

Term Base

Linguists with standard user rights can only access a term base via the Memsources Editors, while Terminologists (Linguists with special user rights) can also access the term base via their Linguist Portal.

In the Memsources Editors, Linguists can:

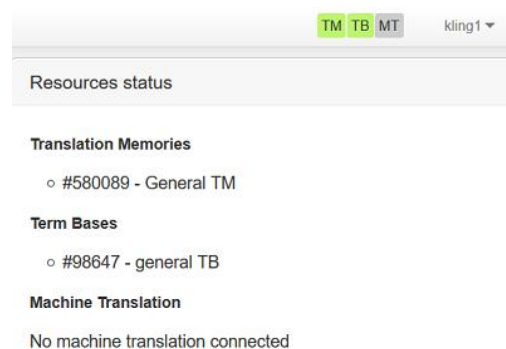
- See the term base matches in the *CAT* Pane and use them for translation
- Search the term base in the *Search* Pane
- Add a new term to the writable TB
- Edit their own terms, as long as the status of the terms is "New" (However, it is not possible to delete them).

As mentioned above, a Terminologist is a Linguist with additional permissions. Terminologists are able to edit or delete all terms in the term base, regardless of who created the term. This permission is set in a Linguist's profile by a Project Manager.

TBs Assigned to the Job

Linguists can see which (if any) TBs are assigned to their job. In the Web Editor, this is displayed in the top right corner. In the Desktop Editor, it is the bottom right corner. Hover your mouse over the icons to see more details.

- The green TB icon indicates that the TB is connected. Hover your mouse over it to display the names of the TBs.
- The gray color indicates that no TB is assigned.
- The red color (in the Desktop Editor) indicates that the Linguist is not connected to the server and the TB is not available (Check to make sure you are Logged in).



Linguist's resources

The CAT Pane in Memsource Editors

Matches from the translation memory or term base are shown in the Editors' *CAT* Pane. A term from the *CAT* Pane can be inserted into the segment's target by double-clicking on the term or by pressing the keyboard shortcut *CTRL*+ the number of the *CAT* suggestion (for example *CTRL*+2).

- A yellow-colored TB is a suggested term from a term base.
- A greyed-out TB represents a *New term* (one that is not yet approved).
- A red term represents a rejected term that is not to be used.
- An asterisk notifies users about a note attached to the term or about usage information.

1	CAT pane	101	CAT panel
2	CAT pane	TB	CAT panel*
3	CAT pane	TB	KAT-panel

- **Note:** in context of Memsource Editor
- **Usage:** CAT panel v Memsource Editoru
- Edit [Source Term](#) / [Target Term](#)

Created: kling1 (Ki Ling), 6.6.2018 11:58
Modified: kling1 (Ki Ling), 6.6.2018 12:00
TB Name: general TB (New term)

CAT [Search](#) [QA](#) [Changes](#)

Term details in the CAT Pane

Creating a New Term in the Memsource Editors

In order to create a new term in the Memsource Editors, click **Tools** and **Add Term**. You can also use the keyboard shortcuts (*Ctrl*+*T* in the Desktop Editor, *Alt*+*T* in the Web editor) to open the *New Term* window. To close the window without adding a new term, click into the window and press Esc key on your keyboard.

Hint: Selecting a word in a segment and then hitting the shortcut keys will insert the highlighted word into the source or target of the *New Term* window.

Available attributes:

- Case sensitive
- Preferred (shown if two different target terms are entered for an identical source term within a TB)
- *Fuzzy* or *Exact* match

- Forbidden (only available for use in target segments)
- Note (**to add references/sources**) and Usage (to add examples)
- Press the **Add** button or hit **Enter** to save the term

New terms added by a Linguist with standard user rights will have the status *New*.

These *New* terms are indicated in the editor by a light grey TB text.

The new terms added by a Terminologist (a Linguist with rights to edit all terms in a TB) will have the status *Approved*.

The screenshot shows the Memsources Editors interface. It features two main input sections: 'Source term' and 'Target term'. Each section has a text input field with the placeholder 'Hit ENTER to add a new term'. Below the 'Source term' input, there are checkboxes for 'Case sensitive' and 'Forbidden', and a 'Match mode' section with radio buttons for 'Fuzzy' (selected) and 'Exact'. The 'Target term' section has a similar 'Match mode' section but also includes a 'Preferred' checkbox. A blue 'Add' button is located to the right of the 'Target term' input field. At the bottom of the interface, a status bar displays project statistics: 'Segments: 50/0', 'Words: 846/0', 'Chars: 4432/0', '177/0', 'Created/Modified:', and 'File: Brexit.docx'.

New Term windows in Memsources Editors

Editing Terms in the Memsources Editors

The *CAT* Pane in the Memsources Editors is used for editing terms.

1. Click on the term in the *CAT* Pane and display the term's details (as explained above in the *CAT Pane in Memsources Editors* section).
2. Use the links **Edit Source Term** or **Target Term** (available only for editable terms) to open the web browser page for editing terms.
3. Edit the term and **Save** it.

Important:

- Linguists with standard user rights can only edit their own terms with the status *New*. Once the Term is set as *Approved* by the Terminologist or Project manager, the Linguist can no longer edit it.
- It is not possible to delete any terms via the Memsources Editors.

Term	<input type="text" value="Contract"/>
Language	<input type="text" value="English"/> ▼
Status	<input type="text" value="Approved"/> ▼
Preferred	<input type="checkbox"/>
Forbidden	<input type="checkbox"/>
Case sensitive	<input type="checkbox"/>
Match type	<input checked="" type="radio"/> Fuzzy <input type="radio"/> Exact
Usage	<input type="text"/>
Note	<input type="text"/>
	<input type="button" value="Save"/> <input type="button" value="Cancel"/>

Editing terms

Editing Terms in the Linguist Portal

A Terminologist can access the term base from their Linguist Portal, and they can search, edit, and delete terms directly in Memsource. This feature is not available for Linguists with standard user rights.

Translation Memories (1) ▼
Term Bases ▲
Name
general.TB
References

Term base in Linguist's portal

Source: <https://help.memsource.com/hc/en-us/articles/360004570132-Linguists-Working-with-a-Term-Base>