User's Guide

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TermStar

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1 What is TermStar?

Effective terminology work with benefits for everyone

Clear and consistent nomenclature makes it easier for the reader to understand the text and is conducive to successful and consistent product communication. Simplify the work of authors and translators simultaneously. Terminology brings many benefits: It is the foundation that allows you to express the correct phrases with the correct words—in the source language as well as the target languages.

Terminology is not an end in itself: Even the best terminology serves little purpose if it remains isolated. Successful terminology management requires a work environment that links all participants and offers optimal support to every type of user: From the experienced linguistic expert to the occasional user who sporadically wants to look up a single word.

TermStar stand-alone: The soloist as a team player

You can use TermStar as a stand-alone solution for work that is purely terminological in nature. However, "stand-alone" does not mean isolated: Using numerous standard interfaces, you can exchange data with various upstream or downstream systems. Using plug-ins, you can use the terminology directly in Office and DTP applications.

TermStar and TMS: Stronger as a team

TermStar is an integral part of the TMS (translation memory system) Transit. TermStar helps translators find the right words.

Transit simultaneously supports terminology work, for example, with convenient terminology extraction from the translation project or with dynamically generated usage examples from the translation memory.

Flexible integration and migration

Flexible data models, multiple database support, powerful import and export functions, and convenient terminology extraction: Because of these functions, TermStar is suitable for all terminological applications, databases, and IT landscapes. TermStar is ready for tomorrow's demands.

Physically separated, virtually united

TermStar supports multiple databases, and it can do so simultaneously.

This way, TermStar runs smoothly in the client-side IT infrastructure and fulfils client-specific database preferences and requirements.

Further advantages: Terminology databases in different divisions, locations, or departments can be stored in physically separate databases but be used together nonetheless.

This way, you can access the exact terminology relevant to each of your projects, whether or not it is saved in your physical location or file format.

Comprehensive and flexible: The TermStar data model

The TermStar data model consists of a predefined set of more than 10 entry types and over 40 entry fields, all of which can be individually adapted and used.

Whenever you begin terminology work, you simply use the entry types and fields that are relevant. Therefore, you do not have to start from scratch, rather you can benefit from a time-tested data model.

If you already have a complex terminology management system and comprehensive terminology databases, then you can tap the full potential of the data model and adapt it to your individual requirements.

If you are somewhere in between, the TermStar data model is still suitable: It grows flexibly with your individual requirements.

Multimedia for the right word
"A picture is worth a thousand words"—this is true for dictionaries too: An image, a CAD drawing, or a video can get ideas across faster and more clearly than long definitions—and they are language independent.

TermStar supports numerous multimedia file formats and displays them data-record specifically in the integrated multimedia viewer.

Use what is available: Glossaries, lists, Excel...
Glossaries, Word lists, Excel tables, TBX, individual formats: Using flexible importing, you can transfer your existing terminology databases into TermStar and merge them. Do all this while being supported by a simple, step-by-step wizard.

You can reach your goal quickly even if you have little experience in terminology management.

Create new content quickly: Terminology extraction
Even if you have never worked with terminology before, you can quickly and easily create a foundation of terminology using TermStar and Transit: The user-friendly term extractor identifies possible dictionary entries in your translation project and generates a populated dictionary with just a few clicks of the mouse.

Allow others to benefit
So that downstream systems benefit from the terminology in TermStar as well, TermStar supports an array of export formats (e.g., TBX, MARTIF, Excel, CSV, and others).

Supported by wizards, you can choose exactly what to export and how. This way, you can deliver the exact terminology and formats that are needed.

Multilingual, multi-directional, versatile

TermStar supports over 200 working languages—and the number of supported languages is constantly increasing.

- **West European languages**: For example, Basque, Danish, German, English, Finnish, French, Greek, Icelandic, Italian, Catalan, Dutch, Norwegian, Portuguese, Swedish, Spanish, Turkish, and language variants
- **East European languages**: For example, Albanian, Bulgarian, Estonian, Croatian, Latvian, Lithuanian, Polish, Romanian, Russian, Serbian, Slovakian, Slovenian, Czech, Ukrainian, Hungarian, Belarusian, and language variants
- **Asian languages**: For example, Chinese, Filipino, Indonesian, Japanese, Khmer, Korean, Lao, Malay, Tagalog, Thai, and language variants
- **Indian languages**: For example, Bengali, Gujarati, Hindi, Marathi, Punjabi, Sanskrit, Sinhalese, and Tamil
- **Languages written from right to left**: For example, Arabic, Hebrew, Persian, Urdu, and language variants
- **African languages**: For example, Amharic, Ndebele, Somali, Swahili, Tigrinja, Tswana, Xhosa, Zulu, and language variants
- **Controlled languages**: For example, Simplified English, Français rationalisé, Deutsch (Leichte Sprache)

Therefore, you are prepared for every important market and can expand your future communication to languages and markets that have yet to become relevant to you.

Terminology in every language

Terminology in TermStar is multilingual and multi-directional: You can include as many languages as you want for every entry. Because of this, you can use your term dictionary flexibly with any target language. This is especially beneficial for companies that operate globally and transnational projects.

Intelligent language-variant management is also beneficial, for example, for US/UK English or different variants of Spanish: They are differentiated only where terms in the language variants are actually different. Because of this, you reach the local markets in their specific language variant—without terminological redundancy and with minimal time spent on maintenance.

Morphological terminology support

Verbs, adjectives, and nouns rarely appear in their basic forms in real-life examples, although their basic forms are what appear in the dictionary.

So that you benefit from terminology work in real life applications, TermStar offers morphological terminology support for over 80 languages and language variants.

For example, for English, French, German, Italian, Spanish, Czech, Dutch, Polish, Portuguese, Russian, Swedish, and language variants

This way, you receive more term suggestions during translation, many more usage examples with dynamic linking, and added quality thanks to more accurate terminology checks.

Benefits at a glance

For companies
- Clear global communication thanks to consistent company wording
- Company-wide terminology pool
- Numerous interfaces for terminology extraction, transfer, and use
- Flexible adaptation to company-specific terminology processes
- Flexible licensing models (on-site, floating, time-limited, IaaS, SaaS)
- Worldwide support organization (first-, second- and third-level)

For terminologists
- Individually configurable user interface, views, and dictionary layouts
- Comprehensive data model with freely configurable values lists, entry verifications, and filter functions
- Simple integration of multimedia files
- Secure consolidation and merging of terminology databases thanks to complex import and synchronization functions

For translators
- Term suggestions on the fly
- Dynamic highlighting of disallowed terms
- Morphological support for over 80 languages and language variants
- Dynamic usage examples through dynamic linking
- Ability to add and update terminology quickly and use it immediately

2 The basics

Overview

TermStar organises your dictionaries in databases (» Data organisation in dictionaries and databases, page 15).

Within a dictionary, TermStar saves your terminology with a data record and language entry structure (» Terminology data structure, page 15).

Please refer to section » Languages, page 19 for information on how TermStar recognises different languages.

You can customise TermStar in various ways to suit your requirements. You can choose between various layouts and thereby determine what information your dictionaries should contain and how TermStar should display this on the screen (» Layouts, page 21).

Please refer to section » TermStar user interface, page 21 for detailed information on the TermStar user interface and how you can call up various functions.

Terminology data structure

Data organisation in dictionaries and databases

A TermStar dictionary is comparable to a specialist dictionary on paper. The difference is that you can add to and edit your TermStar dictionary yourself and you have better search capabilities.

The data contained in dictionaries are organised in *"databases"*. A database may contain one or more dictionaries. It is comparable to a shelf on which you keep your paper dictionaries:
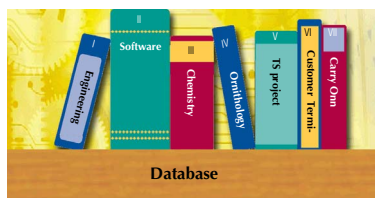
Several dictionaries in a database

You have the following options when creating a new dictionary:

- You can add the dictionary to an existing database.
- You can create a new database into which the dictionary will be placed.

You would normally work with only one database in order to ensure rapid access to your data. Separate databases are only useful if you are working with large volumes of data, e.g. on network servers.

Delivered databases

TermStar sets up three databases during installation:

- TermStar NXT

  The `TermStar NXT` database contains the example dictionaries `Dic1NXTIntro` and `Dic2NXTIntro`, which are included in the example `project_Word`, as well as the practice dictionaries `Sample1` (empty) and `Sample2` (with contents).

- TermStar NXT Received

  The `TermStar NXT Received` database does not contain any dictionaries initially. This database is intended for receiving dictionaries from other users (» Exchanging terminology projects, page 231).

- TermStar NXT Check

  The `TermStar NXT Check` database also contains no dictionaries. You can use the `TermStar NXT Check` database to receive dictionaries edited by other users (e.g. translators or terminologists), which you want to review again manually before merging them into the original dictionary.

Data records and language entries

In a TermStar dictionary, all translations of a semantic unit are contained within a single *"data record"*. This structure is called "semantics-based" or "concept-based."

Each translation of a semantic unit is a *"language entry"* within the same data record. Each of these language entries has a *"term"*. This is the word used for the semantic unit in each language.

The example clarifies this structure using the German homonym *Bank*. The word *Bank* has two meanings in German - a financial institute and a type of seat. Each meaning is assigned an individual data record with its associated language entries. Thus, for the German word *Bank* you need to create a data record for each meaning.

Language entry 1	Language entry 2	Language entry 3
● Language: DEU ● Term: Bank	● Language: ENG ● Term: bank	● Language: FRA ● Term: banque
● Language: DEU ● Term: Bank	● Language: ENG ● Term: bench	● Language: FRA ● Term: banc

Data record 1

Data record 2

The data record represents the meaning — the language entries contain the terms for each language.

To add a language entry, you must decide the following:

● If you want to add a new semantic unit (e.g. the German term "Bank" meaning type of seat), then create a <u>new</u> data record.

● If you want to add a new linguistic equivalent to an existing semantic unit (e.g. bench), then record the language entry in an <u>existing</u> data record. This new language entry must have the same semantic meaning as the other language entries (i.e. *Bank* and *banc*) in this data record.

Focus entirely on the meaning and not on the terms in each language!

Field structure of the data records and language entries

TermStar stores all the information that it displays and that you enter in fields. Within a data record, there is a hierarchy of various types of fields:
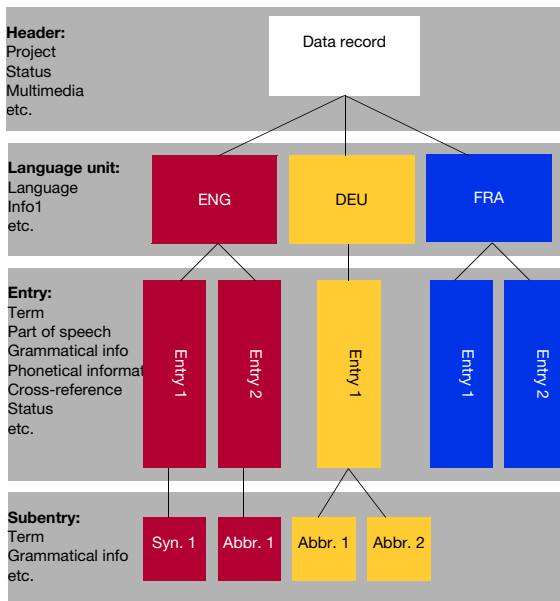
Hierarchical structure of data records, language entries and subentries

● Header fields

Each data record is automatically assigned superordinate fields which are only filled in once for the whole data record. These header fields mainly record administrative information, such as the data record number, project, status, date, etc.

● Language fields

The language fields form the next level. These fields contain data which refer to <u>all</u> language entries in a language. This means that you need only enter the information once for each language.

- Language entry fields

  The language entry fields record detailed information for each individual main entry. This includes information about the contents (term, definition, source, context) as well as administrative data (created by, date) and linguistic data (part of speech, gender, phonetic information).

- Subentry fields

  You can add lower-level entries to a main entry to record synonyms, abbreviations or alternatives for that language entry. TermStar adds these subentries to a language entry, giving you a fixed reference to the main entry. Subentries have the same fields as language entries, which means that each subentry also has its own **Term** field.

  Example: If you want to record the synonym *green onion* for the main entry with the term *spring onion*, add a subentry in the form of a **Synonym** and enter *green onion* as the **Term**.

  TermStar then displays *green onion* as a separate entry in the dictionary (i.e. under letter *G*), with an automatic cross-reference to the main entry *spring onion*.

  You can add the following types of subentry to a main entry:

  – Abbreviations

  – Synonyms

  – Alternatives (alternative spelling, e.g. *jail – gaol*)

  – Disallowed terms (translations or forms that are not permitted)

  – Irregular forms (e.g. *went* for the language entry *go*)

  – User index 1 -5 (freely definable)

Field types   The fields for data records and language entries have different functions. The following field types are available:

- Administration fields

  Examples: date of entry, date of last change, user

  TermStar automatically fills in these fields.

- Index fields

  Examples: term, abbreviation, alternatives, synonyms, user index 1

  TermStar sorts the dictionary entries by these fields.

- Additional information on the contents

  Examples: Definition, remark, subject, context, source, status

  These fields contain additional information on the language entry.

- Linguistic information

  Examples: Declension, phonetic transcription, part of speech, gender

- Cross-reference fields to other language entries

- Multimedia field

  This field can be used to incorporate graphics, audio or video files.

  You can find a list of all the fields, with a description, in the » Transit/TermStar Reference Guide.

Default values, input verification and values lists

In TermStar, you can define default settings for nearly every field, which makes entering data easier, prevents you from entering incorrect data and ensures consistency within the dictionary entries (» Quality assurance, page 166).

Languages

A TermStar dictionary can consist of language entries in one, two or more languages. Each language entry has a language code so that TermStar knows to which language a language entry belongs:

Language	Language code	Example term
English (UK)	ENG	*select*
German	DEU	*auswählen*
French	FRA	*sélectionner*
Italian	ITA	*selezionare*

Language entries with language code

You can determine which languages are displayed by selecting the source language and target language. If you are translating from English to German, for example, set English as the source language and German as the target language. TermStar will then only display entries with the language codes ENG and DEU, even if your dictionary contains entries in other languages. TermStar only displays the two languages that you need at the present moment:

Source language English (ENG) and Target language German (DEU)

If you are translating from English to Spanish, simply select Spanish as the target language. TermStar then displays the relevant entries:

Source language English (ENG)and Target language Spanish (ESP)

You can also customise the dictionary display so that TermStar displays more than two languages (» Transit/TermStar Reference Guide).

Asian, East European and right-to-left languages

TermStar displays Asian, east European and right-to-left languages correctly if your operating system meets the necessary requirements.

TermStar user interface

Layouts TermStar offers you many options for customising the dictionary display to suit your own personal requirements so that only the information and data you really need is displayed. This means that you can simply hide the fields you do not require. You can also adjust the order and formatting of the fields, in order to highlight important information for instance.

The fields which TermStar should display are determined by the *"dictionary layouts"*. These specify which fields are displayed and how, and into which fields you can enter information.

You can create, save and modify layouts yourself using the TermStar layout editor (» Transit/TermStar Reference Guide.

Views A TermStar view is determined by combining layouts for certain areas of the user interface:

● Standard layout: for the left-hand page of the dictionary.

● Additional layout (optional): for the right-hand page of the dictionary.

● Edit mode layout (optional): for editing dictionary entries

You can choose between multiple predefined views to select the layouts that TermStar should use for your dictionaries.

Using the ribbon bar, you can switch easily between the different views, thereby quickly changing the dictionary display (» Switching between dictionary views, page 227).

Of course you can always customise the views supplied to suit your individual needs (» Modifying and managing dictionary views, page 227).

User roles in TermStar Thanks to its concept of 'user roles', TermStar can offer you an interface optimised to suit your particular area of responsibility. TermStar provides a specific set of functions for each user group:

User role	Areas of responsibility
Terminology Manager	● Editing and managing terminology
Terminologist	● Creating terminology
Terminology Translator	● Translation and use of terminology without the right to create new terminology or modify existing terminology
Super User	● This role does not configure the interface for any particular user group, but instead makes available the full range of functions offered by TermStar.

Standard user roles in TermStar

Your choice of user role affects both the functions which are available and the basic appearance of TermStar. This manual describes all the functions offered by TermStar, as they appear under the `Super User` role.

When TermStar is started up for the first time, the following window appears:
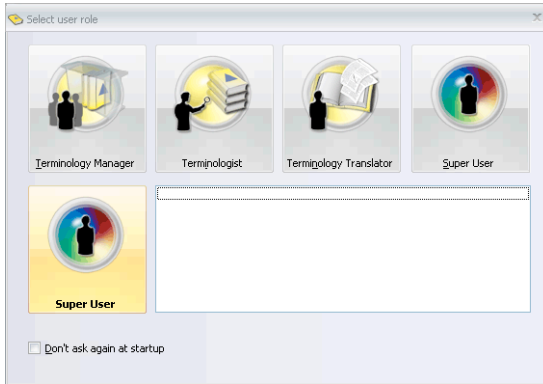
Select user role window

You are asked to select a role. It is possible to change your user role at any time while working in TermStar, without having to restart the program.

In addition to the standard user roles, you can also create new, custom user roles, either by defining a totally new role from scratch or by modifying an existing user role (» Transit/TermStar Reference Guide).

How do I select a user role when TermStar starts up?

When the program is launched for the first time, TermStar displays the **Select user role** window. This window appears on each subsequent occasion you start TermStar unless you have previously selected the **Don't ask again at startup** option.

1. Decide whether you want the **Select user role** window to appear the next time you start TermStar:

   – If you want TermStar to skip this window in future, select the **Don't ask again at startup** option in the bottom left of the window.

   – If you want TermStar to ask you which user role you would like to use next time you start the program as well, leave the **Don't ask again at startup** option deselected.

2. Select one of the standard user roles, represented by the icons, or – if any are listed – select a custom user role from the white field at the bottom right.

   TermStar saves your choice of user role and continues to load the program.

How do I select a user role while using TermStar?

1. Select the **User roles** button from the resource bar.

   TermStar displays a menu with options relating to role selection:

   – **Standard user roles**: TermStar displays a list allowing you to select among the standard user roles. If a standard user role is currently selected, TermStar indicates this by placing a dot on the left-hand side.

   – **My user roles**: TermStar displays a list from which you can select a user role that you have defined yourself. If one of these user roles is currently selected, TermStar indicates this by placing a dot on the left-hand side.

   – **Select user role...**: TermStar displays the **Select user role** window, as described above, containing an overview of all the available user roles.

2. Select a user role using one of the methods described above.

   TermStar saves your choice of user role.

Scopes in TermStar

When you save settings in TermStar, you can select the scope for which the settings are available (e.g. for data record filters):

Icon	Explanation
	Global scope
	User scope
	Customer scope
	Project scope

Icons for scopes

This means you can be sure that project-specific settings are only used for the particular project or that you do not use settings for a different customer.

Examples:

- You assign a project to a particular customer by selecting the `Customer` scope when creating the project. If you select this customer when opening projects, TermStar only displays the projects for this customer.

- You wish to display specific data records in a project and to hide others. Therefore, you create a special data record filter to do this. Since you require this data record filter only for this project, you save it with the `Project` scope. In this way, you cannot use it accidentally for other projects for which the filter is not intended.

The Working areas and information panes

After starting TermStar, you are first asked to select a user role (» User roles in TermStar, page 21). When you have made this selection, the TermStar user interface is displayed:
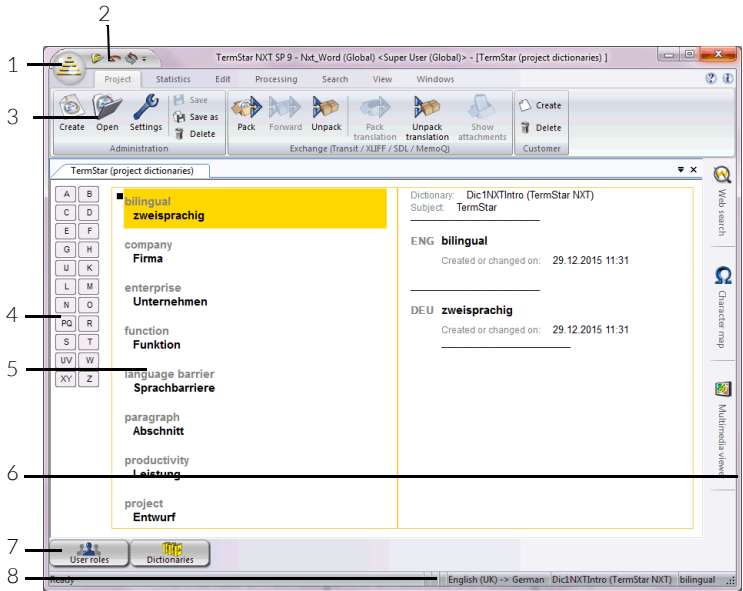
The interface of TermStar is divided into the following areas:

● Top:

1: The TermStar button (» page 25)

2: The Quick Access Toolbar (» page 25)

3: The ribbon bar

● Middle:

4: Index buttons: » Navigating with index buttons, page 89

5: Dictionary window: Entries from one or several dictionaries (» Customising the dictionary window, page 226)

6: The TermStar toolbar (» page 25)

● Bottom:

7: The resource bar (» page 26)

8: Status bar: » Information in the status bar, page 259

The TermStar button

The **TermStar button** contains the following commands:

Icon/button	Function
	Opening dictionaries (» page 42)
	Creating dictionaries and databases (» page 55)
	Managing databases (» page 65) / Managing dictionaries (» page 79)
	Connecting a database (» page 65)
	Save as (» Document "TermStar: Importing / Exporting Terminology")
	Printing a dictionary (» page 108)
	Selecting a user role (» User roles in TermStar, page 21)
User preferences	Opens the **User preferences** window (» User preferences, page 207)
Exit TermStar	Closing TermStar (» page 29)

Commands under the TermStar button

Recent projects, on the right-hand side of the menu, lists projects that you recently worked on in TermStar (» Recent projects list, page 40).

The Quick Access Toolbar

The Quick Access Toolbar contains important functions which are used frequently when working with TermStar. To optimise the TermStar workspace, you can configure the Quick Access Toolbar to your particular needs, adding and removing functions as required (» Customising the Quick Access Toolbar, page 213).

The TermStar toolbar

The TermStar toolbar is located on the right-hand side of the TermStar user interface:

	Tool	Function
	Character map	Inserting Unicode characters (» page 149)
	Web search	Web search: Terminology research on the Internet (» page 105)
	Multimedia viewer	Displaying multimedia files (» page 104)

Tools in the TermStar toolbar

- You can open the tool via the TermStar-toolbar context menu and close it when it is no longer required by clicking on the **X** in the titlebar.
- You can integrate (dock) the tool with the TermStar user interface.

● You can change the display mode of the tool to use it as a floating window after docking it with the user interface (» How do I change the display mode for a floating window?, page 223).

The resource bar   The resource bar is used to access the resources **User roles** and **Dictionaries**:

Resource bar

● The **User roles** button displays options regarding user roles.

– Selecting **User roles | Select user role** opens the **Select user role** window, from which you can choose one of the standard user roles (» **Select user role window**, page 22).

– **User roles | Manage user roles** takes you to the **Manage user roles** window. From here, you can modify one of the standard user roles to suit your own requirements and save it under a different name as a custom user role (» Transit/TermStar Reference Guide).

– Via **User roles | My user roles** you can view a list of custom user roles. The user roles that you have created in the **Manage user roles** window are displayed here.

– Selecting **User roles | Standard user roles** opens a list of the standard user roles that come with TermStar; » User roles in TermStar, page 21.

● The **Dictionaries** button displays a list of various functions for creating, editing and managing dictionaries and terminology (» Creating and Managing Databases and Dictionaries, page 53).

Project browser   The Project browser offers options for structuring the view of the TermStar projects and for customising the view according to your requirements. The Project browser also has filter and search functions to provide a clear overview, even if there are a great deal of projects, helping you to quickly locate particular projects.

The **Project browser** window is divided into two areas. The top part of the window contains the table listing the projects, while the filter and search functions are located in the bottom part.
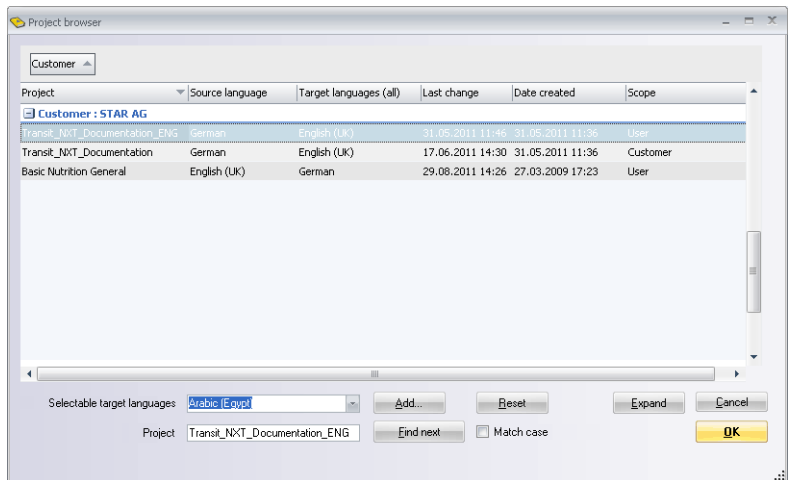
You can customise the view according to your specific requirements (» Customising the Project browser, page 216).

Filtering projects by target language and searching for projects
You can filter projects by target language and carry out targeted searches for individual projects. The column for the project attribute **Target languages (selected)** must be displayed to enable filtering by target languages (» How do I add project attributes to the Project browser?, page 217).
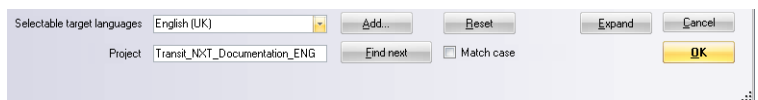
Filtering and searching in the Project browser

- **Selectable target languages**: List of target languages which can be selected.
- **Add**: Adds the selected target language to the filter.
- **Reset**: Resets the filter.
- **Project**: Field for entering a project name or string to search for.
- **Find next**: Searches for another project name which matches the search term.

- **Match case**: Ignores or pays attention to case differences when searching for a project name.
- **Expand**: If they are grouped according to particular attributes, expands or collapses the groups of projects in the project table.
- **Cancel**: Discards any changes made in the Project browser and closes the window.
- **OK**: Saves any changes to your settings and closes the window.

How do I filter by target language in the Project browser?

1. Open the Project browser by selecting **Project | Administration | Open**.

   TermStar displays the **Project browser** window.

2. If it is not already shown, display the project attribute **Target languages (selected)** using the context menu (» How do I add project attributes to the Project browser?, page 217).

3. From the **Selectable target languages** list, select the language that you want to filter the projects by and then click **Add**.

   This language will be displayed in the **Target languages (selected)** column for all projects which contain this target language.

Example: You want to determine which projects have both German and English (UK) as their target languages.

1. Select German from the **Selectable target languages** list and click **Add**.

   In the **Target languages (selected)** column, TermStar now shows the entry German for all projects containing this target language.

2. Then select English (UK) from the **Selectable target languages** list and click **Add**.

   TermStar then displays the target languages German and English in the **Target languages (selected)** column. Using this procedure, you can add further languages, or start a new search. To do this, you need to reset the filter by clicking **Reset**.

How do I search for a particular project in the Project browser?

1. Open the Project browser by selecting **Project | Administration | Open**.

   TermStar displays the **Project browser** window.

2. Enter the name of the project you are looking for in the **Project** field. Alternatively you can just enter a string which is part of the project name (e.g. Docum instead of Documentation). If you want case differences to be taken into account for the search, select the **case sensitive** option.

   TermStar indicates the first project in the project table which matches the search query by highlighting the corresponding row.

3. To search for other projects matching this search query, click **Find Next**.

   The project is highlighted in the project table.

Closing TermStar

When you have finished your work with TermStar, you can close it.

How do I close TermStar?

1. Click the **TermStar button** and select **Exit TermStar**.

   TermStar displays the following message if you have changed project settings but have not saved them:

   `Project settings have been changed. Save?`

2. Decide whether TermStar should save the modified project or not:

   - **Yes**: TermStar saves the project and closes it.
   - **No**: TermStar closes the project <u>without</u> saving it.

     This will cause all changes that you have made to the project settings since the last save to be lost.
   - **Cancel**: The project and TermStar will not close.

   If you have changed certain settings on the ribbon bar or in the user preferences (» User preferences, page 207), but have not saved them, TermStar displays the following message:

   `User preferences or particular settings on the ribbon bar have been changed. Save?`

3. Decide whether TermStar should save the modified user preferences:

   - **Yes**: TermStar saves the user preferences, then closes.
   - **No**: TermStar closes <u>without</u> saving the user preferences.

     This will cause all changes that you have made to the user preferences since the last save to be lost.
   - **Cancel**: TermStar does not close.

The next time you start TermStar, you can easily open the last edited project (» Recent projects list, page 40).

3 Working with Projects

Overview

If you work with dictionaries there are two ways of using them:

● Use a dictionary as a project dictionary

For this option, you create a project for which you specify various settings (such as administrative data, dictionaries contained in the project and the source, target and additional languages).

You have the following advantages when working with a project:

– TermStar saves the settings in the project. TermStar automatically uses the relevant settings when you open the project again at a later stage.

– The administrative data allow you to assign the project to a customer or user which makes it easier to locate and edit your project (and your dictionaries) at a later stage.

– You can assign multiple dictionaries to a project. TermStar displays these dictionaries in one window: You can work with them as if they were one single dictionary ("*virtual dictionary*"). Of course, the data itself is kept separate so you can specify another combination of dictionaries for other projects.

– Some functions (e.g. exchanging dictionaries with other users) require the dictionary to be defined as the project dictionary (» Exchanging terminology projects, page 231).

– Advanced users can adjust the TermStar settings in such a way that TermStar automatically opens a certain project (or the last project edited) when started.

● Use a dictionary independently of a project

You can also open a dictionary without a project. TermStar then uses default settings (e.g. German and English as the source and target languages).

Tip: Use project dictionaries

We recommend you work with project dictionaries. Settings made once allow you to work more effectively than with independent dictionaries. In addition, you can only reap the benefits of one "virtual" dictionary if you work with projects.

Creating a project

Overview   You must first create a project if you want to work with project dictionaries. A wizard helps you to do this by guiding you step-by-step through the functions so you cannot forget any settings.

You have two options when creating a project:

- You create a completely new project

  TermStar suggests default settings which you can customise for your project (» Creating a new project, page 31).

- You create a project as a follow-up project

  With this option, TermStar suggests the settings of an existing project, so you only have to change the settings which differentiate the old project from the new project (» Creating a project as a follow-up project, page 37).

Creating a new dictionary before a new project

When you create a project, you can select a dictionary from the existing dictionaries. Create the dictionary <u>before</u> creating the project if you require a new dictionary for your project (» Creating a new database and a new dictionary, page 57).

Shared project with Transit

If you are using Transit as a translation memory tool, you create a translation project (» Transit User's Guide). The Transit project also contains all the settings which TermStar requires. Transit and TermStar access the same project settings.

This means that if you want to use or edit terminology for a translation project, there is <u>no</u> need to create a separate project in TermStar.

Creating a new   If you are creating a completely new project, TermStar suggests default settings which
project   you can customise for your project. Please refer to section » Creating a project as a follow-up project, page 37 if you want to create a follow-up project based on an existing project.
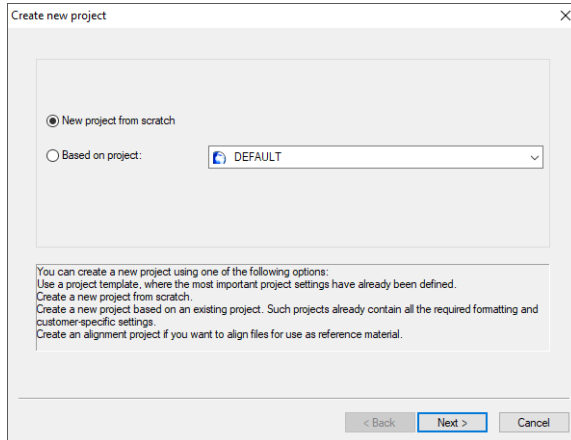
Changing the default settings suggested by TermStar

You can change the default settings suggested by TermStar for new projects, so that they match the requirements of your projects as closely as possible. This means that less changes will be necessary when creating a new project (» Changing default settings for new projects, page 221).

How do I create a new project?

1. Select **Project | Administration | Create**.

   TermStar displays the following window:

2. To create a new project, select **New project from scratch**. Click **Next** to confirm the selection.

   TermStar displays the following window:

3. Specify administrative information in the **Project comment** section:
   – **Name**: Enter the name of the project here.

- **Scope**: Select the scope to which the project should be assigned (» Scopes in TermStar, page 23).
- If you have selected `Customer` from the **Scope** list, select the appropriate customer from the **Customer** list.
- Click **New customer** to create a new customer. TermStar displays the following window:

Enter the name of the customer in the **Customer** field. TermStar automatically inserts the name into the **Customer data folder** field. TermStar saves customer-specific settings to this folder.

Click **Create customer** to confirm the information entered for the new customer. TermStar displays the **Administration** window again. You can now select the new customer from the **Customer** list.

- You can enter a comment on your project in the **Project comment** section.
- In the **Project status** section you can enter remarks on the status of the project.

Click **Next** to confirm your entries in the **Administration** window.

TermStar displays the following window:
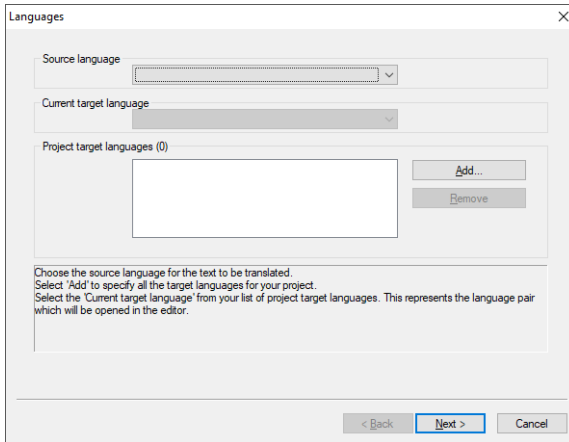
When you create a new project, TermStar uses the default settings for the source and target languages.

4. Specify the source and target languages of the project (» "Languages" project settings, page 47):

– **Source language**: Select the required language.

– **Current target language**: Select the required language.

You can select languages specified as project target languages. When creating a new project, it is first necessary to add the required languages in the **Project target languages** section.

– **Project target languages**: TermStar shows all the target languages for the project in the **Project target languages** section.

– Click **Add** to add a target language. TermStar displays the following window:
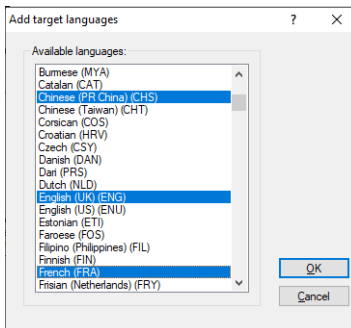
Select one or more languages which you want to add to the project as target languages. To select several target languages, press and hold the CTRL key. Confirm your choice by clicking **OK**.

–   To remove a target language from the project, select the language in the **Project target languages** section and click **Remove**.

TermStar does not delete the target-language data from the database, but TermStar merely no longer uses the language in this project.

Click **Next** to confirm your selection in the **Languages** window.

TermStar displays the following window:
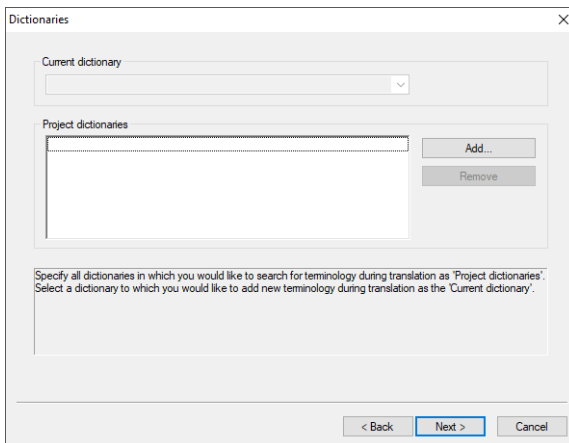
5.   Specify the dictionaries for the project (» "Dictionaries" project settings, page 50):

–   **Current dictionary**: Select the required dictionary.

You can select a dictionary which has been specified as a project dictionary. You may first have to add the required dictionary to the **Project dictionaries** section.

–   **Project dictionaries**: TermStar displays all the dictionaries assigned to the project in the **Project dictionaries section**.

– Click **Add** to add a dictionary. TermStar displays the following window:
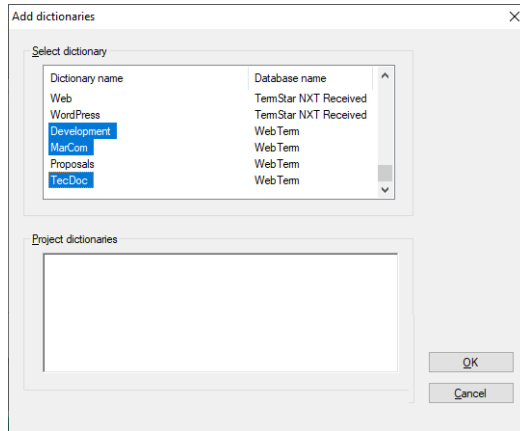
In the **Select dictionary** section, TermStar indicates the dictionaries you can access. In the right column, TermStar displays the name of the database in which the dictionary in question is saved (» Data organisation in dictionaries and databases, page 15).

Clicking in the column headers **Dictionary name** and **Database name** allows you to sort the names of the dictionaries or databases alphabetically, in ascending or descending order, in order to obtain a better overview.

In the **Project dictionaries** section, TermStar displays the dictionaries which have already been specified as project dictionaries.

In the **Select dictionary** section, select one or more dictionaries which you want to add to the project. Confirm your choice by clicking **OK**.

TermStar displays the **Dictionaries** window again with the dictionaries added. Now you can select a different current dictionary, if necessary.

– To remove a dictionary from the project, select the dictionary in the **Project dictionaries** section and click **Remove**.

TermStar does not delete the dictionary from the database, but merely no longer uses it in this project.

Click **Finish** to confirm your choice in the **Dictionaries** window.

TermStar closes the **Dictionaries** window, creates the project and displays the virtual dictionary with the contents of all the project dictionaries.

Creating a project as a follow-up project — If you create a project as a follow-up project, TermStar suggests the settings of an existing project, so you only have to change the settings which differentiate the old project from the new project.

How do I create a follow-up project?

1. Select **Project | Administration | Create**.
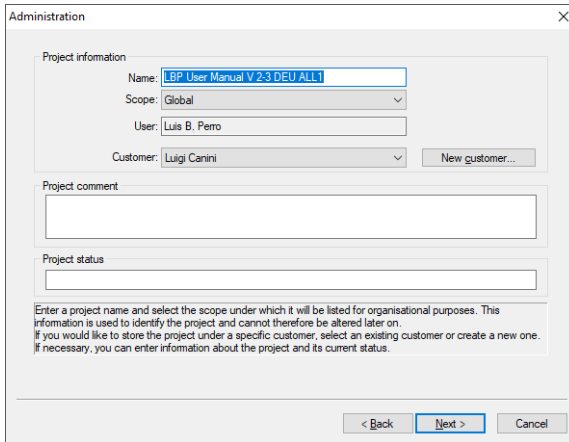
    TermStar displays the following window:
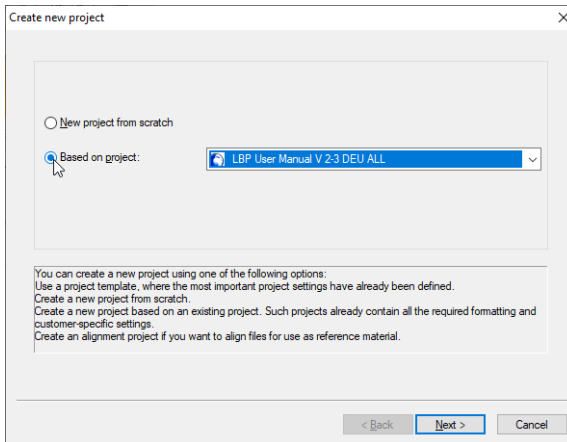
2. To create a follow-up project, select **Based on project**.
3. Select the project from the list which you want to use as the basis for your new project.

    Click **Next** to confirm the selection.

TermStar displays the following window:

As the project name, TermStar suggests the name of the old project with 1 appended to the name. TermStar does not change any of the other settings for the old project.

4. Accept the suggested settings or change the settings for the new project.

To do so, proceed in the same way as when creating a new project (from onwards).

Opening, changing, saving, and deleting a project

Overview   Open the relevant project to work with the project dictionaries or to change the project settings (» Opening a project, page 39).

If you have changed the project settings, save the project so that you will not lose the changes (» Saving a project, page 41).

If you do not require a project anymore, you can delete it (» Deleting a project, page 41).

Opening a project   If you open a project, TermStar displays all the dictionaries specified in the project as one virtual dictionary. TermStar uses the source and target languages which you specified in the project settings. If you enter new terminology, TermStar saves the new entries in the dictionary you specified as the current dictionary.

How do I open a project?

1. Select **Project | Administration | Open**.

    TermStar displays the Project Browser:
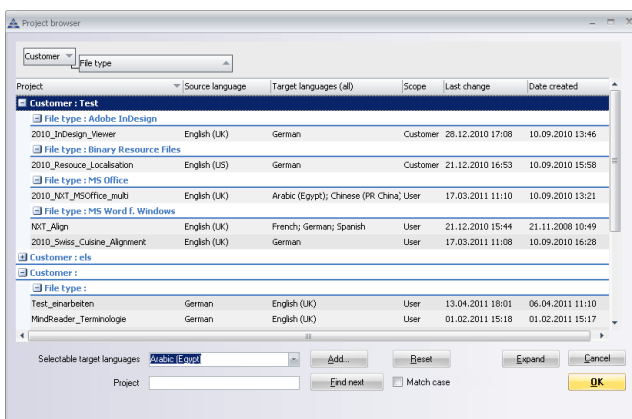
    In the Project Browser, TermStar displays all available projects and allows to search and sort projects (» Project browser, page 27).

2. Select the project you wish to open and confirm your choice with **OK**.

3. If you have changed the settings for a project which is already open and not yet saved them, TermStar displays the following message:

    `Project settings have been changed. Save?`

    Decide whether TermStar should save the open project or not:

    –   **Yes**: TermStar saves the open project, closes it and opens the selected project.

    –   **No**: TermStar closes the open project without saving it and opens the selected project.

        This will cause all changes that you have made to the open project since the last save to be lost.

– **Cancel**: TermStar does <u>not</u> close the open project and does <u>not</u> open the selected project.

Now you can work with the dictionaries or change the project settings.

Recent projects list Clicking the **TermStar** symbol at the top left displays the **Recent projects** list:
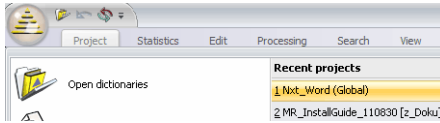
List of recently opened projects

To open a project, simply select it from this list.

Changing the project settings **How do I change the project settings?**

1. Open the project if it is not already open (» Opening a project, page 39).

2. Select **Project | Administration | Settings**.

TermStar displays the following window:
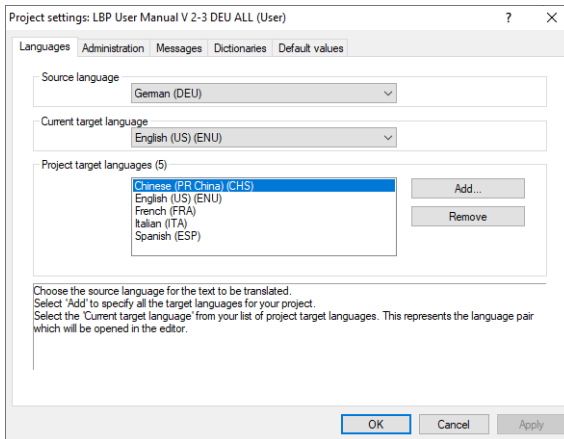
3. Select the tab required and change the settings (» Overview of the project settings, page 46).

4. Confirm your changes:

– Click **Apply** to confirm the changes <u>without</u> closing the **Project settings** window.

In this way, you can make further changes on the other tabs.

– Click **OK** to confirm the changes and close the **Project settings** window.

TermStar will now use the modified project settings. Save the project so you do not lose the changes (» Saving a project, page 41).

Saving a project   If you have changed the project settings, save the project so that you will not lose the changes.

However, if you have only edited the contents of a dictionary (i.e. the terminology), you do not have to save the project. The changes to the terminology have been automatically saved in the database.

How do I save a project?

1. Select **Project | Administration | Save**.

   If the option is greyed out, there are no changes in the project settings that need to be saved.

TermStar saves the project with all the settings and overwrites the old settings.

Deleting a project   If you do not need a project anymore, you can delete it in TermStar. Doing so, you do not delete the project dictionaries, but "only" the project settings.

DATA LOSS
Make sure that you really no longer require the project and its settings.

How do I delete a project?

1. Open the project that you want to delete (» Opening a project, page 39).
2. Make sure that you really no longer require the project and its settings.
3. Select **Project | Administration | Delete**.

   TermStar displays the following message:
   `Do you really want to delete the project "…"?`
4. Confirm that you really want to delete the project:

   – **Yes**: TermStar deletes the project irrevocably.

   – **No**: TermStar cancels the deletion. The project is retained.

When the project is deleted, TermStar displays the following message:
`Project "…" has been deleted successfully.`

Opening and closing the dictionary

Overview   You have to open the dictionary before you can browse through the terminology or edit it.

When you open a project, TermStar automatically opens the dictionaries contained in the project (» Opening a project, page 39).

TermStar displays all the project dictionaries as a single virtual dictionary in one tab. In the tab bar, TermStar displays **TermStar (project dictionaries)**:

TermStar (project dictionaries)

TermStar (project dictionaries) tab bar in the virtual dictionary

Opening   Using the **Open dictionaries** window you additionally have the following options:
dictionaries

● Opening the project dictionaries again

If you have accidentally closed the project dictionaries of the currently opened project, you can open them again.

● Opening an individual project dictionary additionally in a separate tab

You can open each project dictionary additionally in a separate tab (e. g. to display one project dictionary with various views side-by-side).

● Opening a dictionary independently of a project

You can open a dictionary independently of a project in a separate tab.

In this case, TermStar uses default settings (e.g. German and English as the source and target languages).

We recommend you work with project dictionaries as projects make your work more effective and more functions are available this way (» Overview, page 30).

Dictionary <u>appears</u> to have no entries

Check the source and target languages if TermStar does not display any entries when it opens a dictionary even though you are sure there are entries in the dictionary: it may be the case that languages have been specified for which there are no entries in the dictionary. Change the languages either permanently in the project settings (» "Languages" project settings, page 47), or temporarily (» Changing source and target languages temporarily, page 45).

How do I open the "Open dictionaries" window?

1. Select **Dictionaries | Open dictionary** from the resource bar.

   Alternatively, you can also click the **TermStar button** and select **Open dictionaries**.

   TermStar displays the following window:
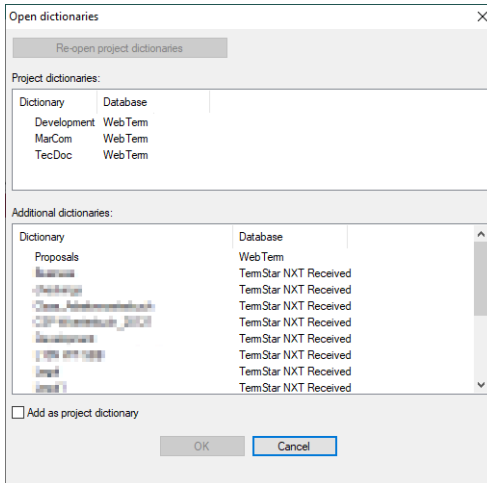
   – **Project dictionaries** section: Lists all project dictionaries and the corre-
     sponding database. If a project dictionary is opened additionally in a separate
     tab, a symbol is displayed in front of it.

   – **Additional dictionaries** section: Lists all additionally existing dictionaries and
     the corresponding database. If a dictionary has already been opened in a
     separate tab, a symbol is displayed in front of it.

   Clicking in the column headers **Dictionary** and **Database** allows you to sort the
   dictionary or database names alphabetically, in ascending or descending order, in order
   to obtain a better overview.

How do I open the project dictionaries again?

1. In the **Open dictionaries** window, click **Re-open project dictionaries**.

   TermStar displays the project dictionaries of the currently opened project as a
   single virtual dictionary in <u>one</u> tab again.

How do I open a project dictionary additionally in a separate tab?

1. In the **Project dictionaries** section of the **Open dictionaries** window, select the
   desired project dictionary.

2. Confirm your selection by clicking **OK**.

TermStar displays the individual project dictionary in a separate tab. In the tab bar, TermStar displays the names of the dictionary and the database:
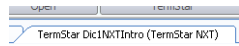
Tab bar of the individually opened project dictionary `Dic1NXTIntro` in database `TermStar`

How do I open a dictionary independently of the project?

1. In the **Additional dictionaries** section of the **Open dictionaries** window, select the desired dictionary.

   The option **Add as project dictionary**, underneath the selection list, allows you to add the selected dictionary to the current project.

   Do <u>not</u> select this option if you want to open the dictionary independently of a project.

2. Confirm your selection by clicking **OK**.

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

   TermStar opens the dictionary independent of a project in a separate tab. In the tab bar, TermStar displays **(Independent)** in addition to the dictionary and database name:
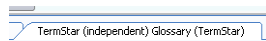
Tab bar of the independent `Glossary` dictionary in the `TermStar` database

Closing the dictionaries

You can close dictionary windows if you no longer need them. It does not matter how you opened the dictionary.

> **You do <u>not</u> need to save the dictionaries before closing them**
>
> If you are editing the contents of a dictionary (i.e. the terminology), TermStar saves the modified entries immediately in the database. For this reason, it is not necessary to save the dictionaries before closing them.

How do I close a dictionary?

1. Click the **X** at the top right of the window of the dictionary that you want to close.

TermStar closes the window with the dictionary.

> **Closed dictionaries remain in the project**
>
> Closing a project dictionary does not change the project settings. The closed dictionary is merely no longer displayed. You must change the project settings accordingly if you want to remove the dictionary from the project (» "Dictionaries" project settings, page 50).

Changing source and target languages temporarily

When working with terminology, you often have to change or swap the source and target languages for a short period. In general, however, you do not want to permanently specify this temporary language change in the project settings.

In TermStar it is possible to make the following temporary changes without affecting the project settings:

● Swapping source and target languages

You can temporarily swap the source and target languages, making the source language the target language and vice versa.

● Selecting other source or target languages

Each language available in TermStar can be specified temporarily as the source or target language.

TermStar does not save the temporary changes. When you open the project the next time, TermStar uses the languages saved in the project settings.

> **Changing languages permanently in the project settings**
>
> The source and target languages are set in the project settings. TermStar automatically uses the languages specified for the project when you open the project. You can permanently change the languages specified by changing the project settings (» "Languages" project settings, page 47).

How do I swap the source and target languages temporarily?

1. Select **View | Display languages|** 🔄 **Swap languages**.

TermStar uses the source language as the target language and vice versa.

How do I temporarily select another source or target language?

1. Specify the languages which TermStar should use temporarily:
   – Select the source language you require from the **View | Display languages | Source** list.
   – Select the target language you require from the **View | Display languages | Target** list.
   – Click 🔄 **Reverse order of source/target language** to swap the source and target languages.

TermStar temporarily uses the languages you have selected.

4 Project settings

Overview   When creating a new project, you specify the project settings using the wizard. Apart from the administrative information, these settings can be changed at a later stage.

To change the project settings, you need to open the project (» Opening a project, page 39). For information on how to change the project settings, please refer to » Changing the project settings, page 40. After changing the settings, save the project so that the changes are not lost (» Saving a project, page 41).

	Meaning
"Languages" project settings (» page 47)	The source and target languages for your project
"Administration" project settings (» page 48)	Administrative information on your translation project
"Messages" project settings (» page 49)	Messages that are displayed for different project processing steps
"Dictionaries" project settings (» page 50)	The dictionaries TermStar should use for the project
"Default values" project settings (» page 51)	Default values for dictionary entries made while working on the project

Overview of the project settings

"Languages" project settings

On the **Languages** tab, you specify the languages for the project:
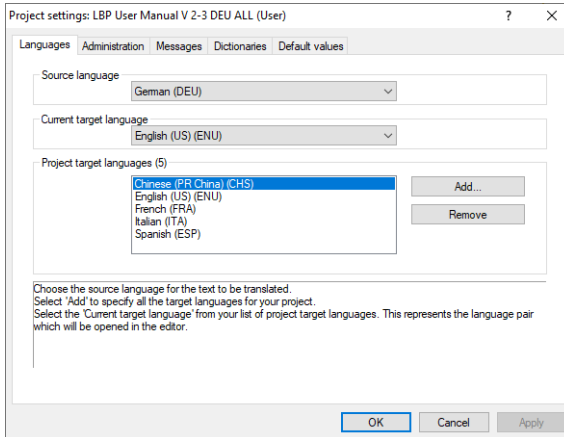
You can specify the following:

- **Source language**

  The source language is the language by which TermStar sorts the language entries in the dictionary. TermStar works in the source language when you search for terminology.

- **Current target language**

  The current target language is the language in which TermStar displays the translations of source language entries. If you add new terminology, TermStar adds language entries in this language.
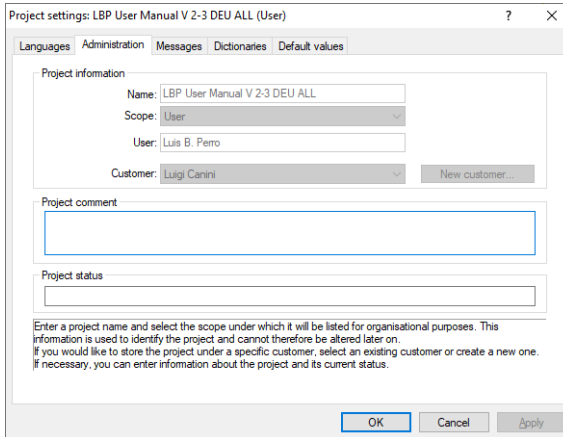
  You can choose from the languages specified as project target languages. You may first have to add the desired language in the **Project target languages** section.

- **Project target languages**

  You can use one project to manage terminology in as many languages as you wish. For the **Project target languages**, you should specify all the languages which are relevant for your project.

"Administration" project settings

On the **Administration** tab, you specify information for the project which makes managing the project easier:

Information contained in the **Project comment** and **Project status** fields can be modified at a later stage. None of the other settings in this tab can be changed, as TermStar uses these to identify the project and the associated files.

"Messages" project settings

On the **Messages** tab, you specify project-specific information that is displayed as a message when different project processing actions are performed:

You can use project-specific messages to display information or working instructions for specific project processing steps to translators / terminologists or to create yourself some kind of "digital reminder".

For this, TermStar provides you the following options:

- **Display when opening the project**

  Enter text for a message that is displayed every time the project is opened.

  By selecting the **For unpacked projects only** option, the message is displayed only to the translator / terminologists who has unpacked the project.

- **Display before packing the translation**

  Enter text for a message that is displayed before packing the translation.

- **Display when selected as basis for a follow-up project or as project template**

  Enter text for a message that is displayed when the project is used as basis for a follow-up project.

The **Display after exporting the project** message is not relevant for TermStar.

"Dictionaries" project settings

On the **Dictionaries** tab, you specify which dictionaries TermStar should use for the project:
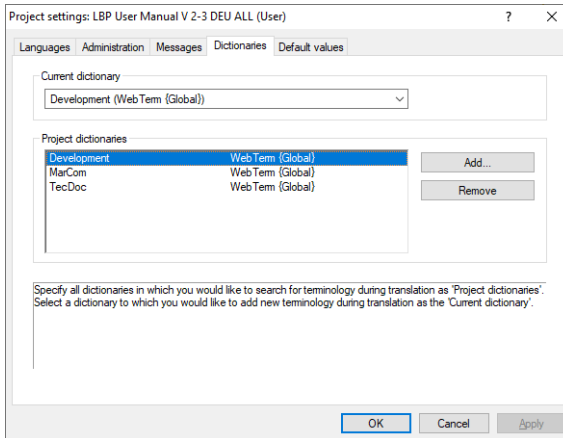
You can specify the following:

- **Current dictionary**

  The current dictionary is the dictionary to which TermStar adds new terminology. If you are adding terminology, ensure that the correct dictionary has been specified as the current dictionary.

  You can choose from the dictionaries specified as project dictionaries. You may first have to add the desired dictionary in the **Project target languages** section.

- **Project dictionaries**

  You can assign multiple dictionaries to a project. TermStar handles these dictionaries as if they were one single dictionary (*"virtual dictionary"*). However, the data itself is kept separate so you can specify another combination of dictionaries for other projects.

"Default values" project settings

"Default values" make entering terminology easier and ensure correct language entries are made.

On the **Default values** tab, you specify which values TermStar should automatically insert in dictionary fields when you add terminology within the project:
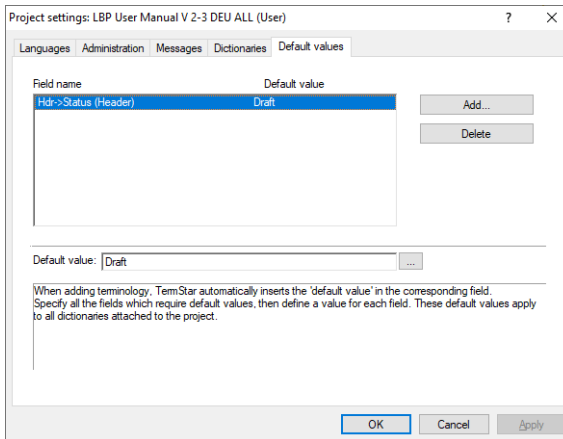
If the **...** button is displayed, you can select the default value from a value list.

TermStar displays the following:

- **Field name** column: Name and language (if applicable) of the field to which the default value applies.
- **Default value** column: Value which TermStar automatically enters for new data records or language entries.

If, in the current dictionary, a value list is assigned to the field (» Working with values lists, page 185), TermStar displays the additional **...** button. In this case, we recommend clicking the **...** button to select a value from the value list.

Project-related default values have precedence over general default values

In addition to the project-specific default values explained here, you can also specify general default values which are <u>not</u> specific to any particular project: TermStar uses the general default values as soon as a user makes additions to the dictionary (» Specifying default values, page 176).

If a general <u>and</u> a project-related default value are specified for the <u>same</u> field, the project-related default value has precedence over the general value. Should this occur, TermStar ignores the general default value.

How do I specify new project-related default values?

1. Click **Add**.

    TermStar displays the following window:
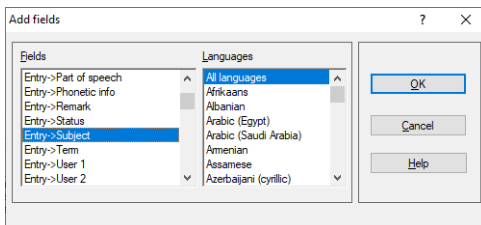
2. From the **Fields** list, select the field for which you wish to enter a default value.
3. From the **Languages** list, select the language for which the default value should apply:
    –   Default value for <u>all</u> languages: `All languages` entry
    –   Default value for <u>one</u> language: Name of the language
    –   Default value for address data records: `Addresses` entry
    –   Default value for bibliography data records: `Bibliography` entry
    –   If you have selected a header field in the **Fields** list, TermStar automatically selects `Header` in the **Languages** list.

    Confirm your choice by clicking **OK**.

    TermStar displays the **Default values** tab again with the field selected.

4. Below the table, specify the desired value in the **Default value** field:
    –   If TermStar displays the **...** button, click it and select the desired default value from the list.
    –   Otherwise, enter the desired value directly in the field.

How do I change project-related default values?

1. Select the field name from the table.
2. Below the table, change the value in the **Default value** field:
    –   If TermStar displays the **...** button, click it and select the desired default value from the list.
    –   Otherwise, enter the desired value directly in the field.

How do I delete project-related default values?

1. Select the field name from the table.
2. Click **Delete**.

5 Creating and Managing Databases and Dictionaries

Overview

TermStar saves terminology in dictionaries. Every dictionary is saved in a database. The database acts like a bookshelf for the dictionary; it can contain many dictionaries.

In section » Dividing terminology into different dictionaries, page 53, you will learn why it can be useful to divide your data into several dictionaries.

In section » Creating dictionaries and databases, page 55, you can find out how to create new dictionaries and databases.

Section » Managing databases, page 65 describes how to connect, copy, compact, empty and delete databases.

Section » Managing dictionaries, page 79 describes how to rename, compact, empty and delete dictionaries.

Dividing terminology into different dictionaries

In TermStar, you can divide terminology into separate dictionaries. In this way, you can keep separate dictionaries for different customers and thereby ensure that you only use the terminology which applies to the particular customer. In addition, you have the following benefits:

- Specialist terminology

  Identical words have different meanings and translations in different subject areas. By using subject-area dictionaries, TermStar only displays translations which apply to the particular subject area.

- Project/customer terminology

  Using a separate dictionary for each project or each customer guarantees the correct and consistent translation of terminology specific to the project or customer.

- Virtual dictionary

  You can open and browse in any number of dictionaries at the same time. TermStar can display several dictionaries in one window: You work with what we call a *"virtual*

dictionary". The display, sort and search functions are the same as those for a single dictionary.

● Data exchange/printing

Separate dictionaries are better suited to data exchange or printing than a single dictionary. For example, you can quickly pass on a project dictionary or print it out in this way.

Should you later want to merge the terminology from several dictionaries into one, you can do so in TermStar at any stage (» Document "TermStar: Importing / Exporting Terminology"). During the process, user-friendly comparison tools help you avoid duplicate data records.

DSN type   The DSN type (Data Source Name type) determines where the connection to the database is saved and who can access the database:

● **User DSN**: The database connection is saved in the registry and is only available to you.

● **System DSN**: The database connection is saved in the registry and is available to all users.

● **File DSN (global scope)**: The database connection is saved as file to the `config\global` folder and is available to all users.

● **File DSN (user scope)**: The database connection is saved as file to the `config\users\<user_name>` folder and is available only to you.

File DSN offers the following advantages:

● The file (= database connection) can easily be transferred to other computers or users.

● The file (= database connection) can be easily backed up and, if necessary, restored.

● In host-client installations, the files (= database connections) can be saved and managed centrally.

Therefore TermStar automatically suggests the DSN type **File DSN (user scope)** for new databases.

Supported databases and ODBC drivers   TermStar supports Microsoft Access, Microsoft SQL Server Express, and Microsoft SQL Server (other databases on request).

The necessary ODBC drivers are installed automatically with TermStar.

Creating dictionaries and databases

Overview
When creating a new dictionary, you can decide whether you wish to add it to an existing database or create a new database for it (» Data organisation in dictionaries and databases, page 15).

- How do I create a dictionary in an existing database? (» page 55)
- How do I create a new Access database and a new dictionary? (» page 57)
- How do I create a new SQL database and a new dictionary? (» page 61)

Specifying defaults for new dictionaries

After creating a new database, you can specify defaults for the dictionaries that you create in this database (» Changing default settings for new dictionaries, page 220).

Creating a dictionary in an existing database

How do I create a dictionary in an existing database?

1. Select **Dictionaries | Dictionaries/Databases | Create new dictionary/database** from the resource bar.

   TermStar displays the following window:

2. Select **Create a TermStar dictionary within an existing database** and click **Next**.

TermStar displays the following window:
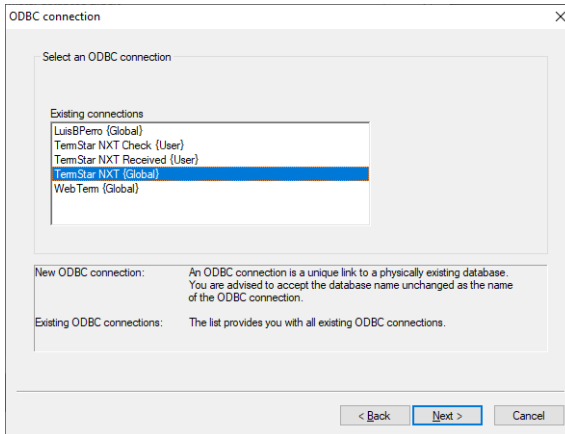
3. Select the connection to the database in which you want to create the dictionary and click **Next**.

    TermStar displays the following window:
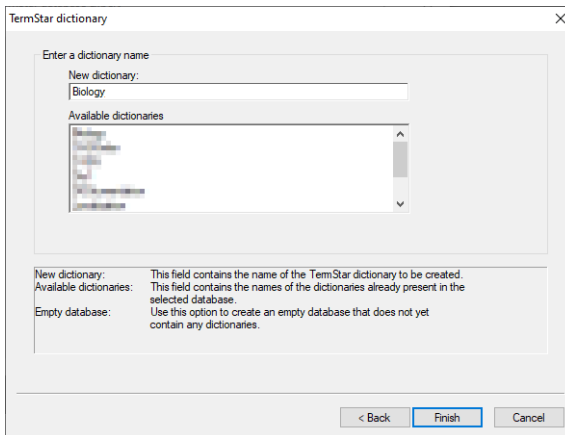
In the **Available dictionaries** list, TermStar displays all existing dictionaries in the database.

4. Enter the name of the new dictionary in the **New dictionary** field and click **Finish**.

TermStar closes the window and creates the dictionary.

You can now open this new dictionary and edit it (» Opening and closing the dictionary, page 42).

Creating a new database and a new dictionary

If you wish to create a dictionary containing data separate from your existing dictionaries, create a new database and create the new dictionary within it.

How do I create a new Access database and a new dictionary?

1. Select **Dictionaries | Dictionaries/Databases | Create new dictionary/database** from the resource bar.

   TermStar displays the following window:
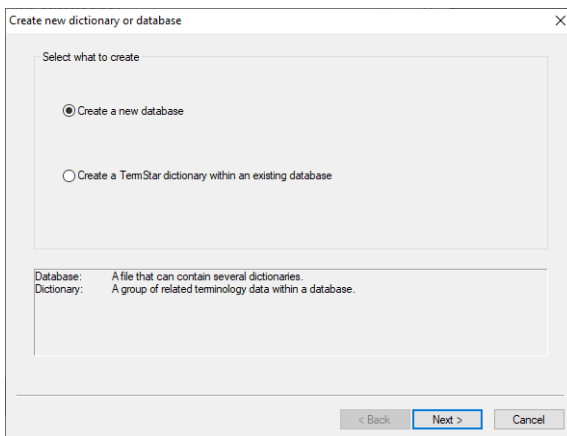
2. Select **Create a new database** and click **Next**.

If more than one ODBC driver is installed (» Supported databases and ODBC drivers, page 54), TermStar displays the following window:
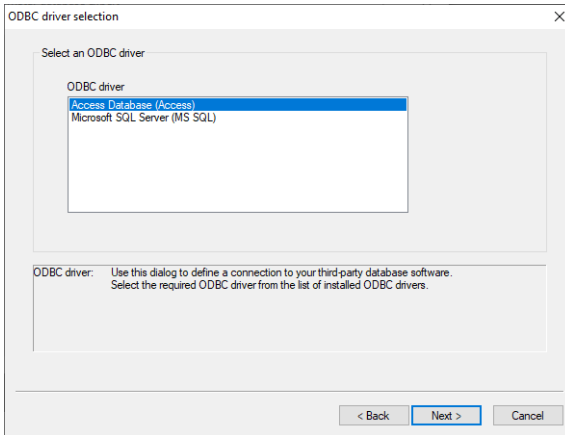
This window is only displayed if databases other than Access are supported (» Supported databases and ODBC drivers, page 54).

3. Select `Access Database (Access)` and click **Next**.

    For SQL databases, please refer to » How do I create a new SQL database and a new dictionary?, page 61.

4. For Access databases, TermStar displays the following window:
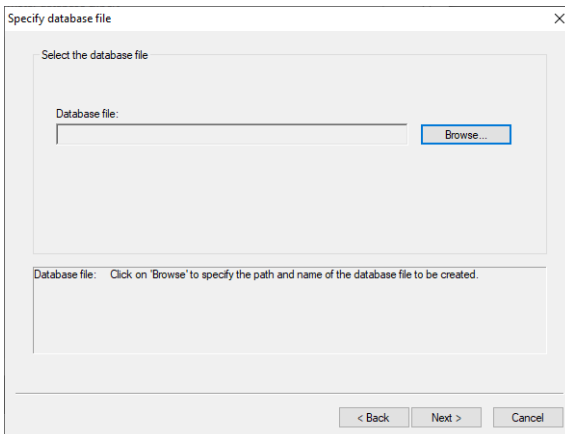
5. Click **Browse**.

   – In the **Save As** window, select the folder and enter the name for the database file and click **Save**. The file automatically receives the file extension `*.mdb`.

   – In the **Specify database file** window, click **Next**.
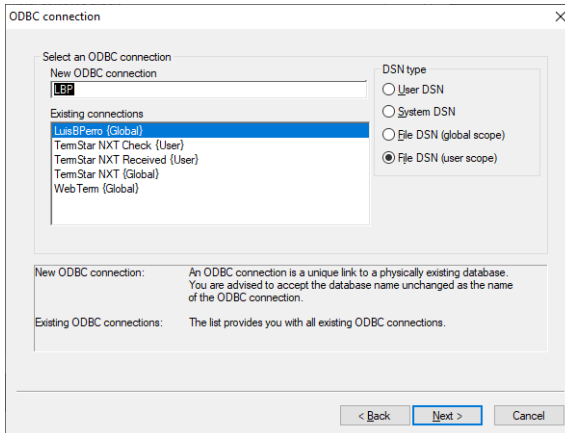
   TermStar displays the following window:

TermStar automatically suggest the name of the database as the name for the ODBC connection.

We recommend that you leave the name suggested in the **New ODBC connection** field unchanged. In this way, you can always recognise which connection belongs to which database.

6. In the **DSN type** section, select the desired DSN type (» DSN type, page 54) and click **Next**.

TermStar displays the following window:
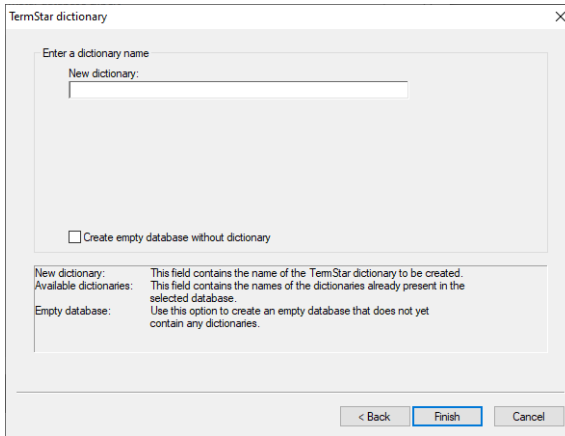
7. If you want to create a new dictionary right now, enter a name for it in the **New dictionary** field.

    Select the **Create empty database without dictionary** option if you want to create an empty database without a dictionary.

8. Click **Finish**.

TermStar creates the new database and, if appropriate, the new dictionary, which you can then open and edit ().

How do I create a new SQL database and a new dictionary?

1. Select **Dictionaries | Dictionaries/Databases | Create new dictionary/database** from the resource bar.

    TermStar displays the following window:

2. Select **Create a new database** and click **Next**.

    TermStar displays the following window:

    If TermStar does not display this window, only Access databases are supported (» Supported databases and ODBC drivers, page 54).

3. Select `Microsoft SQL Server (MS SQL)` and click **Next** to confirm.

    For Access databases, please refer to » How do I create a new Access database and a new dictionary?, page 57.

For SQL databases, TermStar displays the following window:

4. Specify the database server on which you want to create the database:

   – Select the required database server from the **Database servers** list or enter it in the **Selected database server** field.

      With the entry (`local`), you select the database server on your own computer.

   – In the **User name** and **Password** fields, enter the access data for the database server selected. You may wish to ask your system administrator about this.

   – If you wish to use your Windows login user name and password, select the **Trusted connection** option. This is only possible if you select a database server installed on your computer.

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

TermStar displays the following window:

TermStar automatically suggest the name of the database as the name for the ODBC connection.

We recommend that you leave the name suggested in the **New ODBC connection** field unchanged. In this way, you can always recognise which connection belongs to database.

5. In the **DSN type** section, select the desired DSN type (» DSN type, page 54) and click **Next**.

TermStar displays the following window:
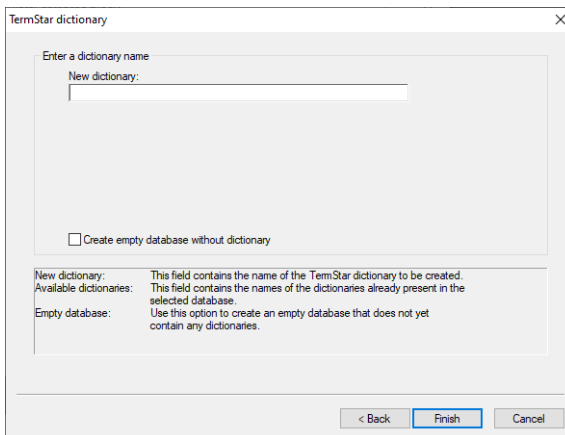
6. If you want to create a new dictionary right now, enter a name for it in the **New dictionary** field.

Select the **Create empty database without dictionary** option if you want to create an empty database without a dictionary.

7. Click **Finish**.

TermStar creates the new database and, if appropriate, the new dictionary, which you can then open and edit ().

Managing databases

Overview
You can use the TermStar database expert to perform a range of functions for managing databases:

- Connecting a database (» page 65)
- Copying a database (» page 75)
- Compacting a database (» page 76)
- Emptying a database (» page 77)
- Deleting a database link (» page 78)

Further instructions in the Reference Guide

Please refer to the » Transit/TermStar Reference Guide for further instructions:

- Transferring a database connection to other computers
- Finding and deleting incorrect database connections
- Compacting an Access database
- Transferring an Access database to Microsoft SQL Server

They are intended primarily for advanced users.

Connecting a database
If you create a new database using TermStar, TermStar automatically creates the database connection.

However, if you want to access an already existing database, you must connect the database. You can establish the connection

- using direct access to a local database:
  - » How do I connect a Microsoft Access database?, page 66
  - » How do I connect a SQL database?, page 69
- using https access to a remote database:
  - » How do I connect a remote database via https?, page 73.

Link each database once only
Make sure that you create only one connection to each database on your computer.

Optional function

The support of remote databases and connections via HTTPS are supported as an optional function. Please contact the STAR Group (» Contact, page 2) if you want to use this function and would like to have it enabled.

How do I connect a Microsoft Access database?

1. Select **Dictionaries | Dictionaries/Databases | Link database** from the resource bar.

    TermStar displays the following window if your TermStar installation supports remote databases:

If your TermStar does not support remote databases, this step does not apply.

2. Select **Local database** and click **Next**.

    For remote databases, please refer to .

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If more than one ODBC driver is installed (» Supported databases and ODBC drivers, page 54), TermStar displays the following window:

This window is only displayed if databases other than Access are supported (» Supported databases and ODBC drivers, page 54).

3. Select `Access Database (Access)` and click **Next** to confirm.

    For SQL databases, please refer to » How do I connect a SQL database?, page 69.

    For Access databases, TermStar displays the following window:
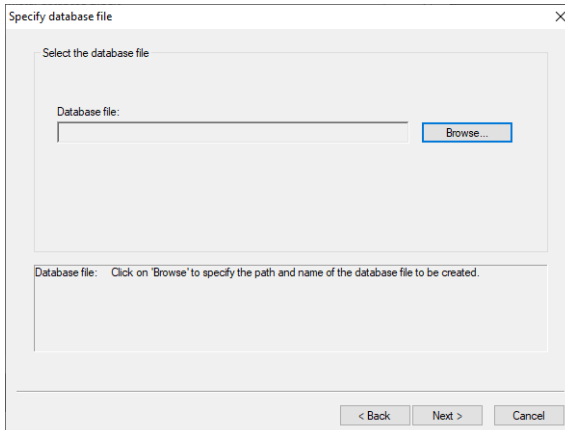
4. Click **Browse**.
    –   In the **Open** window, select the database file and click **Open**.
    –   In the **Specify database file** window, click **Next**.
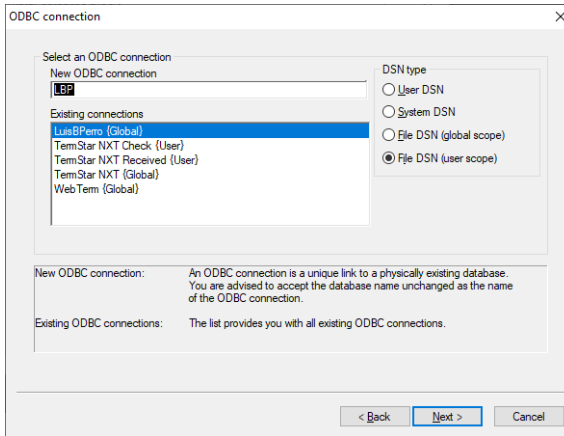
TermStar displays the following window:

TermStar automatically suggest the name of the database as the name for the ODBC connection.

We recommend that you leave the name suggested in the **New ODBC connection** field unchanged. In this way, you can always recognise which connection belongs to which database.

5. In the **DSN type** section, select the desired DSN type (» DSN type, page 54) and click **Finish**.

TermStar has connected the database. You can now access the database.

How do I connect a SQL database?

1. Select **Dictionaries | Dictionaries/Databases | Link database** from the resource bar.

    TermStar displays the following window if your TermStar installation supports remote databases:
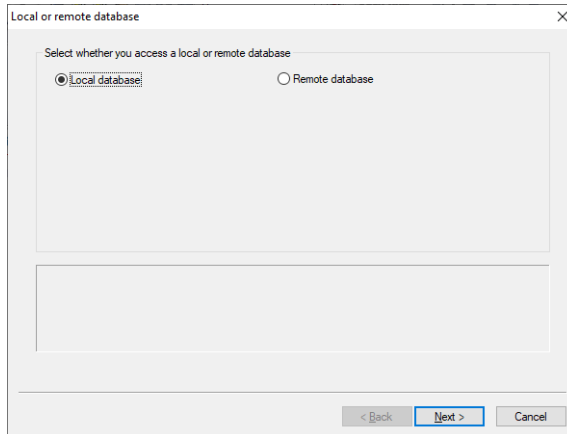
    If your TermStar does not support remote databases, this step does not apply.

2. Select **Local database** and click **Next**.

    For remote databases, please refer to » How do I connect a remote database via https?, page 73.

TermStar displays the following window:
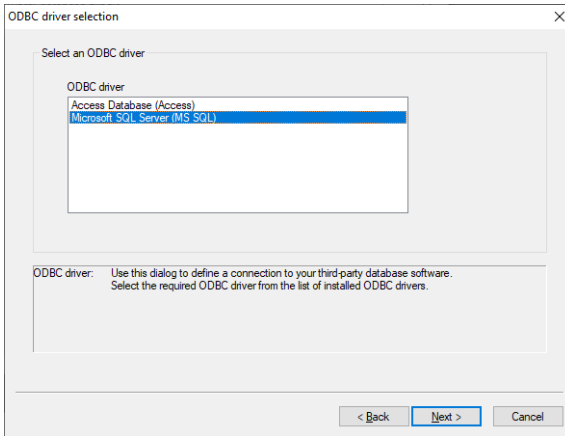
If TermStar does not display this window, only Access databases are supported (» Supported databases and ODBC drivers, page 54).

3. Select `Microsoft SQL Server (MS SQL)` and click **Next** to confirm.

    For Access databases, please refer to » How do I create a new Access database and a new dictionary?, page 57.

    For SQL databases, TermStar displays the following window:
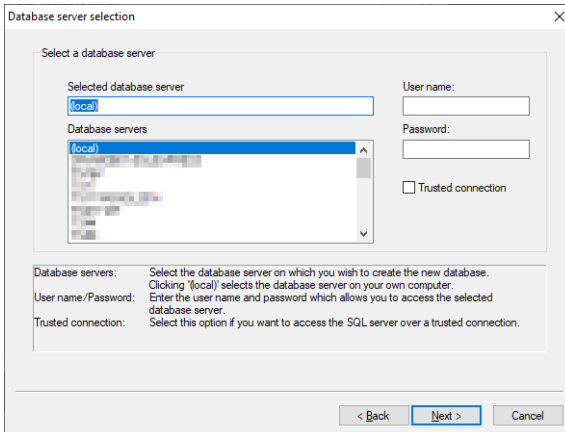
4. Specify the database server whose database you want to connect to:

– Select the required database server from the **Database servers** list or enter it in the **Selected database server** field.

With the entry `(local)`, you select the database server on your own computer.

– In the **User name** and **Password** fields, enter the access data for the database server selected. You may wish to ask your system administrator about this.

– If you wish to use your Windows login user name and password, select the **Trusted connection** option. This is only possible if you select a database server installed on your computer.

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

TermStar displays the following window:

5. Select the database to which you want to connect and click **Next**.

TermStar displays the following window:
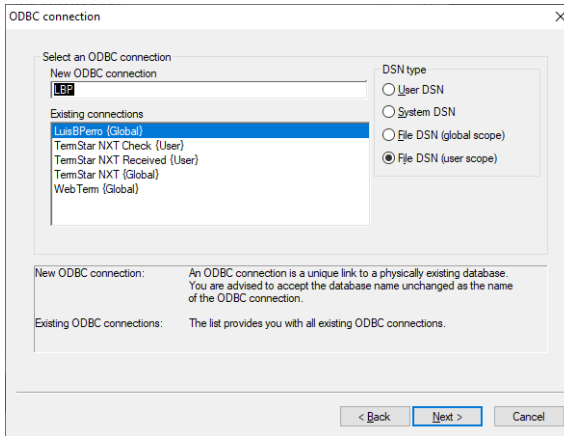
TermStar automatically suggest the name of the database as the name for the ODBC connection.

We recommend that you leave the name suggested in the **New ODBC connection** field unchanged. In this way, you can always recognise which connection belongs to database.
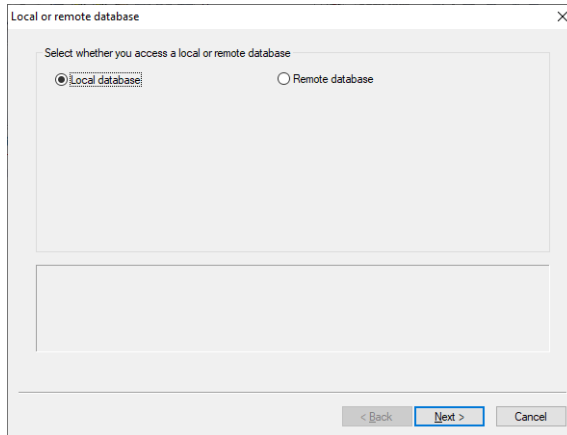
6.   In the **DSN type** section, select the desired DSN type (» DSN type, page 54) and click **Finish**.

TermStar has connected the database. You can now access the database.

How do I connect a remote database via https?

1. Select **Dictionaries | Dictionaries/Databases | Link database** from the resource bar.
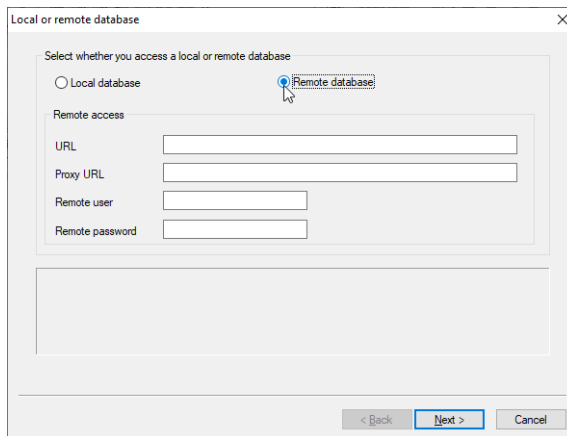
    TermStar displays the following window:

    If TermStar does not display this window, no remote databases are supported (» Optional function, page 65).

2. Select **Remote database** for access via HTTPS and enter the login details directly in this window:

    Enter the login details for remote databases directly here.

    Click **Next**.

TermStar displays the following window:
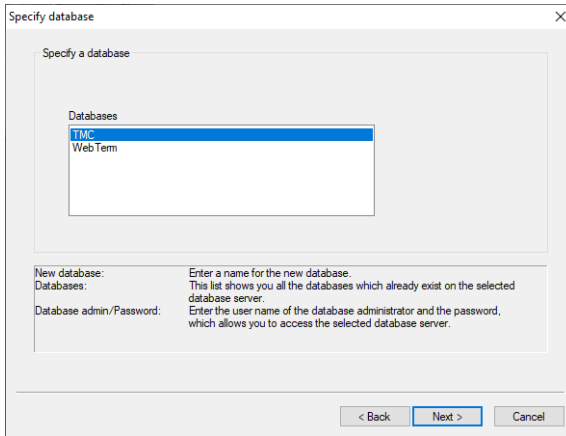
3. Select the database to which you want to connect and click **Next**.

TermStar displays the following window:
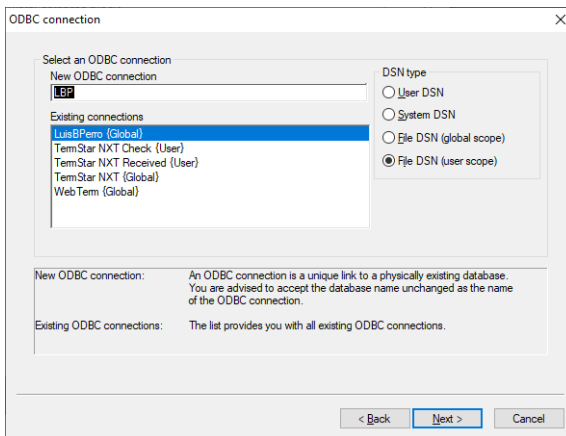
We recommend that you leave the suggested name unchanged. In this way, you can always recognise which connection belongs to database.

4. In the **DSN type** section, select the desired DSN type (» DSN type, page 54).

For remote databases, only file DSNs are supported (`Global` or `User` scope).

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

TermStar has connected the database. You can now access the database.

Copying a database

Copying a database can be necessary for the following reasons:

- You want to transfer your database to a different database server.

- Your database was created with TermStar Service Pack 8 or earlier and you want to use one of the following features:

  – Saving multimedia files in the database (» Additional dictionary settings, page 200)

  – Logging changes as revisions (» page 124)

  – Changing default settings for new dictionaries (» page 220)

  To do so, you have to copy the contents to a new database created with Service Pack 9 or higher.

Create an empty target database before copying!

Before you start copying, an empty target database must exist.

To do this, create a new database (» Creating a new database and a new dictionary, page 57) but select **Create empty database without dictionary** in the last step.

Passwords for protected dictionaries required

When copying a database with protected dictionaries, you must enter their passwords. If you do not know the passwords, you cannot copy the database.

How do I copy a database?

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

   TermStar displays the following window:
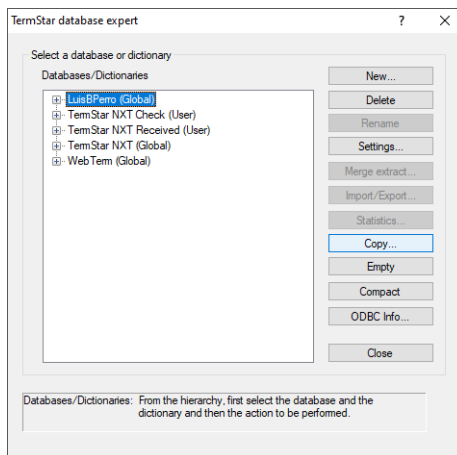
TermStar database expert window with database selected

2. Select the connection to the database you want to copy and click **Copy**.

   – For each password-protected dictionary, TermStar displays a password prompt. Enter the password and confirm it by clicking **OK**.

   TermStar displays the following window:
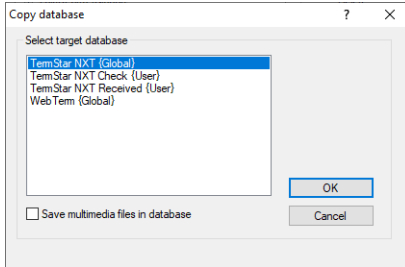
3. Select your empty target database.

4. If you want to migrate the multimedia files from the file system to the database, select **Save multimedia files in database**.

   This allows you to pack the dictionaries including multimedia files when you exchange terminology projects later (» Packing a project, page 233).

5. Confirm with **OK**.

   TermStar starts copying.

   When copying is complete, TermStar displays this message:
   `Completed successfully.`

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

   TermStar continues to display the **TermStar database expert** window.

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

Compacting a database

Compacting a database achieves two things:

● All data records that have been deleted from the dictionaries are deleted irretrievably from the database. Before compacting, they are only marked for deletion within the database.

● All locked data records are unlocked. Data records may be locked when a database is unintentionally closed.

> **Passwords for protected dictionaries required**
>
> When compacting a database with protected dictionaries, you must enter their passwords. If you do not know the passwords, you cannot compact the database.

How do I compact a database?

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

    TermStar displays the **TermStar database expert** window with a list of the existing database connections.

2. Select the connection to the database that you want to compact and click **Compact**.

    TermStar displays the following message:

    `Are you sure you want to compact the database?`

3. Decide whether you really want to compact the database:

    –   **Yes**: TermStar compacts the database irrevocably.

    –   **No**: TermStar cancels the process.

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

    When compacting is complete, TermStar displays the following message:

    `Compacting completed successfully.`

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

    TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections.

5. Close the window by clicking **Close**.

Emptying a
database

THE DATABASE CONTENT AND ALL DICTIONARIES WILL BE DELETED

Only empty a database if you are certain that the dictionaries that it contains and all their data are no longer required.

If you empty a database, all the dictionaries that it contains are irrevocably deleted. You cannot undo this action.

Passwords for protected dictionaries required

When emptying a database with protected dictionaries, you must enter their passwords. If you do not know the passwords, you cannot empty the database.

How do I empty a database?

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

    TermStar displays the **TermStar database expert** window with a list of the existing database connections.

2. Select the connection to the database that you want to empty and click **Empty**.

    TermStar displays the following message:

    `Are you sure you want to empty the database …? All data will be lost.`

3. Decide whether you really want to empty the database:

    –   **Yes**: TermStar empties the database irrevocably.

    –   **No**: TermStar cancels the process.

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

    When emptying is complete, TermStar displays the following message:
    `The database has been successfully emptied.`

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

    TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections.

5. Close the window by clicking **Close**.

Deleting a
database link

> **Only the connection to the database is deleted**
> This function only removes the link to the database. The database itself remains intact.

How do I delete a database link?
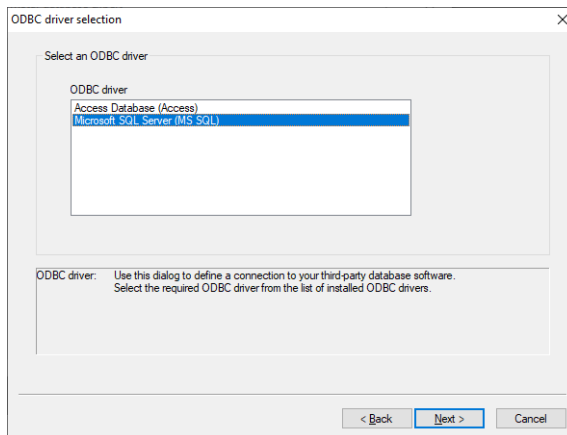
1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.

    TermStar displays the **TermStar database expert** window with a list of the existing database connections.

2. Select the database connection which you want to delete. Click **Delete** to confirm the option selected.

    –   If you do not have the operating system rights required to delete the connection, TermStar displays the following message:
        `You do not have sufficient rights to delete a database link.`

    TermStar displays the following message:
    `Are you sure you want to delete the database link …?`

3. Decide whether you really want to delete the database connection:

    –   **Yes**: TermStar irrevocably deletes the database connection.

    –   **No**: TermStar cancels the process.

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

    TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections.

4. Close the window by clicking **Close**.

Managing dictionaries

Overview
You can use the TermStar database expert to perform a range of functions for managing dictionaries, e.g.:

- Renaming the dictionary (» page 79)
- Compacting a dictionary (» page 80)
- Generating dictionary statistics (» page 81)
- Emptying a dictionary (» page 82)
- Deleting a dictionary (» page 83)

Section » Quality assurance, page 166 explains the settings that you can make for your dictionaries using the database expert.

The » Document "TermStar: Importing / Exporting Terminology" provides you with information on how to import and export dictionaries.

Please refer to section » Exchanging terminology projects, page 231 for information about creating dictionary extracts.

Renaming the dictionary
You can change the name of a dictionary at any time.

Rename dictionaries following consultation
Consider who needs to be informed of the change before renaming dictionaries if you are working with the dictionary in work groups or in a network.

Passwords for protected dictionary required
When renaming a protected dictionary, you must enter its password. If you do not know the password, you cannot rename the dictionary.

How do I rename a dictionary?

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

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

TermStar displays the dictionaries contained in the database:
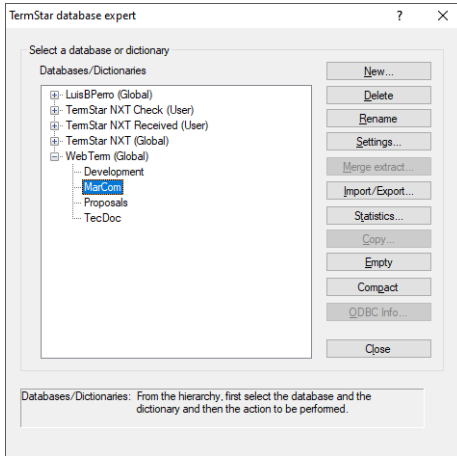
TermStar database expert window with selected dictionary

2. Select the dictionary which you wish to rename and click **Rename**.

   TermStar displays the **Rename dictionary** window.

3. Enter the new name for the dictionary in the **New dictionary name** field and decide whether you really want to change the name:

   – **OK**: TermStar renames the dictionary.

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

   TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections.

4. Click Cancel to exit the **TermStar database expert** window.

Compacting a
dictionary

Compacting a dictionary achieves two things:

● All data records that have been deleted from the dictionaries are deleted irretrievably. Before compacting, they are only marked for deletion within the database.

● All locked data records are unlocked. Data records are locked when the corresponding database is unintentionally closed.

Passwords for protected dictionary required

When compacting a protected dictionary, you must enter its password. If you do not know the password, you cannot compact the dictionary.

How do I compact a dictionary?

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

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

2. Select the dictionary which you wish to compact and click **Compact**.

   TermStar displays the following message:

   `Are you sure you want to compact the dictionary …?`

3. Decide whether you really want to compact the dictionary:

   - **Yes**: TermStar compacts the dictionary irrevocably.
   - **No**: TermStar cancels the process.
   - **Cancel**: TermStar cancels the process.

   When compacting is complete, TermStar displays the following message:

   `Compacting completed successfully.`

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

   TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections.

5. Close the window by clicking **Close**.

Generating dictionary statistics
You can use the Report Manager to generate statistics about the data records and entries in a selected dictionary:

It will provide you with information about the following values:

- Number of all data records and language entries contained
- Maximum number of entries per field

How do I generate statistics for a dictionary?

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

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

2. Select the dictionary for which you wish to generate statistics and click **Statistics**.

3. Follow the instructions from step » step 3, page 204 under » How do I create the statistics?, page 203.

Emptying a dictionary

Emptying a dictionary deletes all the data records it contains and, as an option, also the dictionary settings that it contains.

THE DICTIONARY CONTENT AND ALL THE DATA IT CONTAINS WILL BE DELETED.

Only empty a dictionary if you are absolutely sure that the data records it contains will no longer be needed.

If you empty a dictionary, all the data records contained within it will be deleted irrevocably. You cannot undo this action.

Passwords for protected dictionary required

When emptying a protected dictionary, you must enter its password. If you do not know the password, you cannot empty the dictionary.

How do I empty a dictionary?

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

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

2. Select the dictionary which you wish to empty and click **Empty**.

   TermStar displays the following message:

   `Are you sure you want to empty the dictionary …? All data will be lost.`

3. Decide whether you really want to empty the dictionary:

   – **Yes**: TermStar empties the dictionary irrevocably.

   – **No**: TermStar cancels the process.

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

   If you select **Yes**, TermStar displays the following message:

   `Should TermStar delete the dictionary settings as well?`

   Decide whether you want to delete the dictionary settings as well:

   – **Yes**: TermStar also irrevocably deletes the dictionary settings.

   – **No**: TermStar does not delete the dictionary settings but does irrevocably empty the dictionary.

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

   When emptying is complete, TermStar displays the following message:

   `The dictionary has been successfully emptied.`

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

   TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections.

5. Close the window by clicking **Close**.

Deleting a
dictionary

THE DICTIONARY AND ALL THE DATA IT CONTAINS ARE DELETED.

Only delete a dictionary if you are absolutely sure that the data records it contains will no longer be needed.

If you delete a dictionary, all the data records contained within it will be deleted irretrievably. You cannot undo this action.

Passwords for protected dictionary required

When deleting a protected dictionary, you must enter its password. If you do not know the password, you cannot delete the dictionary.

How do I delete a dictionary?

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

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

2. Select the dictionary which you wish to delete and click **Delete**.

   TermStar displays the following message:
   `Are you sure you want to delete the dictionary …? All data will be lost.`

3. Decide whether you really want to delete the dictionary:

   – **Yes**: TermStar deletes the dictionary irrevocably.

   – **No**: TermStar cancels the process.

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

   TermStar continues to display the **TermStar database expert** window containing a list of the existing database connections.

4. Close the window by clicking **Close**.

6 Using dictionaries

Overview

TermStar is able to carry out sophisticated search procedures. You can use them to find terms that contain your search text only in part (» Searching with wildcards, page 86) or terms that are similar to your search text, so that you do not need to enter the exact spelling (» Fuzzy search, page 87).

In TermStar, you can easily navigate through your dictionary using keyboard commands or menus (» Navigating using the keyboard or menu, page 89).

You can go straight to a particular letter group in the dictionary using the index buttons (» Navigating with index buttons, page 89).

In addition, you can use cross-references so TermStar displays a related entry or data record (» Working with cross-references, page 90).

You can filter data records so TermStar only displays specific data records and hides all other records. This is achieved using *"data record filters"*. These are useful if you wish to carry out relatively complex searches or to search in fields other than the `Term` field (» Filtering data records, page 91).

TermStar allows you to illustrate each data record by linking graphics, video or audio files (» Displaying multimedia files, page 104).

If you are using TermStar as part of a Transit project, you can use Dynamic Linking to display all segments in which the terms in a data record are used. This means that you can effortlessly obtain up-to-date examples at any time in the context of the current project for terminology maintenance purposes (» Display examples with Dynamic Linking, page 107).

Searching for a term

If you are searching for a term in the dictionary, the following rules apply:

● TermStar searches for terms in the source language.

Terms in other languages will therefore not be returned by the search. To have these terms come up, you must set the language in which you want to search as the source language (» Changing source and target languages temporarily, page 45).

If you want to display all the data records in the dictionary, regardless of which source language is selected, you can search by data record number (» Searching by data record number, page 88).

● TermStar can search for terms of all or only certain entry types.

For TermStar to search for main entries and subentries, the corresponding entry types must be displayed in the index, that is, on the left-hand page of the dictionary.

As default all entry types are displayed in the index.

If you want to restrict the display of entry types and therefore your search, you can achieve that by means of a data record filter (» Filtering by entry types, page 96).

> **Complex searches using data record filters**
> You can work with data record filters if you want to carry out more complex searches or to search in fields other than the `Term` field (» Filtering data records, page 91).

Searching for a term or the beginning of a term

You can search for a term or the beginning of a term.

How do I search for a term or the beginning of a term?

1. Select **Search | In dictionary | Find**.

TermStar displays the following window:

2. Enter the desired term or beginning of a term in the **Search for** field. TermStar does not take the case into account.

You can also select a search string you previously entered by clicking on the arrow to the right of the **Search for** field.

3. Start the search by clicking **Search**.

TermStar will now search for the term. The following results are possible:

– TermStar finds the term.

The cursor jumps to this entry. Alphabetically descending terms are shown below.

– TermStar displays a term that starts with the search text and the terms that follow it alphabetically.

Example: If you have entered *Fil* as the search text, the cursor jumps to the term *File*.

– TermStar does not show a term that starts with the search term but shows the entries that follow the search text alphabetically. In this case, neither a term nor a term beginning with the search text was found.

Search quick start

You can also easily open the **Search terms** window without using the **Search | In dictionary | Find** menu. Press CTRL+F or simply start typing your search text without previously opening any menu or window. TermStar then opens the **Search terms** window automatically.

Searching with wildcards

You can use wildcards if you wish to search for a part of a word which appears in a certain position in a term. This type of search allows you to replace the variable parts of a search text with *"wildcards"* (placeholders).

Searching with wildcards has the same effect as a data record filter: TermStar only shows the entries that contain the search text (and not the terms that follow alphabetically).

The wildcard symbols you can use are:

● * for any number of characters

● ? for one character exactly

Examples:

Search text	Explanation	Words found
file*	The term should start with "file".	*file, filename*
*file	The term should end with "file".	*file, batch file*
fil	The term should contain "fil".	*file, filing system, batch file, files, filter, filtering*
fil*s	The term should start with "fil" and end with "s".	*filing systems, Filters*
fil?s	As above, but the wildcard represents exactly one character.	*files*

Examples of searches using wildcards

How do I search with wildcards?

1. Select **Search | In dictionary | Find**.

   TermStar displays the **Search terms** window.

2. Enter the text you are searching for and any wildcards.

   TermStar does not take the case into account.

3. Start the search by clicking **Search**.

   TermStar will now search for the term. The following results are possible:

   – TermStar displays one or more matching entries.

   – TermStar displays an empty dictionary.

     If this is the case, TermStar has not found a matching entry and hides all dictionary entries.

4. If you wish to stop the search, click one of the index buttons. TermStar displays all the entries again. You can also start a new search immediately.

Fuzzy search If you wish to search for a word or a part of a word that appears exactly or similarly in a term, you can use the fuzzy search. To do this, you precede your search text with a percentage sign, and you can set a required level of similarity, known as the minimum quality. The lower you set this value, the more matches you will find, and vice versa. With a minimum quality of 100 percent, you will find the fewest words, i.e. only those which match the search text exactly.

The fuzzy search has the same effect as a data record filter and a search containing wildcards: TermStar only displays the entries which match your search text.

Examples:

Search text	Words found	Words not found
%file	*file, files, lock file, filing, fill, filter*	*fish*
%filter	*filter, file, filtering*	
%fill	*fill, filling, file, filing*	*filter, filament*
%70%supsension	*suspension*	
%95%supsension		*suspension*

Examples of fuzzy searches. In the final two cases, the minimum quality is also specified in the search text.

How do I start a fuzzy search?

1. Select **Search | In dictionary**

2. In the **Min. quality** list, select a percentage between 50 and 100 to determine the "fuzzy quality", i.e. the required minimum level of similarity between your search text and the matches.

   Alternatively, you can enter the percentage between percentage signs before your search text, as shown in last two examples above. In the latter case, you can start your search with the following step.

3. Select **Search | In dictionary | Find**.

TermStar displays the **Search terms** window.

4. Enter your search text with a preceding percentage sign.

   If you required a percentage for the degree of similarity that is different to the one currently specified in the **Min. quality** list, you can enter it after the percentage sign, followed by another percentage sign.

   TermStar does not take the case into account.

5. Start the search by clicking **Search**.

   TermStar will now search for the term. The following results are possible:

   – TermStar displays one or more matching entries.

   – TermStar displays an empty dictionary.

     If this is the case, TermStar has not found a matching entry and hides all dictionary entries.

6. If you wish to stop the search, click one of the index buttons. TermStar displays all the entries again. You can also start a new search immediately.

Searching by data record number Data records which do not contain any terms in the current source language will not be shown.

In order to display these data records also, you can search by data record number.

How do I search by data record number?

1. Select **Search | In dictionary | Find**.

   TermStar displays the **Search terms** window.

2. Enter the desired data record number with a hash symbol (`#`) in front of it.

   Example: If you enter `#100`, TermStar displays all data records from data record number 100.

   In order to display all data records, enter `#1`.

   TermStar displays all data records sorted by data record number, i.e. in the order in which they were created.

   If a data record does not contain any terms in the current source language, it will be displayed using its first target language entry.

Displaying additional languages on the left-hand dictionary page

For data records which no entries in source or target language, but only in an additional language, an empty mark appears on the left-hand dictionary page.

In order to display entries in additional languages also, the layout for the left-hand dictionary page must contain the `Term` field for additional languages. If this is not the case, you can add it by using the layout editor (» Transit/TermStar Reference Guide).

Navigating within a dictionary

Navigating using the keyboard or menu

TermStar allows you to navigate within your dictionary using keyboard commands or via a navigation menu:

Function	Keyboard	Navigate menu
Next data record	PLUS (numeric keypad)	**Next data record**
Previous data record	MINUS (numeric keypad)	**Previous data record**
Next page	PAGE DOWN	**Next page**
Previous page	PAGE UP	**Previous page**
Scroll up within a data record (right-hand page of the dictionary)	CTRL+ARROW UP	**Scroll up in data record**
Scroll down within a data record (right-hand page of the dictionary)	CTRL+ARROW DOWN	**Scroll down in data record**
First data record	CTRL+HOME	**Start of dictionary**
Last data record	CTRL+END	**End of dictionary**
Previous cross-reference	CTRL+ALT+MINUS (numeric keypad)	**Previous cross-reference**

Navigating in the dictionary

How do I open the navigation menu?

1. Select **Search | In dictionary | Navigate**.

   TermStar displays the navigation menu.

Navigating with index buttons

You can go straight to a particular letter of the dictionary by using the index buttons.

How do I use the index buttons?

1. Click one of the index buttons down the left-hand side of the dictionary:
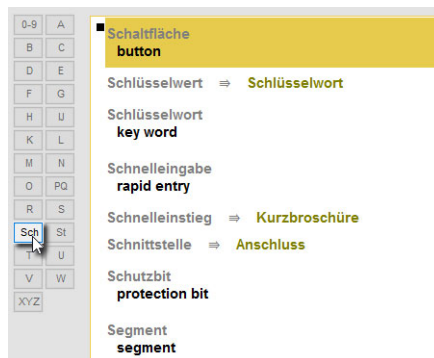
Index buttons

The cursor will jump to the first entry starting with the letter selected. If no entry starts with this letter, the cursor will jump to the first available entry of the letter that follows in the alphabet.

Displaying, hiding, and customising index buttons

In the user preferences, you to specify whether TermStar displays or hides the index buttons (» User preferences "TermStar", page 210).

In addition, you can individually configure the index buttons for each language (e.g. additional button for numerals or **Sch** and **St** buttons for German, » Transit/TermStar Reference Guide).

Working with cross-references

Cross-references are words which you can click to go directly to another related entry or data record.

Cross-references have two distinguishing features:

- The word is highlighted in a colour as specified in your dictionary layout.
- The mouse pointer changes from an arrow to a hand when it is moved over a cross-reference.

Cross-references can be created in various ways (» Creating, modifying and deleting cross-references, page 126) but always behave in the same way when used.

How do I use a cross-reference?

1. Hover the mouse over a cross-reference.

   The mouse pointer changes to a hand:

   Mouse pointer over a cross-reference to a subentry (e.g. synonym)

2. Click the cross-reference.

   The cursor will jump to the linked entry.

3. To return to the original point, select **Search | In dictionary| Navigate** and select **Previous cross-reference** in the navigation menu.

Filtering data records

Overview You can filter data records so TermStar only displays specific data records and hides all other records. This is achieved using *"data record filters"*.

TermStar takes data record filters into account not only in which records it displays, but also for a wide range of other functions:

- Printing a dictionary (» page 108)
- Global changes (» page 150)
- Statistics (» page 203)
- Exchanging terminology projects (» page 231)

For example, you can create and apply a data record filter to only print a specific range of records.

When creating a data record filter, specify the criteria which TermStar should use to decide whether the records in a dictionary are displayed or hidden (section » Creating a new data record filter, page 93).

You can save the data record filters (section » Saving the data record filter, page 100), so you can use them again as required.

TermStar contains a series of default data record filters which you can even use in conjunction with your own data record filters (section » Default data record filters, page 92).

Practical examples

Section » Examples of data record filters, page 245 shows you practical examples of how you can show or hide data records with data record filters.

The following basic rules apply to the use of data record filters:

- TermStar filters in the source language.

  Existing entries in other languages (in the target language or an additional language), which meet the filter criteria, are not taken into account during filtering, meaning that the associated data records are also not displayed in the filter result. To do so, you must set the language to which you want to apply the filter as the source language (» Changing source and target languages temporarily, page 45).

  If you want to take into account entries in other languages as well when filtering, you have to specify when creating an own data record filter that it should act as an entry or subentry filter (» Creating a new entry or subentry filter, page 96).

- TermStar can also search in fields other than the `Term` field while filtering.

  If you want to search in the fields of source language main entries or subentries, the corresponding entry types must be displayed in the index (» Filtering by entry types, page 96).

Combining the selection of entry types with other filter criteria

If you only select certain entry types and set other filter criteria, TermStar only displays entries of the selected types that also meet the other filter criteria.

Default data record filters

TermStar is supplied with default data record filters which you can use to filter data records and entries:

Default data record filter	Explanation
All	TermStar displays all the data records.
If target exists	TermStar only displays the data records which have an entry in the current target language.
	You can use this filter to prevent TermStar from displaying entries you cannot use as no entry is available in your target language.
If target does not exist	TermStar only displays the data records which do not contain an entry in the current target language.
	You can use this filter to check your dictionary for missing entries in a language and fill in the entries if necessary.
Input verification failed	TermStar displays all data records containing entries which do not match the input verification settings.
	You can use this filter to check the existing entries if you have modified or extended the input verification rules (» Creating an input verification, page 179).
Duplicates	TermStar displays all duplicate entries and sub-entries in the source language.
	You can use this filter to check one or more dictionaries of the same database for duplicate entries and sub-entries.

Default data record filters

You can also use these default data record filters in conjunction with your own user-defined data record filters (» Applying saved data record filters, page 100). TermStar then only displays the data records which match the default data record filter and your data record filter.

How do I use the default data record filters?

1. Select **View**.

   In the **Display** selection field in the **Data record filter** ribbon-bar group, TermStar displays the filter that is currently applied. Clicking in this field opens the list of the default data record filters:
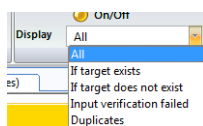
Default data record filters in the **Display** selection field

2. Select one of the default data record filters from the list (table » Default data record filters, page 92).

TermStar applies the default data record filter and only displays the data records which meet its criteria.

Creating a new data record filter

When you create a data record filter, you specify criteria which TermStar uses to decide whether the data records in a dictionary will be displayed or hidden. TermStar offers you the following options:

● TermStar can take all fields into account, including the header fields.

Example: You can filter out all entries edited by user *Carry Onn* or edited from a certain date onwards (» Examples of data record filters, page 245).

● TermStar can combine several criteria.

Example: you can filter out all entries that belong to the project `Orga_1` and contain the word `folder`.

● TermStar can use regular expressions.

In this way you can create complex filters and use logical links.

Instead of creating a data record filter from scratch, you can also open an existing data record filter, edit it and save it under a different name.

How do I create a new data record filter?

1. Select **View | Data record filter | Create**.

TermStar displays the following window:
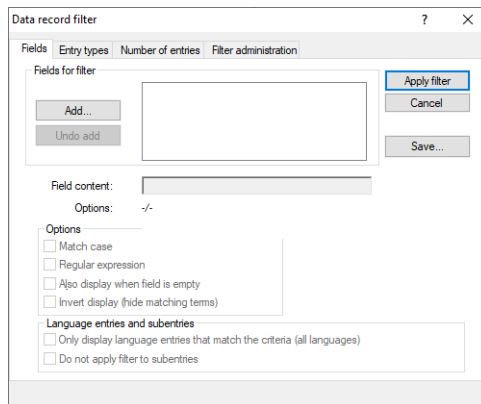
2. Click **Add** to specify a new field which TermStar should use for filtering.

TermStar displays the following window:
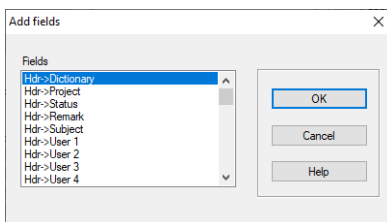
3. From the **Fields** list, select the field by which TermStar should filter. Confirm your choice by clicking **OK**.

TermStar displays the **Fields** tab again with the field selected.

4. In the **Field content** field, enter the field content by which you want to filter. You can also use wildcards (* and ?) (» Searching with wildcards, page 86).

Examples of how you can filter by date are given in section » Filtering by date, page 97.

Further settings are displayed by TermStar in the **Options** and **Language entries and subentries** sections.

5. Specify how TermStar should filter.

To this end, the following options are available in the **Options** section:

- **Match case**: If you select this option, TermStar will differentiate between upper and lower case when filtering. TermStar only displays entries with values where the case matches the case of the filter criterion.

- **Regular expression**: If you select this option, TermStar will interpret the criterion as a regular expression (» Transit/TermStar Reference Guide).

- **Also display when field is empty**: If you select this option, TermStar also displays the field if it has no content, regardless of the selected criterion.

- **Invert display (hide matching terms)**: "Inverts" the results displayed by the filter. If you select this option, TermStar displays those entries which do not fulfil the filter criterion. TermStar does not display the entry if the criterion is met.

Using the options in the **Language entries and subentries**, you can determine whether the data record filter should function as an entry and subentry filter:

- **Only display language entries which match the criteria (all languages)**: If you select this option, TermStar displays for all languages only those language entries which fulfil the criteria, and not the whole data record.

- **Do not apply filter to subentries**: If you select this additional option, the entry filter does not take account of subentries.

You can find more detailed information on creating an entry or subentry filter in section » Creating a new entry or subentry filter, page 96.

6. To apply the data record filter, click **Apply filter**.

TermStar displays the following message:
`The filter was changed. Save?`

7. Decide whether you want to save the data record filter so that you can use it again as required.

    –   To save the filter, select **Yes**.

        TermStar displays the **Save filter** window. Proceed as described in

    –   To use the filter without saving it, select **No**.

        The **On/Off** button turns orange. TermStar applies the filter and only displays the data records which meet the filter criteria.

        TermStar repeats the prompt about saving the filter if you later try to deselect the filter or to select another one.

        If you apply a filter that has not been saved, a different filter may be displayed in the **Data record filters** selection field.

    –   To modify the filter settings further, select **Cancel**.

        TermStar displays the **Data record filter** window again.

Multiple fields are always linked with "AND"

If you create a data record filter with multiple fields, the criteria are always linked with AND: All criteria must be met before TermStar displays an entry.

Example: If *File* and *PC* should appear in the `Definition` field, select the `Definition` field twice and enter one criterion each time.

If *File* and/or *PC* should appear in the `Definition` field, select the `Definition` field once and enter an appropriate regular expression as the criterion.

Creating a new entry or subentry filter

Using the options in the **Language entries and subentries** section on the **Fields** tab of the **Data record filter** window, you can determine whether the data record filter should act as an entry or subentry filter.

This allows the entry fields in the target language and any additional languages to be taken into account by the filter.

Additional languages in the left-hand dictionary page layout

If, in addition to the entries in the source and target language, the dictionary also contains entries in other languages (additional languages), and you want these to be displayed properly in the filter results, you must at least add the `Term` field for additional languages to the layout for the left-hand dictionary page. Otherwise, an empty mark will be displayed on the left-hand dictionary page if an entry is found in an additional language.

In order for the fields for additional languages to be displayed in the left-hand dictionary page layout, they must be added in the layout editor (» Transit/TermStar Reference Guide).

How do I create a new entry or subentry filter?

1. Create a new data record filter (» How do I create a new data record filter?, page 93), and pay attention to the following:

   - To make the data record filter function as an entry or subentry filter, which will search all languages available in the dictionary, select the option **Only display language entries which match the criteria (all languages)**.
   - If you only want the entry filter to be applied to main entries, but not subentries, select the additional option **Do not apply filter to subentries**.
   - The options in the **Language entries and subentries** section on the **Fields** tab are only available if you add a field for a language entry or subentries in step 2.

2. Save the entry or subentry filter (» How do I save a data record filter?, page 100).

Filtering by entry types

TermStar sorts entries by the content of the `Term` field in the index of the dictionary and displays them on the left-hand page of the dictionary. In doing so, TermStar can display the terms of main entries as well as the terms of sub-entries (abbreviations, synonyms, alternatives, disallowed terms, irregular forms and user indexes).

You can use the data record filter to specify that TermStar should only display entries of certain types in the index of the dictionary.

Examples:

- If you want to print a list of abbreviations, specify that TermStar should only display subentries of the `Abbreviation` type in the index.
- If you do not want TermStar to display subentries as separate entries in the index, specify that TermStar should only display main entries.

You can also combine other filter criteria with the "filter by entry types" criteria. TermStar then only displays entries of the selected types that also meet the other filter

criteria. In this way, you can filter a list of abbreviations by the date the abbreviations were last edited, for instance.

How do I select the entry types?

1. Select **View | Data record filter | Create**.

   TermStar displays the **Data record filter** window.

2. Select the **Entry types** tab:
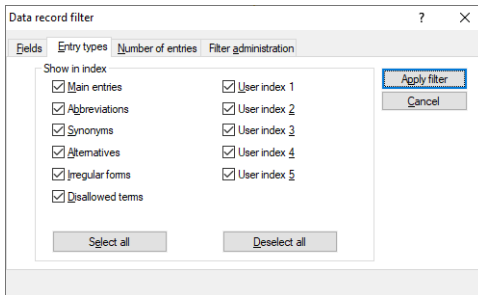
3. Specify the entry types that TermStar should display in the index:
   - Select the entry types that TermStar should display in the index.
   - Deselect the entry types that TermStar should <u>not</u> display in the index.
   - Click **Select all** or **Deselect all** to select or deselect all entry types.

4. To apply the filter, proceed with » step 6, page 94.

Filtering by date — You can create data record filters to make TermStar display entries created or changed before, after or during a certain period.

> **Date and time in the format of the selected regional settings**
>
> Enter the date, and if required the time, in the format defined in the Windows system settings:
>
> - Windows 10: Press the WINDOWS key, enter `Region Settings` and confirm with the ENTER key
> - Windows 11: Press the WINDOWS key, enter `Region Settings`, confirm with the ENTER key, and click **Regional format**.
>
> Example for English (UK): `dd/MM/yyyy HH:mm` (e.g. *29/05/2022 11:18*)

- From a specific date
  - Specify `Entry -> Created on` or `Entry -> Last change on` as the filter field.
  - As field content to be filtered, enter the date starting from which TermStar should display all new or modified entries.

Example: You want to display all entries changed since 29 May 2020. Enter: `29/05/2020`. In this way, TermStar displays all the data records which were changed since 29/05/2020.

- Up to a specific date
  - Specify `Entry -> Created on` or `Entry -> Last change on` as the filter field.
  - As field content to be filtered, enter the date <u>before</u> which TermStar should display all new or modified entries.
  - Select **Invert display (hide matching terms)**.

  Example: You want to display all entries changed up to 29 May 2020. Enter: `30/05/2020`. In this way, TermStar displays all the data records which have <u>not</u> been changed since 30/05/2020, but before.

- Date range
  - Specify `Entry -> Created on` or `Entry -> Last change on` as the filter field.

    As field content to be filtered, enter the date starting from which TermStar should display all new or modified entries.

    Example: You want to display all entries changed from 1 June 2019 to 29 May 2020. Enter: `01/06/2019`.

  - Specify `Entry -> Created on` or `Entry -> Last change on` as the filter field for a second time.

    As field content to be filtered, enter the date <u>before</u> which TermStar should display all new or modified entries.

    Example: In our example, you would enter: `30/05/2020`.

  - Select **Invert display (hide matching terms)**.

TermStar displays all the entries which meet both criteria: changed <u>since</u> 01/06/2019 and <u>not</u> changed since 30/05/2020. In this way, all data records which were changed from 01/07/2019 to 29/05/2020 are displayed.

Filtering data records by number of entries

You can create data record filters to make TermStar display only data records that contain a specified number of main entries or subentries in the source language.

How do I select the number of main entries or subentries?

1. Select **View | Data record filter | Create**.

    TermStar displays the **Data record filter** window.

2. Select the **Number of entries** tab:

3. In the **Source language entries/subentries** section, select your settings concerning the number of main entries or subentries:

    – **Ignore**: The number of source-language entries is irrelevant for this entry type.

    – **None**: No source-language entry exists for this entry type.

    – **Not 1**: No or more than one source-language entry exists for this entry type.

    – **1 or more... 24 or more**: At least the selected number of source-language entries exist for this entry type.

    – Click **Ignore all** to set all selections to **Ignore**.

4. In the **Counting of subentries** section, select how to count the subentries of different types (Abbreviation, Synonym, Alternative, etc.):

    – **Per main entry**: The subentries are counted per main entry.

    – **Per data record**: The subentries are counted per data record.

    TermStar closes the window and adjusts the dictionary display.

To apply the filter, proceed with » step 6, page 94.

Settings are linked with "OR"

If you select any setting other than **Ignore** for more than one entry type (main entry or subentry), TermStar displays the data record even if it only meets <u>one</u> criterion.

Saving the data record filter

You can save data record filters and then use the data record filter that you have created at any time.

If you do not save the data record filter, the settings are lost once they are no longer applied.

How do I save a data record filter?

1. Select **View | Data record filter | Create**.

   TermStar displays the **Data record filter** window.

2. Make your settings for the filter.

3. Click **Save** to save the data record filter.

   TermStar displays the **Save filter** window:
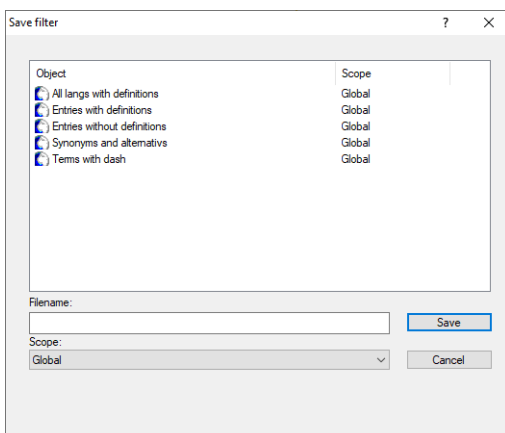
4. Enter a name for the new data record filter in the **Filename** field.

5. In the **Scope** list, select the scope for which the data record filter should be available (» Scopes in TermStar, page 23):

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

Applying saved data record filters

Once you have saved a data record filter you can apply it whenever required. TermStar shows the name of the data record filter that is currently applied in the **View | Data record filter | Data record filters** selection field. Select your saved data record filter from here.

You can also apply your data record filters in conjunction with the default data record filters (» Default data record filters, page 92). TermStar then only displays the data records which match the default data record filter <u>and</u> your user-defined data record filter.

How do I apply a saved data record filter?

1. Open the **View** tab.

   TermStar displays the data record filter that was last selected in the **Data record filters** selection field in the **Data record filter** ribbon-bar group. Clicking in this field opens the list of your saved data record filters:
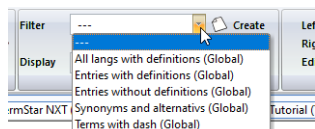
   Personal data record filters in the **Filters** selection field

2. Select the desired data record filter.

   TermStar displays your selection in the selection field.

3. Apply the data record filter by clicking the **On/Off** button underneath the selection field.

   The **On/Off** button turns orange.

   TermStar applies the filter and only displays the data records which meet the filter criteria.

4. To select a different saved data record filter, you do not need to select **On/Off** again, just select the required filter from the **Data record filters** selection field.

How do I apply an entry or subentry filter?

1. Apply a data record filter which is functioning as an entry or subentry filter (» How do I apply a saved data record filter?, page 101).

   Since TermStar only searches in the source language during filtering, initially only source language entries while match the filter criteria will be returned.

   To also enable entries to be shown which fulfil the filter criteria in the other languages contained in the dictionary, you must perform a search for the hash symbol (#).

2. Enter the hash symbol (#) as your search term and start the search (» How do I search for a term or the beginning of a term?, page 85).

   TermStar displays all the entries in all languages (ordered by data record number).

   Subentries which match the filter criteria are only displayed if the associated main entry also fulfils the filter criteria.

How do I deactivate a data record filter?

1. Open the **View** tab.

   TermStar displays the data record filter that is currently selected in the **Data record filters** selection field in the **Data record filter** ribbon-bar group and the orange colour of the **On/Off** button indicates that this filter is active.

2. There are two ways to deactivate the filter:

   - Select the **---** entry from the **Data record filters** selection list.
   - Select **On/Off**.

   TermStar displays a message if you have not yet saved the data record filter. Decide whether you want to save the data record filter.

   - To save the filter, select **Yes**.

     TermStar displays the **Data record filter** window. Proceed as explained in section » Saving the data record filter, page 100.

   - To discard the filter, select **No**.

   The data record filter is deactivated.

Editing existing data record filters
If you want to edit an existing data record filter, open it, edit the fields and the filter expressions and save the modified data record filter.

How do I edit an existing data record filter?

There are two ways of getting to the **Fields** tab in the **Data record filter** window:

1. Open the **View** tab.

   TermStar displays the data record filter that was last selected in the **Data record filters** selection field in the **Data record filter** ribbon-bar group.

   Select the data record filer which you wish to modify and click **Modify**.

   OR

   Select **View | Data record filter | Modify**.

   Open the **Filter administration** tab and select the data record filter you wish to modify.

   Click **Open**.

   TermStar then displays the **Fields** tab in the **Data record filter** window, containing the filter criteria for the data record filter to be modified.

2. Edit the open data record filer (» Creating a new data record filter, page 93).

3. Click **Save** to save the data record filter.

   TermStar displays the **Save filter** window.

4. The name of the filter that is to be modified is already selected. Click **Save**.

   TermStar displays the following message:
   ```
   This object already exists. Overwrite?
   ```

5. Click **OK** to confirm the message.

TermStar displays the **Data record filter** window. Click **Apply filter** to use the saved filter or **Cancel** to close the window.

Deleting a data record filter

How do I delete a data record filter?

1. Open the **View** tab.

   TermStar displays the data record filter that was last selected in the **Data record filters** selection field in the **Data record filter** ribbon-bar group. Clicking in this field opens the list of your saved data record filters.

2. Select the data record filter you wish to delete.

   TermStar displays your selection in the selection field.

3. Select **Delete**.

   TermStar displays the following message:
   `The filter will be deleted. Continue?`

4. Decide whether the selected filter should be permanently deleted.

   – Select **No** to cancel the process.

   – To permanently delete the filter, select **Yes**.

The data record filter is deleted.

Displaying multimedia files

You can illustrate each data record by linking graphics, audio or video files to it (» Adding, replacing and removing multimedia files, page 130).

TermStar handles these files differently depending on the current layout:

- If the current layout displays the `Multimedia` field, TermStar displays the multimedia files directly in the dictionary. This may be disruptive if the graphics are very large, for example.

- If the currently layout does <u>not</u> display the `Multimedia` field, TermStar does <u>not</u> display the multimedia files automatically. Instead, you can display them in a separate window.

How do I display multimedia files if the layout does not display them?

1. Select a data record that is linked to a multimedia file.

2. Select **Processing | Language entry | Multimedia | Show**.

    TermStar opens the Multimedia viewer and displays the multimedia file.

    You also have the option to display the **Multimedia viewer** window as a floating window using the TermStar toolbar, and to integrate it with the user interface by docking it (» How do I display a floating window?, page 223) and » How do I change the display mode for a floating window?, page 223).
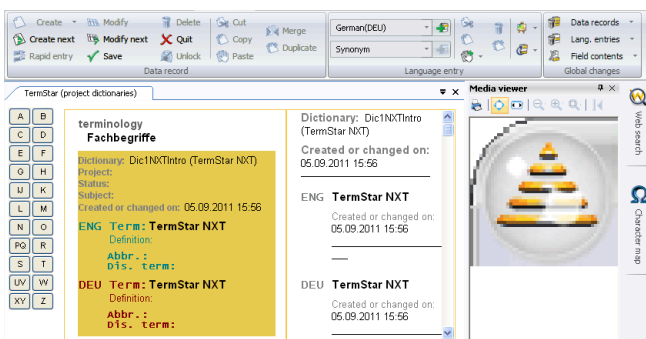
Separate window for multimedia

Note about linked multimedia file

If you select a layout that does not contain the `Multimedia` field, you can add a note about the existence of such data to the data records. This allows you to recognise whether a data record contains a video, for example.

Web search: Terminology research on the Internet

You can use the Web search to research translations and the meanings of words and phrases directly in TermStar using different online services. To do this, TermStar automatically uses the services that support your current language combination or the language that is being searched for.

How do I use the Web search?

1. Open the WebSearch window (**Windows | Open | Web search**):
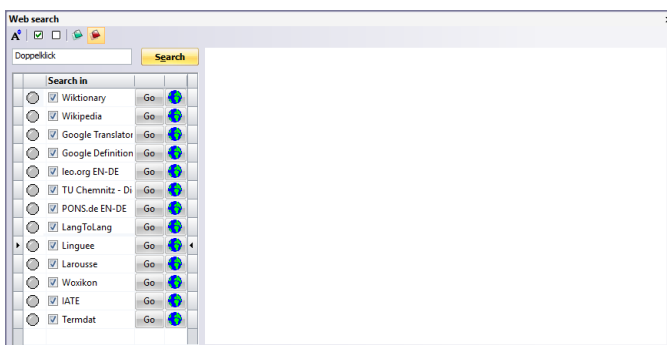
2. Enter the phrase that you want to search for, and set the language:
    –   Source language web search: symbol
    –   Target language web search: symbol
3. To search only in certain services, you have the following options:
    –   Select individual services: Select the required services.
    –   Select all services: ☑ symbol
    –   Remove all of the services from the selection: ☐ symbol
4. Click **Search**.

TermStar displays green symbols for all services that have found the word or phrase.
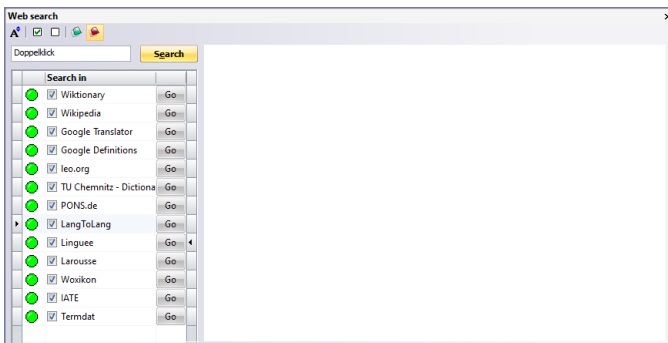
5. To display the search result for a service, click **Go**.

    TermStar displays the result in the website for the service:
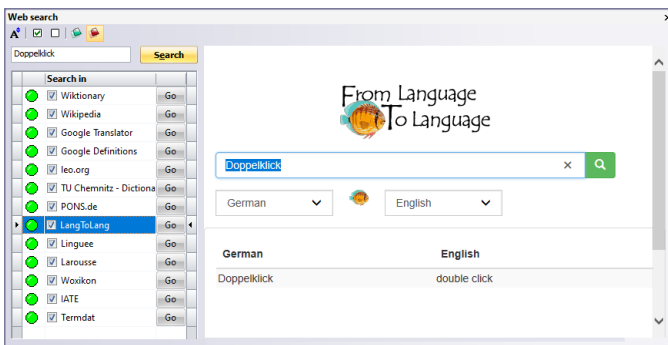
You have the following options:

- Change the text size of the result website: symbol
- Show the website of a service: Double-click the name of the service.

Display examples with Dynamic Linking

If you are using TermStar as part of a Transit project, you can use Dynamic Linking to display all segments in which the terms in a data record are used. This quickly and easily provides you with an overview of where, and in what context, a source-language term and its translation are used.

You can use Dynamic Linking also if only a source language term exists.

In contrast to the static recording of examples in a dictionary, Dynamic Linking displays examples in context and from your current project. Furthermore, Dynamic Linking does not require any terminology maintenance effort, because examples are created dynamically when Dynamic Linking is selected.

How do I start Dynamic Linking from the dictionary?

1. In TermStar, right-click the data record for which you want to start Dynamic Linking.
2. In the context menu, select **Dynamic Linking** and the term or pair of terms for which you wish to call up Dynamic Linking:
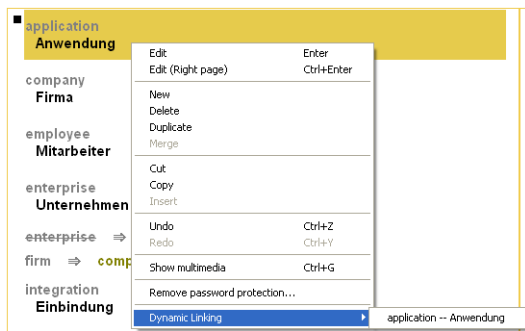
Starting Dynamic Linking from the dictionary

TermStar displays the **Dynamic Linking** window with the result (» Transit User's Guide).

Printing a dictionary

Overview
There are various functions in TermStar for printing dictionaries:

- Printer setup (» page 108)

  Use this function to specify the printer and special settings for the printer selected.

- Page setup

  Page setup is where you can specify the page layout to be used to print the dictionaries – e.g. margins, headers and footers, columns (» Transit/TermStar Reference Guide).

- Specifying the printing range and appearance of the dictionary to be printed (» page 109)

  You can specify dictionary layouts and filters which TermStar should use when printing.

> **Alternative to printing: save contents of dictionary as user-defined**
>
> TermStar can also save the contents of a dictionary as user-defined in an ASCII, ANSI or Unicode text file. You can then open, edit, format and print this file in a word processing program. The » Document "TermStar: Importing / Exporting Terminology" provides you with more detailed information on this topic.

Printer setup
You can print out the dictionaries on any printer installed in your Windows environment. You will have to make various settings depending on the printer model.

How do I set up the printer?

1. Click the **TermStar button** and then select **Print**.

    TermStar displays the following window:
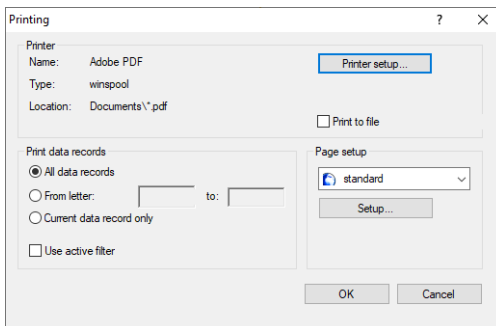
2. Select **Printer setup**.

TermStar displays the following window:
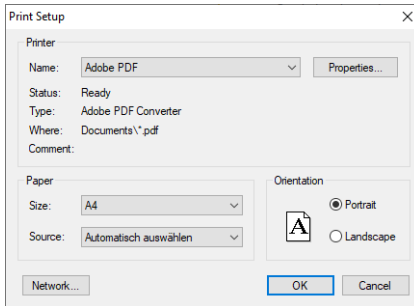
3. From the **Name** list, select the printer to which you want to print.

4. Select the paper size, source and orientation.

5. Click **Properties** to specify special settings for the printer.

   The settings which are available depend on your printer and are independent of TermStar. If necessary, refer to your Windows or printer manual.

6. Confirm your settings with **OK**.

Specifying the printing range and appearance of the dictionary to be printed

Printing is WYSIWYG (*"what you see is what you get"*). TermStar prints the dictionaries as they are displayed on the screen:

● TermStar prints the contents of the active window.

   If TermStar displays several dictionaries in this window, these will be printed as one dictionary.

● TermStar uses the standard layout to print.

   TermStar always uses the standard layout when printing. This means that TermStar prints the dictionary as it appears in the left-hand side of the dictionary (» Switching between dictionary views, page 227).

● Using a data record filter

   Apply a data record filter before printing if you only want to print a portion of the terminology (» Filtering data records, page 91) and select the **Use active filter** option in the **Printing** window (» Start printing, page 110, » step 4, page 110).

● Print range

   If you only want to print a range of letters or only the current data record, select **From: to:** or **Current data record** instead of the default **All** option in the **Print range** section of the **Printing** window (» Start printing, page 110, » step 3, page 110).

Start printing   Apply the required filter if you want to filter the dictionary entries (» Filtering data records, page 91).

As the standard layout, select the layout which should be used for printing the dictionary (» Switching between dictionary views, page 227).

Once you have set up the printer, you can now start printing.

How do I print the dictionaries?

1. Click the **TermStar button** and then select **Print**.

   TermStar displays the following window:
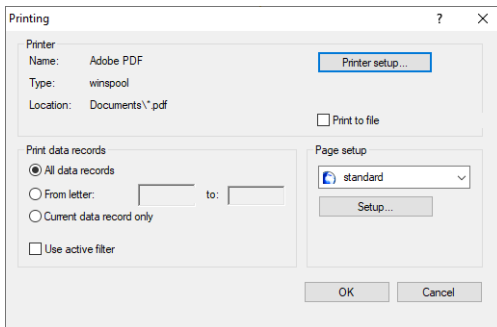
   TermStar displays the active printer in the **Printer** section.

2. Specify the printer:

   – If you want to use a different printer, click **Printer setup** (» Printer setup, page 108).

   – If you want to print to a file instead of printing out on the printer, select the **Print to file** checkbox. Windows then captures the data that would normally be sent to the printer and saves it to a file instead.

     The option **Print to file** does not generally serve any purpose if you are generating a PDF file using a virtual printer.

3. In the **Print data records** section, select the entries to be printed. You have the following options here:

   – **All data records**: TermStar prints the entire dictionary.

   – **From letter … to**: TermStar prints a range of letters in the dictionary.

     In the fields enter the first and last initial letters of the entries which should be printed.

   – **Current data record only**: TermStar only prints the data record that is currently selected.

4. If TermStar should use the active data record filter to filter the entries, select the **Use active filter** option.

TermStar then applies the active data record filter and only prints the entries which meet the filter criteria (» Filtering data records, page 91).

5. In the **Page setup** section, select the print definition to be used to print the dictionary. You have the following options here:

    – Select an existing print definition from the list.

    – Click **Setup...** to modify or create a print definition (» Transit/TermStar Reference Guide).

6. To start printing, click **OK**.

    If you are printing to a file (» step 2, page 110), TermStar displays the **Print to file** window. In the **Output file** field, enter the path and name of the file to which TermStar should save the print data and click **OK** to confirm your entry.

TermStar prints the dictionary to your printer or prints the output to the file specified. TermStar displays the printing progress in the **Print** window.

7 Editing dictionaries

Overview

In addition to searching for terminology in your dictionary, you can also edit terminology – for example, you can change or delete existing language entries or add new ones. All the options for editing can be found in the following sections:

- Creating a data record or adding a language entry (» page 113)
- Adding a subentry (» page 117)
- Editing an existing data record or a language entry (» page 121)
- Creating, modifying and deleting cross-references (» page 126)
- Adding, replacing and removing multimedia files (» page 130)
- Copying and moving a data record or a language entry (» page 132)
- Copying and moving terminology by drag & drop (» page 144)
- Deleting a data record or language entry (» page 147)
- Formatting text in the field contents (» page 148)
- Inserting Unicode characters (» page 149)
- Global changes (» page 150)
- Quality assurance while editing (» page 160)
- Selecting the keyboard layout (» page 163)

Password protection
The project manager can specify passwords for certain functions. In such cases, you can only use the function in question if you are given the necessary password (» Enter password, page 164).

Creating a data record or adding a language entry

There are two ways to add a language entry to a dictionary:

● Create a new data record containing the language entry and its translations in further language entries

This would mean creating a new semantic unit.

● Add a new language entry to an existing data record

With this method, you would add a new linguistic equivalent to an existing semantic unit. This new language entry must have the same semantic meaning as the other language entries in this data record.

Please refer to section » Terminology data structure, page 15 for more detailed information.

TermStar switches automatically to the edit mode if you are adding a new language entry. Enter the values in this mode.

You can use the views and layouts to control which fields are displayed in the edit mode and into which fields you can enter information. The edit mode can have exactly the same appearance as the view mode or have its own layout in which TermStar displays the fields differently (e.g. with prefixed field names) or displays other fields (» Customising the dictionary window, page 226).

Creating a new data record If you wish to record a new semantic unit in the dictionary, you should create a new data record.

Working with the context menu and keyboard

This User's Guide describes all actions using the ribbon bar. Alternatively, you can use the context menu (via the right mouse button) in many instances to work on your dictionaries. In this menu, TermStar will show you which actions are currently possible; the context menu also displays the available keyboard shortcuts for triggering each individual action, as a further method of accessing these commands.

Rapid entry

You can use the rapid entry function to add data records and language entries quickly (» Using the rapid entry function, page 118).

How do I create a new data record?

1. Select **Processing | Data record | Create**.

    On the left page of the dictionary, TermStar opens an empty new data record with a language entry in both the source and target language.

    To create the new data record on the <u>right</u> page of the dictionary,

    –   right-click the dictionary and select **New (Right page)** from in the context menu,

    –   or press the keyboard shortcut CTRL+ALT+PLUS (numeric keypad),

    –   or hold down the CTRL key when you select **Processing | Data record | Create**.

    TermStar switches to the edit mode so that you can edit the field contents. The fields displayed and the fields in which you can enter information depend on the settings in the current dictionary layout (» Customising the dictionary window, page 226).

    The cursor is positioned in the first editable field:

    Entering a new data record

2. Enter the data for the new data record and its language entries in the fields.

    You must fill out at least the **Term** field.

    You can move the cursor between the fields using the mouse or the keyboard:

    –   TAB moves the cursor to the next field.

    –   SHIFT+TAB moves the cursor to the previous field.

3. Once you have entered the data record, you have the following options:

    –   To save the new data record and then immediately create another new data record, select **Processing | Data record | Create next**.

TermStar saves and closes the newly created data record, remains in edit mode and opens a new empty data record with one source-language and one target-language entry.

Continue with

– To save the last data record you have created and exit edit mode, select **Processing | Data record | Save**.

TermStar saves and closes the data record that you have just created and exits edit mode.

– To discard the last data record you have created and exit edit mode, select **Processing | Data record | Quit**.

If you have entered data in the fields, TermStar displays the following message:
`Save new data record?`

Select **No**.

If you have not entered data in the fields, TermStar displays the following message:
`The new data record does not contain any entries. Delete this empty data record?`

Select **Yes**.

TermStar does not save the new data record and exits edit mode.

TermStar arranges the data records that you have saved alphabetically by the source language term and displays them.

> **Avoiding empty "Term" fields**
>
> Make sure that you fill in at least one **Term** field. Otherwise, you will be notified that you have not when you exit the data record. Decide whether you want to save, delete or discard the language entry (or the entire data record).

Adding a language entry to an existing data record

Add a new language entry to the data record if you wish to add a new translation for an existing semantic unit.

You can add as many entries as you like in any language to each data record.

How do I add a new language entry to a data record?

1. Select the data record to which you wish to add the new language entry.

2. Switch to edit mode: Double-click the data record.

   The fields displayed and the fields in which you can enter information depend on the settings in the current dictionary layout ().

3. Select the language for the new language entry from the **Processing | Language entry | Languages** list.

4. Now add the language entry: Select the ![icon] **Language entry | Add (Add entry in selected language)** button to the right of the **Languages** list.

TermStar now creates the new language entry. The cursor is positioned in the first editable field of the language entry.

5. Fill in the fields for the new language entry.

You must fill in at least the **Term** field of the language entry.

You can move the cursor between the fields using the mouse or the keyboard:

- TAB moves the cursor to the next field.
- SHIFT+TAB moves the cursor to the previous field.

6. In order to complete the process, exit edit mode and decide whether TermStar should save the new language entry:

- To discard the new language entry, select **Processing | Data record | Quit**.

  TermStar displays the following message:

  `Save changes to this data record?`

  Select **No**.

  TermStar discards the new language entry and exits edit mode.

- To save the new language entry, select **Processing | Data record | Save**.

  TermStar saves and closes the modified data record and exits edit mode.

TermStar displays a new language entry according to its language:

● Source language: sorted alphabetically as a separate dictionary entry.

● Current target language: as a translation of the previously selected language entry.

● Other language: depends on the current dictionary layout - displayed as a translation or not displayed if the layout is not set to display additional languages.

Avoiding empty "Term" fields

Make sure that you fill in the **Term** field. Otherwise, you will be notified that you have not when you exit the data record. Decide whether you want to save, delete or discard the language entry (or the entire data record).

Quality assurance while editing

To ensure quality, input verification rules or a values list might have been defined:

● If an entry does not correspond to the input verification rules, TermStar displays the `Input verification failed` message (» Input verification messages, page 160).

● If a values list has been defined, TermStar displays the **Values list** symbol at the end of the field content. You can use the values list to select predefined values (» Selecting from a values list, page 160).

Please refer to section » Quality assurance, page 166 for information about creating input verification rules and values lists.

Adding a subentry   If you wish to record synonyms, abbreviations or alternatives for a language entry which TermStar should also sort in the dictionary, you add *subentries*. TermStar adds these subentries to the language entry. They have their own indexed **Term** field (see Fig. on page 17 also).

You can add the following types of subentry:

- Abbreviation
- Alternative
- Irregular form
- Synonym
- Disallowed term
- User index 1 - User index 5

TermStar alphabetically sorts the terms of the subentries in the dictionary like normal language entries. TermStar displays them under the relevant letter group. You can search for subentries using the search function in exactly the same way as normal language entries.

TermStar displays the subentries with an automatic cross-reference to the main entry to which they belong.

The fields must be present in the dictionary layout

For the edit mode, select a dictionary layout which displays the subentry fields (» Modifying and managing dictionary views, page 227). If these fields are not included in the current layout, the menu items you can use to add subentries are deactivated in the context menu (e. g. New Alternative, etc.).

Display subentry types in the index

The types of the subentries must be selected for display in the index for TermStar to display their terms on the left-hand side of the dictionary. Check whether the entry types required are selected (» Filtering by entry types, page 96).

How do I add a subentry?

1. Switch to edit mode: Double-click the data record.
2. Select the language entry to which you wish to add a subentry.

    To do so, position the mouse pointer at any point inside the desired language entry.

3. Select one of the following menu items from the **Processing | Language entry | Subentry types** list.
    - Abbreviation
    - Alternative
    - Irregular form
    - Synonym
    - Disallowed term

> – User index 1
>
> ...
>
> – User index 5

4. Now add the subentry: Select the **Language entry | Add (Add selected subentry)** button to the right of the **Subentry types** list.

   TermStar inserts the selected subentry and its fields. The cursor jumps to the **Term** field of the new subentry.

5. Fill in at least the **Term** field and any other fields in the subentry.

   You can move the cursor between the fields using the mouse or the keyboard:

   – TAB moves the cursor to the next field.

   – SHIFT+TAB moves the cursor to the previous field.

6. In order to complete the process, exit edit mode and decide whether TermStar should save the new subentry:

   – To discard the new subentry, select **Processing | Data record | Quit**.

   TermStar displays the following message:
   ```
   Save changes to this data record?
   ```
   Select **No**.

   TermStar deletes the new subentry and exits edit mode.

   – To save the new subentry, select **Processing | Data record | Save**.

   TermStar saves and closes the modified data record and exits edit mode.

TermStar displays the subentry term as a separate language entry in the dictionary with a cross-reference to the term for the language entry to which it belongs.

Using the rapid entry function The rapid entry function opens a window in which you can quickly create or add to data records and language entries.

Rapid entry is especially useful if you want to enter several data records or language entries one after the other as the **Rapid entry** window can remain open.

The **Rapid Entry** window contains only a minimal number of fields:

- Selected dictionary
- Source-language term
- Target-language term
- Other fields may be listed for which input verifications have been specified.

New data record or new language entry?

If a term already exists in the dictionary, you can decide whether you want to add a new data record or a new language entry:

The rapid entry function only checks the dictionary to which you are adding the new language entry, i.e. the dictionary that you selected in the **Rapid entry** window. Language entries which exist in other dictionaries are <u>not</u> taken into consideration.

- New data record

  By adding a new data record you are creating a new semantic unit.

  Example: The dictionary contains the terms *Bank* (German) and *bank* (English) in the sense of "financial institution". Using the rapid entry function, you want to add the term *Bank/bench* meaning "type of seat".

  In that case, you add a new data record because you are creating a new semantic unit.

- New language entry

  By adding a new language entry you are creating a new translation of an existing semantic unit.

  Example: The dictionary contains the terms *Bank* (German) and *bank* (English) in the sense of "financial institution". Using the Rapid Entry function, you want to add the terms *Bank* (German) and *banque* (French).

  In that case, you add a new language entry because you are creating a new translation of an existing semantic unit with the meaning "financial institution".

Please refer to section » Terminology data structure, page 15 for more detailed information on terminology data structure.

How do I add terminology using rapid entry?

1. Select **Processing | Data record | Rapid entry**.

    The following window is displayed:

2. If applicable, select the dictionary into which the terminology is to be entered.

3. Enter the source and target language term.

    If input verification rules have been defined in the selected dictionary for particular fields, the Rapid entry window will have additional fields which you have to fill in. Enter the required information in those fields where applicable.

    Confirm your entry with **OK**.

    The Rapid Entry function checks whether the dictionary already contains the terminology you are adding.

    – If both terms (source and target language) already exist, the Rapid Entry function displays the following message:

    `The data record "…" already exists.`

    Confirm the message by clicking **OK**. The Rapid Entry function does not add a new, identical data record.

– If one of the terms already exists, the Rapid Entry function displays the following window:
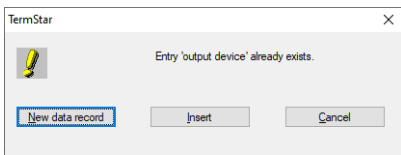
The language entry output device already exists.

You must then decide whether you want to add a new data record or a new language entry (» New data record or new language entry?, page 118):

To add a new semantic unit, click **New data record**.

To add a new language entry, (i.e. a new translation of an existing semantic unit), click **Insert**.

To return to the **Rapid entry** window without adding the terminology to the dictionary, click **Cancel**.

The Rapid Entry function adds the new terminology to the dictionary.

You can add more new terminology in the **Rapid entry** window or click **Close** to close it.

Editing an existing data record or a language entry

You can modify or add to the data in existing data records and language entries at any time. Switch to edit mode to do this. In this mode, select the fields you wish to change and overwrite the existing values or enter new values.

You can use the views and layouts to control which fields are displayed and into which fields you can enter information. The edit mode can have exactly the same appearance as the view mode or have its own layout in which TermStar displays the fields differently (e.g. with prefixed field names) or displays other fields (» Customising the dictionary window, page 226).

> **Editing multiple data records using global changes**
>
> You can use the Global changes function to easily edit multiple data records and language entries without having to modify each data record separately. This means that your data will be more consistent than if you were to manually change each individual language entry (» Global changes, page 150).

How do I edit existing data records and language entries?

1. Switch to edit mode: Select **Processing | Data record | Modify**, press the ENTER button or double-click the data record.

   To edit a selected data record on the <u>right</u> page of the dictionary,

   – double-click the right page of the dictionary,

   – or press the keyboard shortcut CTRL+ENTER,

   – or right-click the dictionary and select **Edit (Right page)** from the context menu.

   The fields displayed and the fields in which you can enter information depend on the settings in the current dictionary layout (» Modifying and managing dictionary views, page 227).

2. Enter the new values by overwriting the existing values.

   You can move the cursor between the fields using the mouse or the keyboard:

   – TAB moves the cursor to the next field.

   – SHIFT+TAB moves the cursor to the previous field.

3. To save the changes and then immediately modify the subsequent data record in the dictionary, select **Processing | Data record | Modify next**.

   TermStar saves and closes the data record that you have modified, remains in edit mode and opens the subsequent data record in the dictionary.

   Continue with » step 2, page 121.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Quality assurance while editing

To ensure quality, input verification rules or a values list might have been defined:

● If an entry does not correspond to the input verification rules, TermStar displays the `Input verification failed` message (» Input verification messages, page 160).

● If a values list has been defined, TermStar displays the **Values list** symbol at the end of the field content. You can use the values list to select predefined values (» Selecting from a values list, page 160).

Please refer to section » Quality assurance, page 166 for information about creating input verification rules and values lists.

CHANGING THE ENTRY TYPE

Changing the entry type

TermStar offers you the option to modify dictionary entries quickly and easily by assigning existing entries a different entry type.

You may also change a main entry into a subentry, and vice versa.

The corresponding fields of the main entry or subentry remain unchanged and are also moved.

How do I change the entry type?

1. Switch to edit mode: Double-click the data record.

2. Right-click the desired main entry or subentry.

3. In the context menu, select **Change entry type to...** and the desired entry type:
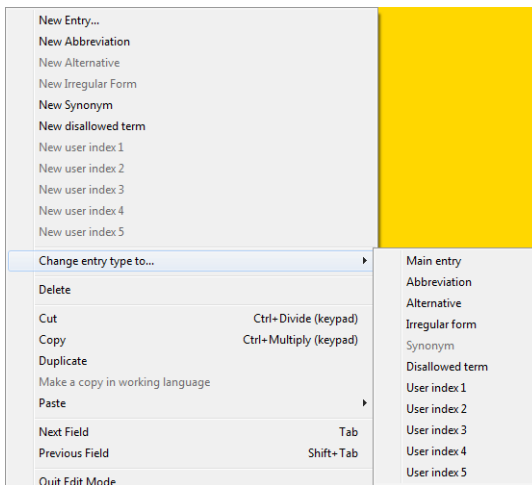
Context menu of the edit mode

- In case of a data record containing two or more main entries:

    If you want to change a main entry into a subentry, TermStar displays a window where you can select to which main entry the new subentry should be added.

TermStar changes the entry type correspondingly.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

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Logging changes as revisions

You can log all changes to data records in a dictionary as revisions.

To do so, you have to select the **Log changes as revisions** option on the **Miscellaneous** tab of the dictionary settings (» Additional dictionary settings, page 200).

	Optional function This dictionary setting is optional. For further information, please contact your local STAR office.

Comparing and editing revision steps

You can compare the different revision steps of a data record and restore content from previous revision steps.

How do I compare revision steps and edit them?

1. Select **Processing | Data record | Revisions**.

   Alternatively, you can right-click the data record and select **Compare revisions steps** from the context menu.

   TermStar opens the following window:
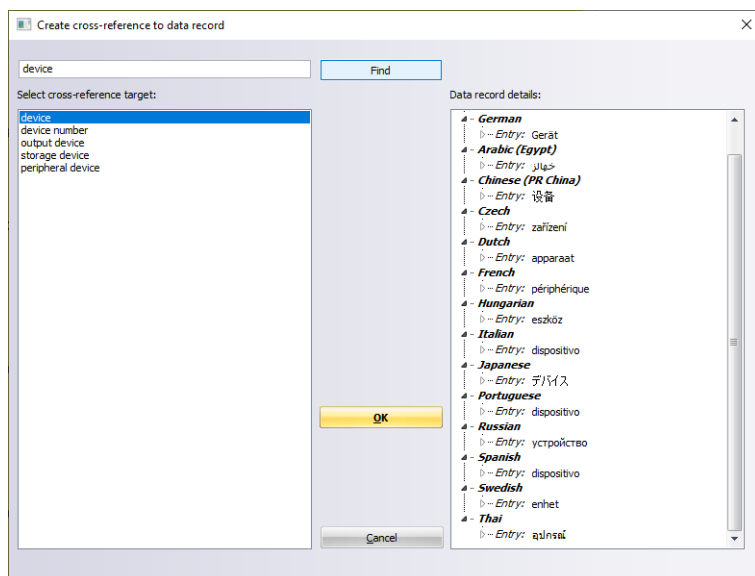
The right pane displays the current revision step; the left pane the previous revision step.

In case of several previous revision steps, select the desired revision step in the left pane.

2. Click **Edit** if you want to edit the current revision step.

    You can edit the current step as follows:

Action	Steps	Effect
Replace all entries for one language	● Select the same language in the left and the right pane. ● Click **Replace >**.	TermStar replaces all current entries of the selected language with the previous entries.
Replacing a language entry	● Select a language entry in the left and the right pane. ● Click **Replace >**.	TermStar replaces the current entry with the previous entry.
Adding a language entry	● Select an entry in the left pane and a language in the right pane. ● Click **Add >**.	TermStar adds the previous entry as a new entry in the current step.
Adding a language entry as a subentry	● Select an entry of the same language in the left and right pane. ● Click **Add >**. TermStar displays the **Add as subentry** window. ● Select the subentry type and click **OK**.	TermStar adds the term of the previous entry to the current entry as a subentry of the selected type: ● Synonym ● Abbreviation ● Alternative ● Irregular form ● Disallowed term ● User index 1 - 5
Replace a header field or entry/subentry field	● Select a field in the left and right pane. ● Click **Replace >**.	TermStar replaces the current content of the field with the previous content of the field.
Add the contents of a header field or entry/subentry field	● Select a field in the left and right pane. ● Click **Add >**.	TermStar adds the previous content to the field – separated with a comma if the field is not empty.
Delete from the target data record	● Select the item in the right pane that you wish to delete: language, entry, subentry or field. ● Click **Delete >**.	TermStar deletes it from the current data record: ● **Language**: all entries for that language ● **Entry**: the entry ● **Subentry**: the subentry ● **Field**: the field content
Undo all changes	Click **Undo all**.	TermStar resets the current step to its original state and exits the editing mode.
Restore a previous step	Select the desired previous step in the left pane and click **Restore step**.	TermStar restores the selected previous step.

Creating, modifying and deleting cross-references

Overview Cross-references make searching for terminology easier and do not take a great deal of effort to set up. TermStar even generates a number of the cross-references automatically.

TermStar supports various types of cross-reference:

● Automatic cross-references to main entries (» page 126)

TermStar displays each subentry term (abbreviation, synonym etc.) as a language entry in the dictionary and cross-references them automatically to the term of the main entry.

● Automatic cross-references in the "Cross-reference" field (» page 126)

In this field, you can enter one or more terms to which you wish to cross-reference.

● Creating cross-references in text fields (» page 127)

You can format text in every field as cross-reference and refer to terms, data records are Internet addresses.

For creating cross-references to address or bibliography data records, please refer to the Appendix (» Creating a cross-reference to addresses / bibliography, page 258).

Automatic cross-references to main entries If you create a subentry (» Adding a subentry, page 117), TermStar displays the subentry term with a cross-reference to the term of the main entry.

For example, if the language entry *scallion* has a synonym subentry *green onion*, TermStar sorts *green onion* in the dictionary under the letter *G*, with a cross-reference to *scallion*.

Automatic cross-references in the "Cross-reference" field Each language entry contains the `Cross-reference` field. Text in this field is automatically used as cross-reference to the corresponding term: When you click the cross-reference, TermStar will navigate to the term.

How do I work with the Cross-reference field?

1. Switch to edit mode: Double-click the data record.

2. Select the `Cross-reference` field by clicking on it or use the TAB key to move the cursor to it.

   If the current layout does not display this field, select a view with a suitable dictionary layout (» Switching between dictionary views, page 227).

3. Enter the cross-reference text in this field.

   This text must precisely match the term to which it is referring.

   If you wish to enter several cross-references, separate these with a cross-reference separator (usually a semicolon; defined in » Additional dictionary settings, page 200).

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Internet address in the cross-reference field

If you enter an Internet address in the cross-reference field (e.g. `www.star-group.net`), TermStar automatically recognises the Internet address and links to it accordingly: When you click the cross-reference, TermStar starts your Internet browser and displays the linked page.

To do this, the field content must precisely match the Internet address to which you want to refer. If the Internet address changes, you must adapt the field content accordingly.

Creating cross-references in text fields

You can format text in every field as cross-reference and refer to terms, data records are Internet addresses.

Exception: In the `Term` field, cross-references are not supported.

- Cross-references to terms

  When you click a cross-reference to a term, TermStar will navigate to the corresponding term.

  To do this, the cross-reference text must precisely match the term of the language entry to which you want to refer. If you change the term, the cross-reference will not work anymore.

- Cross-references to data records

  When you click a cross-reference to a data record, TermStar will display the corresponding data record.

  To do this, the cross-reference text does <u>not</u> need to match a term of the data record to which you want to refer. TermStar identifies the target data record via data record ID or GUID instead. Therefore the cross-reference will still work even if you change the term or other fields of the target data record.

  You can even create cross-references to other dictionaries if the target dictionary is in the same database and contains data record GUIDs (» Additional dictionary settings, page 200).

- Cross-references to Internet addresses

  When you click a cross-reference to an Internet address, TermStar starts your Internet browser and opens the corresponding Internet address.

How do I create a cross-reference to a term?

1. Switch to edit mode: Double-click the data record.

2. Select the text for which you want to create a cross-reference.

   This text must precisely match the term to which you want to refer.

3. Right-click the selected text and select **Create cross-reference | To term** from the context menu.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Cross-reference "To term" for an Internet address

If you select an Internet address (e.g. `www.star-group.net`) and select **Create cross reference | To term,** TermStar automatically recognises the Internet address and links to it accordingly: When you click the cross-reference, TermStar starts your Internet browser and displays the linked page.

To do this, the field content must precisely match the Internet address to which you want to refer. If the Internet address changes, you must adapt the field content accordingly.

How do I create a cross-reference to a data record?

1. Switch to edit mode: Double-click the data record.

2. Select the text for which you want to create a cross-reference.

3. Right-click the selected text and select **Create cross-reference | To data record** from the context menu.

   TermStar displays the following window:
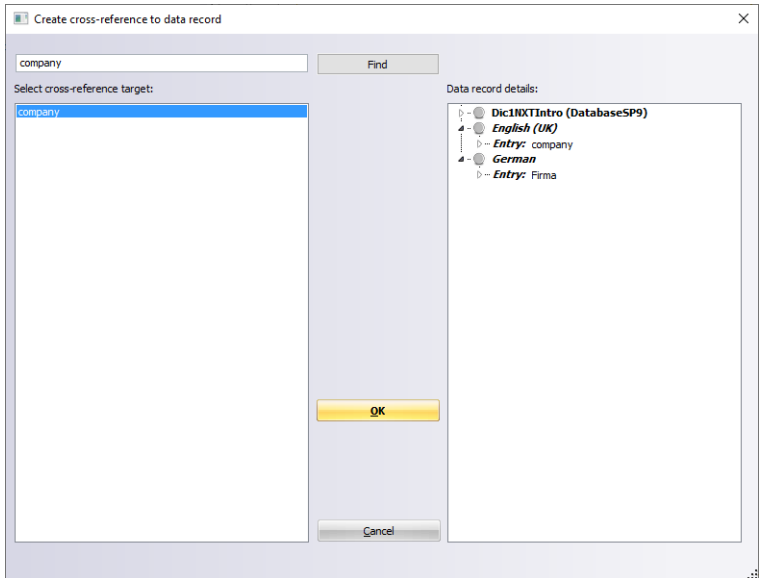
   If TermStar does not display an entry, you can search for it: Enter a term into the field in the upper left corner and click **Search**.

4. If TermStar has found several entries, select the desired term on the left.

   On the right-hand side, TermStar displays the details of the corresponding data record.

5. Click **OK** to create the cross-reference.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

How do I create a cross-reference to an Internet address?

1. Switch to edit mode: Double-click the data record.

2. Select the text for which you want to create a cross-reference.

3. Right-click the selected text and select **Create cross-reference | To Internet address** from the context menu.

    TermStar displays the following window:
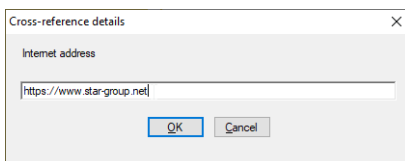
4. Enter the Internet address and confirm with **OK**.

To finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Modifying cross-reference

The way you modify cross-references depends on the type of cross-reference:

● Automatic cross-references to main entries (» page 126)

    You do not need to modify these cross-references: They are automatically adapted when you change the term of the main entry.

● Automatic cross-references in the "Cross-reference" field (» page 126)

    To modify a cross-reference in the `Cross-reference` field, you can simply edit the field content.

    The modified field content must precisely match the term to which you want to refer.

● Text field with cross-reference to a term

    To modify a cross-reference to a term, you can simply edit the cross-reference text.

    The modified cross-reference text must precisely match the term to which you want to refer.

● Text field with cross-reference to a data record

    To modify a cross-reference to a data record, right-click the cross-reference text and select **Modify cross-reference** from the context menu.

    TermStar displays the **Create cross-reference to record** window (» How do I create a cross-reference to a data record?, page 128).

    Select the desired data record and confirm your selection with **OK**.

● Text field with cross-reference to an Internet address

To change a cross-reference to an Internet address, right-click the cross-reference text and select **Modify cross-reference** from the context menu.

TermStar displays the **Cross-reference details** window (» How do I create a cross-reference to an Internet address?, page 129)

Edit the Internet address and confirm your entry with **OK**.

Deleting cross-references To delete a cross-reference in a text field, right-click the cross-reference text and select **Delete cross-reference** from the context menu.

Automatic cross-references cannot be deleted

Cross-references to main entries and in the `Cross-reference` field are created automatically and therefore cannot be deleted.

Adding, replacing and removing multimedia files

Overview For every data record and every language entry, you can add a multimedia file for extra information, such as a technical drawing, a video sequence, or a pronunciation example (» Supported multimedia formats, page 260).

Layout for editing must display the `Multimedia` field

The current layout must display the `Multimedia` field before you can link a multimedia file. You must therefore select a suitable layout for editing before linking to multimedia files.

Adding multimedia files **How do I add a multimedia file?**

1. Switch to edit mode: Double-click the data record.

2. Select **Processing | Language entry | Multimedia | Insert**.

TermStar displays the **Open** window.

3. Select a multimedia file in this window:

   – Select the file type of your file from the **Files of type** field.

   – Select the drive and the folder containing the multimedia file from the **Look in** list.

   – Select the multimedia file.

4. Click **Open**.

TermStar displays the file in the `Multimedia` field.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change

> **Tip: Add note for layouts without the** `Multimedia` **field**
>
> TermStar can display multimedia files in a separate window – even if the current layout does <u>not</u> contain the `Multimedia` field (» Displaying multimedia files, page 104).
>
> We recommend that you add a note for such layouts so that you know that a multimedia file is available for the data record. For example, enter a note such as *see illustration* in the `Remark` field.

Replacing multimedia files

How do I replace a multimedia file?

1. Select the data record containing a multimedia file.
2. Switch to edit mode: Double-click the data record.
3. Select **Processing | Language entry | Multimedia | Insert**.

   TermStar displays the **Open** window.
4. Select the new multimedia file in this window:
   - Select the file type of your file from the **Files of type** field.
   - Select the drive and the folder containing the multimedia file from the **Look in** list.
   - Select the multimedia file.
5. Click **Open**.

   TermStar displays the new file in the `Multimedia` field.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Removing multimedia files

How do I remove a linked multimedia file?

1. Select the data record containing a multimedia file.
2. Switch to edit mode: Double-click the data record.
3. Select **Processing | Language entry | Multimedia | Delete**.

   TermStar removes the content from the `Multimedia` field. The multimedia file itself is <u>not</u> deleted.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Copying and moving a data record or a language entry

Overview   You can create new data records or language entries by copying and then editing existing data records or entries.

You can copy either an entire data record or an individual language entry. You have the following options:

● **Duplicate**

Using this function, you can duplicate an entire data record with all the entries contained (» Duplicating a data record, page 133).

If you duplicate a language entry, TermStar creates an identical language entry in the same data record (» Duplicating a language entry, page 133).

● **Copy/Paste**

You can use the **Copy** and **Paste** function to copy a data record from one dictionary to another using the Windows clipboard (on page 134).

You can also use these functions to copy a language entry from one data record to another (» Copying or moving a language entry, page 142).

● **Cut/Paste**

You can use the **Cut** and **Paste** functions to move a data record from one dictionary to another or a language entry from one data record to another (on page 134).

In this way, TermStar deletes the data record or language entry from its original location (» Copying or moving a language entry, page 142).

● **Merging**

If you have placed a data record on the clipboard by copying or cutting, you can merge the language entries contained in this data record into another data record (» Merging a data record, page 135).

In doing so, you can decide for each field whether TermStar should add its contents to the data record or whether it should replace an existing language entry for the same language.

Duplicating a data record

Duplicating a complete data record makes the process of building up new data records easier. This involves duplicating similar data records and then modifying them.

Data records are always saved to the current dictionary

TermStar always saves a duplicated data record to the dictionary set as the current dictionary in the project settings (» "Dictionaries" project settings, page 50).

How do I duplicate a data record?

1. Select the data record you wish to duplicate.

2. Select **Processing | Data record | Duplicate**.

   TermStar duplicates the data record and selects it so you can edit it immediately.

Duplicating a language entry

Duplication within the same data record

TermStar always duplicates an entry <u>within</u> the same data record. You can use the **Copy** and **Paste** functions to copy a language entry to a different data record (» Copying or moving a language entry, page 142).

How do I duplicate a language entry?

1. Select the data record containing the language entry you wish to duplicate.

2. Switch to edit mode: Double-click the data record.

3. Select the language entry you wish to duplicate: Click its term field.

4. Select **Processing | Language entry | Duplicate**.

   TermStar duplicates the language entry. The cursor is at the **Term** field of the new language entry.

5. Edit the new language entry (» Editing an existing data record or a language entry, page 121).

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Copying or moving data records

You can copy a data record using the Windows clipboard. First copy the data record to the clipboard using the **Copy** function and then paste it into the current dictionary using the **Paste** function. If you use the **Cut** function instead of the **Copy** function, TermStar deletes the original data record when it is placed on the clipboard. This is how you move a data record from a dictionary into the current dictionary.

Data records are always pasted into the current dictionary

If you have opened multiple dictionaries as project dictionaries and you paste a data record from the clipboard, TermStar always pastes it into the dictionary selected as the current dictionary in the project settings.

Before pasting a data record, make sure that you have set the correct target dictionary as the current dictionary in the project settings (» "Dictionaries" project settings, page 50).

How do I copy a data record?

1. Select the data record you wish to copy.

2. Select **Processing | Data record | Copy**.

   TermStar copies the entire data record to the Windows clipboard from where it can be pasted as often as required.

3. You may need to select another dictionary as the current dictionary in the project settings. TermStar will add the pasted data records to this dictionary (» "Dictionaries" project settings, page 50).

4. Select **Processing | Data record | Paste**.

   TermStar inserts the copied data record and selects it so you can edit it directly.

How do I move a data record to another dictionary?

1. Select the data record you wish to move.

2. Select **Processing | Data Record | Cut**.

   TermStar moves the entire data record to the Windows clipboard from where it can be pasted as often as required.

3. You may need to select another dictionary as the current dictionary in the project settings. TermStar will add the pasted data records to this dictionary (» "Dictionaries" project settings, page 50).

4. Select **Processing | Data record | Paste**.

   TermStar inserts the data record and selects it so you can edit it immediately.

Merging a data record

If you have copied or moved an entire data record to the clipboard using the **Copy** or **Cut** functions, you will be able to merge this data record with another data record in the same or another dictionary. TermStar displays the **Merge data** window for this purpose. In this window, TermStar displays the data record to be merged (on the left) and the target data record (on the right) one next to the other.

During merging changes can only be made to the target data record.

During the merging process, you can select for each occupied field (header field, language, term for an entry or subentry as well as any other field you may desire) of the data record to be merged, whether and how its contents should be added to the target data record (table » Options when merging data records, page 137).

Merging data records in the same dictionary via drag & drop

In the same dictionary you can merge a data record into another one via drag & drop. Thereto you select the data record to be merged and drag it on the target data record with the mouse button held down. Thereupon, TermStar shows the **Merge data window**.

How do I merge a data record?

1. Select a data record and copy it to the clipboard. Use the following functions to do this:

   - To copy the data record without deleting the original data record, select **Processing | Data record | Copy**.

   - To copy the data record and delete the original, select **Processing | Data record | Cut**.

   This copies the data record and all its entries to the Windows clipboard from which it can be merged into other data records as often as required.

2. Select a data record into which you wish to merge the language entries from the copied data record.

3. Select **Processing | Data record | Merge**.

   TermStar displays the **Merge data** window with the copied or cut data record and the target data record.

   Initially, you will only see the header (containing the name of the respective dictionary and the associated database in brackets), the languages it contains and the entries (main entries) in the respective languages.

Example:
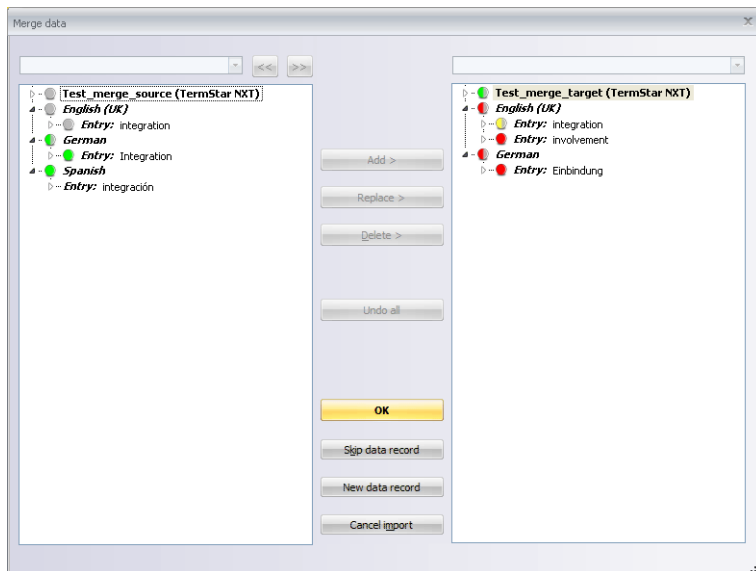
- Left pane: Contents of the copied or cut data record (the one to be merged), showing all the languages and entries which it contains.
- Right pane: Contents of the target data record, into which you want to merge the copied or cut data record, showing all the languages and entries which it contains.

4. For TermStar to display subordinate levels and fields, click the small arrows in front of the header, the main entry or the subentry.

A circle is always displayed in front of the header (name of the dictionary and the associated database) and in front of each language it contains.

Whether a circle is displayed in front of a header field, an entry, an entry field, a subentry or a subentry field is dependent on whether this field is also present in the other data record and on which level of the data record hierarchy there is a difference between the two data records.

If there is a difference between the two data records, the circle on the respective level of the data record is given a colour.

For further information on the tree structure and the meaning of the colours red, green and yellow is given in section » Structure and colour coding in the "Merge data" window, page 138.

5. Decide what should happen to the entries (table » Options when merging data records, page 137).

6. Click **OK** to save the changes to the target data record. Click **Cancel** to close the window without saving changes to the target data record.

TermStar closes the window and makes the changes to the target data record.

You have the following options when merging data records:

Action	Steps	Effect
Replace all header data	● Select the name of the dictionary (the database) in the left and right panes. ● Click **Replace**.	TermStar deletes the header in the target data record and replaces it with the header data record being merged.
Replace all entries for one language	● Select the same language in the left and right panes. ● Click **Replace >**.	TermStar deletes all entries in the selected language in the target data record and replaces them with the entries from the data record being merged.
Replacing a language entry	● Select a language entry in the left and right panes. ● Click **Replace >**.	TermStar deletes the target entry and replaces it with the language entry being merged.
Adding a language entry	● Select an entry in the left pane and a language in the right pane. ● Click **Add >**.	TermStar adds the entry being merged to the target data record, as a new entry for the selected language.
Adding a language entry as a subentry	● Select an entry in the left and right pane in the same language. ● Click **Add >**. TermStar displays the **Add as subentry** window. ● Select a subentry type and click **OK**.	TermStar adds the term from the entry being merged to the target entry as a subentry of the selected type: ● Synonym ● Abbreviation ● Alternative ● Irregular form ● Disallowed term ● User index 1 - 5
Replace a header field or entry/subentry field	● Select a field in the left and right panes. ● Click **Replace >**.	TermStar deletes the contents of the destination field and replaces it with the contents of the field being merged.
Add the contents of a header field or entry/subentry field	● Select a field in the left and right panes. ● Click **Add >**.	TermStar adds the content of the field being merged to the target field – separated with a comma if the field is not empty.

Options when merging data records

Action	Steps	Effect
Delete from the target data record	● Select the item in the right pane that you wish to delete: language, entry, subentry or field. ● Click **Delete >**.	TermStar deletes the item you have selected from the target data record: ● **Language**: all entries for that language ● **Entry**: the entry ● **Subentry**: the subentry ● **Field**: the field contents
Create a new data record	Click **New data record**.	TermStar creates the data record being merged as a new data record in the current dictionary.
Undo all changes	Click **Undo all**.	TermStar resets the target data record to its original state.

Options when merging data records (cont.)

Structure and colour coding in the "Merge data" window

To enable the data records to be merged interactively, the "Merge data" window is displayed. The window shows the data record to be merged (left pane) and the target data record (right pane).

Initially, you will only see the header (containing the name of the respective dictionary and the associated database in brackets), the languages it contains and the entries (main entries) in the respective languages.

Example:
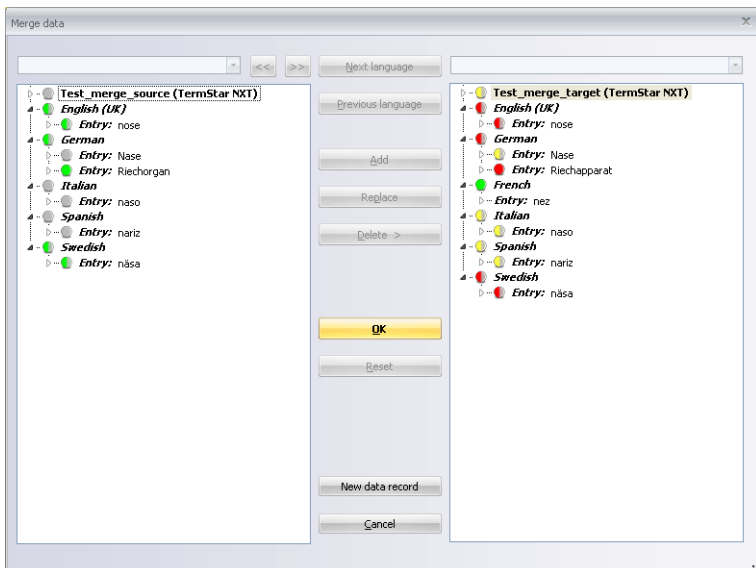
The header, the languages, the main entries in the respective languages, their fields and any subentries and their fields are arranged hierarchically in a tree structure and linked together; the fields on the individual levels of the tree structure can be displayed or hidden, as desired, using an arrow.

● To display the header fields, click the small arrow in front of the header (containing the name of the respective dictionary; the associated database comes after it in brackets).

● To display the fields of a main entry and any subentries, click the small arrow in front of the respective main entry.

● To display the field of a subentry (if applicable), click the small arrow in front of the respective subentry.
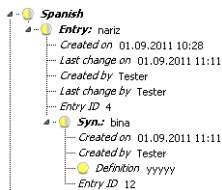
Example of a language entry in the target data record: Whole tree structure shown

No circle is displayed in front of fields which are filled out by TermStar automatically (`Created on`, `Last change on`, `Created by`, `Last change by`, `Data record number`). These fields can neither be directly amended in the target data record, nor deleted. TermStar only changes them if it is replacing the entire header or entry of the target data record.

The circles in front of the header, the languages and the entries (main entries) and any colours which they display indicate whether there are differences between the data record being merged and the target data record, and if so, which the nature of these differences is and on which level of the data record they are found.

If there are no differences, a grey circle ⬤ is displayed in front of the header, the respective language or the field in question.

The colours green, red and yellow have the following significance:

● Green: A particular field or language is new in comparison to the data record being merged or the target data record, or else it does not exist in the other language.

● Red: A term for a main entry or subentry in the target data record does not exist in the data record being merged.

● Yellow: A different field than the term of a main entry or subentry exists both in the data record being merged and in the target data record; however the contents differ.

Whether a circle or semi-circle is displayed is determined by the level of the data record on which the difference between the record being merged and the target record exists:

● Circle: The field (`Term` field of a main entry or subentry or any other field) whose contents actually differ, or which is new is identified with a complete circle (red,

green or yellow). A new language in the record being merged or in the target record is identified with a complete green circle.

- Semi-circle: The levels (header, language, main entry term or subentry term) which appear above the differing or new field in the tree structure are identified by a semi-circle (red, green or yellow), in order to point out the differences in the fields of the subordinate levels.

In data record being merged (left pane) the colour coding is only used for those fields which are new or which do not exist in the target data record. This is why only green semi-circles or circles are displayed there.
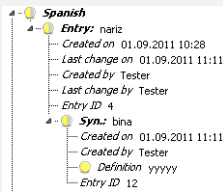
Example of language entries in data record being merged, colour coded green

In the target data record (right pane) it is theoretically possible for all three colours to be displayed, i.e. colour coding is used not only for those fields which are new or do not exist in the record being merged (green), but also for those fields whose contents differs in comparison to the data record being merged (red and yellow).

The following examples illustrate the colour coding system using entries in the target data record:
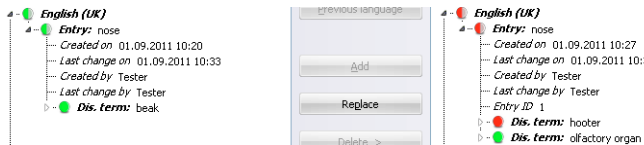
Semi-circle / Circle	Explanation	Example target data record
Green semi-circle in front of header (dictionary name) / Green circle in front of header field	Header field new in comparison to data record being merged	
Yellow semi-circle in front of header (dictionary name) / Yellow circle in front of header field	Header field differs from that in the data record being merged	
Grey circle in front of language / main entry and (if applicable) subentry	Language entry matches the language entry from the record being merged exactly	
Red semi-circle in front of language / Red circle in front of main entry	Term for the main entry does not exist in the record being merged	

Meaning of the different coloured semi-circles / circles

Semi-circle / Circle	Explanation	Example target data record
Red semi-circle in front of language and main entry / Red circle in front of subentry	Term for the subentry does not exist in the record being merged	Swedish Entry: näsa Created on 01.09.2011 10:29 Last change on 01.09.2011 11:59 Created by Tester Last change by Tester Entry ID 7 Syn.: bbb
Green circle in front of language	Language new compared to the record being merged	French Entry: nez Created on 01.09.2011 10:28 Last change on 01.09.2011 12:02 Created by Tester Last change by Tester Context yyyyy Definition xxxxx Entry ID 6
Green semi-circle in front of language and main entry / Green circle in front of field	At least one field of the main entry is new in comparison to the record being merged	Spanish Entry: nariz Created on 01.09.2011 10:28 Last change on 01.09.2011 12:05 Created by Tester Last change by Tester Definition xxxxx Entry ID 4
Yellow semi-circle in front of language and main entry / Yellow circle in front of field of a main entry	The contents of at least one field of the main entry are different	Italian Entry: naso Created on 01.09.2011 10:28 Last change on 01.09.2011 12:09 Created by Tester Last change by Tester Context yyyyy Definition xxxxx Entry ID 5
Yellow semi-circle in front of language, main entry and subentry / Yellow circle in front of field of a subentry	The contents of at least one field of the subentry are different	Spanish Entry: nariz Created on 01.09.2011 10:28 Last change on 01.09.2011 11:11 Created by Tester Last change by Tester Entry ID 4 Syn.: bina Created on 01.09.2011 11:11 Created by Tester Definition yyyyy Entry ID 12

Meaning of the different coloured semi-circles / circles

If a language contains multiple main entries or subentries that differ, the "field" term in the target record is colour-coded red, and all the other terms (in the record being merged and the target record) are green.

Example of language entry being merged and target language entry with multiple subentries

If one level of the tree structure contains both yellow and green circles or semi-circles, the higher-ranking levels use yellow colour coding, i.e. a yellow semi-circle is shown:

Example of language entries in target data records with green and yellow colour coding

If one level of the tree structure contains both red and yellow and/or green circles or semi-circles, the higher-ranking levels use red colour coding, i.e. a red semi-circle is shown:
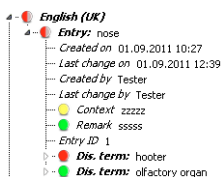
Example of a language entry in a target data record with red and yellow/green colour coding

Copying or moving a language entry

You can copy a language entry using the Windows clipboard. First copy the language entry to the clipboard using the **Copy** function and then paste it to another data record using the **Paste** function. If you use the **Cut** function instead of the **Copy** function, TermStar deletes the original language entry when it is placed on the clipboard. This is how you move a language entry from one data record to another.

How do I copy a language entry?

1. Select the data record containing the language entry you wish to copy.
2. Switch to edit mode: Double-click the data record.
3. Select the language entry you wish to copy.
4. To copy the language entry to the clipboard, select **Processing | Language entry | Copy**.

   TermStar copies the language entry to the Windows clipboard from which it can be pasted as often as required.
5. To exit edit mode, select **Processing | Data record | Quit**.
6. Select the data record into which the copied language entry is to be inserted.
7. Switch back to edit mode: Double-click the data record.
8. Select **Processing | Language entry | Paste** to paste the language entry you have copied to the clipboard.

   TermStar pastes the language entry from the Windows clipboard.

9. Edit the copied language entry (» Editing an existing data record or a language entry, page 121).

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

How do I move a language entry?

1. Select the data record containing the language entry you wish to move.

2. Switch to edit mode: Double-click the data record.

3. Select the language entry you wish to move.

4. Select **Processing | Language entry | Cut**.

   TermStar copies the language entry to the Windows clipboard from which it can be pasted as often as required. TermStar also deletes the language entry from the data record you have just selected.

5. To exit edit mode, select **Processing | Data record | Quit**.

   TermStar displays the message **Save changes to this data record?**

6. Click **Yes** to save the changes.

7. Select the data record into which the cut language entry is to be inserted.

8. Switch back to edit mode: Double-click the data record.

9. Select **Processing | Language entry | Paste** to paste the language entry which had been moved to the clipboard.

   TermStar pastes the language entry from the Windows clipboard.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Pasting a copied language entry as a subentry | Once you have copied a language entry to the clipboard, you can also add it to another language entry as a subentry (synonym, abbreviation, etc., » Terminology data structure, page 15).

How do I paste a copied language entry as a subentry?

1. Use the **Copy** or **Cut** function to copy a language entry to the clipboard (» Copying or moving a language entry, page 142).

2. Select a data record into which you wish to insert the copied language entry as a subentry.

3. Switch back to edit mode: Double-click the data record.

4. Select the language entry to which you wish to add the copied entry.

5. To do so, select **Processing | Language entry | Paste as...** and one of the **menu items**.

   If you select **Entry**, TermStar adds a completely new language entry to the data record – i.e. a subentry is <u>not</u> added.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Copying and moving terminology by drag & drop

Overview   In section » Copying and moving a data record or a language entry, page 132, we explain how to copy or move data records and language entries using the menu.

You can also perform these functions within a dictionary in TermStar using *drag & drop*. The principle is always the same: You just click the source data record or entry, keeping the mouse button pressed you move it to the target position, then you release the mouse button.

You have the following options:

- Duplicating data records within the same dictionary (» page 144)
- Merging data records within the same dictionary (» page 145)
- Copying or moving language entries within the same data record (» page 146)

Copying or moving?

If you use drag & drop, you decide whether to copy or move your selection.

If you copy your selection, the source data record / entry remains unchanged: After that, there will be two data records or language entries.

If you move your selection, the source data record or entry will be deleted: After that, the source data record or entry will not be there anymore. There will only be one target data record or language entry.

Duplicating data records within the same dictionary   Duplicating a complete data record makes the process of building up new data records easier. This involves duplicating similar data records and then modifying them.

How do I duplicate a data record?

1. Click the data record you want to duplicate and keep the mouse button pressed.

   As you move the mouse cursor while keeping the mouse button pressed, the cursor changes its appearance:
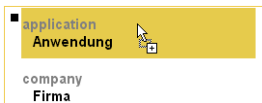
2. Drag the cursor to the area between the dictionary frame and the entries:
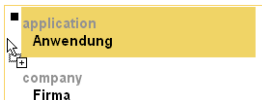
   Duplicating a data record

3. Release the mouse button.

TermStar asks if you would really like to duplicate the data record.
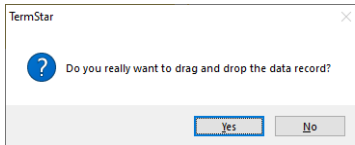
If you click **Yes**, TermStar duplicates the data record and selects it so you can immediately edit the record.

Merging data records within the same dictionary

You can merge a data record into another data record within the same dictionary. TermStar displays the **Merge data** window for this purpose. This window is where TermStar displays the data record being merged (left pane) and the target data record (right pane), with their respective entries side by side.

During the merging process, you can specify for each language entry whether and how it should be added to the target data record (table » Options when merging data records, page 137).

How do I merge a data record within the same dictionary?

1. Click the data record you want to merge and keep the mouse button pressed.

    As you move the mouse cursor while keeping the mouse button pressed, the cursor changes its appearance:
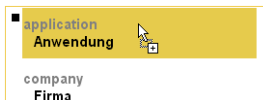
2. Drag the mouse pointer to the data record into which you want to merge the data:

    Merging a data record

3. If you want to move (and not copy) the data record, press the SHIFT key and keep it pressed while moving the cursor.

4. Release the mouse button and then, if necessary, the SHIFT key.

    TermStar displays the **Merge data** window containing the record being merged (on the left) and the target record (on the right, » Structure and colour coding in the "Merge data" window, page 138).

5. Decide what should happen to the entries (table » Options when merging data records, page 137),

6. Click **OK** to save the changes to the target data record. Click **Cancel** to close the window without saving changes to the target data record.

TermStar closes the window and makes the changes to the target data record.

Copying or moving language entries within the same data record

You can copy or move a language entry within the same data record:

● If you copy the language entry, the source entry remains unchanged: After that, there will be one language entry in the source and one in the target.

● If you move the language entry, the source entry will be deleted: After that, the source language entry will not be there anymore. There will only be one language entry in the target.

How do I copy or move a language entry within the same data record?

1. Select the data record that contains the language entry you want to copy or move.

2. Switch to edit mode: Double-click the data record.

3. Click the term of the entry you want to copy or move and keep the mouse button pressed.

4. Decide, whether you want to copy or move the language entry:

   – If you want to copy the language entry, press the CTRL key and keep it pressed.

   ENG
   ENG Term: application
   Data source:
   Definition:
   Definition source:
   Context:
   Context source:
   Remark:
   Created or changed on: 16.05.2011 18:14
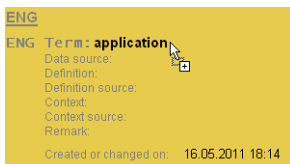
   – If you want to move the language entry, press the SHIFT key and keep it pressed.

   ENG
   ENG Term: application
   Data source:
   Definition:
   Definition source:
   Context:
   Context source:
   Remark:
   Created or changed on: 16.05.2011 18:14
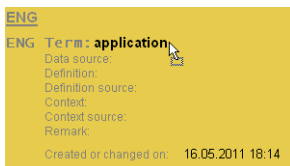
   Moving a language entry within the same data record

   For more detailed information on the differences between copying and moving items, please refer to section» Copying or moving?, page 144.

5. Drag the mouse pointer to the language to which you want to copy or move the language entry.

6. Release the mouse button and then the CTRL / SHIFT key.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Deleting a data record or language entry

Overview   You can delete either an individual language entry from a data record or an entire data record and all its entries.

WARNING

Before deleting, make absolutely sure that you no longer need the data.

DATA RECORD FILTER AND LAYOUT WHEN DELETING DATA RECORDS

Make sure that no data record filters are active and that a dictionary layout which displays all language entries (including multiple entries in the same language) is selected before you delete anything.

Remember that all the language entries in a data record will be deleted. This also applies to language entries in languages other than the current languages and entries which are not shown because data record filters are active.

Deleting several data records/language entries

If you wish to delete several data records or language entries, you can use the 'Global changes' function. This allows you to delete several or all data records or language entries (» Global changes, page 150).

Deleting a data   **How do I delete a data record?**
record
1.   Select the data record you wish to delete.

2.   Select **Processing | Data Record | Delete**.

TermStar removes the data record from the dictionary.

Undoing deletion

You can undo the deletion of a data record by right-clicking the dictionary and selecting **Undo** from the context menu.

You can only undo the deletion directly after deleting. You can no longer undo the deletion once you have made other changes to your terminology.

Deleting a   **How do I delete a language entry?**
language entry
1.   Select the data record containing the language entry you wish to delete.

2.   Switch to edit mode: Double-click the data record.

3.   Select the language entry you wish to delete.

4.   Select **Processing | Language entry | Delete**.

TermStar removes the language entry from the data record.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

> **Source-language entries cannot be deleted**
>
> The source-language entry cannot be deleted because the other language entries would then no longer be shown. You must therefore swap languages before you can delete the entry.

> **Undoing deletion**
>
> You can undo the deletion of an entry by right-clicking selecting **Undo** from the context menu.
>
> You can only undo a deletion if you are still in the edit mode for this data record. You can no longer undo the deletion once you have made other changes to your terminology.

Formatting text in the field contents

You can format the text in all the field contents. You use the following symbols in the **Edit | Style** ribbon-bar group for this:

Icon	Explanation
K	Italics
F	Bold
$\underline{U}$	Underline
x^2	Superscript
x_2	Subscript

Icons for formatting text

How do I format the text in a field?

1. If you are editing the language entry, select the text which you want to format.
2. Click the appropriate icon to format the text.

TermStar displays the text as formatted.

Inserting Unicode characters

Using the **Character map** option, you can insert any Unicode character into TermStar which can be displayed by the current font. In doing so you can choose from various character groups.

How do I insert a Unicode character?

1. Place the cursor at the position where you want to insert the Unicode character.

2. Select **Edit | Text | Character map**.

    If the **Character map** tool is already present on the TermStar toolbar, it will be displayed as a floating window. If it is not yet on the TermStar toolbar, it will be displayed as a window docked with the user interface, whose position can be modified:

3. Select a group of Unicode characters from the list (e.g. `Latin-1`).

    TermStar displays the characters for the selected group in the Character map.

4. Click a character to insert it at the cursor position.

    TermStar inserts the character at the cursor position.

    The window remains open so that you can insert more Unicode characters.

5. If you no longer require the **Character map** window, you can hide it again.

    How this happens is dependent upon whether the **Character map** window is opened as a floating window, as a window docked with the user interface, or as a freely-positionable standard window (» The TermStar toolbar, page 25).

Global changes

You can use the global changes function to simplify the process of editing data records and language entries without having to change each data record individually. This means your data are more consistent than when you manually change each individual entry.

You can make the following global changes:

● Deleting data records (» page 150)

● Deleting language entries (» page 151)

● Searching for and replacing field contents (» page 152)

● Assigning field contents (» page 154)

● Deleting field contents (» page 155)

● Copying and moving field contents (» page 156)

TermStar always edits the data records in the active dictionary window.

You can specify whether TermStar should prompt you for every language entry in question or whether it should change all data records as per your settings without prompting you (» Performing global changes with confirmation prompts, page 158).

> **TermStar takes account of active data filters and current language selection when making global changes**
>
> TermStar only makes changes to the data records displayed in the dictionary window. If you only want to make changes to a selection of your data records, you can set a data filter (» Filtering data records, page 91) or change the languages displayed (» Changing source and target languages temporarily, page 45) before carrying out the global change.

Deleting data records
You can delete a selection of data records.

> **WARNING**
> Before deleting, make absolutely sure that you no longer need the data.

> **DATA RECORD FILTER AND LANGUAGE SELECTION WHEN DELETING DATA RECORDS**
> Before deleting, set data record filters and select the languages displayed to make absolutely certain that only the data records to be deleted are displayed in the dictionary window.

How do I delete data records?

1. Select **Processing | Global changes | Data records | Delete**.

   TermStar displays the **Prompt** window for each data record which it could delete (» Performing global changes with confirmation prompts, page 158).

2. When TermStar has finished the global changes, it displays the **Close** button in the **Status** window together with the total number of checked and modified data records:
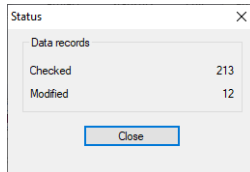
Status window once the global changes are complete

Click **Close** to close the window.

Deleting language entries
You can delete a selection of entries.

WARNING

Before deleting, make absolutely sure that you no longer need the data.

DATA RECORD FILTER AND LANGUAGE SELECTION WHEN DELETING LANGUAGE ENTRIES

Before deleting, set data record filters and select the languages displayed to make absolutely certain that only the language entries to be deleted are displayed in the dictionary window.

How do I delete language entries?

1. Select **Processing | Global changes | Language entries | Delete**.

TermStar displays the following window:
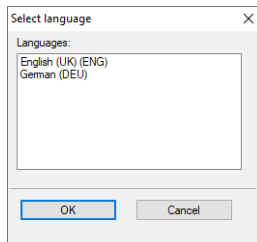
2. Select one or more languages that correspond exactly to the language entries to be deleted.

TermStar displays the **Prompt** window for each data record to which the global change could be applied (» Performing global changes with confirmation prompts, page 158). It also specifies the associated data record.

3. When TermStar has finished the global changes, it displays the **Close** button in the **Status** window together with the total number of checked and modified data records:
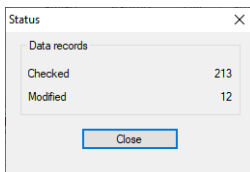
Status window once the global changes are complete

Click **Close** to close the window.

Searching for and replacing field contents

As in word processing programs, you can find and replace using the global changes function.

To do so, you must specify the field (and the language, where applicable) in which TermStar should search and replace. You can also use regular expressions for the search and specify whether the search should be case-sensitive and whether TermStar should search for whole words only.

How do I search and replace field contents?

1. Select **Processing | Global changes | Field contents | Replace**.

   TermStar displays the **Replace** tab of the **Change field contents** window:
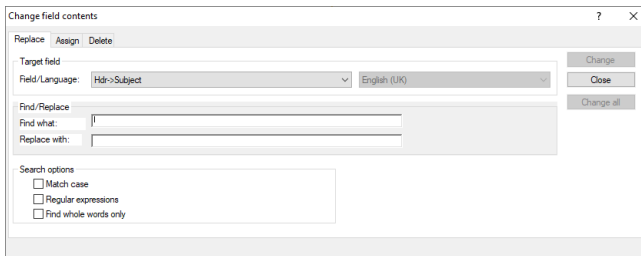
Change field contents window with **Replace** tab

2. Select the field in which you want to search and replace from the left-hand list in the **Target field** section.

   If you have <u>not</u> selected a header field, select the language in whose fields you want to search and replace.

3. Enter the following in the **Find and replace** section:

   – **Find what** field: The text which TermStar should search for in the field.

   – **Replace with** field: The text with which TermStar should replace the searched-for text.

4. In the **Search options** section, specify how TermStar should search:

   – **Match case**: TermStar differentiates between upper and lower case when searching. TermStar only replaces text whose case matches the case of the search string.

   – **Regular expressions**: TermStar interprets the search string as a regular expression (» Transit/TermStar Reference Guide).

   – **Find whole words only**: TermStar only takes whole words into account when searching. This means that TermStar does not replace text which starts the same as the search string but is longer than the search string.

5. There are two ways of starting the global changes function:

   – To start the global changes function with prompts, click **Change**.

   For each language entry, you can decide interactively whether the entry really should be changed or not.

   – To start the global changes function without prompts, click **Change all**.

   TermStar changes the language entries according to your settings without prompting you for confirmation.

   When you start global changes, TermStar displays the **Status** window containing the following information:

   – **Checked**: Number of data records TermStar has checked to see whether they should be changed.

   – **Modified**: Number of data records which TermStar has modified.

   If you want to cancel the global changes function, click **Cancel**.

   If you have started global changes with prompts, TermStar displays the **Prompt** window for every language entry to which global changes could be applied (» Performing global changes with confirmation prompts, page 158).

6. When TermStar has finished the global changes, it displays the **Close** button in the **Status** window together with the total number of checked and modified data records:
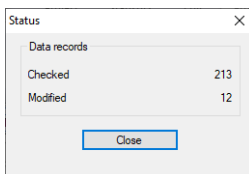
Status window once the global changes are complete

Click **Close** to close the window.

Assigning field contents

You can assign predefined content to fields.

To do so, you must specify the field (and the language, where applicable) to which TermStar should assign the contents. In addition, you can specify whether TermStar should only assign the contents if the field is empty or contains data.

Global changes assign the contents to existing dictionary entries only. If you want TermStar to automatically insert the content when you create a new data record or language entry, you should use default values (» Specifying default values, page 176).

How do I assign predefined field contents?

1. Select **Processing | Global changes | Field contents | Assign**.

   TermStar displays the **Assign** tab of the **Change field contents** window:
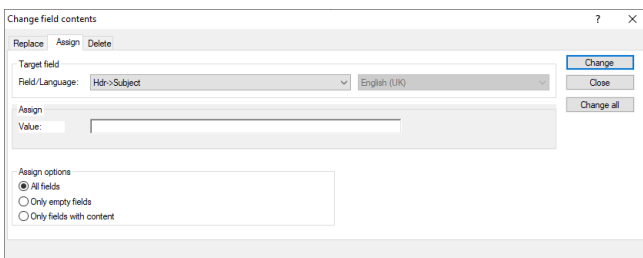
Change field contents window with Assign tab

2. Select the field to which you want to assign content from the left-hand list in the **Target field** section.

   If you have not selected a header field, select the language to whose fields you want to assign content.

3. In the **Value** field, enter the contents which you want to assign to the field.

4. In the **Assign options** section, specify when TermStar should assign the content:

   – **All fields**: TermStar assigns the contents to all fields.

   – **Only empty fields**: TermStar assigns the contents to the field if the field has not yet been filled in.

   – **Only fields with content**: TermStar assigns the contents to the field if it has already been filled in.

5. There are two ways of starting the global changes function:

   – To start the global changes function with prompts, click **Change**.

     For each language entry, you can decide interactively whether the entry really should be changed or not.

   – To start the global changes function without prompts, click **Change all**.

     TermStar changes the language entries according to your settings without prompting you for confirmation.

When you start global changes, TermStar displays the **Status** window containing the following information:

– **Checked**: Number of data records TermStar has checked to see whether they should be changed.

– **Modified**: Number of data records which TermStar has modified.

If you want to cancel global changes, click **Cancel**.

If you have started global changes <u>with</u> prompts, TermStar displays the **Prompt** window for every language entry to which global changes could be applied (» Performing global changes with confirmation prompts, page 158).

6. When TermStar has finished the global changes, it displays the **Close** button in the **Status** window together with the total number of checked and modified data records:

Status window once the global changes are complete

Click **Close** to close the window.

Deleting field contents

You can delete the content of all language entries in a particular field.

To do so, you must specify the field (and the language, where applicable) whose contents TermStar should delete.

How do I delete field contents?

1. Select **Processing | Global changes | Field contents | Delete**.

   TermStar displays the **Delete** tab of the **Change field contents** window:
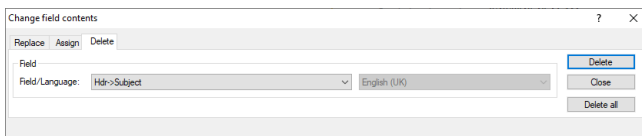
Change field contents window with **Delete** tab

2. Select the field whose contents you want to delete from the left-hand list in the **Field** section.

   If you have <u>not</u> selected a header field, select the language from which you wish to delete the contents.

3. There are two ways of starting the global changes function:

   – To start the global changes function <u>with</u> prompts, click **Delete**.

For each language entry, you can decide interactively whether the entry really should be changed or not.

– To start the global changes function <u>without</u> prompts, click **Delete all**.

TermStar changes the language entries according to your settings without prompting you for confirmation.

When you start global changes, TermStar displays the **Status** window containing the following information:

– **Checked**: Number of data records TermStar has checked to see whether they should be changed.

– **Modified**: Number of data records which TermStar has modified.

If you want to cancel global changes, click **Cancel**.

If you have started global changes <u>with</u> prompts, TermStar displays the **Prompt** window for every language entry to which global changes could be applied (» Performing global changes with confirmation prompts, page 158).

4. When TermStar has finished the global changes, it displays the **Close** button in the **Status** window together with the total number of checked and modified data records:
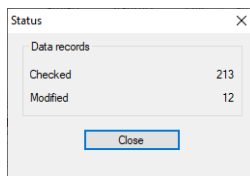
Status window once the global changes are complete

Click **Close** to close the window.

Copying and moving field contents

You can transfer the contents of one field of the data record (the *"source field"*) into another field (the *"target field"*).

To do so, specify the source and target field. In addition, you can specify whether TermStar should only transfer the value if the target field is empty.

You can either move or copy the field contents:

● If you <u>copy</u> the contents, it remains in the source field and, after the global changes, is present in the source and target fields.

● If you <u>move</u> the contents, it is deleted from the source field and, after the global changes, is only present in the target field.

How do I copy or move field contents?

1. Select **Processing | Global changes | Field contents | Copy** or **Processing | Global changes | Field contents | Move**.

TermStar displays the following window:
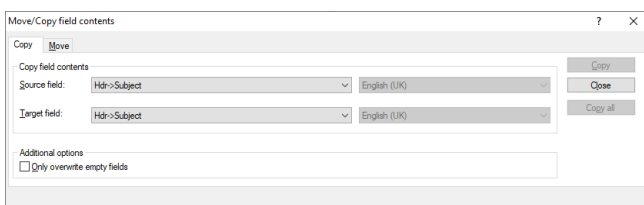
2. TermStar displays one of the following two tabs according to what you selected from the list (**Copy** or **Move**):

   – **Copy** tab: TermStar copies the contents to the target field and the contents remain in the source field.

   – **Move** tab: TermStar moves the contents to the target field and deletes the contents from the source field.

   The structure and options in the two tabs are identical. For this reason, the following steps apply to both tabs.

3. From the **Source field** list on the left-hand side, select the field whose contents you wish to transfer.

   From the list on the right-hand side, select the language of the fields whose contents you want to transfer if you have not selected a header field.

4. From the **Target field** list on the left-hand side, select the field to which you wish to transfer the contents.

   From the list on the right-hand side, select the language of the field to which you wish to transfer the contents if you have not selected a header field.

5. If you only want TermStar to copy or move the content into empty fields, select **Only overwrite empty fields** from the **Additional options** section.

6. There are two ways of starting the global changes function:

   – To start the global changes function with prompts, click **Copy** or **Move**.

   For each language entry, you can decide interactively whether the entry really should be changed or not.

   – To start the global changes function without prompts, click **Copy all** or **Move all**.

   TermStar changes the language entries according to your settings without prompting you for confirmation.

When you start global changes, TermStar displays the **Status** window containing the following information:

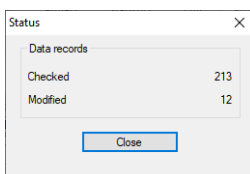   – **Checked**: Number of data records TermStar has checked to see whether they should be changed.

   – **Modified**: Number of data records which TermStar has modified.

If you want to cancel global changes, click **Cancel**.

If you have started global changes <u>with</u> prompts, TermStar displays the **Prompt** window for every language entry to which global changes could be applied (» Performing global changes with confirmation prompts, page 158).

7. When TermStar has finished the global changes, it displays the **Close** button in the **Status** window together with the total number of checked and modified data records:

Status	☒
Data records	
Checked	213
Modified	12
[Close]	

Status window once the global changes are complete

Click **Close** to close the window.

Performing global changes with confirmation prompts

You can start the global changes function <u>with</u> prompts so that TermStar displays the **Prompt** window for every language entry concerned.

Should I start global changes with or without confirmation prompts?

If you want TermStar to start the global changes function <u>with</u> prompts, click **Change**, **Delete**, **Copy** or **Move** in the relevant tab (» Searching for and replacing field contents, page 152 to » Copying and moving field contents, page 156).

If you click **Change all**, **Delete all**, **Copy all** or **Move all** instead, TermStar changes the contents <u>without</u> prompting the user.

TermStar could change the language entry in the figure on the basis of your settings. You can specify how TermStar should handle this language entry:

Global changes	☒
Data record 44	
"Term" field: Replace content	
Current content: "application window"	
New content: "app window"	
[Yes] [Yes to all] [No] [Cancel] [Details] [Password]	
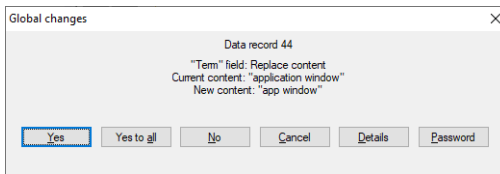
Example: Prompt for Find/Replace

● **Yes**: TermStar changes the field in the data record. TermStar displays the **Inquiry** window for the next field it could change.

● **Yes to all**: TermStar changes the field in this data record and the fields in all other data records which correspond to your settings and no longer prompts you.

● **No**: TermStar does <u>not</u> change the field in this data record. TermStar displays the **Inquiry** window for the next field it could change.

- **Cancel**: TermStar cancels the global changes function.
- **Details**: TermStar displays the following window:
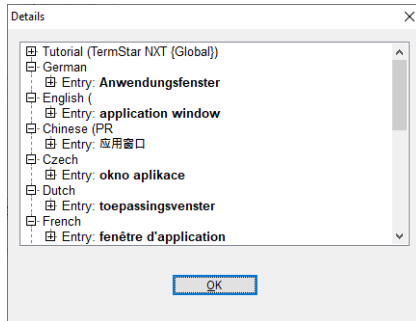
In this window, TermStar displays all the data in the data record. You can use this additional information to decide how TermStar should handle this language entry.

You can close the window by clicking **OK**.

- **Password**: TermStar displays the following window:
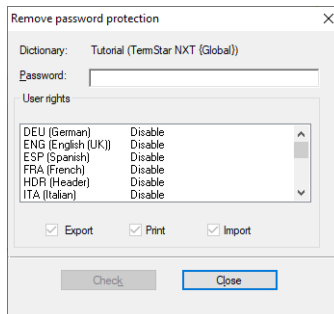
If your dictionary is password-protected, you required a password which allows you to manipulate the desired languages. You can use this window to enter your password and check whether you have the rights required (» Enter password, page 164).

Click **Close** to close the window.

Quality assurance while editing

Input verification messages

As part of the quality assurance process, input verification rules can be defined to prevent invalid or incomplete entries and increase the consistency of the terminology (» Creating an input verification, page 179).

If an entry does not correspond to the input verification rules, TermStar displays the `Input Verification failed` message together with the corresponding field and error:

- `… Field must not be empty.`

  You need to enter contents for this field. However, you were trying to save the data record without filling in the field.

- `Regular Expression: …`

  The field content must correspond to a certain regular expression. However, you were trying to save the data record with different content in this field.

Selecting from a values list

If a values list has been defined for a field (» Working with values lists, page 185), TermStar displays the **Values list** symbol at the end of the field content:

Value lists make it easier to enter field values and simultaneously ensure consistency across dictionaries. You can select predefined values from a list instead of entering values manually.

Double-click the symbol to select values from the list. Depending on the type of values list, you can select only one or several values from the list:

- Values list without multiple selection: You can only select one value.
- Values list with multiple selection: You are allowed to select as many values as you wish.

Editable values

Depending on the type of values list, you can either use only the specified values from the list or you can edit the field content:

- Non-editable values

  You are not allowed to overwrite or change the field content but only to select values from the list. If you try to enter text in this field, the cursor will automatically jump to the next field.

- Editable values

  You can edit a value you have selected from the values list or enter a new value without selecting it from the list. In doing so, you will not change the values list itself but only the current field content.

How do I select values from lists without multiple selection?

1. To open the values list, click the **Values list** symbol at the end of the field content.

   TermStar displays the **Select value** window with the list of possible values:
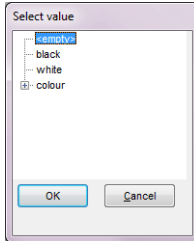
Hierarchical values list

   If the values list contains hierarchical values, TermStar displays the lower-level values once you click the plus sign.

2. Select the value you want to use for the field:
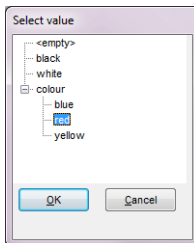
Hierarchical values list with lower-level values displayed

   If you want to leave the field empty, select the `<empty>` value.

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

TermStar closes the window. You can now edit the other fields in the edit mode.

How do I select values from lists with multiple selection?

1. To open the values list, click the **Values list** symbol at the end of the field content

    TermStar displays the window for multiple selection.

    –   To select a value, select it in the upper window section and click the **arrow down** symbol:
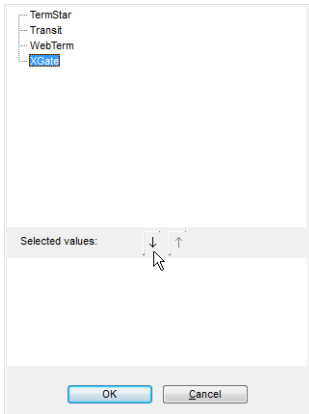
    Values list with multiple selection: Selecting a value

    TermStar moves the value to the **Selected values** section.

    –   To undo a selection, select the value in the **Selected values** section and click the **arrow up** symbol:
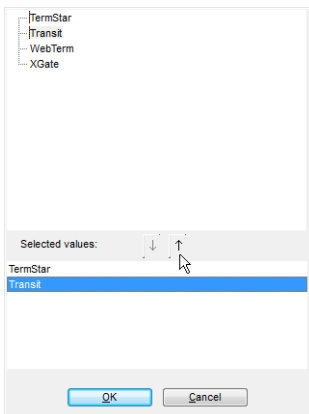
    Values list with multiple selection: Undoing a selection

TermStar moves the value to the upper window section.

Repeat these steps to move all values you want to use in the dictionary to the **Selected values** section.

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

TermStar closes the window. You can now edit the other fields in the edit mode.

Selecting the keyboard layout

You may have defined several *"input languages"* in Windows to make it possible to enter text in different languages using the respective keyboard layout.

In such a case, TermStar can automatically adjust the keyboard layout to the language edited. To do so, select the **Automatic keyboard switch** option under **Edit | Miscellaneous**.

Example for a German–English dictionary:

● When the cursor is in a German language entry, TermStar selects the German keyboard layout.

● When the cursor is in an English language entry, TermStar selects the English keyboard layout.

The currently selected input language is indicated in the Windows taskbar:
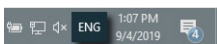
Windows taskbar: English is selected as the input language

To switch between the input languages manually, you can select the language from the Windows taskbar or press the keyboard shortcut ALT (left) + SHIFT.
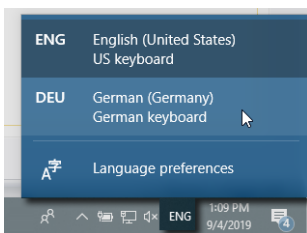
Windows taskbar: switching input language

Enter password

If a dictionary is protected by a password, you can only carry out certain actions (e.g. creating a new data record, changing a language entry or printing a dictionary) if you enter the valid password. Get the password from your project manager, if necessary.

You can assign several passwords for each dictionary to release some or all of the protected actions (» Protecting dictionaries with passwords, page 167). You will therefore need one or more passwords (depending on the type of password protection assigned) before you can edit the dictionary.

How do I enter a password?

1. For several functions, TermStar displays the window for protected dictionaries:
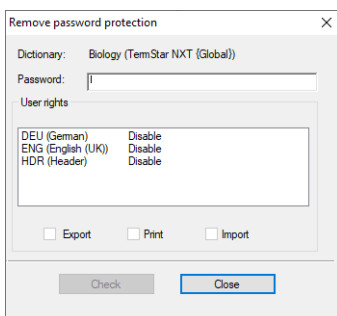
   TermStar displays the languages which are already enabled in the **User rights** list. The selected options beneath this list show whether the functions are enabled.

2. Enter a valid password in the **Password** field to enable functions.

3. Click **Close** to close the window.

Permissions for creating or deleting data records

You require the following permissions in order to be able to create or delete data records in a password-protected dictionary:

● Creating a new data record

   When you create a new data record, you edit the source language at least. In addition, TermStar automatically completes administration fields in the header so as to record information such as date and user.

   Therefore, you at least require permissions for editing the source language and the header in order to create new data records.

- Deleting a data record ()

  When you delete a data record, you delete all its entries in all languages, with the result that the header no longer has any meaning.

  In order to delete a record, therefore, you at least require editing permissions for all languages for which there are entries in the data record. Explicit permissions for the header are <u>not</u> required: a data record without entries (i.e. with header only) makes no sense.

8 Quality assurance

Overview

TermStar provides you with a wide range of functions to ensure your work, and the translation project on the whole, is of a high quality:

● Protecting dictionaries with passwords ()

You can protect a dictionary and thereby prevent it from being altered, printed, imported or exported.

● Specifying default values ()

You can specify *default values* for each dictionary. TermStar automatically enters these default values when you add a new data record or entry. The default values make entering terminology easier and ensure correct entries are made.

● Creating an input verification ()

Using input verification, you can specify how an entry in a particular field of the dictionary should look. In this way, you can prevent invalid or incomplete entries from being made, thereby increasing the consistency of your terminology.

● Working with values lists ()

Value lists make it easier to enter field values and simultaneously ensure consistency across dictionaries. The user can select predefined values from a list instead of entering values manually.

● Changing field names

You can rename field names and this way use specific field names for special purposes.

● Additional dictionary settings ()

You can increase the manageability of a dictionary by:

– saving multimedia files in the database

– assigning a unique ID to data records and entries

– log each change to data records as revision

● Statistics ()

In TermStar you can call up statistical data which provide you with information on the data records and entries in your dictionary.

Protecting dictionaries with passwords

Overview You can protect a dictionary and thereby prevent it from being altered, printed, imported or exported without authorisation.

To do this, you must first assign a *master password* to the dictionary (» Protecting a dictionary with a master password, page 168). The master password contains all the possible rights in TermStar: whoever has the master password can carry out all actions and use all functions.

The dictionary is protected if you have assigned it a master password: A user cannot make changes to the dictionary or print, import or export it <u>without</u> the password.

You can then assign *user passwords* to the dictionary (» Assigning user passwords, page 169). In doing so, you can specify exactly the functions the user password allows and the languages which can be changed with the password.

Rights for user passwords The master password automatically gives you all possible rights. You can specify the rights for each user password individually. The following rights are possible:

Rights	Abbreviation	Action allowed
Security	S	● Changing, deleting and adding passwords.
		● Deleting and renaming dictionaries.
		TermStar automatically selects **Administration** when you select **Security**.
Administration	A	Changing default values, input verification, field names and general settings for the dictionary.
Export	E	Exporting data from the dictionary
Import	I	Importing data into the dictionary
Print	P	Printing the dictionary
Pack	x	Packing the dictionary
	All	All rights mentioned.
Languages	M*	Editing entries in the languages selected (i.e. changing, adding or deleting entries)
		The right to delete data records is granted if the user has editing rights for all the languages used in the data record.
		Editing rights can also be given for:
		● Header fields (implies the right to create new data records; » Assigning user passwords, page 169)
		● Address data records
		● Bibliography data records
All existing (languages)	M	Editing all the languages, header fields and address and bibliography data records contained in the dictionary.

Rights for user passwords

Protecting a dictionary with a master password

The first password you assign to a dictionary automatically becomes the master password. The dictionary is protected if you have assigned it a master password: A user cannot make changes to the dictionary or print, import or export it without the password.

How do I protect a dictionary with a master password?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
2. Select the dictionary for which you wish to change the settings and click **Settings**.
3. In the **Dictionary settings** window, select the **User rights** tab.

    The **Passwords** table is empty as a password has not yet been created for the dictionary:
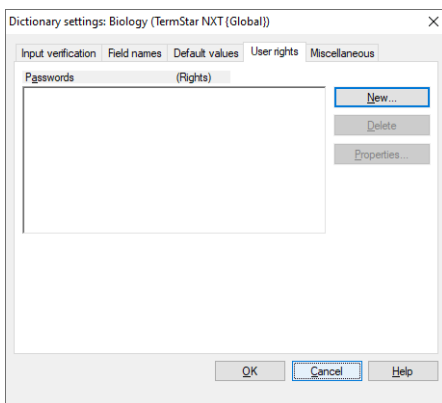
User rights tab with empty **Passwords** table

4. Click **New** to assign a new password.

    The first password you assign automatically becomes the master password.

    TermStar displays the following window:
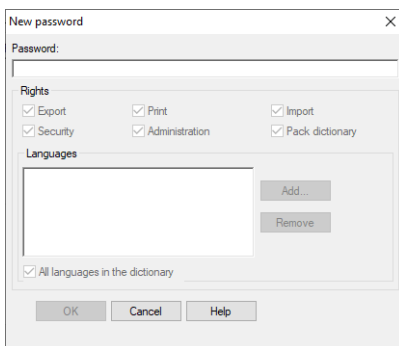
New password window for master password

5. Enter the master password in the **Password** field.

   All rights are selected. You cannot deselect these checkboxes for the master password as the master password must have all rights.

6. Save the password by clicking **OK**.

   TermStar now displays the new master password with all rights in the list of passwords.

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

The dictionary is now protected with the master password. The next time the dictionary is opened, you must enter the master password before you can edit, print, pack or import/export the dictionary or open the administration dialogue and the password window.

If you wish to pack the dictionary for a third party who should be able to perform certain actions only, you must assign user passwords which have certain rights only (» Assigning user passwords, page 169).

Assigning user passwords

If you have assigned a master password to a dictionary, you can then assign user passwords (» Protecting a dictionary with a master password, page 168 also). User passwords allow users to perform certain actions which you can specify.

If you pack a dictionary for third parties, tell them the user password only so that they can only perform the actions the user password allows.

Permissions for creating or deleting data records

You require the following permissions in order to be able to create or delete data records in a password-protected dictionary:

● Creating a new data record

When you create a new data record, you edit the source language at least. In addition, TermStar automatically completes administration fields in the header so as to record information such as date and user.

Therefore, you at least require permissions for editing the source language and the header in order to create new data records.

● Deleting a data record (» page 147)

When you delete a data record, you delete all its entries in all languages, with the result that the header no longer has any meaning.

In order to delete a record, therefore, you at least require editing permissions for all languages for which there are entries in the data record. Explicit permissions for the header are not required: a data record without entries (i.e. with header only) makes no sense.

How do I assign a new user password?

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

2. Select the dictionary for which you wish to change the settings and click **Settings**.

   TermStar displays the following window:
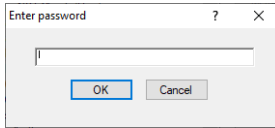
   If TermStar does not display this window, you have not yet assigned a master password. Should this occur, assign a master password first (» Protecting a dictionary with a master password, page 168).

3. Enter either the master password or a user password which enables security actions. Confirm your entry with **OK**.

   TermStar displays the following depending on the password entered:

   – Master password or user password with security rights: TermStar displays the **Dictionary settings** window with the **User rights** tab and other tabs (see Fig. on page 171).

     You can proceed with » step 4, page 171.

   – User password <u>without</u> administration rights: TermStar displays the following message:

     `Wrong password.`

     You have entered either an incorrect password or a user password which does not have sufficient rights. Close the window with **OK** and repeat » step 3, page 170 using a suitable password.

   – User password <u>without</u> security rights: TermStar displays the **Dictionary settings** window <u>without</u> the **User rights** tab:
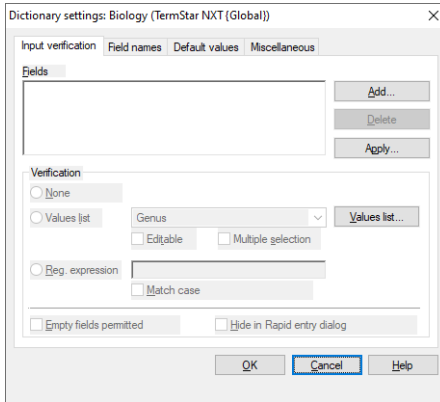
Dictionary settings window without User rights tab

You have entered a user password which does not have sufficient rights. Close the window with **OK** and repeat » step 3, page 170 using a suitable password.

4. In the **Dictionary settings** window, select the **User rights** tab.

TermStar displays the passwords already assigned in the left-hand column of the **Passwords** table. In the right-hand column, TermStar displays an abbreviation indicating the rights of the password (» Rights for user passwords, page 167).
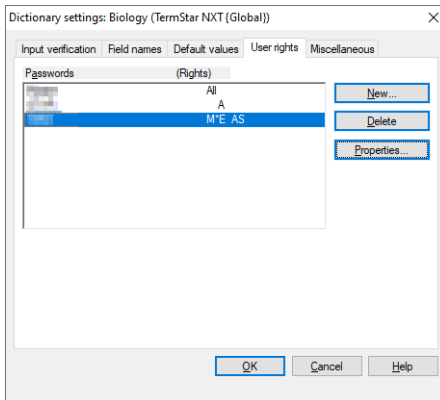
User rights tab with passwords already assigned

5. Click **New** to assign a new password.

TermStar displays the following window:
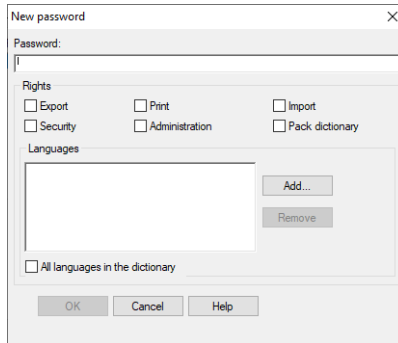
New password window for user password

6. Enter the new password desired in the **Password** field.

7. Select the rights for the new password (» Rights for user passwords, page 167).

8. In the **Language** section, select the languages which the user password authorises you to edit:

   – Click **Add** to add a language.

   TermStar displays the following window:
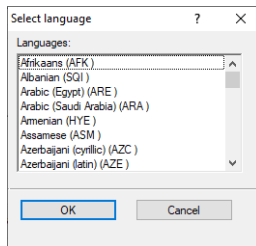
   Select one or more languages which may be edited using the password.

   If necessary, select the entries Addresses (for address data records), Bibliography (for bibliography data records) and Header (for header fields; » Special data records for addresses / bibliography, page 256).

   Confirm your selection by clicking **OK**. TermStar displays the **New password** window again with the languages selected.

   – To remove a language, select the language and click **Remove**.

   – Select **All existing** to assign rights for editing all the existing languages, header fields and address and bibliography data records in the dictionary.

   Save the new password by clicking **OK**.

TermStar displays the **Passwords** window again with the new password and the rights assigned.

9. Close the **Dictionary settings** window by clicking **OK**.

You have now assigned a user password. This password gives the user the rights you have assigned to the password.

Changing a password or rights in a password

You can change the password properties, i.e. change the password itself or extend or restrict the rights associated with the password.

Rights required to change password properties

You require the master password or a user password with security rights to change password properties.

You cannot change the rights for the master password as the master password must have all rights. However, you can change the master password itself.

How do I change a password or the rights in a password?

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

2. Select the dictionary for which you wish to change the settings and click **Settings**.

   TermStar displays the **Enter password** window.

   If TermStar does not display this window, you have not yet assigned a master password. Should this occur, assign a master password first (» Protecting a dictionary with a master password, page 168).

3. Enter either the master password or a user password which enables security actions. Confirm your entry with **OK**.

   TermStar displays the **Dictionary settings** window.

4. Select the **User rights** tab.

   TermStar displays the passwords already assigned in the left-hand column of the **Passwords** table. In the right-hand column, TermStar displays an abbreviation

indicating the rights of the password (» Rights for user passwords, page 167).

User rights tab with passwords already assigned

5. Select the password whose settings you want to change and click **Properties**.

    TermStar displays the following window:
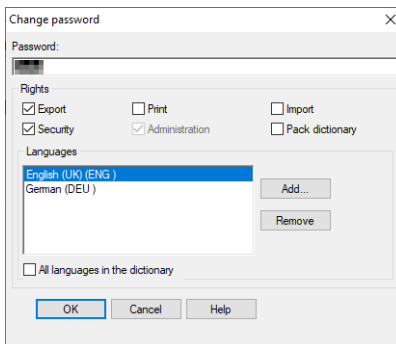
6. Now you can make the following changes:

    –   Change the password itself: Enter the new password in the **Password** field.

    –   Change the rights associated with the password: Select the rights for the new password (» Rights for user passwords, page 167).

        The rights of the master password <u>cannot</u> be changed as the master password must have all rights.

    –   Change rights for editing languages: In the **Languages** section, select the languages which may be edited with the user password (» step 8, page 172).

        You <u>cannot</u> change the rights for editing languages in the master password as the master password must have rights for all languages.

Save your changes with **OK**.

TermStar displays the **Passwords** window again with the altered password.

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

Deleting user and master passwords

You can delete a master or user password so that the rights associated with it are no longer available.

> **Rights required to delete a password**
> You require the master password or a user password with security rights to delete a password.

> **Deleting a master password**
> You can only delete the master password once you have deleted all user passwords. The dictionary is no longer protected once you have deleted the master password.

How do I delete a password?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
2. Select the dictionary for which you wish to change the settings and click **Settings**.

   TermStar displays the **Enter password** window.

   If TermStar does not display this window, you have not yet assigned a master password. Should this occur, assign a master password first (» Protecting a dictionary with a master password, page 168).
3. Enter either the master password or a user password which releases security actions. Confirm your entry with **OK**.

   TermStar displays the **Dictionary settings** window.
4. Select the **User rights** tab.

   TermStar displays the passwords already assigned in the left-hand column of the **Passwords** table. In the right-hand column, TermStar displays an abbreviation indicating the rights of the password (» Rights for user passwords, page 167).
5. Select the password which you want to delete and click **Delete**.

   You can only delete the master password once you have deleted all user passwords.

   TermStar removes the password from the **Passwords** table.
6. Click **OK** to close the **Dictionary settings** window.

Specifying default values

Overview   *"Default values"* make entering terminology easier and ensure correct language entries are made. TermStar automatically inserts these values in dictionary fields when you add new terminology.

You always have the option of overwriting the values automatically entered. If you want to specify that a field must have a specific contents you have to use the input verification function (» Creating an input verification, page 179).

New default values do not affect existing dictionary entries. Use the global changes function if you want to make changes to existing dictionary entries as a whole (» Global changes, page 150).

Default value from value list

If a value list is assigned to the field (» Working with values lists, page 185), TermStar displays the additional **...** button.

In this case, we recommend clicking the **...** button to select a value from the value list.

Project-specific default values

In addition to the dictionary default values explained here, you can also specify default values which only apply to the current project (» "Default values" project settings, page 51).

Adding default   **How do I specify new default values?**
values
1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.

2. Select the dictionary for which you wish to change the settings and click **Settings**.

3. In the **Dictionary settings** window, select the **Default values** tab.

   TermStar displays the existing default values:
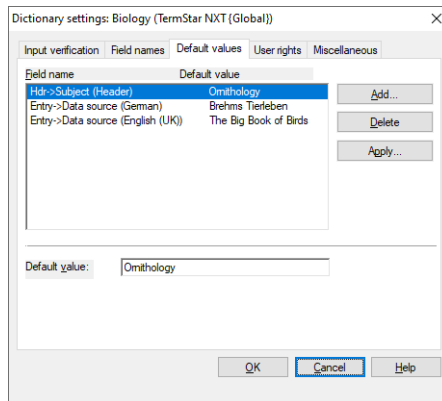
Default values tab with default values already specified

– **Field name** column: Name and language (if applicable) of the field to which the default value applies.

– **Default value** column: Value which TermStar automatically enters for new data records or entries.

4. Click **Add**.

TermStar displays the following window:

5. From the **Fields** list, select the field for which you wish to enter a default value.

6. From the **Languages** list, select the language for which the default value should apply:

– Default value for <u>all</u> languages: `All languages` entry

– Default value for <u>one</u> language: Name of the language

– Default value for address data records: `Addresses` entry

– Default value for bibliography data records: `Bibliography` entry

– If you have selected a header field in the **Fields** list, TermStar automatically selects `Header` in the **Languages** list.

Confirm your choice by clicking **OK**.

TermStar displays the **Default values** tab again with the field selected.

7. Below the table, specify the desired value in the **Default value** field:

– If TermStar displays the **...** button, click it and select the desired default value from the list.

– Otherwise, enter the desired value directly in the field.

Press the TAB key to record the new default value in the table.

Click **Add** again if you wish to define other default values.

8. Save the default values with **OK**.

TermStar closes the **Dictionary settings** window.

Changing existing default values
You can change any dictionary default values you have already defined.

Changed default values do not affect <u>existing</u> dictionary entries. If you want to make changes to existing dictionary entries as a whole, you may use the global changes function (» Global changes, page 150).

How do I change default values?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
2. Select the dictionary for which you wish to change the settings and click **Settings**.
3. In the **Dictionary settings** window, select the **Default values** tab.

   TermStar displays the existing default values.
4. Select the field name from the table.
5. Below the table, change the value in the **Default value** field:
   – If TermStar displays the **...** button, click it and select the desired default value from the list.
   – Otherwise, enter the desired value directly in the field.

   Press the TAB key to accept the new value.
6. Save the default values with **OK**.

TermStar closes the **Dictionary settings** window.

Deleting existing default values
You can delete any dictionary default values you have already defined.

Deleting default values does not affect existing dictionary entries.

How do I delete default values?

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

   To make TermStar display the dictionaries in a database, click the plus sign next to the database.
2. Select the dictionary for which you wish to change the settings and click **Settings**.
3. In the **Dictionary settings** window, select the **Default values** tab.

   TermStar displays the existing default values.
4. Select the field name from the table and click **Delete**.
5. Save the default values with **OK**.

TermStar closes the **Dictionary settings** window.

Creating an input verification

Overview Using input verification, you can specify how an entry in a particular field of the dictionary should look.

If the user adds or modifies an entry, TermStar checks whether the entry matches the input verification rules. In this way, you can prevent invalid or incomplete entries from being made, thereby increasing the consistency of your terminology.

Input verification offers you the following options:

● Fixed value (with or without case sensitivity)

The user can only enter this value. TermStar does not permit any other values.

● Regular expression

The user can enter all values which match the regular expression (» Transit/ TermStar Reference Guide). TermStar does not permit any other values.

This allows you to specify a range of permitted values.

● Permitting or disallowing empty fields

You can also specify whether users must always fill in the field or whether they can leave the field empty.

This allows you to ensure that users complete entries in full.

● Picklist (with and without multiple selection)

You can create picklists and assign them to individual fields.

The user can then select one or several values from the list in the relevant field.

You can also import the input verification settings from another dictionary (» Importing an input verification from another dictionary, page 182).

Quality assurance while editing

If an entry does not correspond to the input verification rules, TermStar displays the `Input verification failed` message (» Input verification messages, page 160).

Default values

Default values may be used as an alternative to input verification. TermStar automatically enters the default value in the field specified when you add a new data record or entry (» Specifying default values, page 176).

Input verification in rapid entry

Any fields which you have selected for input verification will be displayed in the rapid entry window. This means you can configure the rapid entry window using input verification.

Simply select the field to do this. You do not have to specify any particular contents for the field.

Adding an input verification rule Adding an input verification rule has no effect on existing entries. Verification will only have an effect when you next edit or add an entry, i.e. then you will only be able to enter the values specified in the input verification rule.

> **Checking entries when input verification has been extended/changed**
>
> If you wish to compare existing entries against the new input verification settings, select the default data record filter **Input verification failed** (» Default data record filters, page 92). TermStar then displays all the entries which do not match the input verification. You can then correct these entries if necessary.

How do I add an input verification?

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

2. Select the dictionary for which you wish to change the settings and click **Settings**.

3. In the **Dictionary settings** window, select the **Input verification** tab.

   TermStar displays the existing input verification rules:
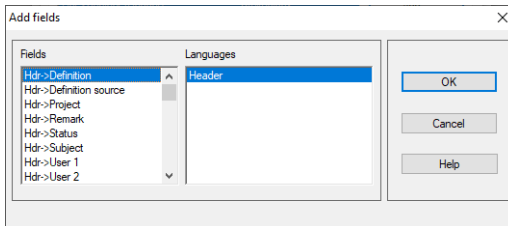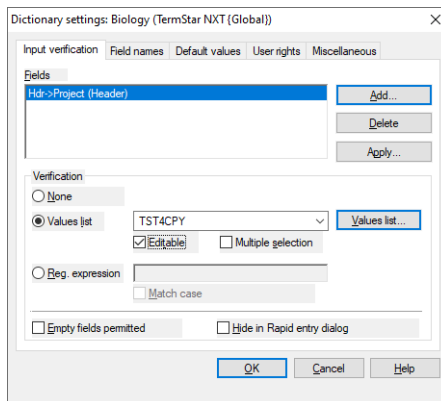

Input verification tab with input verifications already specified

- **Fields** section: Name and language of the fields (if applicable) to which input verification applies.

- **Verification** section: Rules used to check the entries for the field specified in the **Fields** section

4. Click **Add**.

TermStar displays the following window:
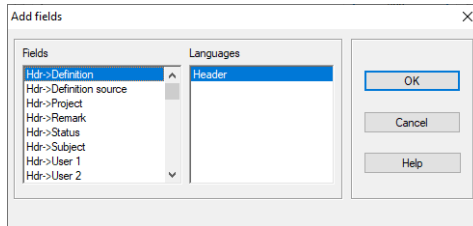
5. From the **Fields** list, select the field for which you wish to specify an input verification.

6. From the **Languages** list, select the language to which the input verification should apply:

   – Input verification for all languages: `All languages` entry

   – Input verification for one language: Name of the language

   – If you have selected a header field in the **Fields** list, TermStar automatically selects `Header` in the **Languages** list.

   Confirm your choice by clicking **OK**.

   TermStar displays the **Input verification** tab again with the field selected.

7. In the **Verification** section, specify how TermStar should check the information entered in the field:

   – **None**: TermStar does not check the field when the information is being entered.

     Select this option if this is to be a mandatory field but you do not want to specify a particular value. In this case, ensure that the **Empty fields permitted** option is not checked.

     You can also use this option if TermStar should display the field for the rapid entry (» Using the rapid entry function, page 118), but no specific contents should be specified.

   – **Values list**: The user can select values from a values list when making the entry.

     From the list of **values lists**, select the values list which applies to the field. Please refer to section » Working with values lists, page 185 for more information on this topic and on the **Editable** and **Multiple selection** options.

   – **Reg. expression**: TermStar checks whether the information entered by the user corresponds to the regular expression or the fixed value.

     In the field to the right of **Reg. expression**, enter the expression or fixed value TermStar should check (» Transit/TermStar Reference Guide).

     If you wish the search to be case-sensitive, select the **Match case** option.

   – **Empty fields permitted**: TermStar allows the user not to fill in the field.

     Make sure that the **Empty fields permitted** option is not checked if an entry in this field should be compulsory.

–   **Hide in Rapid entry dialog**: TermStar allows the user the option to stop the field from appearing during rapid entry.

If you do <u>not</u> want TermStar to display the field in the Rapid entry dialog as an additional entry field, select **Hide in Rapid entry dialog**.

Press the TAB key to record the new input verification.

Click **Add** to specify other input verification rules.

8.   Save the input verification with **OK**.

TermStar closes the **Dictionary settings** window.

Changing the input verification
Editing the input verification rule has no effect on <u>existing</u> entries. Verification will only have an effect when you next add or edit an entry, i.e. then you will only be able to enter the values specified.

How do I change the input verification?

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

2.   Select the dictionary for which you wish to change the settings and click **Settings**.

3.   In the **Dictionary settings** window, select the **Input verification** tab.

TermStar displays the existing input verification rules.

4.   Select the field name from the table.

TermStar displays the settings in the **Verification** section.

5.   Change the settings for the verification in the **Verification** section (» step 7, page 181).

Press the TAB key to accept the new settings.

6.   Save the input verification with **OK**.

TermStar closes the **Dictionary settings** window.

Importing an input verification from another dictionary
You can import the input verification from another TermStar dictionary. This allows you to ensure that input verification rules are the same across all dictionaries and therefore the structure of your dictionaries is standardised.

When importing, you can specify the fields whose input verification rules TermStar should import. If you want <u>alter</u> input verification rules to be imported, first import the input verification rules unchanged. Then you can change the settings as explained in section » Changing the input verification, page 182.

How do I import input verification rules from another dictionary?

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

2.   Select the dictionary for which you wish to change the settings and click **Settings**.

3.   In the **Dictionary settings** window, select the **Input verification** tab.

TermStar displays the existing input verification rules.

4. Click **Apply**.

TermStar displays the following window with a list of the existing dictionaries:
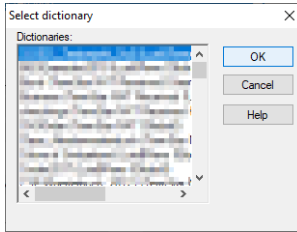
5. Select the dictionary from which you wish to take the input verification settings. Confirm your choice by clicking **OK**.

TermStar displays the following window:
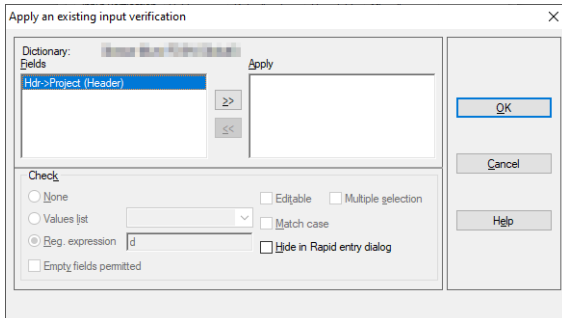
- **Fields** list: TermStar does <u>not</u> take the input verification from these fields.

- **Apply** list: TermStar takes the input verification from these fields.

If you select a field name, TermStar displays the input verification settings in the **Check** section. The **Check** section is not active as it only serves for display purposes here.

6. Specify the input verification rules TermStar should take:

- To take an input verification rule, select the rule in the **Fields** list and click **>>**.

TermStar moves the input verification to the **Apply** list.

- If you do <u>not</u> want to import an input verification rule, select the rule in the **Apply** list and click **<<**.

TermStar moves the input verification to the **Fields** list.

There may be conflicts if input verification rules have already been set for your dictionary:

– TermStar displays the following message if an input verification rule for the field already exists in your dictionary:
  `Such an input verification already exists. Overwrite?`

  You have the following options:

  Yes: TermStar imports the input verification rule and overwrites the existing input verification in your dictionary.

  No: TermStar does <u>not</u> import the input verification rule.

– TermStar displays the following message if the input verification rule uses a values list and a values list with the same name already exists in your dictionary:
  `The values list used for this input verification already exists. Do you`
  `want to overwrite it?`

  You have the following options:

  Yes: TermStar imports the input verification and the values list. In doing so, TermStar overwrites the existing values list in your dictionary.

  No: TermStar only imports the input verification without overwriting the existing values list in your dictionary.

  Cancel: TermStar imports neither the input verification nor the values list.

7. Once you have moved all the input verification rules you want to import to the **Apply** list, confirm your choice by clicking **OK**.

   TermStar takes the input verification and displays it in the **Input verification** tab in the **Dictionary settings** window.

8. Save the input verification with **OK**.

TermStar closes the **Dictionary settings** window.

Working with values lists

Overview Value lists make it easier to enter field values and simultaneously ensure consistency across dictionaries. The user can select predefined values from a list instead of entering values into the fields manually.

You have the following options when creating a values list:

- Monolingual or multilingual list

  You can specify whether the values in the list are the same for all languages (e.g. for gender or project name) or are translated into the languages of the dictionary (e.g. for generic terms or country names).

- Hierarchical structure

  You can create lists with values on several levels.

  Example:

  ```
  coloured
  - blue
  - green
  - red
  grey
  white
  black
  ```

- Single or multiple selection

  You can specify whether the user can select just one or several values from the list for each field.

- Editable values lists

  You can determine whether the user can also enter values which are not in the list (editable values list) or whether they are tied to the specifications of the values list (non-editable values list).

  While the editable values list does allow the user to enter values which differ from those in the list, this does not mean that these are added to the original list.

If you want TermStar to use the values list for a specific field, create an input verification for this field and assign the values list to the field (» Creating an input verification, page 179).

TermStar can collect field contents from the dictionary to make creating values lists easier (» Collecting values for the values list, page 188). In this way, TermStar automatically creates the values list.

Quality assurance while editing

If a values list has been defined, TermStar displays the **Values list** symbol at the end of the field content. You can use the symbol to select the values (» Selecting from a values list, page 160).

Default values

Default values may be used as an alternative to values lists. TermStar automatically enters the default value in the field specified when you add a new data record or entry (» Specifying default values, page 176).

Creating a new values list

If you want to create a new values list, first create an empty values list with the required properties. Then edit the values list and enter the values for the values list manually (» Editing a values list, page 190).

The value list type can only be defined at creation

The type of a value list, i.e. whether it is monolingual or multilingual (as well as the main language of a multilingual values list) can only be selected at the time when the respective values list was created. This property cannot be changed at a later date.

Collecting values for the values list

TermStar can also automatically create and fill in a new values list by writing the field contents from the dictionaries to a values list (» Collecting values for the values list, page 188).

How do I create a new, empty values list?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
2. Select the dictionary for which you wish to change the settings and click **Settings**.
3. In the **Dictionary settings** window, select the **Input verification** tab.
4. Click **Values list**.

   TermStar displays the following window:
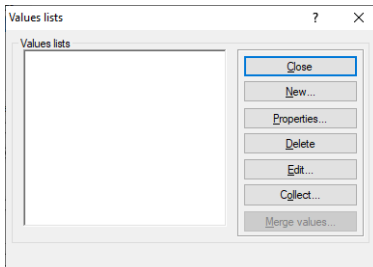
5. Click **New** to create a new values list.

TermStar displays the following window:

6. Enter a name for the values list in the **Values list name** field. You use this name to select the values list later in the input verification (» Adding an input verification rule, page 180, » step 7, page 181).

7. Specify the properties of the values list:

   – **Monolingual**: The values in the list are identical in all languages.

   – **Multilingual**: TermStar displays the values in the list corresponding to the language of the entry.

     For multilingual lists, you must specify the **Main language** in which you create the list. Then translate the values into the individual languages. TermStar displays the values in the main language if there is no translation for a language or a value.

   – **Dictionary**: The values list applies to the dictionary selected only.

   – **Database**: The values list applies to all the dictionaries in the database.

   – **Separator for levels**: Character TermStar uses to separate the individual levels in hierarchical values lists.

   – **Multi-separator**: Character TermStar uses to separate the entries selected for multiple selection.

8. Confirm your settings with **OK**.

   TermStar displays the **Edit values list** window.

9. Edit the values list as explained in section » Editing a values list, page 190.

   Do not forget to save the values list after editing it (» Saving the values list, page 195).

   For multilingual values lists, translate the values in the list (» Translating multilingual values lists, page 196).

Collecting values for the values list

TermStar can collect field contents from the dictionary to make creating values lists easier. In this way, TermStar automatically creates the values list.

To do this, select the field for which you wish to create a values list. Then select the dictionaries whose values you wish to add to the list.

TermStar searches through these dictionaries looking for values in the field specified and collects them in the new values list.

Separators are taken into account

A field can contain more than one value (hierarchical levels or multiple entries) which are separated by separators.

TermStar also takes these values into account when collecting values for a values list. As the separator, TermStar uses the characters you specified for the values list (» step 7, page 187).

Examples:

- If the colon (:) has been specified as the separator for levels, TermStar uses the entry `Computer:Hardware` to generate the value `Computer` with the lower-level value `Hardware`.
- If the semicolon (;) has been specified as the separator for multiple entries, TermStar uses the entry `Computer;Translation memory` to generate two values (`Computer` and `Translation memory`) on the same hierarchical level.

How do I collect values for a values list?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
2. Select the dictionary for which you wish to change the settings and click **Settings**.
3. In the **Dictionary settings** window, select the **Input verification** tab.
4. Click **Values list**.

    TermStar displays the **Values list** window.
5. Click **Collect** to collect values for a new values list.

TermStar displays the following window:
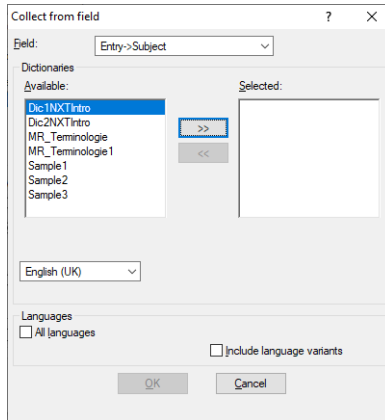
6. From the **Field** list, select the field from which TermStar should collect the values.

7. In the **Dictionaries** section, specify the dictionaries whose values you want to write to the list.

   – To do this, select the dictionary from the **Available** list and click **>>.**

   TermStar moves the dictionary to the **Selected** list.

   – If you do not want to take values from a dictionary, select the dictionary from the **Selected** list and click **<<.**

   TermStar moves the dictionary to the **Available** list.

   TermStar collects the values from all the dictionaries in the **Selected** list.

8. If you have <u>not</u> selected a header field, go to the **Languages** section and specify the entries from which TermStar should collect the values:

   – Select **All languages** if you want TermStar to collect the values from all the entries in the dictionary.

   – If TermStar is to collect the values of a specific language, select the language from the list.

   Select **Include language variants** if you want TermStar to collect the values from all the language variants of the language selected. In this way, TermStar collects values in US, UK and Australian English, for example.

9. Confirm your entries with **OK**.

   TermStar displays the **New values list** window.

10. Now you can specify the name and settings for the new values list as explained in section » Creating a new values list, page 186 from » step 6, page 187 onwards.

Editing a values list

You can edit a values list as follows:

- Adding a value to a values list (» page 192)
- Changing a value in a values list (» page 193)
- Deleting a value from a values list (» page 193)
- Moving values within a values list (» page 194)
- Sorting values within a values list alphabetically (» page 194)

To do this, you must work in the **Edit values list** window. If you create a new values list, TermStar automatically displays the **Edit values list** window (» Creating a new values list, page 186). If you want to edit an existing values list, open the **Edit values list** window as explained in » How do I open the Edit values list window to edit a values list?, page 190.

Once you have changed the values list, save it so that you can keep the changes (» Saving the values list, page 195).

If you are editing a multilingual list and have entered all the required values, you can then translate the list for the different languages as explained in section » Translating multilingual values lists, page 196.

How do I open the Edit values list window to edit a values list?

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
2. Select the dictionary for which you wish to change the settings and click **Settings**.
3. In the **Dictionary settings** window, select the **Input verification** tab.
4. Click **Values list**.

    TermStar displays the following window with the existing values lists:
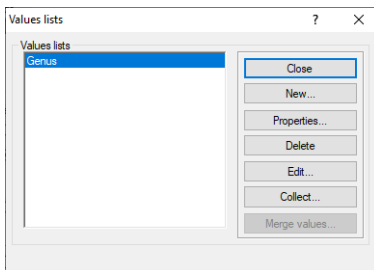
5. Select the values list you wish to edit and then click **Edit**.

TermStar displays the following window. The structure of the window depends on whether the selected values list is monolingual or multilingual:
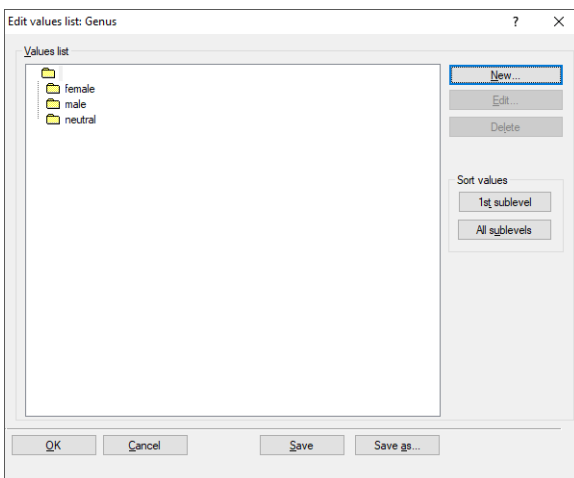
Edit values list window for a monolingual values list
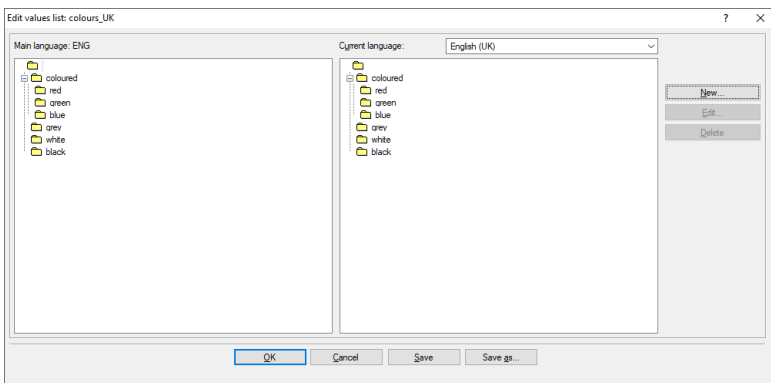
Edit values list window for a multilingual values list

You can edit the values in the same way in both windows:

- Adding a value to a values list (» page 192)
- Changing a value in a values list (» page 193)
- Deleting a value from a values list (» page 193)
- Moving values within a values list (» page 194)
- Sorting values within a values list alphabetically (» page 194)

For multilingual values lists, you work in the left-hand section of the window (under **Main language**).

Adding a value to a values list

You work in the **Edit values list** window when you want to add a value to a values list (» Editing a values list, page 190).

The **Edit values list** window displays the hierarchical structure of the values list:
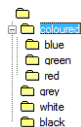
Structure of the values list in the **Edit values list** window

● Base level

The top level is called the *"base level"*. It does not appear in the dictionary and you cannot assign it a name.

A new values list contains this base level only.

● Other levels

Existing values lists contain other entries in various levels (in the example: `coloured` value in the 1st level; lower-level entries `red`, `green` and `blue` in the 2nd level).

How do I add values?

1. In the **Edit values list** window, select the value to which you want to assign the new lower-level value.

2. Click **New** to add the new value.

TermStar displays the following window:
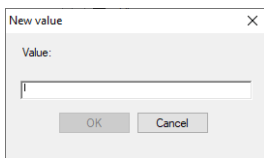
3. Enter the new value in the **Value** field and confirm your entry by clicking **OK**.

TermStar adds the value to the values list.

You can now add, change, delete or move additional values. Do not forget to save the values list (» Saving the values list, page 195).

Translate the entries for multilingual values lists (» Translating multilingual values lists, page 196).

Changing a value in a values list
You work in the **Edit values list** window when you want to change a value in a values list (» Editing a values list, page 190).

How do I change a value?

1. In the **Edit values list** window, select the value which you want to change.
2. Click **Edit** to change the value.

   TermStar displays the following window with the current value:
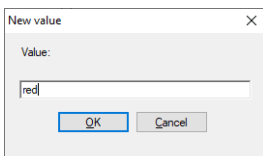
3. Enter the new value in the **Value** field and confirm your entry by clicking **OK**.

   TermStar changes the value in the values list.

   Do not forget to save the values list (» Editing a values list, page 190).

   You may also have to change the translation of the value for multilingual values lists (» Translating multilingual values lists, page 196).

Deleting a value from a values list
You work in the **Edit values list** window when you want to delete a value from a values list (» Editing a values list, page 190).

How do I delete a value from the values list?

1. In the **Edit values list** window, select the value which you want to delete.
2. Click **Delete** to delete the value.

   TermStar displays the following message:

   `Are you sure you want to delete the selected value?`

3. Click **Yes** to confirm the message.

   TermStar displays the following message:

   `All references to this value will be removed. Continue?`

4. Click **Yes** to confirm the message.

   TermStar deletes the value from the values list.

   Do not forget to save the values list (» Saving the values list, page 195).

Moving values within a values list

You work in the **Edit values list** window when you want to move a value in a values list (» Editing a values list, page 190).

How do I move a value?

1. In the **Edit values list** window, select the value which you want to move.

2. Keep the mouse button pressed to use the cursor to move the value to another value:

grey value is moved to the black value

   – Moving without the CTRL button: TermStar moves the value to the same hierarchical level and sorts it after the value to which you have moved it.

   – Moving with the CTRL button: TermStar moves the value one hierarchical level lower and sorts it beneath the value to which you have moved it.

3. Release the mouse button.

Do not forget to save the values list (» Saving the values list, page 195).

Sorting values within a values list alphabetically

You can sort values in a monolingual values list alphabetically. This way you can make an extensive values list more clear and edit it more efficiently.

It is possible to sort only the sub-values of a specific value.

Alphabetical sorting depends on source language of project

For TermStar to sort values in the values list correctly, the source language of the project must comply with the language of the values list.

You work in the **Edit values list** window when you want to sort the values of a values list alphabetically (» Editing a values list, page 190).

How do I sort the values of a values list alphabetically?

1. In the values list, select a value whose subvalues you want to sort alphabetically.

   If you want to alphabetically sort the entire values list, select the base level.

2. In the **Sort values** section of the **Edit values list** window, select one of the following options:

   – **1st sublevel**: TermStar sorts only the values of the 1st sublevel (below the selected value) alphabetically.

   – **All sublevels**: TermStar sorts the values of all sublevels (below the selected value) alphabetically.

3. In the following message, confirm that you want to sort the values.

Do not forget to save the values list (» Editing a values list, page 190).

Saving the values list

If you have changed the values list, save it so that you can access the changed list at a later stage.

You have two options here:

- Save: TermStar saves the values list under the same name and overwrites your old values list.
- Save under a new name: TermStar saves the values list under a new name. You create a new values list in this way and your old values list remains unchanged.

You can save the values list in the **Edit values list** window (» Editing a values list, page 190).

How do I save the values list?

1. In the **Edit values list** window, select one of the following options.

    –   **OK**: TermStar saves the values list and closes the **Edit values list** window.

    –   **Save**: TermStar saves the values list without closing the **Edit values list** window.

    –   **Save as**: TermStar saves the values list under a new name.

        TermStar displays the following window:
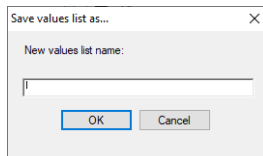
        Enter a name for the values list and click **OK** to confirm your entry.

    TermStar saves the values list.

Translating multilingual values lists

Once you have edited the structure of a multilingual values list in the main language (» Editing a values list, page 190 and subsequent sections), you can then translate the values. In this way, TermStar displays the values in the dictionary in the language of the entry selected.

To translate the multilingual values list, you must work in the right-hand section of the **Edit values list** window (under **Current language**):
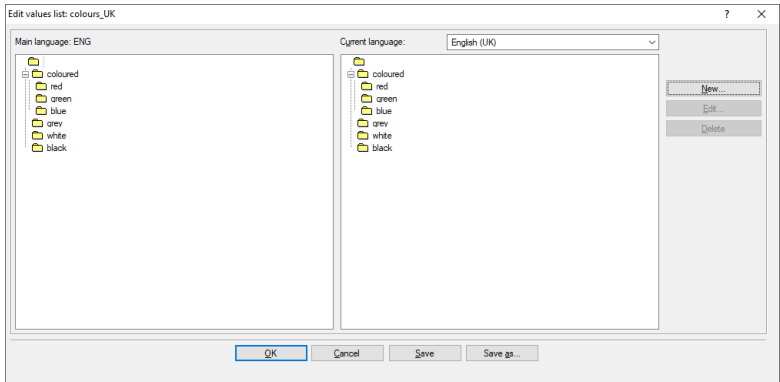
Edit values list window with translated values

Please refer to section » Editing a values list, page 190 for information on how to open the **Edit values list** window.

How do I translate a values list?

1. From the **Current** list in the **Edit values list** window, select the language into which you want to translate the values.

2. Select the value you want to translate in the right-hand section under **Current**.

3. Click **Edit** to change the value.

   TermStar displays the following window with the current value:
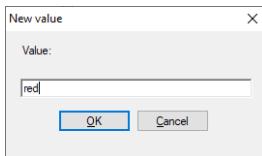
4. Enter the translation in the **Value** field and confirm your entry by clicking **OK**.

   TermStar changes the value in the values list.

Do not forget to save the values list (» Editing a values list, page 190).

Modifying field names

Overview   TermStar uses specified field names for the fields. If required, you can change the fields names without influencing the operation of the fields.

This is practical when you want to use certain fields (e.g. User1, User2) for specific purposes. By clearly naming the fields, the user recognises what the fields are used for.

You can change field names for language and input fields for all languages or for certain languages:

- If you change field names for all languages, TermStar shows the same field name for all languages (section » Changing field names for all languages, page 197).

- If you change the field names for a specific language, TermStar shows the field name according to the language of the input (section » Changing field names for specific languages, page 198).

If you have changed field names, you can also return them to the original TermStar field name (section » Resetting changed field names, page 198). Furthermore, you can add changed field names from other dictionaries (section » Transferring field names from other dictionaries, page 199).

Display of field names in TermStar

Make sure the fields whose names you have changed are displayed in the dictionary layout.

For information on adjusting a dictionary layout, refer to the » Transit/TermStar Reference Guide.

Changing field   **How do I change field names for all languages?**
names for all
languages   1.   Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.

2.   Select the dictionary whose field name you wish to change and click **Settings**.

3.   In the **Dictionary settings** window, select the **Field names** tab.

TermStar displays a table with field names:

   -   **Standard field name column**: original field names

   -   **User-defined field name column**: changed field names

4.   To specify a new field name for a field, select the field and enter the new name in the **User-defined field name** field.

Press the TAB key so that TermStar shows the new name in the **User-defined field name** column.

5.   Confirm your changes with **OK**.

TermStar closes the **Dictionary settings** window and applies the changed field names.

Click **Cancel** to exit the TermStar database expert.

Changing field names for specific languages

You can prepare a dictionary for users with different native languages by specifying separate field names for each language.

How do I change field names for a certain language?

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

2. Select the dictionary for which you wish to change the settings and click **Settings**.

3. In the **Dictionary settings** window, select the **Field names** tab.

   TermStar displays a table with field names:

   – **Standard field name column**: original field names

   – **User-defined field name column**: changed field names

4. To specify a new field name for a field, select the field and enter the new name in the **User-defined field name** field.

5. Click **Add**.

   TermStar displays the **Add fields** window.

   – From the **Fields** list, select the field whose name you want to change.

   – From the **Languages** list, select the language for which you want to change the field name.

   – Confirm your selection with **OK**.

   TermStar closes the **Add fields** window and shows the field in the table of the **Field names** tab.

6. To specify a new field name for a field, select the field and enter the new name in the **User-defined field name** field.

   Press the TAB key so that TermStar shows the new name in the **User-defined field name** column.

7. Confirm your changes with **OK**.

   TermStar closes the **Dictionary settings** window and applies the changed field name in the specified language.

   Click **Cancel** to exit the TermStar database expert.

Resetting changed field names

If you have changed field names, you can also return them to the original TermStar field names.

How do I return the field name back to its original name?

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

2. Select the dictionary for which you wish to change the settings and click **Settings**.

3. In the **Dictionary settings** window, select the **Field names** tab.

   TermStar displays a table with field names:

   – **Standard field name column**: original field names

MODIFYING FIELD NAMES

- **User-defined field name column**: changed field names

4. To return the changed field name for a field to its original name, select the field name and click **Delete**.

   TermStar removes the changed name from the **User-defined field name** column.

5. Confirm your changes with **OK**.

TermStar closes the **Dictionary settings** window and starts using the original field name again.

1. Click **Cancel** to exit the TermStar database expert window.

Transferring field names from other dictionaries

You can transfer renamed field names from another dictionary. This means, for example, that you use the same renamed field names for all dictionaries.

How do I transfer field names from another dictionary?

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

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

2. Select the dictionary from which you want to transfer the field names and click **Settings**.

3. In the **Dictionary settings** window, select the **Field names** tab.

4. To transfer field names from another dictionary, click **Take**.

   TermStar displays a list of all existing dictionaries.

5. Select the dictionary from which you want to transfer the field names and confirm your selection with **OK**.

   TermStar displays the field names of the dictionary so that you can check them.

6. Decide whether you want to take over the displayed field names:

   - Click **OK** to take over all names.

   - Click **Cancel** if you do not want to take over the field names.

   TermStar takes over the field names.

   If you have already changed field names in the target dictionary, TermStar displays a prompt for each field asking whether it should overwrite the field names that have already been changed.

7. You decide, if necessary for each field, whether TermStar should overwrite the field names that have been changed.

   TermStar now shows the new names in the **User-defined field name** column.

8. Confirm your changes with **OK**.

   TermStar closes the **Dictionary settings** window and applies the changed field name in the specified language.

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

Additional dictionary settings

You can protect your dictionaries via passwords, define default values and create input verifications, value lists and user-defined filed names. Additionally TermStar provides you with the following dictionary settings:

- **Multimedia file access** section

  You can define how TermStar accesses multimedia files that you insert into a dictionary:

  - **Relative path**

    All multimedia files are in a folder or its subfolders.

    Example: The files are in the `C:\TermStar\multimedia` folder. As relative path, you define the `C:\TermStar\multimedia` path.

    When you insert a file from this folder, TermStar saves only the name of the file (and, if required, of the subfolder).

    Example: For the file `C:\TermStar\multimedia\graphics\bank.bmp`, TermStar saves `graphics\bank.bmp`.

    When you move the multimedia files to another drive, you just have to modify the relative path.

    Example: You move the multimedia file to `D:\doku\multimedia`. In this case, you adjust the relative path for multimedia file access to `D:\doku\multimedia`.

  - **Absolute path**

    The multimedia files are in different folders so that TermStar requires the full access path for each multimedia file.

    Example: `C:\TermStar\graphics\bitmap\bank.bmp`.

    When you move the multimedia files, you have to adjust the access path for each file.

  - **Save in database**

    TermStar saves all newly added multimedia files additionally in the database in which the dictionary is saved.

    This allows you to pack the dictionary including multimedia files when you exchange terminology projects later(» Packing a project, page 233).

- **Cross-reference separator**

  You can specify how cross-references to different entries are separated from each other in the **Cross-reference** field (» Automatic cross-references in the "Cross-reference" field, page 126.

  By default, the semicolon (;) is defined as cross-reference separator.

- **Additional sort field**

  You can select a field that determines the alphabetical / numerical sorting of identical terms.

- **Track changes** section
  - − **Log changes as revisions**

    Select this option if you want TermStar to log all changes to data records.

    For this option, we recommend to activate the option in the **Create unique identifiers (GUIDs)** section and, if necessary, subsequently create GUIDs for all entries and data records.

- **Create unique identifiers (GUIDs)** section
  - − **For new entries**

    Select this option if you want TermStar to create a unique ID (entry GUID) for each new language or subentry.

  - − **For new data records**

    Select this option if you want TermStar to create a unique ID (data record ID) for each new data record.

GUID − Globally Unique Identifier

By means of the GUID, each data record and entry can be clearly identified. This facilitates the comparison and synchronisation of dictionaries that are edited by multiple users.

If the dictionary already contains data records and entries, TermStar can also create GUIDs for them subsequently.

How do I specify the additional dictionary settings?

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

2. Select the dictionary for which you wish to change the settings and click **Settings**.

   In the **Dictionary settings** window, select the **Miscellaneous** tab:
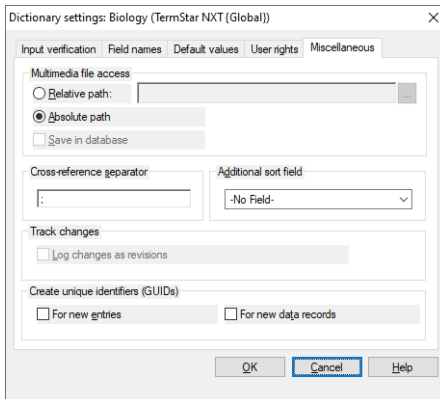
3. Select the desired settings and confirm your selection with **OK**.

– If you have selected an option in the **Create unique identifiers (GUIDs)** section, TermStar will ask you if it should add GUIDs for existing data records and entries.

Specify that by clicking **Yes** or **No**.

TermStar closes the **Dictionary settings** window.

GUIDs can be deleted again

If you deactivate the options in the **Create unique identifiers (GUIDs)** section again, TermStar stops creating GUIDs for newly added data records and/or entries.

You can also decide if TermStar should delete all existing data record and/or entry GUIDs.

Take into account that deleting the GUIDs is irreversible. You may create new GUIDs but these GUIDs are not compatible with the previous GUIDs.

Statistics

In TermStar, you can use the Report Manager to generate current statistics about the data records and entries in your dictionaries:

It will provide you with information about the following values:

● Number of all data records and language entries contained.

● Number of filtered data records and language entries

● Used fields and maximum number of language entries per data record and subentries per language entry

You can choose whether TermStar consults all project dictionaries or the active dictionary for the report. If you need a separate statistics for one of the project dictionaries, first open it in its own window ().

How do I create the statistics?

1. Select **Statistics** and specify, in the **Dictionaries** group, which data TermStar should call on to produce its report:

   – **Project**: TermStar accesses all the data records in all project dictionaries.

   – **Active**: TermStar accesses the individual dictionary that is currently active.

   TermStar displays the following window:
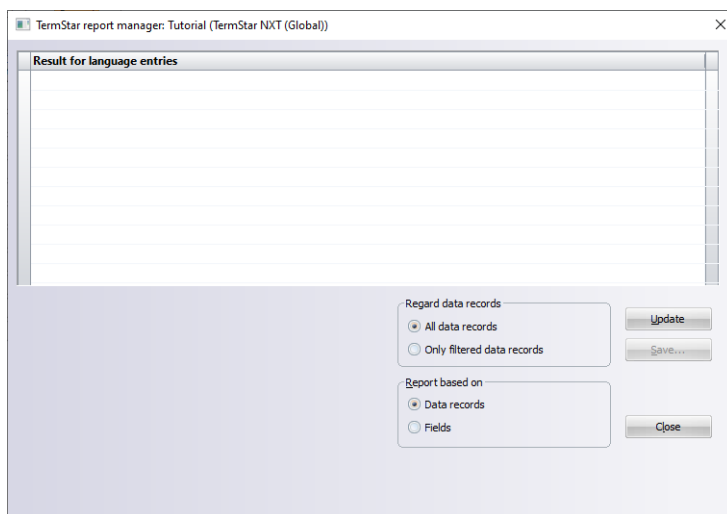
2. In the **Regard data records** section, specify whether TermStar should take your current filter settings into account:

   – **All data records**: TermStar calculates the number of all the data records and language entries in the dictionary.

   – **Only filtered data records**: TermStar only calculates the number of filtered data records and language entries in the dictionary.

     In this way, you use a data record filter to determine how many data records and entries match the filter criteria (also » Filtering data records, page 91).

3. In the **Report based on** section, specify which units TermStar should take into account for the report:

   – **Data records**: TermStar calculates the number of all the data records and language entries in the dictionary.

   – **Fields**: TermStar determines which fields are used as well as the maximum number of language entries per data record and subentries per language entry.

     You need this information to create an export definition for the dictionary export to the Excel or CSV format.

     You can save the results of this report directly as an export definition or create the export definition manually with the help of this report.

4. Select **Update**.

   TermStar displays the result of the report according to your selection in the **Report based on** section:

   – **Data records**: TermStar displays the number of all available data records and language entries for the individual languages of the dictionary:

TermStar report manager: Tutorial (TermStar NXT (Global))

Language	Data records	All entries	Entry	Abbr.	Alt.	Irreg.	Syn.	Dis. term	U. ind.1	U. ind.2	U. ind.3
DEU	213	258	216	0	0	0	40	2	0	0	0
ENG	213	242	213	1	0	0	26	2	0	0	0
CSY	206	208	207	0	0	0	1	0	0	0	0
ESP	197	208	198	0	0	0	10	0	0	0	0
HUN	193	201	193	0	0	0	8	0	0	0	0
JPN	207	246	212	0	0	0	16	0	18	0	0
KOR	199	199	199	0	0	0	0	0	0	0	0
NLD	207	231	207	0	0	0	23	0	1	0	0
RUS	199	204	199	2	0	0	3	0	0	0	0
SVE	207	214	209	0	0	0	5	0	0	0	0
THA	203	203	203	0	0	0	0	0	0	0	0

Regard data records
- ● All data records
- ○ Only filtered data records

Report based on
- ● Data records
- ○ Fields

Update   Save...   Close

TermStar Report Manager window with the values calculated for the data records

– **Fields**: TermStar calculates – separately for each language – the maximum number of entries in a data record, the maximum number of subentries (abbreviation, alternative, etc.) in an entry, the used language fields as well as which entry and subentry fields have at least been used once (each marked with "x").

In the **Header fields** section, TermStar displays which "non-language fields" have been used:

Entries/Fields	DEU	ENG	CSY	ESP	FRA	HUN	ITA	JPN	KOR	NLD	RUS	SVE	THA	SLV	CH
Info 2	x														
Entry	2	1	2	2	1	1	1	2	1	1	1	2	1	1	1
Entry->Definition	x	x			x	x	x	x							
Entry->Gender	x	x													
Entry->Subject												x			
Entry->Cross-reference	x	x			x										
Entry->User 4						x									
Abbr.	0	1	0	0	1	0	0	0	0	0	1	0	0	0	0
Alt.	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0
Irreg.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Syn.	2	2	1	1	3	2	2	1	0	2	1	1	0	1	1

Header fields:
Project
Subject
Multimedia

Regard data records
● All data records
○ Only filtered data records

Report based on
○ Data records
● Fields

Update
Save…
Close

To create an export definition based on the results, press CTRL and click "Save".

TermStar Report Manager window with the values calculated for the fields

5. To save the report, click **Save**.

TermStar saves the results as a text file or an Excel file.

6. Click **Close** to close the window.

Report based on fields as a basis for export definition

You can save the results of the report based on fields as an export definition for the full export of the dictionary to the Excel or CSV format (» Document "TermStar: Importing / Exporting Terminology").

To do so, click **Save** with the CTRL key pressed.

9 Customising the TermStar working environment

Overview
- User preferences (» page 207)
- Customising the Quick Access Toolbar (» page 213)
- Customising the Project browser (» page 216)
- Changing default settings for new dictionaries (» page 220)
- Changing default settings for new projects (» page 221)
- Floating windows in the TermStar toolbar (» page 223)
- Customising the dictionary window (» page 226)
- Managing window layouts (» page 229)

In the » Transit/TermStar Reference Guide, you can find further customisation possibilities for advanced users.

User preferences

Overview   Independent of the selected user role and the current project, TermStar gives you a range of settings which can be customised to suit your general way of working. You can configure settings either by selecting **TermStar** symbol **| User preferences** or via the ribbon bar:

- Startup settings (» page 207)
- User preferences for preferred working languages (» page 208)
- User preferences for non-Latin fonts (» page 209)
- User preferences "TermStar" (» page 210)
- User preferences for folder selection (» page 212)

Startup settings   In the startup settings you can specify the dialog language that TermStar shall use after the next startup.
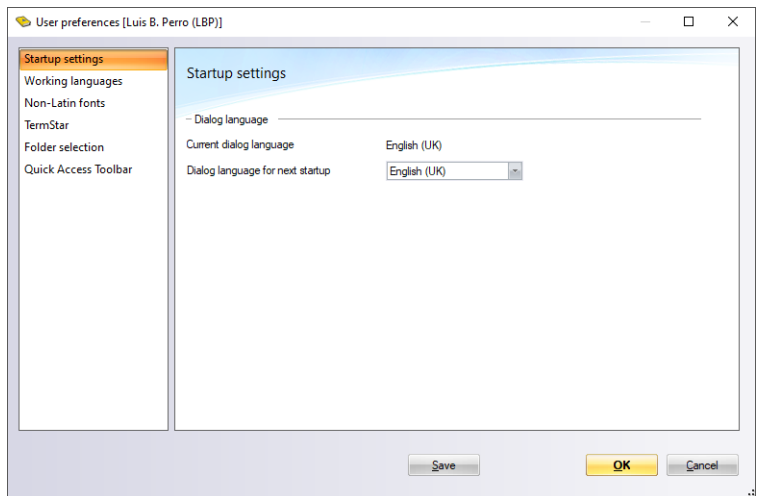
You must first close and then restart TermStar for a change of this setting to become effective.

User preferences for preferred working languages

In the user preferences for working languages you can specify the languages you primarily work in.

If you open a project with multiple target languages, TermStar automatically selects a preferred working language as the current target language. In this way, you do not have to select "your" language from the list of all the target languages in the project.
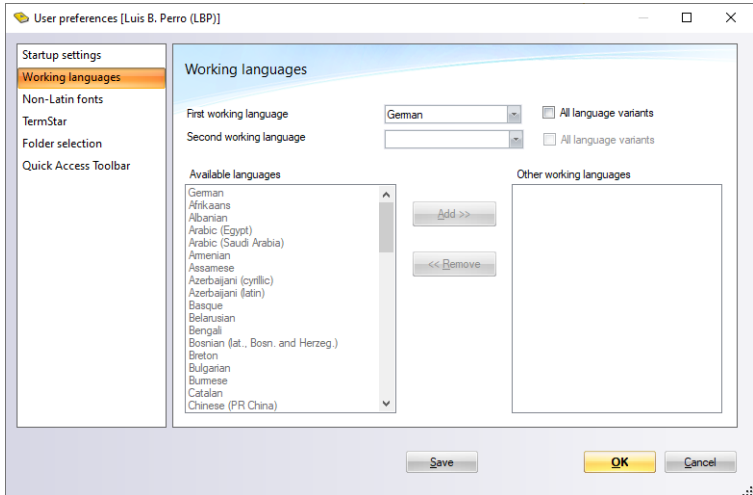
You can specify the following:

- **First working language**: TermStar automatically selects this language as the current target language provided that the language is a target language in the project.

  With **All language variants**, TermStar takes into account all language variants of the first working language.

- **Second working language**: Here you can specify another preferred working language. This language is used if the first working language is not a target language in the project.

  With **All language variants**, TermStar takes into account all language variants of the second working language.

- **Other working languages**: Here you can specify additional preferred working languages. These languages are used if neither the first nor the second working language are target languages in the project.

  - To specify additional working languages, select the languages from the **Available languages** list and click **Add**.

  - If you no longer want to use languages as additional working languages, select the languages from the **Other working languages** list and click **Remove**.

User preferences for non-Latin fonts

For languages with characters that are not contained in the font selected in the dictionary layout, TermStar automatically uses another suitable font (e.g. for Arabic, Chinese, or Japanese).

However, in the user preferences for non-Latin fonts, you can specify alternative fonts for these languages.
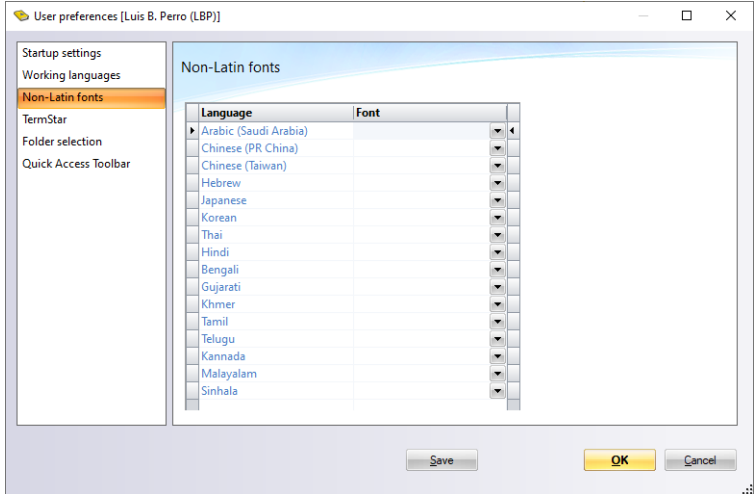
- **Language** column: Language to be displayed in the alternative font.
- **Font** column: Font used to display the language.

When selecting, make sure to select a suitable font that supports the characters of the language.

User preferences "TermStar"

In the user preferences "TermStar" you can specify how TermStar displays dictionaries:
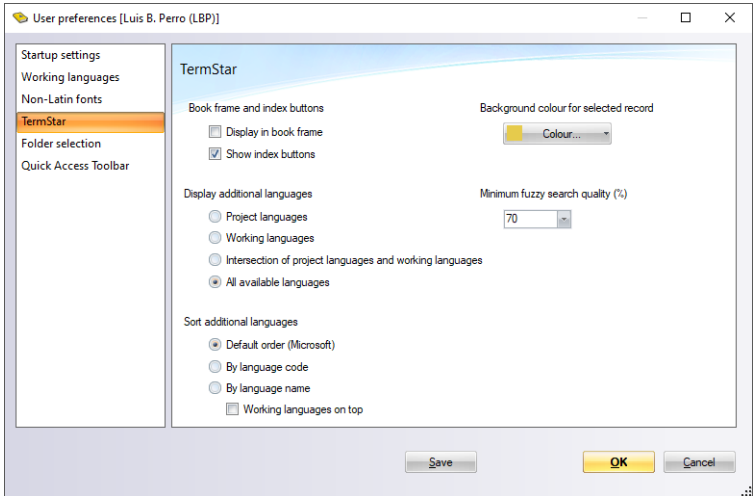
You can specify the following:

- **Display in book frame**

  This allows you can specify whether TermStar displays the dictionary in a book frame:
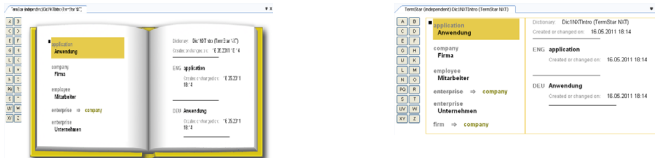
  Dictionary displayed in a book frame (left) or in a two-column frame (right)

  When displaying <u>without</u> a book frame, you can move the centre separator line with the mouse. To do this, move the cursor to this line until the cursor turns into a double arrow. Then hold down the left mouse button and drag the line to the left or right.

- **Show index buttons**

  This allows you to specify whether TermStar displays index buttons which you can use to navigate within the dictionary (» Navigating with index buttons, page 89).

  You can individually configure the index buttons for each language (e.g. additional button for numerals or **Sch** and **St** buttons for German, » Transit/TermStar Reference Guide).

● **Background colour for selected record**

This allows you to specify the background colour that TermStar uses to highlight the selected data record:
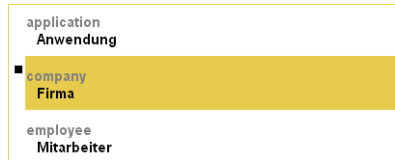
Selected data record with background colour

If you do not want the selected data record to be highlighted, select `White` as the background colour. Then the selected data record is indicated only by the black square to the left of the data record.

● **Display additional languages**

In addition to the source language and current target language, a dictionary layout can also display other languages as *"additional languages"*.

In the user preferences, you can specify which additional languages TermStar displays in a corresponding dictionary layout:

– **Project languages:** All the languages that have been specified as languages in the current project (» "Languages" project settings, page 47)

– **Working languages:** All the languages that have specified as preferred working languages in the user preferences (» User preferences for preferred working languages, page 208).

– **Intersection of project languages and working languages:** Combination of the previous two options (i.e. all the languages that have been specified in the current project <u>and</u> in your user preferences).

– **All available languages:** All the languages contained in the dictionary.

Additional languages can only be displayed if the dictionary layout used contains fields for additional languages. Otherwise, your selection here in the user preferences is not relevant.

● **Minimum fuzzy search quality**

This allows you to specify the minimum quality that TermStar presets for the fuzzy search (» Fuzzy search, page 87).

● **Sort additional languages**

This allows you to specify the order in which TermStar displays the additional languages within a data record:

– **Default order (Microsoft):** Languages are sorted according to Microsoft's default order.

– **By language code:** Languages are sorted according to TermStar's language code.

- **By language name:** Languages are sorted according to the order in the TermStar's language selection lists.

  Working languages on top: When sorting by language name, the preferred working languages are displayed at the top (» User preferences for preferred working languages, page 208).

User preferences for folder selection

In the user preferences for folder selection, you can specify which folders are suggested by TermStar for various actions.
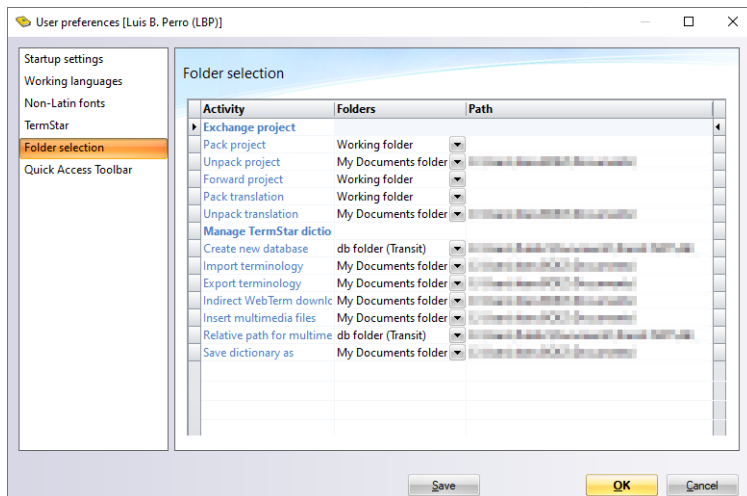
For each action you can choose from the following folder types:

- `My Documents folder (Windows)`: Windows folder „Documents" of the current Windows user.

- `User-defined folder`: Any folder in the file system that you can freely select.

  To select the folder, click **…** in the **Path** column.

- `Last used folder`: Folder selected when the action was last applied.

- `Users (Transit) folder`: Folder for the current TermStar user, in which user-specific data is typically stored.

- `db folder (Transit)`: Folder in which terminology databases are typically stored.

The folder types `Projects folder (Transit)` and `Working folder` refer to Transit projects and are not relevant for TermStar.

Customising the Quick Access Toolbar

To optimise the TermStar workspace, you can configure the Quick Access Toolbar to your particular needs, adding and removing functions as required.

How do I modify the Quick Access Toolbar?

1. Click the arrow at the right-hand end of the Quick Access Toolbar.

    TermStar displays the **Customise Quick Access Toolbar** context menu:
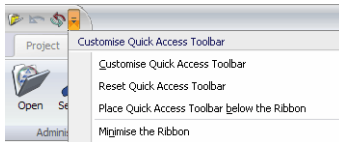
2. The settings of the Quick Access Toolbar can be altered in the following ways:

    –   You can select the **Customise Quick Access Toolbar** option to add additional functions to the Quick Access Toolbar or remove functions.

        TermStar displays the **User preferences** window, with the options for the **Quick Access Toolbar**:
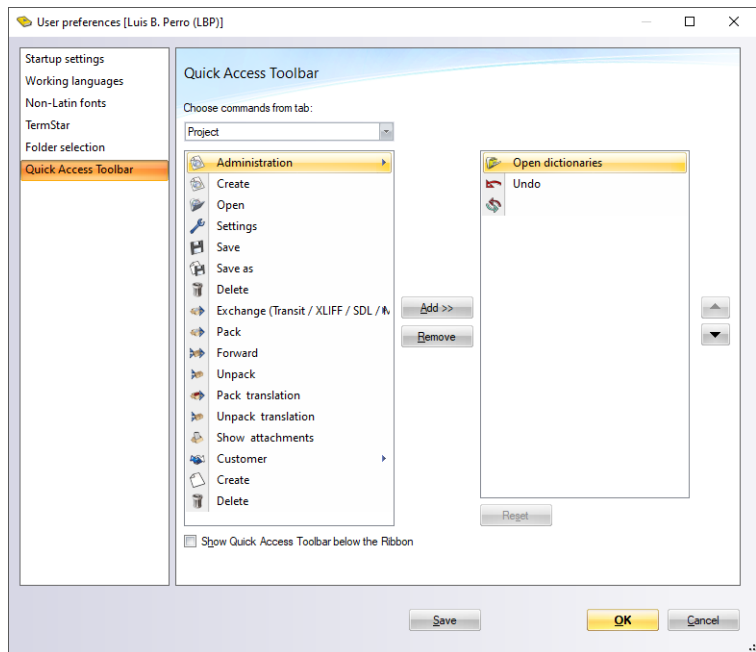
To customise the Quick Access Toolbar, proceed as follows:

–   First, under **Choose commands from tab:**, select the tab in which the function that you want to add is located.

    Then, in the left-hand column, select the function and click **Add**. Repeat this process until you have added the required functions to the Quick Access Toolbar.

–   If you want to remove a function from the Quick Access Toolbar, click the function in the right-hand column and then on **Remove**.

–   To place the Quick Access Toolbar below the ribbon bar, click **Place Quick Access Toolbar below the Ribbon**.

–   To reset the Quick Access Toolbar to its default state, click the **Reset** button, under the right-hand column.

–   Click **Save** to save the changes made to the User preferences. Then click **OK** to close the **User preferences** window.

    If you click **OK** without first saving your changes, these may be lost when you close TermStar. However, when you exit TermStar, you will be asked again if you want to save the changes that you have made.

    Clicking **Cancel** without saving first discards the changes and restores the Quick Access Toolbar to its former state.

–   If you want to reset the user preferences for the Quick Access Toolbar back to the default values, select the option **Reset Quick Access Toolbar** from the context menu.

–   The context menu also allows you to change the position of the Quick Access Toolbar. To do so, select **Place Quick Access Toolbar below the Ribbon** or **Place Quick Access Toolbar above the Ribbon** from the context menu.

    TermStar displays the Quick Access Toolbar in the position selected:
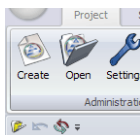
Quick Access Toolbar below the ribbon bar

–   Select the option **Minimise the Ribbon** to minimise the ribbon bar.

    TermStar minimises the ribbon bar:
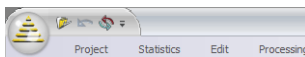
Ribbon bar minimised

Alternatively, it is also possible to add functions to and remove them from the Quick Access Toolbar directly, using two context menus.

How do I add a function to the Quick Access Toolbar directly?

1. Right-click the function that you want to add
2. In the context menu, select **Add to Quick Access Toolbar**:.
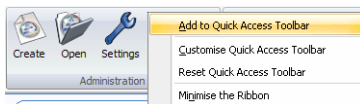
Adding a function to the Quick Access Toolbar

TermStar adds the function to the Quick Access Toolbar.

How do I remove a function from the Quick Access Toolbar?

1. Right-click the function which you want to remove.
2. In the context menu, select **Remove from Quick Access Toolbar**:
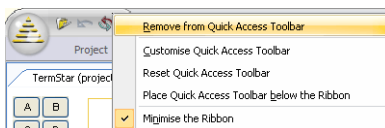
Removing a function from the Quick Access Toolbar

TermStar removes the function from the Quick Access Toolbar.

Customising the Project browser

Grouping project attributes

The Group By Box, above the column-header row, displays the project attributes **Customer** and **File type**. It allows you to arrange the projects in the browser window according to particular project attributes. The position of a project attribute in the Group By Box, from left to right, determines its priority. In the following example, the projects are first sorted by **Customer**, and then – within this grouping – by **File type**. With the exception of **Project** all the project attributes can be moved from the column-header row into the Group By Box and then rearranged according to your requirements.

Example: The sort-priority of the attributes is to be changed as follows: the first sort key is changed from **Customer** to **File type**, the **Source language** attribute is added as the second sort key. The **Customer** attribute is no longer needed as a sort key and will be reinserted into the column-header row.

How do I group project attributes in the Project browser?

1. Open the Project browser by selecting **Project | Administration | Open**.

   TermStar displays the **Project browser** window.

2. To remove the **Customer** attribute from the Group By Box, hover the mouse pointer over that attribute, then press and hold the left mouse button.

3. Drag the **Customer** attribute onto the column-header row.

   You can insert this project attribute wherever you want in the column-header row. Two red arrows above and below the column-header row indicate where the attribute will be inserted if you release the left mouse button.
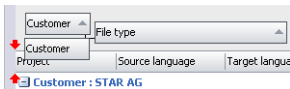
   Positioning a project attribute in the column-header row

4. Release the left mouse button to insert the project attribute **Customer** into the column-header row to the left of the **Project** attribute.

   The project attribute **File type**, in the Group By Box, now becomes the first sort key.

5. Hover the mouse pointer over the **Source language** attribute in the column-header row. Press and hold the left mouse button.

6. Drag the **Source language** attribute into the Group By Box, to the right of the **File type** attribute.

   Two red arrows above and below the existing attribute indicate where the new attribute will be inserted if you release the left mouse button:
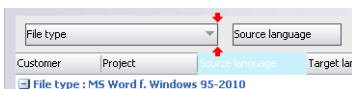
   Positioning a project attribute in the Group By Box

7. Release the left mouse button to insert the **Source language** attribute as the second sort key.

   In the Group By Box, **File type** is now displayed as the first sort key and **Source language** as the second sort key. The project attribute **Customer** has been reinserted into the column-header row.

8. Click **OK** to save these settings or click **Cancel** to retain the original settings.

Settings available in the Project browser

The context menu allows you to add or delete other project attributes to and from the project table and to configure other settings.

How do I configure settings via the context menu?

1. Right-click the column-header row.
2. In the context menu, select one of the following options:

| Option	
Columns	Opens the list of available project attributes
Sort Ascending	Sorts the projects in ascending order
Sort Descending	Sorts the projects in descending order
Group By...	Groups the projects by the selected attribute
Group By Box	Shows or hides the Group By Box
Remove This Column	Removes the currently selected project attribute from the project table
Field Chooser	Opens the **Field Chooser** window, which contains a dropdown list with the following settings: **Draggable**: Makes it possible to drag the project attribute from the column-header row to the Group By Box. **Fixed**: The project attribute will be fixed in the column-header row
Alignment - Left - Center - Right - By Type	Aligns the text for the currently selected project attribute as per the selected option
Best Fit	Fits the columns for the currently selected project attributes to the size of the **Project browser** window

The Project-browser context menu

How do I add project attributes to the Project browser?

1. Open the Project browser by selecting **Project | Administration | Open**.

   TermStar displays the **Project browser** window.

2. Right-click the column-header row.

3. In the context menu, select **Columns**:
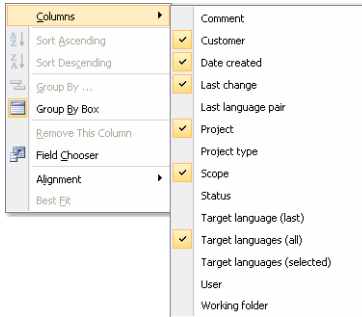
Project-browser context menu, project attributes list

TermStar displays the project attributes:

Project attribute	Meaning/Function
Working folder	– (only relevant for Transit translation projects)
Source language	Source languages of the projects
User	Name of the user who created the project in question
Scope	Scopes under which a project can be created:
	● Global
	● User
	● Customer
File type	– (only relevant for Transit translation projects)
Creation	Date on which the project was created
Comment	Any project comments which have been entered into the **Administration** tab of the Project settings window
Customer	Customer selected for the project during the creation phase
Last change	Date of the last change made to the project
Last language pair	– (only relevant for Transit translation projects)
Project	Project name
Project type	– (only relevant for Transit translation projects)
Status	Project status: Any project status information which has been entered into the **Administration** tab of the Project settings window
Target language (last)	Last target language worked on
Target languages (all)	All target languages of a project
Target languages (selected)	Target languages selected via the filter or search functions

Project browser: project attributes

4. Using the left mouse button, click the attribute you wish to display. Click an attribute which is already being displayed if you want to hide it again. Proceed in this

way until you have selected the required attributes. Close the list by pressing the ESC key.

5. Continue configuring other settings in the context menu or close it by pressing the ESC key again.

6. Click **OK** to save these settings or on **Cancel** to discard the changes.

Changing default settings for new dictionaries

You can define default settings for new dictionaries. These default settings are database-specific and apply to all new dictionaries that you create in the database.

You have the same options as with the dictionary settings on the **Miscellaneous** tab (» Additional dictionary settings, page 200).

> **Supported for databases since TermStar Service Pack 9**
>
> This feature is supported for databases created with TermStar Service Pack 9 or higher.
>
> If you want to use the feature for databases created with Service Pack 8 or earlier, you first have to copy the contents to a new database (» Copying a database, page 75).

How do I specify defaults for the dictionaries of a database?

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

   TermStar displays the **TermStar database expert** window containing a list of the existing database connections.

2. Select the desired database connection and click **Settings**.

   TermStar displays the following window:

3. Specify the desired dictionary defaults and confirm them with **OK**.

   TermStar uses the selected defaults for all dictionaries that you create in this database.

Changing default settings for new projects

If you create a new project from scratch, TermStar suggests various default settings (e.g. for the source and target language; » Creating a new project, page 31).

You can change the default settings suggested by TermStar for new projects, so that they match the requirements of your projects as closely as possible. This means that less changes will be necessary when creating a new project.

The default settings come from the project DEFAULT, saved under Global scope. To change the settings, open the project DEFAULT, alter the project settings and save it again under the same name.

How do I change the default settings?

1. Open the project DEFAULT, which is saved under the Global scope.

   – Select **Project | Administration | Open**.

      TermStar displays the **Project browser** window.

   – Select the project DEFAULT from the list.

      If TermStar displays several projects of this name, select the DEFAULT project which is saved under the Global scope.

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

   TermStar closes the **Project browser** window and opens the DEFAULT project.

2. Check the project settings and alter them as necessary.

   – Select **Project | Administration | Settings**.

      TermStar displays the **Project settings: DEFAULT (Global)** window.

      On the tabs, TermStar displays the project settings which are suggested when a new project is created.

   – Alter these project settings as necessary so that TermStar will suggest these modified settings for future projects.

      Only alter those settings which are useful as suggestions for all new projects (e.g. for the source and target language).

   – Do not change any settings which usually differ from one project to the next (e.g. Default values).

      You will find information on the project settings in section » Project settings, page 46.

   – Click **OK** to confirm the changes.

3. Save the modified DEFAULT project.

   – Select **Project | Administration | Save as**.

      TermStar displays the **Save as** window.

   – Select the project DEFAULT from the list.

      If TermStar displays several projects of this name, select the DEFAULT project which is saved under the Global scope.

- Click **Save** to confirm your choice.

TermStar displays a message informing you that the project already exists.

4. Click **OK** to confirm that you want to overwrite the existing project.

TermStar saves the `DEFAULT` project and its settings are then immediately available to act as suggested settings for new projects.

Floating windows in the TermStar toolbar

In its 'floated-out' state, a floating window tool is represented on the TermStar toolbar by an icon. Therefore the term 'floating window' comes from the fact that the window only 'floats in' when it is selected, i.e. by hovering the mouse pointer over the icon.

How do I display a floating window?

1. Hover the mouse pointer over the icon in the TermStar toolbar for the floating window tool you want to display.

   The selected floating window 'floats in' in TermStar.

   Once you have finished the relevant task and moved the mouse pointer away, the floating window automatically floats back out again.

   A floating window can also be displayed permanently, if required.

How do I change the display mode for a floating window?

1. Display the tool by hovering the mouse pointer over the corresponding icon on the TermStar toolbar.

   The selected floating window 'floats in' in TermStar. The horizontal pushpin icon in the tool titlebar indicates that the window is in floating window mode.

   Horizontal pushpin icon = display tool as floating window
   Vertically oriented pushpin icon = display tool as docked window

2. Click the pushpin icon in the titlebar.

   The floating window changes display mode; it is now docked to the user interface and is permanently displayed. The mode is also indicated by the pushpin icon in the titlebar, which is now oriented vertically.

   You can make additional changes to the position of a window docked to the user interface (» How do I adjust the position of a window in the user interface?, page 223).

3. If you wish to change the display mode from "docked" back to "floating", click the pushpin icon again.

How do I adjust the position of a window in the user interface?

1. Hover the mouse pointer over the window titlebar and press the left mouse button.

2. Holding the mouse button, drag the window to where you would like to position it.

   As soon as you move the window, the blue positioning arrows appear on the user interface. Hovering the mouse pointer over one of these arrows displays a blue,

shaded area which indicates where the window will be positioned and how much space it will occupy, when the mouse button is released:
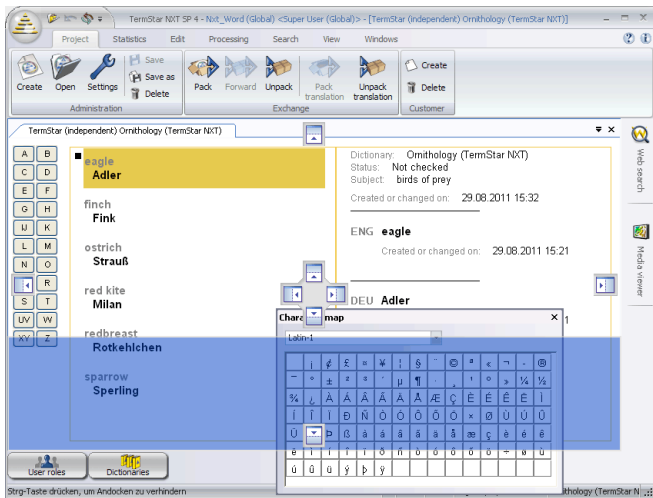
Positioning icons for the floating windows

When you position the window in the area specified by the arrows, it is inserted at the indicated location and docked with the user interface again.

If you position the window in another location than those indicated by the arrows, it is displayed on the user interface as a standard window, which can be moved about freely. In order to change the display mode of this window, you must dock it to the user interface again, i.e. position it as indicated by the positioning arrows.

3.   Release the left mouse button in the desired position to dock the window or to place it on the interface as a standard window.

TermStar places the window at the selected location.

If a particular tool is not displayed in the TermStar toolbar, you can open it via the context menu to add it to the TermStar toolbar (» How do I open a tool via the context menu?, page 225). Alternatively, you can also open a tool via **Windows | Open** in the ribbon bar.

How do I open a tool via the context menu?

1. Right-click the resource bar or the titlebar of an open tool window.

    TermStar displays the TermStar toolbar context menu:

2. In the context menu, select the window in question:
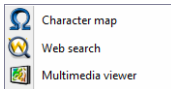
TermStar toolbar context menu

TermStar displays the selected tool as a window docked with the user interface (horizontal pushpin icon).

If required, you can alter the window's display mode or position (» How do I change the display mode for a floating window?, page 223 and » How do I adjust the position of a window in the user interface?, page 223).

After you have used it, you can close the window completely by clicking ⊠ .

Customising the dictionary window

Overview TermStar saves numerous settings for displaying your dictionaries in the *Views* (» Structure of a dictionary view, page 226).

TermStar is supplied with a number of default dictionary views that have proven to be useful in our experience.

When you select a user role, TermStar initially provides you with the relevant default view (» User roles in TermStar, page 21). You have the following options for further modifying the dictionary window view:

● Switch views

   You can switch views at any time to provide the optimum display for whatever you are currently using your dictionary for (section » Switching between dictionary views, page 227).

● Modify view

   In order to set up your own views for your dictionary window or to modify existing views, you can use existing layouts or ones you have created yourself:

   – Combine existing layouts in a new way

     You can quickly and easily create an individual view from existing layouts (» Modifying and managing dictionary views, page 227).

   – Create your own layouts (» Transit/TermStar Reference Guide)

   Views can be combined with a data record filter and can be saved or deleted (» Modifying and managing dictionary views, page 227).

Structure of a dictionary view A dictionary view consists of a combination of up to three *layouts*. Each of these layouts determines the appearance of one of the three areas of the dictionary window:

● Main layout (left page)

   This layout defines the appearance of the left-hand side of each dictionary.

● Additional layout (right page)

   This layout defines the appearance of the right-hand side of each dictionary. If you have word pairs displayed on the left-hand side, you can use the right-page layout to display detailed information about the selected word pair on the right-hand side.

   If you do not select a right-page layout, TermStar will use the left-page layout for the right-hand side as well.

● Edit mode layout

   This layout defines how the dictionary appears in the edit mode and thereby specifies the fields in which you can enter information. For example, you can select a layout which displays the field names, or a layout which displays more details than the main layout so you can enter additional data.

   If you do not select an edit mode layout, TermStar uses the main layout.

Switching between dictionary views

You can choose among the default views for the dictionary window and from the views that you have created yourself.

How do I switch the view?

1. Open the dictionary for which you wish to change the view and select the **View** tab from the ribbon bar.

2. In the **Manage views** ribbon-bar group, click the **TermStar view** list.

   TermStar displays all views in a list:
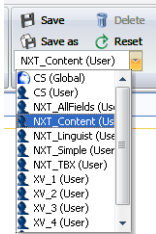
   TermStar views

3. Select the view you require.

   TermStar uses the view selected.

Modifying and managing dictionary views

You can change existing views (including the default views) by combining layouts and save them under their current name or as a new, user-defined view. The latter can be deleted, but the default views cannot.

How do I modify a view?

1. Open a dictionary and select **View**.

   In the centre of the **Dictionary layouts** ribbon-bar group, TermStar displays three dropdown lists:

   - **Left-page layout** for the left-page (main) layout
   - **Right-page layout** for the right-page (additional) layout
   - **Edit-mode layout** for the editing layout

2. Create your required view by selecting a layout from each field.

   The view of your dictionary is updated every time you select a new layout.

3. If you want your view to only display a certain range of data records, you can set a data record filter which will always be applied in this view. To do this, select a filter from the **Data record filter** ribbon-bar group (» Filtering data records, page 91).

   TermStar applies the required filter.

4. Choose a name under which you wish to save the new view.

   The **TermStar view** dropdown in the **View | Manage views** ribbon-bar group still displays the name of the view that was last selected or saved, even though the

dictionary view has changed as you have followed the previous steps. This current view has not yet been saved. To return to the previously selected or saved view and discard the current view, select **View | Manage views | Reset**. If you have selected a default view, this will restore its original settings.

To save the current, but as yet unsaved view, you have two options:

- To save the modified view under the name displayed in the **TermStar view** dropdown list, select **View | Manage views | Save**.
- To save the modified view under a new name, select **View | Manage views | Save as**.

TermStar saves the current view.

How do I delete a personal view?

1. Open a dictionary and select **View**.
2. In the **Manage views** ribbon-bar group, click the **TermStar view** list.

   TermStar displays all views in a list.
3. Select the view you require.
4. Select **View | Manage views | Delete**.

   TermStar displays the following message:
   `Do you really want to delete the TermStar view …?`
5. Decide whether you really want to delete the view:
   - Select **No** to cancel the process.
   - Select **Yes** to delete the view.

   TermStar deletes the selected view.

Managing window layouts

TermStar can save which tools you have selected and the arrangement of the tool windows on the screen in a *windows layout*. This is then available to you at any time in addition to the default layout that you have set by selecting a certain user role when you started working with TermStar.

Refer to section » The TermStar toolbar, page 25 for information about selecting and arranging the tools.

When you select a user role, TermStar initially displays the relevant default layout (» User roles in TermStar, page 21). You have the following options for further modifying the layout:

● Switch window layout

 You can switch layouts at any time to provide the optimum display for whatever you are currently using TermStar for (section » Switching window layout, page 229).

● Modify a window layout

 You can set up your own window layout or modify existing layouts. Window layouts can also be saved or deleted (» Modifying and managing window layouts, page 229).

Switching window layout

You can switch between the nine default window layouts and any layouts you have created yourself, as desired.

How do I switch between window layouts?

1. Select **Windows**.

2. Click the **Window layout** dropdown in the **Manage windows** ribbon-bar group.

 TermStar displays a list of all the possible window layouts:
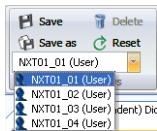
List of window layouts

3. Select the layout you require.

TermStar uses the window layout selected.

Modifying and managing window layouts

You can save these settings over an existing window layout (including the default layouts) or save them as a new, user-defined layout. The latter can be deleted, but the default window layouts cannot.

How do I save my current window layout?

1. Arrange the tools according to your requirements, as described in section » The TermStar toolbar, page 25.

2. Select **Windows**.

The **Window layout** dropdown in the **Manage windows** ribbon-bar group still displays the name of the window layout that was last selected or saved, even though your layout has changed as you followed the previous steps. This current window layout has not yet been saved. To return to the previously selected or saved window layout and discard the current layout, select **Windows | Manage windows | Reset**. If you have selected a default layout, this will restore its original settings.

To save the current, but as yet unsaved window layout, you have two options:

– To save the modified window layout under the name displayed in the **Window layout** dropdown list, select **Windows | Manage windows | Save.**

– To save the modified window layout under a new name, select **Windows | Manage windows | Save as**.

TermStar saves the current window layout under the name you enter.

How do I delete a user-defined window layout?

1. Select **Windows**.
2. Click the **Window layout** dropdown in the **Manage windows** ribbon-bar group.

TermStar displays a list of all the possible window layouts:
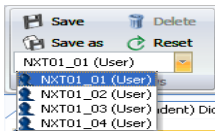
List of window layouts

3. Select the layout you require.
4. Select **Windows | Manage windows | Delete**.

TermStar displays the following message:

`Do you really want to delete the window layout …?`

5. Decide whether you really want to delete the window layout.

– Select **No** to cancel the process.

– Select **Yes** to delete the layout.

TermStar deletes the selected window layout.

10 Exchanging terminology projects

Overview

If you are working with other TermStar users, you can exchange terminology projects. In this way, different users can work together on the same terminology project.

In TermStar, the "Pack project" and "Forward project" functions are used for exchanging terminology projects. TermStar saves all the necessary data in one compressed PPF file (*"project package file"*). You can send this file to other users via e-mail or FTP, for example.

> **Shared project with TermStar**
>
> If you exchange a Transit project with other Transit users, at this point you can specify whether you also want to exchange project dictionaries.
>
> In order to send terminology for a translation project to another user, you can exchange the Transit project and specify that you also want to pack project dictionaries.
>
> Therefore, you do <u>not</u> need to create and pack a separate terminology project in TermStar.

Example of exchanging a terminology project

A terminology manager creates a project with a new dictionary and source-language terms. She specifies values lists, default values and input verifications for the dictionary.

To have the target language terms completed in parallel, she packs the project for several native speakers who then enter "their" translations into the dictionary. They then send back the changed dictionaries as translation to the terminology manager.

In our example, the terminology manager and the terminologist carry out the following steps:

Terminology manager	Terminologist
● Create project	
● Pack project (» Packing a project, page 233)	
The terminology manager can pack individual dictionaries or all dictionaries, all entries or only entries for certain languages, filtered or unfiltered.	

Example of exchanging a terminology project

Terminology manager	Terminologist
	● Unpack project (» Unpacking a project, page 236) This is how the terminologist unpacks the dictionaries that the terminology manager has packed. ● Edit dictionaries (e.g. add and correct the target language entries) ● Pack translation (» Packing a translation, page 238) The terminologist can decide to pack all the data or only the modified data.
● Unpack translation (» Unpacking a translation, page 240) This is how the terminology manager unpacks the dictionaries modified by the terminologist. TermStar merges the edited language entries: New data records and language entries are added automatically. Changes to existing language entries can be merged interactively by the terminology manager.	

Example of exchanging a terminology project (cont.)

Packing a project

When you pack a project, you can specify which data shall be included:

- Dictionaries

  If your project contains several dictionaries, you can either pack all the dictionaries or only specific dictionaries.

- Languages

  If your dictionaries contain several target languages, you can either pack all the target languages or only specific target languages.

- Filtered data records

  You can apply data record filters so TermStar only packs specific data records (» Filtering data records, page 91).

  Examples:

  - You only pack the data records for which there is no target language entry. These language entries are then to be added.

  - You only pack the data records which were created before a certain date to check whether the entries are up-to-date and correct.

Data volume

The duration of file transfer times depends on the volume of data that has to be sent. Ensure that you do not pack any unnecessary data:

- Only pack the dictionaries and terminology that the recipient actually needs.

- Only pack the languages that make sense to the recipient.

The less data you pack, the faster it will be to transfer the data – especially if you are using e-mail or FTP.

How do I pack a project?

1. Open the project you want to pack (» Opening a project, page 39).

2. Select **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Pack**.

TermStar displays the following window:
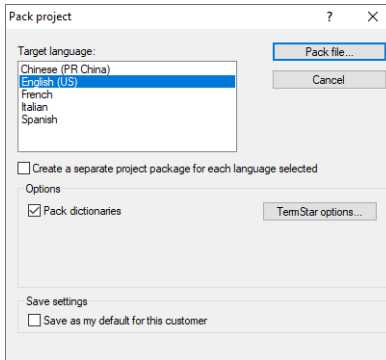
TermStar automatically suggests the project's current target language as the target language to be packed.

3. If you want to pack several target languages at the same time, select the desired languages in the **Target language** list.

– The **Create a separate project package for each language selected** option is then automatically activated. TermStar creates a separate PPF file for each target language.

– If you want to pack all target languages in one PPF file, deselect the option.

4. Select **Pack dictionaries** and click **TermStar options**.

TermStar displays the following window:
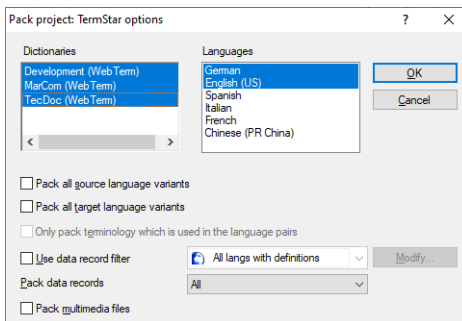
You have the following options:

– **Dictionaries**: Pack selected project dictionaries

As a preselection, all project dictionaries are selected. If you only want to pack only to pack certain dictionaries, deselect the dictionaries you do not want to pack.

– **Languages**: Pack additional target languages

The source language and the target languages you have selected for packing (» step 3, page 234) are always packed and selected. If you want to pack additional target languages, select these languages

- **Pack all source language variants**: Pack all language variants of the source language contained in the dictionary (e.g. English (UK) and English (US)).

- **Pack all target language variants**: Pack all language variants of the target languages contained in the dictionary.

- **Use data record filter** and select a filter from the list: Only pack data records that match the selected data record filter (» Filtering data records, page 91).

- **Pack data records** and select a default filter from the list: Pack only records that match the selected default filter (» Default data record filters, page 92):

  - `All`: Pack all data records

  - `If target language available`: Only pack data records that have a language entry in the packed target language.

  - `If target does not exist`: Only pack data records that do not have a language entry in the packed target language.

  - `If input verification fails`: Only pack data records that violate input verification (» Creating an input verification, page 179).

- **Pack multimedia files**: Additionally pack additional multimedia files, e.g. graphics or videos.

  Packing is only supported for multimedia files that have been saved in the database (» Additional dictionary settings, page 200).

Confirm your selection with **OK**.

TermStar displays the **Pack project** window again.

5. You can save the options selected as default so that they are preselected when packing future projects. If the project is assigned to a client, the default applies only to future projects for this client.

   To do so, select **Save as my default** or **Save as my default for this customer**.

   The selected languages and dictionaries are not saved as default, as they can differ from project to project.

6. To pack the project with the selected settings, click **Pack file**.

   TermStar displays the **Pack project** window and suggests to save the PPF file in the Windows `Documents` folder.

   If you want to save the data in a different folder or with a different filename, change the folder and filename.

7. Confirm by clicking **Save**.

   Once TermStar has packed the project, it displays the following message:
   `All project files were compressed successfully. The file size is … bytes.`

TermStar has saved the selected project data in one or more compressed PPF files. You can now share the files via e-mail or FTP, for example.

Unpacking a project

If you have received a packed terminology project from your terminology manager, you can unpack it in TermStar.

> **TermStar NXT Received database must be available**
>
> TermStar suggests the `TermStar NXT Received` database for unpacked dictionaries. This database is automatically created during the installation of TermStar.
>
> This database must available when unpacking projects. Therefore it must <u>not</u> be deleted or removed from the ODBC system settings.

How do I unpack a project?

1. Select **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Unpack**.

   TermStar displays the **Unpack Transit project data** window.

2. Select the PPF file that you wish to unpack and confirm with **Open**.

   TermStar displays the following window:
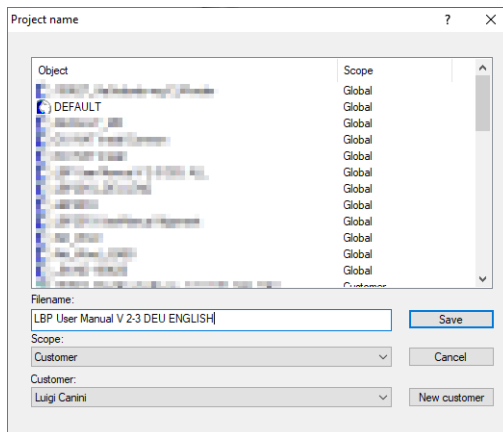
   TermStar displays all the projects available and their scope.

3. Specify how TermStar should save the unpacked project:

   – **Filename**: If necessary, change the project name.

   If the unpacked project has the same name as an existing project, the existing project will be overwritten. To prevent this, enter a new project name.

   – **Scope**: If necessary, change the scope to which the project should be assigned (» Scopes in TermStar, page 23).

   – If you have selected the `Customer` scope, select the desired customer from the **Customer** list.

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

    TermStar displays the following window for each dictionary:
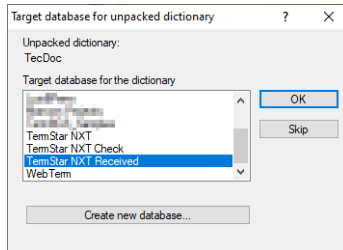
The `TermStar NXT Received` database is preselected for unpacked dictionaries.

5. Select the database in which the dictionary is to be saved:

    –   To save the dictionary in the suggested database, click **OK.**

    –   To save the dictionary in another database, select the desired database and confirm your selection with **OK**.

    –   To not save the dictionary, click **Skip**.

    –   To save the dictionary in a new database, click **Create new database** (» Creating a new database and a new dictionary, page 57).

6. If you have already unpacked a dictionary with previous projects, TermStar displays the following message:

    `The dictionary … has already been unpacked. Do you want to overwrite the dictionary …?`

    You have the following options:

    –   **Yes**: TermStar overwrites the already existing dictionary with the newly unpacked dictionary.

    –   **No**: TermStar also saves the newly unpacked dictionary under a different name and displays the **The dictionary already exists window**.

        Enter a new name for the dictionary and confirm it with **OK**.

    Once TermStar has unpacked the project, it displays the following message:

    `Project successfully unpacked and opened.`

7. Confirm the message with **OK**.

TermStar has unpacked, saved, and automatically opened the project, so that you can immediately start working with the project dictionaries (» Editing dictionaries, page 112).

When you have finished your terminology work and want to send it back as translation, you can use the "Pack translation" function (» Packing a translation, page 238).

Packing a translation

If you, as a terminologist, have unpacked, edited and finished a terminology project, you then pack the modified dictionaries as translation in a compressed TPF file (*"translation package file"*). Then you can send the file back to the terminology manager.

> **Only useful and supported for unpacked projects**
>
> Packing a translation only makes sense for projects that you have unpacked.
>
> For projects that you have created yourself, you can use the "Pack project" function instead (» Packing a project, page 233).

When packing, you can specify whether TermStar should pack the complete dictionaries or just those data records you have modified. Only packing modified data records means a smaller data volume and shorter transfer times.

How do I pack a translation?

1. Open the unpacked and edited project that you want to send back.

2. Select **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Pack translation**.
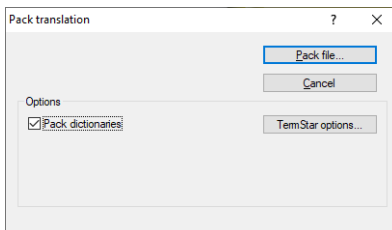
   TermStar displays the following window:

3. Select **Pack dictionaries** and click **TermStar options**.

   TermStar displays the following window:
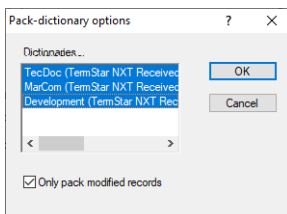
   You have the following options:

   – Select the dictionaries you want to be included.

   – Select **Only pack modified records** if you only want modified records to be included in the package.

Confirm your selection by clicking **OK**.

TermStar displays the **Pack translation** window again.

4. To pack the translation, click **Pack file**.

    TermStar displays the **Pack translation** window and suggests to save the TPF file in the Windows `Documents` folder.

    If you want to save the data in a different folder or with a different filename, change the folder and filename.

5. Confirm by clicking **Save**.

    Once TermStar has packed the translation, it displays the following message:

    `All project files were compressed successfully. The file size is … bytes.`

TermStar has saved the selected data in a compressed TPF file. You can now send back the file to the terminology manager by e-mail or FTP, for example.

Unpacking a translation

If you, as a terminology manager, receive a translation as a TPF file, you then need to unpack it in TermStar.

How do I unpack a translation?

1. Select **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Unpack translation**.

   TermStar displays the **Unpack Transit project data** window.

2. Select the TPF file you want to unpack and confirm your selection with **Open**.

   TermStar displays the following window:
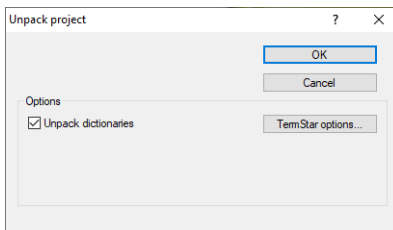
3. Select **Unpack dictionaries** and click **TermStar options**.

   TermStar displays the following window:
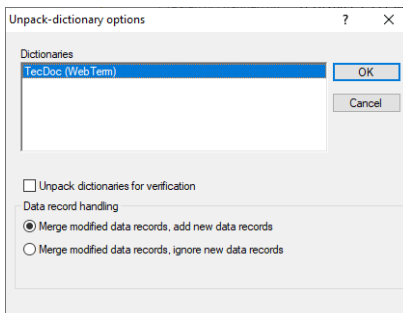
   You have the following options:

   – Select the dictionaries you want to unpack. At least one dictionary must be selected.

   – If you want to unpack dictionaries for review purposes, select **Unpack dictionaries for verification**.

     TermStar will then unpack the data records into a new, empty dictionary in the `TermStar NXT Check` database.

     In this case, the data record handling options do not apply and are therefore greyed out.

- If do not want to import new data records into the original dictionary, but only modified data records, select **Merge modified data records, ignore new data records**.

  Otherwise TermStar will also import new data records and will add them in the original dictionary.

  Confirm the settings with **OK**.

4. Click **OK** in the **Unpack project** window.

   - If you do <u>not</u> unpack dictionaries for review purposes, TermStar automatically merges the modified terminology into the original dictionary.
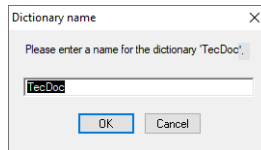
     If there are conflicts with existing data records, TermStar displays the **Merge/ Append import data** window (» Merging a data record, page 135).

   - If you unpack dictionaries for review purposes, TermStar displays the following window for each dictionary:

Dictionary name	×

   Please enter a name for the dictionary 'TecDoc'.

   `TecDoc`

   OK   Cancel

   Enter the name with which the dictionary shall be saved in the `TermStar NXT Check` database and click **OK**.

   Once TermStar has unpacked the translation, it displays the following message:
   `Translation successfully unpacked.`

5. Confirm the message by clicking **OK**.

TermStar automatically opens the project for which the translation has just been unpacked and sets the unpacked target language as the current target language.

Review dictionary and merge with original dictionary

If you have unpacked dictionaries for review purposes (» step 3, page 236), you can check and correct the data records in the new dictionary in the `TermStar NXT Check` database (» Editing dictionaries, page 112).

You can then merge the reviewed dictionary and the original dictionary and thus transfer the new, changed and checked records to the original dictionary.

How do I merge the reviewed dictionary and the original dictionary?

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

2. Select the reviewed dictionary in the `TermStar NXT Check` database and click **Merge extract**.
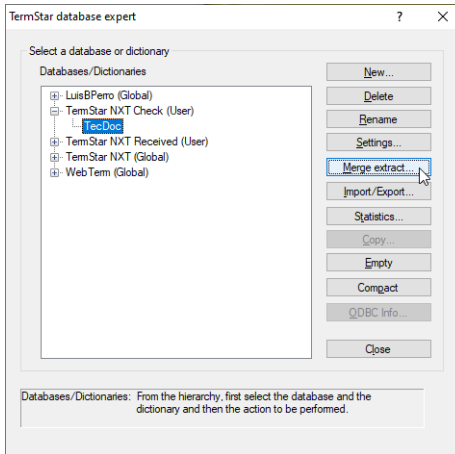
The "Merge extract" function is only supported for dictionaries in the `TermStar NXT Check` database.

TermStar displays the following window:
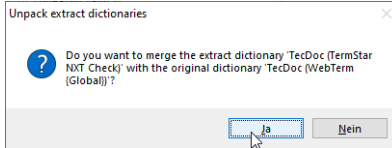
3. Confirm the message with **Yes**.

TermStar automatically merges the modified and reviewed terminology into the original dictionary. If there are conflicts with existing data records, TermStar displays the **Merge/Append import data** window (» Merging a data record, page 135).

Forwarding a project

If you do not process an unpacked project yourself, but want to forward it to a third party, you can use the "Forward project" function.

Only useful and supported for unpacked projects

Forwarding only makes sense for projects that you have unpacked.

For projects that you have created yourself, you can use the "Pack project" function instead (» Packing a project, page 233).

As an example, a terminology manager, a translation agency, and a terminologist carry out the following steps:

Terminology manager	Agency	Terminologist
● Create project ● Pack project for agency (» Packing a project, page 233)		
	● Unpack project from terminology manager (» Unpacking a project, page 236) ● Forward project to terminologist	
		● Unpack forwarded project from agency (» Unpacking a project, page 236) ● Edit dictionaries ● Pack translation for agency (» Packing a translation, page 238)
	● Unpack translation from terminologist (» Unpacking a translation, page 240) ● Check dictionaries and correct them if necessary ● Pack translation for terminology manager (» Packing a translation, page 238)	
● Unpack translation from agency (» Unpacking a project, page 236) ● Merge changes into original dictionary (automatically or interactively)		

Example of forwarding a terminology project

The same options are available to you for forwarding a project as for packing a project. You can either forward all the data contained in the project, or else only part of it:

- All the dictionaries or only specific dictionaries
- All the target languages or only specific target languages
- Filtered data records

How do I forward a project?

1. Open the project you want to forward (» Opening a project, page 39).

2. Select **Project | Exchange (Transit/XLIFF/SDL/MemoQ) | Forward project**.

   TermStar displays the following window:
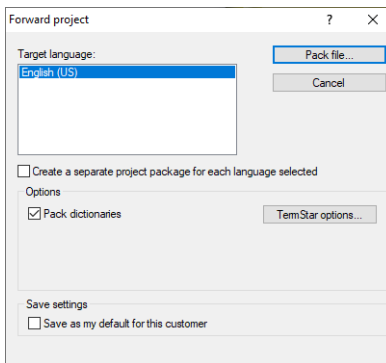
3. Select **Pack dictionaries** and click **TermStar options**.

   – You have the same options as when packing a project (» step 4, page 234).

   – You can save the options selected as default so that they are preselected when forwarding future projects (» step 5, page 235).

4. To forward the project with the selected settings, click **Pack file**.

   TermStar displays the **Pack project** window and suggests to save the PPF file in the Windows Documents folder.

   If you want to save the data in a different folder or with a different filename, change the folder and filename.

5. Confirm by clicking **Save**.

   Once TermStar has packed the project, it displays the following message:

   `All project files were compressed successfully. The file size is … bytes.`

TermStar has saved the selected project data in a compressed PPF file. You can now forward the file via e-mail or FTP, for example.

11 Appendix

Examples of data record filters

Overview   The following examples taken from practical situations show you how to use data record filters to display or hide specific data records:

- Displaying all data records with definitions (» page 246)
- Displaying all data records without definitions (» page 247)
- Displaying all data records where the term contains a hyphen (» page 248)
- Displaying only synonyms and alternatives (» page 249)
- Displaying all data records with synonyms (» page 250)
- Displaying all data records starting with capital letters (» page 251)
- Displaying all data records created or edited by Carry Onn (» page 253)
- Displaying all data records created or edited by Carry Onn since 29 May 2019 (» page 254)
- Displaying all entries or subentries with definitions (» page 255)

Please refer to section » Filtering data records, page 91 for more detailed information on data record filters.

Displaying all data records with definitions

Example: You want TermStar to display all data records in which the `Definition` field contains a value of any kind in the selected source language.

● On the **Fields** tab, select the field to be filtered (e. g. `Entry > Definition`).

● Enter `.` as field content.

● Select the **Regular expression** option.
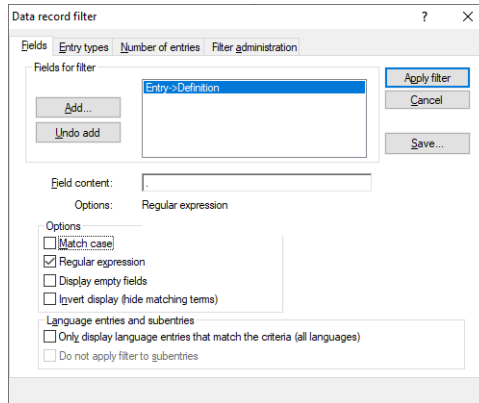
Displaying only data records with definitions

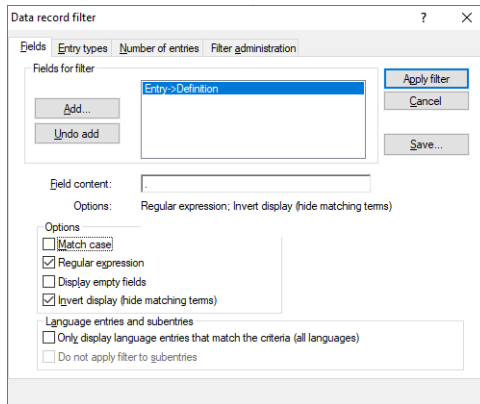TermStar displays all data records which contain one or more characters in the selected source language. In the example given, this means all data records with at least one entry in the source language, where the `Definition` field is <u>not</u> empty.

The regular expression `.` means that the field must contain one or more characters of any type (» Transit/TermStar Reference Guide, "Regular expressions" section).

Displaying all data records without definitions

Example: you want TermStar to display all data records in which the `Definition` field is empty in the selected language.

● On the **Fields** tab, select the field to be filtered (e.g. `Entry > Definition`).

● Enter `.` as field content.

● Select the **Regular expression** option.

● Check the **Invert display (hide matching terms)** option.

Displaying only data records without definitions

TermStar displays all data records which do not contain <u>any</u> characters in the specified field in the source language selected. In the example given, this means all data records with at least one entry in the source language, where the `Definition` field is empty (» Creating a new data record filter, page 93, » step 5, page 94 and the "Regular expressions" section in the » Transit/TermStar Reference Guide).

Displaying all data records where the term contains a hyphen

Example: you want TermStar to display all data records which contain a term with a hyphen (-) in the selected source language.

● On the **Fields** tab, select `Entry > Term` as the field to be filtered.

● Enter `*-*` as field content.

Displaying only data records where the term contains a hyphen

TermStar displays all data records which contain a specific characters in the specified field in the source language selected. In the example given, this means all data records with at least one source-language term which contains a hyphen (-).

The * character placed before and after the - defines that any number of characters may appear before and after the - character (» Searching with wildcards, page 86).

Displaying only synonyms and alternatives

Example: you want TermStar to display only subentries of the types `Synonym` and `Alternative`.

● On the **Entry types** tab, only select **Synonyms** and **Alternatives**; deselect all the other options.
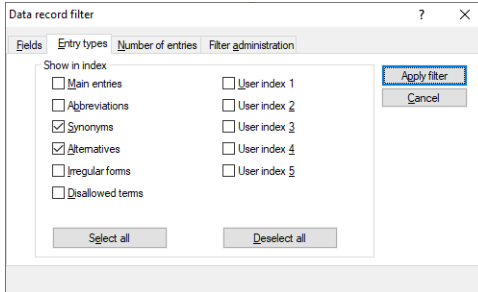
Displaying only synonyms and alternatives

On the left-hand dictionary page, TermStar displays only subentries of the types `Synonym` or `Alternative` (» Filtering by entry types, page 96). An arrow points to a reference to the main entry:
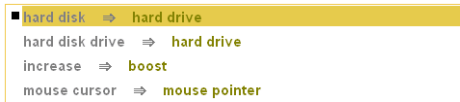
Example of synonyms and alternatives with references to the main entry

Displaying all data records with synonyms

Example: you want TermStar to only display data records which contain main entries with a subentry of the type `Synonym`.

● On the **Entry types** tab, only select **Main entries**; deselect all the other options.

Displaying only main entries

● On the **Fields** tab, select `Syn.` > `Term` as the field to be filtered.

● Enter `.` as field content.

● Select the **Regular expression** option.

Displaying only data records with synonyms

TermStar only displays data records in which the source-language term contains one or more characters in the subentry type `Synonym`. In other words, TermStar does not display any entries on the left-hand dictionary page for which the Synonym field is empty (» Transit/TermStar Reference Guide, "Regular expressions" section).

> **Combining the selection of entry types with other filter criteria**
> If you only select certain entry types and set other filter criteria, TermStar only displays entries of the selected types that also meet the other filter criteria.

Displaying all data records starting with capital letters

Example: you want TermStar to display all data records which contain main entries in which a term starts with a capital letter.

● On the **Entry types** tab, only select **Main entries**; deselect all the other options.
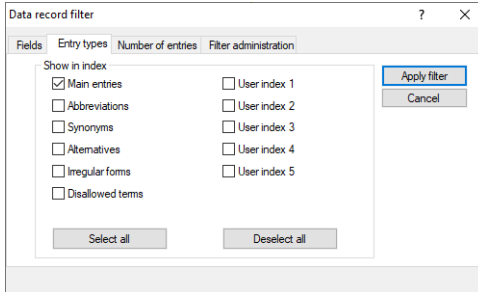
Displaying only main entries

● On the **Fields** tab, select `Entry > Term` as the field to be filtered.
● Enter `^[A-ZAÖÜ]` as field content.
● Select the **Match case** option.
● Select the **Regular expression** option.
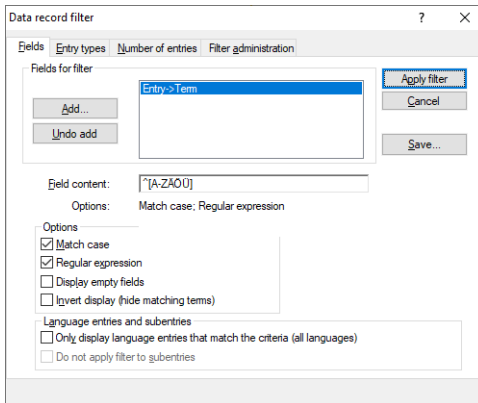
Displaying only data records starting with capital letters

TermStar displays all data records which contains source-language main entry, where the term starts with one of the characters *A – Z, Ä, Ö* or *Ü*. The ^ character before the character class `[A-ZAÖÜ]` means that the capital letter must be at the start of the term. Otherwise, TermStar would display all data records that contain the capital letter at any point in the term (» *Transit/TermStar Reference Guide*, "Regular expressions" section).

> **Additional capital letters in other languages**
>
> If you enter the character class `[A-ZÄÖÜ]`, TermStar will only find the characters *A – Z, Ä, Ö* or *Ü*. This is an example for German, but there may be other capital letters in other languages that TermStar would not find with the regular expression `[A-ZÄÖÜ]` (e.g. *É, Ø, Æ*). If this is the case, you should add the relevant capital letters to the character class.

Displaying all data records created or edited by Carry Onn

Example: you want TermStar to display all data records that have been created or edited by the user *Carry Onn*.

- On the **Fields** tab, select `Hdr > Created or changed by` as the field to be filtered.

- Enter `Carry Onn` as filter content.
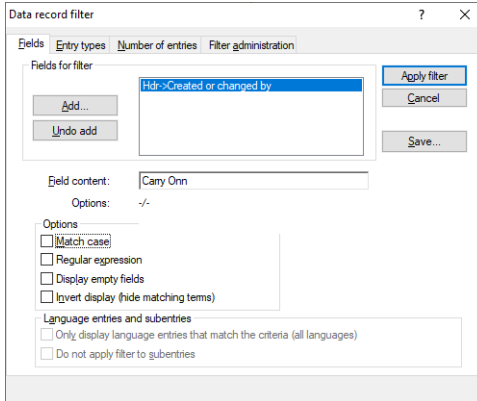
Displaying only data records created or edited by Carry Onn

TermStar displays all data records which were created or most recently edited by the specified user (e.g. by *Carry Onn*; » Searching with wildcards, page 86).

Displaying all data records created or edited by Carry Onn since 29 May 2019

Example: you want TermStar to display all data records that have been created or edited by the user `Carry Onn` since 29 May 2019.

● In addition to the filter field selected in the example shown in section » Displaying all data records created or edited by Carry Onn, page 253, select the field `Hdr > Created or changed on`.

● Enter `29/05/2019` as field content.

Displaying only data records created or edited by Carry Onn since 29 May 2019

TermStar displays all data records which were created or edited by the specified user since the stated date (e.g. by the user *Carry Onn* on or after 29 May 2019; » Filtering by date, page 97).

Multiple fields are always linked with "AND"

If you create a data record filter with multiple fields, the criteria are always linked with AND: All criteria must be met before TermStar displays an entry.

Displaying all entries or subentries with definitions

Example: you want TermStar to display all main entries where the `Definition` field contains content of any kind, in all the languages represented.

- On the **Entry types** tab, the **Main entries** checkbox must be selected.
- On the **Fields** tab, select the field to be filtered (e.g. `Entry > Definition`).
- Enter `.` as field content.
- Select the **Regular expression** option.
- Select the option **Only display language entries which match the criteria (all languages)**.
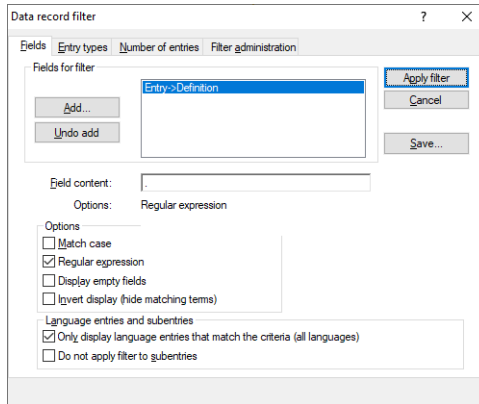
Displaying only entries or subentries with definitions

If, after applying the filter, you perform a search for the hash (`#`) character, TermStar shows all the main entries which contain one or more characters in the specified field, in all languages represented. In the example given, this means all main entries, where the `Definition` field is <u>not</u> empty.

Should a main entry have a subentry (Abbreviations, Synonyms, Alternatives, Irregular forms, Disallowed terms, User index 1 - 5) which also matches the filter criterion, it is displayed in addition to the main entry, on the right-hand dictionary page. In the example given, this means all subentries, where the `Definition` field is <u>not</u> empty.

The regular expression `.` means that the field must contain one or more characters of any type (» Transit/TermStar Reference Guide, "Regular expressions" section).

Special data records for addresses / bibliography

Overview In addition to normal terminology data records, special data records can also be created in TermStar dictionaries which you can use for addresses and bibliographies.

Address and bibliography data records can be browsed, searched and filtered like terminology data records (» Using dictionaries, page 84).

However, the structure of special data records differs from the structure of terminology data records:

● Each data record contains one entry only.

● The data record comprises header and entry fields only, but no language fields or fields for subentries.

● As index field, the Last Name, Name field is used in address data records and the Title field in bibliography data records. The addresses and bibliography are/is sorted by this field. When using cross-references to addresses or bibliography, the content of this field is referenced (» Creating a cross-reference to addresses / bibliography, page 258).

Displaying addresses / bibliography To clearly separate terminology, address and bibliography, TermStar displays either terminology data records or address data records or bibliography data records. You must first activate the display for special data records before TermStar can display them:

● In order to display addresses, select **Windows | TermStar | Display mode | Addresses**.

● In order to display bibliography, select **Windows | TermStar | Display mode | Bibliography**.

In order to return to terminology display, select **Windows | TermStar | Display mode | Dictionary**.

Creating and editing address / bibliography data records You can edit the address and bibliography data records in the same way as the terminology data records. Keep in mind the special structure of these data records (» Overview, page 256).

> **New address or bibliography data record in current dictionary**
>
> TermStar always saves a new address or bibliography data record in the dictionary selected as the current dictionary in the project settings. If you subsequently deselect this dictionary from the project, you will no longer be able to display its address and bibliography data records.
>
> An address or bibliography data record often refers to a terminology data record. In this case, go to the project settings and select as the current dictionary the dictionary in which the terminology data record is saved (» "Dictionaries" project settings, page 50). Then create the address or bibliography data record.

How do I create an address data record?

1. Select **Windows | TermStar | Display mode | Addresses**.

    TermStar displays the address data records.

2. Select **Processing | Data record | Create**.

    TermStar creates an address data record and switches to the edit mode.

Edit and save the new address data record as you would a terminology data record
(» Editing dictionaries, page 112).

How do I create a bibliography data record?

1. Select **Windows | TermStar | Display mode | Bibliography**.

    TermStar displays the bibliography data records.

2. Select **Processing | Data record | Create**.

    TermStar creates a bibliography data record and switches to the edit mode.

Edit and save the new bibliography data record as you would a terminology data record
(» Editing dictionaries, page 112).

Specifying the layout of address / bibliography data records
TermStar displays address and bibliography data records in special layouts customised for their entries. You can use separate layouts for addresses and bibliographies.

How do I specify the layout for the address data records?

1. Select **View | Dictionary layouts | Options**.

    TermStar displays the **More view options** window.

2. Select the required layout from the **Layout for address manager** list.

Confirm your settings with **OK**.

How do I specify the layout for the bibliography data records?

1. Select **View | Dictionary layouts | Options**.

    TermStar displays the **More view options** window.

2. Select the required layout from the **Layout for bibliography** list.

Confirm your settings with **OK**.

Editing layouts for address manager and bibliography
Special layouts for the address manager and bibliography can basically be treated identically to those for terminology.

The following menus are available to edit these special layouts:

●   For address data records:

    –   Creating a new layout: **View | Dictionary layouts | Create | Address layout**

    –   Editing a layout: **View | Dictionary layouts | Modify | Address layout**

●   For bibliography data records:

    –   Creating a special layout: **View | Dictionary layouts | Create | Bibliography layout**

– Editing a layout: **View | Dictionary layouts | Modify | Bibliography layout**

In the » Transit/TermStar Reference Guide you will find how to edit layouts. These instructions also apply to the special layouts.

Creating a cross-reference to addresses / bibliography

You can create cross-references in the terminology data records that refer to address or bibliography data records.

If you click such a cross-reference, TermStar displays the referring address or bibliography data record.

How do I create a cross-reference to an address data record?

1. Select **Windows | TermStar | Display mode | Dictionary** to display the terminology data records.
2. Select a data record and change to the edit mode: Double-click the data record.
3. In the desired field, enter the name you want to refer to and select the name.

   The selected text must exactly match the content of the `Last Name, Name` field of the address data record you want to refer to.
4. Right-click the selected text and select **Create cross-reference | To address** from the context menu.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

How do I create a cross-reference to a bibliography data record?

1. Select **Windows | TermStar | Display mode | Dictionary** to display the terminology data records.
2. Select a data record and change to the edit mode: Double-click the data record.
3. In the desired field, enter the title you want to refer to and select the title.

   The selected text must exactly match the content of the `Title` field of the **bibliography** data record you want to refer to.
4. Right-click the selected text and select **Create cross-reference | To bibliography** from the context menu.

In order to finish editing the data record, select **Processing | Data record | Quit** and confirm that you want to save the change.

Information in the status bar

In the status bar, TermStar displays information on the current view in the dictionary window:

| Welcome | definition_only | English (UK) -> German | Multilingual (TermStar NXT Received) | Welcome Guide | .:: |

Status bar

- Last search term entered, e.g. `Search: Welcome` (» Searching for a term, page 85)
- Name of the active data record filer, e.g. `Filter: definition_only`, or `Default filter` (in case of a default data record filter) (» Filtering data records, page 91)
- Source and target language, e.g. `View: English (UK) -> German`
- Dictionary (database), e.g. `Dic1NXTIntro (TermStar)`
- Source language term of the entry selected, e.g. `Term: bilingual`

Supported multimedia formats

	Format	Filename extensions
Graphic formats	Windows Bitmap	`*.bmp`
	Multipage Paintbrush	`*.dcx`
	Drawing Interchange Format	`*.dxf`
	Encapsulated PostScript	`*.eps`
	Kodak FlashPix	`*.fpx`
	IBM Linkway	`*.fmf`
	Graphics Interchange Format	`*.gif`
	GEM Paint	`*.img`
	Joint Photographic Experts Group	`*.jpg, jp2`
	Kodak Photo CD Format	`*.pcd`
	Paintbrush	`*.pcx`
	Portable Network Graphics	`*.png`
	PDF Image Format	`*.pdf`
	Targa Image File	`*.tga`
	Tagged Image Format	`*.tif`
	Windows Metafile	`*.wmf`
	Word Perfect Graphics	`*.wpg`
Audio and video format	Audio Interchange File Format	`*.aif, *.aifc, *.aiff`
	Advanced Streaming Format	`*.asf`
	Sun Audio U-law	`*.au`
	Audio Video Interleave	`*.avi`
	MIDI	`*.mid`
	Moving Picture Experts Group	`*.mpe, *.mpeg, *.mpg, *.mpv2, *.mp2, *.mp3, *.mp4, *.m1v`
	Sound files	`*.snd`
	Microsoft Wave	`*.wav`
	Windows Metafile	`*.wm`
	Windows Media Audio	`*.wma`
	Windows Media Video	`*.wmv`

12 Keyboard shortcuts

General functions

Function	Shortcut
Close file	CTRL+F4
Exit TermStar	ALT+F4
Print dictionary	CTRL+P
Close window	ESC
Find	CTRL+F

Keyboard shortcuts: General functions

Navigating within a dictionary

Function	Shortcut
First data record	CTRL+HOME
Last data record	CTRL+END
Previous page	PAGE UP
Next page	PAGE DOWN
Previous data record	MINUS (numeric keypad)
Next data record	PLUS (numeric keypad)
Previous cross-reference	CTRL+ALT+MINUS (numeric keypad).

Keyboard shortcuts: Navigating within a dictionary

Processing data records

Function	Shortcut
Create new data record	ALT+PLUS (numeric keypad)
Create new data record on right-hand page	CTRL+ALT+PLUS (numeric keypad)
Delete data record	ALT+MINUS (numeric keypad)
Cut data record	ALT+DIVIDE (numeric keypad)
Copy data record	ALT+MULTIPLY (numeric keypad)
Paste cut/copied data record	ALT+ENTER

Keyboard shortcuts: Processing data records

Editing
data record
contents

Function	Shortcut
Edit the selected data record	ENTER or CTRL+E
Edit the selected data record on right-hand page	CTRL+ENTER
Next field	TAB
Previous field	SHIFT+TAB
Insert new language entry	CTRL+PLUS (numeric keypad)
Delete language entry	CTRL+MINUS (numeric keypad)
Cut language entry	CTRL+DIVIDE (numeric keypad)
Copy language entry	CTRL+MULTIPLY (numeric keypad)
Paste cut/copied language entry	CTRL+ENTER
Undo	CTRL+Z
Redo	CTRL+Y
Quit edit mode	ESC

Keyboard shortcuts: Editing data record contents

![STAR logo]

Switzerland

Germany   Sweden
Netherlands   Finland
United Kingdom   Russia
Ireland   Poland
France   Czech Republic
Spain   Hungary
Portugal   Romania
Austria   Iran   China
USA   Korea
Italy   Turkey   Taiwan
Slovenia   Egypt   Japan
Thailand
Brazil   Vietnam
Indonesia

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