing.	Les offres spécifiques sont soumises par écrit.	100%
33	The contracting authority shall award each specific contract to the tenderer who has submitted the most economically advantageous specific tender on the basis of the award criteria set out in the procurement documents relating to the framework contract.	Le pouvoir adjudicateur attribue chaque contrat spécifique au soumissionnaire ayant présenté l'offre spécifique économiquement la plus avantageuse sur la base des critères d'attribution énoncés dans les documents de marché relatifs au d	100%
34	1.5.	Dans les secteurs exposés à une évolution rapide des prix et de la technologie, les contrats-cadres sans remise en concurrence	100%
35	In sectors subject to a rapid price and technological evolution, framework contracts without reopening of competition shall contain a clause either on a mid-term review or on a benchmarking system.	contiennent une clause prévoyant soit un examen à mi-parcours soit un	100%

The 'Term Recognition' window shows the following terms and translations:

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- market: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- tenderer: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- offer: Common provisions_BRTB_EN-FR_raw , plural defined term
- procurement documents: Common provisions_BRTB_EN-FR_raw , plural defined term
- procurement: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- passation d'un marché: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- framework contract: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214
- contract-cadre: Common provisions_BRTB_EN-FR_raw , 02018R1046-20221214

TERMBASE INSTRUCTIONS

From the **Term Recognition** window, by right-clicking the source or target term, it is possible to have access to the metadata of the entry in the **Termbase Viewer** (with also a link to open the entry directly in IATE, if the term originally comes from a IATE termbase).

The screenshot displays the SDL Trados Studio interface with the following components:

- Editor:** The main workspace showing a translation of a framework contract. It includes a list of segments on the left and a detailed view of the text on the right, with source and target languages (English and French) displayed side-by-side.
- Term Recognition:** A window at the bottom of the editor showing a list of terms and their corresponding translations. The terms are listed in a table with columns for the source term, the target term, and a status column.
- Termbase Viewer:** A window on the right side of the interface showing the metadata of a selected term. It includes fields for the term's ID, reference, and a list of related terms.
- Language Versions:** A window at the bottom of the interface showing the status of the translation for different languages.
- Concordance Search:** A window at the bottom of the interface showing the results of a search for a specific term.
- Advanced Display:** A window at the bottom of the interface showing the status of the translation for different languages.
- Messages:** A window at the bottom of the interface showing any messages or errors.

To save space, you can stack these windows together with others and click the respective tab to bring it to the front when needed.

This close-up view shows the window tabs at the bottom of the interface. The tabs are labeled as follows:

- Term Recognition** (highlighted with a red box)
- Termbase Viewer** (highlighted with a red box)
- Language Versions**
- Concordance Sea...**
- Advanced Display...**
- Messages (0)**

The status bar at the bottom of the interface shows the following information:

- All segments:** INS
- 2.79%**
- 4.52%**
- 92.69%**
- Chars: 291**
- 0/84377**
- Language flags:** A row of flags representing different languages.

Adding terms to the termbase during translation

1. Select the original term on the left column and the corresponding translation on the right column.
2. Right-click on one of the terms and select **Quick Add New Term (Ctrl + Shift + F2)** or **Add New Term (Ctrl + F2)**¹.

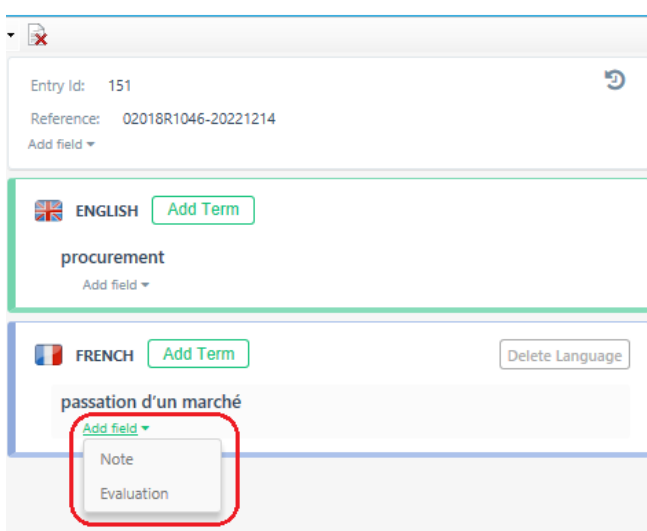


That term pair is added to the termbase which is marked as **Default** without need for further intervention, and is displayed on the **Termbase viewer** tab, in alphabetical order among the other terms.



In the **Termbase viewer** tab you can:

- **edit** entries (by double-clicking the needed field);
- **add** terms (for instance, synonyms or acronyms);
- **delete** the terms and/or fields of a certain language or delete the full entry.
- **add fields** (such as Reference, Note or Evaluation).



¹ In the *Default* layout, there is no difference in practice between *Add* and *Quick Add*. In other older layouts, like the *Flags* layout, the option *Add* creates an entry and keeps it open for edition until the user clicks *Save*, whereas the option *Quick Add* creates an entry and saves it, without any intervention by the user.

Recommended settings

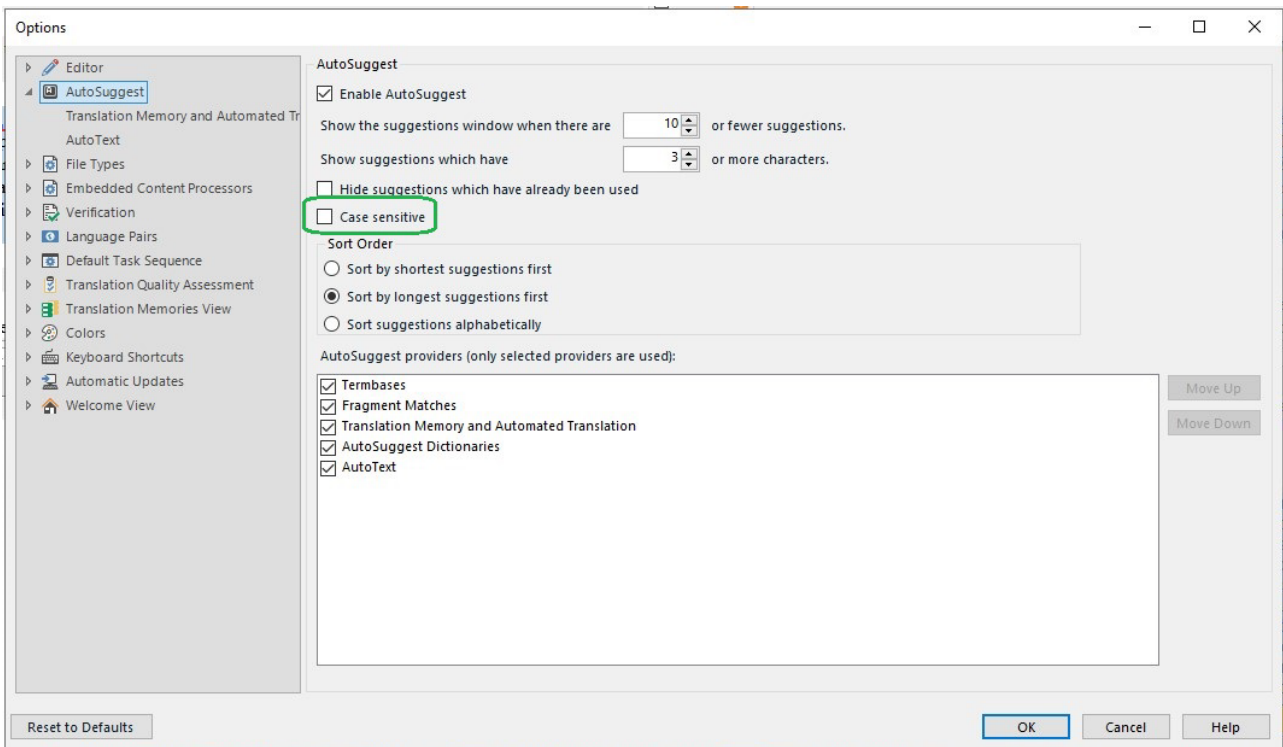
The most important settings are indicated below, in green.
The remaining settings are a matter of personal preference.

General settings

Go to **File > Options > AutoSuggest**

Disable the option **Case sensitive** so that suggestions are presented whether you write with a capital letter or not.

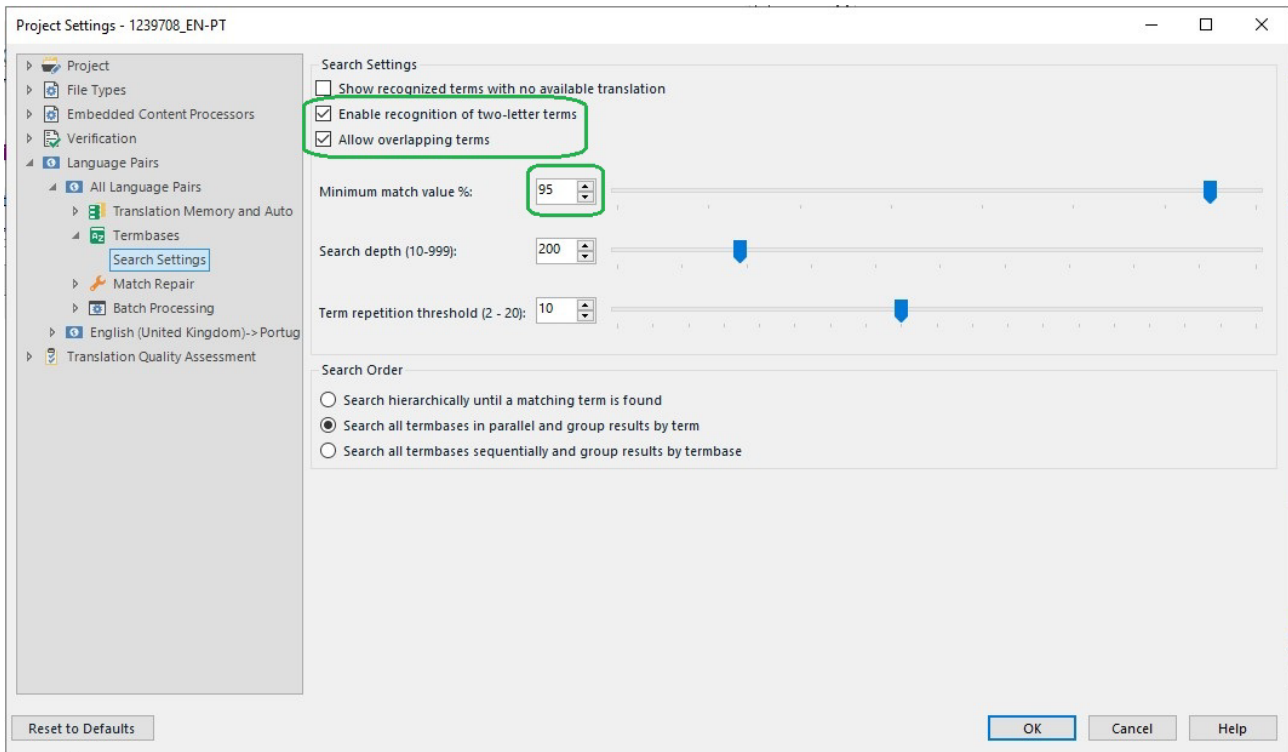
This change must be done only once, since it applies to the program in general.



Project-specific settings

Go to **Project Settings > Termbases > Search settings**

These changes have to be made once per project.



Enable recognition of two-letter terms

Because of acronyms such as EU, UN, etc.

Allow overlapping terms

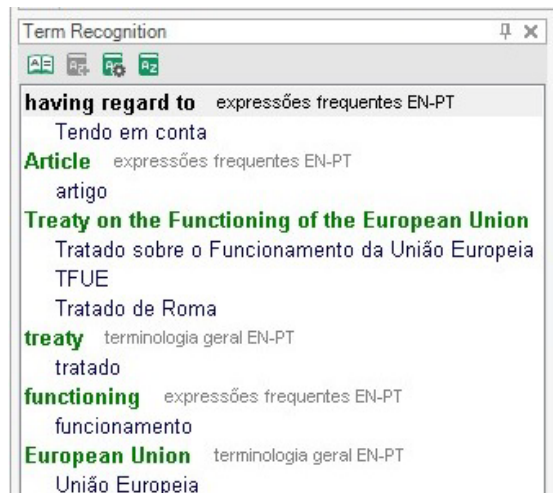
Show separately terms that are also part of a longer expression.

Minimum match value

Increase the minimum match value in order to avoid false positives with similar words but still allow to match with slightly different words (like singular/plural or masculine/feminine variations).

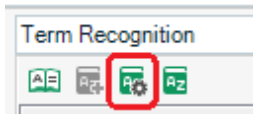
An ideal match value seems to be **90-95%**, maybe lower, depending on the language.

If you increase the value to 100%, terms will only be recognised if they correspond exactly to the term in the termbase.

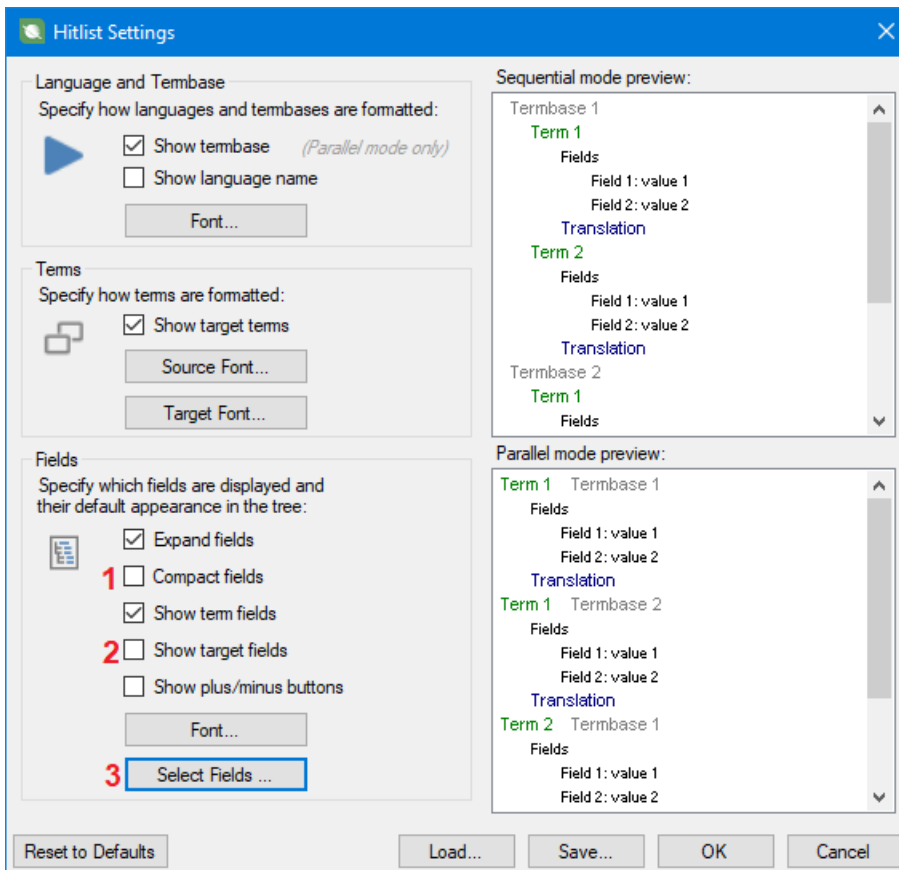


Hitlist Settings for the Term Recognition window

Termbases may include extra information, registered in specific fields that are not displayed by default. To make those fields visible in the **Term Recognition** window, change the **Hitlist Settings** as follows.

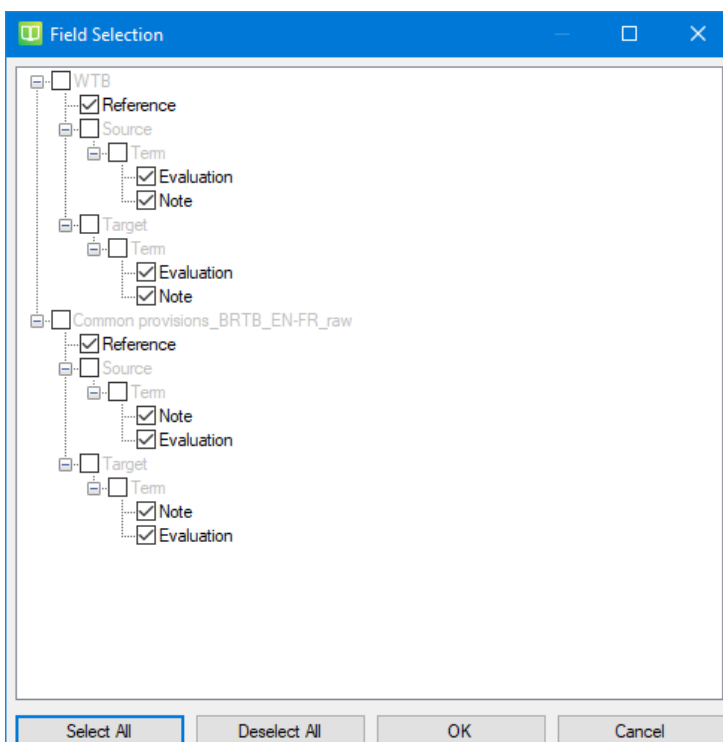


Open the **Hitlist Settings** by clicking the third icon on the **Term Recognition** window.



1. Tick **Compact fields**

2. Tick **Show target fields**.

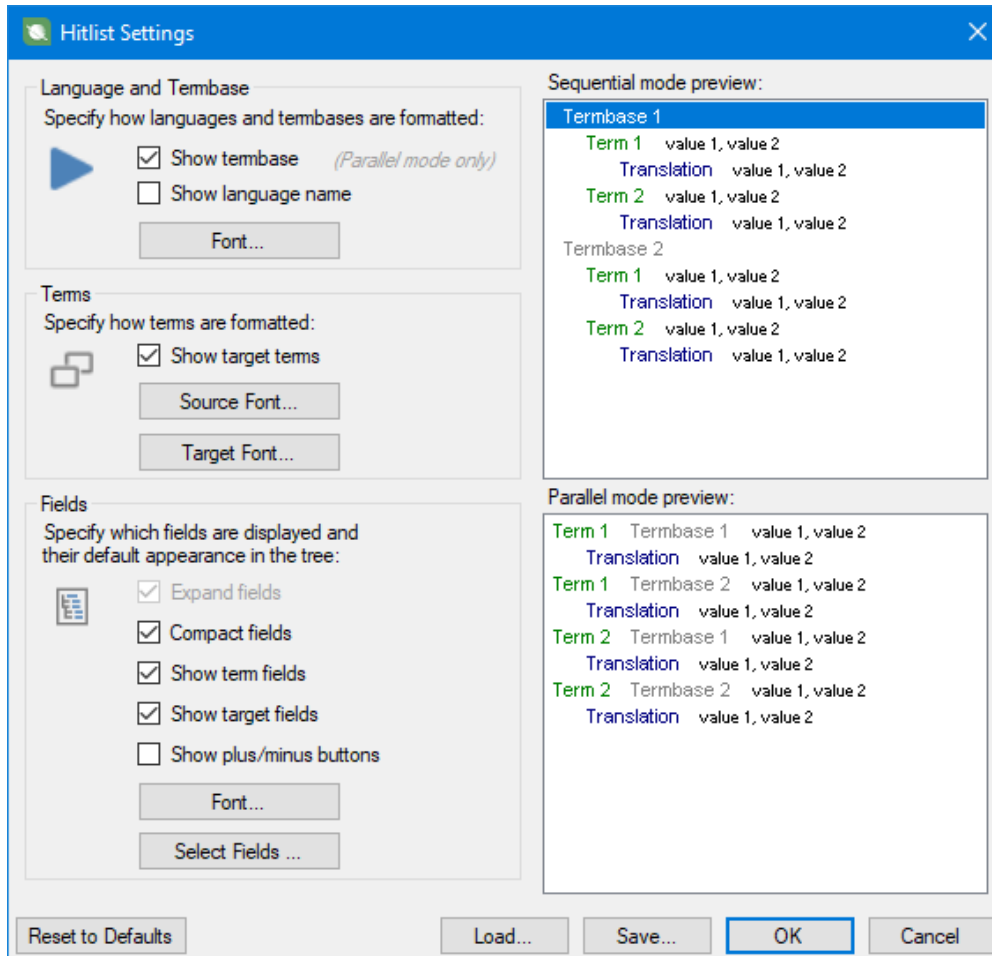


3. Click on **Select Fields**.

Choose **Select all** and click **OK**.

TERMBASE INSTRUCTIONS

In the end, the **Hitlist Settings** should look like this:



By default, the extra fields are displayed in the colour silver, which does not stand out a lot. To make them more readable, it is advisable to change the **font colour** to black.

