10 Glossaries – Preparations and use

A glossary is used for

- looking up terms during the translation, and/or
- checking – via the Quality Check function – that a glossary term in the source segment has its corresponding glossary translation in the target segment.

🗁 Files: PlusToys: Template for term recognition.

10.1 Quick guide to creation and use of a glossary

1. Create a new document. In this new document, type a short series of source terms followed by a tab character, followed by their translation, then Enter, as in the following example (which also shows the tab characters):

```
work        →    travailler
Country     →    pays
Money       →    argent
```

Name and save the new document as Text only (or Unicode or Encoded text if you need) using Word's File > Save as... function. Congratulations, you have created a Wordfast glossary. Close the glossary document.

2. In Wordfast, go to the dialog shown below. Click the Select glossary #1 button, find and open the glossary you just created (in the file type list, select Text, or All files). Click the Index button.
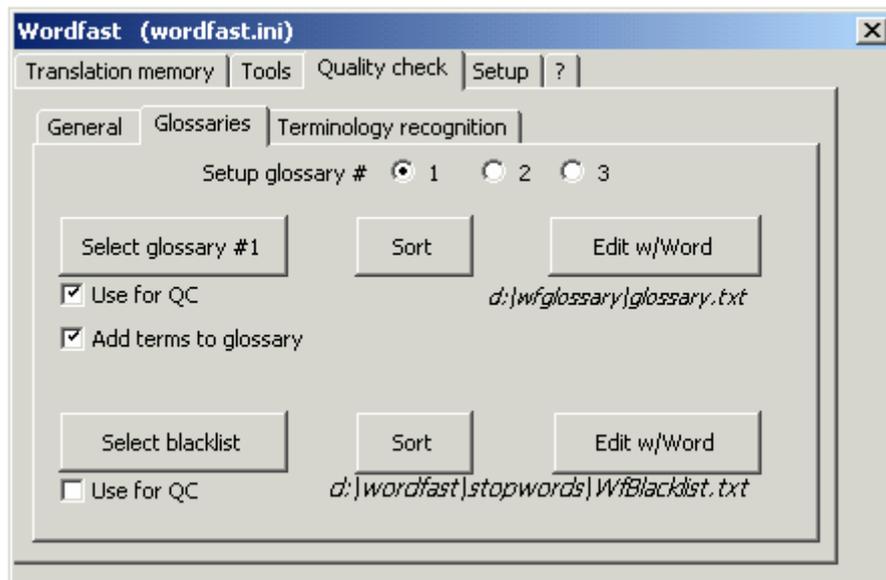
Go to Quality check > Terminology recognition. Check the Enable terminology recognition checkbox, then check the Search glossary... #1 checkbox. Close Wordfast.

3. In a new document with text that includes any of the source terms listed above (like "work, "country" etc.), start a translation session. The glossary terms should be highlighted in light blue when a source segment includes them. This means that Wordfast has recognised that these terms are present in glossary #1. You can select – i.e. mark (not select as you normally do in Word) – blue-highlighted terms with the Crl+Alt+Left/right shortcuts and see their translation ("Target term") in the status bar:

Target term: Skyddsklass ({mt104493}) (Glo#1) Ctrl+Alt+Down to copy selected item Ctrl+Alt+Enter to Edit item Ctrl+Alt+Up to lookup it

or copy the translation of a selected term to the insertion point in the target segment with Ctrl+Alt+down. If you place the cursor on a blue-highlighted term and press Ctrl+Alt+G, the glossary drop-down list will open and show the glossary entry.

Only the one entry is shown. If you want to see the ones like it (above and below), you can arrange that with Pandora's Box command DropGlossary and DropGlossaryAlways.

Pandora's Box commands	DropGlossary	When, during a search for a term in the glossary(ies), a match is found and there appear to be similar-looking entries before or after it, the glossary drop-down list is left open for better visibility. Hit Enter on the list to close it and get back to the document.
	DropGlossary Always	Same as above, but the glossary list will be always left opened after a search.

- **Open the glossary editor window:** Use the Display glossary icon to the right of the arrow. A window of the following type is opened:
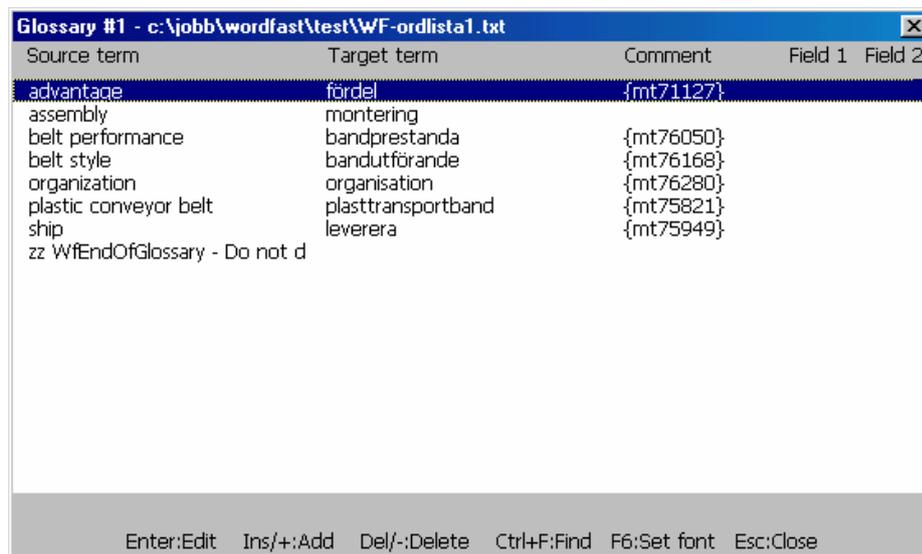
Note: If the glossary is larger than 5,000 entries or 200 KB, the drop-down list will contain only the 50 entries preceding and the 50 entries following the entry shown. However, the full glossary can nevertheless be used for all other operations: QC, terminology recognition, etc. When it is opened for editing, all entries are there.

- **Open a Search for dialog:** When you click the Search glossary icon to the right of the glossary drop-down list, a dialog is opened where you can search for any term in the glossary.
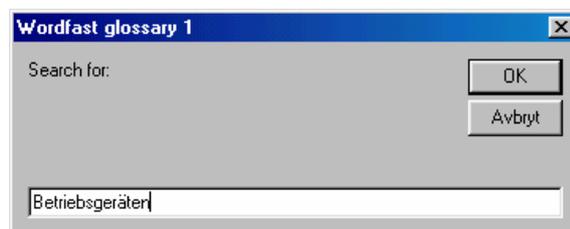
- **Perform a terminology consistency check:** Check the Use for QC checkbox on the Quality check > Glossaries tab. A terminology consistency check will be made when the segment is validated and – if the quality check is activated during translation – to make sure the proper terms are used in the translation. If any doubt exists, Wordfast will prompt you to either edit the current target segment, or move on to the next segment.

10.2 Create a glossary: Structure, format and editing

- **Structure:** A Wordfast glossary is a tab-delimited, text-only file containing 2 or 3 columns (source term, target term, optional comment). Additional columns can be present. Unicode text is accepted. Columns in a tab-delimited text-only file are items separated by tab characters. If opened with Excel, the items in such a tab-delimited TXT file will be displayed in columns. If it is opened in Word, you need to select the text and use the **Table > Convert text to table** tab to actually see items in a table format, with visible columns.

- **Save a glossary table:**
  - **Save a Word table:** If you have created a glossary as a Word table: immediately before saving it, select the entire table (via Word's Table > Select table alternative), use Word's Table > Convert to text function and convert the table to text, with the tab character set as delimiter. Save your document as Text only, or Unicode text if needed.
  - **Save an Excel spreadsheet:** If you have created a glossary as an Excel table, save it (in Excel) as Tab-delimited text.

- **Format:** Terms can use upper and/or lower case. Avoid unnecessary characters like brackets, quotes, slashes, dashes, etc. unless absolutely necessary. The * wildcard can be used at the end of a term, if different forms of a term are possible (called MFTR and described below).

Here is a sample English-French glossary:

Maintenance*	Entretien*
Interview*	Entrevue*
minimum wage*	salaire* minim*

Do not place the * wildcard less than four characters from the beginning of an entry. Thus `pa* the bill*` is not valid; use three entries like `pay the bill*`, `pays the bill*` and `payed the bill*`.

- **Edit the glossary**: Go to Quality check > Glossaries. Select the glossary by marking the appropriate Setup glossary # radio button and click the Edit w/Word button. You will then be able to choose between editing in the Wordfast editing window (see above) and editing in Word.

- **Edit a glossary entry**: You can edit the entry for a term in an open segment by selecting the term (Ctrl+Alt+Right/Left) and then pressing Ctrl+Alt+Enter. This dialog opens:

- **Add terms**: You can add terms on the fly during translation with the Ctrl+Alt+T shortcut (select source expression, press Ctrl+Alt+T; select target expression and press Ctrl+Alt+T again) to add terms to any glossary during, *or outside*, translation sessions.

You select the glossary (glossaries) to which the terms should be added by checking the Add terms to glossary alternative (on Quality check > Glossaries) for the respective glossary.

📂 Files: RemoveGlossaryDuplicatesC.xlt: A template containing the VB routines to sort and remove duplicates from WF-like glossaries using Excel.

📂 Files: AccessIt: Utility for using Access glossaries (how to link Word to Access).

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10.3   Select/deselect glossaries

Wordfast can use more than one glossary. This enables you to simultaneously use both client terminology and your own, homegrown terminology, in two distinct glossaries. You can even set color schemes to immediately spot from which glossary a term has been recognised: see the Pandora's Box Glossary1Colour family of commands.

Pandora's Box commands	Glossary1Colour=X
	Glossary2Colour=X
	Glossary3Colour=X
		Normally, glossary terms are highlighted in blue. This command forces Wordfast to use other highlighting colours, with a value X drawn from the following table:
		
		`Yellow=7        White=8`
		`Gray50=15       BrightGreen=4`
		`Gray25=16       Pink=6`
		`Teal=10`

You can select up to three glossaries to use for terminology searches and quality check.

The terminology recognition feature will search all words or expressions present in the source segment, during translation, in the specified glossaries.
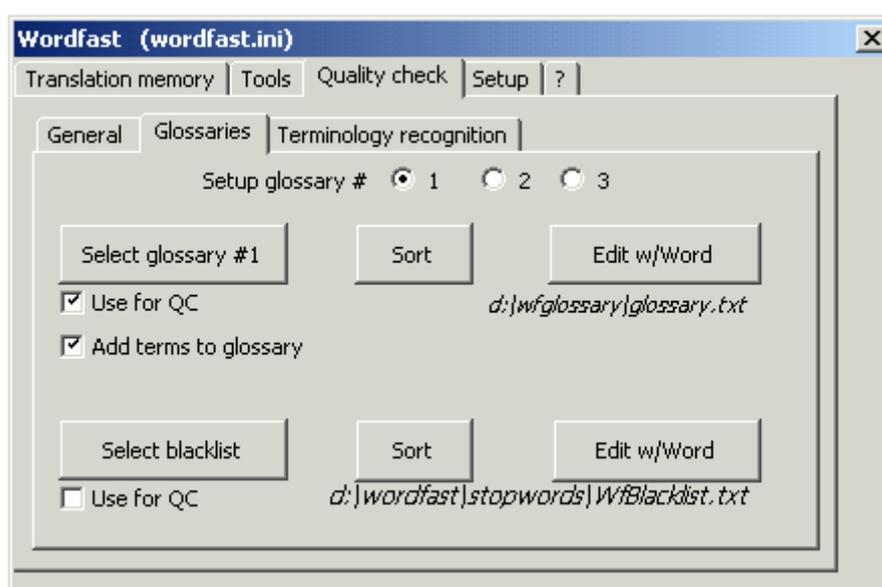
- **Select glossary files**: See the tab above. Select glossary number by clicking the appropriate Setup glossary # radio button. Click the Select glossary button to find and specify the glossary you want to use (TXT, XLS, and Trados MultiTerm (MTW) – see below – formats accepted).

  It is recommended to sort the glossary before use: Click the Sort button.

  You can view/edit the glossary in Word (click the Edit w/Word button) or in Wordfast's

  editing window if the glossary the drop-down list is open (click the Display glossary 📖 icon to the right of the list).

- **De-select a glossary**: Go to Quality check > Glossaries. Select glossary number by clicking the appropriate Setup glossary # radio button. Click the Select glossary button and then click the Cancel key in Word's File > Open dialog that opens. Wordfast will ask you if you want to unselect the current file (the current glossary).

10.3.1   Use of MultiTerm™ glossaries

Wordfast opens Trados' MultiTerm (MTW) glossaries without need for any special action. When you use the Select glossary button to open a MTW glossary, Wordfast creates a

separate TXT export of the MTW file and uses it; all original MultiTerm files remain unchanged and untouched.

Note: When you select the MTW file, you will be asked what language markers to keep. Make sure that you keep only two.

📂 Files: MT97new: A macro for terminology extraction into TXT file which can be importet by MultiTerm (except MT iX)

📂 Files: MiltiTerm iX importer: Import of tab-delimited Word/Wordfast glossaries into MultiTerm iX.

10.3.2   Setup for glossary search
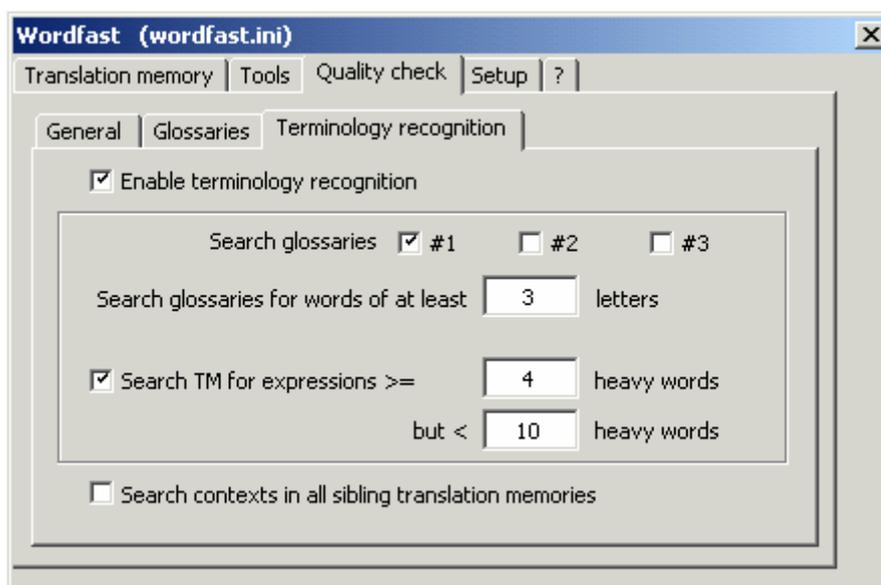
- **Automatic recognition** is activated by checking the Enable terminology recognition checkbox and the checkboxes for the desired glossaries (Search glossaries .. #).

  You can set a minimum size, in characters (Search glossaries for words of at least x letters), for words to be looked up (we recommend a value of 3). See also the Pandora's Box command GloStems and the following section on FTR.

10.4   Fuzzy term recognition (FTR)

Fuzzy term recognition (FTR) in Wordfast can be automatic (AFTR), or manual (MFTR).

- **MFTR** is done by manually adding asterisks (∗) at the end of words in the dictionary, so that all or most inflections of the glossary entry will be recognized. (See section 10.2 on how to edit glossary entries.) For example, a glossary source entry like

  Digital Analog* Converter*
  (*red colour added for emphasis*)

  will allow Wordfast to recognize various approaching forms such as

  Digital Analog Converters
  Digital Analogic Converter
  etc

  when they are found in the source segment.

- **AFTR** is useful on RRR (rush, raw, rogue) glossaries, where the translator has not had time to introduce asterisks as explained above. Wordfast uses various techniques to automatically