

Working with MultiTerm IX and Trados 6

To convert MultiTerm 5 (.mtw) databases to MultiTerm XML (IX):*

1. Use MultiTerm Migration Tool

Just leave all defaults

2. Open MultiTerm IX

- **File/New**
- **TermBase Wizard**
- **Load an Existing Termbase Definition**

This is the one of the files created with the migration tool. It contains the names of the fields, languages, (the structure) of the termbase
- **Now you need to “fill” the structure with the actual terms.** The actual terms from MultiTerm 5 are in the XML file created by the Migration Tool
- **File/Import**
- **Process**
- **Check Fast Import**

Working with MultiTerm IX and Trados 6.5

Files need to be converted to XML format to be used with MultiTerm IX

You can convert:

- Previous MultiTerm files
- txt (tab delimited) or cvs (comma delimited) (they should be in UTF-8 text format, that is “text-only” option in Word)
- Excel 2000, XP, 2003. For previous versions of Excel, the file must be converted into a tab delimited text file (text-only)

MultiTerm creates

- .xdt: definition file
- .xml: data file

Preparation of the file to import into an existing MultiTermIX glossary:

- The **headings** must have the same labels (name) as the existing termbase
- **txt or cvs files:** The first row should contain the header fields and must have the same names used in the existing glossary (ie: English, Spanish, Definition, Context, etc).
- In **Excel files**, all data must be in the first sheet. The first row in the file must contain the information from the header field of each column. (English, Spanish, Definition, Context, etc)
- **No empty columns** should appear between the columns that contain data. If the file contains an empty column between columns that contain data, the conversion process will stop at the empty column.

Conversion process:

Previous MultiTerm:

Do not select customize entry – MultiTerm migrates the fields automatically. Unless you want to manually change the structure of the termbase