Importing / Exporting Terminology

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TermStar

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1 Introduction

You can use TermStar to import and export terminology:

● Importing terminology ()

If you wish to use terminology from other terminology management programs, it can be imported.

If you want to import terminology into an existing dictionary, you can merge these – i.e. specify how TermStar should deal with any duplicated data records or language entries (» Merging data in an existing dictionary, page 36).

You also have the option to import terminology from customised file formats (such as from an Excel table). For this, you must use an import definition which you can use to specify all the special features of the file format (» Import definitions for customised data formats, page 71).

If you simply wish to use a dictionary from a TermStar user, you can also use the *Unpack project* option and unpack the relevant dictionary with it (» TermStar User Guide).

● Exporting terminology ()

If you want to provide terminology from TermStar dictionaries for other terminology management programs, it can be exported.

In addition, you have the option to save the content of dictionaries in a customised format. TermStar will then save the dictionary as TermStar displays it: With the selected layout and any active filters (» Save contents of dictionary as user-defined, page 152).

If you simply wish to transfer a dictionary to a TermStar user, you can also use the *Pack project* option and pack the relevant dictionary with it (» TermStar User Guide).

2 Importing terminology

Overview

If you want to use terminology from another terminology management program, you can import it. You can find out which data formats TermStar can import along with examples of typical import requirements in » Supported data formats, page 9.

To import terminology, you can either work with the wizard or via the expert.

- The wizard takes you step by step through the import process, so that you do not miss anything out and all the required settings are defined (» Directly importing TermStar dictionaries, page 11 to » Importing customised formats, page 26).
- The expert is intended for experienced users (» Import expert, page 29).

If you want to import terminology into an existing dictionary, you can specify how TermStar should deal with any duplicated data records or language entries. To do so, specify a *merging definition* (» Merging data in an existing dictionary, page 36).

If you want to import custom data formats, you need an *import definition* for this. The import definition contains all the information about the format of the data in the import file (» Import definitions for customised data formats, page 71).

Unpacking dictionaries from other TermStar users

If you simply want to use a dictionary from a TermStar user, you can also use the *Unpack project* option and unpack the relevant dictionary with it (» TermStar User Guide).

Importing large terminology with Microsoft Access database

If a Microsoft Access database is used, the import of large terminology can take up a lot of space on your hard drive.

We recommend that a new TermStar database is therefore created with enough available memory. As a rough value for estimating the required memory space, you can assume that an average of 4 MB is required per 1000 terminology data records.

Supported data formats

Overview   TermStar supports the following data formats for terminology import:

Format	Description
MARTIF (`.mtf`)	Standardised ISO format for terminology exchange (» Importing terminology in MARTIF format, page 19). This format also supports the import of dictionary settings (» Importing dictionary settings, page 9).
TBX (`.tbx`)	XML format for terminology exchange (» Importing terminology in MARTIF format, page 19).
TMX (`.tmx`)	XML format for using translation memory as terminology (» Importing data in TMX format, page 23).
TermStar image (`.img`)	TermStar format for dictionary exchange with other computers (» Importing dictionaries in TermStar image format, page 25). This format also supports the import of dictionary settings (» Importing dictionary settings, page 9) and is also supported by the previous TermStar versions 3.0 and XV.
TermStar dictionary	Import dictionaries to which you have direct access, e.g. when merging two dictionaries (» Directly importing TermStar dictionaries, page 11). This format also supports the import of dictionary settings (» Importing dictionary settings, page 9).
User-defined	Import of terminology in other formats (» Importing customised formats, page 26), e.g.: ● Glossaries in Excel or text files ● Lists you have created yourself ● Data from websites
Log file	File which TermStar can create during automatic import of dictionaries. The log file contains "queries" for the user if, for example, duplicate language entries exist or if values infringe the input verification (» Processing log files, page 70).

Importing dictionary settings   The file formats `MARTIF/TBX`, `TermStar image` and `TermStar dictionary` allow you to import the following dictionary settings in addition to terminology:

● Values lists
● Input verification
● Default values
● Modified field names
● Passwords

With the **Miscellaneous** option selected, all settings specified on the **Miscellaneous** tab of the dictionary settings are imported.

With the **Only settings, no data** option selected, no data records or language entries are imported, but only the settings of the dictionary (input verification rules, values lists, changed field names, etc.). This option is designed for when you wish to set up a new, empty dictionary and to apply the settings of an existing dictionary.

Examples of typical import tasks

The following table shows which formats and procedures are useful for the typical import tasks:

Task	Procedure and format
Importing a dictionary if a connection to this database exists	• No export is required if you have direct access to the dictionary.
	• **TermStar dictionary** import format (» Directly importing TermStar dictionaries, page 11).
	This process can be used to merge two TermStar dictionaries into a single dictionary.
	Dictionary settings such as passwords and input verification rules will not be transferred.
Importing a dictionary if no connection to this database exists	• Exporting a dictionary in **TermStar image** format (» Exporting terminology in TermStar image format, page 146).
	• Importing this file (*.img) (» Importing dictionaries in TermStar image format, page 25).
	Dictionary settings such as passwords and input verification rules are also transferred.
Importing from another terminology management program that supports MARTIF	• Exporting terminology from the terminology management program in MARTIF format.
	• Importing this file to TermStar with **MARTIF/TBX** format (» Importing terminology in MARTIF format, page 19).
	With this format, in addition to the data records and language entries, you can also transfer dictionary settings such as passwords and input verification rules.
Importing from another terminology management program that supports TBX	• Exporting terminology from the terminology management program in TBX format.
	• Preparing transformation file to assign TBX fields to TermStar fields (» Recommendation: Use a transformation file, page 21).
	• Importing the TBX to TermStar with **MARTIF/TBX** format and the transformation file (» Importing terminology in TBX format, page 21).
Importing terminology which does not correspond to any of the defined formats (e.g. glossaries in Excel or text files)	• Creating an import definition that contains information relating to languages, fields, separators, etc. (» Import definitions for customised data formats, page 71).
	• Importing terminology with a **Custom** format (» Importing customised formats, page 26).

Task	Procedure and format
Importing terminology without the user having to make any input	● Importing with the option **Write questions to log file**
	TermStar bypasses all data records which require user input and saves them to a log file.
	● Importing the log file with the format **Log file**.
	TermStar processes all data records contained in the log file and requests that you make the necessary entries (» Processing log files, page 70).

Directly importing TermStar dictionaries

If a connection to the database for a TermStar dictionary exists, it can be imported directly. You can, for example, merge two dictionaries into one.

How do I import a TermStar dictionary that I can access directly?

1. Select **Dictionaries | Import terminology | TermStar dictionary** from the resource bar.
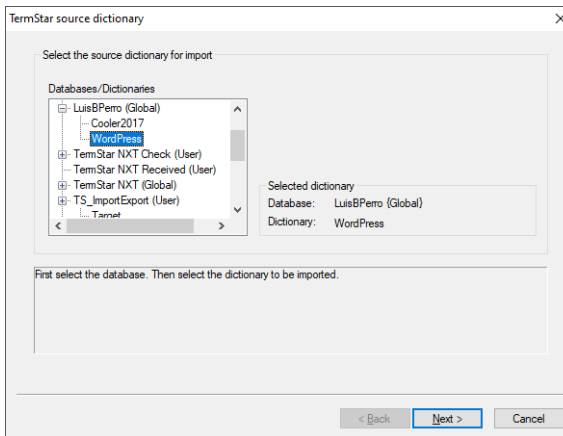
   TermStar displays the following window:

   To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

2. Select the dictionary you want to import and click **Next**.

TermStar displays the following window:
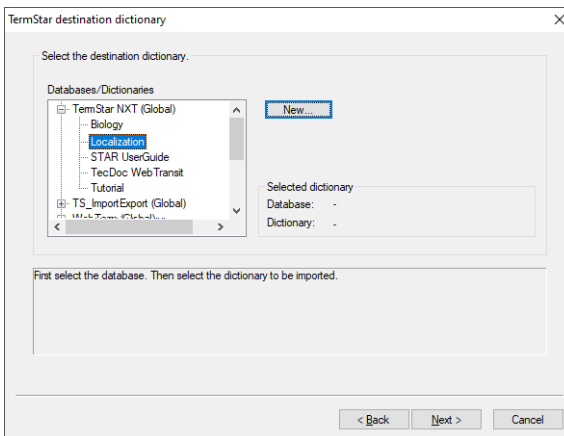
To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

3. Select the dictionary into which you wish to import.

    – If you want to import terminology into a new dictionary or into a new database, click **New** and follow the instructions in the wizard. The » TermStar User Guide contains information on how to create new dictionaries and databases.

    TermStar creates a new dictionary and, where applicable, a new database and displays it in the **TermStar dictionary** section.

    – Then, select the newly created dictionary.

    Click **Next** to confirm the selection.

TermStar displays the following window:
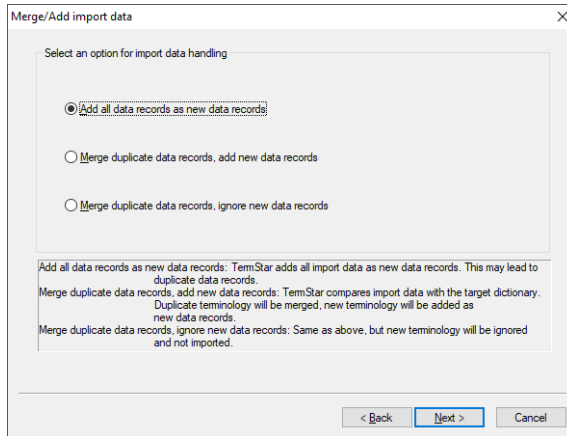
4. Specify how TermStar should handle the data in the imported dictionary:

   – **Add all data records as new data records:** TermStar adds all import data as new data records in the target dictionary. This may lead to duplicate data records.

   – **Merge duplicate data records, add new data records:** TermStar calculates the duplicate data records and merges the import data in the target dictionary data records in accordance with your specifications.

     TermStar adds import data as new data records if there is no equivalent in the target dictionary.

   – **Merge duplicate data records, ignore new data records**: TermStar deals with duplicate data records as in the previous option.

     However, TermStar ignores the import data for which there is no equivalent in the target dictionary, and does <u>not</u> import this data.

   Select the required option and click **Next**.

If you have selected **Merge duplicate data records** etc., TermStar displays the following window:
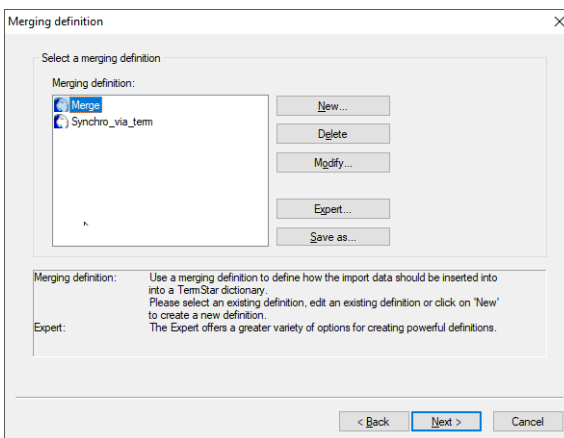
In this case, select a merging definition or create a new one (» Defining a merging definition, page 37). Then click **Next**.

TermStar displays the following window:
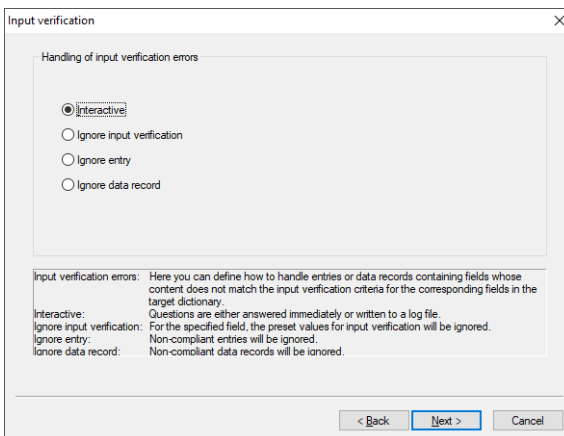
5. Specify how TermStar should deal with imported values which do not correspond to the input verification for the target dictionary:

    – **Interactive**: During import of relevant data records or language entries, TermStar displays a window in which you can select how TermStar should proceed.

If you select **Write questions to log file** in the next window, TermStar saves the relevant data records in a log file which can subsequently be imported and processed.

‒ **Ignore input verification**: TermStar does <u>not</u> check whether the imported values correspond to the input verification and imports all values.

‒ **Ignore entry**: TermStar bypasses the corresponding language entry and does <u>not</u> import it.

‒ **Ignore data record**: TermStar bypasses the entire data record and does <u>not</u> import it.

Select the required option and click **Next**.

TermStar displays the following window:
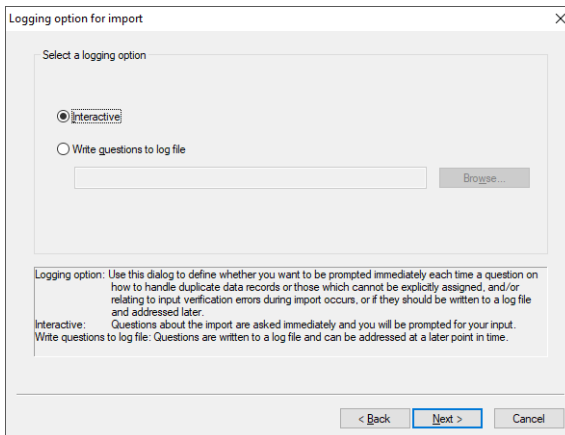
6. Specify how TermStar should deal with situations which require user input (e.g. merging duplicate data records or values, which do not correspond to the input verification):

‒ **Interactive**: TermStar stops the import process and displays a window in which you can select whether TermStar should import the value or language entry or data record.

‒ **Write questions to log file**: TermStar saves the relevant data records in a log file which can subsequently be imported and processed.

You can specify the path and name for the log file by clicking **Browse**.

TermStar displays the **Log file name** window. Enter the name of the log file, select the scope, and confirm your entry by clicking **Save**.

Select the required option and click **Next**.

TermStar displays the summary with your settings:
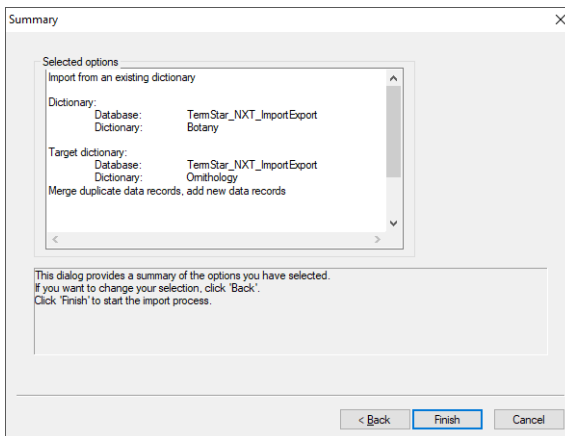
7. Check the settings.
    –   To change the settings, click **Back**.
    –   If the settings are correct, start the import by clicking **Finish**.

    TermStar displays the import progress.
    –   Depending on the selected import options, TermStar displays prompt windows for the conflicts (» Prompt windows for conflicts, page 17).
    –   Once TermStar has completed the import, TermStar displays the following message: Completed successfully.

If you have specified that TermStar should create a log file, TermStar uses the **Import** window to show whether and how many data records are to be saved in the log file.
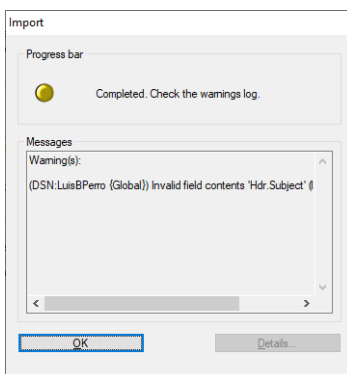
You can import and process the log file (» Processing log files, page 70).

Prompt windows for conflicts

Depending on the selected import options, TermStar displays prompt windows for the following conflicts:

- Input verification error

  A field to be imported contains a value that does not correspond to the input verification in the target dictionary:

Record-field input verification error	? ✕
Language: Header	Cancel import
Field name: Hdr.Subject	Skip data record
Ignore error Ignore all errors Skip term	More >>
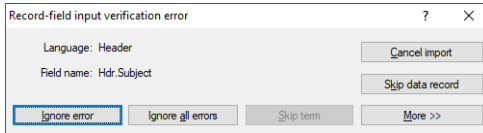
  To have TermStar display detailed information on the data record, click **More**. The detailed information can then be hidden again by clicking **Less**.

  You can specify how TermStar deals with the language entry:

  - **Ignore error:** TermStar imports the data record despite the breach of the input verification.
  - **Ignore all errors:** TermStar ignores the input verification for this and all further data records without displaying another message.
  - **Skip term:** TermStar does not import the language entry.
  - **Skip data record:** TermStar does not import the data record.

- Several possible target data records

  There are several possible target data records for a data record which is being imported, so TermStar cannot decide which is the right target data record.

  TermStar displays the **Synchronise data** window which you can use to specify into which target data record the imported data record should be merged (» Interactive synchronisation of data records, page 61).

- Interactive merging of duplicate data records

  TermStar recognises an imported data record according to the synchronisation as a duplicate data record. You have set the option for interactive merging in the Merging expert (» Defining a merging definition, page 37).

  TermStar displays the **Merge data** window which you can use to specify whether and how the data record being imported should be merged into the target data record (» Interactive merging of data records, page 63).

If you have specified that TermStar should create a log file, TermStar uses the **Import** window to show whether and how many data records are to be saved in the log file.
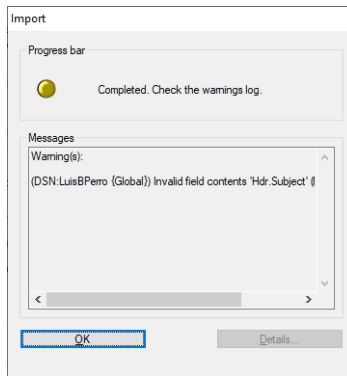
You can import and process the log file (» Processing log files, page 70).

Importing terminology in MARTIF format

You can import terminology into TermStar which has been exported using other programs that support MARTIF.

How do I import terminology in MARTIF format?

1. Select **Dictionaries | Import terminology | MARTIF/TBX** from the resource bar.

    TermStar displays the following window:
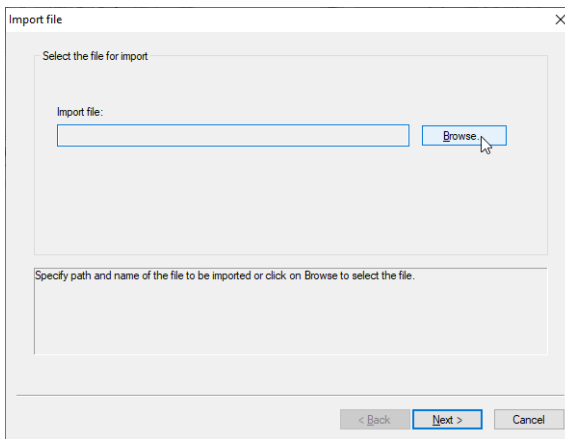
2. Click **Browse** to specify the path and file name for the file to be imported.

    Click **Next** to confirm.

TermStar displays the following window:
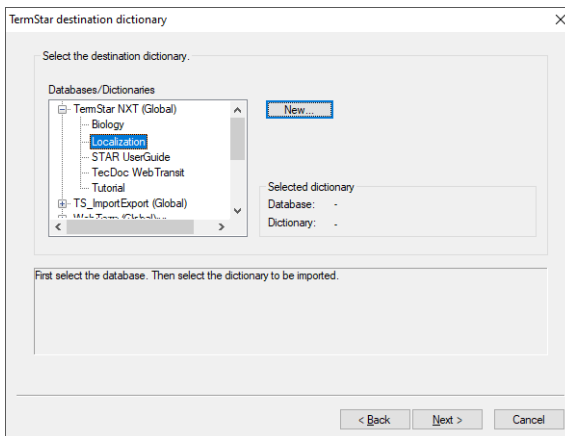
To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

The remaining steps are equivalent to directly importing a TermStar dictionary. Proceed as explained from » step 4, page 13.

Importing terminology in TBX format

You can import terminology into TermStar which has been exported using other programs that support TBX.

TBX fields and field names differ from TermStar
Recommendation: Use a transformation file

The TBX format and TermStar use different fields and field names. This can result in field contents being lost during the import process if it is not possible to assign them to a TermStar field.

If you wish to import TBX files from different programs, we strongly recommend using a transformation file which will be used to assign the TBX fields to the TermStar fields.

In this case, you carry out the import using the Database expert (» Importing terminology with the expert, page 29) and select the transformation file in the **Pre-processing** section on the **Define file format** tab.

Tip: For individual transformation file, contact STAR

If you require a custom transformation file for importing your TBX files, please contact STAR (» Contact, page 2).

How do I import terminology in TBX format using the wizard?

1. Select **Dictionaries | Import terminology | MARTIF/TBX** from the resource bar.

    TermStar displays the following window:

2. Click **Browse** to specify the path and file name for the file to be imported.

Click **Next** to confirm.

TermStar displays the following window:
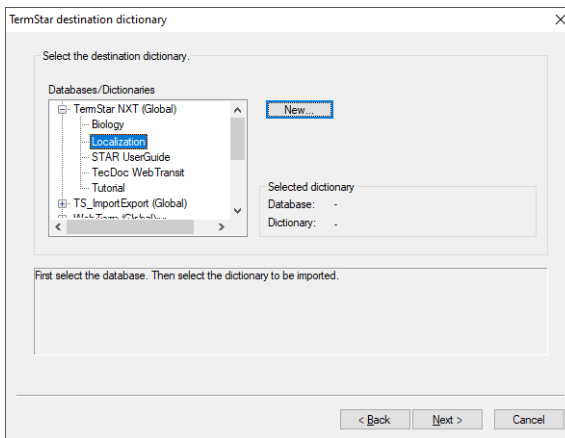
To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

The remaining steps are equivalent to directly importing a TermStar dictionary. Proceed as explained from » step 4, page 13.

Importing data in TMX format

You can also import terminology that has been created in a translation memory system into TermStar. This happens using the TMX data interchange format.

How do I import terminology in TMX format?

1. Select **Dictionaries | Import terminology | TMX** from the resource bar.

   TermStar displays the following window:
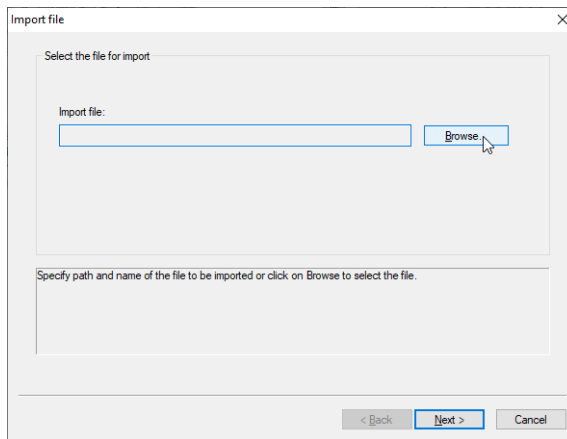
2. Click **Browse** to specify the path and file name for the file to be imported.

   Click **Next** to confirm.

TermStar displays the following window:
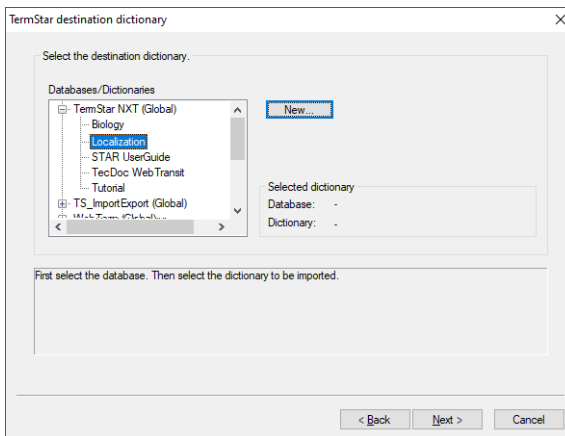
To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

The remaining steps are equivalent to directly importing a TermStar dictionary. Proceed as explained from » step 4, page 13.

Importing dictionaries in TermStar image format

How do I import dictionaries in TermStar image format?

1. Select **Dictionaries | Import terminology | TermStar image** from the resource bar.

    TermStar displays the following window:
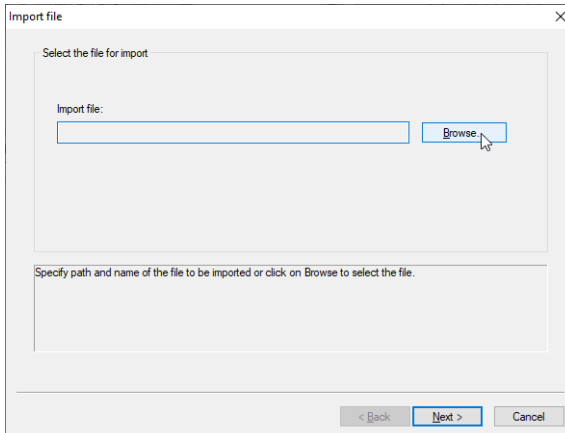
2. Click **Browse** to specify the path and file name for the file to be imported.

    Click **Next** to confirm.

    TermStar displays the following window:
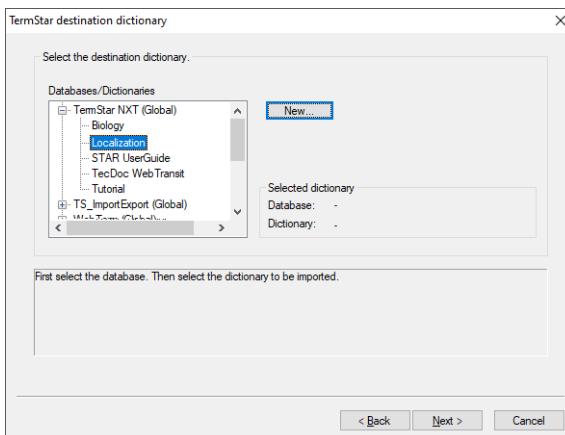
    To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

    The remaining steps are equivalent to directly importing a TermStar dictionary. Proceed as explained from » step 4, page 13.

Importing customised formats

Overview   If you want to import terminology which exists neither in a TermStar dictionary nor in MARTIF, TBX or TMX format, you can define your own, customised import format for the exact structure of the data.

TermStar saves your settings in an *import definition* that contains all the information for the data import (» Import definitions for customised data formats, page 71). You can use the definition again for subsequent imports with the same or similar import data.

When creating an import definition, TermStar leads you step by step through the settings.

In appendix » Examples for importing various data formats, page 163, you can see examples for the import of Word documents, Excel tables and terminology from other translation memory systems.

Performing   For the most part, importing customised formats is the same as importing standard
an import   formats. In addition, you must select or create an import definition.

How do I import customised formats?

1. From the resource bar, select **Dictionaries | Import terminology | Customised format**.

   TermStar displays the following window:
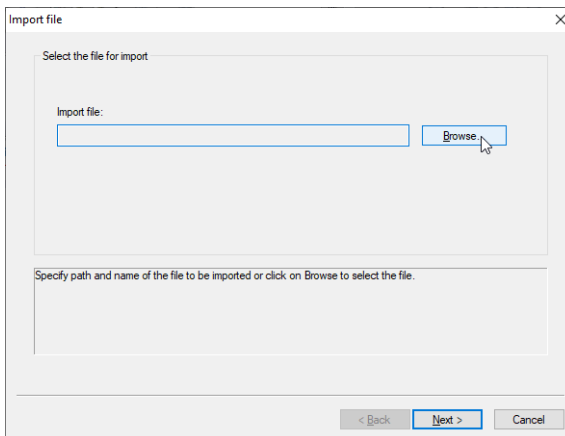
2. Click **Browse** to specify the path and file name for the file to be imported.

   Click **Next** to confirm.

TermStar displays the following window:
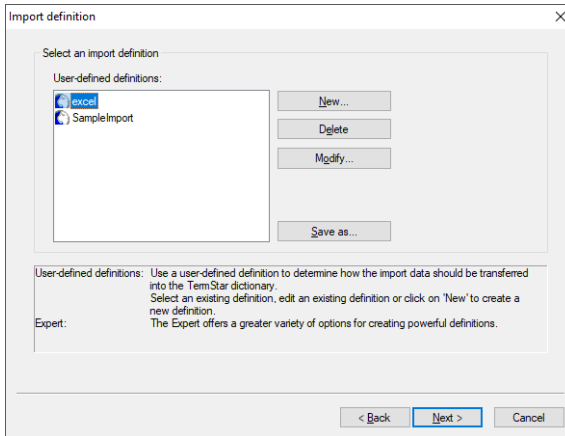
3. Select an import definition, create a new one, or edit an import definition ().

    Click **Next**.

    TermStar displays the following window:
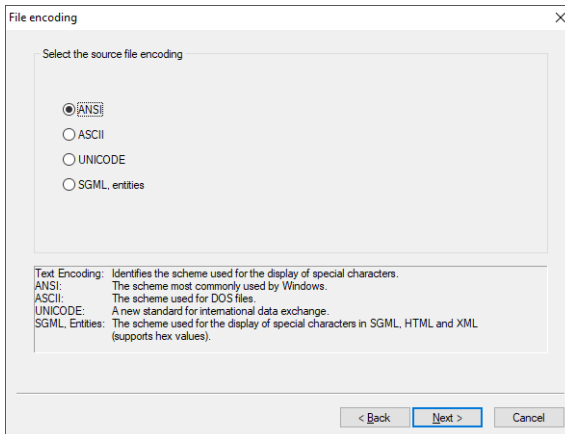
4. Specify how characters are encoded in the import file.

    The character encoding depends on the application and settings used when the data was created. Where applicable, check with the data supplier which character encoding has been used.

    Select the required option and click **Next**.
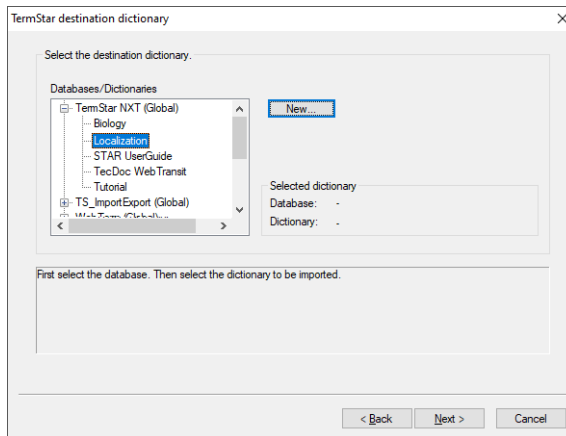
TermStar displays the following window:

To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

The remaining steps are equivalent to directly importing a TermStar dictionary. Proceed as explained from » step 4, page 13.

# Import expert

The expert is intended for experienced users.

How do I import terminology with the expert?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.

    TermStar displays the **TermStar database expert** window with the list of the databases and dictionaries.

2. Select the dictionary and click **Import/Export**.

    TermStar displays the **Database administrator**: **Expert** window with the **Import** tab:
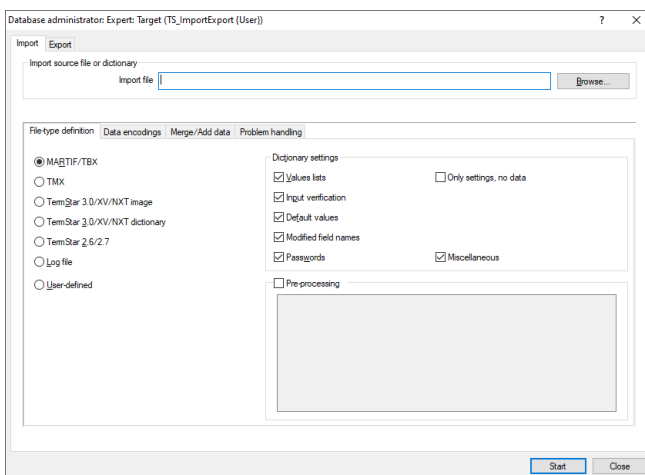
The tab contains the **Import source file or dictionary** section and four other tabs:

–   File-type definition (» page 30): Format of the file to be imported as well as import definition, dictionary settings or pre-processing settings (depending on the file format)

–   Data encodings (» page 32): Character encoding for the import file (for user-defined formats only)

–   Merge/Add data (» page 32): Adding or merging data in the target dictionary, merging dictionaries and handling values which do not correspond to the input verification for the target dictionary, where applicable.

–   Problem handling (» page 34): Handling situations which require user input

3. In the left-hand side of the **File-type definition** tab, select the format for the file to be imported.

4. In the **Import source file or dictionary** section, specify the data to be imported.

   To this, click on **Browse**, **Dictionary** or **Log file** and select the desired file, dictionary, or log file.

5. If required, configure further settings for import in the right-hand side of the **File-type definition** tab and in the other tabs.

6. Click **Start**.

   TermStar displays the **Import** window with the progress bar.

   Once TermStar has completed the import, TermStar displays the following message:
   `Completed successfully.`

7. Close the window by clicking **OK**.

   – Depending on the selected import options, TermStar displays prompt windows for the conflicts (» Prompt windows for conflicts, page 17).

   – When you have specified that TermStar should create a log file, TermStar shows whether and how many data records are to be saved in the log file.

8. If you do not wish to carry out any further import or export, close the **Database administrator: Expert** window by clicking **Close**.

9. Click **Cancel** to exit the TermStar dictionary expert.

You can now import and process the log file (» Processing log files, page 70).

File-type definition The format for the file to be imported can be specified in the **File-type definition** tab:
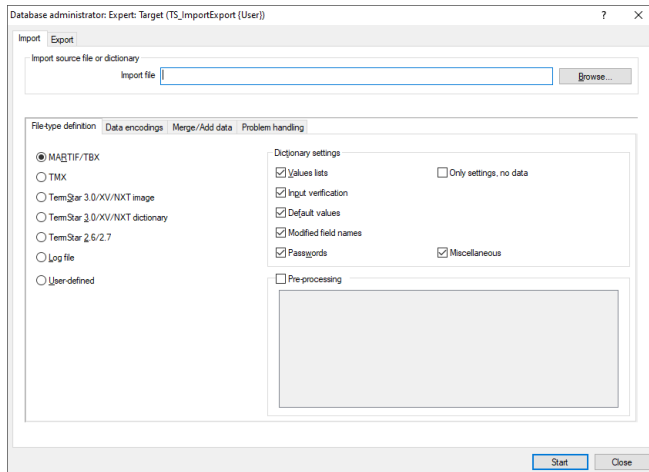
For MARTIF/TBX, you can select the dictionary settings to be exported and you can specify a pre-processing.
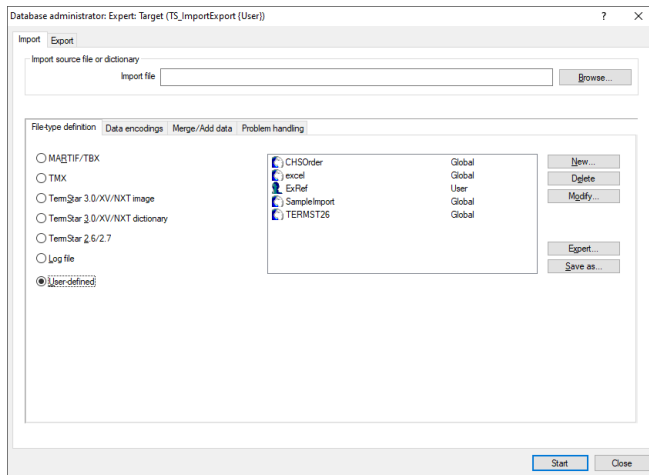
For user-defined formats, you select an import definition.

● Left-hand section: Format for the file to be imported (» Supported data formats, page 9).

● Right-hand side:

– For `MARTIF/TBX`, `TermStar image` and `TermStar dictionary` formats: **Dictionary settings** section (» Importing dictionary settings, page 9)

– For `User-defined` format: Import definition (» Import definitions for customised data formats, page 71)

– For `MARTIF/TBX` format: **Preprocessing** section

    For TBX files, you can select a transformation file (`*.xid`) (» Recommendation: Use a transformation file, page 21). This must be stored in the `config\users` folder for the current user on or in the `config\global` folder.

Data encodings   In the **Data encodings** tab, you can specify the import file character encoding for customised file formats (corresponding to » step 4, page 27):
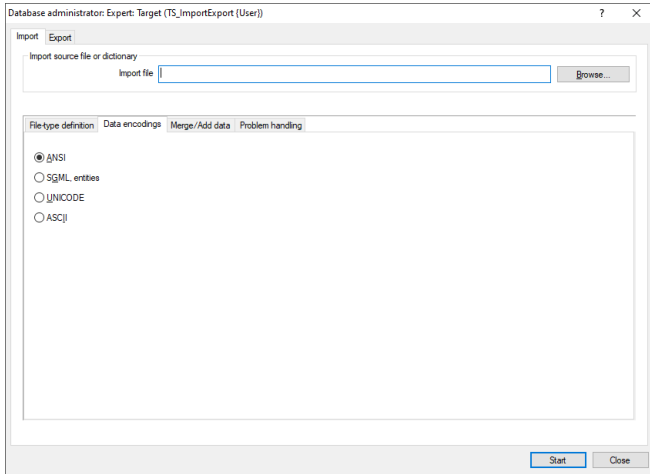
The character encoding depends on the application and settings used when the data was created. Where applicable, check with the data supplier which character encoding has been used.

Merge/Add data   In the **Merge/Add data** tab, you can specify whether and how TermStar will merge the imported data (corresponding to » step 4, page 13):
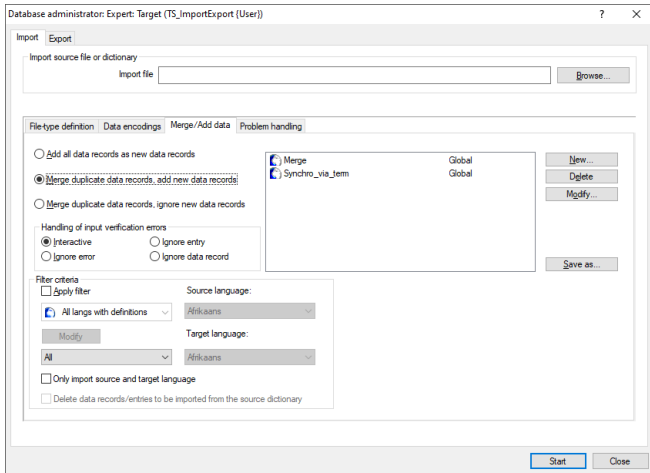
- **Add all data records as new data records** option: TermStar adds all import data as new data records in the target dictionary. This may lead to duplicate data records.

- **Merge duplicate data records, add new data records** option: TermStar calculates the duplicate data records and merges the import data in the target dictionary data records in accordance with your specifications.

  TermStar adds import data as new data records if there is no equivalent in the target dictionary.

- **Merge duplicate data records, ignore new data records** option: TermStar deals with duplicate data records as in the previous option.

  However, it ignores the import data for which there is no equivalent in the target dictionary. TermStar does not import this data.

- Right-hand section: Merging definition (corresponding to » step 4, page 13).

  TermStar only displays this section if you have selected one of the **Merge duplicate data records, …** etc. options.

- **Handling of input verification errors** section: Handling of values which do not correspond to the input verification for the target dictionary (corresponding to » step 5, page 14).

  – **Interactive**: During import of relevant data records or language entries, TermStar displays a window in which you can select how TermStar should proceed.

    If you have selected the **Write questions to log file** option in the **Problem handling** tab (» Problem handling, page 34), TermStar saves the relevant data records in a log file which can subsequently be imported and processed.

  – **Ignore error**: TermStar does not check whether the values to be imported correspond to the input verification and imports all values.

  – **Ignore entry**: TermStar bypasses the corresponding language entry and does not import it.

  – **Ignore data record**: TermStar bypasses the entire data record and does not import it.

- **Filter criteria** section

  If you want to import a filtered dictionary, you can select a customised filter, a standard filter, or both.
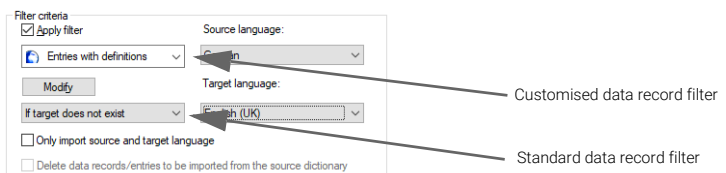
  – To use a customised filter, select **Apply filter** and select a custom data record filter.

To modify the filter or create a new filter, click **Modify** (for details refer to the » TermStar User Guide).

From the **Source language** list, select the source language according to which TermStar should filter.

The standard data record filter ensures the following during import:

– `All`: TermStar imports data records regardless of which language the language entries are in.

– `If source lang. available`: TermStar imports the data records for which a language entry exists in the selected source language.

– `If target lang. available`: TermStar imports the data records for which a language entry exists in the selected source language and in the selected target language.

– `If target lang. does not exist`: TermStar imports the data records for which language entries exist in the selected source language but there are no language entries in the selected target language.

If you select **Only import source and target language**, TermStar imports language entries of the selected source and target language only. If the option is unchecked, language entries of additional languages are also imported.

For the TermStar dictionary format, you can use the option **Delete data records/ entries to be imported from the source dictionary** to specify that data records or language entries imported into the target dictionary are deleted from the source dictionary.

Problem handling   In the **Problem handling** tab, you can specify how TermStar deals with situations which require user input (corresponding to » step 6, page 15).
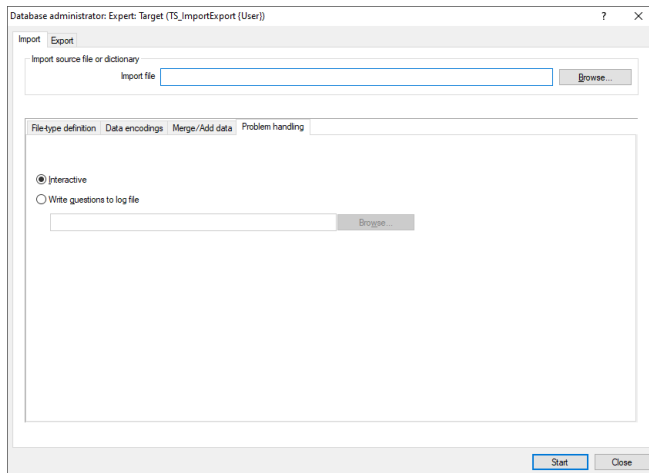
User input may be required if duplicate data records must be merged, or values do not correspond to the input verification.

- **Interactive**: TermStar stops the import process when intervention is required from the user and shows the according prompt window (» Prompt windows for conflicts, page 17).

- **Write questions to log file**: TermStar saves the relevant data records in a log file which can subsequently be imported and processed (» Importing log files, page 70).

  Click **Browse** to specify the log file.

3 Merging data in an existing dictionary

Overview

If you import terminology into a dictionary, the imported terminology may contain data records which already exist in a similar or identical form in the target dictionary. TermStar gives you the option of configuring in detail how these data records should be merged on import. This can be used to prevent the target dictionary from containing duplicate data records after import.

A *merging definition* is used to define,

● which data record fields TermStar should compare to identify data records as duplicates (*Synchronisation*)

● how TermStar should handle a data record identified as a duplicate during the import process (*Merge options*).

The following example shows how merging data on import prevents the existence of duplicate data records:

Import data				Target dictionary:		
	ENG	DEU	ESP		ENG	DEU	ESP
1.	table	Tisch	mesa	1.	table	Tisch	
2.	chair		silla	2.	chair	Stuhl	silla

Undesirable import result (<u>without</u> merging the data):

	ENG	DEU	ESP
1.	table	Tisch	mesa
2.	table	Tisch	
3.	chair		silla
4.	chair	Stuhl	silla

Desired import result (<u>with</u> merging of the data):

	ENG	DEU	ESP
1.	table	Tisch	mesa
2.	chair	Stuhl	silla

> **Merging data into Access database is not always reliable!**
>
> Please note: If the target dictionary is stored in a Microsoft Access database, duplicate data records cannot always be reliably identified.
>
> For this reason, merge data only into dictionaries stored in an SQL database.

Defining a merging definition

Overview   A merging definition is used to specify how TermStar should merge the data to be imported with the data in the existing dictionary. The following questions must be considered for this:

- Synchronisation: When does a duplicate data record exist?

  TermStar compares the field contents of the data records to be imported with the field contacts of the data records in the target dictionary. If the fields have the same contents, TermStar treats the data record as a duplicate data record (» Specifying the synchronisation fields, page 39).

- Merging: How should TermStar deal with a duplicate data record?

  TermStar offers two basic options:

  – TermStar displays each duplicate record so that you can interactively and individually decide how its data is integrated into the target data record (» Interactive editing of duplicate data records, page 61).

  – TermStar merges the data from duplicate data records automatically, e.g.:

    – TermStar replaces the existing data record.

    – TermStar inserts an additional language entry to the data record.

    – TermStar adds the language entry as synonym (i.e. subentry).

    – TermStar extends existing field contents.

    – TermStar ignores the duplicate data record.

  You define the settings required for this as merge options (» Specifying the merge options, page 42).

  Both settings – *synchronisation* and *merge options* – are configured with the *Merging expert* (» Calling up the Merging expert, page 38).

Calling up the
Merging expert

There are different ways to call up the Merging expert:

- When importing with the help of the import wizard
- With the Database expert

How do I call up the Merging expert during import with the help of the import wizard?

1. Carry out an import with merging of the import data using the import wizard (» Importing terminology, page 8), until TermStar displays the **Merging definition** window (» step 4, page 13).
2. Use a new merging definition or modify an existing one:
   - Click **New** to create a new merging definition.
   - To change a merging definition, select it and click **Modify**.

   TermStar displays the **Merging expert** window.

You can then specify the synchronisation fields and merge options (» Specifying the synchronisation fields, page 39 and » Specifying the merge options, page 42).

How do I call up the Merging expert from the Database expert?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.

   TermStar displays the **TermStar database expert** window with the list of the databases and dictionaries.
2. Select the dictionary and click **Import/Export**.

   TermStar displays the **Database administrator: Expert** window.
3. In the **Import** tab, open the **Merge/Add data** tab and select one of the options that begin with **Merge duplicate data records, ignore new data records**... (» Importing terminology with the expert, page 29).

   In the right-hand side of the tab, TermStar displays a list of the merging definitions.
4. Use a new merging definition or modify an existing one:
   - Click **New** to create a new merging definition.
   - To change a merging definition, select it and click **Modify**.

   TermStar displays the **Merging expert** window.

You can then specify the synchronisation fields and merge options (» Specifying the synchronisation fields, page 39 and » Specifying the merge options, page 42).

Specifying the synchronisation fields

"Synchronisation" tab

In the **Synchronisation** tab in the Merging expert, specify which fields TermStar should compare to identify a data record as a duplicate data record:
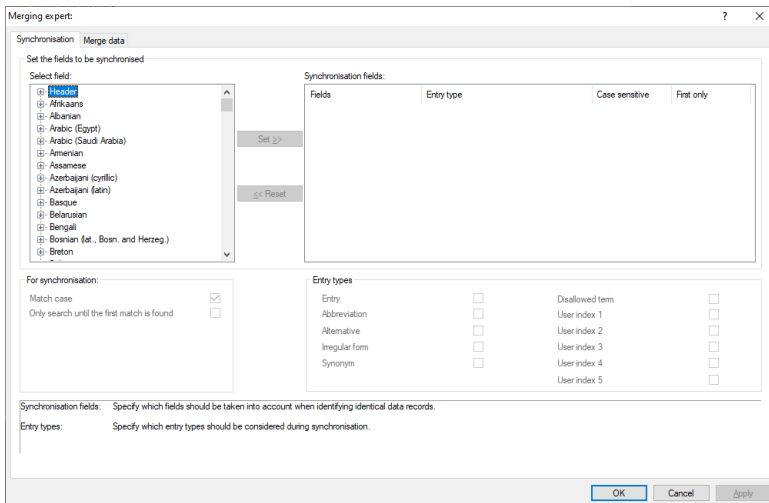
You have the following possibilities:

- **Select field** section: From this list, you can select the fields whose contents TermStar should compare to recognise duplicate data records.

- **Synchronisation fields** section: This is where the fields you have selected for TermStar to pull up for synchronisation are displayed.

  When you specify multiple synchronisation fields, they are AND connected: The contents of all synchronisation fields must match for the data record to be identified as a duplicated.

  Examples can be found in the Appendix » Selecting the synchronisation fields, page 180.

- **For synchronisation** section

  - **Case sensitive:** Here you can specify whether TermStar should match the case when comparing field contents.

  - **Only search until the first match is found:** This option is useful only when the content of the synchronisation field of each imported data record corresponds to exactly one (or none) target data record.

    This is usually the case if you use the data record GUID for synchronisation, i. e. if a dictionary has been edited by a revisor and you now merge the same dictionary into the source dictionary again.

- **Entry types** section: Once you have selected language entry fields for the synchronisation in the **Select field** section, you can specify if TermStar should also take account of the corresponding fields in subentries.

  The **Entry** option (main entry) is selected here by default. The desired subentry types may also be selected (**Abbreviation**, …, **User index 5**).

  In this case, TermStar will treat a data record as a duplicate if the content of the language entry field is identical on the entry level <u>or</u> subentry level.

Specifying fields for synchronisation

How do I specify the synchronisation fields?

1. Call up the Merging expert (» Calling up the Merging expert, page 38).

   TermStar displays the **Synchronisation** tab:
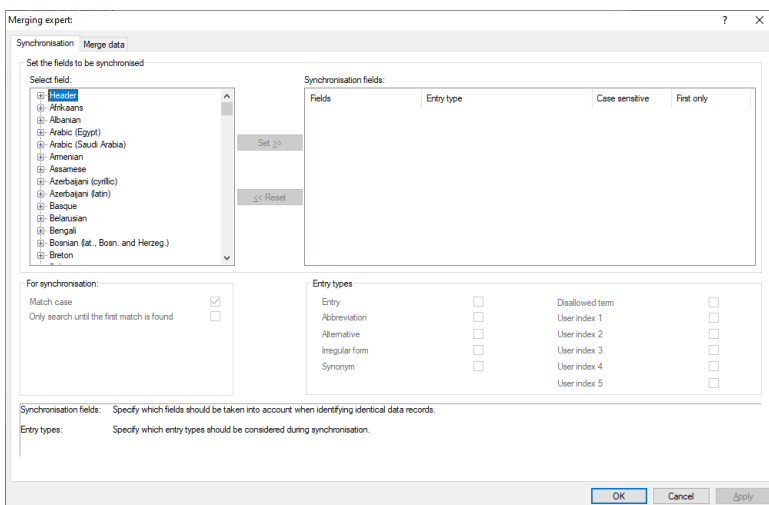
   In the **Select field** section, TermStar allows you to select header fields, language fields and language entry fields.

   – To have TermStar display the fields for a header or a language, click on the plus sign next to Header or the name of the language.

   – To have TermStar also display the entry fields, click on the plus sign before Entry in the list of language fields.

2. Select the required field.

   – If TermStar should ignore the case when synchronising deselect the **Match case** option.

   – If you have selected an entry field and TermStar should also take account of subentry fields, select the required subentry type in the **Entry types** section.

     If you deselect the **Entry** option, TermStar takes account of subentry fields <u>only</u>.

3. Click **Set** to confirm the synchronisation settings for the field selected.

    If you want to specify additional synchronisation fields, repeat the previous step.

    In the **Synchronisation fields** section, TermStar shows which fields will be synchronised and with which settings:

-   If you want to change the settings for a synchronisation field, select the field in the **Synchronisation fields** section, make the change and click **Set** again.

-   If you do not want to use a synchronisation field for synchronisation after all, select the field in the **Synchronisation fields** section and click **Reset**.

4. Click **Apply** to confirm all the synchronisation settings.

Now you can switch to the **Merge data** tab to specify the merge options (» Specifying the merge options, page 42) or close the Merging expert with **OK**.

Specifying the merge options

"Merge data" tab   In the **Merge data** tab in the Merging expert, specify how TermStar should deal with
duplicate data records.
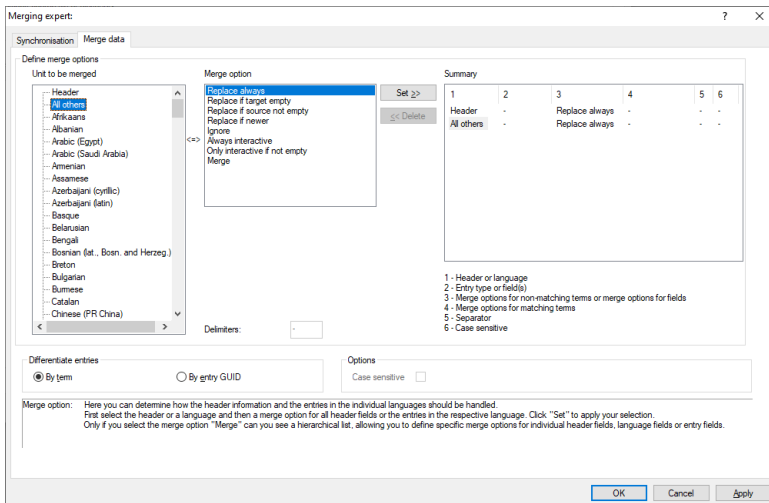
You have specified how TermStar recognises duplicate data records with the synchroni-
sation fields (» Specifying the synchronisation fields, page 39). There you must have
selected at least one synchronisation field so that you can set the merge options.

In this case, you have the following possibilities:

- **Unit to be merged** section: Here you can select the entire header, individual
  languages, or all other languages (All other) to set their merge options.

  If you select the Merge option, the list becomes hierarchical, giving you the option to
  specify individual merge options for particular header fields, language fields, or
  language entry fields.

- **Merge option** section: Here you can select the merge option for the selected "unit
  to be merged". The available options depend on the selected unit.

- **Summary** section: TermStar displays the specified merge options here.

- **Delimiters** input field: In the merge options for fields, you can specify that imported
  field contents are added to field contents of the target data record.

  Here you can define the character used to separate existing and appended
  contents.

  For the Multimedia fields, the pipe character | is fixed and cannot be changed.

- **Differentiate entries** section: Here you specify how TermStar determines whether language entries are non-matching or matching:
  - **By term**: If the terms of the language entries are matching, the language entries are considered to be matching.
  - **By entry GUID**: If the entry GUIDs of the language entries are matching, the language entries are considered to be matching.

  For examples, please refer to » Entries with matching / non-matching terms, page 181.

- **Options** section: Here you can select whether TermStar should match the case when comparing.

Re-merge revised dictionary: Differentiate by entry GUIDs

If a dictionary has been edited by a reviser and is now being re-merged into the source dictionary, you must differentiate the language entries by entry GUID.

Otherwise, language entries with changed or corrected terms cannot be correctly assigned.

Entry GUID must exist

To differentiate language entries by using the entry GUID, the language entries must have GUIDs.

To this end, you need to define that a GUID is created when adding language entries. TermStar can also subsequently create entry GUIDs (» TermStar User Guide).

How do I specify the merge options?

1. Call up the Merging expert (» Calling up the Merging expert, page 38) and switch to the **Merge data** tab:
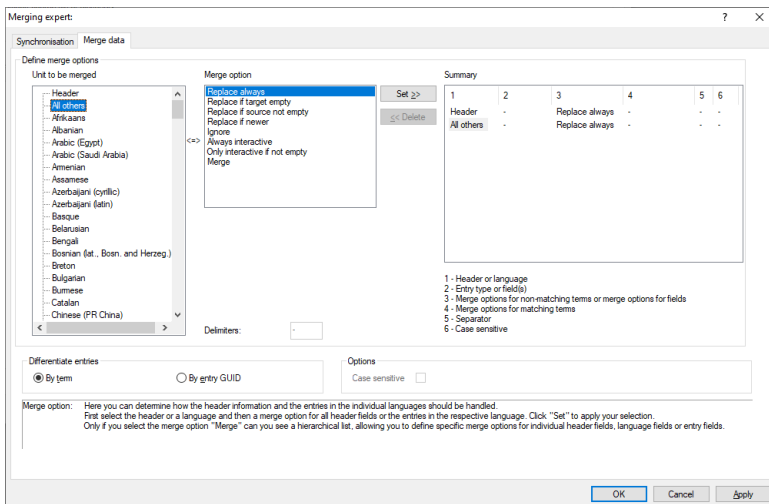
2. In the **Unit to be merged** section, you can select the whole header, individual languages, or all other languages (`All others`).

    If you select the merge option `Merge`, the list becomes hierarchical and you can specify individual merge options for individual header fields, language fields or language entry fields.

3. Select the required unit.

    –   If TermStar should ignore the case when merging deselect the **Case sensitive** option.

    –   For language entries and subentries, specify how TermStar determines whether language entries are non-matching or matching in the **Differentiate entries** section.

4. In the **Merge option** section, select the merge option that should apply.

    The available options differ depending on the selected item:

    –   Merge options for whole header (» page 46)

    –   Merge options for individual header fields (» page 47)

    –   Merge options for whole language level (» page 49)

    –   Merge options for language fields (» page 50)

    –   Merge options for whole language entry (» page 52)

    –   Merge options for whole subentry (» page 55)

–   Merge options for entry fields ()

–   Merge options for `Term` field ()

If you have selected the merge option `Add field content`, enter the character used to separate previous and appended content in the `Delimiter` field.

5. Click **Set** to confirm the merge settings for the unit selected.

If you want to specify additional merge options, repeat the previous step.

In the **Summary** section, TermStar shows which units will be merged and with which settings:
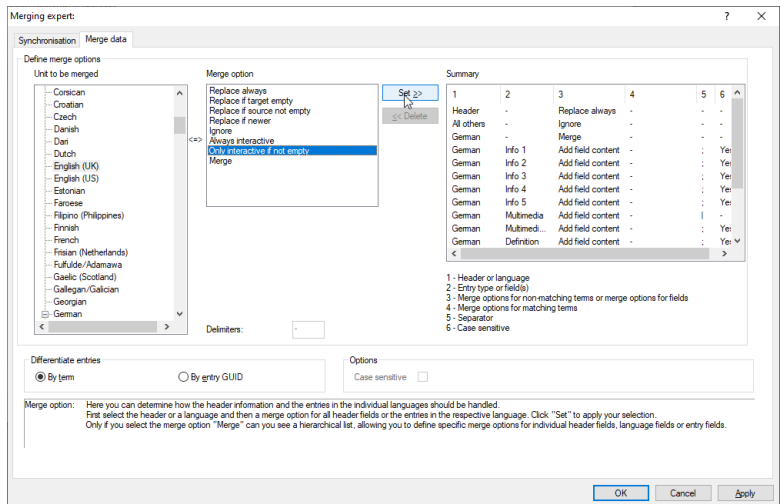
–   If you want to change the settings for a unit, select the unit in the **Summary** section, make the change and click **Set** again.

–   If you do not want to specify individual settings for a unit after all, select the unit in the **Summary** section and click **Delete**.

6. Click **Apply** to confirm all the merge settings.

If necessary, you can switch to the **Merge data** tab to specify the additional synchronisation fields () or close the Merging expert with **OK**.

Merge options for whole header

If you select the `Header` element on the **Merge data** tab, you specify the merge options for the whole header (i.e. for all header fields of the data record):
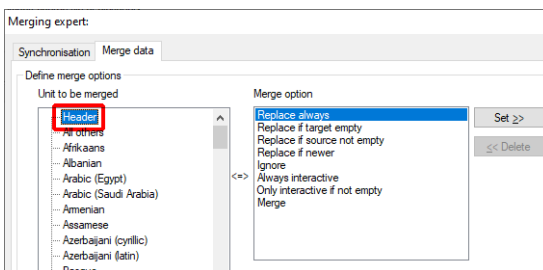
For the header, the merge option `Replace always` is preselected. You can change the merge option for the header, but you cannot delete it.

TermStar supports the following merge options for headers:

Merge option	Meaning
`Replace always`	Replaces the header of the target data record with the header of the imported data record, even if all user-editable header fields in the imported data record are empty.
`Replace if target empty`	Only replaces the header of the target data record with the header of the imported data record if all user-editable header fields in the target data record are empty.
`Replace if source not empty`	Only replaces the header of the target data record with the header of the imported data record if the header of the imported data record is not empty.
`Replace if newer`	Only replaces the header of the target data record with the header of the imported data record if the header of the imported data record has a newer date (`Created or changed on` field).
`Ignore`	The header is not imported. The header of the target data record remains unchanged.
`Always interactive`	Allows you to interactively merge the header of the imported data record into the header of the target data record, even if one or both headers are empty.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
`Only interactive if not empty`	Allows you to interactively merge the header of the imported data record into the header of the target data record if none of both headers is empty.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).

Merge options for header

Merge option	Meaning
Merge	Allows you to specify particular merge options for individual header fields (» Merge options for individual header fields, page 47).

Merge options for header (cont.)

Merge options for individual header fields

On the **Merge data** tab, you can specify individual merge options for header fields.
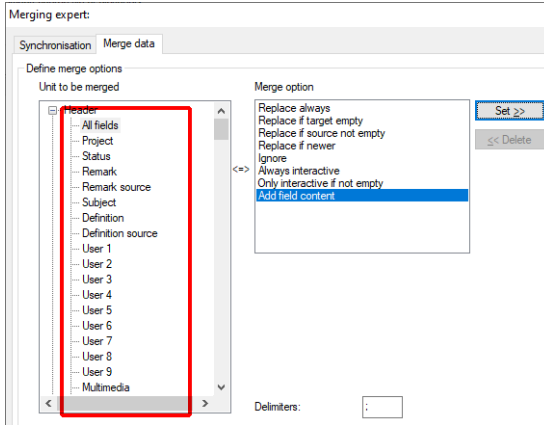
Only with header merge option Merge

You can only specify individual merge options for header fields if you have set the merge option for the header to Merge (» Merge options for whole header, page 46).

Otherwise TermStar does not display header fields in the **Unit to be merged** section.

In the **Unit to be merged** section, TermStar displays the following elements within the Header element:

- All fields: With this, you specify the merge options for all header fields for which <u>no</u> individual merge option is set.

  For All fields, the merge option Add field content is preselected. You can change the merge option for All fields, but you cannot delete it.

- Header fields Project, Status, …: With this you specify the merge option for the selected field.

TermStar supports the following merge options for header fields:

Merge options	Meaning
Replace always	Replaces the header field of the target data record with the header field of the imported data record, even if the header field in the imported data record is empty.

Merge options for header fields

| Merge options	Meaning
`Replace if target empty`	Only replaces the header field of the target data record with the header field of the imported data record if the header field of the target data record is empty.
`Replace if source not empty`	Only replaces the header field of the target data record with the header field of the imported data record if the header field of the imported data record is not empty.
`Replace if newer`	Only replaces the header field of the target data record with the header field of the imported data record if the header of the imported data record has a newer date (field `Created or changed on`).
`Ignore`	The header field is <u>not</u> imported. The header field of the target data record remains unchanged.
`Always interactive`	Allows you to interactively merge the header field of the imported data record into the header field of the target data record, even if one or both header fields are empty.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
`Only interactive if not empty`	Allows you to interactively merge the header field of the imported data record into the header field of the target data record if <u>none</u> of both header fields are empty.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
`Add field content`	Adds the header field content of the imported data record or appends it to the header field content of the target data record (separated by the selected delimiter).

Merge options for header fields (cont.)

Merge options for whole language level

On the **Merge data** tab, you can specify the merge options for the entire language level (i.e. for all language fields, language entries, language entry fields and subentries of the respective language).
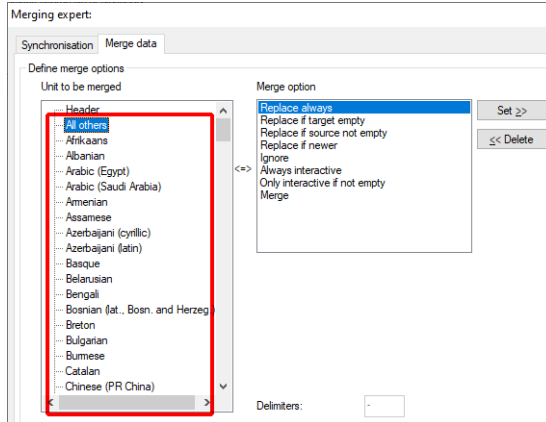
In the **Unit to be merged** section, TermStar displays the following elements:

● `All others`: With this, you specify the merge options for all languages for which no individual merge option is set.

For `All others`, the merge option `Replace always` is preselected. You can change the merge option for `All others`, but you cannot delete it.

● Working languages `Afrikaans`, `Albanian`, …: With this you specify the merge option for the selected language.

TermStar supports the following merge options for languages:

Merge option	Meaning
`Replace always`	Replaces the language in the target data record with the language in the imported data record, except when the language does not exist in the imported data record.
`Replace if target empty`	Only replaces the language in the target data record with the language in the imported data record if the language does not exist in the target data record.
`Replace if source not empty`	Only replaces the language in the target data record with the language in the imported data record if the language exists in the imported data record.
`Replace if newer`	Only replaces the language in the target data record with the language in the imported data record if a language entry in the respective language in the imported data record has a newer date (`Created or changed on` field).
`Ignore`	The language is not imported.

Merge options for languages

Merge option	Meaning
`Always interactive`	Allows you to interactively merge the language of the imported data record into the language of the target data record, even if the language does <u>not</u> exist in one of the data records.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
`Only interactive if not empty`	Allows you to interactively merge the language of the imported data record into the language of the target data record if the language exists in <u>both</u> data records.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
`Merge`	Allows you to specify particular merge options for individual language fields:
	» Merge options for language fields, page 50).
	» Merge options for whole language entry, page 52
	» Merge options for whole subentry, page 55

Merge options for languages (cont.)

Merge options for language fields

On the **Merge data** tab, you can specify individual merge options for language fields.
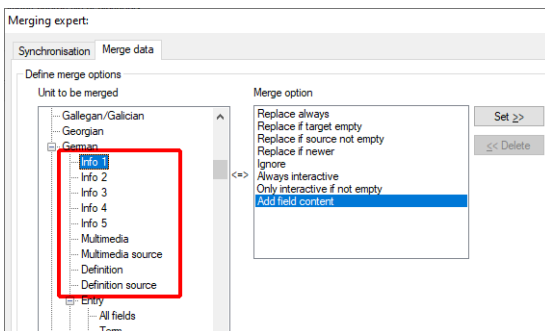
Only with language merge option `Merge`

You can only specify individual merge options for language fields if you have set the merge option for the language to `Merge` (» Merge options for whole language level, page 49).

Otherwise TermStar does not display language fields, language entries and subentries in the **Unit to be merged** section.

In the **Unit to be merged** section, TermStar displays the several language fields within the language element (`Info 1`, `Info 2`, …).

For each field, the merge option `Add field content` is preselected. You can change the merge option for each field, but you cannot delete it.

TermStar supports the following merge options for language fields:

Merge option	Meaning
`Replace always`	Replaces the field of the target data record with the field of the imported data record, even if the field in the imported data record is empty.
`Replace if target empty`	Only replaces the field of the target data record with the field of the imported data record if the field of the target data record is empty.
`Replace if source not empty`	Only replaces the field of the target data record with the field of the imported data record if the field of the imported data record is not empty.
`Replace if newer`	Only replaces the field of the target data record with the field of the imported data record if a language entry in the respective language in the imported data record has a newer date (`Created or changed` on field).
`Ignore`	The language field is <u>not</u> imported.
`Always interactive`	Allows you to interactively merge the language field of the imported data record into the language field of the target data record, even if one or both language fields are empty. TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
`Only interactive if not empty`	Allows you to interactively merge the language field of the imported data record into the language field of the target data record if <u>none</u> of both language fields are empty. TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
`Add field content`	Adds the language field content of the imported data record or appends it to the language field content of the target data record (separated by the selected delimiter).

Merge options for language fields

Merge options for whole language entry

On the **Merge data** tab, you can specify individual merge options for language entries.

> **Only with language merge option Merge**
>
> You can only specify individual merge options for language entries if you have set the merge option for the language to Merge (» Merge options for whole language level, page 49).
>
> Otherwise TermStar does not display language fields, language entries and subentries in the **Unit to be merged** section.
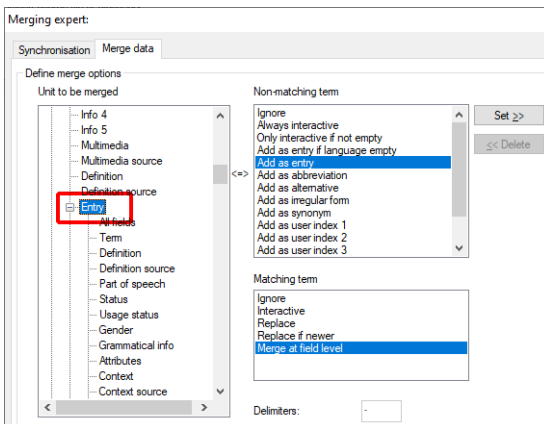
In the **Unit to be merged** section, TermStar displays the Entry element within the language element.

TermStar supports different merge options for non-matching and matching language entries. The **Differentiate entries** section defines how TermStar determines whether language entries are unequal or equal (by term or by entry GUID). For an example of subentries with non-matching and matching terms see » Example: Merging main entries, page 181.

For the Entry element, the following merge options are preselected:

- For non-matching terms: Add as entry
- For matching terms: Merge at field level

You can change these merge options for the Entry element, but you cannot delete them.

For language entries with non-matching terms / GUIDs, TermStar supports the following merge options:

Merge option	Meaning
`Ignore`	The language entry is not imported.
`Always interactive`	Allows you to interactively merge the language entry of the imported data record into the language entry of the target data record, even if the language entry does not exist in one of the data records.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
`Only interactive if not empty`	Allows you to interactively merge the language entry of the imported data record into the language entry of the target data record if the language exists in both data records.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
	● If there is no entry in the imported data record, the entry in the target data record is retained.
	● If there is no entry in the target data record, the entry in the imported data record is added to the target data record.
`Add as entry if language empty`	Only adds the entry to the target data record as a new entry if there is no entry yet for that language.
`Add as entry`	Adds the entry to the target data record as a new language entry.

`Add as abbreviation`
`Add as alternative`
`Add as irregular form`
…
	Adds the language entry to an existing language entry in the target record as a subentry of the selected type. Existing subentries of this type in the target data record are not overwritten.

	Where there is no entry yet, additional options are available using keyboard modifiers (» Add as subentry, but no corresponding main entry in the target record, page 54).

Merge options for language entries with non-matching terms / GUIDs

> **Add as subentry, but no corresponding main entry in the target record**
>
> You can specify that entries are added as subentries (Options `Add as abbreviation`, `Add as alternative`, `Add as irregular form`, etc.).
>
> However, a subentry requires that there is a main entry in the target dictionary to which the subentry can be added.
>
> When defining the merge option, you can specify how TermStar should proceed if there is no corresponding main entry in the target record:
>
> ● Add entry to be imported as main entry: Hold down the CTRL key when you click **Set**.
>
>   In the summary, TermStar displays this merge option with an additional plus sign.
>
> ● Ignore entry to be imported and <u>do not</u> import: Hold down the CTRL key when you click **Set**.
>
>   In the summary, TermStar displays this merge option with an additional minus sign.
>
> ● Interactively decide for each affected entry how it should be incorporated: Click **Set** without pressing a key.
>
>   In the summary, TermStar displays this merge option with an additional question mark.

For language entries with <u>matching</u> terms / GUIDs, TermStar supports the following merge options:

Merge option	Meaning
`Ignore`	The language entry is <u>not</u> imported.
`Interactive`	Allows you to interactively merge the language entry of the imported data record into the language entry of the target data record.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
`Replace`	Completely replaces the language entry in the target data record with the language entry from the imported data record.
`Replace if newer`	Only completely replaces the language entry in the target data record with the language entry from the imported data record if the imported language entry is newer (`Created or changed on` field).
`Merge at field level`	Allows you to specify particular merge options for individual language entry fields:
	» Merge options for entry fields, page 57
	» Merge options for `Term` field, page 59

Merge options for language entries with matching terms / GUIDs

Merge options for whole subentry

On the **Merge data** tab, you can specify individual merge options for subentries:
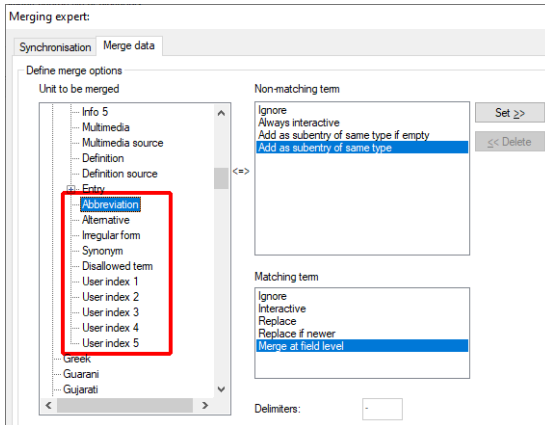
> **Only with language merge option** Merge
>
> You can only specify merge options for subentries if you have set the merge option for the language to Merge (» Merge options for whole language level, page 49).
>
> Otherwise TermStar does not display language fields, language entries and subentries in the **Unit to be merged** section.

In the **Unit to be merged** section, TermStar displays the subentry types (Abbreviation, Alternative, …, User index 5) within the language element.

TermStar supports different merge options for non-matching and matching subentries. The section **Differentiate entries** section defines how TermStar determines whether subentries are unequal or equal (by term or by entry GUID). For an example of subentries with non-matching and matching terms see » Example: Merging subentries, page 182.

For the subentries, the following merge options are preselected:

● For non-matching terms: Add as subentry of the same type

● For matching terms: Merge at field level

You can change these merge options for subentries, but you cannot delete them.

For subentries entries with non-matching terms / GUIDs, TermStar supports the following merge options:

Merge option	Meaning
Ignore	The subentry is not imported.
Always interactive	Allows you to interactively merge the subentry of the imported data record into the subentry of the target data record, even if the subentry does not exist in one of the data records.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
Add as subentry of same type if empty	Only adds the imported subentry as a subentry to the relevant language entry in the target data record if no subentry of this type exists yet.
Add as subentry of the same type	Adds the imported subentry as a subentry to the relevant language entry in the target data record.

Merge options for subentries with non-matching terms / GUIDs

For subentries entries with matching terms / GUIDs, TermStar supports the following merge options:

Merge option	Meaning
Ignore	The subentry is not imported.
Interactive	Allows you to interactively merge the subentry of the imported data record into the subentry of the target data record.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
Replace	Replaces the subentry in the target data record with the corresponding subentry from the imported data record.
Replace if newer	Only replaces the subentry in the target data record with the corresponding subentry from the imported data record if the imported subentry is newer (Created or changed on field).
	If an imported subentry field is empty, the corresponding subentry field for the target data record remains unchanged.
Merge at field level	Allows you to specify particular merge options for individual subentry fields. This uses the same merge options which were specified for the corresponding fields of the main entry.
	» Merge options for entry fields, page 57
	» Merge options for Term field, page 59

Merge options for subentries with matching terms / GUIDs

Merge options for entry fields On the **Merge data** tab, you can specify individual merge options for language entry / subentry fields.
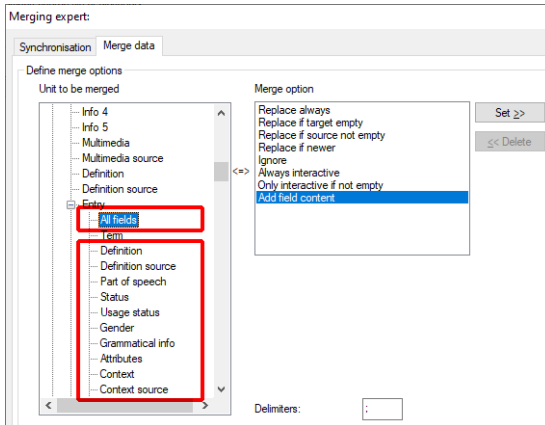
> **Only with language entry merge option** Merge
>
> You can only specify individual merge options for entry fields if you have set the merge option for the language entry with matching term to Merge (» Merge options for whole language entry, page 52).
>
> Otherwise TermStar does not display entry fields in the **Unit to be merged** section.

In the **Unit to be merged** section, TermStar displays the following elements within the Entry element:

● All fields: With this, you specify the merge options for all entry fields for which no individual merge option is set.

  For All fields, the merge option Add field content is preselected. You can change the merge option for All fields, but you cannot delete it.

● Entry fields Definition, Definition source, ...: With this, you specify the merge option for the selected field.

> **Limited merge options for** Term **field**
>
> For the entry field Term, only limited merge options are supported (» Merge options for Term field, page 59).

TermStar supports the following merge options for entry fields:

Merge option	Meaning
`Replace always`	Replaces the target data record entry field with the imported entry field.
	The process ignores empty imported fields: If an imported field is empty, the corresponding entry field for the target data record remains unchanged.
`Replace if target empty`	Only replaces the target data record entry field with the imported entry field if the target data record entry field is empty.
`Replace if source not empty`	Only replaces the target data record entry field with the imported entry field if the imported data record entry field is not empty.
`Replace if newer`	Only replaces the target data record entry field with the imported entry field if the entry in the imported data record has a newer date (`Created or changed on` field).
	If an imported field is empty, the corresponding entry field for the target data record remains unchanged.
`Ignore`	Does <u>not</u> import the entry field.
`Always interactive`	Allows you to interactively merge the entry field of the imported data record into the entry field of the target data record, even if one or both entry fields are empty.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
`Only interactive if not empty`	Allows you to interactively merge the entry field of the imported data record into the entry field of the target data record if <u>none</u> of both entry fields are empty.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).
	● If the entry field in the imported data record is empty, the entry field in the target data record is retained.
	● If the entry field in the target data record is empty, it is replaced by the entry field in the imported data record.
`Add field content`	Adds the entry field content of the imported data record or appends it to the entry field content of the target data record (separated by the selected delimiter).

Merge options for entry fields

Merge options for `Term` field On the **Merge data** tab, you can specify special merge options for the entry field `Term`. For all other entry fields there are additional merge options (» Merge options for entry fields, page 57).
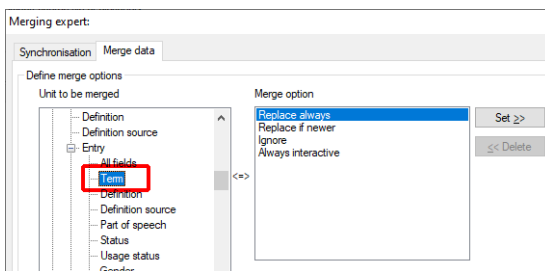
Changing only relevant when differentiated by GUID

For terms, the merge option `Replace always` is preselected.

Another merge option is only relevant if you differentiate entries by entry GUID and the imported entry has the same entry GUID as the target entry.

Only with language entry merge option `Merge`

You can only specify individual merge options for the `Term` field if you have set the merge option for the language entry with matching term to `Merge` (» Merge options for whole language entry, page 52).

Otherwise TermStar does not display entry fields in the **Unit to be merged** section.

In the **Unit to be merged** section, TermStar displays the `Term` element within the `Entry` element. With this, you specify the merge option for the language entry term.

For the term, the merge option `Replace always` is preselected. You can change the merge option for the term, but you cannot delete it.

TermStar supports the following merge options for the `Term` field:

Merge option	Meaning
`Replace always`	Replaces the target data record term with the imported term.
	The process ignores empty terms: If an imported term is empty, the corresponding term for the target data record remains unchanged.
`Replace if newer`	Only replaces the target data record term with the imported term if the term in the imported data record has a newer date (`Created or changed on` field).
	If an imported term is empty, the corresponding term for the target data record remains unchanged.
`Ignore`	Does not import the term.

Merge options for term

Merge option	Meaning
`Always interactive`	Allows you to interactively merge the term of the imported data record into the term of the target data record, even if the term is empty.
	TermStar displays a window for interactive merging during the import (» Interactive editing of duplicate data records, page 61) or writes the corresponding data to a log file (» Processing log files, page 70).

Merge options for term (cont.)

Interactive editing of duplicate data records

Overview The following situations may occur when importing and merging a dictionary:

- Several possible target data records

  If TermStar finds several possible target data records during synchronisation, it cannot decide in which data record the imported data record should be incorporated. In this case, you must synchronise the data records interactively (» Interactive synchronisation of data records, page 61).

- `Interactive` merge option

  If the option for interactive merging is set in the merge options (» Specifying the merge options, page 42), TermStar cannot and shall not decide how to merge the data into the target data record. In this case, you must merge the data interactively into the target data record (» Interactive merging of data records, page 63).

Interactive synchronisation of data records If TermStar finds several possible target data records during synchronisation, it cannot decide in which data record the imported data record should be incorporated. In this case, you must synchronise the data records interactively.

Example:

- You synchronise the data record according to the `Term` field for the English (UK) language entry. The data record to be imported contains the English term *mole*.

- Your target dictionary contains two data records with the English term *mole* – one data record with the meaning a term in the area of water engineering, the other data record with the meaning *a burrowing mammal*.

You must now decide whether the imported language entry should be merged in the data record in the area of water engineering or mammals.

How do I interactively synchronise data records?

1. If data records must be interactively synchronised during import, TermStar displays the following window:
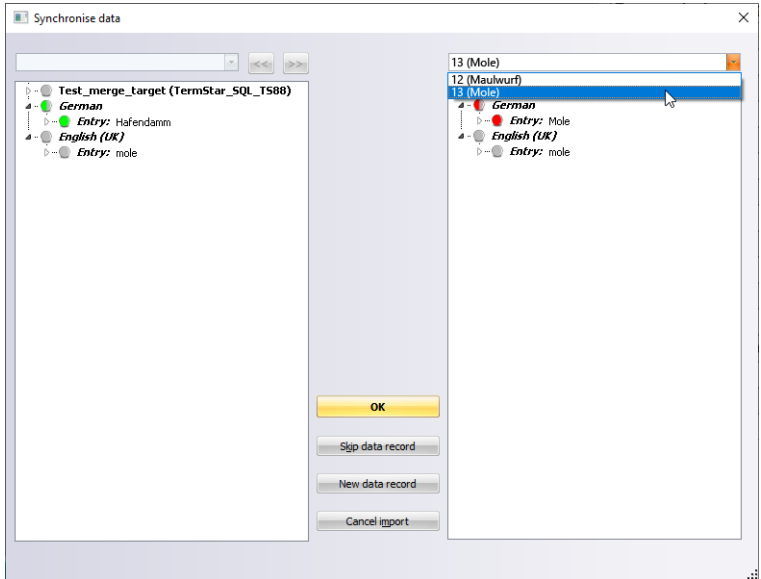
–   Left-hand section: Content of the imported data record

–   Right-hand section: Content of the possible target data records

2. In the right-hand section, select the data record from the list into which TermStar should merge the imported data record.

    In the field below the list, TermStar displays the content of the selected data record.

    You can find information on the tree structure and on the significance of the coloured circles in » Structure and symbols for "Synchronise data" / "Merge data", page 66.

3. Specify how TermStar should handle the imported data record:

    –   **OK**: TermStar merges the data record with the data record that you have selected from the list above in the right-hand section.

        If there is other field content which differs between the imported data record and the target data record in addition to the content of the `Term` field, you can subsequently interactively merge the data record (» Interactive merging of data records, page 63).

   –   **Skip data record**: TermStar does <u>not</u> import the data record and continues with the import.

– **New data record**: TermStar imports the data record as new a data record; it is therefore not merged into an existing data record. Then, TermStar continues with the import.

– **Cancel import**: TermStar cancels the import.

Interactive merging of data records

If the option for interactive merging is set in the merge options (» Specifying the merge options, page 42), TermStar shall not decide how to merge the data into the target data record. In this case, you must merge the data interactively into the target data record.

How do I interactively merge data records?

1. So that you can interactively merge data records during import, TermStar displays the following window:
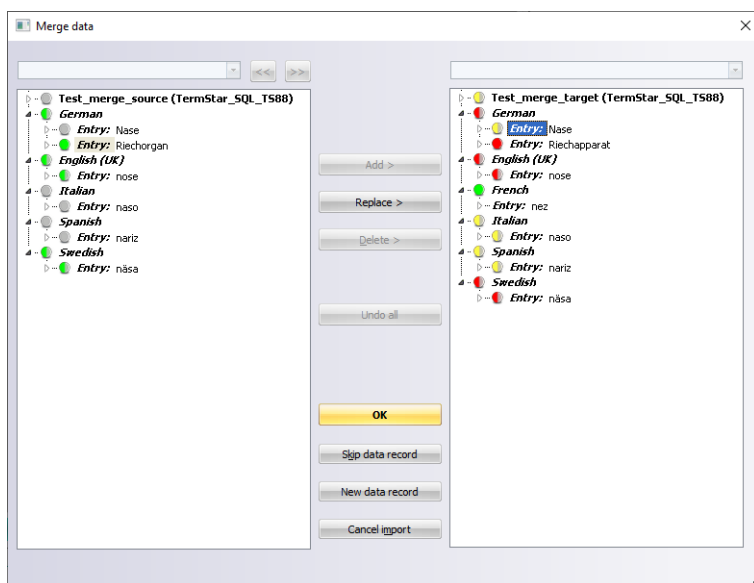
– Left-hand section: Content of the imported data record

– Right-hand section: Content of the target data record

The coloured or grey circles indicate the differences in the respective level (» Structure and symbols for "Synchronise data" / "Merge data", page 66).

To have TermStar display sublevels and fields, click on the small arrow beside the header, the main entry, or the subentry.

2. Specify which components of the data record TermStar should edit:

    –   On the left, select the element that TermStar should transfer from of the data record to be merged: the complete header, a header field, the complete language (including all language entries), a language entry, a subentry, or an entry / subentry field.

    –   On the right, select where the content should be transferred to: the complete header, a header field, the complete language (including all language entries), a language entry, a subentry, or an entry / subentry field.

3. Specify how TermStar processes the marked content:

    –   **Add**: TermStar adds the content as a new language entry or as a new subentry or appends it to the existing field content.

    –   **Replace**: TermStar replaces the content of the existing language entry or the existing field with the imported content.

    –   **Delete**: TermStar deletes the language entry, the subentry, or the field content in the target data record.

    –   **Undo all:** TermStar resets the target data record to its original state.

    –   **Skip data record**: TermStar does not import the data record and continues with the import.

    –   **New data record**: TermStar imports the data record as a new data record; it is therefore not merged into an existing data record. TermStar continues with the import.

    –   **Cancel import:** TermStar cancels the import.

    For details, please refer to » Examples for interactive merging of data records, page 65.

    If you add an entry as a subentry, TermStar displays the following window:
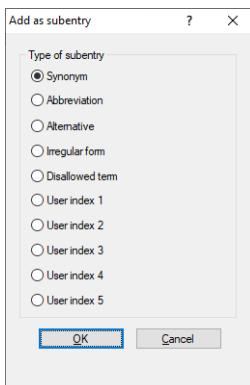
    –   Select the required type of subentry and confirm your choice with **OK**.

    Select **OK** to save the changes to the target data record.

Examples for interactive merging of data records

The following examples show how you can interactively merge content from the imported data record into the target data record.

| Action	Steps	Result
Replace all header data	● Select the name of the dictionary in the left and right sections. ● Click **Replace >**.	TermStar deletes the header in the target data record and replaces it with the header of the imported data record.
Replace all language entries for one language	● Select the same language in the left and right sections. ● Click **Replace >**.	TermStar deletes all language entries in the selected language in the target data record and replaces them with the language entries of the imported data record.
Replace a language entry	● Select a language entry in the left and right sections. ● Click **Replace >**.	TermStar deletes the target language entry and replaces it with the imported language entry.
Add a language entry	● Select a language entry in the left section and a language in the right section. ● Click **Add >**.	TermStar adds the imported language entry as a new language entry in the selected language to the target data record.
Add a language entry as a subentry	● Select a language entry in the left and right section in the same language. ● Click **Add >**. TermStar displays the **Add as subentry** window. ● Select the subentry type and click **OK**.	TermStar adds the term from the imported language entry to the target language entry as a subentry of the type selected.
Replace a header field or language entry/subentry field	● Select a field in the left and right sections. ● Click **Replace >**.	TermStar deletes the content of the target field and replaces them with the content of the imported field.
Add the content of a header field or language entry/subentry field	● Select a field in the left and right sections. ● Click **Add >**.	TermStar adds the content of the imported field or appends it to the content of the target field (separated by a semicolon).
Delete from the target data record	● Select the item in the right section that you wish to delete: language, language entry, subentry, or field. ● Click **Delete >**.	TermStar deletes the item you have selected from the target data record: ● Language: all language entries for that language ● Entry: the language entry ● Subentry: the subentry ● Field: the field content

Interactive merging of data records

Action	Steps	Result
Create a new data record	Click **New data record**.	TermStar creates the imported data record as a new data record in the current dictionary.
Skip data record	Click **Skip data record**.	TermStar does not import this data record and continues the import with the next data record.
Undo all changes	Click **Undo all**.	TermStar resets the target data record to its original state.

Interactive merging of data records (cont.)

Structure and symbols for "Synchronise data" / "Merge data"

To ensure that data records can be interactively synchronised or merged during import, the **Synchronise data** or **Merge data** window is displayed. In the window, each data record to be synchronised or merged (left-hand section) and the target data record (right-hand section) are displayed.

Firstly, you see only the header (displayed as dictionary and database name), the languages and the main entries in the respective languages:
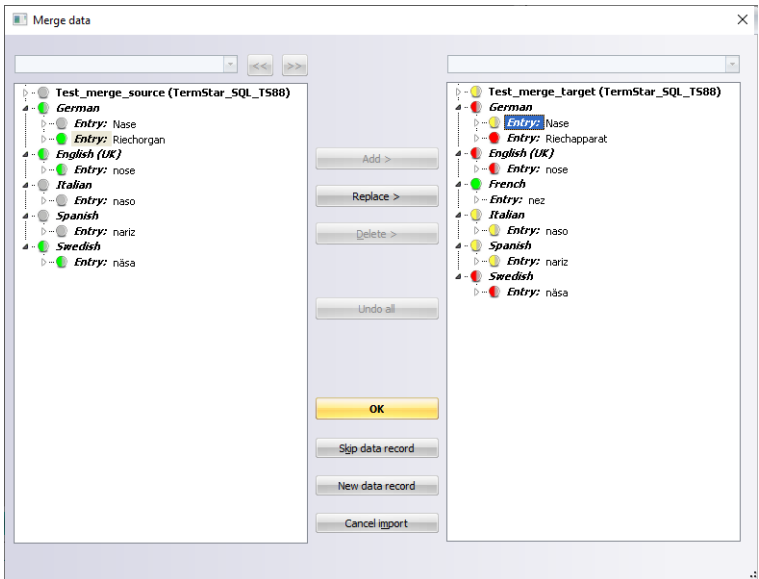
Header, languages, language entries, subentries and fields are displayed hierarchically in a tree structure. You can display or hide the fields of the individual levels using the arrows:

● Display header fields: Click the arrow in front of the header (displayed as dictionary and database name).

- Display main entry fields and any subentries: Click the arrow in front of the main entry.
- Display subentry fields: Click the arrow in front of the subentry.

Symbols in front of the header, the languages, the language entries, and the entry fields indicate differences between the imported data record and the target data record:

- Grey: There are no differences in header, language, language entry, or field.
- Green: A field or language is new or does not exist in the other data record.
- Red: A term of the target record does not exist in the imported data record.
- Yellow: Another field (not term) exists in both data records, but the content differs.

No symbols are displayed in front of fields which are automatically populated by TermStar (`Created on`, `Last change on`, `Created by`, `Last change by`, `Entry number`). Interactive merging is not required: TermStar automatically adjusts the field values if the entire header or language entry of the target data record is replaced. You can neither change nor delete these fields in the target record.

Depending on the data record level that differs, a full or semi-circle is displayed:

- Full circle: The element itself differs or is new (e.g. term, entry field, or complete language).
- Semi-circle: A subordinate element differs or is new (e.g. a field within the header or an entry within the language).

In the imported data record (left-hand section), only new identical (grey) or new (green) fields are highlighted.

In the target data record (right-hand section), TermStar also highlights fields that differ from the imported data record (i.e. also red and yellow symbols).

Examples

Symbols	Meaning	Example target data record
● Green semi-circle in front of header (dictionary name) ● Green circle in front of header field	Header field new, compared to the imported data record	**Test_merge_target (TermStar)** Data record number 1 Subject Checked Created on 29.03.2012 15:28 Last change on 02.04.2012 13:29 Created by Tester Last change by Tester
● Yellow semi-circle in front of header (dictionary name) ● Yellow circle in front of header field	Header field different, compared to the imported data record	**Test_merge_target (TermStar)** Data record number 1 Subject anatomy Created on 29.03.2012 15:28 Last change on 02.04.2012 13:35 Created by Tester Last change by Tester
● Grey circle in front of language, main entry, and (if applicable) subentry	Language entry exactly matches language entry from the imported data record	**Dutch** **Entry:** neus Created on 02.04.2012 14:06 Last change on 02.04.2012 14:06 Created by Tester Last change by Tester Definition xxxxx Entry ID 39
● Red semi-circle in front of language ● Red circle in front of main entry	Main entry term not present, compared to imported data record	**German** **Entry:** Nase **Entry:** Riechapparat Created on 29.03.2012 15:31 Last change on 02.04.2012 14:20 Created by Tester Last change by Tester Definition Sinnesorgan Entry ID 4
● Red semi-circle in front of language and main entry ● Red circle in front of subentry	Subentry term not present, compared to imported data record	**Swedish** **Entry:** näsa Created on 29.03.2012 15:42 Last change on 29.03.2012 15:42 Created by Tester Last change by Tester Entry ID 8 **Syn.:** bbb
● Green circle in front of language	Language new, compared to imported data record	**French** **Entry:** nez Created on 29.03.2012 15:38 Last change on 02.04.2012 14:29 Created by Tester Last change by Tester Definition organe des sens Entry ID 5
● Green semicircle in front of language and main entry ● Green semicircle in front of field	At least one field in the main entry is new, compared to the imported data record	**Spanish** **Entry:** nariz Created on 29.03.2012 15:41 Last change on 02.04.2012 14:41 Created by Tester Last change by Tester Definition órgano sensorial Entry ID 7

Meaning of colours in language entries in target data records

Symbols	Meaning	Example target data record
● Yellow semi-circle in front of language and main entry ● Yellow circle in front of field of a main entry	The content of at least one field of the main entry is different	*Italian* *Entry:* naso *Created on* 29.03.2012 15:39 *Last change on* 02.04.2012 14:54 *Created by* Tester *Last change by* Tester *Context* faccia *Definition* organo sensorio *Entry ID* 6
● Yellow semi-circle in front of language, main entry, and subentry ● Yellow circle in front of field of a subentry	The content of at least one field of the subentry is different	*Spanish* *Entry:* nariz *Created on* 29.03.2012 15:41 *Last change on* 02.04.2012 15:03 *Created by* Tester *Last change by* Tester *Entry ID* 7 *Syn.:* bina *Created on* 02.04.2012 15:01 *Last change on* 02.04.2012 15:01 *Created by* Tester *Last change by* Tester *Definition* sentido del olfato *Entry ID* 40

Meaning of colours in language entries in target data records (cont.)

If several entries are different in one language, the first term in the target data record is highlighted in red, all others in green:

A yellow semi-circle indicates that there are changed (yellow) sub-elements and maybe new (green) sub-elements:

A red semicircle indicates that there are deleted (red) sub-elements and may be changed (yellow) and new (green) sub-elements:

Processing log files

Overview   When merging large terminology, it may make sense to interactively merge duplicate data records <u>after</u> the import of the remaining data records. To this end, TermStar can save the data of all duplicate data records to a log file.

This enables you to perform the interactive merging of duplicate data records in a single batch, after the actual import process is complete, by importing the log file (» Importing log files, page 70).

To make TermStar save the queries to a log file, select the **Write questions to log file** import option:

● Import with the wizard

In the **Logging option for import** window, select the option **Write questions to log file** and specify the path and name of the log file (» step 6, page 15).

● Import with the expert

In the **Problem handling** tab, select the option **Write questions to log file** and specify the path and name of the log file (» Problem handling, page 34).

Importing log files   How do I import a log file?

1. From the resource bar, select **Dictionaries | Import terminology | Log file**.

TermStar displays the **Import file** window.

2. Click **Browse** to select the log file.

TermStar displays the **Log file name** window.

3. Select the log file and confirm by clicking **Open**.

Click **Next**.

TermStar displays the **Summary** window with the settings implemented by you.

4. Check the settings.

– To change the settings, click **Back**.

– If the settings are correct, start the import by clicking **Finish**.

TermStar displays the **Import** window with the progress bar.

You can interrupt the import at any time by clicking **Cancel**.

5. TermStar displays windows for the saved data records which require your input during import (» Prompt windows for conflicts, page 17).

Once TermStar has completed the import, TermStar displays the following message:
`Completed successfully.`

6. Close the window by clicking **OK**.

4 Import definitions for customised data formats

Overview

If you want to import customised data formats, you need an *import definition* for this. The import definition contains all the information about the format of the data in the import file.

To create a new import definition or to modify one, you can either work with the wizard or via the expert:

- The wizard takes you step by step through the process for creating or modifying an import definition, so that you do not miss anything out and all important settings are defined (» Import definition wizard, page 72).

- The expert is designed for experienced users and allows – in addition to the functions of the wizard – further settings to be made (e.g. pre-processing, substitutions, default values; » Import definition expert, page 119).

You can find out how to delete an import definition or save it under another name in » Managing import definitions, page 110).

> **ALWAYS USE THE IMPORT DEFINITION WITH THE SAME DIALOG LANGUAGE!**
>
> The import definitions depend on the dialog language with which they were created. Therefore use them always with same dialog language of TermStar.
>
> Example: If you have started TermStar with the German user interface and created an import definition, do not perform the import with TermStar's English user interface.

> **Supplied sample definition** `SampleImport`
>
> TermStar is installed with a sample definition so that you can familiarise yourself with how an import definition works. You can use this script to import the sample file `SampleImport.txt`. It is stored in the `\db` folder.

Import definition wizard

Overview   The wizard takes you step by step through the process for creating or modifying an import definition, so that you do not miss anything out and all important settings are defined.

You can call up the import definition wizard with the import wizard or the database expert (» Calling up the import definition wizard, page 72).

First, use the wizard to specify the layout of the import data (» Specify the import data layout, page 75). The subsequent steps in the wizard are dependent on the specified layout:

● Input definition for a table layout with a unique field separator (» page 76)

● Import definition for table layout with unique field positions (coordinates) (» page 82)

● Import definition for files with fields separated by tags (defined strings) (» page 85)

● Import definition for files with fields separated by tags, separators, or positions (» page 93)

Once you have created the import definition with the wizard, you can then specify additional options (» Additional options for import definitions, page 112).

Calling up the   There are different ways to call up the import definition wizard:
import definition
wizard   ● When importing with the help of the import wizard

● With the database expert

How do I call up the import definition wizard during import with the import wizard?

1. Carry out a custom import using the import wizard (» Importing customised formats, page 26), until TermStar displays the **Import definition** window (» step 3, page 27):
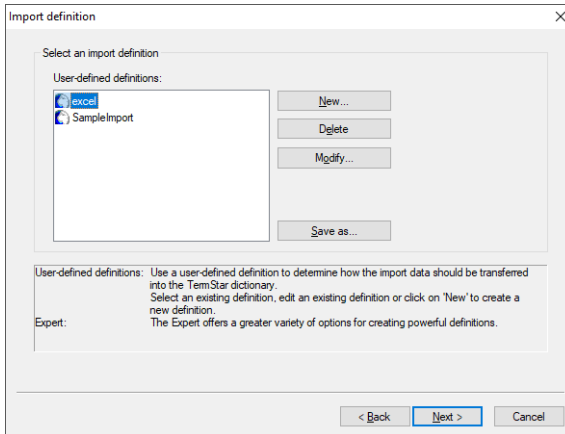
2. Create a new import definition or modify an existing one:
   - Click **New** to create a new import definition.
   - To change an import definition, select it and click **Modify**.

TermStar starts the import definition wizard which you can use to specify the layout of the import data (» Specify the import data layout, page 75).

How do I call up the import definition wizard with the database expert?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.

   TermStar displays the **TermStar database expert** window with the list of the databases and dictionaries.

2. Select the dictionary and click **Import/Export**.

   TermStar displays the **Database administrator: Expert** window.

3. In the **Import** tab, open the **File-type** definition tab and select **Custom**.

In the right-hand section of the tab, TermStar displays a list of the import definitions:
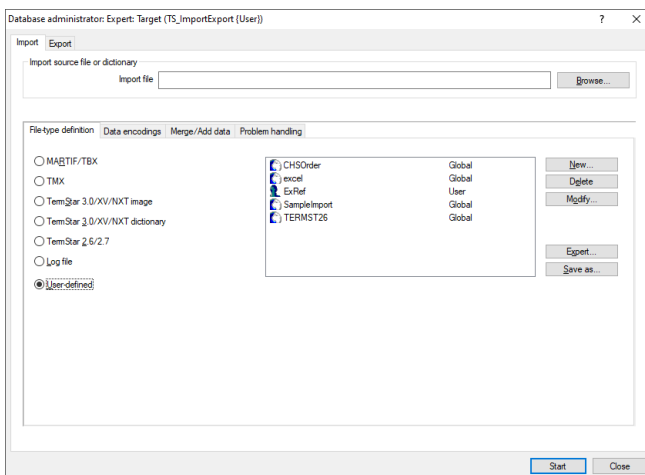
4. Create a new import definition or modify an existing one:
   - Click **New** to create a new import definition.
   - To change an import definition, select it and click **Modify**.

TermStar starts the import definition wizard which you can use to specify the layout of the import data (» Specify the import data layout, page 75).

Specify the import data layout

In the wizard, first specify the layout of the import data.

How do I specify the import data layout?

1. Call up the import definition wizard (» Calling up the import definition wizard, page 72).

   TermStar displays the following window:
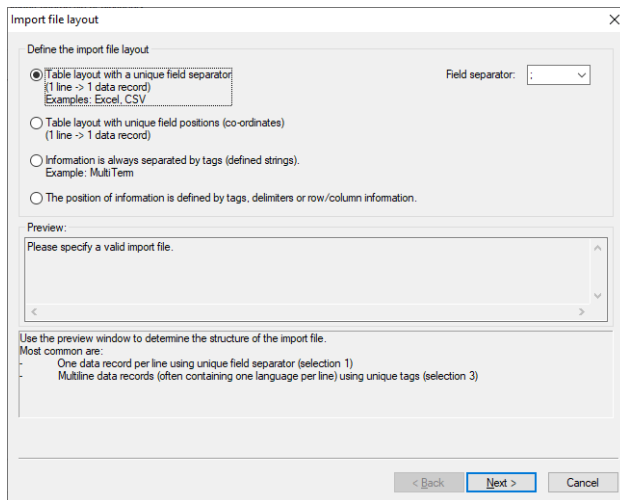
2. Specify which layout the import file has:

   – **Table layout with a unique field separator**

   In the import file, one line corresponds to one data record and the fields are separated from one another by a unique separator.

   Example: Tables exported from Microsoft Excel

   – **Table layout with unique field positions (coordinates)**

   In the import file, one line corresponds to one data record; the fields are uniquely identified by their position (column number).

   Examples: Tables exported from dBase or FoxPro in SDF format

   – **Information is always separated by tags (defined strings).**

   In the import file, the fields are identified with *tags* (unique defined strings).

   Example: Files exported from Trados MultiTerm

   – **The position of information is defined by tags, delimiters or row/column information.**

   In the import file, fields are defined by a combination of tags, delimiters, and positions

   Select the desired option.

The subsequent steps in the wizard are dependent on what you have selected as the import file layout:

- Input definition for a table layout with a unique field separator ()
- Import definition for table layout with unique field positions (coordinates) ()
- Import definition for files with fields separated by tags (defined strings) ()
- Import definition for files with fields separated by tags, separators, or positions ()

Input definition for a table layout with a unique field separator

Select **Table layout with a unique field separator** if the file to be imported has the following characteristics:

- Every line corresponds to a data record.
- The fields (columns) are separated from one another by specific characters.

A typical example is a file exported from Microsoft Excel.

Import Excel data: Use option for delimiters

When Excel exports files in CSV or Unicode text format, it places field contents containing the respective separator in quotation marks.

Example: `raven;noun;"biology; ornithology";bird`

In addition, Excel places additional quotation marks if table fields contain quotation marks.

Example: `"""Vogelatlas"" encyclopaedia"`

To ensure that TermStar deletes the additional quotation marks during import, we strongly recommend:

- using the **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character** option,
- specifying the quotation mark (**"**) as a delimiter character.

Pay attention to the order for multiple terms per language

Import files can contain multiple terms per language which are to be imported as several main entries or subentries of <u>one</u> data record. In addition, the entries may contain other fields besides the term.

In this case, the order of the fields in the import file is important so that TermStar can correctly assign the fields to the respective main and subentries:

- The fields for a main entry must directly follow the main entry term before the next main entry begins.
- The fields for a subentry must directly follow the subentry term before the next subentry or main entry begins.

However, it is permissible that fields of the main entry follow one or more subentries (in the example below *"Remark for 1st main entry"*).

Example for correct sequence:	
Entry/field content	**Import order**
● 1st main entry, term	`English(UK).Term(1)`
– definition	`English(UK).Definition(1)`
– gender	`English(UK).Gender(1)`
● 1st subentry, term	`English(UK).Abbreviation(1_1)`
– remark	`English(UK).Remark(1_1)`
● 2nd subentry, term	`English(UK).Synonym(1_2)`
– remark	`English(UK).Remark(1_2)`
Remark for 1st main entry	`English(UK).Remark(1)`
● 2nd main entry, term	`English(UK).Term(2)`
– remark	`English(UK).Remark(2)`
● 3rd main entry, term	`English(UK).Term(3)`
– remark	`English(UK).Remark(3)`

How do I create an input definition for a table layout with a unique field separator using the wizard?

1. In the **Import file layout** window, select the option **Table layout with a unique field separator**.

2. Select the separator from the **Field separator** list which is used to separate the fields in the import file from one another.

   Examples:

   – For an Excel file exported into the CSV format: Semicolon (;)

   – For an Excel file exported into the Unicode text format: Tab (<TAB>)

3. Click **Next**.

TermStar displays the following window:
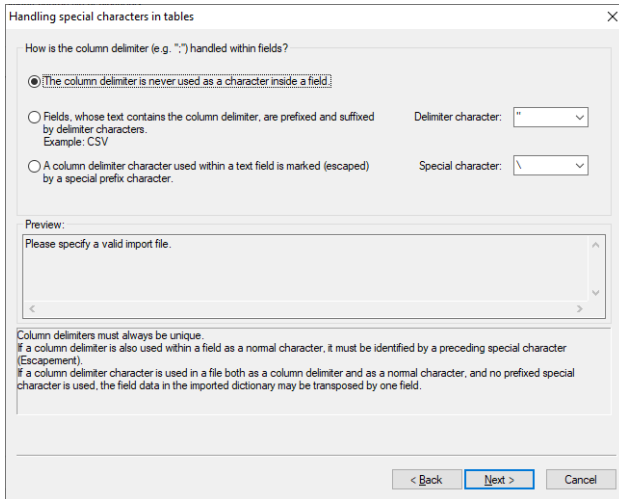
4. Specify whether and how the field separator selected in » step 2, page 77 can also occur as content <u>within</u> a field:

- **The column delimiter is never used as a character inside a field**: The field separator does not occur as field content.

- **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character:** Fields which contain the field separator are prefixed and suffixed by a certain character.

  If you have selected this option, select the character from the **Delimiter character** list that will frame the fields (» Import Excel data: Use option for delimiters, page 76).

- **A column delimiter character used within a text field is marked (escaped) by the following special prefix character:** If the field separator can be found within the field content, it is preceded by a set special character (*Escapement*). The special character is used to define that the character does not signify a field separator in this instance (» Escapements, page 117).

  If you have selected this option, select the character from the **Special character** list that will precede the field separators.

  Example:
  The field separator is a semicolon (;) and is also present within the fields. In this location, it is identified by being prefixed with a backslash (\). The backslash is the escapement:
  `raven;noun;biology\; ornithology;bird`

  In this example, a semicolon has been selected as the **Field separator** and the backslash as the **Special character**.

This allows TermStar to know that, in the example, the third semicolon is not a field separator during import, but a "normal" character with a field.

Select the desired option, choose the **Delimiter character** or **Special character** as required and click **Next**.

TermStar displays the **Import sequence of language/fields** window:
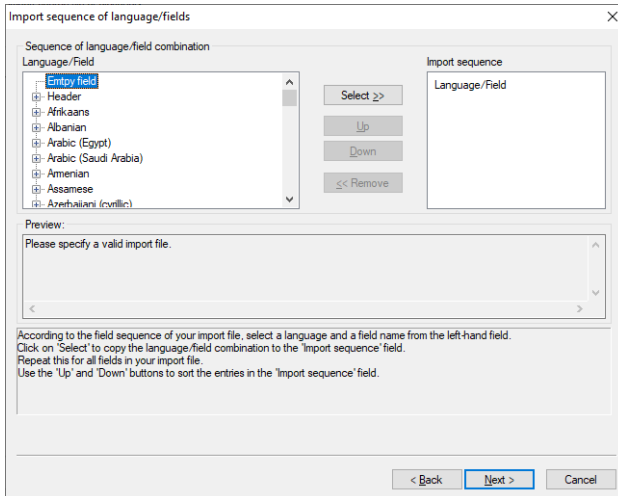
In the **Language/field** section, TermStar displays a list with `Empty field`, `Header` and all the languages available in TermStar.
To make TermStar display the fields for a header or a language, click on the plus sign next to `Header` or the name of the language

5. Specify which header and language fields are contained in the import file and in what order they appear (e.g. the order of the columns in Excel):

   – To use a field from the **Language/Field** from the list during import, select it and click **Select**.

   TermStar displays the field in the **Import sequence** list.

   – If you do not want to use a field from the **Import sequence** list during import, select it and click **Remove**.

   TermStar removes the field from the **Import sequence** list.

   – To change the position of a field in the **Import sequence** list, select it and click **Up** or **Down**.

   TermStar moves the field one position up or down.

Repeat these steps until all fields in the **Import sequence** list are in the correct order, i.e. the order they should appear within a line in the import file.
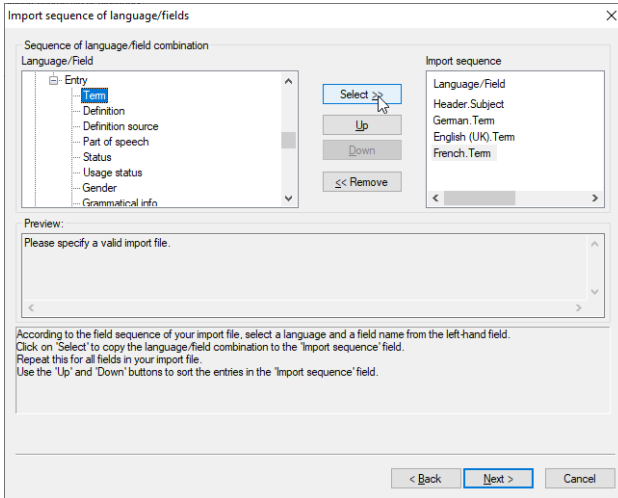
Then click **Next**.

TermStar displays the following window:
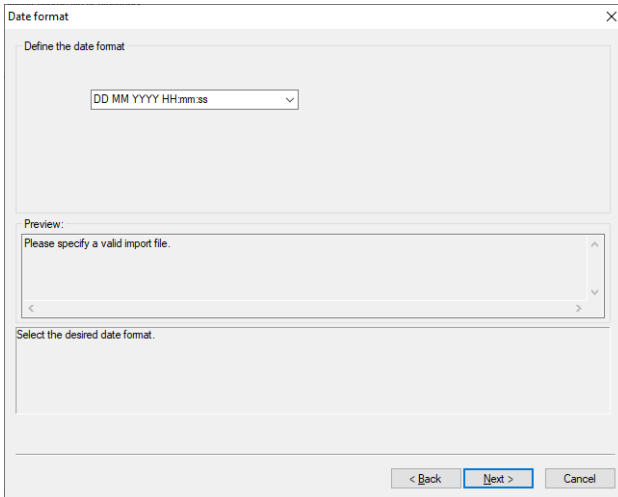
6. Specify the format in which the date information is to appear in the import file. Doing so, values that are transferred to the date fields data are interpreted correctly.

For this, the following variables can be used:

- `DD`: day

- `MM`: month

- `YY` or `YYYY`: year (two or four digits)

- `HH`: hour

- `mm`: minute

- `ss`: second

Example:
If the 29th of May 2022 is entered in the import file as `05-29-22`, select the format: `MM-DD-YY`

Select the format from the list or enter it manually and click **Next**.

TermStar displays the summary with your settings:
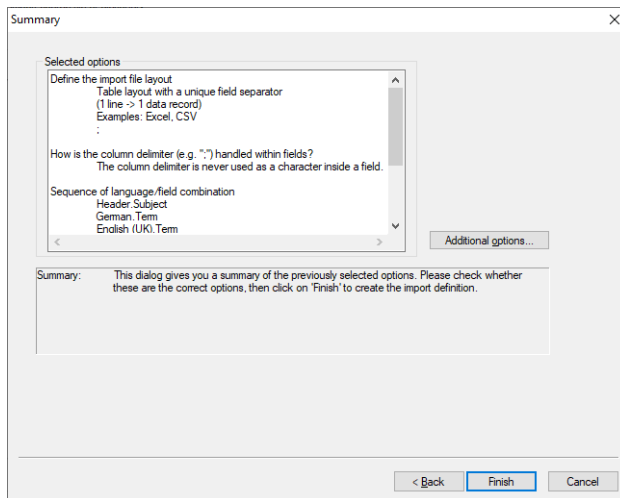
7. Check the settings.

- To change the settings, click **Back**.

- To configure further settings (for substitutions, default values, duplicate fields, and escapements), click **Additional options** (» Additional options for import definitions, page 112).

- If the settings are correct, confirm them by clicking **Finish**.

TermStar displays the following window:
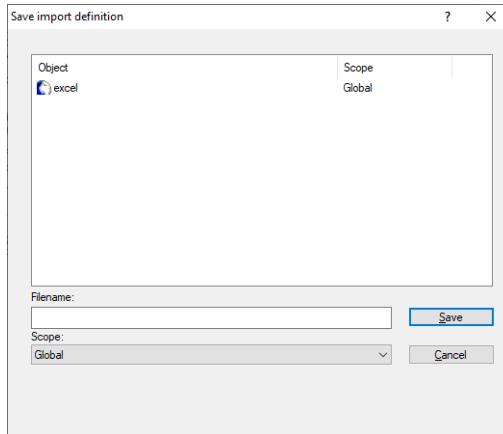
8. Specify how TermStar should save the definition:

    –   Enter a name for the new definition in the **Filename** field.

    –   Select the scope for the new definition from the **Scope** list.

    Click **Save** to confirm the information entered.

TermStar has saved the new definition and displays it in the **Database administrator: Expert** window.

Import definition for table layout with unique field positions (coordinates)

Select **Table layout with unique field positions (co-ordinates)** if the file to be imported has the following characteristics:

● Every line corresponds to a data record.

● The fields (columns) are always of equal width, so that the exact start position can be specified.

Typical examples are files exported from Microsoft FoxPro or dBase in SDF format.

How do I create an input definition for a table layout with unique field positions (coordinates) using the wizard?

1. In the **Import file layout** field, select the option **Import definition for table layout with unique field positions (co-ordinates)** and click **Next**.

TermStar displays the **Language/Field position** window:
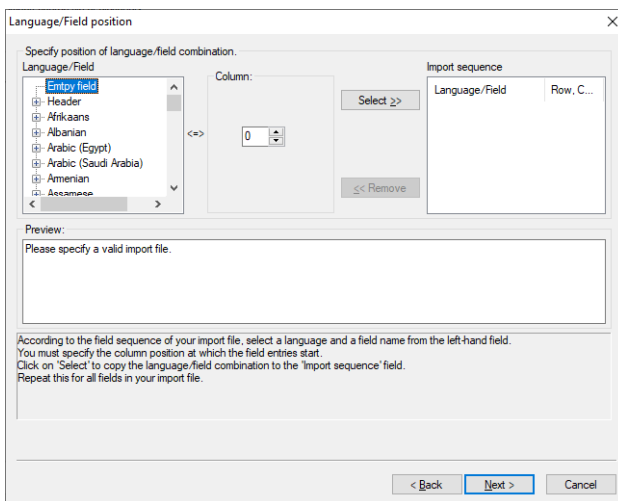
In the **Language/Field** section, TermStar displays a list with `Empty field`, `Header` and all the languages available in TermStar:
To make TermStar display the fields for a header or a language, click on the plus sign next to `Header` or the name of the language.

2. Specify which header and language fields will be contained in the import file and in which positions and what order they appear:

   – To use a field from the **Language/Field** list during import, select it.

     In the **Column** section, select the number of the column which contains the data for the field in the import file and click **Select**.

     TermStar displays the field with line and column position in the **Import sequence** list.

   – If you do not want to use a field from the **Import sequence** list during import, select it and click **Remove**.

     TermStar removes the field from the **Import sequence** list.

   – To correct the column position of a field, select it in the **Import sequence list**. Remove the field by clicking **Remove**. Then, reselect it in the **Language/Field** list, select the desired column position in the **Column** section and click **Select**.

Carry out these steps until all fields in the **Import sequence** list are in the correct column position.
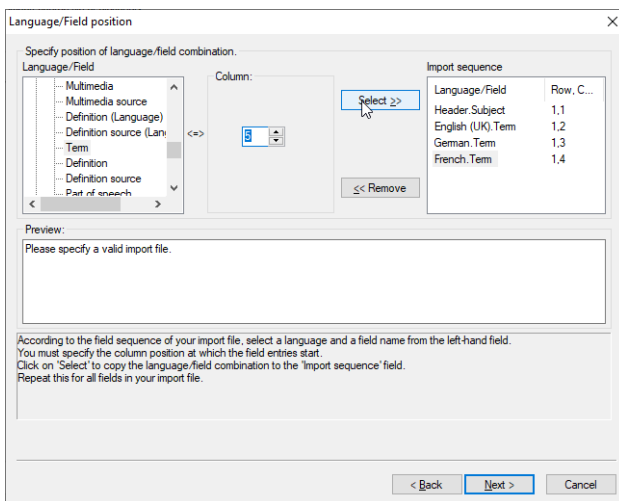
Then click **Next**.
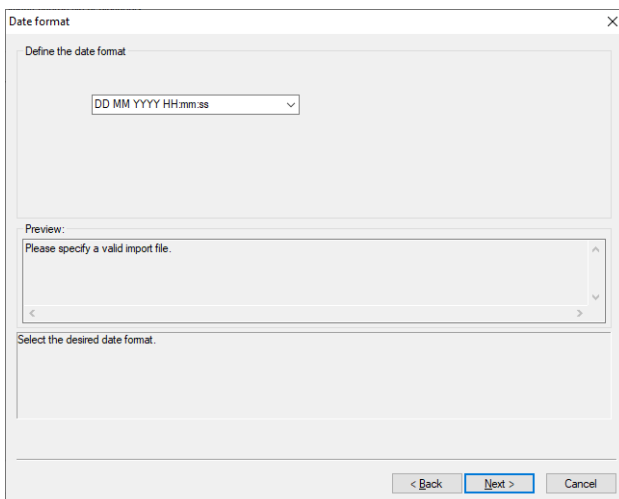
TermStar displays the following window:

The remaining steps are the same as those for an import definition for table layouts with unique field separators. Proceed from » step 6, page 81 as explained.

Import definition for files with fields separated by tags (defined strings)

Select **Information is always separated by tags (defined strings)**, if the file to be imported has the following characteristics:

● Several lines correspond to one data record.

● Each field and the data records and language entries start with a unique defined string (tag). TermStar uses these tags to identify the fields.

A typical example is the export format of Trados MultiTerm.

How do I use the wizard to create an input definition for a file with fields separated by tags?

1. In the **Import file layout** field, select the option **Information is always separated by tags (defined strings)** and click **Next**.

   TermStar displays the following window:

2. Specify how the data records are separated from one another, i.e. how TermStar knows where a new data record begins:

   – **Data records always are separated by unique separator lines**: Between the data records there is always a line with the same content.

   In the **Separator line** field, enter which separator line the import file uses (e.g. xxxxxx).

   – **Data records always are separated by blank lines**: There is always a blank line between data records.

   Select the required option, enter the **Separator line,** if applicable, and click **Next**.

TermStar displays the following window:

3. Specify which characters are used to identify the tags in the import file:

    – In the **Define tag start** list, select the character used at the start of the tag.

    – In the **Define tag end** list, select the character used at the end of the tag.

    Example:
    If the tags always have the format `<tag>`, select the character < as the tag start and > as the tag end.

    Click **Next** to confirm the option selected.

TermStar displays the following window:
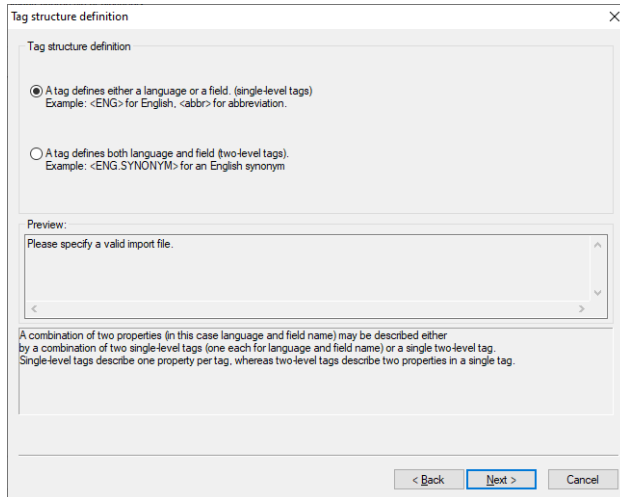
4. Specify how the tags are structured:

   – **A tag defines either a language or a field (single-level tags)**: A tag identifies either the language or a field.

   Examples for single-level tag:
   `<ENG>, <DEU>, <TERM>, <STATUS>`

   – **A tag defines both language and field (two-level tags)**: A tag identifies both the language and a field.

   Examples of two-level tags:
   `<ENG.TERM>, <DEU.TERM>`

   Select the required option and click **Next**.

   The remaining steps depend on whether you have selected single or two-level tags:

   – For single-level tags, proceed as described in .
   – For two-level tags, skip the following steps and continue with .

5. If you have selected single-level tags as the tag structure in » step 4, page 87, TermStar displays the following window:
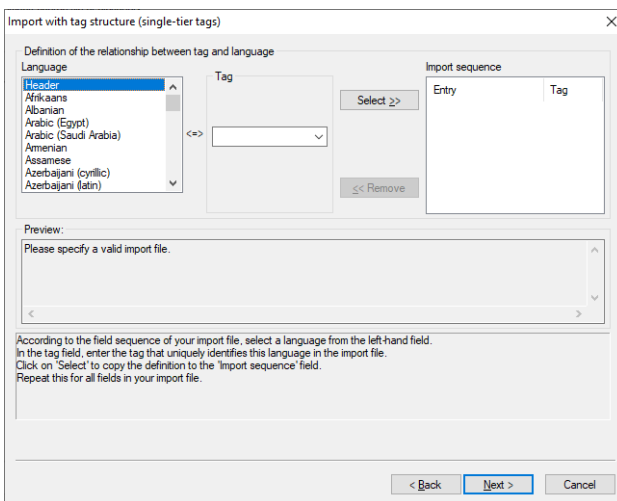
In the **Language** section, TermStar displays a list with `Header` and all the languages available in TermStar. In the **Tag** list, TermStar displays all tags found in the import file which correspond to the tag delimiters specified in » step 3, page 86.

Specify which tags are used to identify the header or the language in the import file.

–   To assign a tag to a header or a language, select the `header` or the required language, select the relevant tag from the **Tag** list and click **Select**.

    TermStar displays the entry with the tag in the **Import sequence** list.

–   If you do not want to use an entry from the **Import sequence** list during import, select it and click **Remove**.

    TermStar removes the entry from the **Import sequence** list.

–   To correct the tag for an entry, select the entry in the **Import sequence** list. Remove the entry by clicking **Remove**. Then, select the `header` or the required language in the **Language** list, select the relevant tag from the **Tag** list and click **Select**.

Carry out these steps until all the relevant tags for the header and languages have been allocated.
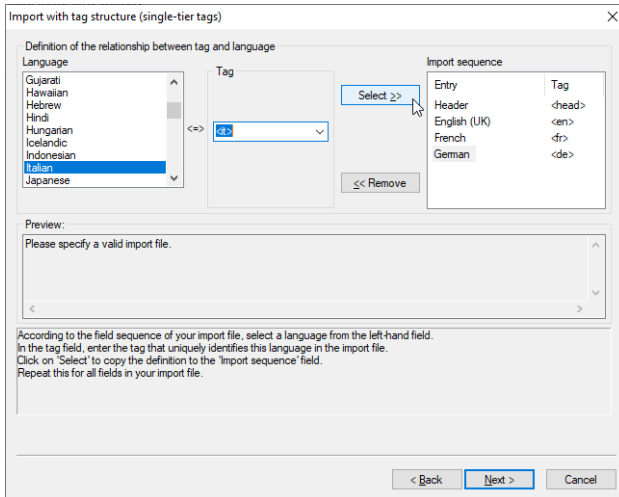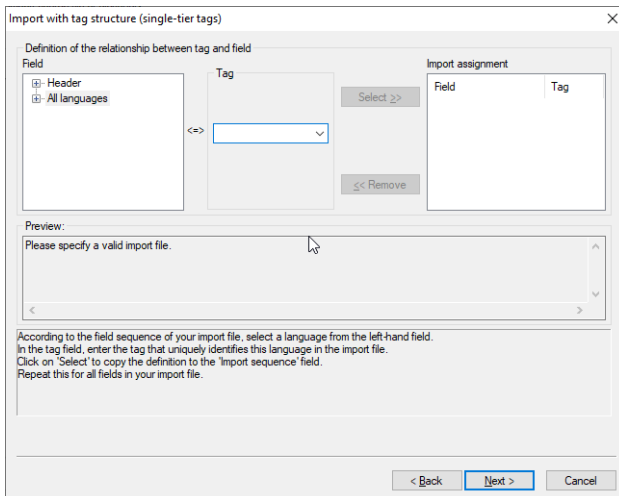
Then click **Next**.

TermStar displays the following window:

TermStar displays all tags found in the import file which correspond to the tag delimiters specified in
To have TermStar display the fields for Header or All languages, click on the plus sign next to Header or All languages.

6. Specify which tags are used to identify the fields in the import file:

   – To assign a tag to a field, select it, select the relevant tag from the **Tag** list and click **Select**.

   TermStar displays the field in the **Import assignment** list.

   – If you do not want to use a field from the **Import assignment** list during import, select it and click **Remove**.

   TermStar removes the field from the **Import assignment** list.

   – To correct a tag for a field, select the field in the **Import sequence** list. Remove the field by clicking **Remove**. Then, select the field in the **Field** list, select the relevant tag from the **Tag** list and click **Select.**

   Carry out these steps until all the relevant tags for the fields have been allocated.
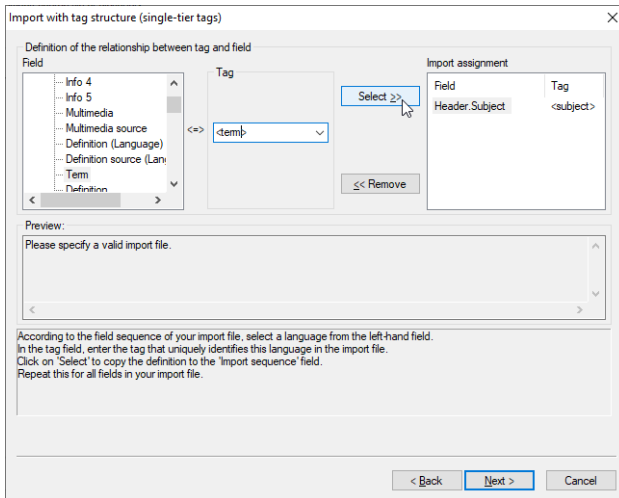
Then click **Next**.

TermStar displays the **Date format** window.

The remaining steps are the same as those for an import definition for table layouts with unique field separators. Continue with » step 6, page 81.

7. If you have selected two-level tags as the tag structure in » step 4, page 87, TermStar displays the following window:
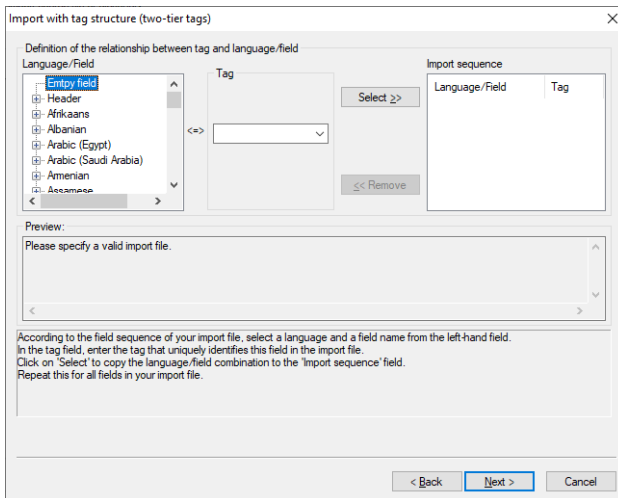
In the **Language/Field** section, TermStar displays a list with `Empty field`, `Header` and all the languages available in TermStar. In the **Tag** list, TermStar displays all tags found in the import file which correspond to the tag delimiters specified in » step 3, page 86.
To make TermStar display the fields for a header or a language, click on the plus sign next to `Header` or the name of the language.

Specify which tags are used to identify the header or the language and fields in the import file.

- To assign a tag to a field, select it, select the relevant tag from the **Tag** list and click **Select**.

  TermStar displays the field in the **Import sequence** list.

- If you do not want to use a field from the **Import sequence** list during import, select it and click **Remove**.

  TermStar removes the field from the **Import sequence** list.

- To correct a tag for a field, select the field in the **Import sequence** list. Remove the field by clicking **Remove**. Then, select the field in the **Language/field** list, select the relevant tag from the **Tag** list and click **Select**.

Carry out these steps until all the relevant tags for the fields have been allocated.
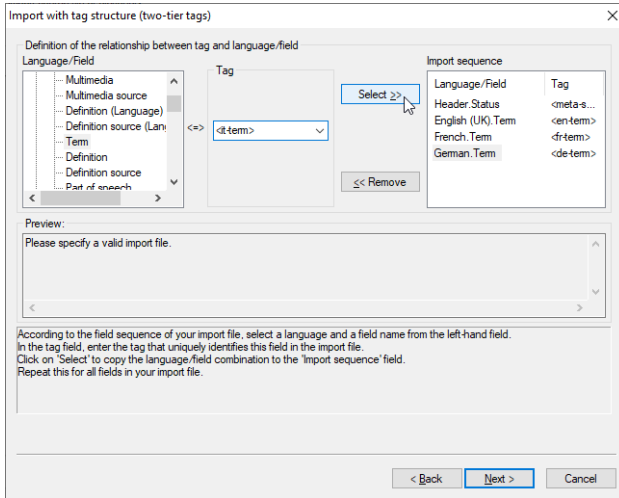
Then click **Next**.

TermStar displays the following window:
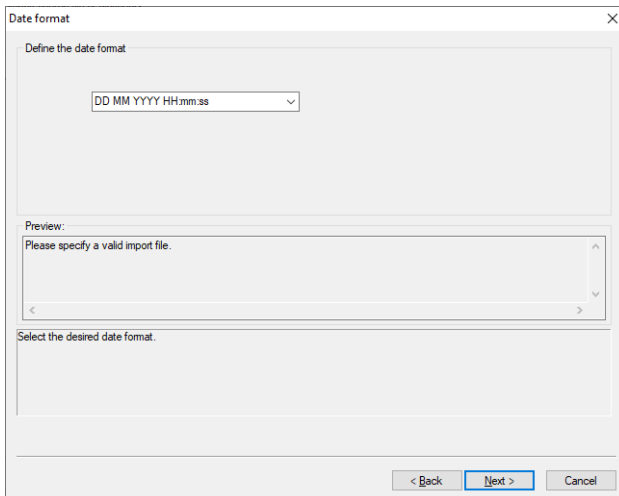
The remaining steps are the same as those for an import definition for table layouts with unique field separators. Proceed from » step 6, page 81 as explained.

Import definition for files with fields separated by tags, separators, or positions

Select **The position of information is defined by tags, delimiters or row/column information,** if the file to be imported has the following characteristics:

- A data record corresponds to one or more lines in the import file.

- Data records, language entries and fields are defined in different ways – through tags, defined strings, positions, or a combination of these options.

With this import definition, you can import files which cannot be defined with other definitions.

Depending on the structure of the data to be imported, the wizard takes you through the various windows to create the import definition:

- Data records with or without subgroups

  The fields for a data record can be grouped according to languages, i.e., there are subgroups for fields for each language:

  - Data records with subgroups: The fields for a data record are grouped according to language.

    Example:
    ```
    DEU-Term;DEU-Attribute;DEU-Status;ENG-Term;ENG-Attribute;ENG-Status
    ```

  - Data records without subgroups: The fields for a data record are not grouped according to language.

    Example:
    ```
    DEU-Term;ENG-Term;DEU-Attribute;ENG-Attribute;DEU-Status;ENG-Status
    ```

- Data records with or without header section

  If the data records have subgroups for each language, the header fields can be placed in a separate section:

  - Data records with separate header section: The header fields are collated in an area.

    Example:
    ```
    HEAD-Project;DEU-Term;DEU-Attribute;DEU-Status;ENG-Term;ENG-Attribute;
    ENG-Status
    ```

  - Data records without separate header section: The fields with the information for the header are placed within the language-specific entries.

    Example:
    ```
    DEU-Term;Project;DEU-Attribute;DEU-Status;ENG-Term;ENG-Attribute;
    ENG-Status
    ```

The wizard carries out the following steps for the various variants (with or without subgroups, with or without header section):

Data record definition		
Subgroups (language entries sorting according to language)		No subgroups
Separate header section	No separate header section	–
–	–	● Specify the field definition
● Specify the header definition	–	–
● Specify the header field definition		
● Specify the header field position		
● Specify the definition of the language entry	● Specify the definition of the language entry	–
● Specify the language entry sequence	● Specify the language entry sequence	
● Specify the language entry field definition	● Specify the language entry field definition	
● Specify the order of fields	● Specify the order of fields	● Specify the order of fields

How do I create an input definition for a file with fields separated by tags, defined strings or positions using the wizard?

1. In the **Import file layout** field, select the option **The position of information is defined by tags, delimiters or row/column information** and click **Next**.
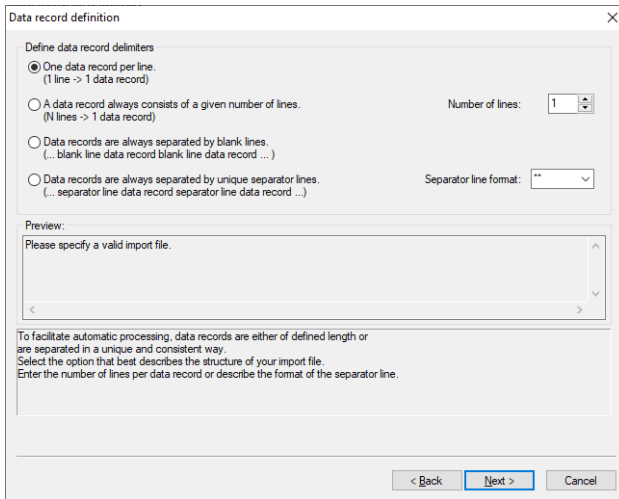
   TermStar displays the following window:

2. Specify how the data records are separated from one another, i.e. how TermStar knows where a new data record begins:

– **One data record per line:** All data for a data record is within a single line

– **A data record always consists of a given number of lines:** All data records contain a set number of lines

   In the **Number of lines** field, enter how many lines a data record consists of.

– **Data records always are separated by blank lines**: There is always a blank line between data records.

– **Data records always are separated by unique separator lines**: Between the data records there is always a line with the same content.

   In the **Separator line** format field, enter which separator line the import file uses (e. g. xxxxxx).

Select the required option, enter the **Separator line format** or the **Number of lines,** if applicable, and click **Next**.

TermStar displays the following window:

3. Specify whether the fields for a data record are grouped by language (» Data records with or without subgroups, page 93):

– **No / There are no defined subgroups:** The fields for a data record are not grouped by language.

– **Yes / There are defined subgroups**: The fields for a data record are grouped by language.

Select the required option and click **Next**.

The remaining steps depend on whether the data records are to appear with or without subgroups:

– For data records without subgroups, skip the following steps and continue with » step 11, page 105.

– For data records with subgroups, continue with » step 4, page 96.

4. If the data records contain subgroups for each language, specify in the following window, whether header fields will be in a separate section (» Data records with or without header section, page 93):

– **No / There is no separate header data contained in the import file:** The fields with the information for the header is contained within the language-specific language entries.

– **Yes / Each data record always contains separate header data:** The fields for the headers are collated in a separate area.

Select the required option and click **Next**.

The remaining steps depend on whether the data records are to appear with or without a special header section:

– For data records without a special header section, skip the following steps and continue with » step 8, page 101.

– For data records with a special header section, continue with » step 5, page 97.

5. If the data records contain a special header section, specify in the following window how the header section is differentiated from the language entries:

-   **Header data is always separated from the entries by a unique separator:** If you have selected this option, select the character from the **Unique separator** list that will separate the header section from the language entries.

-   **The beginning of the header data is identified by a unique tag:** If you have selected this option, select the tag from the **Tag** list, which is used to identify the start of the header section.

-   **The beginning of the header data is defined as a position within the data record:** Select this option if the position of the start of a header field is the same in all data records. If you have selected this option, enter the position of the start of the header data in the data record in the **Column** and **Row** fields.

Select the required option, determine the delimiters, tag or line and column if applicable, and click **Next**.
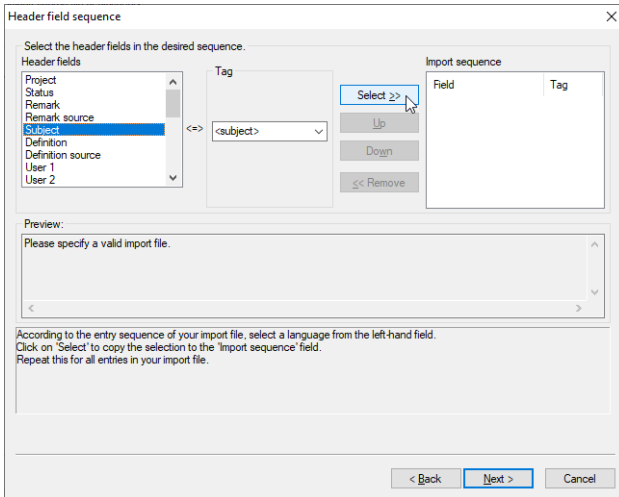
TermStar displays the following window:

6. Specify how individual fields within the header section will be separated from one another:

    –   **Fields are always separated by a unique separator**: If you select this option, choose the character from the **Unique separator** list that will be used to separate the individual header fields from one another.

    –   **The beginning of fields is identified by unique tags**: Select this option if the start of the fields is identified by the same tags in all data records.

    –   **The beginning of fields is defined as a position within the data record**: Select this option if the position of the start of a header field is the same in all data records.

    Select the required option, determine the delimiters (if applicable), and click **Next**.

TermStar displays one of the following windows:
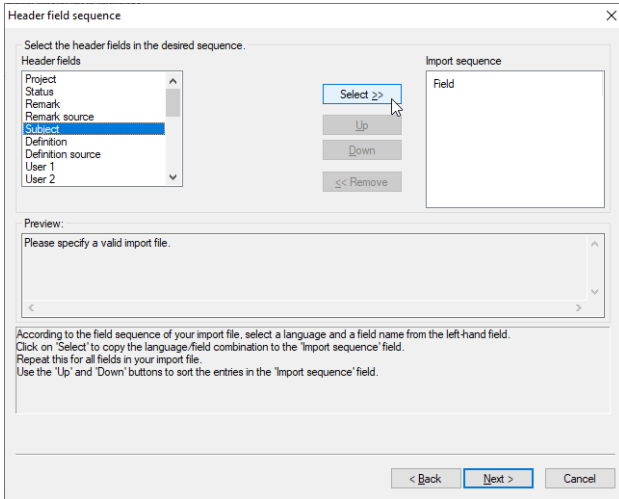
Header field sequence with unique separator

Header field sequence with unique tags
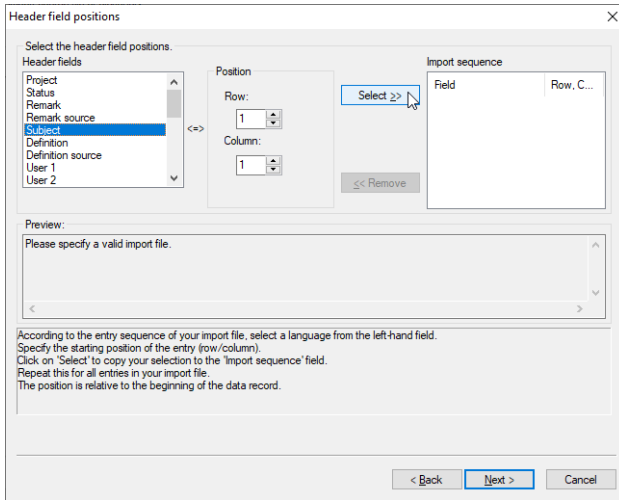
Header field sequence with unique position

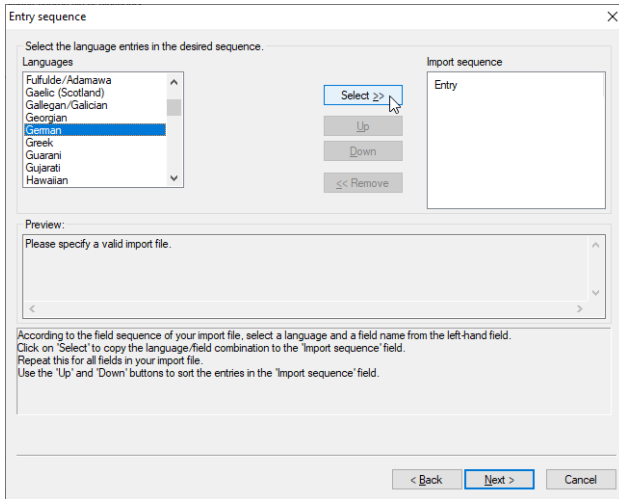In the **Header fields** section, TermStar displays a list with all the header fields available in TermStar.

7. Specify which header fields are contained in the import file and how the individual fields can be identified. How you specify this depends on how the header fields are separated from one another (» step 6, page 98):

    –   If the fields are always separated by a unique separator: Select the field from the **Header fields** list and click **Select**. To change the position of a field in the **Import sequence** list, select it and click **Up** or **Down**.

    –   If the start of the fields is identified by individual tags: Select the field from the **Header fields** list, select the relevant tag from the **Tag** list and click **Select**.

    –   If the start of the fields is defined by a position within the data record: Select the field from the **Header fields** list, enter the position of the start of the field in the **Line** and **Column** fields and click **Select**.

    Carry out this step until all fields in the **Import sequence** list are in the correct order, with the correct tags or with the correct position. Then click **Next**.

TermStar displays the following window:

8. In the **Entry definition** window, specify how the individual language entries will be delimited:

    –   **Language entries always are separated by a unique separator:** If you select this option, choose the character from the **Unique separator** list that will separate the language entries from one another.

    –   **The beginning of each entry is identified by a tag unique to each language.** Select this option if the beginning of language entries for each language is identified by the same tags in all data records.

    –   **The beginning of each entry in each language is defined as a position within the data record:** Select this option if the position of the start of a language entry in a language is the same in all data records.

    Select the required option, determine the delimiters (if applicable), and click **Next**.

TermStar displays one of the following windows:

Entry sequence with unique separator
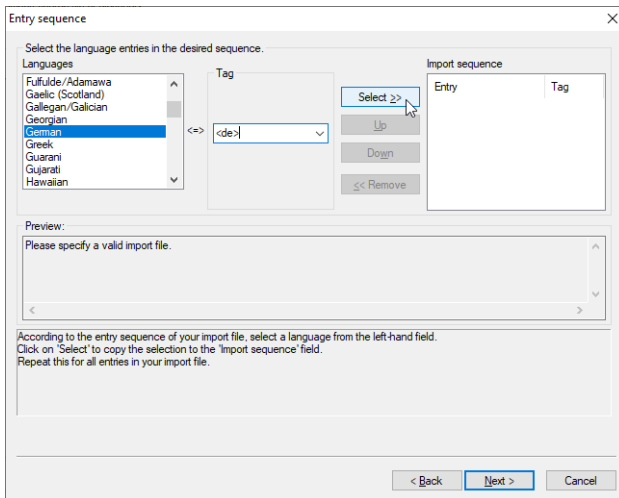
Entry sequence with unique tags
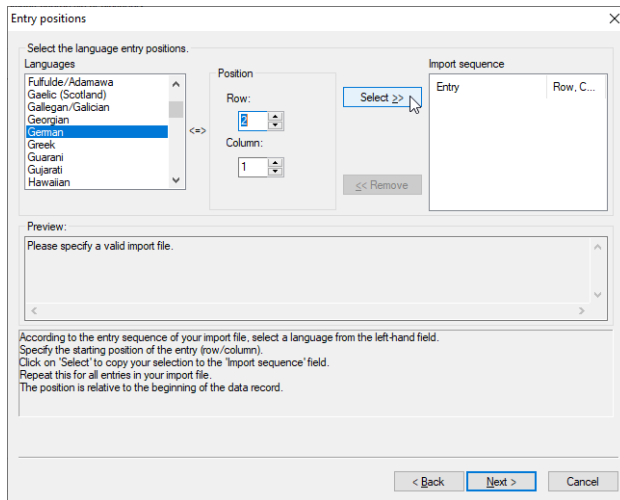
Entry sequence with unique position

In the **Languages** section, TermStar displays a list with all the languages available in TermStar.

9. Specify which languages are contained in the import file and how the individual languages in the import files can be identified. How you define this depends on how the language entries are separated (» step 8, page 101):

   – If the language entries are always separated by a unique separator: Select the languages from the **Languages** list and click **Select**. To change the position of a language in the **Import sequence** list, select it and click on **Up** or **Down**.

   – If the start of the language entries is identified by individual tags for each language: Select the language from the **Languages** list, select the relevant tag from the **Tag** list and click **Select**.

   – If the start of the language entry for each language is defined by a position within the data record: Select the language from the **Languages** list, enter the position for the start of the language entry in the **Row** and **Column** fields and click **Select**.

Carry out this step until all languages in the **Import sequence** list are in the correct order, with the correct tags or with the correct position. Then click **Next**.

TermStar displays the following window:

10. Specify how the individual fields are separated within a language entry:

   – **Fields are always separated by a unique separator:** If you have selected this option, select the character from the **Unique separator** list that will separate the fields within a language entry.

   – **The beginning of fields is identified by unique tags:** Select this option if the beginning of fields is identified by the same tags in all data records.

   – **The beginning of fields is defined as a position within the data record:** Select this option if the position of the start of a field is the same in all data records.

   Select the required option, determine the delimiters (if applicable), and click **Next**.

   You can skip the following steps and continue with

11. If the data record has no subgroups for each language (» step 3, page 95), specify how the individual data records will be separated in the following window:


- **Fields are always separated by a unique separator:** If you select this option, choose the character from the **Unique separator** list that will separate the fields within a language entry.

- **The beginning of fields is identified by unique tags:** Select this option if the beginning of fields is identified by the same tags in all data records.

- **The beginning of fields is defined as a position within the data record:** Select this option if the position of the start of a field is the same in all data records.

Select the required option, determine the delimiters (if applicable), and click **Next**.
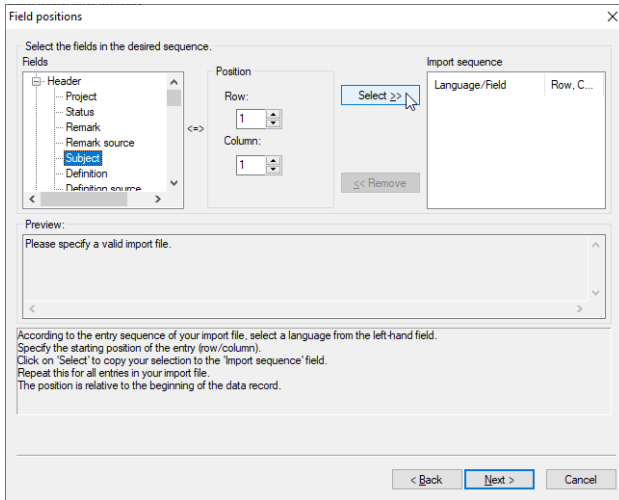
TermStar displays one of the following windows:

Field sequence with unique separator
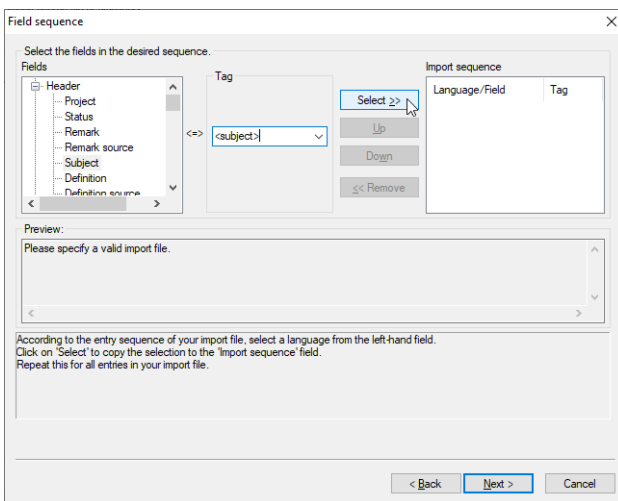
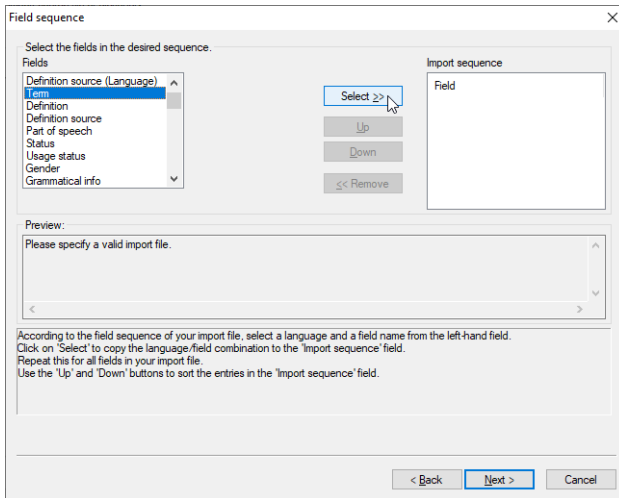

Field sequence with unique tags

Field sequence with unique position
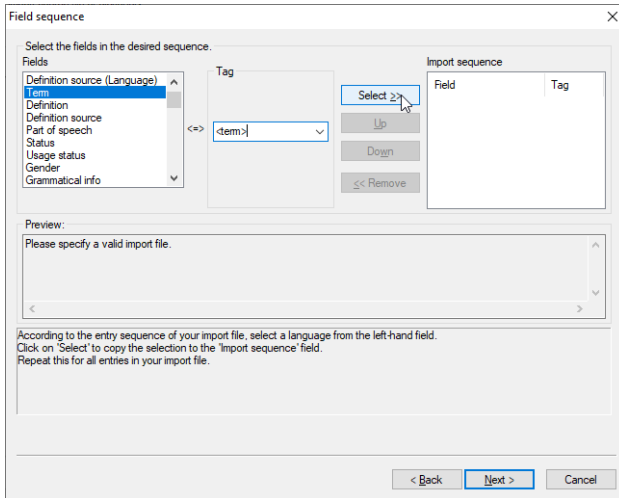
12. In the **Field sequence** window, specify which language entry fields are contained in the import file and how the individual language entry fields can be identified in the import file.

In the **Fields** section, TermStar displays a list with all the fields available in TermStar.

Field sequence with unique separator

Field sequence with unique tags

Field sequence with unique position

If the data records have <u>no</u> subgroups for each language (» step 3, page 95), click on the plus sign next to `Header` or the language name.

How you specify the import sequence depends on how the fields are delimited (» step 10, page 104 or » step 11, page 105):

– If the fields are always separated by a unique separator, select the field from the **Fields** list and click **Select**. To change the position of a field in the **Import sequence** list, select it and click **Up** or **Down**.

– If the start of the fields is identified by an individual tag, select the field from the **Fields** list, select the relevant tag from the **Tag** list and click **Select**.

– If the start of the field is defined by a position within the data record, select the field from the **Fields** list, enter the position for the start of the field in the **Row** and **Column** fields and click **Select**.

Carry out this step until all fields in the **Import sequence** list are in the correct order, with the correct tags or with the correct position. Then click **Next**.

TermStar displays the following window:

The remaining steps are the same as those for an import definition for table layouts with unique field separators. Proceed from » step 6, page 81 as explained.

Managing import definitions

Overview   In addition to the **Modify** option (» Calling up the import definition wizard, page 72), the import definition wizard also offers you two further management functions for existing import definitions:

- Deleting import definitions (» page 110)
- Saving an import definition under a new name (» page 110)

Deleting import   **How do I delete an import definition?**
definitions
1. Call up the list of import definitions (» Calling up the import definition wizard, page 72).

2. Select the definition from the list and select **Delete**.

   TermStar displays the following message:
   ```
   Do you really want to delete the definition?
   ```

3. Decide whether you really want to delete the definition:
   - Select **No** to cancel the process.
   - Select **Yes** to delete the definition.

   TermStar deletes the selected definition.

Saving an import   **How do I save an import definition under a new name?**
definition under a
new name
1. Call up the list of import definitions (» Calling up the import definition wizard, page 72).

2. Select the definition from the list and select **Save as**.

   TermStar displays the following window:
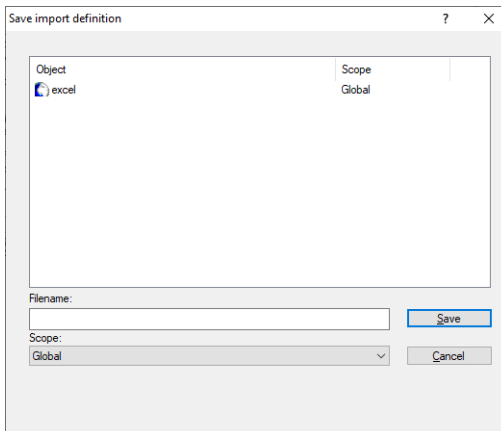
3. Specify how TermStar should save the definition:

   – Enter a name for the new definition in the **Filename** field.

   – Select the scope for the new definition from the **Scope** list.

4. Click **Save** to confirm the information entered.

TermStar has saved the new definition and displays it in the **Database administrator: Expert** window.

Additional options for import definitions

Overview If you are creating an import definition using the import definition wizard, you can configure further options at the end in the **Summary** window, by clicking **Additional options** (» step 7, page 81).

TermStar displays the **Additional options** window with the following tabs:

- Substitutions (» page 112)
- Default values (» page 114)
- Duplicate fields (» page 115)
- Escapements (» page 117)

Substitutions In the **Substitutions** tab, you can specify that TermStar searches for and replaces field values <u>after</u> a successful import. This corresponds to searching and replacing with TermStar data manipulation.

> **Do not remove predefined substitutions!**
>
> The **Substitutions** tab may already contain predefined substitutions. These have been automatically inserted if you have selected the following option in the import definition wizard (» step 4, page 78):
> **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character**
>
> Leave these substitutions unchanged and do <u>not</u> remove them. Otherwise the option cannot be implemented correctly.

How do I add a substitution?

1. In the **Additional options** window, open the **Substitutions** tab:

TermStar displays the following in the table:

- **Field** column: Field in which TermStar carries out the substitution
- **Find** column: Search string that TermStar searches for
- **Replace** column: Search string that TermStar uses as a replacement
- **Options** column: Options for the substitution

2. To add a field for a substitution, click **Add field**.

   TermStar displays the following window:
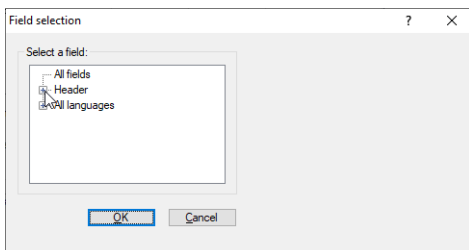
3. Specify which field TermStar should use when carrying out the substitution:
   - If you want TermStar to carry out the substitution in all fields, select **All fields**.
   - To have TermStar display the fields for header or all languages, click on the plus sign next to `Header` or `All languages`.
   - Select the required fields for the headers or all languages.

   Confirm your choice by clicking **OK**.

   TermStar closes the window and displays the **Additional options** windows with the **Substitutions** tab again. TermStar displays the selected field in the table.

4. Specify how you want TermStar to search and replace:
   - Select the field in which TermStar should search and replace.
   - In the **Find** field, enter the search string that TermStar should search for.
   - In the **Replace with** field, enter the search string that TermStar should use as a replacement.
   - If you do not want to use a regular expression, select **String (default)**.
   - If you want to use regular expressions, select **Regular expression (advanced search)**.

     You can find more information on how to use regular expressions in the » Transit/TermStar Reference Guide.
   - If you want TermStar to differentiate between upper and lower case in the search text, select **Match case**.

TermStar displays the substitution in the table.

- – If you want to change the settings for a field, select the field in the table and change the settings. TermStar displays the modified settings in the table.
- – If you want to remove the substitution for a field, select the field in the table and click **Remove**. TermStar removes the field from the table.

5. Confirm your settings with **OK**.

TermStar closes the window and displays the **Summary** window again. You can now complete and save the import definition (» step 7, page 81).

Default values   In the **Default values** tab, you can specify the values that TermStar adopts automatically during import. You can use this to specify whether TermStar should always adopt the values (and therefore overwrite imported values) or only enter them in empty fields.

> **Default values only effective for imported language entries**
>
> TermStar uses the default values that you specify here for imported language entries – but not for language entries which already exist in the target dictionary.
>
> If you want to provide existing language entries with standard values, you can use the data manipulation.

How do I add a default value for the import?

1. In the **Additional options** window, open the **Default values** tab:
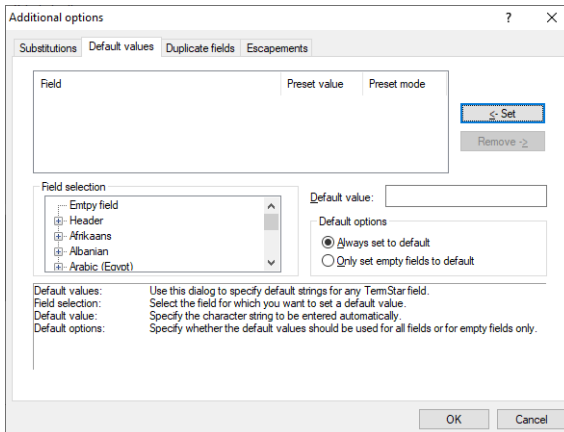
TermStar displays the following in the table:

- – **Field** column: Field in which TermStar provides the value
- – **Preset value** column: Value that TermStar enters in the field
- – **Preset mode** column: Options for the default values

In the **Field selection** section, TermStar displays a list with `Empty field,` `Header` and all the languages available in TermStar.

2. Specify which field the default values should apply to:
   - To make TermStar display the fields for a header or a language, click on the plus sign next to `Header` or the name of the language.
   - Select the required fields for the headers or the language.

3. Specify which values TermStar should enter in the field.

   In the **Default value** field, enter the desired value.

4. Specify when TermStar should enter the value in the field:
   - If TermStar should always enter the value and therefore should overwrite the import file values, select **Always set to default**.
   - If TermStar should only enter the value if the field is empty, select **Only set empty fields to default**.

5. Accept the settings for these default values by clicking **Set**.

   TermStar displays the default values in the table.
   - If you want to change the settings for a default value, select the default value in the table and change the settings. TermStar displays the modified settings in the table.
   - If you want to remove a default value, select the default value in the table and click **Remove**. TermStar removes the default value from the table.

6. Confirm your settings by clicking **OK**.

TermStar closes the window and displays the **Summary** window again. You can now complete and save the import definition ().

Duplicate fields If you are importing a file which has fields defined by tags, duplicate fields may exist: If the same tag occurs in the import file twice within one language entry, it is a duplicate field.

Only relevant for import formats with tags

For import formats whose fields are defined by positions or separators, duplicate fields cannot exist. For these formats, the **Duplicate fields** tab is not relevant.

In the **Duplicate fields** tab, you can specify how TermStar deals with duplicate fields in the import file. By default, TermStar writes the content of the duplicate field one after another in a target field.

How do I specify how duplicate fields are handled?

1. In the **Additional options** window, open the **Duplicate fields** tab:
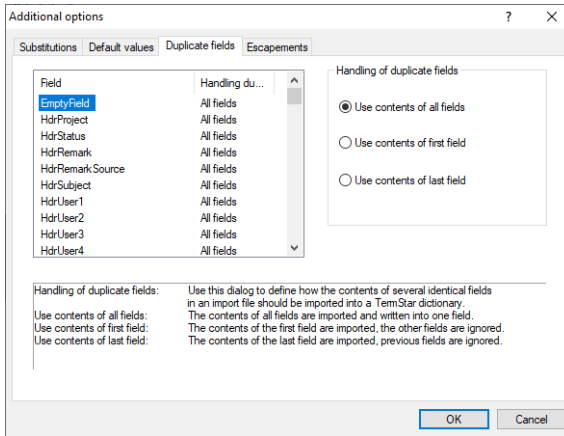
TermStar displays the following in the table:

- **Field** column: All TermStar fields
- **Handling duplicate fields** column: Current setting for the field

By default, **Use contents of all fields** is selected for all fields.

2. To change the settings for a field, select the relevant field in the table and select one of the following options in the **Handling of duplicate fields** section:

- **Use contents of all fields**: For duplicate fields, TermStar adds the content of all fields in turn in the target field.
- **Use contents of first field**: For duplicate fields, TermStar enters only the content of the first field in the target field.
- **Use contents of last field**: For duplicate fields, TermStar enters only the content of the last field in the target field.

Select the required option for the selected field.

3. Confirm your settings by clicking **OK**.

TermStar closes the window and displays the **Summary** window again. You can now complete and save the import definition ().

Escapements   During import, specific characters can be allocated a special function (e.g. semicolon as field separator). These characters may also occur within a field as field content. TermStar must then be able to interpret the character as a "normal" character without the special function.

The same character can equally be both a normal character and a character with a special function. To uniquely identify the function, *Escapements* are used. An escapement is an additional character that precedes the character if it should be interpreted as a "normal" character (without special function).

● Example:

The semicolon (;) is the separator between the fields and also occurs within the fields. In this location, it is identified by being prefixed with a backslash (\). The backslash is the escapement:

`raven;noun;biology\; ornithology;bird`

TermStar interprets the third semicolon using the corresponding defined escapement as a "normal" character and imports the data in four fields:

`raven|noun|biology; ornithology|bird`

Without an escapement, TermStar interprets the third semicolon as the separator for the fields and does not import it as required:

`raven|noun|biology|ornithology|bird`

The escapement must be contained in the import file

The escapement (in the example: backslash) must be contained in the import file (» Input definition for a table layout with a unique field separator, page 76).

Otherwise, the import file must be converted accordingly before import. To do so, pre-processing can be carried out with the expert (» Pre-processing, page 122).

Do not remove predefined escapements!

The **Escapements** tab may already contain predefined escapements. These have been automatically inserted if you selected the following option in the import definition wizard (» step 4, page 78): **A column delimiter character used within a text field is marked (escaped) by the following special prefix character**

Leave these escapements unchanged and do not remove them. Otherwise the option cannot be implemented correctly.

How do I define escapements?

1. In the **Additional options** window, open the **Escapements** tab:
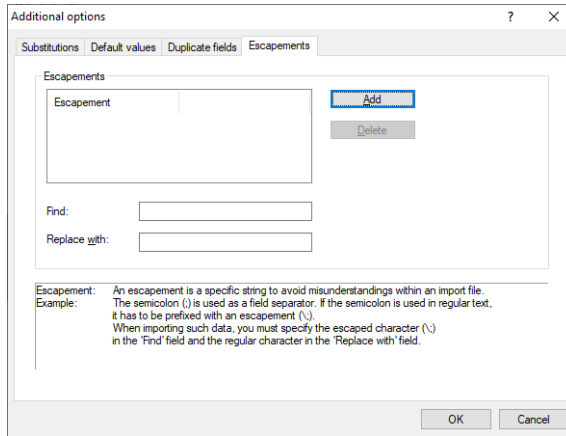
TermStar displays the following in the table:

- **Escapement** column: Search string in the import file that TermStar should replace
- Second column: Search string which TermStar should use to replace the escapement

2. Specify the escapement as follows:

- In the **Find** field, enter the search string in the import file that TermStar should replace. In our example: \;
- In the **Replace with** field, enter the search string that TermStar should use to replace the escapement. In our example: ;
- Click **Add**.

TermStar displays the escapement and the replacement in the top table.

If you want to delete an escapement, select it in the table and click **Delete**.

3. Confirm your settings with **OK**.

TermStar closes the window and displays the **Summary** window again. You can now complete and save the import definition (» step 7, page 81).

Import definition expert

Overview   The import definition expert is designed for experienced users and allows further settings to be made, in addition to the functions of the wizard (» Starting the import definition expert, page 119).

EXPERT DOES NOT ALLOW ANY SUBSEQUENT EDITING WITH THE WIZARD

The wizard supports additional settings that are not available in the wizard.

Therefore, you can longer use the wizard for import scripts that you have edited with the import definition expert.

Saving the import definition after changing

If you change an import definition, save it so that your changes are retained.

The following settings can be made with the expert:

Setting	Explanation
Escapements (» page 121)	Characters which precede the characters for special functions, so that TermStar interprets these as "normal" characters
Date format (» page 121)	Format of date information in the import file
Pre-processing (» page 122)	Find and replace field contents in the import file before import (corresponds to conversion of the import file)
Delimiters (» page 122)	Characters which separate data records, headers, language entries and subentries from one another in the import file
Field contents (» page 127)	Search strings which define the start and end of field contents in the import file
Copy fields (» page 129)	Copy field contents of fields of the import file into (other) fields in the dictionary
Substitutions (» page 130)	Find and replace field contents in the dictionary after import (corresponds to automatic data manipulation)
Default values (» page 130)	Insert field contents automatically during import
Duplicate fields (» page 131)	Handling of fields which are duplicated in a single data record in the import file

Starting the import definition expert

How do I call up the import definition expert?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.

    TermStar displays the **TermStar database expert** window with the list of the databases and dictionaries.

2. Select the dictionary and click **Import/Export**.

    TermStar displays the **Database administrator: Expert** window.

3. In the **Import** tab, open the **File-type definition** tab and select **User-defined**.

In the right-hand side of the tab, TermStar displays a list of the import definitions:
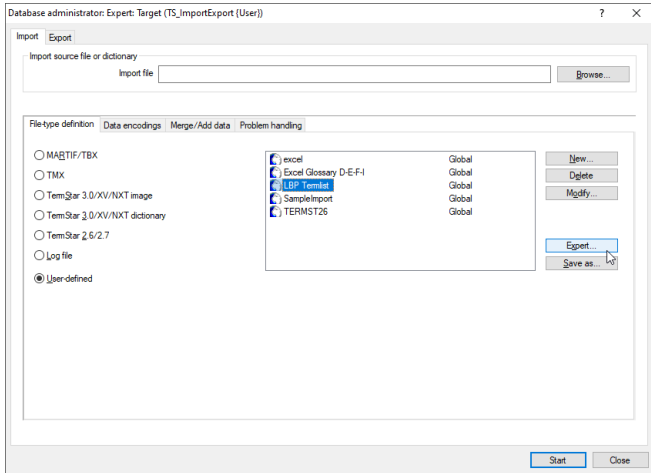
4. Select the import definition that you want to edit and click **Expert....**

   If the import definition has not previously been edited with the expert, TermStar displays a message:
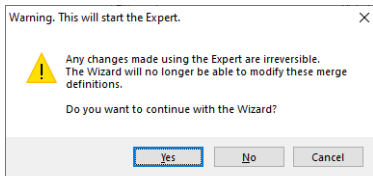
   Decide how you want to proceed:

   – To edit the definition not with the expert, but with the wizard, click **Yes**.

      This will allow you to use the wizard for this import definition again later.

   – To edit the import definition with the expert and configure further settings, click **No**.

      Doing so, you will have to use the expert when editing this import definition later.

   – Click **Cancel** if you do not want to edit the import definition.

If you have decided to use the expert, TermStar displays the import definition in the expert.

Escapements   In the **Escapements** tab, you can specify the characters which precede special functions so that they can be interpreted as "normal" characters:
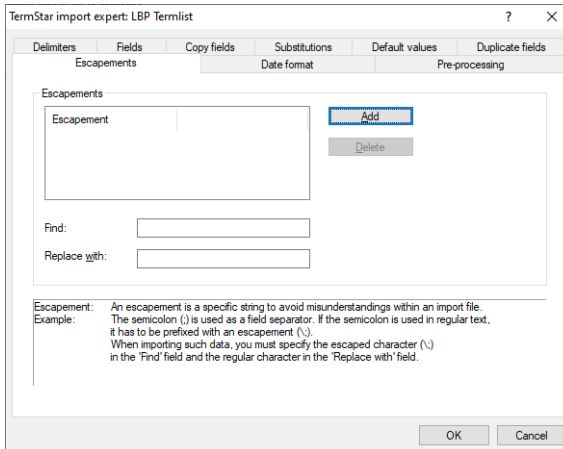
The **Escapements** tab in the expert corresponds to the **Escapements** tab in the wizard's additional options (» Escapements, page 117).

Date format   In the **Date format** tab, you can specify the format of the date information in the import file:
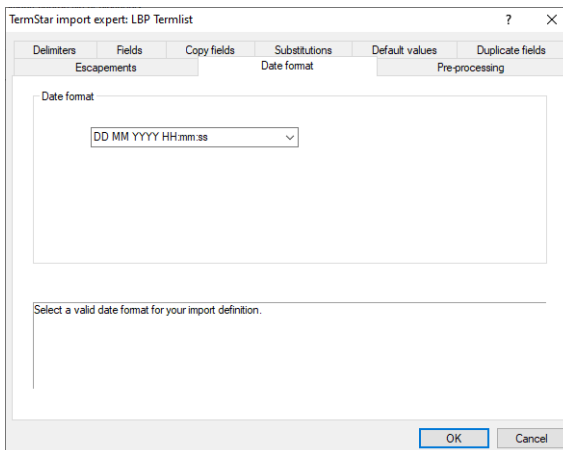
The **Date format** tab in the expert corresponds to the **Date format** window in the wizard (» step 6, page 81).

Pre-processing
In the **Pre-processing** tab, you can specify how TermStar finds and replaces field contents in the import file <u>before</u> import (corresponds to conversion of the import file).
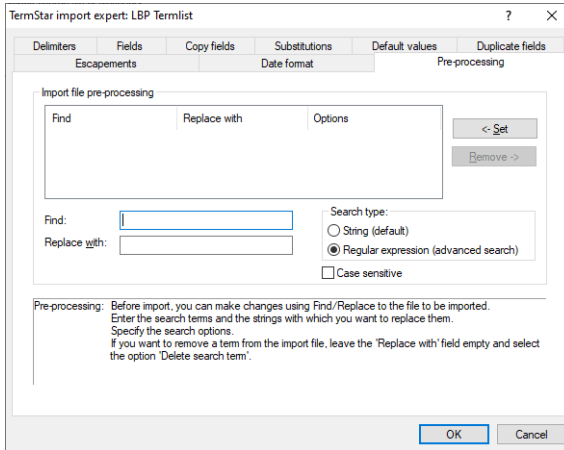
You can configure the settings in the **Pre-processing** tab in the expert in the same way as the settings for **Substitutions** in the wizard's additional options (» Substitutions, page 112).

Bear in mind that TermStar carries out pre-processing in the import file <u>before</u> import, but substitutions are carried out <u>after</u> import.

Delimiters
In the **Delimiters** tab, you can specify how data records, headers, language entries and subentries are separated from one another in the import file:
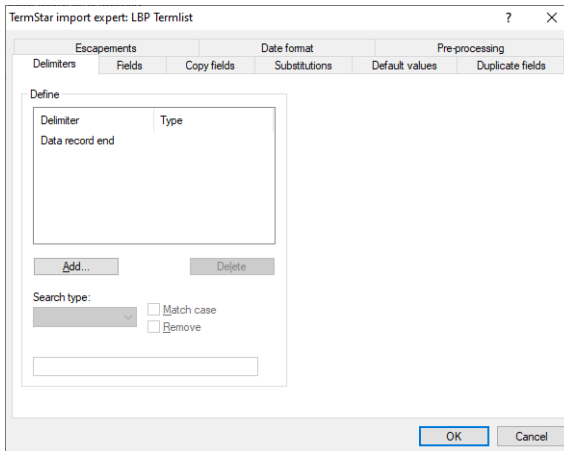
In the left-hand section, TermStar displays the following:

- Table with the defined separators
  - **Delimiter** column: Meaning of the separator
  - **Type** column: Type of separator used to delimit the start and end of a language entry and the start and end of a subentry
- **Search type** list: Type of search TermStar should use for the separator (i.e. how it is defined):
  - `String`: As a sequence of characters
  - `Regular expression`: Using regular expressions (» Transit/TermStar Reference Guide)
  - `Row/Column`: If the delimiter can be uniquely identified through its position in the data record
- **Match case** option: In the search, TermStar considers the case.
- **Remove** option: During import, TermStar removes the search string or the regular expression from the imported data.
- Lower field
  - For the `String` and `Regular expression` search types: Strings and regular expressions that TermStar finds as separators
  - For `Row/Column` search type: Rows and columns for the position that TermStar uses for the delimiter.

In the right-hand section, TermStar displays further information for certain types of separator (» step 4, page 125 or » step 5, page 126).

How do I specify how data records, headers, entries, and subentries are separated from another in the import file?

1. Add a new delimiter by clicking **Add** in the left-hand section.

   TermStar displays the following window:
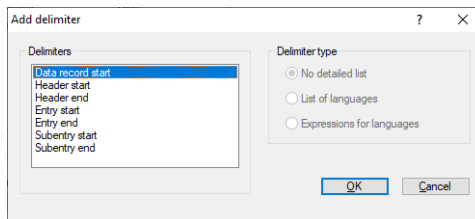
   In the **Delimiters** section, TermStar displays all delimiters which have not yet been defined. In the **Delimiter type** section, TermStar displays additional options for the start and end of language entries and the start and end of subentries.

2. In the **Delimiters** section, select the delimiter that you want to define.

   For the start and end of language entries or subentries, specify how TermStar can recognise the language of the language entry or type of subentry within a data record:

   – **No detailed list** or **No subentry list:** The different languages or type of subentry cannot be recognised either due to their order in the data record or through a unique expression.

   – **List of languages** or **List of subentries**: The languages or type of subentries are in a set order in the data record

   – **Expressions for languages** or **Expressions for subentries**: The languages or type of subentries can respectively be designated by an individual expression.

   Confirm your settings with **OK**.

   TermStar displays the **Delimiters** tab again. In the table in the left-hand section, TermStar displays the delimiters that you just added.

3. Specify how TermStar can recognise the delimiter in the import file:

   – In the **Search type** list, select whether TermStar should search for a string or a regular expression or whether the delimiter can be individually identified by its position in the data record.

   – Select **Match case** if TermStar should consider the case of the string or the regular expression.

   – Select **Remove** if TermStar should remove the search string or regular expression from the imported data during import.

   – For the `String` and `Regular expression` search types, enter the string or regular expression in the lower field that TermStar should search for as the delimiter

   – For the `Row/Column` search type, enter the position of the delimiter in the data record in the **Row** and **Column** fields.

4. If you have selected **List of languages** or **List of subentries** for the delimiter (**» step 2**, page 124), TermStar displays the **Specification** section on the right, in which you can create a table for the languages entries or subentry types:
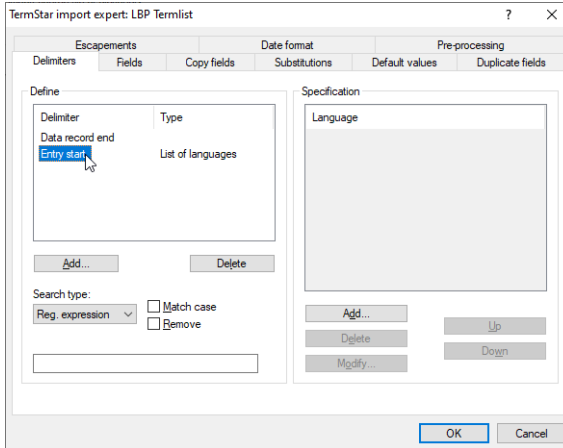
Specify what order the languages or subentries should appear in the import file.

– To add a language or a subentry type, click **Add** in the **Specification** section. Add the languages or subentries in the order they appear in the import file.

– TermStar displays the **Add or change language** or **Add/change subentry** windows:
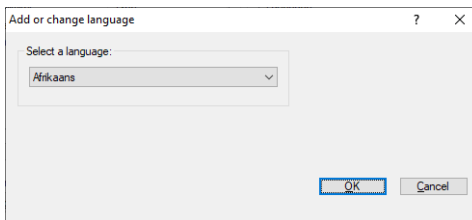
– From the list, select the language or subentry that you wish to add, and confirm your choice with **OK**.

TermStar displays the **Delimiters** tab again with the added language or added subentry in the table in the **Specification** section.

– Repeat these steps until all languages or subentries in your import file are in the correct order in the table in the **Specification** section.

5. If you have selected **Expressions for languages** or **Expressions for subentries** for the delimiter (» step 2, page 124), TermStar displays the **Specification** section on the right with a two-column table for the language entries or subentry types:
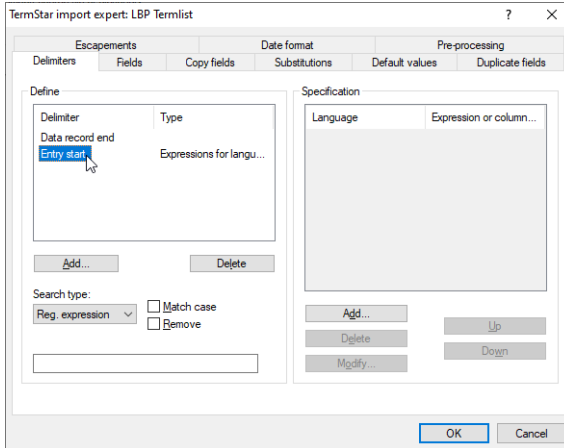
Specify how TermStar can identify the languages or subentries in the import file.

– To add a language or a subentry type, click **Add** in the **Specification** section on the tab.

TermStar displays the **Add or change language** or **Add/change subentry** window.

– From the list, select the language or subentry that you wish to add.

– For the `String` and `Regular expression` search types, enter the string or regular expression that TermStar can use to identify the language in the **Expressions for languages** field:
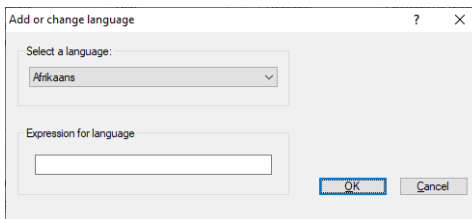
– For the `Row/Column` search type, enter the position of the delimiter in the data record in the **Row** and **Column** fields:

– Confirm your choice by clicking **OK**.

TermStar displays the **Delimiters** tab again with the added language or added subentry in the table in the **Specification** section.

Repeat these steps until all languages or subentries in your import file are in the correct position in the table in the **Specification** section or have the correct expression.

Field contents   In the **Fields** tab, you can specify how the individual fields are identified in the import file:

You can configure the settings in the **Fields** tab in the expert in the same way as the settings for **Delimiters** in the expert ().

However, please note the following special features:

● If you add fields (same as » step 1, page 123), TermStar displays a list of fields and field groups:
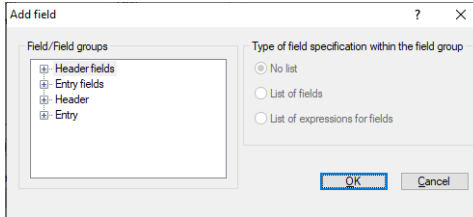
    – To have TermStar display the fields of a field group, click on the plus sign next to the field group.

    – To be able to specify the start and end of a field, click on the plus sign next to the field name.

● For certain fields, you can select how TermStar can identify the fields (same as » step 2, page 124):

    – **No list**: The fields cannot be recognised either by their order in the data record or by a unique expression.

    – **List of fields**: The fields are in a set order in the data record.

    – **List of expressions for fields:** The fields can each be designated by an individual expression.

● If you have selected **List of fields** or **List of expressions for fields** and add fields in the **Field specification** section of the tab (same as » step 4, page 125 and » step 5, page 126), TermStar displays the following window:
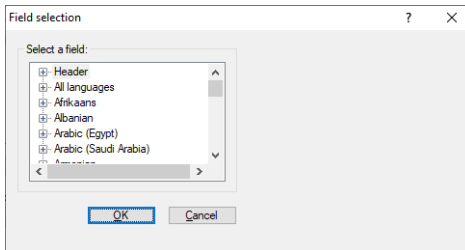
TermStar displays a list with Header, All Languages and all the languages available in TermStar. To have TermStar display the fields for the header or all languages, click on the plus sign next to Header or All languages or the language name.

Copy fields   In the **Copy fields** tab, you can specify whether and how TermStar copies the contents of fields in the import file into (other) fields for the header or entry:
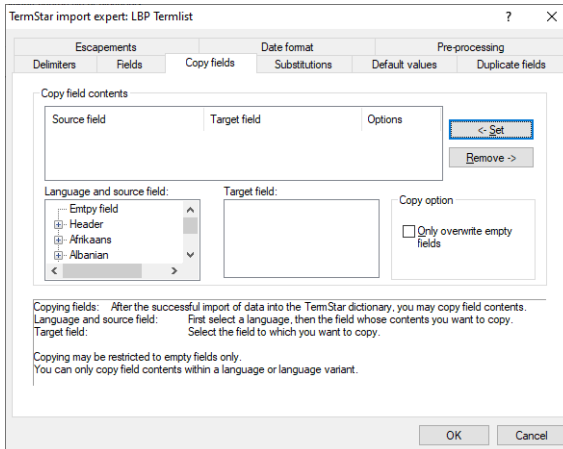
TermStar displays the following in the table:

- **Source field** column: The field whose content is copied
- **Target field** column: The field into which TermStar copies the content
- **Options** column: Options for copying

In the **Language and source field** section, TermStar displays a list with `Empty field`, `Header` and all the languages available in TermStar. To make TermStar display the fields for a header or a language, click on the plus sign next to `Header` or the name of the language.

How do I specify how TermStar copies field content during import?

1. Specify which field content TermStar should copy: In the **Language and source field** section, select the source field.

2. Specify which field TermStar should copy the content into: Select the target field from the **Target field** list.

   Depending on the source field selected (header or entry field), TermStar displays all the header or entry fields available in TermStar.

3. Specify when TermStar should copy:

   – Select **Only overwrite empty fields** if TermStar should only copy the content if the target field is empty.

   – If you delete the selection **Only overwrite empty fields**, TermStar always copies the contents into the target field, thereby overwriting any content that already exists.

4. Click **Set** to confirm your settings for the copying.

TermStar displays the copy procedure in the table.

To delete a copy procedure, select it in the table and click **Remove**.

Substitutions

In the **Substitutions** tab, you can specify how TermStar finds and replaces field content <u>after</u> import in the dictionary (corresponds to automatic data manipulation).
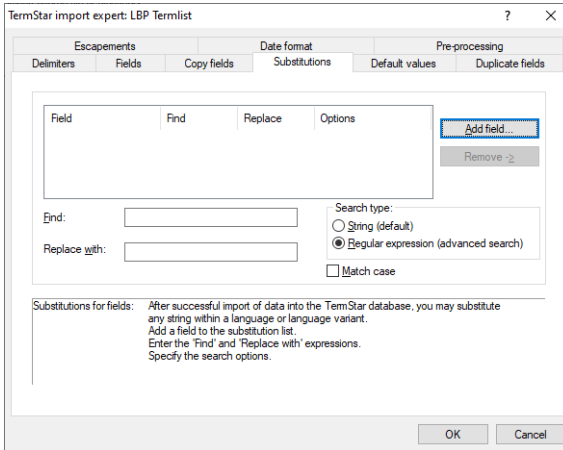
The **Substitutions** tab in the expert corresponds to the **Substitutions** tab in the wizard's additional options (» Substitutions, page 112).

Default values

In the **Default values** tab, you can specify whether and how TermStar automatically adopts field contents during import:
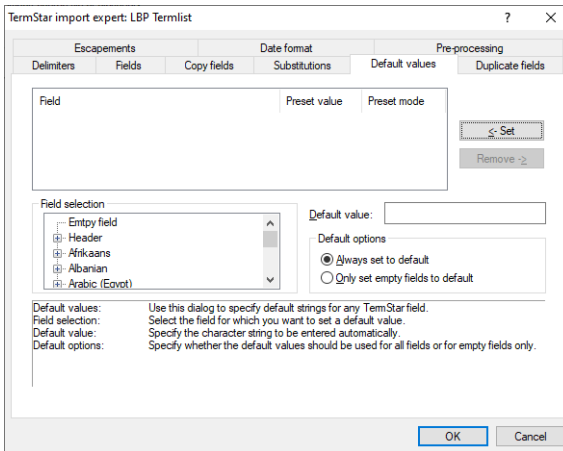
The **Default values** tab in the expert corresponds to the **Default values** tab wizard's additional options (» Default values, page 114).

Duplicate fields
In the **Duplicate fields** tab, you can specify how TermStar handles fields which are duplicated within a single data record in the import file:
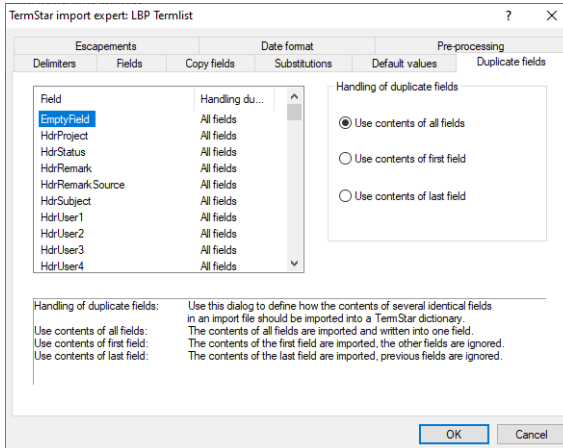
The **Duplicate fields** tab in the expert corresponds to the **Duplicate fields** tab wizard's additional options (» Duplicate fields, page 115).

Duplicate fields can only occur in import formats with tags

If the fields are defined by positions or separators, duplicate fields cannot exist.

5 Exporting terminology

Overview

Using the export function on TermStar, you can export the content of your TermStar dictionaries into external files. You can then use these files to import the terminology into another terminology management program. An overview of the possible data formats can be found in » Supported data formats, page 133.

To export terminology, you can either work with the wizard or via the expert:

● The wizard takes you step by step through the export process, so that you do not miss anything out and all important settings are defined (» Exporting terminology in MARTIF format, page 134 to » Exporting terminology in TermStar image format, page 146).

● The expert is designed for experienced users and allows – in addition to the functions of the wizard – further settings to be made (e.g. filters for export; » Export expert, page 148).

> **Saving dictionaries as user-defined**
>
> As an alternative to export, you can save dictionaries as user-defined. TermStar will then save the dictionary as TermStar displays it: With the selected layout and, when applicable, active filters (» Save contents of dictionary as user-defined, page 152).

> **Sending dictionaries to other TermStar users**
>
> If you simply wish to transfer a dictionary to a TermStar user, you can also use the *Pack project* option and pack the relevant dictionary with it (» TermStar User Guide).

Supported data formats

Overview   TermStar supports the following data formats for terminology export:

Format	Description
MARTIF (`.mtf`)	Standardised ISO format for terminology exchange (» Exporting terminology in MARTIF format, page 134).
	This format also supports the export of dictionary settings (» Exporting dictionary settings, page 133).
TBX (`.tbx`)	XML format for terminology exchange (» Exporting terminology in TBX format, page 136).
TMX (`*.tmx`)	XML format for providing terminology as translation memory (» Exporting terminology in TMX format, page 140).
Excel	Tables for Microsoft Excel (» Exporting terminology in Excel or CSV formats, page 143).
CSV	Plain text file format with column delimiters (» Exporting terminology in Excel or CSV formats, page 143).
TermStar image (`.img`)	TermStar format for exchanging dictionaries with other computers (» Exporting terminology in TermStar image format, page 146).
	This format is also supported by the previous TermStar versions 3.0 and XV.
TermStar 2.x	TermStar format for exchanging the dictionary with TermStar 2.6 and TermStar 2.7 (no longer necessary)
User-defined	Saves the dictionary with the layout and, when applicable, filtered as a text file (» Save contents of dictionary as user-defined, page 152).

Exporting dictionary settings   Using the data format MARTIF, you can export the following dictionary settings in addition to terminology:

- All values lists
- Input verification and used value lists
- Default values
- Changed field names
- Passwords

If the **Miscellaneous** option is selected, TermStar exports all settings specified on the **Miscellaneous** tab of the dictionary settings in addition to terminology.

If the **Only settings, no data** option is selected, TermStar exports no data records or language entries, but only the settings of the dictionary (input verification rules, value lists, changed field names, etc.). This option is designed for when you wish to use the settings of the existing dictionary in a new, empty dictionary.

Exporting terminology in MARTIF format

TermStar's export wizard takes you step by step through the process and gives you an explanation for each step.

How do I export terminology into MARTIF format using the wizard?

1. Select **Dictionaries | Export terminology | MARTIF** from the resource bar.
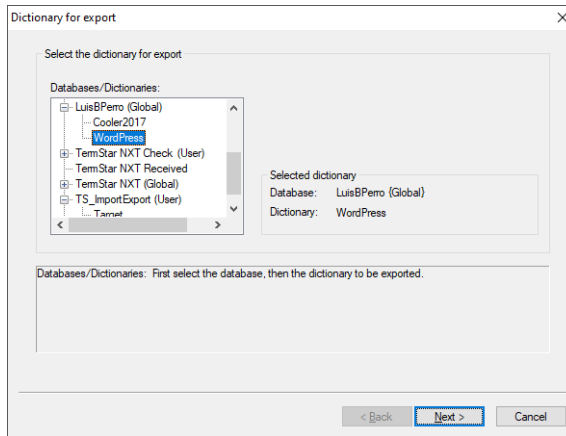
   TermStar displays the following window:

   To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

2. Select the dictionary and click **Next**.

3. TermStar displays the following window:
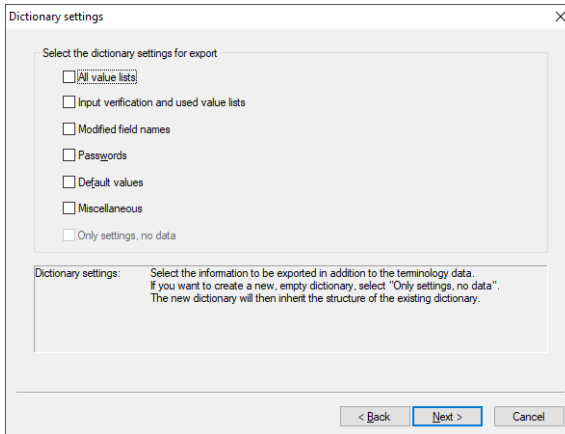
Select which dictionary settings you wish to export in addition to the terminology (» Exporting dictionary settings, page 133) and click **Next**.

TermStar displays the following window:
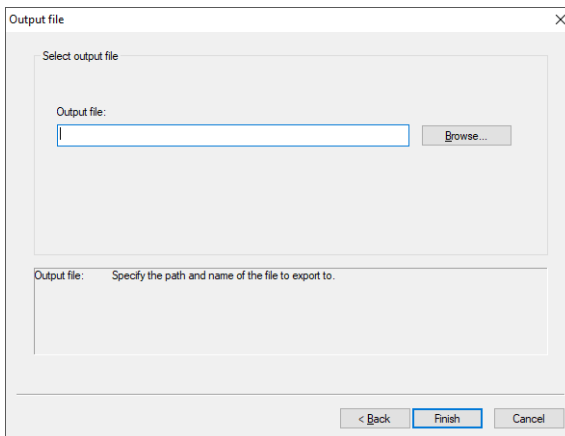
4. Click **Browse** to specify the drive, path, and name of the file into which TermStar should export the terminology.
5. To start the export, click **Finish**.

TermStar displays the export progress.
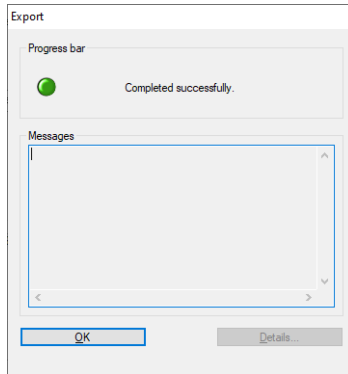
Once TermStar has completed the export, TermStar displays the following message:

`Completed successfully.`

Close the window with **OK**.

Exporting terminology in TBX format

Preparing a dictionary for TBX

If you wish to export terminology from TermStar into the TBX format, you have to prepare the dictionary <u>before</u> entering the terminology, so that your terminology is available in the valid TBX format.

How do I prepare a dictionary for TBX?

1. Create a new dictionary (» TermStar User Guide).

2. In **View | Manage views**, select the view NXT_TBX (» TermStar User Guide).

   TBX uses values lists for some language entry fields. To ensure these values lists are available when entering terminology, TermStar creates a MARTIF file which contains these values lists.

   To import this file into your new dictionary:

   – Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.

     TermStar displays the **TermStar database expert** window with the list of the databases and dictionaries.

   – Select your newly created dictionary and click **Import/Export....**

TermStar displays the following window:
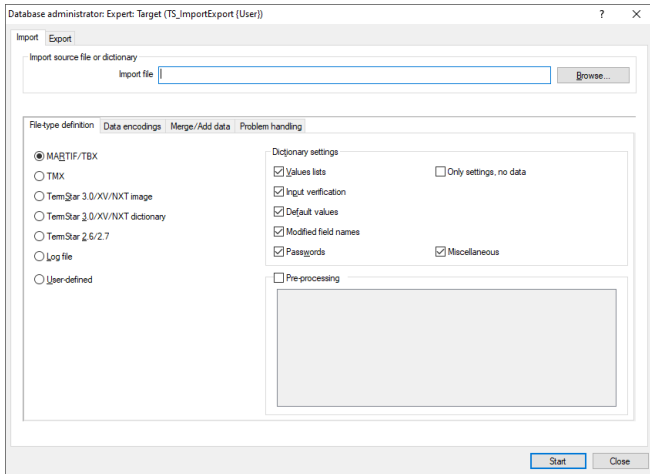
- – Open the **Import** tab.
- – In the **Import file** input field, enter the file `TBX_Structure.mtf` with its full folder path or select it via **Browse**. You will find this file in the `db` folder of your Transit/TermStar directory (e.g. `C:\Program Files\TransitNXT\db`).
- – Select **MARTIF/TBX** as the file format.
- – Select **Values lists** in the Dictionary settings section and deselect all other options.
- – Click on **Start**.
3. Open the dictionary in TermStar.

The required values lists are now available in your dictionary.

> **The `NXT_TBX` layout must be selected for the dictionary**
>
> Entering the terminology in a layout other than `NXT_TBX` may lead to the information not being in the right fields in the TBX file after export. TermStar and the TBX format do not use the same fields and field names, therefore TermStar fields must be assigned to the TBX fields during export.

Now you can insert TBX-compliant terminology in your dictionary. The layout ensures that the information entered by you ends up in the right fields and the terminology is created in a valid TBX format during export.

Exporting into the TBX format

How do I export terminology into TBX format using the wizard?

For a layout other than `NXT_TBX`: **Use a transformation file for the export**

If your terminology is not in the `NXT_TBX` layout, you cannot use the layout to assign the TermStar fields to the TBX fields.

You can use a transformation file instead. The transformation assigns information to the correct TBX fields and prevents data from being lost during TBX export.

In this case, you carry out the export using the Database expert (» Exporting terminology with the expert, page 148) and select the transformation file in the **Postprocessing** section.

1. Select **Dictionaries | Export terminology | TBX** from the resource bar.
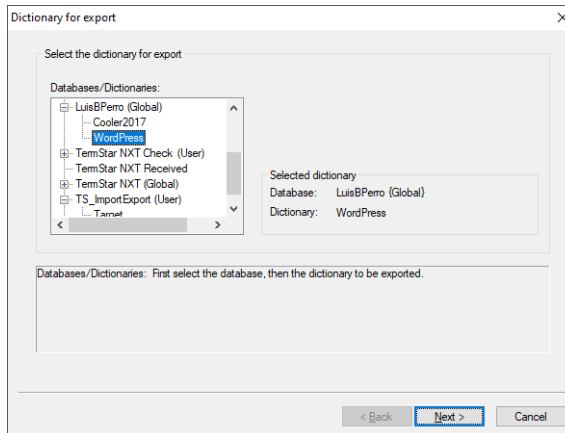
   TermStar displays the following window:

   To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

2. Select the dictionary and click **Next**.

TermStar displays the following window:

3. Click **Browse** to specify the drive, path, and name of the file into which TermStar should export the terminology.

4. To start the export, click **Finish**.

TermStar displays the export progress.

Once TermStar has completed the export, TermStar displays the following message:

`Completed successfully.`

Close the window with **OK**.

Exporting terminology in TMX format

The TMX format allows you to provide terminology for use as a translation memory.

Only one term per data record and language

For the exported data to be useful as a translation memory, it must contain pairwise terms of main entries (i.e. no contents of other fields, no subentries, not more than one language entry per language).

Therefore, from each data record only the first term per language is exported to the TMX file. If data records contain more language entries or subentries, TermStar displays appropriate messages (» "Only the first term..." warning, page 142).

How do I export terminology into TMX format using the wizard?

1. Select **Dictionaries | Export terminology | TMX** from the resource bar.

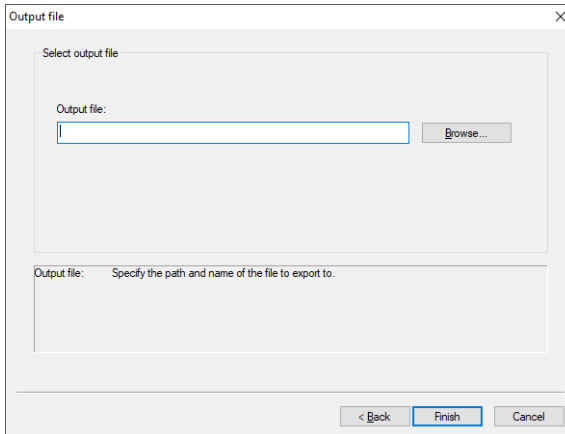2. Select the data format TMX from the list.

    TermStar displays the following window:
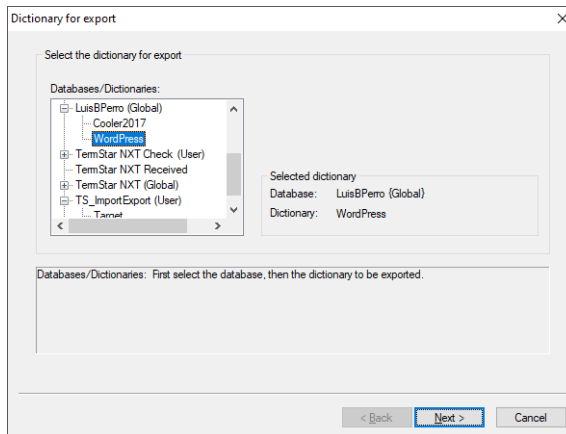
    To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

3. Select the dictionary and click **Next**.
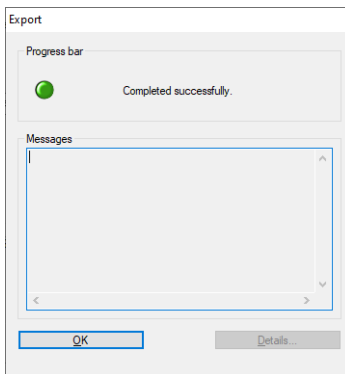
TermStar displays the following window:

4. Click **Browse** to specify the drive, path, and name of the file into which TermStar should export the terminology.

5. To start the export, click **Finish**.

TermStar displays the export progress.

Once TermStar has completed the export, TermStar displays the following message:

`Completed successfully.`

Close the window with **OK**.

"Only the first term..." warning

If the exported dictionary contains data records with several language entries in the same language or subentries, TermStar displays the following warning once the export is completed:
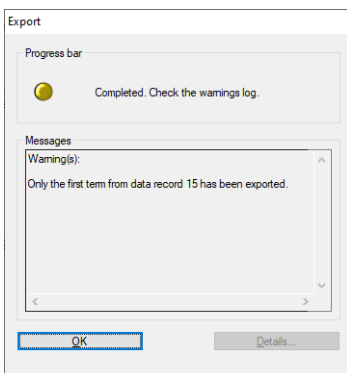
Since translation memory with several language entries in the same language or subentries is not useful, TermStar exports only the first term.

Exporting terminology in Excel or CSV formats

Defining the export format

If you wish to export terminology in Excel or CSV format, the desired structure of the file must be specified in a customised export format.

TermStar saves the settings for the export of the given formats in an *export definition* (» Export definitions for custom data formats, page 154). The saved definition can be reused for subsequent exports with the same or similar export files.

Exporting customised formats

For the most part, exporting customised formats is the same as exporting standard formats. In addition, you must select or create an export definition.

How do I export customised formats?

1. Select **Dictionaries | Export terminology | Excel** or **Dictionaries | Export terminology | CSV** from the resource bar.
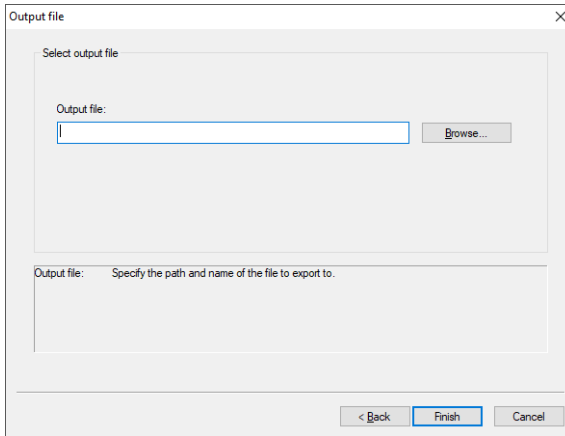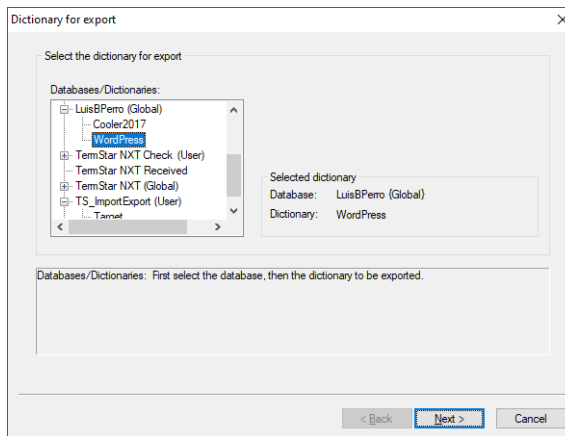
   TermStar displays the following window:

   To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

2. Select the dictionary and click **Next**.

TermStar displays the following window:

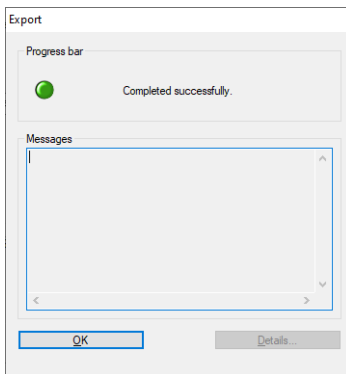3. Select an export definition or create a new one (» Export definitions for custom data formats, page 154).

Click **Next**.

TermStar displays the following window:
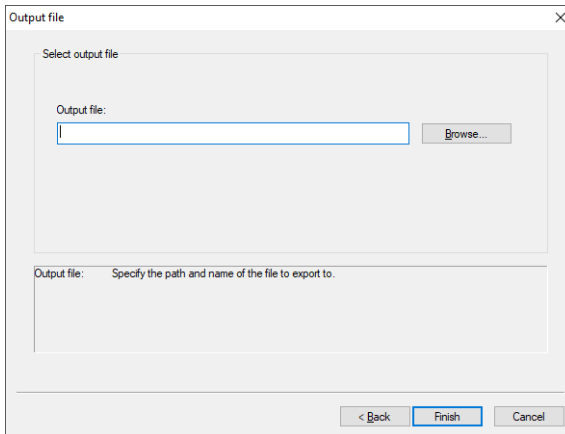
4. Click **Browse** to specify the drive, path, and name of the file into which TermStar should export the terminology.

5. To start the export, click **Finish**.

TermStar displays the export progress.
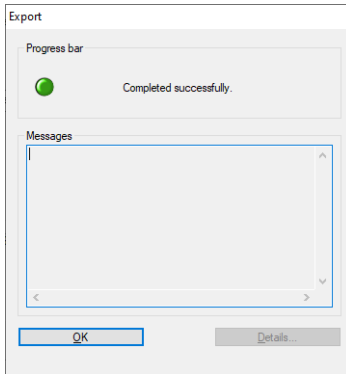
Once TermStar has completed the export, TermStar displays the following message:

`Completed successfully.`

Close the window with **OK**.

"Not all fields were included" warning

If the dictionary contains more terms per data record and language as considered in the export definition, TermStar displays the following warning:
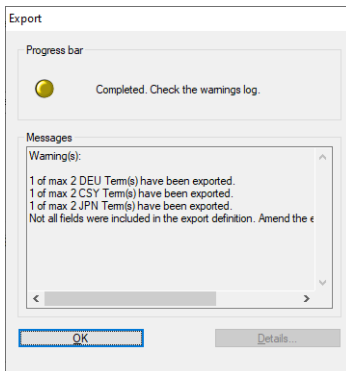
Check whether it is necessary to adapt the export definition and make changes if applicable (» Specifying fields and sequence for export, page 158, » step –, page 158).

Exporting terminology in TermStar image format

TermStar's export wizard can be used to export terminology as an image file, so that it can be imported into another computer in TermStar.

How do I export terminology into TermStar image format using the wizard?

1. Select **Dictionaries | Export terminology | TermStar image** from the resource bar.

    TermStar displays the following window:

    To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

2. Select the dictionary and click **Next**.

TermStar displays the following window:

3. Click **Browse** to specify the drive, path, and name of the file into which TermStar should export the terminology.

4. To start the export, click **Finish**.

   TermStar displays the export progress.

   Once TermStar has completed the export, TermStar displays the following message:

   `Completed successfully.`
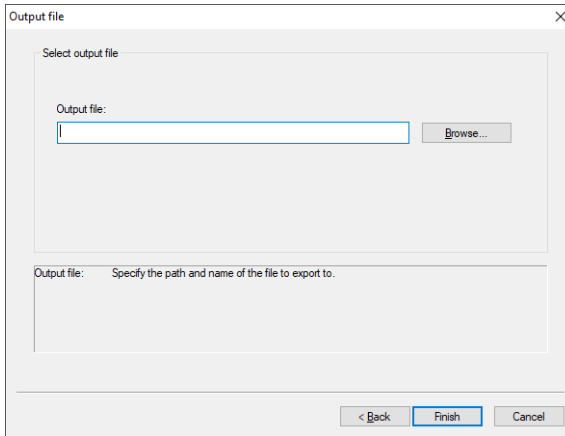
Close the window with **OK**.

Export expert

Overview   The expert allows experienced users to make additional settings which go beyond those available with the wizard. The expert allows you, for example, to select, modify or create user-defined data record filters for export.

The expert also offers you a wide range of standard data record filters which you can use even in conjunction with your own data record filters. TermStar will then only export those data records which correspond to both the default data record filter <u>and</u> your user-defined data record filter.

> **Tip: For individual transformation file, contact STAR**
> If you require a custom transformation file for exporting your terminology, please contact STAR (» Contact, page 2).

Exporting terminology with the expert

How do I export terminology using the expert?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
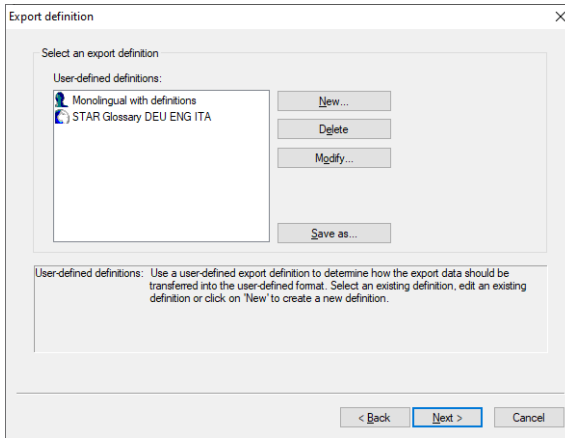
   TermStar displays the following window:
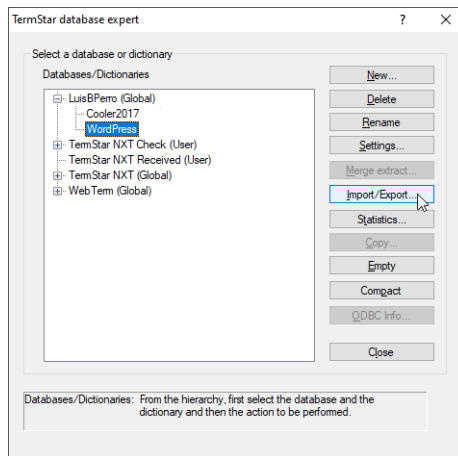
   To make TermStar display the dictionaries in a database, click on the plus sign next to a database name.

2. Select the dictionary and click **Import/Export**.

   TermStar displays the **Database administrator: Expert** window.

3. Open the **Export** tab:
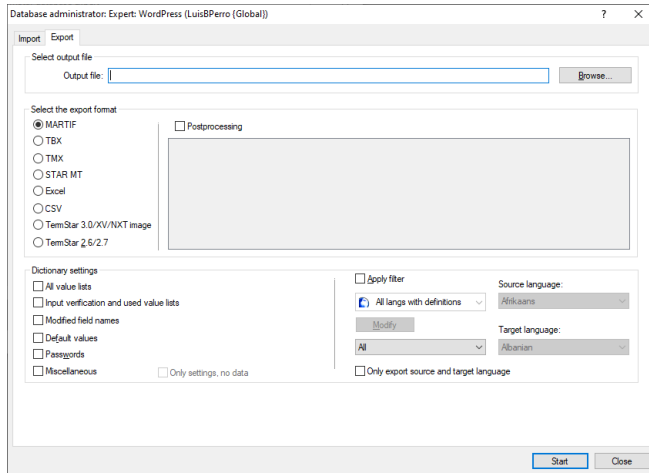
You can define the following on the **Export** tab:

- **Select output file** section: path and name of the file into which TermStar should export the terminology.
- **Select the export format** section: The format that is used for exporting the dictionary (» Supported data formats, page 133).
- For **Excel** or **CSV** format, select the export definition (» Export definitions for custom data formats, page 154).
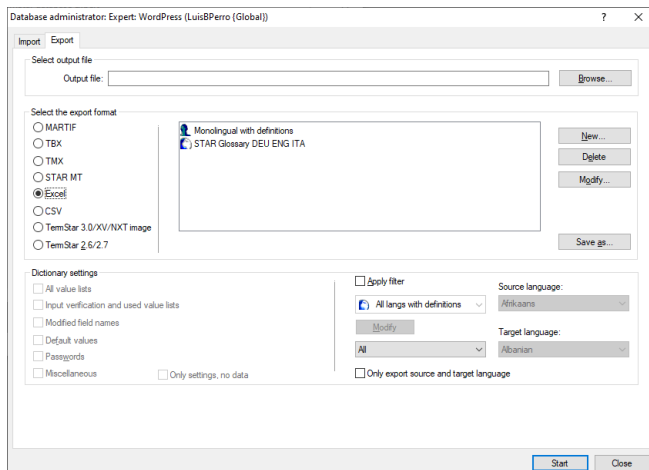
–   **Postprocessing** section (for TBX or MARTIF only): If the dictionary for the TBX export is <u>not</u> in the `NXT_TBX` layout (» Preparing a dictionary for TBX, page 136), you can use a transformation file. This will export the terminological information completely and into the correct TBX fields (» Tip: For individual transformation file, contact STAR, page 148).

In this case, you select the transformation file (`*.xed`) in the **Postprocessing** section. This file must be stored in the `config\users` location for the user currently logged on or in the `config\global` location.

–   **Dictionary settings** section, left (only for MARTIF): Dictionary data that you wish to export in addition to terminology (corresponds to » step 3, page 135).

4.   If you wish to export a filtered dictionary, you have the option here to select a custom filter, a standard filter or both.

Custom data record filter

Standard data record filter
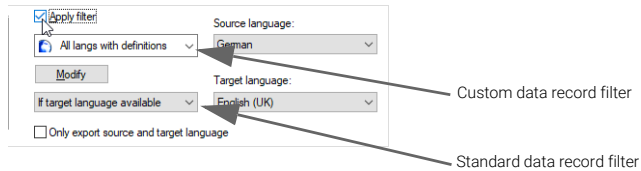
–   To use a custom data record filter, select **Apply filter** and select the filter from the list below.

From the **Source language** list, select the source language which TermStar should use to filter.

To modify the filter or create a new filter, click **Modify**.

–   To use a standard data record filter, select an entry from the list below.

`All`: TermStar exports all data records.

`If source lang. available`: TermStar only exports the data records for which a language entry exists in the selected source language.

`If target lang. available`: TermStar only exports the data records for which a language entry exists in the selected source language <u>and</u> in the selected target language.

`If target lang. does not exist`: TermStar only exports the data records for which language entries exist in the selected source language, but which have <u>no</u> language entry in the selected target language.

From the **Source language** and **Target language** lists, select the languages which TermStar should use to filter.

–   To export language entries of the selected source and target language only, select **Only export source and target language**.

Otherwise TermStar exports the data records with all existing languages (i.e. also language entries in additional languages).

5.   Start the export by clicking **Start**.

TermStar displays the export progress:
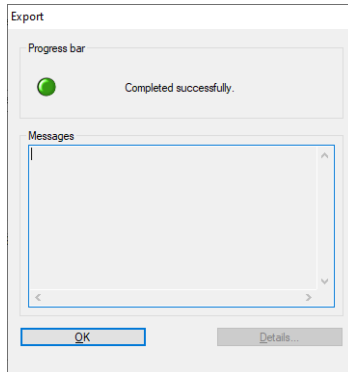
Once TermStar has completed the export, TermStar displays the following message:

`Completed successfully.`

Close the window with **OK**.

If you do not wish to carry out any further import or export, close the **Database administrator: Expert** window, by clicking **Cancel**.

6 Save contents of dictionary as user-defined

Overview   You can save the contents of a dictionary as a text file. This allows you to provide terminology in a file that can be opened with a word processing program, for example.

To do this, TermStar saves all language entries exactly as they are displayed in the dictionary window (project dictionaries or a single dictionary).

Tip: Clarify character encoding (ASCII / ANSI / Unicode) with recipient of data

You can save the dictionary content as ASCII, ANSI, or Unicode.

Therefore clarify with the recipient of the data which character encoding is required to use the data for his purposes.

Dictionary layout and filter   The layout and the appearance of the language entries in the text file are defined via the main layout. TermStar saves the language entries in the text file in the same way as TermStar displays them on the left-hand side of the dictionary. To have the data in the required form, you can specify a suitable layout (» Transit/TermStar Reference Guide).

If TermStar filters the dictionary, TermStar only saves the data records that are displayed. You can also use suitable data record filters to define which data records TermStar saves in the text file.

Saving a dictionary as a text file   **How do I save a dictionary window as a text file?**

1. Specify the required main layout and apply the required data record filter, where applicable (» Dictionary layout and filter, page 152).

2. Select the dictionary window whose content you wish to save.

3. Click the **TermStar button** and then select **Save as**.

    – Specify the drive, path, and name of the file into which TermStar should save the dictionary.

    – In the **File type** list, select the type of text file (» Tip: Clarify character encoding (ASCII / ANSI / Unicode) with recipient of data, page 152).

    Click **Save**.

TermStar displays the saving progress:
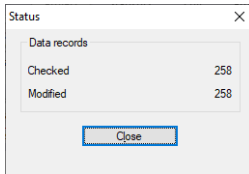
When TermStar displays the **Close** button (instead of **Cancel**), the save process is complete.

Click **Close**.

7 Export definitions for custom data formats

Overview

If you wish to export terminology in Excel format or CSV format, you can define an *export definition* for this. The export definition contains all the information about the format of the data in the export file.

To create a new export definition or to modify one, you work with the export definition wizard.

The wizard takes you step by step through the process for creating or modifying an export definition, so that you do not miss anything out and all important settings are defined (» Export definition wizard, page 155).

You can find out how to delete an export definition or save it under another name in » Managing export definitions, page 161).

ALWAYS USE THE EXPORT DEFINITION WITH THE SAME DIALOG LANGUAGE!

The export definitions depend on the dialog language with which they were created. Therefore use them always with same dialog language of TermStar.

Example: If you have started TermStar with the German user interface and created an export definition, do not perform the export with TermStar's English user interface.

Tip: Create export definition for complete export automatically

If you want to export a dictionary completely with all the fields used, you can have the export definition created automatically.

To do this, create a report in the Report Manager based on the fields used in the dictionary. You can then save the report of the evaluation as an export definition (» TermStar User Guide).

Export definition wizard

Overview   The wizard takes you step by step through the process for creating or modifying an export definition, so that you do not miss anything out and all important settings are defined.

You can call up the export definition wizard with the export wizard or the database expert (» Calling up the export definition wizard, page 155).

Records with multiple language entries per language

A dictionary can contain multiple language entries and related fields (e.g. genus, subject) per language and record.

To ensure that TermStar exports not only the fields of the first language entry of a language, you must select the relevant fields several times. To do this, select and copy the same field (e.g. `Definition`) several times in succession (» Specifying fields and sequence for export, page 158, » step 2, page 158).

The field names are then displayed numbered in the **Export sequence** list, e.g. `English (UK).Definition(1)` and `English (UK).Definition(2)`.

If the dictionary contains more language entries per data record and language than specified in the export script, TermStar will not export the additional language entries. In this case, TermStar displays a detailed message at the end of the export to indicate show which data records were not completely exported (» "Not all fields were included" warning, page 145).

Strongly recommended: Exporting field names as column headers

You can specify whether the data should be exported with or without field names as column headers (» Specifying fields and sequence for export, page 158, » step 3, page 159).

We strongly recommend exporting terminology with field names as column headers. This way the content of the exported file is comprehensible, and you avoid misunderstandings about the data contained.

Exporting without field names usually only makes sense if the exported file is processed automatically after the export.

Calling up the export definition wizard

There are different ways to call up the export definition wizard:

● When exporting with the help of the export wizard

● With the database expert

How do I call up the export definition wizard during export with the help of the export wizard?

1. Carry out a custom export using the export wizard (» Exporting terminology in Excel or CSV formats, page 143), until TermStar displays the **Export definition** window (» step 3, page 144):
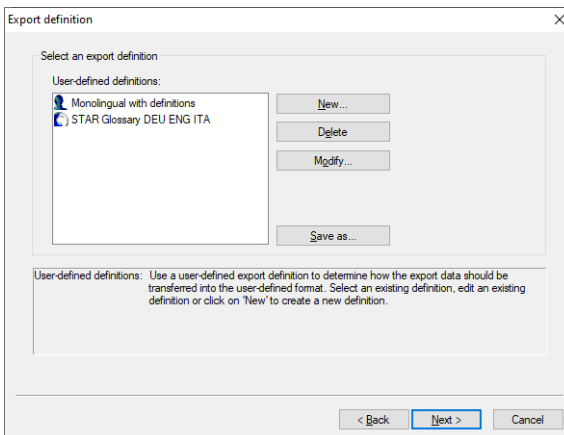
2. Create a new export definition or modify an existing one:
   - Click **New** to create a new export definition.
   - To change an export definition, select it and click **Modify**.

TermStar starts the export definition wizard which you can use to specify the export sequence of the fields (» Specifying fields and sequence for export, page 158).

How do I o call up the export definition wizard with the database expert?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.

   TermStar displays the **TermStar database expert** window with the list of the databases and dictionaries.

2. Select the dictionary and click **Import/Export**.

   TermStar displays the **Database administrator**: **Expert** window.

3. Open the **Export** tab and select the option **Excel** or **CSV**.

In the right-hand side of the tab, TermStar displays a list of the export definitions.
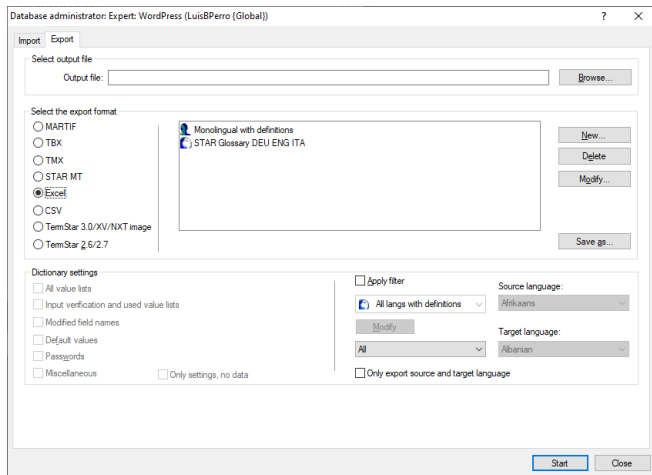
4. Decide whether you wish to create a new export definition or modify an existing one:

   – Click **New** to create a new export definition.

   – To change an export definition, select it and click **Modify**.

TermStar starts the export definition wizard which you can use to specify the export sequence of the fields (» Specifying fields and sequence for export, page 158).

Specifying fields and sequence for export

How do I specify the fields and their sequence for the export?

1. Call up the export definition wizard (» Calling up the export definition wizard, page 155).

    TermStar displays the following window:
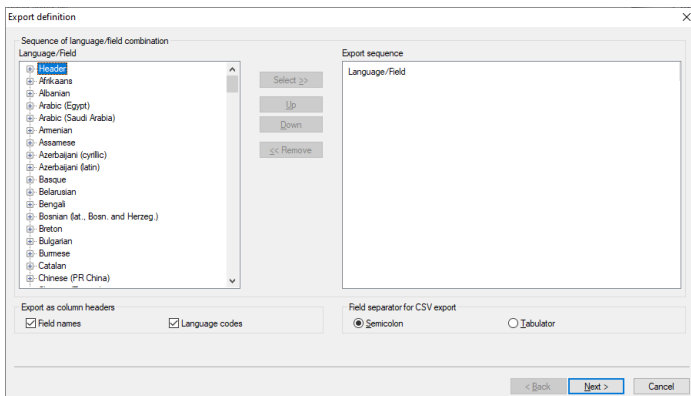
    To have TermStar display the header fields or a language, click on the plus sign next to Header or the language name.

2. Specify which fields shall be exported and in which order:

    –   To use a field from the **Language/Field** list during export, select it and click **Select**.

        TermStar displays the field in the **Export sequence** list.

        If you want to export a dictionary with several language entries per language and record, you must select fields several times (» Records with multiple language entries per language, page 155).

    –   If you no longer want to use a field from the export sequence list during import, select it in the **Export sequence** list and click **Remove**.

        TermStar removes the field from the **Export sequence** list.

    –   To change the position of a field in the **Export sequence** list, select it and click on **Up** or **Down**.

        TermStar moves the field one position up or down.

Repeat these steps until all fields in the **Export sequence** list are in the correct order, i.e. the order they should appear within a line in the export file.
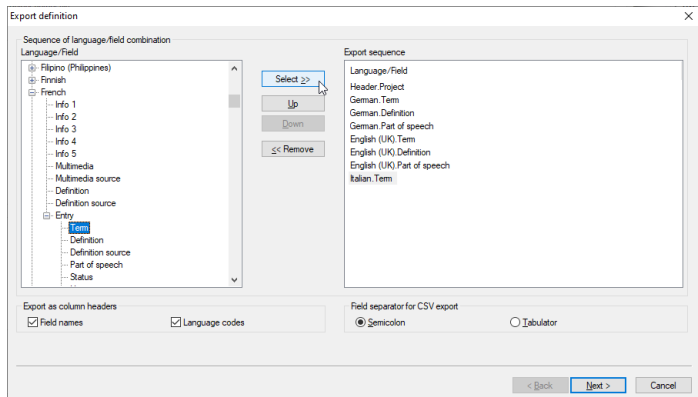
3. In the **Export as column headers** area, select whether the exported file shall contain column headers:

    – By default, field names shall be exported as column headers. If the column headers shall also show the respective language, check **Language codes**.

    – If no column headings shall be exported, uncheck the **Field names** option (usually only makes sense for automatic processing, see » Strongly recommended: Exporting field names as column headers, page 155).

    In the **Field separator for CSV export** section, specify if the fields shall be separated by semicolon or tabulator.

    Click **Next**.

    TermStar displays the summary with your settings:
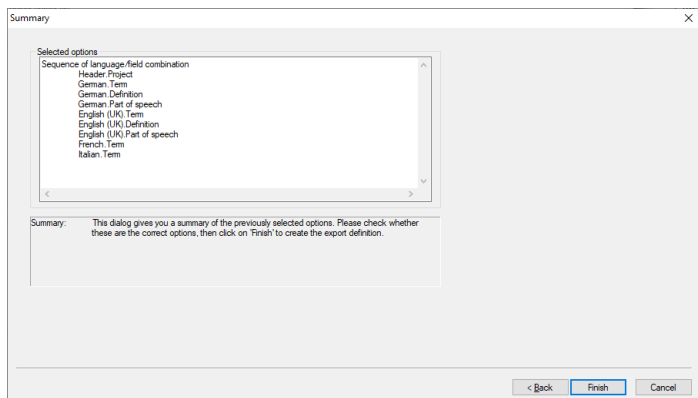
4. Check the settings.

  – To change the settings, click **Back**.

  – If the settings are correct, confirm them by clicking **Finish**.

  TermStar displays the following window:
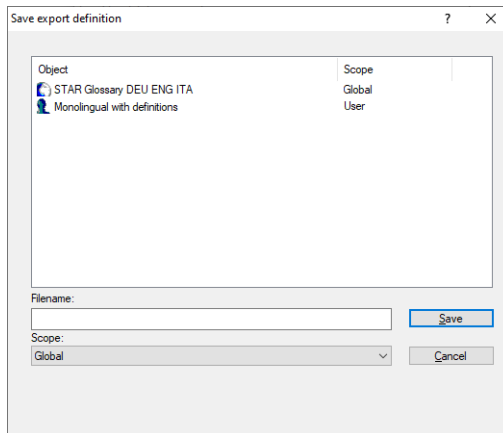
5. Specify how TermStar should save the definition:

  – Enter a name for the new definition in the **Filename** field.

  – Select the scope for the new definition from the **Scope** list.

  Click **Save** to confirm the information entered.

TermStar has saved the new definition and displays it in the **Database administrator** window.

Managing export definitions

Overview   In addition to the **Modify** option (» Calling up the export definition wizard, page 155), the export definition wizard also offers you two further management functions for existing export definitions:

- Deleting export definitions (» page 161)
- Saving an export definition under a different name (» page 161)

Deleting export definitions

How do I delete an export definition?

1. Call up the list of export definitions (» Calling up the export definition wizard, page 155).

2. Select the definition from the list and select **Delete**.

    TermStar displays the following message:

    `Do you really want to delete the definition?`

3. Decide whether you really want to delete the definition:

    –   Select **No** to cancel the process.

    –   Select **Yes** to delete the definition.

    TermStar deletes the selected definition.

Saving an export definition under a different name

How do I save an export definition under a new name?

1. Call up the list of export definitions (» Calling up the export definition wizard, page 155).

2. Select a definition from the list and select **Save as**.
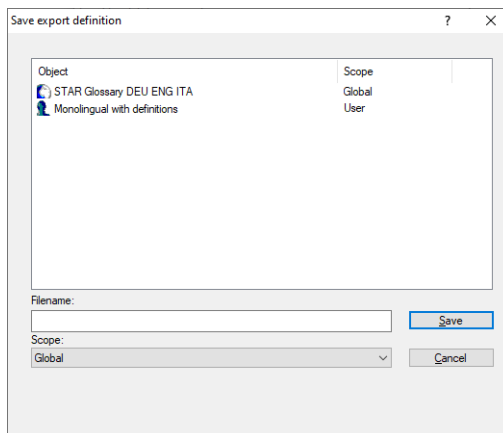
    TermStar displays the following window:

3. Specify how TermStar should save the definition:
   – Enter a name for the new definition in the **Filename** field.
   – Select the scope for the new definition from the **Scope** list.
4. Click **Save** to confirm the information entered.

TermStar has saved the new definition and displays it in the **Database administrator: Expert** window.

8 Examples for importing various data formats

In this section, you will find examples for importing various data formats:

- Importing a word document with terminology ()
- Importing an Excel table of terminology ()
- Importing an Excel table of terminology in different codepages ()
- Importing an Excel table of terminology with multiple terms per data record ()
- Importing a terminology text file with tags ()

Excel tip: Replace line breaks within table cells

Excel files can contain forced line breaks within table cells, which were entered in Excel with the key combination ALT+ENTER. These are correctly transferred to the TermStar fields during import.

If you do not want to include this these line breaks in the TermStar dictionary, you can remove them in Excel before saving the Excel table as a csv or Unicode file:

1. Open the **Find and Replace** window in Excel.
2. In the **Search for** field, enter the key combination CTRL+J (corresponds to a forced line break with ALT+ENTER).
3. In the **Replace with** field, enter the meaningful character string to be used instead of the line break (e.g. space or slash):
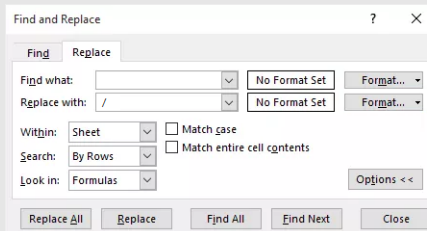
Replace all line breaks in the Excel table with these settings.

Importing a word document with terminology

Scenario   A word document contains a terminology list:
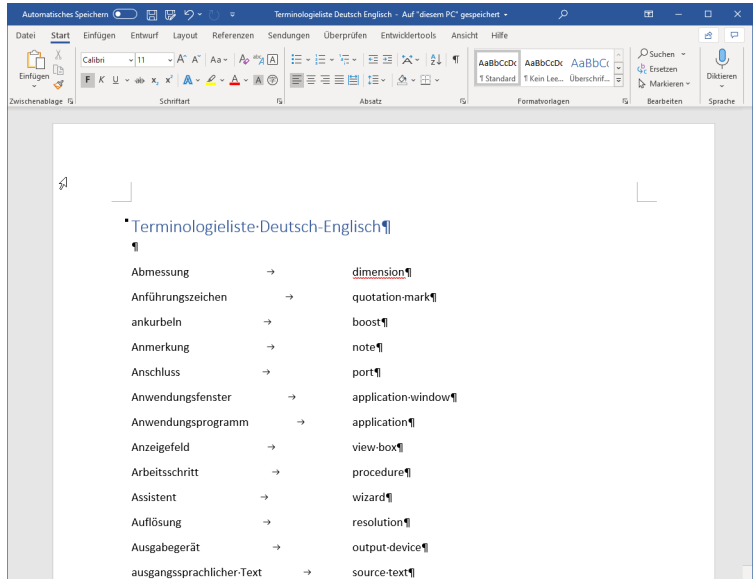
This list contains source and target language terms which are separated by tabs:

To import the list into a TermStar dictionary, carry out the following steps:

● Saving a document in Word as a text file ()
● Importing a text file into TermStar ()

Saving a document in Word as a text file   To be able to import the list into TermStar, it must be in text format.

How do I save a document as a text file in Word?

1. Open the document in Word.
2. Select **File | Save as**.
3. Select `Text only` from the **File type** list.
4. Specify the path and file name for the text file and click **Save**.

Importing a text file into TermStar

After you have saved the list as a text file, you can import it into TermStar in a customised format.

How do I import a text file into TermStar?

1. From the resource bar, select **Dictionaries | Import terminology | Customised format**.

   TermStar displays the **Import file** window.

2. To specify the path and file name for the file to be imported, click **Browse**.

   TermStar displays the **Open** window.

3. Select the folder and file name of the file that you want to import.

   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.

4. Click **Open** to confirm the file option selected.

   TermStar closes the window and displays the **Import file** window again. TermStar displays the path and file name you have selected in the **Import file** field.

5. Click **Next** to confirm the path and file name.

   TermStar displays the **Import definition** window.

6. Click **New** to create a new import definition.

7. Select **Table layout with a unique field separator** as the import layout, choose `<Tab>` from the **Field separator** list and click **Next**.

   TermStar displays the **Handling special characters in tables** window.

8. Select the option **The column delimiter is never used as a character inside a field** and click **Next**.

9. Specify the order of the fields which corresponds to the order of the columns in the Word file, as described in .

   In our example:
   ```
   German.Term
   English(UK).Term
   ```
   Click **Next**.

10. Specify the format in which the date information is to appear in the import file.

    TermStar requires this information so that it can correctly interpret data that is transferred to the date fields.

11. Check the summary and click **Finish**.

12. Save the import definition:

    – Enter a name for the import definition in the **Filename** field.

    – Select whether TermStar should save the import definition globally or only for a certain user, from the **Scope** list.

    – Click **Save**.

    Check that the just-created import definition is selected in the **Import definition** window and then click on **Next**.

13. Select **ANSI** as the character encoding and click **Next**.

14. Select the target dictionary into which you want TermStar to import the terminology and click **Next**.

15. When processing import data, select **Add all data records as new data records** and click **Next**.

16. Check the summary and click **Finish**.

TermStar imports the terminology from the text file into the selected dictionary.

Importing an Excel table of terminology

Scenario | An Excel table is a terminology list. All languages use the same codepage (e.g. only West European languages):

Source and target language terms are in two columns. Each line in Excel corresponds to a data record in TermStar.

To import the table into a TermStar dictionary, carry out the following steps:

● Saving a table in Excel as a csv file ()

● Importing a csv file into TermStar ()

If you do not want to include line breaks within table cells in the TermStar dictionary, you can replace them beforehand ().

Saving a table in Excel as a csv file | To be able to import the table into TermStar, it must be in csv file format. CSV is a plain text file format which delimits the data fields using a separator.

How do I save a table in Excel as a csv file?

1. Open the table in Excel.

2. Select the menu **File | Save as**

3. Select CSV (comma-separated) from the **File type** list.

4. Specify the path and file name for the csv file and click **Save**.

Excel saves the table as a csv file and uses semicolons as the column delimiter character. Excel delimits fields with set special characters (e.g. quotation marks or semicolons) with quotation marks.

Importing a
csv file into
TermStar

After you have saved the table as a csv file, you can import it into TermStar in a customised format.

How do I import a csv file into TermStar?

1. From the resource bar, select **Dictionaries | Import terminology | Customised format**.

   TermStar displays the **Import file** window.

2. To specify the path and file name for the file to be imported, click **Browse**.

   TermStar displays the **Open** window.

3. Select the folder and file name of the file that you want to import.

   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.

4. Click **Open** to confirm the file option selected.

   TermStar closes the window and displays the **Import file** window again. TermStar displays the path and file name you have selected in the **Import file** field.

5. Click **Next** to confirm the path and file name.

   TermStar displays the **Import definition** window.

6. Click **New** to create a new import definition.

   TermStar displays the **Import file layout** window.

7. Select **Table layout with a unique field separator** as the import layout, choose the semicolon (;) from the **Field separator** list and click **Next**.

8. For processing special characters, select **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character**, select the quotation mark (") in the list **Delimiter character** and click **Next**.

9. Specify the order of the fields which corresponds to the order of the columns in the Excel file, as described in » step 5, page 79.

   In our example:
   ```
   German.Term
   English(UK).Term
   ```
   Click **Next**.

10. Specify the format in which date information is to appear in the import file and click **Next**.

11. Check the summary and click **Finish**.

12. Save the import definition:
    - Enter a name for the import definition in the **Filename** field.
    - Select whether TermStar should save the import definition globally or only for a certain user, from the **Scope** list.
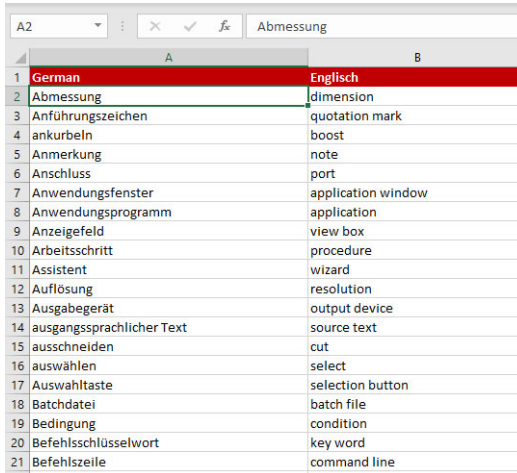   - Click **Save**.

    Check that the just-created import definition is selected in the **Import definition** window and then click on **Next**.

13. Select **ANSI** as the character encoding and click **Next**.
14. Select the target dictionary into which you want TermStar to import the terminology and click **Next**.
15. When processing import data, select **Add all data records as new data records** and click **Next**.
16. Check the summary and click **Finish**.

TermStar imports the terminology from the csv file into the selected dictionary.

Importing an Excel table of terminology in different codepages

Scenario An Excel table is a terminology list which contains languages in different codepages (Western European, Eastern European, and Asian):

The terms in French, Japanese, Chinese and Czech are in four columns. Each line in Excel corresponds to a data record in TermStar.

To import the table into a TermStar dictionary, carry out the following steps:

● Saving a table in Excel as a Unicode file (» page 170)

● Importing a Unicode file into TermStar (» page 171)

If you do not want to include line breaks <u>within</u> table cells in the TermStar dictionary, you can replace them beforehand (» Excel tip: Replace line breaks within table cells, page 163).

Saving a table in Excel as a Unicode file To be able to import the table into TermStar, it must be in Unicode file format.

How do I save a table in Excel as a Unicode file?

1. Open the table in Excel.

2. Select the menu **File | Save as**

3. Select `Unicode text` from the **File type** list.

4. Specify the path and file name for the Unicode file and click **Save**.

Excel saves the table as a Unicode file and uses tabs as the column delimiter character. Excel delimits fields with set special characters (e.g quotation marks or semicolons) with quotation marks.

Importing a
Unicode file into
TermStar

After you have saved the table as a Unicode file, you can import it into TermStar in a customised format.

How do I import a Unicode file into TermStar?

1. From the resource bar, select **Dictionaries | Import terminology | Customised format**.

   TermStar displays the **Import file** window.

2. To specify the path and file name for the file to be imported, click **Browse**.

   TermStar displays the **Open** window.

3. Select the folder and file name of the file that you want to import.

   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.

4. Click **Open** to confirm the file option selected.

   TermStar closes the window and displays the **Import file** window again. TermStar displays the path and file name you have selected in the **Import file** field.

5. Click **Next** to confirm the path and file name.

   TermStar displays the **Import definition** window.

6. Click **New** to create a new import definition.

7. Select **Table layout with a unique field separator** as the import layout, choose the tab (<TAB>) from the **Field separator** list and click **Next**.

8. For processing special characters, select **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character**, select (") in the list **Delimiter character** and click **Next**.

9. Specify the order of the fields which corresponds to the order of the columns in the Excel file, as described in .

   In our example:
   ```
   French.Term
   Japanese.Term
   Chinese (PR China).Term
   Czech.Term
   ```
   Click **Next**.

10. Specify the format in which date information is to appear in the import file and click **Next**.

11. Check the summary and click **Finish**.

12. Save the import definition:

    – Enter a name for the import definition in the **Filename** field.

    – Select whether TermStar should save the import definition globally or only for a certain user, from the **Scope** list.

    – Click **Save**.

Check that the just-created import definition is selected in the **Import definition** window and then click on **Next**.

13. Select **Unicode** as the character encoding and click **Next**.

14. Select the target dictionary into which you want TermStar to import the terminology and click **Next**.

15. When processing import data, select **Add all data records as new data records** and click **Next**.

16. Check the summary and click **Finish**.

TermStar imports the terminology from the Unicode file into the selected dictionary.

Importing an Excel table of terminology with multiple terms per data record

Scenario An Excel table is a terminology list and may contain multiple terms and corresponding fields (e.g. subject and gender) per language and data record. The field content columns appear directly after the respective term:

Each line in Excel corresponds to a data record in TermStar. A data record can contain multiple terms per language.

To import the table into a TermStar dictionary, carry out the following steps:

- Saving a table in Excel as a csv or Unicode file ()
- Importing a csv or Unicode file into Excel ()

If you do not want to include line breaks <u>within</u> table cells in the TermStar dictionary, you can replace them beforehand ().

Saving a table in Excel as a csv or Unicode file To be able to import the table into TermStar, it must be in the csv or Unicode file format. To do so, save it in Excel as a:

- If all languages in the Excel table use the same codepage, you save it as csv file.
- If the languages in the Excel table use different codepages, you save it as Unicode file.

How do I save a table in Excel as a csv or Unicode file?

1. Open the table in Excel.
2. Select the menu **File | Save as**
3. Select `CSV (comma-separated)` or `Unicode text` from the **File type** list.
4. Specify the path and file name for the csv or Unicode file and click **Save**.

Excel saves the table as a csv or Unicode file and uses semicolons or tabs as the column delimiter character. Excel delimits fields with set special characters (e.g quotation marks or semicolons) with quotation marks.

Importing a csv or Unicode file into Excel

After you have saved the table as a csv or Unicode file, you can import it into TermStar in a customised format.

How do I import a csv or Unicode file into TermStar?

1. From the resource bar, select **Dictionaries | Import terminology | Customised format**.

   TermStar displays the **Import file** window.

2. To specify the path and file name for the file to be imported, click **Browse**.

   TermStar displays the **Open** window.

3. Select the folder and file name of the file that you want to import.

   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.

4. Click **Open** to confirm the file option selected.

   TermStar closes the window and displays the **Import file** window again. TermStar displays the path and file name you have selected in the **Import file** field.

5. Click **Next** to confirm the path and file name.

   TermStar displays the **Import definition** window.

6. Click **New** to create a new import definition.

7. Select **Table layout with a unique field separator** as the import layout.

   –   For a csv file, select the semicolon (;) from the **Field separator** list.

   –   For a Unicode file, select the tab (<TAB>) from the **Field separator** list.

   Click **Next**.

8. For processing special characters of Unicode files, select **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character**, select (") in the list **Delimiter character** and click **Next**.

9. Specify the order of the fields which corresponds to the order of the columns in the Excel file, as described in .

   In our example:
   ```
   English(UK).Term
   English(UK).Part of speech
   English(UK).Subject
   English(UK).Synonym.Term
   English(UK).Synonym.Remark
   English(UK).Synonym.Term
   English(UK).Synonym.Remark
   English(UK).Term
   English(UK).Definition
   ```

```
German.Term
German.Gender
```

Click **Next**.

10. Specify the format in which date information is to appear in the import file and click **Next**.

11. Check the summary and click **Finish**.

12. Save the import definition:

    – Enter a name for the import definition in the **Filename** field.

    – Select whether TermStar should save the import definition globally or only for a certain user, from the **Scope** list.

    – Click **Save**.

    Check that the just-created import definition is selected in the **Import definition** window and then click on **Next**.

13. Select **ANSI** (for csv file) or **Unicode** (for Unicode file) as the character encoding and click **Next**.

14. Select the target dictionary into which you want TermStar to import the terminology and click **Next**.

15. When processing import data, select **Add all data records as new data records** and click **Next**.

16. Check the summary and click **Finish**.

TermStar imports the terminology from the csv or Unicode file into the selected dictionary.

Importing a terminology text file with tags

Scenario You want to import terminology from another system that supports the export of tagged text files and uses tags to identify languages and fields.

The exported text file is structured as follows:

Character/tag	Explanation
**	Separator between data records
<C-Date>	● Last change to the data record
	● Also start of the header
<Theme>	Specific field for the data record
<Dt>	● Term
	● Also start of the German language entry
<UK>	● Term
	● Also start of the English language entry
<Fra>	● Term
	● Also start of the French language entry
<Def>	Definition of the language entry
<Q-Def>	Source of the definition of the language entry

Header fields — rows `<C-Date>`, `<Theme>`

Language entry fields — rows `<Dt>`, `<UK>`, `<Fra>`, `<Def>`, `<Q-Def>`

An excerpt from the text file is shown as follows:

```
**
<C-Date>29.05.2022-16:30:00
<Theme>Ornithology
<Dt>Rabe
<Def>Großer schwarzer Vogel
<Q-Def>Brehms Tierleben
<UK>raven
<Def>Big black bird
<Q-Def>The birding compendium
<Fra>corbeau
<Def>Grand oiseau noir
<Q-Def>Dictionaire de la nature
**
<C-Date>29.05.2022-16:30:01
<Theme>Astronomy
<Dt>Mond
<Def>Erdtrabant
<Q-Def>Ziolkowsky
```

To import this data into a TermStar dictionary, carry out the following steps:

● Saving terminology in the other system as a text file with tags
  How to do this and which tags the system uses depends on the system.
● Importing a text file with tags into TermStar ()

Tip: Data exchange via MARTIF

If the other system supports the MARTIF format, we recommend exchanging termi-
nology via this format (» Importing terminology in MARTIF format, page 19).

Importing a text
file with tags into
TermStar

Once you have saved the terminology as a text file with tags in the other system, it can
be imported into TermStar in a customised format.

How do I import a text file with tags into TermStar?

1. From the resource bar, select **Dictionaries | Import terminology | Customised
   format**.

   TermStar displays the **Import file** window.

2. To specify the path and file name for the file to be imported, click **Browse**.

   TermStar displays the **Open** window.

3. Select the folder and file name of the file that you want to import.

   If you want TermStar to only display files of a specified file type, select the desired
   file type from the **File type** list.

4. Click **Open** to confirm the file option selected.

   TermStar closes the window and displays the **Import file** window again. TermStar
   displays the path and file name you have selected in the **Import file** field.

5. Click **Next** to confirm the path and file name.

   TermStar displays the **Import definition** window.

6. Click **New** to create a new import definition.

7. Select **Information is always separated by tags (defined strings)** as the import
   layout and click **Next**.

8. Select **Data records are always separated by unique separator lines** as the data
   record delimiter.

   – In the example, data records are separated by a blank line with the content **.

     Enter ** in the **Separator line** field.

   – Then click **Next**.

9. Specify the start and end of the tag:

   – Use the following character for **Define tag start**: <

   – Use the following character for **Define tag end**: >

   – Then click **Next**.

10. Select **A tag defines either a language or a field (single-level tags)** as the tag
    structure definition and click **Next**.

11. Specify the relationship between tags and languages or header.

    –   In the example, the header is introduced by the tag `<C-Date>`.

        Select the `Header` item in the **Language** list, enter the tag `<C-Date>` in the **Tag** field and click **Select**.

    –   In the example, a German language entry is introduced by the tag `<Dt>`.

        Select the `German` item in the **Language** list, enter the tag `<Dt>` in the **Tag** field and click **Select**.

    Continue until all languages which appear in the text file have the relevant tag and then click **Next**.

12. Specify the relationship between tags and dictionary fields.

    –   In the example, the header field for the date of last change is introduced by the tag `<C-Date>`.

        In the **Field** list, open the `Header` item, select the `HdrLastUpdateDate` subitem, enter the tag `<C-Date>` in the **Tag** field and click **Select**.

    –   In the example, the header field for the subject is introduced by the tag `<Theme>`.

        Select the `HdrSubject` subitem in the **Field** list, enter the tag `<Theme>` in the **Tag** field and click **Select**.

        Continue until all header fields which appear in the text file have the relevant tag.

    –   In the example, the term of a language entry are introduced with the tag `<Dt>`, `<UK>`, or `<Fra>`.

        In the **Field** list, open the `All languages` item, select the `Term` subitem, enter the tag `<Dt>` in the **Tag** field and click **Select**.

        Repeat this assignment process with all further tags which may introduce a term (in the example, with `<UK>` and `<Fra>`).

    –   In the example, the definition of a language entry is introduced with the tag `<Def>`.

        Select the `Definition` subitem in the **Field** list, enter the tag `<Def>` in the **Tag** field and click **Select**.

        Continue until all language entry fields which appear in the text file have the relevant tag.

    Then click **Next**.

13. Specify the date format which appears in the import file:

    Select the desired format from the list or enter it in the field.

    –   The text file in the example contains 29th of May 2022 along with the time in the following format:
        `29.05.2022-16:30:00`

        For this, select the format `DD.MM.YYYY-HH:mm:ss` from the list.

    Click **Next**.

14. Check the summary and click **Finish**.
15. Save the import definition:
    – Enter a name for the import definition in the **File name** field.
    – Select whether TermStar should save the import definition globally or only for a certain user, from the **Scope** list.
    – Click **Save**.

    Check that the just-created import definition is selected in the **Import definition** window and then click on **Next**.
16. Select **ANSI** as the character encoding and click **Next**.
17. Select the target dictionary into which you want TermStar to import the data and click **Next**.
18. When processing import data, select **Add all data records as new data records** and click **Next**.
19. Check the summary and click **Finish**.

TermStar imports the data from the text file with tags into the selected dictionary.

9 Examples of merging data during import

Selecting the synchronisation fields

In the Merging expert, you can define which fields TermStar should compare to identify a data record as a duplicate (» "Synchronisation" tab, page 39).

The following examples show the results depending on the selected synchronisation fields:

● Synchronisation by source language term:

Synchronisation fields	Field content Import data record	Field content Target data record
English.Term	*Quality assurance*	*Quality assurance*

Result: TermStar identifies the two duplicate data records.

● Synchronisation by source language term and source language field:

Synchronisation fields	Field content Import data record	Field content Target data record
English.Term	*Quality assurance*	*Quality assurance*
English.Definition	*Measures for optimising working processes*	*Section of the financial accounting department*

Result: TermStar identifies the two data records as not being duplicates (contents of the English.Definition fields are different).

● Synchronisation by header field and source language term:

Synchronisation fields	Field content Import data record	Field content Target data record
Header.Subject	*Marketing*	*Human resources*
English.Term	*Employee*	*Employee*

Result: TermStar identifies the two data records as not being duplicates (contents of the Header.Subject fields are different).

Entries with matching / non-matching terms

In the Merging expert, you can define, among other things, how imported entries (main entries and subentries) of a language with a matching term and a non-matching term should be merged into the target data record ().

Example: Merging main entries `English.Term` was defined as a synchronisation field, and two data records were identified as duplicate data records. Their main entries have the following terms:

Import data				Target dictionary		
	ENG	DEU	ESP		ENG	DEU	ESP
1.	table	Tisch	mesa	1.	table	Tisch	
2.	belt	Transport-band	cinta	2.	belt	Förderband	

- The language entries *Transportband* and *mesa* have <u>no</u> equivalent in the target data record and are therefore language entries with <u>non-matching</u> terms. You can define the following merge options for this:

    - `Ignore`

    - `Always interactive`

    - `Only interactive if not empty`

    - `Add as entry if language empty`

    - `Add as entry`

    - `Add as <subentry type>`

- The language entries *table*, *belt* and *Tisch* have equivalents in the target data record and are therefore language entries with <u>matching</u> terms. You can define the following merge options for this:

    - `Ignore`

    - `Interactive`

    - `Replace`

    - `Replace if newer`

    - `Merge at field level`

Example: For all three languages, you define

- the merge option `Add as synonym` (while pressing the CTRL key) in the **Non-matching term** section

- the merge option `Replace` in the **Matching term** section

With these options, the import result looks like this:

Result in the target dictionary:		
ENG	DEU	ESP
1. *table*	*Tisch*	*mesa*
2. *belt*	*Förderband* Syn. *Transportband*	*cinta*

TermStar replaces the language entries with a <u>matching</u> term in the target data record with the language entries of the imported data record.

The imported language entries with a <u>non-matching</u> term are either added to the relevant main entry as subentries of the type synonym or added as a main entry in the target data record.

Example: Merging subentries

`English.Term` was defined as a synchronisation field, and it was additionally specified that the terms of subentries of the type synonym should also be compared with the terms of main entries. Two data records were identified as duplicate data records. Their subentries of the type synonym have the following terms:

Import data:				Target dictionary:		
ENG	DEU	ESP		ENG	DEU	ESP
1. Syn. *table*	Syn. *Tisch*	Syn. *mesa*		1. Syn. *table*	Syn. *Tisch*	
2. Syn. *belt*	Syn. *Transportband*			2. Syn. *belt*	Syn. *Förderband*	

- The subentries *Transportband* and *mesa* have <u>no</u> equivalent in the target data record and are therefore subentries with <u>non-matching</u> terms. You can define the following merge options for this:
  - ` Ignore`
  - ` Always interactive`
  - ` Add as subentry of same type if empty`
  - ` Add as subentry of same type`
- The subentries *table*, *belt* and *Tisch* have equivalents in the target data record and are therefore subentries with <u>matching</u> terms. You can define the following merge options for this:
  - ` Ignore`
  - ` Interactive`
  - ` Replace`
  - ` Replace if newer`
  - ` Merge at field level`

Example: For all three languages, you define

- the merge option `Add as subentry of the same type` in the **Non-matching term** section
- the merge option `Replace` in the **Matching term** section

With these options, the import result looks like this:

Result in the target dictionary:		
ENG	DEU	ESP
1. Syn. *table*	Syn. *Tisch*	Syn. *mesa*
2. Syn. *belt*	Syn. *Förderband* Syn. *Trans-portband*	

TermStar replaces the subentries with a <u>matching</u> term in the target data record with the subentries of the imported data record.

TermStar adds the imported subentries with a <u>non-matching</u> term to the relevant main entry in the target data record, as another synonym.

Switzerland

Germany · · · · Sweden

Netherlands · · · · Finland

United Kingdom · · · · Russia

Ireland · · · · Poland

France · · · · Czech Republic

Spain · · · · Hungary

Portugal · · · · Romania

USA · · · · Austria · · · · Iran · · · · China

Italy · · · · Turkey · · · · Korea

Slovenia · · · · Egypt · · · · Taiwan

Japan

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Vietnam

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