Valid from Service Pack 9
Version 2016-04. This document is valid as of TermStar NXT Service Pack 9. TermStar is being continuously further developed. You can find current Service Packs, installation instructions, user documentation and accessories on our website in the following area: ⇒ "Downloads | Transit & TermStar NXT"

Contact
STAR Group Headquarters:
STAR AG · Wiesholz 35 · 8262 Ramsen · Switzerland
www.star-group.net · info@star-group.net
Telephone +41 (0) 52 742 92 00 · Fax +41 52 742 92 92

STAR Language Technology & Solutions GmbH
Umberto-Nobile-Straße 19 · 71063 Sindelfingen · Germany

STAR Group is represented globally with 50 locations in over 30 countries. You can find your local STAR subsidiary on our website under ⇒ "Company | STAR Group worldwide".

Copyright, liability and trademarks
© 2016 STAR AG. All rights reserved. All wording and images contained in this document are protected by copyright and may only – in whole or in part – be reproduced, processed, passed on to third parties or published with written permission from STAR AG. If you would like to use the content of this document, please contact info@star-group.net.

The content of this document has been carefully checked. STAR AG cannot be held liable for any consequences arising from the use of this documentation.

The trademarks used within this document are the property of their respective rights holders.
Contents

1 Introduction

2 Exporting dictionaries

3 Save contents of dictionary as user-defined

4 Importing dictionaries

© STAR Group
Examples of typical import tasks ................................................................. 44
Directly importing TermStar dictionaries ................................................... 45
Importing dictionaries in MARTIF format ............................................... 55
Importing dictionaries in TBX format ....................................................... 56
Importing data in TMX format ................................................................. 57
Importing dictionaries in TermStar IMG format ...................................... 57
Importing customised formats .................................................................. 58
  Overview .................................................................................................. 58
  Performing an import ............................................................................. 59
Expert ...................................................................................................... 61
  Importing dictionaries with the expert .................................................. 61
  File-type definition ............................................................................... 63
  Data encodings ..................................................................................... 64
  Merge/Add data ................................................................................... 65
  Problem handling ................................................................................ 68

5 Merging data in an existing dictionary

Overview .................................................................................................. 69
Defining a merging definition .................................................................. 70
  Overview ................................................................................................ 70
  Calling up the Merging expert .............................................................. 71
Specifying the synchronisation fields ..................................................... 72
  “Synchronisation” tab ......................................................................... 72
  Specifying fields for synchronisation .................................................. 73
Specifying the merge options .................................................................. 75
  “Merge data” tab ................................................................................ 75
  Specifying the merge option for headers ......................................... 76
  Specifying merge options for individual header fields .................... 78
  Specifying merge options for individual languages ....................... 81
  Specifying merge options for individual language fields ............. 83
Interactive editing of duplicate data entries .......................................... 96
  Overview .............................................................................................. 96
  Interactive synchronisation of data records ...................................... 96
  Interactive merging of data records .................................................. 98
  Structure and colour coding system in the “Synchronise data” or “Merge data” window ......................................................... 102
6 Import definitions for customised data formats

Overview ....................................................................................................... 110

Import definition wizard .............................................................................. 111
  Overview ................................................................................................... 111
  Calling up the import definition wizard ....................................................... 111
  Specify the import data layout ................................................................. 112
  Input definition for a table layout with a unique field separator ............... 114
  Import definition for table layout with unique field positions (coordinates).. 121
  Import definition for files with fields separated by tags (defined strings).... 123
  Import definition for files with fields separated by tags, separators or positions............................................................................................... 129

Managing import definitions ........................................................................ 142
  Overview ................................................................................................... 142
  Deleting import definitions ........................................................................ 142
  Saving an import definition under a different name ..................................... 143

Additional options for import definitions ..................................................... 144
  Overview ................................................................................................... 144
  Substitutions ............................................................................................... 144
  Default values ............................................................................................ 147
  Duplicate fields .......................................................................................... 148
  Escapements ............................................................................................... 150

Expert ........................................................................................................... 152
  Overview ................................................................................................... 152
  Starting the import definition expert ............................................................ 153
  Escapements ............................................................................................... 155
  Date format ................................................................................................. 156
  Pre-processing ............................................................................................ 157
  Delimiters ................................................................................................. 158
  Field contents ............................................................................................ 164
  Copy fields ................................................................................................. 166
  Substitutions ............................................................................................... 167
  Default values ............................................................................................ 168
  Duplicate fields .......................................................................................... 169
7 Export definitions for custom data formats

Overview .......................................................................................................................... 170
Creating the export definition automatically .................................................................... 171
Export definition wizard ................................................................................................... 171
  Overview........................................................................................................................... 171
  Calling up the export definition wizard ........................................................................ 171
  Creating an export definition ......................................................................................... 173
Managing export definitions ............................................................................................... 176
  Overview........................................................................................................................... 176
  Deleting export definitions ............................................................................................ 177
  Saving an export definition under a different name ...................................................... 177

8 Examples for importing various data formats

Importing a word document with terminology ................................................................. 180
  Overview........................................................................................................................... 180
  Saving a document in Word as a text file ........................................................................ 181
  Importing a text file into TermStar ............................................................................... 181
Importing Excel tables of terminology ............................................................................. 183
  Overview........................................................................................................................... 183
  Saving a table in Excel as a csv file ............................................................................... 184
  Importing a csv file into TermStar ................................................................................ 184
Importing Excel tables of terminology in different codepages ........................................ 186
  Overview........................................................................................................................... 186
  Saving a table in Excel as a Unicode file ........................................................................ 187
  Importing a Unicode file into TermStar ......................................................................... 187
Importing Excel tables of terminology (multiple terms to one data record) ...................... 189
  Overview........................................................................................................................... 189
  Saving a table in Excel as a csv or Unicode file ............................................................ 190
  Importing a csv or Unicode file into Excel ..................................................................... 190
Importing a terminology text file with tags ..................................................................... 192
  Overview........................................................................................................................... 192
  Structure of text files with tags ...................................................................................... 192
  Importing a text file with tags into TermStar ................................................................. 194
9 Examples of merging data during import

Examples of selecting the synchronisation fields ........................................ 197
Examples of entries with matching / non-matching terms .......................... 199
  Main entries in individual languages .................................................... 199
  Subentries in individual languages ....................................................... 200
Overview of available merge options for header and languages ................. 201
You can use TermStar NXT to export and import dictionaries:

▲ Exporting dictionaries

If you want to use TermStar dictionaries in previous versions of TermStar NXT or in other terminology management programs, these can be exported (see section 2 “Exporting dictionaries” on page 10).

In addition, you have the option to save the content of dictionaries in a customised format. TermStar NXT will then save the dictionary as TermStar NXT displays it: With the selected layout and any active filters (see section 3 “Save contents of dictionary as user-defined” on page 38).

If you simply wish to transfer a dictionary to a TermStar NXT user, you can also use the Pack project option and simply send the relevant dictionary with it (see TermStar NXT User’s Guide).
Importing dictionaries

If you wish to use TermStar dictionaries from a previous version of TermStar NXT or from other terminology management programs, these can be imported (see section 4 “Importing dictionaries” on page 41).

If you want to import data into an existing dictionary, you can merge these – i.e. specify how TermStar NXT should deal with any duplicated data records or entries (see section 5 “Merging data in an existing dictionary” on page 69).

You also have the option to import terminology from customised file formats (such as from an Excel table). For this, you must use an import definition which you can use to specify all the special features of the file format (see section 6 “Import definitions for customised data formats” on page 110).

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

Using the export function on TermStar NXT, you can export the content of your TermStar dictionaries into external files. You can then use these files to import the terminology into a previous version of TermStar NXT or another terminology management program. An overview of the possible data formats for export with TermStar NXT can be found in the section “Supported data formats” on page 11.

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

▲ The wizard takes you step by step through the export process, so that you do not miss anything out and all important settings are defined (see section “Exporting dictionaries in the MARTIF standard format” on page 13 to section “Exporting dictionaries in TermStar IMG format” on page 30).

▲ The expert is designed for experienced users and allows – in addition to the functions of the wizard – further settings to be made (e.g. filters for export; see section “Expert” on page 33).

Saving dictionaries as user-defined

Following export, you also have the option to save dictionaries as user-defined. TermStar NXT will then save the dictionary as TermStar NXT displays it: With the selected layout and, when applicable, active filters (see section 3 “Save contents of dictionary as user-defined” on page 38).

Sending dictionaries to other TermStar NXT users

If you simply wish to transfer a dictionary to a TermStar NXT user, you can also use the Pack project option and send the relevant dictionary with it (see TermStar NXT User’s Guide).
## Supported data formats

**Overview**  TermStar NXT supports the following data formats for dictionary export:

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Export of dictionary settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARTIF</td>
<td>ISO standard format for dictionary exchange with other terminology management programs. Please refer to section “Exporting dictionaries in the MARTIF standard format” on page 13.</td>
<td>Yes</td>
</tr>
<tr>
<td>File extension: .mtf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBX</td>
<td>XML tag format for exchange with other terminology management programs. Please refer to section “Exporting dictionaries in the TBX standard format” on page 16.</td>
<td>No</td>
</tr>
<tr>
<td>File extension: .tbx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TMX</td>
<td>XML exchange format for exchange with translation memory systems. Please refer to section “Exporting dictionaries in the TMX format” on page 21.</td>
<td>No</td>
</tr>
<tr>
<td>File extension: .tmx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Excel</td>
<td>Workbook format for the spreadsheet application MS Excel (supported from the 2002 version onwards). Please refer to section “Exporting dictionaries in the customised Excel or CSV formats” on page 25.</td>
<td>No</td>
</tr>
<tr>
<td>File extension: .xls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CSV</td>
<td>Simple text file format for exchange with other programmes, e.g. for text processing. Please refer to section “Exporting dictionaries in the customised Excel or CSV formats” on page 25.</td>
<td>No</td>
</tr>
<tr>
<td>File extension: .csv</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TermStar 3.0/XV/NXT image</td>
<td>TermStar export format for subsequent import of the dictionary into TermStar on another computer. Please refer to section “Exporting dictionaries in TermStar IMG format” on page 30.</td>
<td>No</td>
</tr>
<tr>
<td>File extension: .img</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Tab. 2-1: Formats for dictionary export*
Exporting dictionary settings

The data format MARTIF makes it possible to export dictionary settings in addition to the dictionary entries.

This allows you, for example, to export the passwords or the input verification rules for a dictionary. In addition, you can export an empty dictionary in this format, i.e. just the dictionary settings.

During export of the MARTIF data format, you can export the following dictionary settings in addition to the entries (see section “Expert” on page 33):

- **All values lists** – If this option is selected, all values lists are exported in addition to the entries.
- **Input verification and used value lists** – If this option is selected, input verification rules and the value lists used for them are exported in addition to the entries.
- **Default values** – If this option is selected, default values are exported in addition to the entries.
- **Changed field names** – If this option is selected, changed field names are exported in addition to the entries.
- **Passwords** – If this option is selected, passwords are exported in addition to the entries.
- **Miscellaneous** – If this option is selected, all settings specified on the Miscellaneous tab of the dictionary settings are exported in addition to the entries.
- **Only settings, no data** – If this option is selected, then no entries, but only the dictionary settings given above (input verification rules, value lists, changed field names, etc.) are exported. This option is designed for when you wish to set up a new, empty dictionary using the structure of an existing dictionary.

### Formats for dictionary export (cont.)

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Export of dictionary settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>TermStar 2.6/2.7</td>
<td>Export format for using the dictionary in TermStar 2.6 or 2.7; the export is only possible using the expert. Please refer to section “Expert” on page 33.</td>
<td>No</td>
</tr>
<tr>
<td>User-defined</td>
<td>Saves the dictionary with the existing layout and, when applicable, filtered as a text file. Please refer to section 3 “Save contents of dictionary as user-defined” on page 38.</td>
<td>No</td>
</tr>
</tbody>
</table>

Tab. 2-1: Formats for dictionary export (cont.)
Exporting dictionaries in the MARTIF standard format

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

To use the wizard to export a dictionary into MARTIF format:

1. Select Dictionaries | Export terminology from the resource bar.
2. Select the data format MARTIF from the list. An overview of the supported data formats can be found in table 2-1 on page 11, “Format” column.

   TermStar NXT displays the Dictionary for export window with a list of the existing databases.

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

   TermStar NXT displays the dictionaries it contains:

   ![Dictionary for export window](image)

   **Fig. 2-1: Dictionary for export window with dictionaries in the TermStar NXT database**

4. Select the dictionary and click Next.
   - If you have not selected a dictionary, TermStar NXT displays the following message:
     No dictionary selected.
     Confirm the message with OK, select a dictionary and click Next.
5 TermStar NXT displays the **Dictionary settings** window:

![Dictionary settings window](image)

**Fig. 2-2: Dictionary settings window for MARTIF format**

Select which dictionary settings you wish to export in addition to the entries (see section “Exporting dictionary settings” on page 12) and click **Next**.
Exporting dictionaries in the MARTIF standard format

TermStar NXT displays the **Output file** window:

![Output file window](image)

**Fig. 2-3: Output file window**

6 Specify the path and name of the file in the **Output file** field into which TermStar NXT should export the data.
   - To specify the drive, folder and file name, click **Browse**.
     TermStar NXT displays the **Save as** window.
   - Select the folder in which you want the output file to be saved.
   - Enter the name of the output file in the **Filename** field. You only have to enter a file name extension if you do not want to use the one provided by TermStar NXT.

Please note that the **File type** field only affects the file name extension of the output file; the **MARTIF** export format you selected in step 2 is *not* affected by this.

   - Click **Save**.
     TermStar NXT closes the **Save as** window and displays the **Output file** window again. TermStar NXT displays the path and file name you have selected in the **Output file** field.

7 To start the export, click **Finish**.
   TermStar NXT displays the **Export** window with the progress bar.
   You can interrupt the export at any time by clicking **Cancel**.
Once TermStar NXT has completed the export operation, TermStar NXT displays the following message:
Completed successfully.

![Export window after export is completed](image)

Fig. 2-4: Export window after export is completed

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

### Exporting dictionaries in the TBX standard format

If you wish to export terminology from TermStar NXT into the TBX format, do the following **before** entering the terminology, so that your data is available in the valid TBX format:

1. **Create a new dictionary** (see TermStar NXT User’s Guide)
2. **In View** | **Manage views**, select the view **NXT_TBX** (see TermStar NXT User’s Guide).

TBX uses values lists for some entry fields. To ensure these values lists are available when entering terminology, TermStar NXT creates a MARTIF file which contains these values lists.
To import this file into your new dictionary:

- Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
  
  TermStar NXT displays the **TermStar database expert** window with a list of the existing databases.

- To make TermStar NXT display the dictionaries in a database, click on the plus sign next to a database name.
  
  TermStar NXT displays the dictionaries it contains.

- Select your newly created dictionary and click **Import/Export....**
  
  TermStar NXT displays the **Database administrator: Expert: <Dictionary> (<Database>)** window with the name of the selected dictionary and database.

- Open the **Import** tab:

  ![Import tab for the database expert](image)

  **Fig. 2-5: Import tab for the database expert**

- In the **Import file** input field, enter the file **TBX_Structure.mtf** with its full folder path or select it via the **Browse** button. You will find this file in the **db** folder of your Transit NXT directory, thus in **C:\Program Files\TransitNXT\db**, for example.
2 Exporting dictionaries

- Select MARTIF/TBX as the file format.
- Select Values lists in the Dictionary settings section and deselect all other options.
- Click on the Start button.

3 Open the dictionary in TermStar NXT.

The required values lists are now available in your dictionary.

The **NXT_TBX** layout must be selected for the dictionary

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

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

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

**Exporting into the TBX format**

To use the wizard to export a dictionary into TBX format:

For a layout other than **NXT_TBX**:

**Use a transformation file for the export**

If, for whatever reason, your terminology is in another layout than **NXT_TBX** and you want to export the dictionary as a TBX file, it is not possible to use the layout to assign the TermStar fields to the TBX fields.

To prevent information from being lost during export or not being assigned to the correct field, you must use a transformation file, which is used to meaningfully assign the TermStar fields to the TBX fields during export.

In this case, the export must be carried out using the Database expert and the transformation file must be selected in the **Pre-processing** section (see section “Exporting a dictionary with the expert” on page 33).

1 Select Dictionaries | Export terminology from the resource bar.
2 Select the data format **TBX** from the list. An overview of the supported data formats can be found in table 2-1 on page 11.
   TermStar NXT displays the Dictionary for export window with a list of the existing databases.
3 To make TermStar NXT display the dictionaries in a database, click on the plus sign next to a database name.
Exporting dictionaries in the TBX standard format

TermStar NXT displays the dictionaries it contains:

4 Select the dictionary and click Next.
   - If you have not selected a dictionary, TermStar NXT displays the following message:
     No dictionary selected.
     Confirm the message with OK, select a dictionary and click Next.
TermStar NXT displays the **Output file** window:

![Output file window](image)

**Fig. 2-7: Output file window**

5 Specify the path and name of the file into which TermStar NXT should export the data in the **Output file** field.
- To specify the drive, folder and file name, click **Browse**.
  TermStar NXT displays the **Save as** window.
- Select the folder in which you want the output file to be saved.
- Enter the name of the output file in the **Filename** field. You only have to enter a file name extension if you do not want to use the one provided by TermStar NXT.
  Please note that the **File type** field only affects the file name extension of the output file; the **TBX** export format you selected in step 2 is **not** affected by this.
- Click **Save**.
  TermStar NXT closes the **Save as** window and displays the **Output file** window again. TermStar NXT displays the path and file name you have selected in the **Output file** field.

6 To start the export, click **Finish**.
   TermStar NXT displays the **Export** window with the progress bar.
   You can interrupt the export at any time by clicking **Cancel**.
Once TermStar NXT has completed the export operation, TermStar NXT displays the following message:

Completed successfully.

Fig. 2-8: Export window after export is completed

7 Close the window by clicking OK.

Exporting dictionaries in the TMX format

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

Only the first term within a data record is exported

When exporting in TMX format, it is not possible to export several entries in the same language. Also, subentries such as synonyms and abbreviations are not exported.

To export a dictionary with the wizard in TMX format:

1 Select Dictionaries | Export terminology from the resource bar.
2 Select the data format TMX from the list. An overview of the supported data formats can be found in table 2-1 on page 11, “Format” column.

TermStar NXT displays the Dictionary for export window with a list of the existing databases.
3 To make TermStar NXT display the dictionaries in a database, click on the plus sign next to a database name.

TermStar NXT displays the dictionaries it contains:

![Dictionary for export window with dictionaries in the TermStar NXT database](image)

*Fig. 2-9: Dictionary for export window with dictionaries in the TermStar NXT database*

4 Select the dictionary and click **Next**.
   - If you have not selected a dictionary, TermStar NXT displays the following message:
     
     No dictionary selected.
     
     Confirm the message with **OK**, select a dictionary and click **Next**.
TermStar NXT displays the **Output file** window:

![Output file window](image)

**Fig. 2-10: Output file window**

5 Specify the path and name of the file into which TermStar NXT should export the data in the **Output file** field.

- To specify the drive, folder and file name, click **Browse**. TermStar NXT displays the **Save as** window.
- Select the folder in which you want the output file to be saved.
- Enter the name of the output file in the **Filename** field. You only have to enter a file name extension if you do not want to use the one provided by TermStar NXT.

Please note that the **File type** field only affects the file name extension of the output file; the **TMX** export format you selected in step 2 is *not* affected by this.

- Click **Save**. TermStar NXT closes the **Save as** window and displays the **Output file** window again. TermStar NXT displays the path and file name you have selected in the **Output file** field.
6 To start the export, click **Finish**.

TermStar NXT displays the **Export** window with the progress bar.

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

If the dictionary to be exported contains data records with several entries in the same language or with subentries, TermStar NXT displays the following message (for example) once the export is completed:

Completed. Check the warnings log!

![Export window after export is completed](image)

Fig. 2-11: **Export** window after export is completed

Since it is not possible for TermStar NXT to export data records with several entries in the same language or subentries, TermStar NXT lists the data entries for which only the first term was exported in the **Messages** section in the **Export** window.

If the exported dictionary contains no data records which have several entries in the same language or subentries, the following message is displayed in the **Export** window:

Completed successfully.

7 Close the window by clicking **OK**.
Exporting dictionaries in the customised Excel or CSV formats

Defining the export format

If you wish to export data in Excel or CSV format, the exact structure of the data must be specified in a (customised) export format.

TermStar NXT saves your settings for the export of the given formats in an export definition, that contains the full information for the data export (see section 7 “Export definitions for custom data formats” on page 170). The saved definition can be reused for subsequent export procedures with the same or similar export files.

When creating an export definition, TermStar NXT leads you step by step through the settings. TermStar NXT explains each setting and describes these using examples. In addition, TermStar NXT displays the data from the export file and the effects of the selected settings in a preview window.

Exporting customised formats

For the most part, exporting customised formats is the same as exporting standard formats. The difference lies in the export definitions which contain the complete settings for the export.

Exported Excel file requires Excel 2002 or a more recent version

The exported Excel file can only be opened in Excel 2002 and newer, as only these versions are able to process XML files.

To export customised formats:

1. Select Dictionaries | Export terminology from the resource bar.
2. Select the required data format from the list (Excel or CSV). An overview of the supported data formats can be found in table 2-1 on page 11, “Format” column.

   TermStar NXT displays the Dictionary for export window with a list of the existing databases (Fig. 2-12).

3. To make TermStar NXT display the dictionaries in a database, click on the plus sign next to a database name.
TermStar NXT displays the dictionaries it contains.

Fig. 2-12: Dictionary for export window with dictionaries in the TermStar NXT database

4 Select the dictionary and click Next.
   - If you have not selected a dictionary, TermStar NXT displays the following message:
     No dictionary selected.
     Confirm the message with OK, select a dictionary and click Next.
Exporting dictionaries in the customised Excel or CSV formats

TermStar NXT displays the **Export definition** window:

![Export definition window](image)

**Fig. 2-13: Export definition window**

5. Select an existing export definition or create a new one, or edit an export definition (see 7 “Export definitions for custom data formats” on page 170).

6. Click **Next**.

   TermStar NXT displays the **Output file** window:

![Output file window](image)

**Fig. 2-14: Output file window**
7 Specify the path and name of the file into which TermStar NXT should export the data in the **Output file** field.

- To specify the drive, folder and file name, click **Browse**.
  TermStar NXT displays the **Save as** window.
- Select the folder in which you want the output file to be saved.
- Enter the name of the output file in the **Filename** field. You only have to enter a file name extension if you do not want to use the one provided by TermStar NXT.

  Please note that the **File type** field only affects the file name extension of the output file; the Excel or CSV export format you selected is *not* affected by this.

- Click **Save**.
  TermStar NXT closes the **Save as** window and displays the **Output file** window again. TermStar NXT displays the path and file name you have selected in the **Output file** field.

8 To start the export, click **Finish**.

TermStar NXT displays the **Export** window with the progress bar.
You can interrupt the export at any time by clicking **Cancel**.
Once TermStar NXT has completed the export operation, TermStar NXT displays the following message:
Completed successfully.

![Export window after export is completed](image)

- If the field structure for the selected dictionary includes several terms for a language, but not all the corresponding fields are taken into account in the export definition used (e.g. only one term out of a possible two), TermStar NXT displays the following message:
  Completed. Check the warnings log. and
  1 of max. 2 <language code> Term(s) have been exported.

  Not all fields were included in the export definition. Amend the export definition as necessary.

  Check whether it is necessary to adapt the export definition and make changes if applicable, as described in section “Creating an export definition” on page 173 (step 3).

9 Close the window by clicking **OK**.
Exporting dictionaries in TermStar IMG format

TermStar NXT's export wizard can be used to export a dictionary as an image file, so that it can be imported into another computer in TermStar NXT or with the previous versions TermStar 3.0 or TermStar XV.

Exporting in an exchange format for TermStar 2.6 or 2.7 is only possible via the wizard. Please refer to section “Exporting a dictionary with the expert” on page 33 for more information.

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

To use the wizard to export a dictionary into TermStar IMG format:

1. Select **Dictionaries | Export terminology** from the resource bar.
2. Select the data format **TermStar 3.0/XV/NXT image** from the list. An overview of the supported data formats can be found in table 2-1 on page 11, “Format” column.
   
   TermStar NXT displays the **Dictionary for export** window with a list of the existing databases.
3. To make TermStar NXT display the dictionaries in a database, click on the plus sign next to a database name.
   
   TermStar NXT displays the dictionaries it contains:
Exporting dictionaries in TermStar IMG format

4 Select the dictionary and click **Next**.
   - If you have not selected a dictionary, TermStar NXT displays the following message:
     No dictionary selected.
     Confirm the message with **OK**, select a dictionary and click **Next**.

   TermStar NXT displays the **Output file** window:

   ![Output file window](image)

   **Fig. 2-17: Output file window**

5 Specify the path and name of the file into which TermStar NXT should export the data in the **Output file** field.
   - To specify the drive, folder and file name, click **Browse**.
     TermStar NXT displays the **Save as** window.
   - Select the folder in which you want the output file to be saved.
   - Enter the name of the output file in the **Filename** field. You only have to enter a file name extension if you do not want to use the one provided by TermStar NXT.

     Please note that the **File type** field only affects the file name extension of the output file; the **IMG** export format you selected in step 2 is **not** affected by this.
   - Click **Save**.

     TermStar NXT closes the **Save as** window and displays the **Output file** window again. TermStar NXT displays the path and file name you have selected in the **Output file** field.
6 To start the export, click **Finish**. TermStar NXT displays the **Export** window with the progress bar. You can interrupt the export at any time by clicking **Cancel**. Once TermStar NXT has completed the export operation, TermStar NXT displays the following message:

**Completed successfully.**

![Export window after export is completed](image)

**Fig. 2-18:** Export window after export is completed

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

Overview
The expert allows experienced users to make additional settings which go beyond those available with the wizard. The expert allows you, for example, to select, modify or create user-defined data record filters for export. The expert also offers you a wide range of standard data record filters which you can use even in conjunction with your own data record filters. TermStar NXT will then only export those data records which correspond to both the default data record filter and your user-defined data record filter.

Exporting a dictionary with the expert

To export a dictionary with the expert:

1. Select Dictionaries | Dictionaries/Databases | Manage dictionaries/databases from the resource bar.
   TermStar NXT displays the TermStar database expert window with a list of the existing databases.

2. To make TermStar NXT display the dictionaries in a database, click on the plus sign next to a database name.
   TermStar NXT displays the dictionaries it contains.

3. Select the dictionary and click Import/Export.
   TermStar NXT displays the Database administrator: Expert: <Dictionary> (<Database>) window with the name of the selected dictionary and database.
4 Open the Export tab:

The following can be defined from the Export tab:

- **Select the export format** section – The format that is used for exporting the dictionary (see table 2-1 on page 11). The selection corresponds to the list which can be called up from the resource bar via Dictionaries | Export terminology, with the addition of the option TermStar 2.6/2.7.

Fig. 2-19: **Export** tab for the database expert

If you have selected a custom format (Excel or CSV), this section will contain a list of existing export definitions. These definitions contain the full information for the data export. They can be saved, under another name if required, and then reused for subsequent export processes with the same or similar export files (see section 7 “Export definitions for custom data formats” on page 170).

- **Postprocessing** section (only active if the TBX or MARTIF format has been selected in the left-hand section) – If, for whatever reason, your terminology is in another layout than NXT_TBX and you want to export the dictionary as a TBX file, it is not possible to use the layout to assign the TermStar fields to the TBX fields (see section “Preparing the dictionary before entering the terminology” on page 16). The background behind this is that TermStar and the TBX format do not use the same fields and field names.
To prevent information from being lost during export or not being assigned to the relevant field, you must select a transformation file (*.xed) in this section, which is used to meaningfully assign the TermStar fields to the TBX fields during export. This file must be stored in the config\users location for the user currently logged on or in the config\global location.

Using your custom-produced transformation file, the content of the individual TermStar fields is assigned to the TBX fields during export.

**If you need your own custom transformation file, contact STAR**

As a customer, if you require such a custom transformation file for exporting your TermStar dictionary, please contact STAR.

- **Dictionary settings** section, left half (only active when the MARTIF format is selected) – Dictionary data that you wish to export in addition to the entries (corresponds to step 5 on page 14).

- **Dictionary settings** section, right half

  If you wish to export a filtered dictionary, you have the option here to select a custom filter, a standard filter or a combination of the two.

  To select a custom filter for export, you must select **Apply filter**. You can then select an existing custom data record filter from the list below. To modify the filter or create a new filter, click **Modify** (see Fig. 2-20). Section 5.3.3 “Creating a new data record filter” and 5.3.7 “Editing existing data record filters” of the TermStar NXT User’s Guide describe how to create or modify a data record filter.

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

---

*Fig. 2-20: Export tab for the database expert, Dictionary settings section – right half*
Using the list of standard data record filters, you can also specify for which data records in the dictionary the selected custom filter is to be used. If you do not check **Apply filter** and therefore have not selected any custom filter, you can filter the data records and dictionary entries independently with a standard data record filter. The standard data record filter ensures the following during export:

- **All** – TermStar NXT applies the filter to all data records or exports all data records – regardless of which language the entries are in. This data record filter is selected as standard.
- **If source lang. available** – TermStar NXT only exports the data records for which an entry exists in the selected source language.
- **If target lang. available** – TermStar NXT only exports the data records for which an entry exists in the selected source language and in the selected target language. If the data records, in which the selected source and target languages are available, contain entries in additional languages, these will also be included, unless the option **Only export source and target language** is selected.
- **If target lang. does not exist** – TermStar NXT only exports the data records for which entries exist in the selected source language but which have no entry in the selected target language. If the data records, in which the selected source languages are available, contain entries in additional languages, these will also be included, unless the option **Only export source and target language** is selected.

If you would prefer that only the selected source and target languages and no additional languages are exported, select the option **Only export source and target language**.

- **Select output file** section – path and name of the file into which TermStar NXT should export the data (corresponds to step 6 on page 15).

Specify the settings and start the export by clicking **Start**.

TermStar NXT displays the **Export** window with the progress bar.
Once TermStar NXT has completed the export operation, TermStar NXT displays the following message:
Completed successfully.

Fig. 2-21: *Export* window after export is completed

6 Close the window by clicking **OK**.
7 If you do not wish to carry out any further import or export, close the **Database administrator: Expert: <Dictionary> (<Database>)** window, by clicking **Cancel**.
8 Click **Cancel** to exit the TermStar dictionary expert.
Overview

You can save the content of a dictionary as an ASCII, ANSI or Unicode text file (see section “Saving a dictionary as a text file” on page 39). These files contain all the entries in exactly the form that TermStar NXT displays the dictionary window on the screen. The window to be saved can contain project dictionaries or a single dictionary.

You can use this to create a file that you can open with a word processing program, for example.

The layout and the appearance of the entries in the text file are defined via the main layout. TermStar NXT saves the entries in the text file in the same way as TermStar NXT displays them on the left-hand side of the dictionary. To have the data in the form you require, you can specify a suitable layout (see the Transit/ TermStar NXT Reference Guide).

If TermStar NXT filters the dictionary, TermStar NXT only saves the data records that are displayed. You can also use suitable data record filters to define which data records TermStar NXT saves in the text file.
Saving a dictionary as a text file

Before you save the dictionary as a text file, specify the required main layout and apply the required data record filter, where applicable.

To save a dictionary window as a text file:

1. Select the dictionary window whose content you wish to save.
2. Click the TermStar button and then select Save as.
   TermStar NXT displays the Save as window:

   ![Save As window]

Fig. 3-1: Save As window

3. Select the folder in which you want the file to be saved.
4. In the Save as type list, select the type of text file:
   - Unicode Files (*.uni) – for files in Unicode format
   - ANSI Files (*.ans) – for files in ANSI format
   - ASCII Files (*.asc) – for files in ASCII format
   The character encoding depends on the application and settings with which the data should be processed. Where applicable, check with the data recipient which character encoding is required.
5. In the File name field, enter the name of the file. You must not enter the file name extension; TermStar NXT will add it automatically, depending on the file type.
6 Click **Save**. TermStar NXT displays the **Status** window with the number of edited data records (Fig. 3-2). You can interrupt the save process at any time by clicking **Cancel**.

![Status window](image)

**Fig. 3-2: Status window**

When TermStar NXT displays the **Close** button (instead of **Cancel**), the save process is complete:

![Status window with Close button](image)

**Fig. 3-3: Status window with Close button**

7 Click **Close** to close the window.
4 Importing dictionaries

Overview

If you want to use TermStar dictionaries from other TermStar users, from a previous version of TermStar or from another terminology management program, you can import these. You can find out which data formats TermStar can import along with examples of typical import requirements in section “Supported data formats” on page 42.

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

⚠️ The wizard takes you step by step through the import process, so that you do not miss anything out and all the required settings are defined (see sections “Directly importing TermStar dictionaries” on page 45 to “Importing customised formats” on page 58).

⚠️ The expert is intended for experienced users (see section “Expert” on page 61).

If you want to import data into an existing dictionary, you can specify how TermStar should deal with any duplicated data records or entries. To do so, specify a merging definition (see section 5 “Merging data in an existing dictionary” on page 69).

If you want to import custom data formats, you can define an import definition for this. The import definition contains all the information about the format of the data in the import file (see section 6 “Import definitions for customised data formats” on page 110).

Unpacking dictionaries from other TermStar users

If you simply want to use a dictionary from a TermStar user, you can also use the Unpack project option and unpack the relevant dictionary with it (see TermStar User’s Guide). You can also use this to unpack parts of dictionaries (extract dictionaries).
Importing large dictionaries with Microsoft Access database

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

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

Supported data formats

Overview  TermStar supports the following data formats for dictionary import:

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Importing dictionary settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARTIF = “Machine Readable Terminology Interchange Format”</td>
<td>ISO standard format for dictionary exchange with other terminology management programs. Please refer to section “Importing dictionaries in MARTIF format” on page 55.</td>
<td>Yes</td>
</tr>
<tr>
<td>File extension: .mtf</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TBX = “TermBase eXchange”</td>
<td>XML tag format for exchange with other terminology management programs. Please refer to section “Importing dictionaries in MARTIF format” on page 55.</td>
<td>No</td>
</tr>
<tr>
<td>File extension: .tbx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TMX = “Translation Memory eXchange”</td>
<td>XML exchange format for exchange with translation memory systems. Please refer to section “Importing data in TMX format” on page 57.</td>
<td>No</td>
</tr>
<tr>
<td>File extension: .tmx</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TermStar 3.0/XV/NXT image</td>
<td>TermStar export format for subsequent import of the dictionary into TermStar on another computer. Please refer to section “Importing dictionaries in TermStar IMG format” on page 57.</td>
<td>Yes</td>
</tr>
<tr>
<td>File extension: .img</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Tab. 4-1: Formats for dictionary import
Importing dictionary settings allow you to import dictionary settings in addition to the dictionary entries. This allows you, for example, to import the passwords or the input verification rules for a dictionary. In these formats, you can also import an empty dictionary. When importing the given data formats, in addition to the entries, you can also import the following dictionary data:

- **Values lists** – If this option is selected, values lists are imported in addition to the entries.
- **Input verification** – If this option is selected, input verification rules are imported in addition to the entries.
- **Default values** – If this option is selected, default values are imported in addition to the entries.
- **Modified field names** – If this option is selected, changed field names are imported in addition to the entries.

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
<th>Importing dictionary settings</th>
</tr>
</thead>
<tbody>
<tr>
<td>TermStar 3.0/XV/NXT dictionary</td>
<td>Import dictionaries to which you have direct access (e.g. when merging two dictionaries)</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>Please refer to section “Directly importing TermStar dictionaries” on page 45.</td>
<td></td>
</tr>
<tr>
<td>Log file</td>
<td>File which TermStar can create during automatic import of dictionaries. The log file contains &quot;queries&quot; for the user if, for example, duplicate data entries exist or if values infringe the input verification. Please refer to section “Editing log files” on page 108.</td>
<td>--</td>
</tr>
<tr>
<td>User-defined</td>
<td>Import of data which does not have any of the above-mentioned formats Examples: ▲ Glossaries in Excel or text files ▲ Lists you have created yourself ▲ Data from websites Please refer to section “Importing customised formats” on page 58.</td>
<td>No</td>
</tr>
</tbody>
</table>

**Tab. 4-1: Formats for dictionary import (cont.)**
4 Importing dictionaries

- **Passwords** – If this option is selected, passwords are imported in addition to the entries.
- **Miscellaneous** – If this option is selected, all settings specified on the Miscellaneous tab of the dictionary settings are imported in addition to the entries.
- **Only settings, no data** – If this option is selected, then no entries, but only the settings of the respective dictionary, i.e. the dictionary settings mentioned above (input verification rules, values lists, changed field names, etc.), are imported. This option is designed for when you wish to set up a new, empty dictionary using the settings of an existing dictionary.

**Examples of typical import tasks**

The following table shows you which formats and procedures are useful for the typical import tasks (table 4-2):

<table>
<thead>
<tr>
<th>Task</th>
<th>Procedure and format</th>
</tr>
</thead>
</table>
| Importing a dictionary if an ODBC connection to this database exists. | No export is required if you have direct access to the dictionary.  
  ▲ TermStar 3.0/XV/NXT dictionary import format (see section “Directly importing TermStar dictionaries” on page 45).  
  This process can be used to merge two TermStar dictionaries into a single dictionary.  
  Dictionary settings such as passwords and input verification rules will *not* be transferred. |
| Importing a dictionary if no ODBC connection to this database exists. | You do not have direct access to this dictionary.  
  ▲ Exporting a dictionary in TermStar 3.0/XV/NXT image format (see section “Exporting dictionaries in TermStar IMG format” on page 30).  
  ▲ Importing files (*.img) generated by this process (see section “Importing dictionaries in MARTIF format” on page 55).  
  Dictionary settings such as passwords and input verification rules are also transferred. |
| Importing from another terminology management program that supports MARTIF. | ▲ Exporting data from the terminology management program in MARTIF format.  
  ▲ Importing files generated by this process to TermStar with MARTIF format (see section “Importing dictionaries in MARTIF format” on page 55).  
  With this format, in addition to the data records and entries, you can also transfer dictionary settings such as passwords and input verification rules. |

*Tab. 4-2: Example of typical import tasks*
Directly importing TermStar dictionaries

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

To import a TermStar dictionary that you can access directly:

1. Select Dictionaries | Import terminology | TermStar 3.0/XV/NXT dictionary from the resource bar.
   TermStar displays the TermStar source dictionary window with a list of the existing databases.

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

<table>
<thead>
<tr>
<th>Task</th>
<th>Procedure and format</th>
</tr>
</thead>
<tbody>
<tr>
<td>Importing data which does not correspond to any of the defined formats (e.g. glossaries in Excel or text files).</td>
<td>▲ Creating an import definition that contains information relating to languages, fields, separators, etc. (see section 6 “Import definitions for customised data formats” on page 110).</td>
</tr>
<tr>
<td></td>
<td>▲ Importing data with a Custom format (see section “Importing customised formats” on page 58).</td>
</tr>
</tbody>
</table>
| Importing substantial files without the user having to make any input. | ▲ Importing with the option **Write questions to log file**
   TermStar bypasses all data records which require user input and saves them to a log file. |
|                                           | ▲ Importing the log file with the format **Log file**.
   TermStar processes all of the data records contained in the log file and requests that you make the necessary entries (see section “Editing log files” on page 108). |

Tab. 4-2: Example of typical import tasks (cont.)
TermStar displays the dictionaries it contains:

![TermStar source dictionary window with dictionary to import](Botany)

**Fig. 4-1:** TermStar source dictionary window with dictionary to import *(Botany)*

3 Select the dictionary for which you want to import the data and click **Next**. TermStar displays the TermStar destination dictionary window with a list of the existing databases.
4 To make TermStar display the dictionaries in a database, click on the plus sign next to a database name. TermStar displays the dictionaries it contains:

![TermStar destination dictionary window](image)

*Fig. 4-2: TermStar destination dictionary window with the target dictionary Ornithology*

5 Select the dictionary into which you wish to import data.

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

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

- Then, select the newly-created dictionary. Click **Next** to confirm the selection.
4 Importing dictionaries

TermStar displays the **Merge/Add import data** window:

![Merge/Add Import Data Window](image)

**Fig. 4-3: Merge/Add import data window**

6 Specify how TermStar should handle the data in the dictionary to be imported:

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

- **Merge duplicate data records, add new data records** – TermStar calculates the duplicate data entries and merges the import data in the target dictionary data records in accordance with your specifications. TermStar adds import data as new data records if there is no equivalent in the target dictionary.

- **Merge duplicate data records, ignore new data records** – TermStar deals with duplicate data records as in the previous option. However, TermStar ignores the import data for which there is no equivalent in the target dictionary, and does not import this data.

Select the required option and click **Next**.
If you have selected **Merge duplicate data records** etc., TermStar displays the **Merging definition** window:

![Merging definition window](image)

**Fig. 4-4: Merging definition window**

In this case, select a merging definition or create a new one (see section “Defining a merging definition” on page 70). Then click **Next**.
TermStar displays the **Input verification** window:

![Input verification window](image)

**Fig. 4-5: Input verification window**

7 Specify how TermStar should deal with values to be imported which do not correspond to the input verification for the target dictionary:

- **Interactive** – During import, TermStar stops the first relevant data records or entries and displays a window in which you can select how TermStar should proceed.

  If you have selected **Write questions to log file** for the input verification in step 8, TermStar saves the relevant data entries in a log file which can subsequently be imported and processed.

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

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

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

Select the required option and click **Next**.
TermStar displays the **Logging option for import** window:

![Logging option for import window](image)

**Fig. 4-6: Logging option for import window**

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

- **Interactive** — TermStar stops during import and displays a window in which you can select whether TermStar should import the value or entry or data record.

- **Write questions to log file** — TermStar saves the relevant data entries in a log file which can subsequently be imported and processed.

  You can specify the path and name for the log file by clicking **Browse**. TermStar displays the **Log file name** window. Enter the name of the log file, select the area and confirm your entry by clicking **Save**.

Select the required option for input verification and click **Next**.
TermStar displays the **Summary** window with the settings you have implemented:

![Summary window](image)

**Fig. 4-7: Summary window**

9 Check the settings.
- To change the settings, click **Back**.
- If the settings are correct, start the import by clicking **Finish**.

TermStar displays the **Import** window with the progress bar.
You can interrupt the import at any time by clicking **Cancel**.
Once TermStar has completed the import operation, TermStar displays the following message:
Completed successfully.

![Import window after import is completed](image)

**Fig. 4-8: Import window after import is completed**

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

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

▲ Record-field input verification error

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

TermStar displays the **Record-field input verification error** window:

![Record-field input verification error window](image)

**Fig. 4-9: Record-field input verification error window**

To have TermStar display detailed information on the data record, click **More**. The detailed information can then be hidden again by clicking **Less**.
You can specify how TermStar deals with the entry:

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

▲ Several possible target data records

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

TermStar displays the **Synchronise data** window which you can use to specify into which target data record the imported data record should be merged (see section “Interactive synchronisation of data records” on page 96).

▲ Interactive merging of duplicate data records

TermStar recognises an imported data record according to the synchronisation as a duplicate data record. You have set the option for interactive merging in the Merging expert (see section “Defining a merging definition” on page 70).

TermStar displays the **Merge data** window which you can use to specify whether and how the data record being imported should be merged into the target data record (see section “Interactive merging of data records” on page 98).

If you have specified that TermStar should create a log file, TermStar uses the **Import** window to show whether and how many data records are to be saved in the log file (see Fig. 4-10). You can import and process the log file (see “Editing log files” on page 108).

*Fig. 4-10: Import window with note on log file*
Importing dictionaries in MARTIF format

You can import dictionaries into TermStar which have been exported using other programs that support MARTIF.

To import dictionaries in MARTIF format:

1. Select Dictionaries | Import terminology from the resource bar.
2. Select the format MARTIF/TBX from the list.
   TermStar displays the Import file window.
3. To specify the path and file name for the file to be imported, click Browse.
   TermStar displays the Open window.
4. Select the folder and file name of the file that you want to import.
   If you want TermStar to only display files of a specified file type, select the desired file type from the File type list.
5. Click Open to confirm the file option selected.
   TermStar closes the window and displays the Import file window again.
   TermStar displays the path and file name you have selected in the Import file field.
6. Click Next to confirm the path and file name.
   TermStar displays the TermStar target dictionary window with a list of the existing databases.
7. The remaining steps are equivalent to directly importing a TermStar dictionary. Proceed as explained in section “Directly importing TermStar dictionaries” on page 45 from step 6 on page 48.
Importing dictionaries in TBX format

You can import dictionaries into TermStar which have been exported using other programs that support TBX.

**TBX format and TermStar do not use the same fields and field names – Recommendation: Use a transformation file**

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

For this reason, if you wish to import TBX files which were exported with a different program, containing a great deal of information, and you want to prevent this information from getting lost during import, you must use a transformation file which will be used to assign the TBX fields to the TermStar fields.

In this case, the import must be carried out using the Database expert and the transformation file must be selected in the Pre-processing section on the Define file format tab (see section “Importing dictionaries with the expert” on page 61).

**To import dictionaries in TBX format using the wizard:**

1. Select **Dictionaries | Import terminology** from the resource bar.
2. Select the format **MARTIF/TBX** from the list.
   TermStar displays the **Import file** window.
3. To specify the path and file name for the file to be imported, click **Browse**.
   TermStar displays the **Open** window.
4. Select the folder and file name of the file that you want to import.
   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.
5. Click **Open** to confirm the file option selected.
   TermStar closes the window and displays the **Import file** window again. TermStar displays the path and file name you have selected in the **Import file** field.
6. Click **Next** to confirm the path and file name.
   TermStar displays the **TermStar target dictionary** window with a list of the existing databases.
7. The remaining steps are equivalent to directly importing a TermStar dictionary. Proceed as explained in section “Directly importing TermStar dictionaries” on page 45 from step 6 on page 48.
Importing data in TMX format

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

To import data in TMX format:
1. Select Dictionaries | Import terminology from the resource bar.
2. Select the data format TMX from the list.
   TermStar displays the Import file window.
3. To specify the path and file name for the file to be imported, click Browse.
   TermStar displays the Open window.
4. Select the folder and file name of the file that you want to import.
   If you want TermStar to only display files of a specified file type, select the desired file type from the File type list.
5. Click Open to confirm the file option selected.
   TermStar closes the window and displays the Import file window again.
   TermStar displays the path and file name you have selected in the Import file field.
6. Click Next to confirm the path and file name.
   TermStar displays the TermStar target dictionary window with a list of the existing databases.
7. The remaining steps are equivalent to directly importing a TermStar dictionary.
   Proceed as explained in section “Directly importing TermStar dictionaries” on page 45 from step 6 on page 48.

Importing dictionaries in TermStar IMG format

To import dictionaries in TermStar IMG format:
1. Select Dictionaries | Import terminology from the resource bar.
2. Select the data format TermStar 3.0/XV/NXT image from the list. An overview of the supported data formats can be found in table 4-1 on page 42, “Format” column.
   TermStar displays the Import file window.
3. To specify the path and file name for the file to be imported, click Browse.
   TermStar displays the Open window.
4 Select the folder and file name of the file that you want to import. If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.

5 Click **Open** to confirm the file option selected. TermStar closes the window and displays the **Import file** window again. TermStar displays the path and file name you have selected in the **Import file** field.

6 Click **Next** to confirm the path and file name. TermStar displays the **TermStar target dictionary** window with a list of the existing databases.

7 The remaining steps are equivalent to directly importing a TermStar dictionary. Proceed as explained in section “Directly importing TermStar dictionaries” on page 45 from step 6 on page 48.

---

**Importing customised formats**

**Overview** If you want to import data which exists neither in a TermStar dictionary nor in MARTIF format, you can define your own, customised import format. In this format, you can specify the exact structure of the data.

TermStar saves your settings for importing a customised format in an **import definition**. This dictionary contains all the information for the data import (see section 6 “Import definitions for customised data formats” on page 110). A definition can be saved and then used again for subsequent import procedures with the same or similar import files.

When creating an import definition, TermStar leads you step by step through the settings. TermStar explains each setting and describes these using examples. In addition, TermStar displays the data from the import file and the effects of the selected settings in a preview window.

In section 8 on page 179, you can see examples for the import of Word documents, Excel tables and terminology from other translation memory systems.
Performing an import

For the most part, importing customised formats is the same as importing standard formats. The difference lies in the import definition which contains the complete settings for the export.

To import customised formats:

1. From the resource bar, select **Dictionaries | Import terminology | Customised format**.
   TermStar displays the **Import file** window.
2. To specify the path and file name for the file to be imported, click **Browse**.
   TermStar displays the **Open** window.
3. Select the folder and file name of the file that you want to import.
   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.
4. Click **Open** to confirm the file option selected.
   TermStar closes the window and displays the **Import file** window again.
   TermStar displays the path and file name you have selected in the **Import file** field.
5. Click **Next** to confirm the path and file name.
   TermStar displays the **Import definition** window:

![Import definition window](image)

**Fig. 4-11: Import definition window**
6 Select an existing import definition or create a new one, or edit an import definition (see chapter 6 “Import definitions for customised data formats” on page 110). Click Next.

TermStar displays the File encoding window:

![File encoding window](image)

**Fig. 4-12: File encoding window**

7 Specify how characters are encoded in the import file.

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

You have the following options:

- ANSI
- ASCII
- Unicode
- SGML, entities

Select the required option and click Next.

8 The remaining steps are equivalent to directly importing a TermStar dictionary. Proceed as explained in section “Directly importing TermStar dictionaries” on page 45 from step 6 on page 48.
Expert

The expert is intended for experienced users.

To import a dictionary with the expert:

1. Select Dictionaries | Dictionaries/Databases | Manage dictionaries/databases from the resource bar.
   TermStar displays the Term Star database expert window with a list of the existing databases.

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

3. Select the dictionary and click Import/Export.
   TermStar displays the Database administrator: Expert: <Dictionary><Database> window with the name of the selected dictionary and database.

4. Open the Import tab.
   The tab contains the Import source file or dictionary section and four other tabs:

   - File-type definition
     Format of the file to be imported.
     In addition, the following sections are displayed on the right-hand side of the tab:
     - If the format User-defined is selected – section for import definition
     - If the format MARTIF/TBX is selected, TermStar 3.0/XV/NXT image or TermStar 3.0/XV/NXT dictionary – Dictionary settings section
     - If the format MARTIF/TBX is selected – Pre-processing section
     You can find additional information in the section “File-type definition” on page 63.

   - Data encodings (only active if the User-defined option is selected on the Define file format tab)
     Character encoding for the import file (see section „Data encodings“).

   - Merge/Add data
     Adding or merging data in the target dictionary, merging dictionaries and handling values which do not correspond to the input verification for the target dictionary, where applicable (see section “Merge/Add data” on page 65).

   - Problem handling
     Handling situations which require user input (see section “Problem handling” on page 68).
5 In the left-hand side of the File-type definition tab, select the format for the file to be imported.

Depending on which file format you have selected, the field in the Import source file or dictionary section has the name Import dictionary (TermStar 3.0/XV/NXT dictionary), Import log file or Import file (all other choices).

6 In this field in the Import source file or dictionary section, specify the path and the file name for the file to be imported.

To this, click on the Browse..., Dictionary... or Log file... button and select the file name and file type of the desired file in the Open, Select TermStar dictionary or Log file name window.

7 If required, configure further settings for import in the right-hand side of the File-type definition tab and in the other tabs (see step 4).

8 Start the import by clicking Start.

TermStar displays the Import window with the progress bar.

Once TermStar has completed the import operation, TermStar displays the following message:

Completed successfully.

9 Close the window by clicking OK.

- Depending on which options you have selected for the import, TermStar displays prompt windows for the following conflicts: More information can be found on page 53.

- When you have specified that TermStar should create a log file, TermStar shows whether and how many data records are to be saved in the log file.
10 If you do not wish to carry out any further import or export, close the **Database administrator: Expert** by clicking **Close**.

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

You can import and process the log file (see section “Editing log files” on page 108).

**File-type definition** The format for the file to be imported can be specified in the **File-type definition** tab:

![Database expert File-type definition tab for import](image)

▲ **Left-hand section** – Format for the file to be imported (see table 4-1 on page 42). The selection corresponds to the list which can be called up from the resource bar via **Dictionaries | Import terminology**, with the addition of the option **TermStar 2.6/2.7**.

▲ **Right-hand Dictionary settings** section – Dictionary settings to be imported or import definition for the file format to be imported.

- The dictionary settings (see section “Importing dictionary settings” on page 43) can only be selected for **MARTIF/TBX, TermStar 3.0/XV/NXT image** and **TermStar 3.0/XV/NXT dictionary formats**.
- An import definition (corresponding to step 6 on page 60) can only be selected for a customised format.
Right-hand **Pre-processing** section (only active if the MARTIF/TBX format has been selected on the left section) – If you want to import TBX files, which were created with a program other than TermStar, and want to prevent information from getting lost during the import, you must select a transformation file (*.xid) in this section. This must be stored in the config\users location for the user currently logged on or in the config\global location.

This is necessary as the TBX format and TermStar do not use the same fields and field names. The custom-produced transformation file is used to meaningfully assign the TBX fields to the TermStar fields during the import process.

**If you need your own custom transformation file, contact STAR**

As a customer, if you require such an individual transformation file for importing your TBX files which were not created with TermStar, please contact STAR.

**Data encodings**

In the **Data encodings** tab you can specify the character encoding for the import file (corresponding to step 7 on page 60):

![Data encodings tab](image-url)

*Fig. 4-15: Database expert **Data encodings** tab for import*
The character encoding depends on the application and settings used when the data was created. Where applicable, check with the data supplier which character encoding has been used.

This tab is only active when a customised file format is selected.

**Merge/Add data**  
In the **Merge/Add data** tab, you can specify whether and how TermStar will merge the imported data (corresponding to step 6 on page 48):

- **Add all data records as new data records** option – TermStar adds all import data as new data records in the target dictionary. This may lead to duplicate data records.
- **Merge duplicate data records, add new data records** option – TermStar calculates the duplicate data records and merges the import data in the target dictionary data records in accordance with your specifications. TermStar adds import data as new data records if there is no equivalent in the target dictionary.

![Database expert Merge/Add data tab for the import](image-url)
4 Importing dictionaries

▲ **Merge duplicate data records, ignore new data records** option – TermStar deals with duplicate data records as in the previous option. It ignores the import data for which there is no equivalent in the target dictionary. TermStar does *not* import this data.

▲ Right-hand section – Merging definition (corresponding to step 6 on page 48). TermStar only displays this section if you have selected one of the **Merge duplicate data records, ...** etc. options.

▲ **Handling of input verification faults** section – Handling of values which do not correspond to the input verification for the target dictionary (corresponding to step 7 on page 50).
  - **Interactive** – During import, TermStar stops the first relevant data records or entries and displays a window in which you can select how TermStar should proceed.
    If, in the **Problem handling** tab (see section “Problem handling” on page 68), you have selected the **Write questions to log file** option, TermStar saves the relevant data entries in a log file which can subsequently be imported and processed.
  - **Ignore error** – TermStar does *not* check whether the values to be imported correspond to the input verification and imports all values.
  - **Ignore entry** – TermStar bypasses the corresponding entry and does *not* import it.
  - **Ignore data record** – TermStar bypasses the entire data record and does *not* import it.

▲ **Filter criteria** section
If you want to import a filtered dictionary, you have the option here to select a customised filter, a standard filter or a combination of the two.

To be able to select a customised filter for import, you must select **Apply filter**. You can then select an existing custom data record filter from the list below it. To modify the filter or create a new filter, click **Modify** (see Fig. 4-17). The sections 5.3.3 “Creating a new data record filter” and 5.3.7 “Editing existing data record filters” of the TermStar User’s Guide describe how to create or modify a data record filter.
From the **Source language** list, select the source language according to which TermStar should filter.

![Customised data record filter](image1.png) ![Standard data record filter](image2.png)

**Fig. 4-17: Database expert Import tab, Merge/Add data tab, Filter criteria section**

Using the list of standard data record filters, you can also specify for which data records in the dictionary the selected customised filter is to be used. If you do not check **Apply filter** and therefore have not selected any customised filter, you can filter the data records and dictionary entries independently with a standard data record filter. The standard data record filter ensures the following during import:

- **All** – TermStar applies the filter to all data records or imports all data records – regardless of which language the entries are in. This data record filter is selected as standard.

- **If source lang. available** – TermStar only applies the filter to the data records or imports only the data records for which an entry exists in the selected source language.

- **If target lang. available** – TermStar only applies the filter to the data records or imports only the data records for which an entry exists in the selected source language and in the selected target language. If the data records, in which the selected source and target languages are available, contain entries in additional languages, these will also be included, unless the option **Only import source and target language** is selected.

- **If target lang. does not exist** – TermStar only applies the filter to the data records or imports only the data records for which entries exist in the selected source language but there are no entries in the selected target language. If the data records, in which the selected source languages are available, contain entries in additional languages, these will also be included, unless the option **Only import source and target language** is selected.

If you would prefer that only the selected source and target languages and no additional languages are imported, select the option **Only import source and target language**.
If you want data records or entries which are being imported into the target dictionary to be deleted from the source dictionary at the same time, select the option **Delete data records/entries to be imported from the source dictionary**. This option is only active if you select the TermStar 3.0/XV/NXT dictionary format in the **File-type definition** tab.

**Problem handling** In the **Problem handling** tab, you can specify how TermStar deals with situations which require user input (Fig. 4-18; corresponding to step 8 on page 51). User input may be required if duplicate data records have to be merged or values do not correspond to the input verification.

- **Interactive** – TermStar halts the import process when intervention is required from the user. If duplicate data record has to be synchronised or merged, TermStar shows the **Synchronise data** or **Merge data** windows. If a value does not match the input verification rule, TermStar displays a window allowing you select whether the value should be imported.

- **Write questions to log file** – TermStar saves the relevant data records in a log file which can subsequently be imported and processed (see section “Importing log files” on page 108).

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

![Fig. 4-18: Database expert Problem handling tab for import](image-url)
5 Merging data in an existing dictionary

Overview

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

A merging definition is used to define which data record fields TermStar should compare the contents of, in order to identify data records as duplicates (= Synchronization of data records) and how TermStar should handle a data record identified as a duplicate during the import process (= Merge options for data records).

In the following, you can see a simple example of how merging data on import can help prevent the existence of duplicate data records:

<table>
<thead>
<tr>
<th>Import data:</th>
<th>Target dictionary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG DEU ESP</td>
<td>ENG DEU ESP</td>
</tr>
<tr>
<td>1. table</td>
<td>Tisch</td>
</tr>
<tr>
<td></td>
<td>mesa</td>
</tr>
<tr>
<td>2. chair</td>
<td>silla</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Undesirable import result: (without merging the data)

<table>
<thead>
<tr>
<th>ENG DEU ESP</th>
<th>ENG DEU ESP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. table</td>
<td>Tisch</td>
</tr>
<tr>
<td></td>
<td>mesa</td>
</tr>
<tr>
<td>2. table</td>
<td>Tisch</td>
</tr>
<tr>
<td>3. chair</td>
<td>silla</td>
</tr>
<tr>
<td>4. chair</td>
<td>Stuhl silla</td>
</tr>
</tbody>
</table>

Desired import result: (with merging of the data)

<table>
<thead>
<tr>
<th>ENG DEU ESP</th>
<th>ENG DEU ESP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. table</td>
<td>Tisch mesa</td>
</tr>
<tr>
<td>2. chair</td>
<td>Stuhl silla</td>
</tr>
</tbody>
</table>
5 Merging data in an existing dictionary

Merging data into a dictionary stored in an Access database is not always reliable!

Please note that identifying duplicate data records, when merging data into a dictionary stored in a Microsoft Access database, does not always work reliably. For this reason, if possible you should use dictionaries stored in an SQL database (MS-SQL, MySQL, Oracle or DB2) for merging data.

Defining a merging definition

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

▲ When does a duplicate data record exist?

TermStar compares the field contents of the data records to be imported with the field contacts of the data records in the target dictionary, as specified by you. If the fields have the same contents, TermStar treats the data record as a duplicate data record. This process is known as synchronisation (see section “Specifying the synchronisation fields” on page 72).

▲ How should TermStar deal with a duplicate data record?

TermStar offers two basic options for how to merge data from duplicate data records into the target dictionary:

- TermStar merges the data from duplicate data records without input from the user, as per the merging definition:
  Examples of this are:
  - TermStar ignores the data to be imported (i.e. TermStar does not import it).
  - TermStar replaces the data of the data record in the target dictionary.
  - TermStar adds entries as additional entries or subentries (e.g. as a synonym) to the data record in the target dictionary.

- TermStar displays a window for each data record which is identified as a duplicate, in which you can determine interactively how TermStar should merge the data being imported into the data record in the target dictionary (interactive merging).

The settings which determine how TermStar deals with duplicate data records are known as the Merge options (see section “Specifying the merge options” on page 75).

Both settings – synchronisation and merge options – are configured with the Merging expert. For instructions on how to call up the Merging expert, see the following section „Calling up the Merging expert“. 

Merging data into a dictionary stored in an Access database is not always reliable!

Please note that identifying duplicate data records, when merging data into a dictionary stored in a Microsoft Access database, does not always work reliably. For this reason, if possible you should use dictionaries stored in an SQL database (MS-SQL, MySQL, Oracle or DB2) for merging data.

Defining a merging definition

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

▲ When does a duplicate data record exist?

TermStar compares the field contents of the data records to be imported with the field contacts of the data records in the target dictionary, as specified by you. If the fields have the same contents, TermStar treats the data record as a duplicate data record. This process is known as synchronisation (see section “Specifying the synchronisation fields” on page 72).

▲ How should TermStar deal with a duplicate data record?

TermStar offers two basic options for how to merge data from duplicate data records into the target dictionary:

- TermStar merges the data from duplicate data records without input from the user, as per the merging definition:
  Examples of this are:
  - TermStar ignores the data to be imported (i.e. TermStar does not import it).
  - TermStar replaces the data of the data record in the target dictionary.
  - TermStar adds entries as additional entries or subentries (e.g. as a synonym) to the data record in the target dictionary.

- TermStar displays a window for each data record which is identified as a duplicate, in which you can determine interactively how TermStar should merge the data being imported into the data record in the target dictionary (interactive merging).

The settings which determine how TermStar deals with duplicate data records are known as the Merge options (see section “Specifying the merge options” on page 75).

Both settings – synchronisation and merge options – are configured with the Merging expert. For instructions on how to call up the Merging expert, see the following section „Calling up the Merging expert“.
Defining a merging definition

Calling up the Merging expert

There are different ways to call up the Merging expert:

▲ When importing with the help of the import wizard

▲ With the Database expert

To call up the Merging expert during import with the help of the import wizard:

1. Carry out an import with merging of the import data using the import wizard (see section 4 “Importing dictionaries” on page 41), until TermStar displays the **Merging definition** window (step 6 on page 48).

2. Use a new merging definition or modify an existing one:
   - Click **New** to create a new merging definition.
   - To change an existing merging definition, select it and click **Modify**.

   TermStar displays the **Merging expert** window.

You can then specify the synchronisation fields and merge options as described in the sections “Specifying the synchronisation fields” on page 72 and “Specifying the merge options” on page 75.

To call up the Merging expert from the Database expert:

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

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

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

   TermStar displays the dictionaries it contains.

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

   TermStar displays the **Database administrator: Expert: <Dictionary>(<Database>)** window with the name of the selected dictionary and relevant database.

4. In the **Import** tab, open the **Merge/Add data** tab and select one of the options that begin with **Merge duplicate data records, ignore new data records...** (see Fig. 4-16 and associated explanations).

   In the right-hand side of the tab, TermStar displays a list of the existing merging definitions.

5. Use a new merging definition or modify an existing one:
   - Click **New** to create a new merging definition.
   - To change an existing merging definition, select it and click **Modify**.

   TermStar displays the **Merging expert** window.

You can then specify the synchronisation fields and merge options as described in the sections “Specifying the synchronisation fields” on page 72 and “Specifying the merge options” on page 75.
Specifying the synchronisation fields

“Synchronisation” tab
In the **Synchronisation** tab in the **Merging expert** window, specify which field TermStar should compare to identify a data record as a duplicate data record.

TermStar displays the following in the **Synchronisation** tab:

- **Select field** section – From this hierarchical list, you can select the fields whose contents TermStar should compare during import to recognise duplicate data records (= Synchronisation).

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

During synchronisation, for each of the data records to be imported, TermStar checks whether a target data record already exists whose synchronisation fields have the same contents. If this is the case, TermStar treats the data record as a duplicate data record.

When specifying multiple synchronisation fields, please note that the contents of all synchronisation fields must match for the data record to be identified as a duplicated (AND function).

![Fig. 5-1: Synchronisation tab in the Merging expert](image-url)
Examples of possible synchronisation field selections can be found in the Appendix in the section “Examples of selecting the synchronisation fields” on page 197.

**For synchronisation** section

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

- **Only search until the first match is found** – You can activate this option when you know that the content of the synchronisation field of each data record to be imported corresponds to none or exactly one target data record.

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

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

  The **Entry** option (main entry) is selected here by default. The desired subentry types may also be selected (**Abbreviation**, **Alternative**, **Irregular form**, **Synonym**, **Disallowed term**, **User index 1 - User index 5**).

  In this case, TermStar will treat a data record as a duplicate if the content of the selected language entry field is identical in the data record being merged and in the target data record, either on the entry level or subentry level.

1. In the **Merging expert** window, open the **Synchronisation** tab (see Fig. 5-1).
   TermStar allows you to select any field in the **Select field** section. To this end, a list with **Header** and all the languages available in TermStar appears.
   - To have TermStar display the fields for a header or a language, click on the plus sign next to **Header** or the name of the language. TermStar displays the header fields or language fields.
   - To have TermStar also display the entry fields, click on the plus sign before **Entry** in the list of language fields.

     TermStar displays all the entry fields available in TermStar.

2. Select the required field.

3. In the **For synchronisation** section, specify whether TermStar should match the case when synchronising the selected field.

   The **Case sensitive** option is selected by default.

4. If you have selected an entry, you can also define in the **Entry types** section whether TermStar should also take account of the contents of the corresponding language entry field on the subentry level during synchronisation (see explanation under ““Entry types” pane”).

   To do this, select the respective checkbox to the right of the desired subentry type.
5 To use the field selected in the **Select field** section for synchronisation, click **Set**.

6 If necessary, repeat field selection to specify additional synchronisation fields. In the **Synchronisation fields** section, TermStar shows a summary of which fields have been selected, whether they are entry fields, and if so, which subentry types (if any) were also selected, as well as which setting was selected for **Case sensitive**.
   - If you want to subsequently change the settings selected for a synchronisation field for match case or the selection of subentry types to be taken into account, highlight the field name in the **Synchronisation fields** section, make the relevant change and click again on **Set**.
   - If you do not want to use a synchronisation field for synchronisation after all, select the field name in the **Synchronisation fields** section and click **Reset**. TermStar removes the field from the **Synchronisation fields** section.

7 Then click **Apply** to confirm your settings.

8 Next specify the merge options in the **Merge data** tab (see section „Specifying the merge options“) or close the Merging expert by pressing **OK**.
Specifying the merge options

“Merge data” tab In the Merge data tab, specify in the Merging expert window how TermStar should deal with duplicate data records.

You can specify which data record TermStar should treat as a duplicate by selecting the synchronisation fields (see section “Specifying the synchronisation fields” on page 72). For this, you must have selected at least one field to then be able to specify the merge options.

TermStar displays the following in the Merge data tab:

Fig. 5-2: Merge data tab in the Merging expert

▲ Unit to be merged section – This list first allows you to select the entire header and all languages available in TermStar block by block (a particular language or All other), in order to specify a merge option for it/them. Only if you select the option Merge in the Merge option list does the list switch to a hierarchical arrangement, giving you the option to specify particular merge options for individual header fields or language fields/entry fields.
5 Merging data in an existing dictionary

▲ **Merge option** section – TermStar displays the available merge options depending upon the current selection in the **Unit to be merged** section. A summary of all merge options available for the header and the languages can be found in the Appendix in section “Overview of available merge options for header and languages” on page 201.

▲ **Summary** table – In this table, TermStar displays a summary of the options which can be used for merging the elements selected in the **Unit to be merged** section into the target dictionary. The table columns are numbered; below the table, you can find the number with their associated column headers.

▲ **Delimiters** input field – Where the contents of a field from the data record being imported are to be appended to the contents of a field from the target data record, select a character here which will be used to separate the contents from one-another. The default value is the semicolon. As an exception, the multimedia field uses the pipe symbol (“|”). This cannot be changed.

▲ **Differentiate entries** section – Here you select how TermStar should differentiate matching from non-matching entries – by a matching or non-matching term or entry GUID.

You need to differentiate entries by using the entry GUID, if a dictionary has been edited by a revisor and you now merge the same dictionary into the source dictionary again.

**Entry GUID has to be created when adding entries**

For you to differentiate entries by using the entry GUID, the entries need to contain a GUID. To this end, you need to define that a GUID is created when adding entries. TermStar can also subsequently create entry GUIDs. For details refer to the TermStar User’s Guide, section 7.8 “Assigning data records and entries an unique ID”.

▲ **Options** section – Here you can select whether TermStar should match the case when comparing data records.

**Specifying the merge option for headers**

1. In the **Merging expert** window, open the **Merge data** tab (see Fig. 5-2).
2. Specify which merge option should apply for all header fields.

**Merge options for individual header fields**

You only have the option to specify specific merge options for individual header fields if you specify the merge option **Merge** for the header.

**Merge option** *Always replace* is set as a default and displayed in the **Summary** table (see Fig. 5-2). The merge option for the header can be modified but not deleted.
To modify the merge option, select the **Header** element in the **Unit to be merged** section and then one of the following options in the **Merge option** section:

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Header</strong></td>
<td>Replace always (Default)</td>
<td>Replaces the header of the target data record with the header of the imported data record, even if all user-editable header fields in the imported data record are empty.</td>
</tr>
<tr>
<td></td>
<td>Replace if target empty</td>
<td>Only replaces the header of the target data record with the header of the imported data record, if all user-editable header fields in the target data record are empty.</td>
</tr>
<tr>
<td></td>
<td>Replace if source not empty</td>
<td>Only replaces the header of the target data record with the header of the imported data record, if the header of the imported data record is not empty.</td>
</tr>
<tr>
<td></td>
<td>Replace if newer</td>
<td>Only replaces the header of the target data record with the header of the imported data record, if the header of the imported data record has a newer date (field <em>Created</em> or <em>changed on</em>).</td>
</tr>
<tr>
<td></td>
<td>Ignore</td>
<td>The header is not imported. The header of the target data record remains unchanged.</td>
</tr>
<tr>
<td></td>
<td>Always interactive</td>
<td>Displays a window during the import process, in which the header of the data record being imported can be interactively merged into the header of the target data record or writes the corresponding data to a log file, even if the header of the target data record or of the imported data record is empty (see section “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
</tr>
<tr>
<td></td>
<td>Only interactive if not empty</td>
<td>Displays a window during the import process, in which the header of the data record being imported can be interactively merged into the header of the target data record or writes the corresponding data to a log file, but only if neither the header of the target data record nor of the imported data record is empty (see section “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
</tr>
</tbody>
</table>

**Merge** Allows you to specify particular merge options for **individual header fields** (see section “Specifying merge options for individual header fields” on page 78).

---

Tab. 5-1: Merging the header
3 To use the desired merge option, click Set. TermStar displays the merge option specified for the header in the Summary table. You can change the specified merge option at any point in time by selecting the Header element in the Unit to be merged section, selecting another merge option in the Merge option section and clicking again on Set. TermStar updates the merge option specified for the header in the Summary table accordingly.

4 Once you have specified the desired merge option for the header, confirm your selection by clicking Apply.

5 If necessary, continue specifying particular merge options for individual header fields (if you have selected merge option Merge for the header) or merge options for the languages, or close the Merging expert by clicking OK.

**Specifying merge options for individual header fields**

Specifying the merge option Merge for the header gives you the option to specify particular merge options for individual header fields. In the section Unit to be merged, the following elements can be selected under the Header element, in order to specify a merge option:

- **Name of a header field** – The merge option applies to the selected header field. It is therefore possible to select an individual merge option for each header field available in TermStar.

- **All fields** – All fields except the selected header fields always have a merge option selected. It can be changed, but not deleted and is used as a default setting for every header field which does not have an individual merge option.
The Add field content option is selected by default and is displayed in the Summary table for All fields:

Fig. 5-3: Merge data tab in the Merging expert, Merging of individual header fields
1. Select a header field or the **All fields** element in the **Unit to be merged** section and specify the desired merge option:

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>All fields or individual header fields:</td>
<td>Replace always</td>
<td>Replaces the header field of the target data record with the header field of the imported data record, even if the header field of the imported data record is empty.</td>
</tr>
<tr>
<td>All fields or individual header fields:</td>
<td>Replace if target empty</td>
<td>Only replaces the header field of the target data record with the header field of the imported data record, if the header field of the target data record is empty.</td>
</tr>
<tr>
<td>All fields or individual header fields:</td>
<td>Replace if source not empty</td>
<td>Only replaces the header field of the target data record with the header field of the imported data record, if the header field of the imported data record is not empty.</td>
</tr>
<tr>
<td>All fields or individual header fields:</td>
<td>Replace if newer</td>
<td>Only replaces the header field of the target data record with the header field of the imported data record, if the header of the imported data record has a newer date (field Created or changed on).</td>
</tr>
<tr>
<td>All fields or individual header fields:</td>
<td>Ignore</td>
<td>The header field is not imported. The header field in the target data record remains unchanged.</td>
</tr>
<tr>
<td>All fields or individual header fields:</td>
<td>Always interactive</td>
<td>Displays a window during the import process, in which the header field of the data record being imported can be interactively merged into the header field of the target data record or writes the corresponding data to a log file, even if the header field of the target data record or of the imported data record is empty (see section “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
</tr>
<tr>
<td>All fields or individual header fields:</td>
<td>Only interactive if not empty</td>
<td>Displays a window during the import process, in which the header field of the data record being imported can be interactively merged into the header field of the target data record or writes the corresponding data to a log file, but only if neither the header field of the target data record nor of the imported data record is empty (see section “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
</tr>
<tr>
<td>All fields or individual header fields:</td>
<td>Add field content</td>
<td>Adds the field contents of the header field of the imported data record or appends it to the field contents of the header field of the target data record, separated by the selected delimiter.</td>
</tr>
</tbody>
</table>

*Tab. 5-2: Merging the header fields*
2 If TermStar should match the case when comparing the contents of the header fields, select the **Case sensitive** option in the **Options** section.

3 To use the desired merge option, click **Set**. TermStar displays the merge option specified for the header field or the **All fields** element in the **Summary** table.

   You can change the specified merge option at any point in time by selecting the respective header field or the **All fields** element in the **Unit to be merged** section, selecting another merge option in the **Merge option** section and clicking again on **Set**.

   TermStar updates the merge option specified for the header field or the **All fields** element in the **Summary** table accordingly.

   If you decide that you do not wish to specify an individual merge option for a particular header field after all, select the corresponding line in the **Summary** table and click on **Delete**.

   TermStar removes the header field from the **Summary** table.

4 Once you have specified all the desired merge options for the header fields, confirm your selection by clicking **Apply**.

5 Continue specifying the merge options for the language(s), or close the Merging expert by clicking **OK**.

---

**Specifying merge options for individual languages**

1 In the **Merging expert** window, open the **Merge data** tab (see Fig. 5-2), if it is not already open.

   In the **Unit to be merged** section, the following elements can be selected, in order to define a merge option:

   - **Language name** – The merge option is applicable for the selected language. This can be used to select an individual merge option for each language available in TermStar.

   - **All others** – A merge option is always specified for all languages except the selected language(s). These can be changed, but not deleted and are applicable as a default setting for each language which does not have an individual merge option.

     The option **Always replace** is selected as the default and displayed in the **Summary** table for **All others** (languages)

2 Select a language or the **All others** element in the **Unit to be merged** section and specify the desired merge option for the language as a whole:

---

**Merge options for individual language fields**

You only have the option to specify specific merge options for individual language fields if you specify the merge option **Merge** for the language.
<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All others or individual languages:</strong></td>
<td>Replace always (Default)</td>
<td>Replaces the language in the target data record with the language in the imported data record, except when there is no language in the imported data record.</td>
</tr>
<tr>
<td></td>
<td>Replace if target empty</td>
<td>Only replaces the language in the target data record with the language in the imported data record, if there is no language in the target data record.</td>
</tr>
<tr>
<td></td>
<td>Replace if source not empty</td>
<td>Only replaces the language in the target data record with the language in the imported data record, if there is a language in the imported data record.</td>
</tr>
<tr>
<td></td>
<td>Replace if newer</td>
<td>Only replaces the language in the target data record with the language in the imported data record, if an entry in the respective language in the imported data record has a newer date (field Created or changed on).</td>
</tr>
<tr>
<td>Ignore</td>
<td>The language is not imported.</td>
<td></td>
</tr>
<tr>
<td><strong>Always interactive</strong></td>
<td>Displays a window during the import process, in which the language of the data record being imported can be interactively merged into the language of the target data record or writes the corresponding data to a log file, even if the language is not present in the data record being imported or in the target data record (see section “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
<td></td>
</tr>
<tr>
<td><strong>Only interactive if not empty</strong></td>
<td>Displays a window during the import process, in which the language of the data record being imported can be interactively merged into the language of the target data record or writes the corresponding data to a log file, but only if the language is present both in the data record being imported and in the target data record (see section “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
<td></td>
</tr>
<tr>
<td>Merge</td>
<td>Allows you to specify particular merge options for <strong>individual language fields</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

Tab. 5-3: Merging the language
To use the desired merge option, click **Set**.

TermStar displays the merge option specified for the language or the **All others** element in the **Summary** table.

You can change the merge option specified for a language or the **All others** element at any point in time by selecting the language or the **All others** element in the **Unit to be merged** section, selecting another merge option in the **Merge option** section and clicking again on **Set**.

TermStar updates the merge option specified for the language in the **Summary** table accordingly.

If you decide that you do not wish to specify an individual merge option for a particular language after all, select the corresponding line in the **Summary** table and click on **Delete**.

TermStar removes the language from the **Summary** table.

Once you have specified the desired merge options for the desired languages or for the **All others** element, confirm your selection by clicking **Apply**.

Continue specifying particular merge options for individual language fields (if you have selected merge option **Merge** for the language), or close the Merging expert by clicking **OK**.

### Specifying merge options for individual language fields

If you have specified the merge option **Merge** for a language and/or for **All others** (languages), you have the option to specify particular merge options for individual language fields.

In the **Unit to be merged** section, under the respective language or the **All others** element, the following elements can be selected in order to specify merge options:

- **Language info fields** Info1, Info2 and Multimedia – The merge option applies to the respective selected language info field.
  
  A merge option is always selected for the individual language info fields. It can be changed, but not deleted.
  
  The merge option **Add field content** is selected by default for each of the language info fields and is displayed in the **Summary** table.

- **Entry** – The merge options selected for language entries with a non-matching or matching term or entry GUID apply to the main entry and the subentries in the particular language.

  Merge options for the **Entry** element are always set for these two cases. They can be changed, but not deleted.

  By default, for language entries with a non-matching term or entry GUID the merge option **Add as entry** is set, and for language entries with a matching term or entry GUID the merge option **Merge at field level**, and this is displayed in the **Summary** table.
5 Merging data in an existing dictionary

Individual language entry fields under the Entry element:
- Name of an entry field – The merge option applies to the respective selected entry field.
- All fields – All fields except the selected entry fields always have a merge option selected. These can be changed, but not removed and are applicable as a default setting for every entry field which does not have an individual merge option.

The Add field content option is selected by default for All fields and is displayed in the Summary table.

Name of a subentry type – The merge options selected for subentries with a non-matching or matching term or entry GUID apply to the subentry of the respective type in the particular language.

Depending on the selected element or field, proceed according to one of the following set of instructions:
- “To specify the merge options for the language info fields:” on page 84
- “To specify the merge options for individual language entries:” on page 86
- “To specify the merge options for individual entry fields:” on page 90
- “To specify the merge options for individual subentries:” on page 93

To specify the merge options for the language info fields:

1 In the Unit to be merged section, select the desired language info field (Info1, Info2 or Multimedia) and select the desired merge option in the Merge option section:

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Info fields and</td>
<td>Replace always</td>
<td>Replaces the field of the target data record with the field of the imported</td>
</tr>
<tr>
<td>multimedia field</td>
<td>Replace if target empty</td>
<td>Only replaces the field of the target data record with the field of the</td>
</tr>
<tr>
<td>for language:</td>
<td>Replace if source not empty</td>
<td>Only replaces the field of the target data record with the field of the</td>
</tr>
<tr>
<td></td>
<td>Replace if newer</td>
<td>Only replaces the field of the target data record with the field of the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>imported data record, if an entry in the respective language in the imported</td>
</tr>
<tr>
<td></td>
<td></td>
<td>data record has a newer date (field Created or changed on).</td>
</tr>
</tbody>
</table>

Tab. 5-4: Merging the language info fields
Specifying the merge options

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ignore</td>
<td>Field of the data record to be imported is not imported.</td>
<td></td>
</tr>
<tr>
<td>Always interactive</td>
<td>Displays a window during the import process, in which the language of the data record being imported can be interactively merged into the language of the target data record or writes the corresponding data to a log file, even if the language in the data record being imported or in the target data record is empty (see section “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
<td></td>
</tr>
<tr>
<td>Only interactive if not empty</td>
<td>Displays a window during the import process, in which the field of the data record being imported can be interactively merged into the field of the target data record or writes the corresponding data to a log file, but only if the field is not empty both in the data record being imported and in the target data record (see section “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
<td></td>
</tr>
<tr>
<td>Add field content (Default)</td>
<td>Adds the field contents of the imported data record or appends it to the field contents of the target data record, separated by the selected delimiter. The default delimiter for Info1 and Info2 is a semicolon; for Multimedia, the pipe symbol (“</td>
<td>”) is instead set as default, and cannot be changed.</td>
</tr>
</tbody>
</table>

Tab. 5-4: Merging the language info fields (cont.)

2 If TermStar should match the case when comparing the contents of the language info fields Info1 or Info2, leave the option Case sensitive selected in the Options section.

3 To use the desired merge option, click Set.

TermStar displays the merge option specified for the language info field in the Summary table.

You can change the specified merge option at any point in time by selecting the respective language info field in the Unit to be merged section, selecting another merge option in the Merge option section and clicking again on Set. TermStar updates the merge option specified for the language info field in the Summary table accordingly.

© STAR Group
4. Once you have specified the desired merge options for the language info fields, confirm your selection by clicking **Apply**.

5. If necessary, continue specifying the individual merge options for the entry, the entry fields or the subentries, or close the Merging expert by clicking **OK**.

**To specify the merge options for individual language entries:**

1. In the **Unit to be merged** section, underneath the respective language or the **All others** element, select the **Entry** element:

   ![Merge data tab in the Merging expert, merging of entries](image)

   Instead of the **Merge option** section, TermStar now displays **two** sections, in each of which a merge option can be selected:

   - **Non-matching term / Non-matching GUID** – The selected merge option specifies what should happen with language entries from the data record being imported, for which there is no term or entry GUID match in the target data record.

   - **Matching term / Matching GUID** – The selected merge option specifies what should happen with language entries from the data record being imported, for which there is a term or entry GUID match in the target data record.
### Example of matching / non-matching terms

An illustrative example of a data record with language entries (main entries) with non-matching and matching terms can be found in section “Examples of entries with matching / non-matching terms” on page 199.

1. Select one of these merge options in the **Non-matching term / Non-matching GUID** section:

<table>
<thead>
<tr>
<th>Entry:</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Non-matching term / Non-matching GUID</strong></td>
<td>Ignore</td>
<td>Entry is not imported.</td>
</tr>
<tr>
<td></td>
<td>Always interactive</td>
<td>Displays a window during the import process, in which the entry of the data record being imported can be interactively merged into the language of the target data record or writes the corresponding data to a log file, even if there is no entry in the data record being imported or in the target data record (see section “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
</tr>
<tr>
<td></td>
<td>Only interactive if not empty</td>
<td>Displays a window during the import process, in which the entry of the data record being imported can be interactively merged into the language of the target data record or writes the corresponding data to a log file, but only if there is an entry both in the data record being imported and in the target data record (see section “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108). If there is no entry in the data record being imported, the entry in the target data record is retained; if there is no entry in the target data record, the entry in the data record being imported is added to the target data record.</td>
</tr>
<tr>
<td></td>
<td>Add as entry if language empty</td>
<td>Only adds the entry to the target data record as a new entry if there is no entry yet for that language.</td>
</tr>
<tr>
<td></td>
<td>Add as entry</td>
<td>Adds the entry to the target data record as a new entry.</td>
</tr>
</tbody>
</table>

*Tab. 5-5: Merging individual entries with a non-matching term / GUID*
5 Merging data in an existing dictionary

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Add as abbreviation</td>
<td>Adds the entry to an existing entry in the target data record as an Abbreviation subentry type. Existing subentries of this type are not overwritten. Where there is no entry yet, additional options are available using keyboard modifiers (see info box on page 90).</td>
</tr>
<tr>
<td></td>
<td>Add as alternative</td>
<td>Adds the entry to an existing entry in the target data record as an Alternative subentry type. Existing subentries of this type in the target data record are not overwritten. Where there is no entry yet, additional options are available using keyboard modifiers (see info box on page 90).</td>
</tr>
<tr>
<td></td>
<td>Add as irregular form</td>
<td>Adds the entry to an existing entry in the target data record as an Irregular form subentry type. Existing subentries of this type in the target data record are not overwritten. Where there is no entry yet, additional options are available using keyboard modifiers (see info box on page 90).</td>
</tr>
<tr>
<td></td>
<td>Add as synonym</td>
<td>Adds the entry to an existing entry in the target data record as a Synonym subentry type. Existing subentries of this type in the target data record are not overwritten. Where there is no entry yet, additional options are available using keyboard modifiers (see info box on page 90).</td>
</tr>
<tr>
<td></td>
<td>Add as user index 1</td>
<td>Adds the entry to an existing entry in the target data record as a User index 1 - 5 subentry type. Existing subentries of this type in the target data record are not overwritten. Where there is no entry yet, additional options are available using keyboard modifiers (see info box on page 90).</td>
</tr>
</tbody>
</table>

Tab. 5-5: Merging individual entries with a non-matching term / GUID (cont.)
Specifying the merge options

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add as disallowed term</td>
<td>Adds the entry to an existing entry in the target data record as a Disallowed term subentry type. Existing subentries of this type in the target data record are not overwritten. Where there is no entry yet, additional options are available using keyboard modifiers (see info box on page 90).</td>
<td></td>
</tr>
</tbody>
</table>

Tab. 5-5: Merging individual entries with a non-matching term / GUID (cont.)

3 Select one of these merge options in the **Matching term / Matching GUID** section:

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry:</td>
<td><strong>Matching term / Matching GUID</strong></td>
<td></td>
</tr>
<tr>
<td>Ignore</td>
<td>Entry is <em>not</em> imported.</td>
<td></td>
</tr>
<tr>
<td>Interactive</td>
<td>Displays a window during the import process, in which the entry of the data record being imported can be interactively merged into the entry of the target data record or writes the corresponding data to a log file (see sections “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
<td></td>
</tr>
<tr>
<td>Replace</td>
<td>Completely replaces the entry from the target data record with the entry from the data record being imported.</td>
<td></td>
</tr>
<tr>
<td>Replace if newer</td>
<td>Only completely replaces the entry from the target data record with the entry from the data record being imported, if the imported entry is newer.</td>
<td></td>
</tr>
<tr>
<td>Merge at field level</td>
<td>Allows you to specify particular merge options for <strong>individual entry fields</strong>.</td>
<td></td>
</tr>
</tbody>
</table>

Tab. 5-6: Merging individual entries with a matching term / GUID

4 If TermStar should match the case, when comparing the terms, leave the option **Case sensitive** selected in the **Options** section.

5 To use the desired merge options, click **Set**.
5 Merging data in an existing dictionary

Modifying the merge option for a non-matching term / GUID (if necessary)

If you have chosen to add as a subentry in the Non-matching term / Non-matching GUID section (Options Add as abbreviation to Add as irregular form), in this step you can modify a merge option by simultaneously pressing certain keys (keyboard modifiers), so that TermStar knows what to do without any input from the user, if no entry is available in the target dictionary for a subentry to be added:

▲ Click Set and keep the CTRL key pressed.

If there is no entry in the target data record, TermStar adds the entry to be imported as a main entry.

A plus sign in brackets appears behind the merge option in the Summary table.

▲ Click Set and keep the SHIFT key pressed.

If there is no entry in the target data record, TermStar ignores the entry to be imported and does not import it.

A minus sign in brackets appears behind the merge option in the Summary table.

If you do not use any keyboard modifiers, TermStar displays the Merge data window, if there is no entry in the target dictionary to which a subentry can be added. It allows you to determine interactively how the entry should be merged into the target data record.

In this case, a question mark in brackets appears behind the merge option in the Summary table.

TermStar displays the merge options specified for the entry in the Summary table (columns 3 and 4).

You can change the specified merge options at any point in time by selecting the Entry element in the Unit to be merged section, selecting other merge options in the Merge option section and clicking again on Set.

TermStar updates the merge options specified for the entry in the Summary table accordingly.

6 Once you have specified the desired merge options for the entries in the individual languages, confirm your selection by clicking Apply.

7 If necessary, continue specifying the individual merge options for individual entry fields or the subentries, or close the Merging expert by clicking OK.

To specify the merge options for individual entry fields:

If you have specified the merge option Merge at field level for the Entry element, you have the option to specify particular merge options for individual entry fields.
In the **Unit to be merged** section, the following elements can be selected, in order to define a merge option:

- **Name of an entry field** – The merge option applies to the selected entry field. It is therefore possible to select an individual merge option for each entry field available in TermStar.
- **All fields** – The merge option applies to all fields without an individual merge option. This option can be changed, but not removed. By default, TermStar selects the merge option *Add field content for All fields*.

### Merge option for “Term” field

Defining a merge option for the **Term** field is only relevant if you differentiate entries by entry GUID and if the imported entry and the target entry have a matching GUID.

By default, TermStar selects the merge option *Replace always* for the **Term** field.

1. Select an entry field or the **All fields** element in the **Unit to be merged** section and specify the desired merge option:

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry fields:</td>
<td>Replace always</td>
<td>Replaces the target data record entry field with the imported entry field. The process ignores empty imported fields: If an imported field is empty, the corresponding entry field for the target data record remains unchanged.</td>
</tr>
<tr>
<td></td>
<td>Replace if target empty</td>
<td>Only replaces the target data record entry field with the imported entry field, if the target data record entry field is empty.</td>
</tr>
<tr>
<td></td>
<td>Replace if source not empty</td>
<td>Only replaces the target data record entry field with the imported entry field, if the imported data record entry field is not empty.</td>
</tr>
<tr>
<td></td>
<td>Replace if newer</td>
<td>Only replaces the target data record entry field with the imported entry field, if the entry in the imported data record has a newer date (Field Created or changed on). If an imported field is empty, the corresponding entry field for the target data record remains unchanged.</td>
</tr>
<tr>
<td></td>
<td>Ignore</td>
<td>Does <em>not</em> import the entry field.</td>
</tr>
</tbody>
</table>

*Tab. 5-7: Merging the entry fields*
If TermStar should match the case when comparing the contents of the entry fields, select the **Case sensitive** option in the **Options** section.

To use the desired merge option, click **Set**. TermStar displays the merge option specified for the entry field or the **All fields** element in the **Summary** table.

You can change the specified merge option at any point in time by selecting the respective entry field or the **All fields** element in the **Unit to be merged** section, selecting another merge option in the **Merge option** section and clicking again on **Set**.

TermStar updates the merge option specified for the entry field or the **All fields** element in the **Summary** table accordingly.

### Tab. 5-7: Merging the entry fields (cont.)

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Always interactive</td>
<td>Displays a window during the import process, in which the entry field of the data record being imported can be interactively merged into the entry field of the target data record or writes the corresponding data to a log file, even if the entry field in the data record being imported or in the target data record is empty (see sections “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
<td></td>
</tr>
<tr>
<td>Only interactive if not empty</td>
<td>Displays a window during the import process, in which the entry field of the data record being imported can be interactively merged into the entry field of the target data record or writes the corresponding data to a log file, but only if the entry field is full, both in the data record being imported and in the target data record (see sections “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108). If the entry field in the data record being imported is empty, the entry field in the target data record is retained; if the entry field in the target data record is empty, it is replaced by the entry field in the data record being imported.</td>
<td></td>
</tr>
<tr>
<td>Add field content</td>
<td>Adds the field content of the entry field of the imported data record or appends it to the field content of the entry field of the target data record (separated by the selected delimiter).</td>
<td></td>
</tr>
</tbody>
</table>
If you decide that you do not wish to specify an individual merge option for a particular entry field after all, select the corresponding line in the **Summary** table and click on **Delete**.

TermStar removes the entry field from the **Summary** table.

4 Once you have specified all the desired merge options for individual entry fields, confirm your selection by clicking **Apply**.

5 If necessary, continue specifying the merge options for the subentries, or close the Merging expert by clicking **OK**.

**To specify the merge options for individual subentries:**

1 In the **Unit to be merged** section, underneath the respective language or the **All others** element, select one of these elements (see Fig. 5-5):
   - Abbreviation
   - Alternative
   - Irregular form
   - Synonym
   - Disallowed term
   - User index 1 ... User index 5

![Merge data tab in the Merging expert, merging of subentries](image)
Instead of the **Merge option** section, TermStar now displays two sections, in each of which a merge option can be selected:

- **Non-matching term / Non-matching GUID** – The selected merge option specifies what should happen with subentries from the data record being imported, for which there is *no* term or entry GUID match in the target data record.

- **Matching term / Matching GUID** – The selected merge option specifies what should happen with subentries from the data record being imported, for which there is a term or entry GUID match in the target data record.

### Example of matching / non-matching terms

An illustrative example of data record with subentries with non-matching and matching terms can be found in section “Examples of entries with matching / non-matching terms” on page 199.

2. Select one of these merge options in the **Non-matching term / Non-matching GUID** section:

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subentry:</td>
<td><strong>Non-matching term / Non-matching GUID</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ignore</td>
<td>Subentry is <em>not</em> imported.</td>
</tr>
<tr>
<td></td>
<td>Always interactive</td>
<td>Displays a window during the import process, in which the subentry of the data record being imported can be interactively merged into the language of the target data record or writes the corresponding data to a log file, even if there is no subentry in the data record being imported or in the target data record (see sections “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
</tr>
<tr>
<td></td>
<td>Add as subentry of same type if empty</td>
<td>Only adds the subentry being imported as a subentry to the relevant language entry in the target data record, if no subentry of this type exists yet.</td>
</tr>
<tr>
<td></td>
<td>Add as subentry of same type</td>
<td>Adds the subentry being imported as a subentry to the relevant language entry in the target data record.</td>
</tr>
</tbody>
</table>

*Tab. 5-8: Merging the subentries with a non-matching term / GUID*
Select one of these merge options in the Matching term / Matching GUID section:

<table>
<thead>
<tr>
<th>Unit to be merged</th>
<th>Possible merge options</th>
<th>What happens?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Subentry:</td>
<td>Matching term / Matching GUID</td>
<td></td>
</tr>
<tr>
<td>Ignore</td>
<td>Subentry is not imported.</td>
<td></td>
</tr>
<tr>
<td>Interactive</td>
<td>Displays a window during the import process, in which the subentry of the data record being imported can be interactively merged into the language of the target data record or writes the corresponding data to a log file (see sections “Interactive editing of duplicate data entries” on page 96 and “Editing log files” on page 108).</td>
<td></td>
</tr>
<tr>
<td>Replace</td>
<td>Replaces the subentry in the target data record with the corresponding subentry from the data record being imported.</td>
<td></td>
</tr>
<tr>
<td>Replace if newer</td>
<td>Only replaces the subentry in the target data record with the corresponding subentry from the data record being imported if the imported subentry is newer. If an imported subentry field is empty, the corresponding subentry field for the target data record remains unchanged.</td>
<td></td>
</tr>
<tr>
<td>Merge at field level</td>
<td>Allows you to specify particular merge options for individual subentry fields. This uses the same merge options which were specified for the corresponding fields of the main entry.</td>
<td></td>
</tr>
</tbody>
</table>

Tab. 5-9: Merging the subentries with a matching term / GUID

4 If TermStar should match the case when comparing the terms in the subentries, select the Case sensitive option in the Options section.

5 To use the desired merge options, click Set.

TermStar displays the merge options specified for the subentry type in the Summary table.

You can change the specified merge options at any point in time by selecting the respective subentry type in the Unit to be merged section, selecting other merge options in the Merge option section and clicking again on Set.

TermStar updates the merge options specified for the subentry type in the Summary table accordingly.

If you decide that you do not wish to specify merge options for a particular subentry type after all, select the corresponding line in the Summary table and click on Delete.
5 Merging data in an existing dictionary

TermStar removes the subentry type from the Summary table.

6 Once you have specified all the desired merge options for subentry types, confirm your selection by clicking Apply.

7 Close the Merging expert by clicking OK.

Interactive editing of duplicate data entries

Overview

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

▲ TermStar finds several possible target data records for the imported data records during synchronisation.

Since TermStar is not capable of deciding itself which of these located data records the data record being imported should be merged with, it displays the Synchronise data window. In it you can synchronise the data records interactively (see section “Interactive synchronisation of data records” on page 96), i.e. you select the desired target data record interactively.

▲ TermStar finds one possible target data record during synchronisation or you have selected a target data record in the Synchronise data window.

You have set the option for interactive merging in the merging definition (see section “Specifying the merge options” on page 75).

In this case, TermStar give you the option of interactively merging the data being imported into the target data record with the Merge data window.

Interactive synchronisation of data records

If TermStar finds several possible target data records for an imported data record, it is not able to decide which of the located data records the data record being imported should be merged with. In this case, you must actively synchronise the data records.

Example:

▲ You synchronise the data record according to the Term field for the English (UK) entry (see section “Specifying the synchronisation fields” on page 72).

▲ You have selected Add as synonym as the merge option for non-matching terms, so that the imported entry is added to the existing entry in the target data record as a synonym (see section “Specifying the merge options” on page 75).

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

▲ The imported data record also contains the English term mole.

You must now decide whether the imported entry should be a synonym for the entry in the data record with the meaning a term in the area of water engineering or a burrowing mammal.
Interactive editing of duplicate data entries

To interactively synchronise data records:

1. If data records have to be interactively synchronised during import, TermStar displays the Synchronise data window with the following information:

   - Left-hand section – Content of the data record to be imported.
   - Right-hand section – Content of the possible target data records.

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

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

   You can find information on the tree structure and on the significance of the coloured circles used in this window, in section “Structure and colour coding system in the “Synchronise data” or “Merge data” window” on page 102.

3. To specify how TermStar should handle the data record to be imported, click on one of the following buttons:

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

     If you have selected Add as synonym as the merge option, as described in the example for the case of non-matching terms, the non-matching target language term to be imported is added to the existing entry as a synonym in

---

Fig. 5-6: **Synchronise data** window with English term mole

- Left-hand section – Content of the data record to be imported.
- Right-hand section – Content of the possible target data records.
5 Merging data in an existing dictionary

the target dictionary. Therefore, in the example given, finance company is added as a synonym for the entry bank.

If there is other field content which differs between the imported data record and the target data record in addition to the content of the Term field, you can subsequently interactively merge the data record (see section “Interactive merging of data records” on page 98).

- **Skip data record** – TermStar does not import the data record and continues with the import.
- **New data record** – TermStar imports the data record as new a data record; it is therefore not merged into an existing data record. Then, TermStar continues with the import.
- **Cancel import** – TermStar cancels the import.

### Interactive merging of data records

If you specified the merge option for interactive merging in the merging definition, TermStar displays the **Merge data** window during the import process, whenever there are duplicate data records.

**To interactively merge data records:**

1. So that you can interactively merge data records during import, TermStar displays the **Merge data** window with the following information:

![Merge Data Window](image)

**Fig. 5-7: Merge data window**
Interactive editing of duplicate data entries

- Left-hand section – Contents of the data record to be imported (merged) with all the languages and entries it contains.
- Right-hand section – Contents of the target data record with all the languages and entries it contains.

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

A circle is always shown before the header (the header is the name of the dictionary and the associated database) and before a contained language. 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.

You can find information on the tree structure and the significance of the colours red, green and yellow in section “Structure and colour coding system in the “Synchronise data” or “Merge data” window” on page 102.

3 Specify which components of the data record TermStar should edit:

- In the left-hand section, select the components of the data record to be merged that TermStar should transfer: the same header, a certain header field, the same language (also all entries for a language), an entry, a subentry or a certain field for an entry or subentry.
- In the right-hand section, select where in the target data record TermStar should transfer the marked content of the data record to be merged: the same header, a certain header field, the same language (also all entries for a language), an entry, a subentry or a certain field for an entry or subentry.

4 To specify how TermStar processes the marked content, click one of the following buttons:

- **Add >** - TermStar adds the content as a new entry or as a new subentry – or appends it to the existing field content.
- **Replace >** - TermStar replaces the content of the existing entry or the existing field with the imported content.
- **Delete >** - TermStar deletes entries, subentries and field contents in the target data record.
- **Undo all** - TermStar resets the target data record to its original state.
- **Skip data record** - TermStar does not import the data record and continues with the import.
- **New data record** - TermStar imports the data record as a new data record; it is therefore not merged into an existing data record. TermStar continues with the import.
- **Cancel import** - TermStar cancels the import.
In table 5-10 on page 100, you can see examples of the different ways in which data records can be merged.

If you add an entry as a subentry, TermStar displays the following window:

![Add as subentry window for adding an entry as a subentry](image)

- Select the required type of subentry and confirm your choice with **OK**.
  - TermStar adds the target entry to the imported term as a subentry.

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

Table 5-10 lists the options when merging data records:

<table>
<thead>
<tr>
<th>Action</th>
<th>Steps</th>
<th>Effect</th>
</tr>
</thead>
</table>
| Replace all header data    | ▲ Select the name of the dictionary (the database) in the left and right sections.  
▲ Click **Replace >**. | TermStar deletes the header in the target data record and replaces it with the header in the data record to be imported.            |
| Replace all entries for one language | ▲ Select the same language in the left and right sections.  
▲ Click **Replace >**. | TermStar deletes all entries in the selected language from the target data record and replaces them with the entries in the data record to be imported. |
| Replace a language entry   | ▲ Select a language entry in the left and right sections.  
▲ Click **Replace >**. | TermStar deletes the target entry and replaces it with the language entry to be imported.                                       |

Tab. 5-10: Options when merging data records
Interactive editing of duplicate data entries

<table>
<thead>
<tr>
<th>Action</th>
<th>Steps</th>
<th>Effect</th>
</tr>
</thead>
</table>
| Add a language entry                        | ▲ Select an entry in the left section and a language in the right section.  
▲ Click `Add >`.                          | TermStar adds the entry to be imported as a new entry in the selected language to the target data record. |
| Add a language entry as a subentry         | ▲ Select an entry in the left and right section in the same language.   
▲ Click `Add >`.                            | TermStar adds the term from the entry to be imported to the target entry as a subentry of the type selected:  
▲ Synonym  
▲ Abbreviation  
▲ Alternative  
▲ Irregular form  
▲ Disallowed term  
▲ User index 1 - User index 5 |
| Replace a header field or entry/subentry field | ▲ Select a field in the left and right sections.                      | TermStar deletes the contents of the target field and replaces them with the contents of the field to be imported. |
| Add the contents of a header field or entry/subentry field | ▲ Select a field in the left and right sections.                      | TermStar adds the content of the field to be imported or appends it to the content of the target field (separated by a semicolon). |
| Delete from the target data record         | ▲ Select the item in the right section that you wish to delete: language, 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 to be imported as a new data record in the current dictionary. |
| Skip data record                            | Click `Skip data record`.                                             | TermStar does not import this data record and continues the import with the next data record. |
| Undo all changes                            | Click `Undo all`.                                                     | TermStar resets the target data record to its original state. |

Tab. 5-10: Options when merging data records (cont.)
To ensure that data records can be interactively synchronised or merged during import, the Synchronise data or Merge data window is displayed. In the window, each data record to be synchronised or merged (left-hand section) and the target data record (right-hand section) are displayed.

Firstly, you see only the header (the header is the name of the respective dictionary and the associated database in brackets), the languages contained and the entries (main entries) in the respective languages (see Fig. 5-9).

Example:

Fig. 5-9: Merge data window

The header, the languages, the entries contained in each language, their fields and, if applicable, the existing subentries and their fields are hierarchically ordered in a tree structure and interassociated; 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 on 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 on the small arrow in front of the respective main entry.

▲ To display the field of a subentry (if applicable), click on the small arrow in front of the respective subentry.
Interactive editing of duplicate data entries

When the fields of a particular level of the tree structure are shown, the small arrow is shaded; if, on the other hand the fields of the respective level are hidden, the arrow is white again.

Fig. 5-10: Example of a language entry in the target data record – whole tree structure shown

No circle is displayed beside fields which are automatically populated by TermStar (Created on, Last change on, Created by, Last change by, Entry number). These fields can neither be directly amended in the target data record, nor deleted. TermStar only changes these when it replaces the entire target data record entry or header.

The circle before the header, the languages and the entries (main entries) and, if applicable, the colours contained in it, indicate whether there are differences between the data record to be imported and the target data record and, if so, what type of differences these are and at which level of the data record they occur.

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 – One of the fields or a language is new when compared with the imported data record or target data record, or does not occur in any other data record.

▲ Red – One of the existing terms in a main entry or subentry in the target data record is not available in the imported data record.

▲ Yellow – A field other than the term in a main entry or subentry exists in both the import and target data records, but the content differs.

Whether a coloured circle or semicircle is displayed depends on which level of the data record the difference between the import and target data record occurs:

▲ 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 language that is new in the import or target data record has a complete green circle.
Semicircle – The levels (header, language, term main entry and term subentry) that are ordered, where applicable, in the tree structure via the different or new field are identified by a semicircle (red, green or yellow), to highlight the difference in the fields in the subordinate levels.

In the data record to be merged (left-hand section), the colour coding only applies for fields which are not present in the target data record or new. This is why only green semi-circles or circles are displayed there.

In the target data record (right-hand section), all colours may occur in theory, i.e. the colour coding not only takes place for the fields which are new or not present in the data record to be imported (green), but also for fields whose content is different when compared to the data record to be merged (red and yellow).

Fig. 5-11: Examples for language entries in the data record to be merged with green coding
The following table contains examples which clearly illustrate the colour coding system using entries in the target data record:

<table>
<thead>
<tr>
<th>Semi-circle / Circle</th>
<th>Explanation</th>
<th>Example target data record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green semi-circle in front of header (dictionary name) / Green circle in front of header field</td>
<td>Header field new, compared to the imported data record</td>
<td><img src="data-record.png" alt="Data record example" /></td>
</tr>
<tr>
<td>Yellow semi-circle in front of header (dictionary name) / Yellow circle in front of header field</td>
<td>Header field different, compared to the imported data record</td>
<td><img src="data-record.png" alt="Data record example" /></td>
</tr>
<tr>
<td>Grey circle in front of language / main entry and (if applicable) subentry</td>
<td>Language entry exactly matches language entry from the imported data record</td>
<td><img src="data-record.png" alt="Data record example" /></td>
</tr>
<tr>
<td>Red semi-circle in front of language / Red circle in front of main entry</td>
<td>Main entry term not present, compared to imported data record</td>
<td><img src="data-record.png" alt="Data record example" /></td>
</tr>
<tr>
<td>Red semi-circle in front of language and main entry / Red circle in front of subentry</td>
<td>Subentry term not present, compared to imported data record</td>
<td><img src="data-record.png" alt="Data record example" /></td>
</tr>
<tr>
<td>Green circle in front of language</td>
<td>Language new, compared to imported data record</td>
<td><img src="data-record.png" alt="Data record example" /></td>
</tr>
</tbody>
</table>

Tab. 5-11: Meaning of the different coloured semi-circles / circles
5 Merging data in an existing dictionary

<table>
<thead>
<tr>
<th>Semi-circle / Circle</th>
<th>Explanation</th>
<th>Example target data record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Green semicircle in front of</td>
<td>At least one field in the main entry is new, compared to the imported data record</td>
<td><img src="image1" alt="Example" /></td>
</tr>
<tr>
<td>language and main entry/ green semicircle in front of field</td>
<td></td>
<td><img src="image2" alt="Example" /></td>
</tr>
<tr>
<td>Yellow semi-circle in front of</td>
<td>The contents of at least one field of the main entry is different</td>
<td><img src="image3" alt="Example" /></td>
</tr>
<tr>
<td>language and main entry / Yellow circle in front of field of a main entry</td>
<td></td>
<td><img src="image4" alt="Example" /></td>
</tr>
<tr>
<td>Yellow semi-circle in front of</td>
<td>The contents of at least one field of the subentry is different</td>
<td><img src="image5" alt="Example" /></td>
</tr>
<tr>
<td>language, main entry and subentry /</td>
<td></td>
<td><img src="image6" alt="Example" /></td>
</tr>
<tr>
<td>Yellow circle in front of field of a subentry</td>
<td></td>
<td><img src="image7" alt="Example" /></td>
</tr>
</tbody>
</table>

Tab. 5-11: Meaning of the different coloured semi-circles / circles

If several main entries or subentries are available in a language, to differentiate between these, only the “first” term in the target data record is red and all other terms (in the import and target data record) are highlighted green.

Fig. 5-12: Example for language entry to be imported and target language entry with several 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:

Fig. 5-13: 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:

Fig. 5-14: Example of a language entry in a target data record with red and yellow/green colour coding
5 Merging data in an existing dictionary

Editing log files

Overview  If you specify the merge option for interactive merging in the merging definition, TermStar displays the Merge data window during import whenever a duplicate data record needs merging (see section “Interactive editing of duplicate data entries” on page 96).

When merging dictionaries containing large quantities of data, it may make sense to perform with interactive merging of the duplicate data records after the import of the remaining data records. To this end, TermStar can save the data of all duplicate data records to a log file.

This enables you to perform the interactive merging of duplicate data records in a single batch, after the actual import process is complete, by importing the log file (see section “Importing log files” on page 108) and then interactively merging these problematic data records (see the instructions “To interactively merge data records:” on page 98).

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

▲ Import with the wizard

In the Logging option for import window, select the option Write questions to log file and specify the path and name of the log file (step 8 on page 51).

▲ Import with the expert

In the Problem handling tab, select the option Write questions to log file and specify the path and name of the log file (step “Problem handling” on page 68).

Importing log files  To import a log file:

1  From the resource bar, select Dictionaries | Import terminology | Log file. TermStar displays the Import file window.

2  Click Browse to select the log file. TermStar displays the Log file name window.

3  Select the log file and confirm by clicking Open. TermStar closes the window and displays the path and name of the log file in the Import file window.

Continue by clicking Next. TermStar displays the Summary window with the settings implemented by you.

4  Check the settings.

– To change the settings, click Back.

– If the settings are correct, start the import by clicking Finish. TermStar displays the Import window with the progress bar.
You can interrupt the import at any time by clicking **Cancel**.

5 TermStar displays windows for the saved data records which require your input during import. You can edit these as described on page 53.

Once TermStar has completed the import operation, TermStar displays the following message:

*Completed successfully.*

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

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

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

▲ The wizard takes you step by step through the process for creating or modifying an import definition, so that you do not miss anything out and all important settings are defined (see section “Import definition wizard” on page 111).

▲ The expert is designed for experienced users and allows – in addition to the functions of the wizard – further settings to be made (e.g. pre-processing, substitutions, default values; see section “Expert” on page 152).

You can find out how to delete an import definition or save it under another name in section “Managing import definitions” on page 142).

**Expert does not allow any subsequent editing with the wizard**

The wizard cannot be used to make any further changes to import definitions which have already been edited via the expert.

**The import definition is dependent on the dialogue language**

Please ensure that the import definition only uses the TermStar dialogue language that it has been set up with. For example, if you have created an import definition with German as the TermStar dialogue language, do not use it if you have selected English as the dialogue language.
Import definition wizard

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

You can call up the import definition wizard with the export wizard or the database expert (see section “Calling up the import definition wizard” on page 111).

First of all, use the wizard to specify the layout of the import data (section “Specify the import data layout” on page 112). The subsequent steps in the wizard are dependent on the specified layout (section on page 114 to page 129).

Once you have created the import definition with the wizard, you can then specify further options for your import definition (see section “Additional options for import definitions” on page 144).

You can delete import definitions already created with the wizard or save them as a copy under another name (see section “Managing import definitions” on page 142).

Calling up the import definition wizard
There are different ways to call up the import definition wizard:

▲ When importing with the help of the import wizard
▲ With the database expert

To call up the import definition wizard during import with the help of the import wizard:

1 Carry out a custom import using the import wizard (see section “Importing customised formats” on page 58), until TermStar displays the Import definition window (step 6 on page 60).

2 Create a new import definition or modify an existing one:
   – Click New to create a new import definition.
   – To change an existing import definition, select it and click Modify.

   TermStar starts the import definition wizard, with the settings from the existing definition, when applicable.

3 Then specify the layout of the import data as described in section “Specify the import data layout” on page 112.

Sample definition supplied
To familiarise yourself with how an import definition works, you can find the text file SampleImport.txt in the \db folder which is for the SampleImport import definition.
To call up the import definition wizard with the database expert:

4 Select Dictionaries | Dictionaries/Databases | Manage dictionaries/databases from the resource bar.
TermStar displays the Term Star database expert window with a list of the existing databases.

5 To have TermStar display the dictionaries in a database, click on the plus sign next to a database name.
TermStar displays the dictionaries it contains.

6 Select the dictionary and click Import/Export.
TermStar displays the Database administrator: Expert: <Dictionary>(<Database>) window with the name of the selected dictionary and database.

7 In the Import tab, open the File-type definition tab and select Custom.
In the right-hand section of the tab, TermStar displays a list of the existing import definitions.

8 Create a new import definition or modify an existing one:
   – Click New to create a new import definition.
   – To change an existing import definition, select it and click Modify.
TermStar starts the import definition wizard, with the settings from the existing definition, when applicable.

9 Then specify the layout of the import data as described in section “Specify the import data layout” on page 112.

Specify the import data layout
Once you have started the import definition wizard, first specify the layout of the import data.

To specify the import data layout:

1 Call up the import definition wizard (see section “Calling up the import definition wizard” on page 111).
TermStar displays the **Import file layout** window:

![Import file layout window](image)

**Fig. 6-1: Import file layout window**

2 Specify which layout the import file has:

- **Table layout with a unique field separator**
  In the import file, one line corresponds to one data record and the fields are
  separated from one another by a unique separator.
  
  *Example*: Tables exported from Microsoft Excel

- **Table layout with unique field positions (coordinates)**
  In the import file, one line corresponds to one data record; the fields are
  uniquely identified by their position (column number).
  
  *Examples*: Tables exported from dBase or FoxPro in SDF format

- **Information is always separated by tags (defined strings)**.
  In the import file, the fields are identified with *tags* (unique defined strings).
  
  *Example*: Files exported from Trados MultiTerm®

- **The position of information is defined by tags, delimiters or row/column information**.
  In the import file, fields are defined by a combination of tags, delimiters and
  positions

Select the desired option.
The subsequent steps in the wizard are dependent on what you have selected as the import file layout (step2). To find out more, read the following sections:

- Input definition for a table layout with a unique field separator – section on page 114
- Import definition for table layout with unique field positions (coordinates) – section on page 121
- Import definition for files with fields separated by tags (defined strings) – section on page 123
- Import definition for files with fields separated by tags, separators or positions – section on page 129

**Input definition for a table layout with a unique field separator**

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

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

A typical example of this type of file is a file exported from Microsoft Excel.

**To create an input definition for a table layout with a unique field separator using the wizard:**

1. In the **Import file layout** window, select the option **Table layout with a unique field separator**.
2. Select the separator from the **Field separator** list which is used to separate the fields in the import file from one another.

**Examples:**

- For an Excel file exported into the CSV (comma-separated) format: the semicolon (;)
- For an Excel file exported into the Unicode text format: the tab (<TAB>)
3 Click **Next**.

TermStar displays the **Handling special characters in tables** window:

![Handling special characters in tables window](image)

**Fig. 6-2: Handling special characters in tables window**

4 Specify whether and how the field separator selected in step 2 on page 114 can also occur as content within a field:

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

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

If you have selected this option, select the character from the **Delimiter character** list that will 'frame' the fields.
6 Import definitions for customised data formats

This option is strongly recommended when importing exported Excel data!
When importing exported Excel data, we strongly recommend, in all cases, using the option **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character** and specifying the quotation mark (") as a delimiter character.

The reason for this is that, when it exports files in **CSV (comma-separated)** and **Unicode text** formats, Excel places field contents containing the respective separator in quotation marks, in order to protect them.

▲ Example of a file exported in 'CSV (comma-separated)' format:
raven;noun;"biology; ornithology";bird

In addition, Excel also places quotation marks around words which are already in quotation marks, around the word and the entire contents of the field.

▲ Example: """Vogelatlas"" encyclopaedia"

So that the superfluous quotation marks are deleted when the Excel data is imported into TermStar, this option must be selected, and the quotation mark (") chosen as the delimiter character.

- **A column delimiter character used within a text field is marked (escaped) by the following special prefix character.** – If the field separator can be found within the field contents, it is preceded by a set special character (**Escapement**). The special character is used to define that the character does not signify a field separator in this instance. Information for specifying and removing these escapements can be found in section “Escapements” on page 150.

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

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

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

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

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

TermStar displays the **Import sequence of language/fields** window.
Specify which header and language fields are contained in the import file and what order they appear in the import file (e.g. the order of the columns in Excel):

In the **Language/field** section, TermStar displays a list with Empty field, Header and all the languages available in TermStar.

To make TermStar display the fields for a header or a language, click on the plus sign next to Header or the name of the language. TermStar displays the fields it contains:

- To use a field from the **Language/Field** from the list during import, select it and click **Select**.
  TermStar displays the field in the **Import sequence** list.
- If you do not want to use a field from the **Import sequence** list during import, select it and click **Remove**.
  TermStar removes the field from the **Import sequence** list.
- To change the position of a field in the **Import sequence** list, select it and click **Up** or **Down**.
  TermStar moves the field one position up or down.

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

*Fig. 6-3: Import sequence of language/fields window*
Pay attention to the order for an import file with multiple terms per language!

If the import file contains multiple terms per language, which correspond to several main entries or several subentries in TermStar, the columns for the respective language must be arranged in the import file in such a way that TermStar is able to correctly assign the individual fields to the respective main and subentries. This means that the relevant associated fields must immediately follow the term of a main or subentry, before the term of a different main or subentry is listed.

An example of a correct import sequence would be:

```
English(UK). Term(1)
English(UK). Definition(1)
English(UK). Gender(1)
English(UK). Disallowed term(1_1)
English(UK). Remark(1_1)
English(UK). Disallowed term(1_2)
English(UK). Remark(1_2)

English(UK). Term(2)
English(UK). Context(2)
English(UK). Remark(2)

English(UK). Term(3)
English(UK). Remark(3)
```

Fields of the main entry may be listed, if necessary, even after one or more “subentry blocks”.
TermStar displays the **Date format** window:

![Date format window](image)

**Fig. 6-4: Date format window**

6 Specify the format in which the date information is to appear in the import file. TermStar requires this information so that it can correctly interpret data that is transferred to the date fields.

For this, the following variables can be used:
- **DD** – day
- **MM** – month
- **YY** or **YYYY** – year (two or four digits)
- **HH** – hour
- **mm** – minute
- **ss** – second

**Example:**
If the 29th May 2002 is entered in the import file as 05-29-02, select the format: **MM-DD-YY**

Select the format from the list or enter it manually and click **Next**.
6 Import definitions for customised data formats

TermStar displays the **Summary** window with the settings you have implemented:

![Summary window](image)

**Fig. 6-5: Summary window**

7 Check the settings.
   - To change the settings, click **Back**.
   - To configure further settings (for substitutions, default values, duplicate fields and escapements), click **Additional options**. You will find information on the additional options settings in section “Additional options for import definitions” on page 144.
   - If the settings are correct, confirm them by clicking **Finish**.
TermStar displays the **Save import definition** window:

Fig. 6-6: **Save import definition** window

8 Specify how TermStar should save the definition:
   - Enter a name for the new definition in the **Filename** field.
   - Select the scope for the new definition from the **Scope** list:
     Click **Save** to confirm the information entered.

TermStar has saved the new definition and displays it in the **Database administrator: Expert <Dictionary>(<Database>)** window.

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

▲ Every line corresponds to a data record.
▲ The fields (columns) are always of equal width, so that the exact start position can be specified.

A typical example of this type of file is a file exported from Microsoft FoxPro or dBase in SDF format.
To create an input definition for a table layout with unique field positions (coordinates) using the wizard:

1. In the Import file layout field, select the option **Import definition for table layout with unique field positions (co-ordinates)** and click **Next**. TermStar displays the **Language/Field position** window.

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

   In the **Language/Field** section, TermStar displays a list with **Empty field**, **Header** and all the languages available in TermStar:

   ![Language/Field position window](image)

   **Fig. 6-7: Language/Field position window**

   To make TermStar display the fields for a header or a language, click on the plus sign next to **Header** or the name of the language. TermStar displays the fields it contains.
To use a field from the Language/Field list during import, select it. In the Column section, select the number of the column which contains the data for the field in the import file and click Select. TermStar displays the field with line and column position in the Import sequence list.

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

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

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

3 The remaining steps are the same as those for an import definition for table layouts with unique field separators. Proceed as explained in section “Input definition for a table layout with a unique field separator” on page 114 from step 6 on page 119.

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

▲ Several lines correspond to one data record.

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

A typical example of this type of file is the export format for Trados MultiTerm.

To use the wizard to create an input definition for a file with fields separated by tags:

1 In the Import file layout field, select the option Information is always separated by tags (defined strings) and click Next. TermStar displays the Definition of tag-controlled data record window:
2 Specify how the data records are separated from one another, i.e. how TermStar knows where a new data record begins:

- **Data records always are separated by unique separator lines.** – Between the data records there is always a line with the same content. In the **Separator line** field, enter which separator line the import file uses (e.g. `xxxxxxx`).

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

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

![Definition of tag-controlled data record window](image)
TermStar displays the **Import with tag structure** window:

3 Specify which characters are used to identify the tags in the import file:
   - In the **Define tag start** list, select the character used at the start of the tag.
   - In the **Define tag end** list, select the character used at the end of the tag.
   
   **Example:**
   If the tags always have the format `<tag>`, select the character `<` as the tag start and `>` as the tag end.

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

   TermStar displays the **Tag structure definition** window.

4 Specify how the tags are structured:
   - **A tag defines either a language or a field (single-level tags)** – A tag identifies *either* the language *or* a field.
      
      **Example for single-tier tag:**
      `<ENG>, <DEU>, <TERM>, <STATUS>`.
   
   - **A tag defines both language and field (two-level tags)** – A tag identifies both the language *and* a field.
      
      **Example of two-tier tags:**
      `<ENG.TERM>, <DEU.TERM>`.
Select the required option and click **Next**.

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

- For single-tier tags, proceed as described in step 5 on page 126.
- For two-tier tags, skip steps 5 to 7 and continue as described in step 8 on page 128.

If you have selected single-tier tags as the tag structure in step 4, TermStar displays the **Import with tag structure (single-tier tags)** window:

![Fig. 6-10: Import with tag structure (single-tier tags) window](image)

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

In the **Language** section, TermStar displays a list with **Header** and all the languages available in TermStar. In the **Tag** list, TermStar displays all tags found in the import file which correspond to the tag delimiters specified in step 3 on page 125.

- To assign a tag to a header or a language, select the **header** or the required language, select the relevant tag from the **Tag** list and click **Select**.
  
- TermStar displays the entry with the tag in the **Import sequence** list.
If you do not want to use an entry from the Import sequence list during import, select it and click Remove. TermStar removes the entry from the Import sequence list.

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

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

TermStar displays the Import with tag structure (single-tier tags) window with the Definition of the relationship between tag and field section:

Fig. 6-11: Import with tag structure (single-tier tags) window

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

To have TermStar display the fields for Header or All languages, click on the plus sign next to Header or All languages.

TermStar displays the fields it contains.

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

TermStar displays the field in the Import assignment list.

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

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

TermStar displays all tags found in the import file which correspond to the tag delimiters specified in step 3 on page 125.

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

TermStar displays the **Date format** window.

7 The remaining steps are the same as those for an import definition for table layouts with unique field separators.

Proceed as explained in section “Input definition for a table layout with a unique field separator” on page 114 from step 6 on page 119.

8 If you have selected single-tier tags as the tag structure in step 4, TermStar displays the **Import with tag structure (two-tier tags)** window:

![Import with tag structure (two-tier tags) window](image)

**Fig. 6-12: Import with tag structure (two-tier tags) window**

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

In the **Language/Field** section, TermStar displays a list with **Empty field**, **Header** and all the languages available in TermStar. In the **Tag** list, TermStar displays all tags found in the import file which correspond to the tag delimiters specified in step 3 on page 125.
To make TermStar display the fields for a header or a language, click on the plus sign next to **Header** or the name of the language. TermStar displays the fields it contains.

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

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

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

  TermStar displays all tags found in the import file which correspond to the tag delimiters specified in step 3 on page 125.

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

  TermStar displays the **Date format** window.

9 The remaining steps are the same as those for an import definition for table layouts with unique field separators.

Proceed as explained in section “Input definition for a table layout with a unique field separator” on page 114 from step 6 on page 119.

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

- A data record corresponds to one or more lines in the import file.
- Data records, entries and fields are defined in different ways – through tags, defined strings, positions or a combination of these options.

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

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

- Data records with or without subgroups

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

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

  Example:

  `DEU-Term;DEU-Attribute;DEU-Status;ENG-Term;ENG-Attribute;ENG-Status`
6 Import definitions for customised data formats

- Data records without subgroups – The fields for a data record are not grouped according to language.
  
  Example:
  DEU-Term;ENG-Term;DEU-Attribute;ENG-Attribute;
  DEU-Status;ENG-Status

▲ Data records with or without header section

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

- Data records with separate header section – The header fields are collated in an area.
  
  Example:
  HEAD-Project;DEU-Term;DEU-Attribute;DEU-Status;
  ENG-Term;ENG-Attribute;ENG-Status

- Data records without separate header section – The fields with the information for the header are placed within the language-specific entries.
  
  Example:
  DEU-Term;Project;DEU-Attribute;DEU-Status;
  ENG-Term;ENG-Attribute;ENG-Status

Table 6-1 gives you an overview of which steps the wizard carries out for the various variants (with or without subgroups, with or without header section).

<table>
<thead>
<tr>
<th>Subgroups (entries sorting according to language)</th>
<th>No subgroups</th>
</tr>
</thead>
<tbody>
<tr>
<td>▲ Specify the header definition</td>
<td>▲ Specify the field definition</td>
</tr>
<tr>
<td>▲ Specify the header field definition</td>
<td>No header section separator</td>
</tr>
<tr>
<td>▲ Specify the header field position</td>
<td>▲ Specify the order of fields</td>
</tr>
<tr>
<td>▲ Specify the definition of the entry</td>
<td>▲ Specify the entry sequence</td>
</tr>
<tr>
<td>▲ Specify the entry sequence</td>
<td>▲ Specify the entry field definition</td>
</tr>
<tr>
<td>▲ Specify the order of fields</td>
<td></td>
</tr>
</tbody>
</table>

Tab. 6-1: Steps in the wizard for files with fields separated by tags, defined strings or positions
To create an input definition for a file with fields separated by tags, defined strings or positions using the wizard:

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

TermStar displays the **Data record definition** window:

![Data record definition window](image)

**Fig. 6-13: Data record definition window**

2. Specify how the data records are separated from one another, i.e. how TermStar knows where a new data record begins:
   - **One data record per line** – All data for a data record is within a single line
   - **A data record always consists of a given number of lines** – All data records contain a set number of lines
     In the **Number of lines** field, enter how many lines a data record consists of.
   - **Data records always are separated by blank lines** – There is always a blank line between data records.
   - **Data records always are separated by unique separator lines.** – Between the data records there is always a line with the same content.
     In the **Separator line format** field, enter which separator line the import file uses (e.g. `xxxxxx`).
Select the required option, enter the **Separator line format** or the **Number of lines**, if applicable, and click **Next**.

TermStar displays the **Data record structure** window:

![Data record structure window](image)

**Fig. 6-14: Data record structure window**

3 Specify whether the fields for a data record are grouped by language, i.e. whether there will be a subgroup of fields for each language (see “Data records with or without subgroups” on page 129):

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

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

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

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

- For data records **without** subgroups, skip the following steps and continue as described in step 11 on page 140.
- For data records **with** subgroups, continue as described in step 4 on page 133.
If the data records contain subgroups for each language, specify in the Header window, whether header fields will be in a separate section (see “Data records with or without header section” on page 130):

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

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

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

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

- For data records **without** a special header section, skip the following steps and continue as described in step 8 on page 137.

- For data records **with** a special header section, continue as described in step 5 on page 134.

---

Fig. 6-15: **Header window for data records with subgroups**
5 If the data records contain a special header section, specify in the **Header definition** window how the header section is differentiated from the language entries:

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

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

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

Select the required option, determine the delimiters, tag or line and column if applicable, and click **Next**.

---

**Fig. 6-16: Header definition window for data records with subgroups and a header section**
TermStar displays the **Header field definition** window:

![Header field definition window](image)

**Fig. 6-17: Header field definition window for data records with subgroups and a header section**

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

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

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

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

Select the required option, determine the delimiters (if applicable), and click **Next**.
6 Import definitions for customised data formats

TermStar displays the **Header field sequence** window:

![Header field sequence window](image)

**Fig. 6-18: Header field sequence window for data records with subgroups and a header section; Header fields defined by individual positions**

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

7 Specify which header fields the import file contains in the header section and how the individual fields are to be identified in the import file. How you specify this depends on how the header fields are separated from one another (see step 6 on page 135):

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

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

- If the start of the fields is defined by a position within the data record, select the field from the **Header fields** list, enter the position of the start of the field in the **Line** and **Column** fields and click **Select** (see Fig. 6-18 on page 136).

Carry out this step until all fields in the **Import sequence** list are in the correct order, with the correct tags or with the correct position. Then click **Next**. TermStar displays the **Entry definition** window.
8 In the **Entry definition** window, specify how the individual entries will be delimited:

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

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

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

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

---

*Fig. 6-19: Entry definition window for data records with subgroups*
TermStar displays the **Entry sequence** window:

![Entry sequence window](image)

**Fig. 6-20: Entry sequence window for data records with subgroups, entries separated by unique separators**

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

9 Specify which languages are contained in the import file and how the individual languages in the import files can be identified. How you define this depends on how the entries are separated (see step 8 on page 137):

- If the language entries are always separated by a unique separator, select the languages from the **Languages** list and click **Select**. To change the position of a language in the **Import sequence** list, select it and click on **Up** or **Down** (see fig. 6-20).

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

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

Carry out this step until all languages in the **Import sequence** list are in the correct order, with the correct tags or with the correct position. Then click **Next**.
TermStar displays the **Entry field definition** window:

![Entry field definition window](image)

**Fig. 6-21: Entry field definition window for data records with subgroups**

10 Specify how the individual fields are separated within an entry:

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

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

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

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

You can skip the following steps and continue as described in step 12 on page 141.
If the data record has no subgroups for each language (see step 3 on page 132), specify how the individual data records will be separated in the Field definition window:

- **Fields are always separated by a unique separator.** – If you have selected this option, select the character from the Unique separator list that will separate the fields within an entry.
- **The beginning of fields is identified by unique tags.** – Select this option if the beginning of fields is identified by the same tags in all data records.
- **The beginning of fields is defined as a position within the data record.** – Select this option if the position of the start of a field is the same in all data records.

Select the required option, determine the delimiters (if applicable), and click Next.
TermStar displays the Field sequence window:

![Field sequence window](image)

**Fig. 6-23: Field sequence window in examples for data records with subgroups, fields separated by unique separators**

12 In the Field sequence window, specify which entry fields are contained in the import file and how the individual entry fields can be identified in the import file (Fig. 6-23).

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

If the data records have no subgroups for each language (see step 3 on page 132), click on the plus sign next to Header or the language name. TermStar displays the fields it contains.

How you specify the import sequence depends on how the fields are delimited (see step 10 on page 139 or step 11 on page 140):

- If the fields are always separated by a unique separator, select the field from the Fields list and click Select. To change the position of a field in the Import sequence list, select it and click Up or Down (see Fig 6-23).
- If the start of the fields is identified by an individual tag, select the field from the Fields list, select the relevant tag from the Tag list and click Select.
If the start of the field is defined by a position within the data record, select the field from the **Fields** list, enter the position for the start of the field in the **Row** and **Column** fields and click **Select**.

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

TermStar displays the **Date format** window.

13 The remaining steps are the same as those for an import definition for table layouts with unique field separators.

Proceed as explained in section “Input definition for a table layout with a unique field separator” on page 114 from step 6 on page 119.

### Managing import definitions

**Overview**  
In addition to the **Change** option (see section on page 111), the import definition wizard also offers you two further management functions for existing import definitions:

▲ Deleting import definitions (see section on page 142)

▲ Saving an import definition under a different name (see section on page 143)

**Deleting import definitions**

**To delete an import definition:**

1 Call up the list of existing import definitions.

To do this, follow the instructions for calling up the import definition wizard with the database expert (see section “To call up the import definition wizard with the database expert;” on page 112) until the selection of the **Custom** option (step 7 on page 112).

– Alternatively, you can access the list of available import definitions during a custom export using the import wizard (see section “Importing customised formats” on page 58), if TermStar is displaying the **Import definition** window (step 6 on page 60).

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

TermStar displays the following message:

**Do you really want to delete the definition?**

3 Decide whether you really want to delete the definition:

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

– Select **Yes** to delete the definition.

TermStar deletes the selected definition.
Managing import definitions

1. Call up the list of existing import definitions.
   To do this, follow the instructions for calling up the import definition wizard with the database expert (see section “To call up the import definition wizard with the database expert” on page 112) until the selection of the Custom option (step 7 on page 112).
   – Alternatively, you can access the list of available import definitions during a custom export using the import wizard (see section “Importing customised formats” on page 58), if TermStar is displaying the Import definition window (step 6 on page 60).

2. Select a definition from the list and select Save as.
   TermStar displays the Save import definition window:

   ![Save import definition window](image)

   **Fig. 6-24: Save import definition window**

3. Specify how TermStar should save the definition:
   – Enter a name for the new definition in the **Filename** field.
   – Select the scope for the new definition from the **Scope** list:

4. Click **Save** to confirm the information entered.
   TermStar has saved the new definition and displays it in the Database administrator: Expert <Dictionary> (<Database>) window.
Additional options for import definitions

Overview  If you are creating an import definition using the import definition wizard, you can configure further options at the end in the **Summary** window, by clicking **Additional options** (see step 7 on page 120).

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

- **Substitutions** (see section on page 144)
- **Default values** (see section on page 147)
- **Duplicate fields** (see section on page 148)
- **Escapements** (see section on page 150)

Substitutions  In the **Substitutions** tab, you can specify that TermStar searches for and replaces field values *after* a successful import. This corresponds to searching and replacing the data manipulation. You can select fields and search for a value for each field and replace it with another.

To add a substitution:

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

   ![Substitutions tab](image)

   *Fig. 6-25: Substitutions tab in the Additional options window*
TermStar displays the following in the table:
- **Field** column – field in which TermStar carries out the substitution
- **Find** column – search string that TermStar searches for
- **Replace** column – search string that TermStar uses as a replacement
- **Options** column – options for the substitution

If applicable, do not delete the predefined substitutions!
Once you have created and saved an import definition, for which you have selected the option **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character**, and you subsequently call it up again in the import definition wizard (see section “Calling up the import definition wizard” on page 111), three predefined substitutions are listed in the table on the **Substitutions** tab, which are used in the implementation of this option. Please do not delete these substitutions under any circumstances!

2 To add a field for a substitution, click **Add field**.
   TermStar displays the **Field selection** window with a list (All fields, Header and All languages):

![Field selection window](image)

*Fig. 6-26: Field selection window*

3 Specify which field TermStar should use when carrying out the substitution:
   - If you want TermStar to carry out the substitution in all fields, select **All fields**.
   - To have TermStar display the fields for header or all languages, click on the plus sign next to **Header** or **All languages**. TermStar displays the fields it contains.
   - Select the required fields for the headers or all languages.
   Confirm your choice by clicking **OK**.
TermStar closes the window and displays the Additional options windows with the Substitutions tab again. TermStar displays the selected field in the table.

4 Specify how you want TermStar to search and replace:
- Select the field in which TermStar should search and replace.
- In the Find field, enter the search string that TermStar should search for.
- In the Replace with field, enter the search string that TermStar should use as a replacement.
- If you do not want to use a regular expression, select String (default).
  If you want to use regular expressions, select Regular expression (advanced search).
  In the Options table column, TermStar displays Advanced search for this substitution.
  You can find more information on how to use regular expressions in the Transit/TermStar NXT Reference Guide.
- If you want TermStar to differentiate between upper and lower case in the search text, select Match case.
  In the Options table column, TermStar displays Match case for this substitution.
If you want to change the settings for a field, select the field in the table and change the settings. TermStar displays the modified settings in the table.
If you want to remove the substitution for a field, select the field in the table and click Remove. TermStar removes the field from the table.

5 Confirm your settings with OK.
TermStar closes the window and displays the Summary window again. You can now complete and save the import definition (see step 7 on page 120).
Default values  In the Default values tab, you can specify the values that TermStar adopts automatically during import. You can use this to specify whether TermStar should always adopt the values (and therefore overwrite imported values) or only enter them in empty fields.

Default values only effective for imported entries
TermStar uses the default values which have been specified with an import definition, for imported entries – but not for entries which already exist in the target dictionary. If you want to provide existing entries with standard values, you can edit using the data manipulation.

To add a default value for the import:
1  In the Additional options window, open the Default values tab:

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

Fig. 6-27: Default values tab in the Additional options window
2 Specify which field the default values should apply to.
In the **Field selection** section, TermStar displays a list with *Empty field*, *Header* and all the languages available in TermStar.

- To make TermStar display the fields for a header or a language, click on the plus sign next to *Header* or the name of the language. TermStar displays the fields it contains.
- Select the required fields for the headers or the language.

3 Specify which values TermStar should enter in the field.
In the default value field, enter the desired value.

4 Specify when TermStar should enter the value in the field:
- If TermStar should always enter the value and therefore should overwrite the import file values when applicable, select **Always set to default**.
  In the **Preset mode** table column, TermStar displays *Always use preset values* for these default values.
- If TermStar should only enter the value if the field is empty, select **Only set empty fields to default**.
  In the **Preset mode** table column, TermStar displays *Only set empty fields to default* for these default values.

5 Accept the settings for these default values by clicking **Set**.
TermStar displays the default values in the table.
If you want to change the settings for a default value, select the default value in the table and change the settings. TermStar displays the modified settings in the table.
If you want to remove a default value, select the default value in the table and click **Remove**. TermStar removes the default value from the table.

6 Confirm your settings by clicking **OK**.
TermStar closes the window and displays the **Summary** window again. You can now complete and save the import definition (see step 7 on page 120).

### Duplicate fields

If you are importing a file which has fields defined by tags (*not* by position or a separator), duplicate fields may exist: If *the same* tag occurs in the import file twice *within an entry*, it is treated as a duplicate field.

---

**Duplicate fields can only occur in import formats with tags**

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

---

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

1. In the Additional options window, open the Duplicate fields tab:

   ![Duplicate fields tab in the Additional options window](image)

   **Fig. 6-28: Duplicate fields tab in the Additional options window**

   TermStar displays the following in the table:
   - **Field** column – all possible fields in TermStar
   - **Handling duplicate fields** column – current setting for the field

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

2. To change the settings for a field, select the relevant field in the table and select one of the following options in the Handling of duplicate fields section:
   - **Use contents of all fields** – For duplicate fields, TermStar adds the content of all fields in turn in the target field.
     - In the **Handling duplicate fields** table column, TermStar displays **All fields** for these fields.
   - **Use contents of first field** – For duplicate fields, TermStar enters only the content of the first field in the target field.
     - In the **Handling duplicate fields** table column, TermStar displays **First field** for these fields.
   - **Use contents of last field** – For duplicate fields, TermStar enters only the content of the last field in the target field.
     - In the **Handling duplicate fields** table column, TermStar displays **Last field** for these fields.
Select the required option for the selected field.

3 Confirm your settings by clicking OK.

TermStar closes the window and displays the Summary window again. You can now complete and save the import definition (see step 7 on page 120).

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

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

▲ Example:

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

```plaintext
raven;noun;biology; ornithology;bird
```

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

```plaintext
raven|noun|biology; ornithology|bird
```

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

```plaintext
raven|noun|biology|ornithology|bird
```

**The escapement must be contained in the import file**

The escapement (in the example: backslash) must always be contained in the import file (see section “Input definition for a table layout with a unique field separator” on page 114). If applicable, the import file must be converted accordingly before import. To do so, pre-processing can be carried out with the expert (see section “Pre-processing” on page 157).
To define escapements:

1. In the Additional options window, open the Escapements tab:

TermStar displays the following in the table:

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

If applicable, predefined escapements present

Once you have created and saved an import definition, for which you have selected the option A column delimiter character used within a text field is marked (escaped) by the following special prefix character, and you subsequently call it up again in the import definition wizard (see section “Calling up the import definition wizard” on page 111), a predefined escapement is displayed in the table on the Escapements tab, which is used in the implementation of this option. Please do not delete this escapement under any circumstances!
2 Specify the escapement as follows:
   – In the **Find** field, enter the search string in the import file that TermStar should replace. (In our example \;).
   – In the **Replace with** field, enter the search string that TermStar should use to replace the escapement (in our example ;).
   – Click **Add**.

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

3 Confirm your settings with **OK**.

TermStar closes the window and displays the **Summary** window again. You can now complete and save the import definition (see step 7 on page 120).

---

**Expert**

**Overview** The expert is designed for experienced users and allows further settings to be made, in addition to the functions of the wizard.

For information on calling up the expert, please refer to section “Starting the import definition expert” on page 153.

Table 6-2 gives you an overview of the settings which can be made with the expert. For details on the settings, please refer to the sections that are given in the table.

---

**Expert does not allow any subsequent editing with the wizard**

The wizard cannot be used to make any further changes to import definitions which have already been edited via the expert.

If you want to edit an import definition for the first time with the expert, TermStar displays the corresponding message (see section 5 on page 154).

---

**Saving the import definition after changing**

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

To call up the import definition expert:

1. Select **Dictionaries | Dictionaries/Databases | Manage dictionaries/databases** from the resource bar.
   TermStar displays the **Term Star database expert** window with a list of the existing databases.

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

3. Select the dictionary and click **Import/Export**.
   TermStar displays the **Database administrator: Expert: <Dictionary>(<Database>)** window with the name of the selected dictionary and database.

---

<table>
<thead>
<tr>
<th>Setting</th>
<th>Explanation</th>
<th>section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escapements</td>
<td>Characters which precede the characters for special functions, so that TermStar interprets these as 'normal' characters</td>
<td>on page 155</td>
</tr>
<tr>
<td>Date format</td>
<td>Format of date information in the import file</td>
<td>on page 156</td>
</tr>
<tr>
<td>Pre-processing</td>
<td>Find and replace field contents in the import file before import (corresponds to conversion of the import file)</td>
<td>on page 157</td>
</tr>
<tr>
<td>Delimiters</td>
<td>Characters which separate data records, headers, entries and subentries from one another in the import file</td>
<td>on page 158</td>
</tr>
<tr>
<td>Field contents</td>
<td>Search strings which define the start and end of field contents in the import file</td>
<td>on page 164</td>
</tr>
<tr>
<td>Copy fields</td>
<td>Copy field contents of fields of the import file into (other) fields in the dictionary</td>
<td>on page 166</td>
</tr>
<tr>
<td>Substitutions</td>
<td>Find and replace field contents in the dictionary after import (corresponds to automatic data manipulation)</td>
<td>on page 167</td>
</tr>
<tr>
<td>Default values</td>
<td>Insert field contents automatically during import</td>
<td>on page 168</td>
</tr>
<tr>
<td>Duplicate fields</td>
<td>Handling of fields which are duplicated in a single data record in the import file</td>
<td>on page 169</td>
</tr>
</tbody>
</table>

Tab. 6-2: Settings in the expert
4 In the Import tab, open the File-type definition tab and select User-defined. In the right-hand side of the tab, TermStar displays a list of the existing import definitions:

![List of import definitions in the Database expert](image)

Fig. 6-30: List of import definitions in the Database expert

5 Select the import definition that you want to edit and click Expert.... If the import definition has not previously been edited with the expert, TermStar displays a message:

![Message when calling up the expert](image)

Fig. 6-31: Message when calling up the expert
Decide how you want to proceed:
- To edit the definition with the wizard, click Yes.
  This will allow you to use the wizard for this import definition again at a later date.
- To edit the import definition with the expert and configure further settings, click No.
- Click Cancel if you do not want to edit the import definition.
If you have decided to use the expert, TermStar displays the import definition in the expert.

Escapements In the Escapements tab, you can specify the characters which precede special functions so that they can be interpreted as 'normal' characters:

![Escapements tab in the import definition expert](image)

*Fig. 6-32: Escapements tab in the import definition expert*

The Escapements tab in the expert corresponds to the Escapements tab in the Additional options window in the wizard (see section “Escapements” on page 150).
6 Import definitions for customised data formats

**Date format**  In the **Date format** tab, you can specify the format of the date information in the import file:

![Date format tab in the import definition expert](image)

*Fig. 6-33: Date format tab in the import definition expert*

The **Date format** tab in the expert corresponds to the **Date format** window in the wizard (see step 6 on page 119).
Pre-processing  In the **Pre-processing** tab, you can specify how TermStar finds and replaces field contents in the import file *before* import (corresponds to conversion of the import file).

You can configure the settings in the **Pre-processing** tab in the expert in the same way as the settings for **Substitutions** in the wizard’s additional options (see section “Substitutions” on page 144).

Bear in mind that TermStar carries out pre-processing in the import file *before* import, but substitutions are only visible in the dictionary *after* import.

---

**Fig. 6-34: Pre-processing tab in the import definition expert**

---

© STAR Group 157
**Delimiters**  In the Delimiters tab, you can specify how data records, headers, entries and subentries are separated from one another in the import file:

In the left-hand section, TermStar displays the following tabs:

- **Delimiter** column – Meaning of the separator
- **Type** column – Type of separator used to delimit the start and end of an entry and the start and end of a subentry

**Search type** list – Type of search TermStar should use for the separator (i.e. how it is defined):
- **String** – As a sequence of characters
- **Regular expression** – Using regular expressions (for information on regular expressions, please see the Transit/TermStar NXT Reference Guide)
- **Row/Column** – If the delimiter can be uniquely identified through its position in the data record

**Match case** option (not for Row/Column search type) – In the search, TermStar takes the case of the search string or regular expression into account.

**Remove** option (not for Row/Column search type) – During import, TermStar removes the search string or the regular expression from the imported data.
Lower field

- For the String and Regular expression search types – Strings and regular expressions that TermStar finds as separators
- For Row/Column search type – Rows and columns for the position that TermStar uses for the delimiter.

In the right-hand section, TermStar displays further information for certain types of separator (see step 4 on page 160 or 5 on page 161).

To specify how data records, headers, entries and subentries are separated from another in the import file:

1. Add a new delimiter by clicking Add in the left-hand section.
   TermStar displays the Add delimiter window:

   ![Add delimiter window]

   *Fig. 6-36: Add delimiter window with further options for Entry start*

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

2. In the Delimiters section, select the delimiter that you want to define.
   If you have selected the start or end of an entry or the start or end of a subentry, specify how TermStar can recognise the language of the entry or type of subentry within a data record:
   - No detailed list or No subentry list – The different languages or type of subentry cannot be recognised either due to their order in the data record or through a unique expression.
   - List of languages or List of subentries – The languages or type of subentries are in a set order in the data record
   - Expressions for languages or Expressions for subentries – The languages or type of subentries can respectively be designated by an individual expression.
   Confirm your settings with OK.
   TermStar displays the Delimiters tab again. In the table in the left-hand section, TermStar displays the delimiters that you just added.
3 Specify how TermStar can recognise the delimiter in the import file:
   - In the **Search type** list, select whether TermStar should search for a string or a regular expression or whether the delimiter can be individually identified by its position in the data record.
   - Select **Match case** if TermStar should take the case of the string or regular expression into account.
   - Select **Remove** if TermStar should remove the search string or regular expression from the imported data during import.
   - For the **String** and **Regular expression** search types, enter the string or regular expression in the lower field that TermStar should search for as the delimiter
   - For the **Row/Column** search type, enter the position of the delimiter in the data record in the **Row** and **Column** fields.

4 If you have selected **List of languages** or **List of subentries** for the delimiter (see step 2 on page 159), TermStar displays the **Specification** section on the right, in which you can create a table for the languages entries or subentry types:

![Fig. 6-37: Delimiters tab with Specification section for creating a language list (in the example for Entry start)](image_url)

---

6 Import definitions for customised data formats
Specify what order the languages or subentries should appear in the import file.

- To add a language or a subentry type, click Add in the Specification section. Add the languages or subentries in the order they appear in the import file.
- TermStar displays the Add or change language or Add/change subentry windows:

```
Fig. 6-38: Add or change language window for the languages list
```

- From the list, select the language or subentry that you wish to add, and confirm your choice with OK.
  TermStar displays the Delimiters tab again with the added language or added subentry in the table in the Specification section.
- Repeat these steps until all languages or subentries in your import file are in the correct order in the table in the Specification section.

5 If you have selected Expressions for languages or Expressions for subentries for the delimiter (see step 2 on page 159), TermStar displays the Specification section on the right with a two-column table for the language entries or subentry types:
Specify how TermStar can identify the languages or subentries in the import file.

- To add a language or a subentry type, click **Add** in the **Specification** section on the tab.
  TermStar displays the **Add or change language** or **Add/change subentry** window.
- From the list, select the language or subentry that you wish to add.
- For the **String** and **Regular expression** search types, enter the string or regular expression that TermStar can use to identify the language in the **Expressions for languages** field:
- For the Row/Column search type, enter the position of the delimiter in the data record in the Row and Column fields:

![Add or change language window](image)

*Fig. 6-41: Add or change language window, if the language is to be identified with a position in the data record*

- Confirm your choice by clicking OK.
  TermStar displays the Delimiters tab again with the added language or added subentry in the table in the Specification section.
- Repeat these steps until all languages or subentries in your import file are in the correct position in the table in the Specification section or have the correct expression.
6 Import definitions for customised data formats

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

![Fields tab in the import definition expert](image)

*Fig. 6-42: Fields tab in the import definition expert*

You can configure the settings in the **Fields** tab in the expert in the same way as the settings for **Delimiters** in the expert (see section “Delimiters” on page 158).

However, please note the following special features:

▲ If you add fields (same as step 1 on page 159), TermStar displays a list of fields and field groups:

![Add field window](image)

*Fig. 6-43: Add field window*
To have TermStar display the fields of a field group, click on the plus sign next to a field group. TermStar displays the fields it contains.

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

▲ For certain fields, you can select how TermStar can identify the fields (same as step 2 on page 159):

- **No list** – The fields cannot be recognised either by their order in the data record or by a unique expression.
- **List of fields** – The fields are in a set order in the data record.
- **List of expressions for fields** – The fields can each be designated by an individual expression.

▲ If you have selected **List of fields** or **List of expressions for fields** and add fields in the **Field specification** section of the tab (same as step 4 on page 160 and 5 on page 161), TermStar displays the **Field selection** window:

![Field selection window](image)

*Fig. 6-44: Field selection window*

TermStar displays a list with **Header**, **All Languages** and all the languages available in TermStar. To have TermStar display the fields for the header or all languages, click on the plus sign next to **Header** or **All languages** or the language name. TermStar displays the fields it contains.
Copy fields  In the Copy fields tab, you can specify whether and how TermStar copies the contents of fields in the import file into (other) fields for the header or entry:

![Copy fields tab in the import definition expert](image)

Fig. 6-45: **Copy fields** tab in the import definition expert

TermStar displays the following in the table:

- **Source field** column – The field whose content is copied by TermStar.
- **Target field** column – The field into which TermStar copies the content.
- **Options** column – Options for the copy procedure.

To specify how TermStar copies field content during import:

1. Specify which field content TermStar should copy.
   - In the Language and source field section, select the source field.
   - In the Language and source field section, TermStar displays a list with Empty field, Header and all the languages available in TermStar. To make TermStar display the fields for a header or a language, click on the plus sign next to Header or the name of the language. TermStar displays the fields it contains.

2. Specify which field TermStar should copy the content into.
   - Select the target field from the Target field list.
   - Depending on the source field selected (header or entry field), TermStar displays all the header or entry fields available in TermStar.
3 Specify when TermStar should copy:
   - Select *Only overwrite empty fields* if TermStar should only copy the content if the target field is empty.
     In the **Options** table column, TermStar displays *Only if empty* for this copy procedure.
   - If you delete the selection *Only overwrite empty fields*, TermStar always copies the contents into the target field, thereby overwriting any content that already exists.

4 Click **Set** to confirm your settings for the copy procedure.
   TermStar displays the copy procedure in the table.
   To delete a copy procedure, select it in the table and click **Remove**.

**Substitutions**

In the **Substitutions** tab, you can specify how TermStar finds and replaces field content *after* import in the dictionary (corresponds to automatic data manipulation).

![Substitutions tab in the import definition expert](image)

*Fig. 6-46: Substitutions tab in the import definition expert*

The **Substitutions** tab in the expert corresponds to the **Substitutions** tab in the additional options in the wizard (see section “Substitutions” on page 144).
Default values  In the Default values tab, you can specify whether and how TermStar automatically adopts field contents during import:

![Fig. 6-47: Default values tab in the import definition expert](image)

The Default values tab in the expert corresponds to the Default values tab in the additional options in the wizard (see section “Default values” on page 147).
**Duplicate fields**  In the **Duplicate fields** tab, you can specify how TermStar handles fields which are duplicated within a single data record in the import file:

![Duplicate fields tab](image)

*Fig. 6-48: Duplicate fields tab in the import definition expert*

The **Duplicate fields** tab in the expert corresponds to the **Duplicate fields** tab in the Additional options window in the wizard (see section “Duplicate fields” on page 148).

**Duplicate fields can only occur in import formats with tags**

If the fields are defined by positions or separators, duplicate fields cannot exist.
7 Export definitions for custom data formats

Overview

If you wish to export dictionaries in Excel format or CSV format, you can define an export definition for this. The export definition contains all the information about the format of the data in the export file.

The wizard takes you step by step through the process for creating or modifying an export definition, so that you do not miss anything out and all important settings are defined (see section “Export definition wizard” on page 171).

You can delete export definitions already created with the wizard or save them as a copy under another name (see section “Managing export definitions” on page 176).

The export definition is dependent on the dialogue language

Please ensure that the export definition only uses the TermStar dialogue language that it has been set up with. For example, if you have created an export definition with German as the TermStar dialogue language, do not use it if you have selected English as the dialogue language.
Creating the export definition automatically

There is a very simple way to create an export definition for the full export of a dictionary.
You just have to use the Report Manager to create a report based on the fields used in the dictionary. The results of the report you can save as an export definition.
For information on this please refer to section 7.7 “Statistics” in the TermStar User’s Guide.

Export definition wizard

Overview
The wizard takes you step by step through the process for creating or modifying an export definition, so that you do not miss anything out and all the required settings are defined.
You can call up the export definition wizard with the export wizard or the database expert (see section “Calling up the export definition wizard” on page 171).

Calling up the export definition wizard
There are different ways to call up the export definition wizard:
▲ When exporting with the help of the export wizard
▲ With the database expert

To call up the export definition wizard during export with the help of the export wizard:
1 Carrying out a custom export using the export wizard (see section “Exporting dictionaries in the customised Excel or CSV formats” on page 25), until TermStar displays the Export definition window (step 5 on page 27).
2 Create a new export definition or modify an existing one:
   – Click New to create a new export definition.
   – To change an existing export definition, select it and click Change.
TermStar starts the export definition wizard, with the settings from the existing definition, when applicable.
3 Then specify the export sequence for the fields as described in step “Creating an export definition” on page 173.

To call up the export definition wizard with the database expert:
1 Select Dictionaries | Dictionaries/Databases | Manage dictionaries/databases from the resource bar.
TermStar displays the TermStar database expert window with a list of the existing databases.
To have TermStar display the dictionaries in a database, click on the plus sign next to a database name. 

TermStar displays the dictionaries it contains.

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

TermStar displays the **Database administrator: Expert: <Dictionary><Database>** window with the name of the selected dictionary and database.

Open the **Export** tab:

![Database administrator: Expert: Dictionary<Database> window](image)

*Fig. 7-1: Export tab for the database expert*

In the **Select the export format** section, select the option **Excel** or **CSV**.

In the right-hand side of the tab, TermStar displays a list of the existing export definitions.

Decide whether you wish to create a new export definition or modify an existing one:

- Click **New** to create a new export definition.
- To change an existing export definition, select it and click **Modify**.

TermStar starts the export definition wizard, with the settings from the existing definition, when applicable.

Now you can create the export definition.
Creating an export definition

Your export definition is created in three steps:

- Defining the export sequence of the fields
- Defining the column headers for the export file
- Saving the export definition.

To specify the field export sequence:

1. Call up the export definition wizard (see section "Calling up the export definition wizard" on page 171).
   TermStar displays the Export definition window:

   ![Export definition window](image)
   
   *Fig. 7-2: Export definition window*

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

   In the **Sequence of language/field combination** section, under **Language/Field**, TermStar displays a list with **Header** and all the languages available in TermStar.

3. To have TermStar display the header fields or a language, click on the plus sign next to **Header** or the language name. TermStar displays the fields it contains. To use a field from the **Language/Field** list during export, select it and click **Select**.
TermStar displays the field in the Export sequence list.

- If the field structure for the selected dictionary includes several terms for a language, you can select the corresponding fields for this language several times, by selecting and confirming Definition, for example, in the Language/Field section a second time.

The field names are then added with a consecutive number shown in brackets which allows you to order the terms in the associated fields. The Export sequence list then displays the entries, for example:

- English (UK).Definition(1) and
- English (UK).Definition(2).

If you do not include all these fields, at the end of export, TermStar displays a related warning (see section “Exporting customised formats” on page 25).

- If you no longer want to use a field from the export sequence list during import, select it in the Export sequence list and click Remove. TermStar removes the field from the Export sequence list.

- To change the position of a field in the Export sequence list, select it and click on Up or Down. TermStar moves the field one position up or down.

4 Repeat these steps until all fields in the Export sequence list are in the correct order, i.e. the order they should appear within a line in the export file.

Now you can specify which column headers should appear in the export file and which field separator TermStar uses when exporting in the CSV format.

**To specify the column headers in the export file:**

1 Decide whether the field names should appear in the export file as column headers.

- If you do not want the field names to appear as column headers, in the Export as column headers section, deselect the option Field names.

- If you want the language code to appear in addition to the field names in the export file column headers, select the option Language codes in the Export as column headers section.

The option Language codes can only be selected if the option Field names is selected at the same time.

**Column headers should always be used, unless processing is automatic**
The column headers ensure the clarity of the export file. For this reason, only deselect the field names option if the export file is intended for automatic processing.
To specify the field separator for the export in the CSV format:

1. In the **Field separator for CSV export** section, specify the field separator – **Semicolon** or **Tabulator**.
   
   By default, TermStar selects the **Semicolon** option.

Now you have made all the settings and can check and then save the export definition.

To save your export definition:

1. In the **Export definition** window, click **Next**.
   
   TermStar displays the **Summary** window with the settings you have implemented:

   ![Summary window](image)

   **Fig. 7-3: Summary window**

2. Check the settings.
   - To change the settings, click **Back**.
   - If the settings are correct, confirm them by clicking **Finish**.
TermStar displays the **Save export definition** window:

![Save export definition window](image)

**Fig. 7-4: Save export definition window**

3 Specify how TermStar should save the definition:
   - Enter a name for the new definition in the **Filename** field.
   - Select the scope for the new definition from the **Scope** list:

   ![Scope selection](image)

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

TermStar has saved the new definition and displays it in the **Database administrator: Expert <Dictionary>(<Database>)** window.

### Managing export definitions

**Overview** In addition to the **Modify** option (see section on page 171), the export definition wizard also offers you two further management functions for existing export definitions:

- Deleting export definitions (see section on page 177)
- Saving an export definition under a different name (see section on page 177)
Deleting export definitions

**To delete an export definition:**

1. Call up the list of existing export definitions.
   
   To do this, follow the instructions for calling up the export definition wizard with the database expert (see section “To call up the export definition wizard with the database expert:” on page 171) until the selection of the option Excel or CSV (step 5 on page 172).
   
   – Alternatively, you can access the list of available export definitions during a custom export using the export wizard (see section “Exporting dictionaries in the customised Excel or CSV formats” on page 25), if TermStar is displaying the **Export definition** window (step 5 on page 27).

2. Select a definition from the list and select **Delete**.
   
   TermStar displays the following message:
   
   Do you really want to delete the definition?

3. Decide whether you really want to delete the definition:
   
   – Select **No** to cancel the process.
   
   – Select **Yes** to delete the definition.
   
   TermStar deletes the selected definition.

Saving an export definition under a different name

1. Call up the list of existing export definitions.
   
   To do this, follow the instructions for calling up the export definition wizard with the database expert (see section “To call up the export definition wizard with the database expert:” on page 171) until the selection of the option Excel or CSV (step 5 on page 172).
   
   – Alternatively, you can access the list of available export definitions during a custom export using the export wizard (see section “Exporting dictionaries in the customised Excel or CSV formats” on page 25), if TermStar is displaying the **Export definition** window (step 5 on page 27).

2. Select a definition from the list and select **Save as**.
7 Export definitions for custom data formats

TermStar displays the **Save export definition** window:

![Save export definition window](image)

**Fig. 7-5: Save export definition window**

3 Specify how TermStar should save the definition:
   - Enter a name for the new definition in the **Filename** field.
   - Select the scope for the new definition from the **Scope** list:

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

TermStar has saved the new definition and displays it in the **Database administrator: Expert <Dictionary> (<Database>)** window.
In this section, you will find examples for importing various data formats:

- Importing a word document with terminology – section on page 180
- Importing Excel tables of terminology – section on page 183
- Importing Excel tables of terminology in different codepages – section on page 186
- Importing Excel tables of terminology (multiple terms to one data record) – section on page 189
- Importing a terminology text file with tags – section on page 192
Importing a word document with terminology

Overview  A word document contains a terminology list. This list contains source and target language terms which are separated by tabs:

![Word document with terminology list](image)

You want to import the list into a TermStar dictionary. To do so, carry out the following steps:

- Saving a document in Word as a text file (see section on page 181)
- Importing a text file into TermStar (see section on page 181)
Importing a word document with terminology

Saving a document in Word as a text file

To be able to import the list into TermStar, it must be in text format. To do this, save it as a text file in Word.

To save a document as a text file in Word:

1. Open the document in Word.
2. Select **File | Save as.**
3. Select **Text only** from the **File type** list.
4. Specify the path and file name for the text file and click **Save**.

Importing a text file into TermStar

After you have saved the list as a text file (see section on page 181), you can import it into TermStar in a customised format.

To import a text file into TermStar:

1. From the resource bar, select **Dictionaries | Import terminology | Customised format.**
   TermStar displays the **Import file** window.
2. To specify the path and file name for the file to be imported, click **Browse**.
   TermStar displays the **Open** window.
3. Select the folder and file name of the file that you want to import.
   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.
4. Click **Open** to confirm the file option selected.
   TermStar closes the window and displays the **Import file** window again.
   TermStar displays the path and file name you have selected in the **Import file** field.
5. Click **Next** to confirm the path and file name.
   TermStar displays the **Import definition** window.
6. Click **New** to create a new import definition.
7. Select **Table layout with a unique field separator** as the import layout, choose `<Tab>` from the **Field separator** list and click **Next**.
   TermStar displays the **Handling special characters in tables** window.
8. Select the option **The column delimiter is never used as a character inside a field** and click **Next**.
9. Specify the order of the fields which corresponds to the order of the columns in the Excel file, as described in step 5 on page 117 and click **Next**.
   TermStar displays the **Date format** window.
10. Specify the format in which the date information is to appear in the import file.
    TermStar requires this information so that it can correctly interpret data that is transferred to the date fields.
11. Check the summary and click **Finish**.
8 Examples for importing various data formats

12 Save the import definition:
   – Enter a name for the import definition in the Filename field.
   – Select whether TermStar should save the import definition globally or only for a certain user, from the Scope list.
   – Click Save.
     Check that the just-created import definition is selected in the Import definition window and then click on Next.

13 Select ANSI as the character encoding and click Next.

14 Select the target dictionary into which you want TermStar to import the data and click Next.

15 When processing import data, select Add all data records as new data records and click Next.

16 Check the summary and click Finish.
   TermStar imports the data from the text file into the selected dictionary.
Importing Excel tables of terminology

Overview
An Excel table is a terminology list. Source and target language terms are in two columns:

![Fig. 8-2: Excel table with terminology](image)

You want to import the list into a TermStar dictionary. In this case, each line in Excel corresponds to a data record in TermStar.

Carrying out the import involves the following steps:

▲ Saving a table in Excel as a csv file (see section on page 184)
▲ Importing a csv file into TermStar (see section on page 184)

For languages with a consistent codepage only
This example is only applicable if the languages in the Excel table use the same codepage. In other cases, use the example in section “Importing Excel tables of terminology in different codepages” on page 186.
**8 Examples for importing various data formats**

**Saving a table in Excel as a csv file**

To be able to import the table into TermStar, it must be in csv file format. To do so, save it in Excel as a csv file. CSV (Comma Separated Values) is a simple text file format for exchange with other programs, which delimits the data fields using a separator.

**To save a table in Excel as a csv file:**

1. Open the table in Excel.
2. Select the menu **File | Save as**
3. Select **CSV (comma-separated)** from the **File type** list.
4. Specify the path and file name for the csv file and click **Save**.

Excel saves the table as a csv file and uses semicolons as the column delimiter character. Excel delimits fields with set special characters (e.g. quotation marks or semicolons) with quotation marks.

**Importing a csv file into TermStar**

After you have saved the table as a csv file, you can import it into TermStar in a customised format.

**To import a csv file into TermStar:**

1. From the resource bar, select **Dictionaries | Import terminology | Customised format**.
   TermStar displays the **Import file** window.
2. To specify the path and file name for the file to be imported, click **Browse**.
   TermStar displays the **Open** window.
3. Select the folder and file name of the file that you want to import.
   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.
4. Click **Open** to confirm the file option selected.
   TermStar closes the window and displays the **Import file** window again.
   TermStar displays the path and file name you have selected in the **Import file** field.

**Forced line breaks are carried over to TermStar**

If cells in your Excel file contain line breaks, which were forced using the shortcut ALT+ENTER, these will be carried over properly to the TermStar fields when the file is imported into TermStar.

If you do not wish to carry all of these line breaks over into TermStar, you must remove them before saving the Excel table as a csv file. To do so, open the **Find and Replace** window in Excel and in the **Find what:** field, press the keyboard shortcut CTRL+J to search for line breaks forced with ALT+ENTER. Replace the line breaks accordingly, either with nothing or with a space.
5 Click **Next** to confirm the path and file name. TermStar displays the **Import definition** window.

6 Click **New** to create a new import definition. TermStar displays the **Import file layout** window.

7 Select **Table layout with a unique field separator** as the import layout, choose the semicolon (;) from the **Field separator** list and click **Next**.

8 Excel adds quotation marks during export to flag fields with special characters. Therefore, when processing special characters, select **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character**, select the quotation mark ("”) in the list **Delimiter character** and click **Next**.

9 Specify the order of the fields which corresponds to the order of the columns in the Excel file, as described in step 5 on page 117.
   In our example:
   German.Term
   English(UK).Term
   Click **Next**.

10 Specify the format in which date information is to appear in the import file and click **Next**.
   TermStar displays the **Summary** window, which contains all the options you have selected for the import definition.

11 Check the summary and click **Finish**.

12 Save the import definition:
   - Enter a name for the import definition in the **Filename** field.
   - Select whether TermStar should save the import definition globally or only for a certain user, from the **Scope** list.
   - Click **Save**.
   Check that the just-created import definition is selected in the **Import definition** window and then click on **Next**.

13 Select **ANSI** as the character encoding and click **Next**.

14 Select the target dictionary into which you want TermStar to import the data and click **Next**.

15 When processing import data, select **Add all data records as new data records** and click **Next**.

16 Check the summary and click **Finish**.
   TermStar imports the data from the csv file into the selected dictionary.
Importing Excel tables of terminology in different codepages

Overview
An Excel table is a terminology list which contains languages in different codepages. The terms in French, Japanese, Chinese and Czech are in four columns:

![Excel table with multilingual terminology in different codepages](image)

Fig. 8-3: Excel table with multilingual terminology in different codepages

You want to import the list into a TermStar dictionary. In this case, each line in Excel corresponds to a data record in TermStar.

Carrying out the import involves the following steps:
- ▲ Saving a table in Excel as a Unicode file (see section on page 187)
- ▲ Importing a Unicode file into TermStar (see section on page 187)

Requires Excel 2000 or a more recent version
This example requires Excel 2000 or a more recent version as only these versions are able to save Unicode text. If you do not have access to the correct version, the example in section “Importing Excel tables of terminology” on page 183 can be used, provided all languages in your table use the same codepage.
Saving a table in Excel as a Unicode file

To be able to import the table into TermStar, it must be in Unicode file format. To do so, save it in Excel as a Unicode file.

**To save a table in Excel as a Unicode file:**

1. Open the table in Excel.

2. Select the menu **File | Save as**

3. Select **Unicode text** from the **File type** list.

4. Specify the path and file name for the Unicode file and click **Save**.

Excel saves the table as a Unicode file and uses tabs as the column delimiter character. Excel delimits fields with set special characters (e.g. quotation marks or semicolons) with quotation marks.

Importing a Unicode file into TermStar

After you have saved the table as a Unicode file, you can import it into TermStar in a customised format.

**To import a Unicode file into TermStar:**

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

   TermStar displays the **Import file** window.

2. To specify the path and file name for the file to be imported, click **Browse**.

   TermStar displays the **Open** window.

3. Select the folder and file name of the file that you want to import.

   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.

4. Click **Open** to confirm the file option selected.

   TermStar closes the window and displays the **Import file** window again.

   TermStar displays the path and file name you have selected in the **Import file** field.

5. Click **Next** to confirm the path and file name.

   TermStar displays the **Import definition** window.

---

**Forced line breaks are carried over to TermStar**

If cells in your Excel file contain line breaks, which were forced using the shortcut ALT+ENTER, these will be carried over properly to the TermStar fields when the file is imported into TermStar.

If you do not wish to carry all of these line breaks over into TermStar, you must remove them before saving the Excel table as a csv file. To do so, open the **Find and Replace** window in Excel and in the **Find what:** field, press the keyboard shortcut CTRL+J to search for line breaks forced with ALT+ENTER. Replace the line breaks accordingly, either with nothing or with a space.
6 Click **New** to create a new import definition.

7 Select **Table layout with a unique field separator** as the import layout, choose the tab (\(<\text{TAB}>\)) from the **Field separator** list and click **Next**.

8 Excel adds quotation marks during Unicode export to flag fields with special characters. Therefore, when processing special characters, select **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character**, select (\(”\)) in the list **Delimiter character** and click **Next**.

9 Specify the order of the fields which corresponds to the order of the columns in the Excel file, as described in step 5 on page 117.

   In our example:
   
   French.Term
   Japanese.Term
   Chinese (PR China).Term
   Czech.Term
   
   Click **Next**.

10 Specify the format in which date information is to appear in the import file and click **Next**.

11 Check the summary and click **Finish**.

12 Save the import definition:
   
   – Enter a name for the import definition in the **Filename** field.
   
   – Select whether TermStar should save the import definition globally or only for a certain user, from the **Scope** list.
   
   – Click **Save**.

   Check that the just-created import definition is selected in the **Import definition** window and then click on **Next**.

13 Select **Unicode** as the character encoding and click **Next**.

14 Select the target dictionary into which you want TermStar to import the data and click **Next**.

15 When processing import data, select **Add all data records as new data records** and click **Next**.

16 Check the summary and click **Finish**. TermStar imports the data from the Unicode file into the selected dictionary.
Importing Excel tables of terminology (multiple terms to one data record)

Overview

An Excel table is a terminology list, which contains more than one term and relevant associated information (e.g. gender, subject or definition) for one concept in at least one language.

You want to import the list into a TermStar dictionary. In this case, each line in Excel corresponds to a data record in TermStar.

The prerequisite for correctly importing all data contained in the Excel file is that the associated information (e.g. gender, subject or definition) appears directly after the respective term.

Carrying out the import involves the following steps:

▲ Saving a table in Excel as a csv or Unicode file (see section on page 190)
▲ Importing a csv or Unicode file into Excel (see section on page 190)
8 Examples for importing various data formats

**Saving a table in Excel as a csv or Unicode file**

To be able to import the table into TermStar, it must be in the csv or Unicode file format. To do so, save it in Excel as a:

- csv file (if the languages in the Excel table use the same codepage)
  OR
- Unicode file (if the languages in the Excel table use different codepages)

**To save a table in Excel as a csv or Unicode file:**

1. Open the table in Excel.

2. Select the menu **File | Save as**

3. Select **CSV (comma-separated)** or **Unicode text** from the **File type** list.

4. Specify the path and file name for the csv or Unicode file and click **Save**.

Excel saves the table as a csv or Unicode file and uses semicolons or tabs as the column delimiter character. Excel delimits fields with set special characters (e.g. quotation marks or semicolons) with quotation marks.

**Forced line breaks are carried over to TermStar**

If cells in your Excel file contain line breaks, which were forced using the shortcut ALT+ENTER, these will be carried over properly to the TermStar fields when the file is imported into TermStar.

If you do not wish to carry all of these line breaks over into TermStar, you must remove them before saving the Excel table as a csv file. To do so, open the **Find and Replace** window in Excel and in the **Find what:** field, press the keyboard shortcut CTRL+J to search for line breaks forced with ALT+ENTER. Replace the line breaks accordingly, either with nothing or with a space.

**Importing a csv or Unicode file into Excel**

After you have saved the table as a csv or Unicode file, you can import it into TermStar in a customised format.

**To import a csv or Unicode file into TermStar:**

1. From the resource bar, select **Dictionaries | Import terminology | Customised format.** TermStar displays the **Import file** window.

2. To specify the path and file name for the file to be imported, click **Browse.** TermStar displays the **Open** window.

3. Select the folder and file name of the file that you want to import.

   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.
4 Click **Open** to confirm the file option selected. TermStar closes the window and displays the **Import file** window again. TermStar displays the path and file name you have selected in the **Import file** field.

5 Click **Next** to confirm the path and file name. TermStar displays the **Import definition** window.

6 Click **New** to create a new import definition.

7 Select **Table layout with a unique field separator** as the import layout and, in the case of a csv file, choose the semicolon (;) from the **Field separator** list, or in the case of a Unicode file, select the tab (<TAB>) and click **Next**.

8 Excel adds quotation marks during Unicode export to flag fields with special characters. Therefore, when processing special characters, select **Fields, whose text contains the column delimiter character, are prefixed and suffixed by a delimiter character**, select (") in the list **Delimiter character** and click **Next**.

9 Specify the order of the fields which corresponds to the order of the columns in the Excel file, as described in step 5 on page 117.

   In our example:
   
   English(UK).Term
   English(UK).Part of speech
   English(UK).Subject
   English(UK).Synonym.Term
   English(UK).Synonym.Remark
   English(UK).Synonym.Term
   English(UK).Synonym.Remark
   English(UK).Term
   English(UK).Definition
   German.Term
   German.Gender

   Click **Next**.

10 Specify the format in which date information is to appear in the import file and click **Next**.

11 Check the summary and click **Finish**.

12 Save the import definition:

   - Enter a name for the import definition in the **Filename** field.
   - Select whether TermStar should save the import definition globally or only for a certain user, from the **Scope** list.
   - Click **Save**.

   Check that the just-created import definition is selected in the **Import definition** window and then click on **Next**.
8 Examples for importing various data formats

13 Select ANSI (csv file) or Unicode (Unicode file) as the character encoding and click Next.
14 Select the target dictionary into which you want TermStar to import the data and click Next.
15 When processing import data, select Add all data records as new data records and click Next.
16 Check the summary and click Finish.
TermStar imports the data from the csv or Unicode file into the selected dictionary.

Importing a terminology text file with tags

Overview
If you want to import terminology from other translation memory systems into TermStar, you can export it from the other translation memory system as a text file with tags. This identifies languages and fields using tags so that it is possible to assign the field contents to languages and field types.

You want to import terminology from another translation memory system into a TermStar dictionary. To do so, carry out the following steps:

▲ Save terminology in another translation memory system as a text file with tags
   To do so, please refer to the documentation for the other translation memory systems.
   As an example, we are using a text file, the structure of which is described in section “Structure of text files with tags” on page 192.

▲ Importing a text file with tags into TermStar (see section on page 194)

Alternative: Data exchange using MARTIF
In addition to the method set out here, you can also exchange the terminology using MARTIF format. Please refer to section “Importing dictionaries in MARTIF format” on page 55 for more detailed information.
You must check that the other translation memory system supports MARTIF to a sufficient degree of quality.

Structure of text files with tags
Please ensure that the other translation memory systems allow languages and field names to be specified completely arbitrarily. As a result, the name of the tags used to identify the individual field contents are not uniform either. If you wish to use this example as the basis for the import of your text file, you must use the tag names from your file in section “Importing a text file with tags into TermStar” on page 194 (step 11 and 12).
In our example, we want to import a text file which has the following structure:

<table>
<thead>
<tr>
<th>Character/ tag</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>**</td>
<td>Separator between data records</td>
</tr>
<tr>
<td>&lt;C-Date&gt;</td>
<td>▲ Last change to the data record</td>
</tr>
<tr>
<td></td>
<td>▲ Simultaneous start of the header</td>
</tr>
<tr>
<td>&lt;Theme&gt;</td>
<td>Specific field for the data record</td>
</tr>
<tr>
<td>&lt;Dt&gt;</td>
<td>▲ Term</td>
</tr>
<tr>
<td></td>
<td>▲ Simultaneous start of the German entry</td>
</tr>
<tr>
<td>&lt;UK&gt;</td>
<td>▲ Term</td>
</tr>
<tr>
<td></td>
<td>▲ Simultaneous start of the English entry</td>
</tr>
<tr>
<td>&lt;Fra&gt;</td>
<td>▲ Term</td>
</tr>
<tr>
<td></td>
<td>▲ Simultaneous start of the French entry</td>
</tr>
<tr>
<td>&lt;Def&gt;</td>
<td>Definition of the entry</td>
</tr>
<tr>
<td>&lt;Q-Def&gt;</td>
<td>Source of the definition of the entry</td>
</tr>
</tbody>
</table>

*Tab. 8-1: Structure of the example text file*

An excerpt from the text file is shown as follows:

**

<C-Date>29.05.2002-16:30:00
<Theme>Ornithology
<Dt>Rabe
<Def>Großer schwarzer Vogel
<Q-Def>Brehms Tierleben
<UK>raven
<Def>Big black bird
<Q-Def>The birding compendium
<Fra>corbeau
<Def>Grand oiseau noir
<Q-Def>Dictionaire de la nature
**

<C-Date>29.05.2002-16:30:01
<Theme>Astronomy
<Dt>Mond
<Def>Erdtrabant
<Q-Def>Ziolkowsky etc.
Once you have saved the terminology as a text file with tags in the other translation memory system, it can be imported into TermStar in a customised format.

To import a text file with tags into TermStar:

1. From the resource bar, select **Dictionaries | Import terminology | Customised format**.
   TermStar displays the **Import file** window.

2. To specify the path and file name for the file to be imported, click **Browse**.
   TermStar displays the **Open** window.

3. Select the folder and file name of the file that you want to import.
   If you want TermStar to only display files of a specified file type, select the desired file type from the **File type** list.

4. Click **Open** to confirm the file option selected.
   TermStar closes the window and displays the **Import file** window again.
   TermStar displays the path and file name you have selected in the **Import file** field.

5. Click **Next** to confirm the path and file name.
   TermStar displays the **Import definition** window.

6. Click **New** to create a new import definition.

7. Select **Information is always separated by tags (defined strings)** as the import layout and click **Next**.

8. Select **Data records are always separated by unique separator lines** as the data record delimiter.
   - In the example, data records are separated by a blank line with the content ****.
     Enter ** in the **Separator line** field.
     Then click **Next**.

9. Specify the start and end of the tag:
   - Use the following character for **Define tag start**: `<`
   - Use the following character for **Define tag end**: `>`
   - Then click **Next**.

10. Select **A tag defines either a language or a field (single-level tags)** as the tag structure definition and click **Next**.
11 Specify the relationship between tags and languages or header. Use the tag name in your text file.

The tag names in this section are based on our example file and differ from the tag names in your file (see section “Structure of text files with tags” on page 192).

– In the example, the header is introduced by the tag <C-Date>.
  Select the entry Header in the Language list, enter the tag <C-Date> in the Tag field and click Select.

– In the example, a German entry is introduced by the tag <Dt>.
  Select the entry German in the Language list, enter the tag <Dt> in the Tag field and click Select.

Continue until all languages which appear in the text file have the relevant tag and then click Next.

12 Specify the relationship between tags and dictionary fields. Use the tag name in your text file.

The tag names in this section are based on our example file and differ from the tag names in your file (see section “Structure of text files with tags” on page 192).

– In the example, the header field for the date of last change is introduced by the tag <C-Date>.
  In the Field list, open the main entry Header, select the HdrLastUpdateDate subentry, enter the tag <C-Date> in the Tag field and click Select.

– In the example, the header field for the specific field is introduced by the tag <Theme>.
  Select the subentry HdrSubject in the Field list, enter the tag <Theme> in the Tag field and click Select.

Continue until all header fields which appear in the text file have the relevant tag.

– In the example, the name of an entry are introduced with the tag <Dt>, <UK> or <Fra>.
  In the Field list, open the main entry All languages, select the Term subentry, enter the tag <Dt> in the Tag field and click Select.

Repeat this assignment process with all further tags which may introduce a name (in the example, with <UK> and <Fra>).

– In the example, the definition of an entry is introduced with the tag <Def>.
  Select the subentry Definition in the Field list, enter the tag <Def> in the Tag field and click Select.

Continue until all entry fields which appear in the text file have the relevant tag.

Then click Next.
13 Specify the date format which appears in the import file:
   Select the desired format from the list or enter it in the field.
   - The text file in the example contains 25th May 2002 along with the time in
     the following format:
     29.05.2002-16:30:00
     For this, select the format **DD.MM.YYYY-HH:mm:ss** from the list.
   
   Click **Next**.

14 Check the summary and click **Finish**.

15 Save the import definition:
   - Enter a name for the import definition in the **File name** field.
   - Select whether TermStar should save the import definition globally or only
     for a certain user, from the **Scope** list.
   - Click **Save**.

   Check that the just-created import definition is selected in the **Import definition**
   window and then click on **Next**.

16 Select **ANSI** as the character encoding and click **Next**.

17 Select the target dictionary into which you want TermStar to import the data
   and click **Next**.

18 When processing import data, select **Add all data records as new data records**
   and click **Next**.

19 Check the summary and click **Finish**.

TermStar imports the data from the text file with tags into the selected dictionary.
Examples of merging data during import

This section contains the following information:

- Illustrative examples relating to the selection of the synchronisation fields for merging data into a target dictionary
- Illustrative examples relating to merging entries (main and subentries) with matching and non-matching terms into a target dictionary
- An overview of all available merge options for headers and languages

Examples of selecting the synchronisation fields

On the Synchronisation tab in the Merging expert (see section “Synchronisation” tab” on page 72), you can define which fields TermStar should compare, in order to identify a data record as a duplicate.
Below you will find options for selecting the synchronisation fields – depending on the desired synchronisation result:

<table>
<thead>
<tr>
<th>Synchronisation field(s)</th>
<th>Field content Import data record</th>
<th>Field content Target data record</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Source language - Term</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English.Term</td>
<td>Quality assurance</td>
<td>Quality assurance</td>
<td>TermStar identifies the two duplicate data records.</td>
</tr>
</tbody>
</table>

| **2. Source language - Term + Field(s) of the source language** | | | |
| English.Term | Quality assurance | Quality assurance | TermStar identifies the two data records as not being duplicates (Field English.Definition is critical). |
| English.Definition | Measures for optimising working processes | Section of the financial accounting department |

| **3. Source language - Term + Header field(s)** | | | |
| Header.Subject | Marketing | Human resources | TermStar identifies the two data records as not being duplicates (Field Header.Subject is critical). |
| English.Term | Employee | Employee |

Depending on your requirements, you can obviously also define other fields as synchronisation fields, e.g. header fields or fields from different languages.
Examples of entries with matching / non-matching terms

On the Merge data tab in the Merging expert (see section “‘Merge data’ tab” on page 75), you can define, among other things, how imported entries (main and subentries) of a language with a matching term and a non-matching term should be merged into the target data record.

Information on defining the merge options for the main entries of individual languages and explanations of the individual merge options can be found in the instructions “To specify the merge options for individual language entries:” on page 86.

Example:

English. Term was defined as a synchronisation field, and two data records were identified as duplicate data records. Their main entries have the following terms:

<table>
<thead>
<tr>
<th>Import data:</th>
<th>Target dictionary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>ENG</td>
</tr>
<tr>
<td>table</td>
<td>Tisch</td>
</tr>
<tr>
<td>belt</td>
<td>Transportband</td>
</tr>
<tr>
<td>2.</td>
<td>ENG</td>
</tr>
<tr>
<td>belt</td>
<td>Förderband</td>
</tr>
</tbody>
</table>

For the main entries to be imported which have a non-matching term (for which there is no matching term in the target data record) – in the example Transportband and mesa – you can define the following merge options:
- Ignore
- Always interactive
- Only interactive if not empty
- Add as entry if language empty
- Add as entry
- Add as <subentry type>

For the language entries to be imported which have a matching term (for which there is a matching term in the target data record) – in the example table belt and Tisch – you can define the following merge options:
- Ignore
- Interactive
- Replace
- Replace if newer
- Merge at field level
For example, if you define the merge option **Add as synonym** (while pressing the CTRL key) for all three languages in the same way in the **Non-matching term** section, and the merge option **Replace** in the **Matching term** section, the import result looks like this:

**Result in the target dictionary:**

<table>
<thead>
<tr>
<th></th>
<th>ENG</th>
<th>DEU</th>
<th>ESP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>table</td>
<td>Tisch</td>
<td>mesa</td>
</tr>
<tr>
<td>2.</td>
<td>belt</td>
<td>Förderband</td>
<td>cinta</td>
</tr>
</tbody>
</table>

TermStar replaces the language entries with a matching term in the target data record with the language entries of the imported data record. The imported language entries with a non-matching term are either added to the relevant main entry as subentries of the type synonym or added as a main entry in the target data record.

**Subentries in individual languages**

Information on defining the merge options for the subentries of individual languages and explanations of the individual merge options can be found in the instructions “To specify the merge options for individual subentries:” on page 93.

**Example:**

**English.** Term was defined as a synchronisation field and it was additionally specified that the terms of subentries of the type synonym should also be compared with the terms of main entries. Two data records were identified as duplicate data records. Their subentries of the type synonym have the following terms:

**Import data:**

<table>
<thead>
<tr>
<th></th>
<th>ENG</th>
<th>DEU</th>
<th>ESP</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>Syn. belt</td>
<td>Syn. Transportband</td>
<td></td>
</tr>
</tbody>
</table>

**Target dictionary:**

<table>
<thead>
<tr>
<th></th>
<th>ENG</th>
<th>DEU</th>
<th>ESP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Syn. table</td>
<td>Syn. Tisch</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Syn. belt</td>
<td>Syn. Förderband</td>
<td></td>
</tr>
</tbody>
</table>

▲ For the subentries to be imported which have a non-matching term (for which there is no matching term in the target data record) – in the example *Transportband* and *mesa* – you can define the following merge options:

- Ignore
- Always interactive
- Add as subentry of same type if empty
- Add as subentry of same type
For the subentries to be imported which have a matching term (for which there is a matching term in the target data record) – in the example table belt and Tisch – you can define the following merge options:

- Ignore
- Interactive
- Replace
- Replace if newer
- Merge at field level

For example, if you define the merge option Add as subentry of the same type for all three languages in the same way in the Non-matching term section, and the merge option Replace in the Matching term section, the import result looks like this:

Result in the target dictionary:

<table>
<thead>
<tr>
<th></th>
<th>ENG</th>
<th>DEU</th>
<th>ESP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Syn. table</td>
<td>Syn. Tisch</td>
<td>Syn. mesa</td>
</tr>
<tr>
<td>2</td>
<td>Syn. belt</td>
<td>Syn. Förderband</td>
<td>Syn. Transportband</td>
</tr>
</tbody>
</table>

TermStar replaces the subentries with a matching term in the target data record with the subentries of the imported data record and adds the imported subentries with a non-matching term to the relevant main entry in the target data record, as another synonym.

Overview of available merge options for header and languages

Below you will find a tabular overview of all available merge options on the header and language level. The merge options for header fields, entries and entry fields are only available if the merge option Merge or Merge at field level was selected at the respective higher level.
<table>
<thead>
<tr>
<th>Available merge options</th>
<th>Header</th>
<th>Language</th>
<th>Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Header fields</td>
<td></td>
<td>Non-matching term / GUID</td>
</tr>
<tr>
<td></td>
<td>Only if header Merge</td>
<td></td>
<td>Matching term / GUID</td>
</tr>
<tr>
<td></td>
<td>Entry fields</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Only if entry Merge at field level</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Replace always | x | x | x | x |
| Replace if target empty | x | x | x | x |
| Replace if source not empty | x | x | x | x |
| Replace if newer | x | x | x | x |
| Replace | x |
| Ignore | x | x | x | x | x | x |
| Always interactive | x | x | x | x | x |
| Only interactive if not empty | x | x | x | x | x |
| Interactive | x |
| Add field content | x |
| Merging | x | x |

| Merge at field level | x |
| Add as entry if, language empty | x |
| Add as entry | x |
| Add as abbreviation | x |
| Add as alternative | x |
| Add as irregular form | x |
| Add as synonym | x |
| Add as user index 1 | x |
| ... | x |
| Add as user index 5 | x |
| Add as disallowed term | x |

Tab. 9-1: Available merge options at header level and language level
Index

A
ANSI, ASCII ........................................... 25, 59

C
Customised format ...................... 41
– Overview .................................. 25, 58

D
dBase ............................................... 121
Default values during import ........ 147
Dictionary
– Exporting ..................................... 10
– Importing ..................................... 41
– Save as file ................................. 38
Duplicate fields during import ....... 148

E
Editing during import ................. 69, 96
Escapements ................................. 150
Excel ........................................... 114
Export
– Formats ...................................... 10
– Overview ...................................... 10
Exporting ...................................... 10

F
Formats for export ....................... 10
FoxPro .......................................... 121

I
Image ............................................ 10

Import
– Creating a merging definition ....... 71
– Customised format .............. 25, 58, 59
– Directly importing TermStar
dictionaries .................................. 45
– Importing log files ...................... 108
– Manual synchronisation ............. 96
– MARTIF ........................................ 55, 57
– Merging ...................................... 96
– Merging data .............................. 69
– Overview ..................................... 41
– TermStar 2.6/2.7 ......................... 55, 57
– TermStar 3.0 Image ..................... 55, 57

Import definition
– Default values ......................... 147
– Duplicate fields ....................... 148
– Escapements .............................. 150
– Fields separated by markups ...... 123
– Fields separated by markups, defined
  strings or positions .................. 123
– Substitutions ......................... 144
– Table layout with a unique field
  separator ............................... 114
– Table layout with unique field position
  ........................................ 121

Interactive merging during import .... 96

L
Log file ......................................... 41, 108

M
Manual synchronisation ............... 96
MARTIF
– Export ...................................... 10
– Import ...................................... 41
MARTIF Light
- Export ........................................ 10

Merging definition .................................. 71
Microsoft Excel .................................. 114
Microsoft FoxPro .............................. 121
MultiTerm ............................................ 123

S

SDF format ........................................ 121
SGML ................................................ 25, 59
Substitutions during import ............ 144
Synchronisation ...................... 71, 96

T

TermStar 2.6/2.7
- Export ........................................ 10
- Import ........................................ 41

TermStar 3.0 Image
- Export ........................................ 10
- Import ........................................ 41
Text file .............................................. 38
Trados MultiTerm .......................... 123

U

Unicode ............................................. 25, 59